

GOVERNMENT OF MANIPUR
DIRECTORATE OF SOCIAL WELFARE

No. 1/589/2011-SW

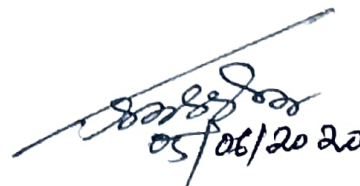
Imphal, the 5th June, 2020.

Expression of Interest is invited from interested Security agencies/firms for providing Security Services for the various Institutions and Homes functioning under the Directorate of Social Welfare Department, Manipur as detailed below:

Sl. No.	Place of Deployment	No. of security guards	Duties and Responsibility
1.	Observation Home and Children Home, Takyel	4 male guards, Service delivery shall be for 24/7 i.e. day and night	1) Patrol premises to prevent and detect signs of intrusion and ensure security of doors, Windows and gates. 2) Answer alarms and investigate disturbances. 3) Monitor and authorize entrance and departure of employees, visitors, and other persons to guard against theft and maintain security of premises. 4) Write reports of daily activities and irregularities such as equipment or poverty damage, theft, presence of unauthorized persons, or unusual occurrences. 5) Call police or fire department in cases of emergency, such as fire or presence of unauthorized persons. 6) Circulate among visitors, patrons, and employees to preserve order and protect property. 7) Warn persons of rule infractions or violations, and apprehend or evict violators from premises, using force when necessary. 8) Operate detecting devices to screen individuals and prevent passage of prohibited articles into restricted areas. 9) Inspect and adjust security systems, equipment, and machinery to ensure operational use and to detect evidence of tampering. 10) Any other activities related to security of the Office/homes from time to time.
2.	Directorate Office at A.T. Line, near 2nd M.R. Gate	1 female and male guards only for day time duty for 6 days per week	
3.	Bal Bhawan, Khuman Lampak	1 guard during day time for 6 days per week	
4.	Women Welfare Training Institute at Takyel and Working Ladies Hostel, Takyel	1 female guard for night duty for 7 days per week and 1 male guard for daytime duty for 6 days per week	
5.	Govt. Ideal Blind School, Takyel.	1 female guard for night duty for 7 days per week and 1 male guard for daytime duty for 6 days per week	
6.	Govt. Deaf and Mute School, Takyel.	1 female guard for night duty for 7 days per week and 1 male guard for daytime duty for 6 days per week	
	Total	12 guards	The deployment of guards will be adjustable as per requirement of the Department

2. Bid Price

- The contract shall be for the full services as described above (Corrections, if any shall be made by crossing-out, initiating, dating and re-writing).
- All duties, taxes and other levies payable under the contract shall be included in the total price quoted.
- The rate quoted by the bidder shall be fixed for the duration of the contract shall not be subject to adjustment on any account.
- Telex or Facsimile quotation is not acceptable.


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3. Eligibility Criteria/ Technical Bid

- (i) The Bidder should possess an experience of at least 3(three) years in Security Services, should possess a current manpower of at least 100 security personnel and should have an annual turnover of at least Rs.80.00(Rupees eighty) lakhs. Duly authenticated documents in support of the above requirements shall be submitted along with the bid-documents.
- (ii) The Agency should have valid registration certificates for EPF and G.S.T. It is mandatory to subscribe to EPF for employees of the firm. (Please attach documents)
- (iii) The agency should have a Certificate of Registration with Registrar Society or Registrar of Companies (Please attach documents).
- (iv) The Agency should have documents providing compliance of Minimum Wages Act, 1948 and Central Rules (latest). These documents should include schedule and nominal rolls of wages disbursed to security personnel over the past two years in any governmental or Public Sector Organization. Such nominal rolls should be signed by the employees i.e. the security guards and personnel employed by the agency.
- (v) An undertaking by the service provider that they have obtained police verification for all the personnel to be provided to the Purchaser.

5. Validation of Quotation.

Quotation shall remain for a period of 60 days after the deadline date specified to submission of quotation.

6. Evaluation of bids.

Evaluation of bid shall be based on 2(two) envelopes system. Technical bids shall be evaluated first. Only firms that only technically qualified would be shortlisted for financial evaluation. Thus,

7. Award of contract

The Department will award the contract to the bidder whose quotation has been determined to be substantially responsive and who has offered the lowest evaluated quotation price.

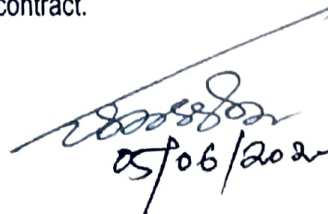
- Notwithstanding the above, the Department reserves the right to accept or reject and quotations and to cancel the bidding process and reject all quotations at any time prior to the award of contract.
- The Department reserves the right at the time of contract award, to increase or decrease number of guards, indicated in para 1 by 15% without any change in the price or any other terms and condition.
- The bidder whose bid is accepted will be notified of the award of contract by the Department period to expiration of the quotation validity period. The terms of the accepted offer shall be incorporated in the letter of award.

8. Payment shall be made directly to the agency and not to the individuals guards.

9. No allowance of any kind except for the monthly hiring charges of private security guards will be paid to private security agency at the end of month.

10. You are requested to submit the sealed quotation superscripted on the envelope as "Expression of the Interest for Providing Security Services for Social Welfare Department"

11. Successful bidders shall submit Financial Performance Guarantee of a sum of Rs. 50,000/- (Rupees fifty thousand in form of Bank Guarantee from a Nationalized Bank, which shall be initiated from time to time, during the period of the contract.



Handwritten signature and date: 05/06/2022

12. A "Deed Of Agreement" shall be executed between the Department and the successful bidder within 30 days of finalization of the bid process. Draft Deed Of Agreement is enclosed as Annexure-I.



(Ngangom Uttam Singh)
Director (Social Welfare),
Manipur.

Copy to:

1. P. S. to Hon'ble Minister (Social Welfare), Manipur.
2. P.S. to Principal Secretary (Social Welfare), Govt. of Manipur.
3. Director (Information & Public Relation), Manipur.
4. Chief Finance Officer, Social Welfare Deptt., Manipur.
5. Joint Director (ICDS/SW), Social Welfare Deptt., Manipur.
6. Deputy Director(Social Welfare), Manipur
7. Notice Board.

(Draft)

Deed Of Agreement

The Agreement is made on this..... 2020, BETWEEN the Social Welfare Department, Manipur(hereinafter referred to as First Party) on the part AND the (hereinafter referred to as SECOND PARTY) on the other part.

Whereas, the SECOND PARTY has agreed to provide security services to the FIRST PARTY on the following term and conditions that:

1. The SECOND PARTY shall be providing the security guards to the FIRST PARTY in considering of service charges at the rate of Rs.....(Rupees.....)only per security guard deployed in the premises of the FIRST PARTY. The service charges shall be payable monthly to the SECOND PARTY by cheque of bank draft or cash by the last day of the month for which services have been rendered.
2. The SECOD PARTY shall bear all administrative expenses, cost of uniforms and liveries, expenditure incurred in training, ESI,EPF,bonus,gratuity,group insurance etc. for the purpose of arriving at or fixing the total service charges, the FIRST PART shall pay the above rate irrespective of the rank/grade of security guards deployed.
3. The FIRST PARTY shall pay specifically the number of security guards considered essential for such security service arrangement in the premises of the SECOND PARTY. The minimum number of security guards required initially is ...(...) including as Assistant Security Supervisor. The number of security guards may be increased as per requirement of the User Department due to change circumstances or otherwise at any time during the prevalence of this agreement. Prior Notice should be served to the SECOND PARTY by the FIRST PARTY for any changes in the strength of Security guards. The number of security guards once increased shall not be decreased unilaterally by the FIRST PARTY. The FIRST PARTY shall bear the additional service charge(s) for the specified period.
4. The SECOND PARTY shall be liable and responsible for any loss or damaged that might be caused by any external force or body during the period of the execution of the agreement. Further, it shall be the liability of the SECOND PARTY to compensate for such loss or damaged caused due to the negligence or lapse on the part of the SECOND PARTY and its personal.
5. That, the SECOND PARTY shall be responsible for recruitment,training,discipline and administrative control of the Security guards deployed in the premises of the FIRST PARTY. The FIRST PARTY shall also specify the charter of duties of all the security guards to be deployed at the specified security posts of place of deployment.
6. That. The agreement shall remain in force from the same month from the date of actual deployment of the security guards in the premises of the FIRST PARTY. The FIRST PARTY shall be liable to pay such remuneration/charges payable to the guards for remaining period of this agreement (including the case in Para 7 below) as well as any other cost accrued to the SECOND PARTY if the FIRST PARTY unilaterally decides to terminate this agreement at any time before the above agreement period.
7. That,the agreement shall remain in force for a period of 1(one) year with effect from The agreement may be terminated by either parties by issuing advance notice of one month earlier to this effect.
8. That, the SECOND PARTY shall have the powers of all administrative and disciplinary control over the security guards for their efficient functioning. However, the FIRST PART may exercise the powers in the immediate functional control of the Security guards deployed in the premises of the FIRST PARTY and specify the place and mode of duty for each of every staff. The FIRST PARTY shall designate one officer for exercising such power of functional control of security guards.
9. That, if the Security personal(s) make himself absent from duty without notice or leave of absence or be found guilty of misconduct or any act of indicipline,criminal offence, it shall be

lawful for the FIRST PARTY to dismiss him summarily from his deployment without prejudice to his other rights and remedies as against the SECOND PARTY when and in such an event, he shall lost and forfeit service charges which may be due to him.

10. The FIRST party shall provide a suitable accommodation with basic amenities for use by the security guards in the premises of the FIRST PARTY with payment of quarter rent,water & electricity charges.

11. The pattern of the uniform of security guards shall be jointly determined by both the parties.

IN WITNESSES WHEREOF the parties here ti have signed on the day, month and year first above written

Signed on this

Department of Social Welfare
Manipur

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