



Government of Jharkhand
Directorate of Industries
Jharkhand Government Tool Room
Plot No: 38, Phase I, Tatisilwai Industrial Area, Muri Road, Ranchi- - 835103 ,
E-mail: info@jgsmetr.com principal@jgsmetr.com Web site: www.jgsmetr.com
Phone No. 0651-2265966, Fax No.0651-2265578



TENDER DOCUMENT

JOB CONTRACT FOR SECURITY & MANPOWER ARRANGEMENTS AT JHARKHAND GOVERNMENT TOOL ROOM, RANCHI, DUMKA & GOLA

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BASIC DETAILS	
TENDER NO.	JGTR/RANCHI/412 Dated : 23-08-2022
UNIT	Jharkhand Government Tool Room, Ranchi, Dumka & Gola centre
ADDRESS	Ranchi:- Plot No: 38, Phase I, Tatisilwai Industrial Area, Muri Road, Ranchi- - 835103 Dumka:- Vill. + Post – Jardaha, Via- Ghormara, Dist- Dumka,Jharkhand, Pin- 814120 Gola:- Village-Kanke, At- Toyar PO- Gola Dist.: Ramgarh
CONTACT DETAILS	EMAIL: jgmtrtc_ran@yahoo.co.in info@jgmsmetr.com principal@jgmsmetr.com Web site: www.jgmsmetr.com Phone No. 0651-2265966, Fax No.0651-2265578
Brief Description	<u>HIRING SERVICES FOR PROVIDING SECURITY & MANPOWER SERVICES</u>
Cost of Tender documents	RS. 5,000.00
EMD Value	Rs. 10,000.00
Date of issue of Notification	25-08-2022
Completed form to be submitted on or before	12-09-2022 up to 1:00PM
Date of opening of tender	12-09-2022 at 3.00 PM
Download Full Details of Tender Document	www.jgmsmetr.com
chedule of tender	Publication of tender in website – 25-08-2022 Last date of submission of tender – 12-09-2022 up to 1:00PM Opening of technical bid – 12-09-2022 at 3.00 PM

The interested Security Agency can download the Tender Document through internet www.jgmsmetr.com but they will have to submit Rs. 5000.00 by way of Demand Draft separately along with their offer only then offer will be consider for further action. Interested agencies are advised to visit the site before quoting.

Principal cum Managing Director
Jharkhand Government Tool Room

ELIGIBILITY CONDITIONS

1. The firms interested to provide services for providing Security & Manpower Personnel to Tool Room must have the followings:
 - Proof of Registration of the firm under relevant law, such as Companies Act, and / or Shops & Establishment Act,/Propriety/Partnership/ Societies Registration Act 1860 etc. For partnership firms, full name and address of each partner along with certificate copy of registered partnership deed
 - Must be a reputed one
 - Having three years of experience in Government Semi Government/PSUs Institute Security & Manpower Services having 500 capacity of Hostel in the campus. (Firm must enclose attested copies of contract handled by them for Institutional Security Services) and at least five consecutive years with average deployment of 50 Security Personnel & 50 Manpower at any point at same type of Government institute. **(Last Five Years agreement/work order Copy to be enclosed)**
 - Must have provident Fund Account No. and ESI registration. **(Copy to be enclosed, also enclosed the last six-month deposit challan with ECR details)**
 - Must have Goods & Service Tax Registration No. **(Copy to be enclosed with last two month (June & July 2022) GST R1 & 3B return document**
 - Must have valid ISO & OHSAS certificate. **(Copy to be enclosed)**
 - Must have valid licensed under Jharkhand Private Security Agencies Regulation Act 2010. **(Copy to be enclosed)**
 - Must Have Organization/Director Character Certificate have issued by District Administration. **(Copy to be enclosed)**
 - The firms must have trained Security Personnel & Manpower Personnel.
 - The firm must have the training centre at Jharkhand State **(Photo to be enclosed)**
2. The bidder must have a minimum turnover of Rs. 2,00,00,000/- (Rs. Two crore only) or above annually during the last three years consecutively. Attested copies of the audited balance sheets by Chartered Accountants for last three financial years i.e 2020-21, 2019-20 & 2018-19 must be enclosed.
3. The bidder shall submit copy of Audited Annual Reports clearly evidencing the Annual Turn-Over figure for last 3 (three) consecutive financial years in support of their meeting above stipulated financial criterion.

In case of the non-availability of Audited Annual reports (Financial Statement) for any genuine reasons, as an alternative, with reasoned proof, the tenderer may submit certificate(s) from a practicing Chartered Accountant, duly notarized, in support of their financial credentials, in lieu of the annual reports.

4. The bidder must visit the centre before submission of the tender.
5. **Earnest Money Deposit:** The tenderer shall be required to deposit a sum of Rs. 10,000.00 (Rs. Ten Thousand only) as Earnest Money by crossed Demand Draft made-out in favour of “Jharkhand Government Mini Tool Room & Training Center” Payable at Ranchi. **Tenders submitted without the Earnest Money is liable for rejection.**
6. **Tender Fee Deposit:** The tenderer shall be required to deposit a sum of Rs. 5,000.00 (Rs. Five Thousand only) as Tender by crossed Demand Draft made-out in favour of “Jharkhand Government Mini Tool Room & Training Center” Payable at Ranchi. **Tenders submitted without the Tender Money is liable for rejection.**
7. **The tenderer who having the NSIC/MSME registration of Jharkhand State will be exempted to deposit the EMD & tender fee.**
8. The tendered should sign all the pages of Tender Document Before submission.
9. The bidder agency should not quote Service charges less than 5%.
10. During the financial evaluation in case of Multiple L1 bidder, in that case the bid will be awarded to the bidder agency having more experience in terms of number of years. If no. of years of experience will also be same then the bidder agency having higher total turnover in last three years will be selected as L1.

REQUIRED STRENGTH FOR SECURITY PERSONNEL FOR RANCHI CENTRE

Description	Shift-I 6.00 to 14.00 Hrs.	Shift-II 14.00 to 22.00 Hrs.	Shift-III 22.00 to 6.00 Hrs.	Total Requirement (Nos.)	Educational Qualification & Experience
Security Guard	3	3	3	9	Matric with sound Physique civil Age: 35-50 years
Gunman			1	1	Matric with sound Physique civil Age: below 60 years
Security Supervisor		1		1	Matric with sound Physique civil Age: below 60 years

REQUIRED STRENGTH FOR SECURITY PERSONNEL FOR DUMKA CENTRE

Description	Shift-I 6.00 to 14.00 Hrs.	Shift-II 14.00 to 22.00 Hrs.	Shift-III 22.00 to 6.00 Hrs.	Total Requirement (Nos.)	Educational Qualification & Experience
Security Guard	3	3	3	9	Matric with sound Physique civil Age: 35-50 years
Gunman			1	1	Matric with sound Physique civil Age: below 60 years
Security Supervisor		1		1	Matric with sound Physique civil Age: below 60 years

REQUIRED STRENGTH FOR SECURITY PERSONNEL FOR GOLA CENTRE

Description	Shift-I 6.00 to 14.00 Hrs.	Shift-II 14.00 to 22.00 Hrs.	Shift-III 22.00 to 6.00 Hrs.	Total Requirement (Nos.)	Educational Qualification & Experience
Security Guard	1	1	2	4	Matric with sound Physique civil Age: 35-50 years
Security Supervisor	1			1	Matric with sound Physique civil Age: below 60 years

1. Gunman should be an Authorized License Holder
2. Between the 2 security guards at each shift one must be trained in fire fighting
3. Knowledge of First Aid is compulsory for all guards
4. Working knowledge of firefighting is essential for all guards including Supervisor & Gunman
5. All personnel having the institutional experience for working with Government/Semi Government/PSUs

REQUIRED STRENGTH FOR MANPOWER PERSONNEL

CENTRE NAME	Unskilled	Semi Skilled	Skilled	Highly Skilled
JGTR, RANCHI	10	8	7	10
JGTR, GOLA	4	4	4	4
JGTR, DUMKA	12	5	8	6

GENERAL TERMS & CONDITIONS

1. Tenders must be submitted in a single sealed cover at our Office. The enclosures shall consist of the following:
 - a. Envelope 1: Signed Tender documents and all supporting documents as per eligibility to be enclosed in this envelope and sealed. The words “Eligibility claim and Technical bid” should be written on the top of this envelope.
 - b. Envelope 2: Earnest Money and Cost of Tender documents in shape of separate DDs in favor of “Jharkhand Government Mini Tool room & training center” payable at Ranchi, to be enclosed in this envelope. The words “EMD and Cost of Tender documents” should be written on the top of this envelope.
 - c. Envelope 3: Price bid to be enclosed in this envelope and sealed. The words “Price Bid for Security & Manpower Services” should be clearly written on the top of this envelope.

All the above three envelopes should be individually sealed and enclosed in one big cover envelope and sealed. The words “Bid documents for Security & Manpower Services” should be clearly written on the top of this cover.

2. Tenders will be opened in the presence of the authorized representatives of the tenderers.
3. The visit of the centre is compulsory for applying the tender.
4. In case the day of opening of tender is declared as holiday the opening shall be held on the next working day at the same time.
5. JGTR may extend the last date of submission of tender or opening date of tender as it deem required for any administrative reasons.
6. Tenderers are advised to visit the office and see for themselves the locations and premises where the services are required to be provided on all days i.e., Monday to Saturday.
7. JGTR reserves the right to accept any tender from among the tenders received or to reject any or all the tenders so received without assigning any reasons thereof.
- 8. CONDITIONAL TENDER WILL NOT BE ACCEPTED AND WILL BE REJECTED OUTHRIGHT.**
9. If any of the conditions of Tender are not fulfilled, such Tender/Tenders will be summarily rejected out right and objections raised in this regards will not be entertained.
10. In case any deviation is found in the tender document submitted by the tenderer from the content mentioned in our website and /or non-submission of the cost of tender documents the tender shall liable to be rejected at any stage of the contract. The tenderer has to indemnify JGTR for loss accrues due to such alteration in the terms and conditions of tender document.
11. JGTR reserves the right to choose, accept or reject any or all requests / offers, in full or part, at any stage, reduce or increase the quantity without assigning any reasons therefore. The quantity / number shown in the document is only indicative. JGTR further reserves the right to split the order among more than one tenderer if considered necessary. JGTR will not be responsible for any postal losses or delays in submission of documents. The tender documents are non-transferable.
12. The successful tenderer (s) shall execute an Agreement with JGTR on the Non Judicial Stamp Paper on the required value before the commencement of the work.

13. In the event of violation of any terms and conditions given above, it would be construed, as a breach of contract and JGTR will be entitled to terminate the agreement without any compensation.

14. TENDER EVALUATION CRITERIA:

JGTR - Ranchi will prepare a list of firms based on the compliance of company profile as given CONTRACTUAL TERMS AND CONDITIONS and all the terms and conditions of the tender. The tenders, which do not conform to the tender conditions and tenders from firms without adequate capabilities for the preparation of report as per tender requirements shall be straight away rejected, specifying the reason. All eligible tenders will be considered for further evaluation. The decision of DOI cum vice chairman is final in this regard.

15. Amendment of Tender Documents

At any time prior to the last date for submission of tenders, JGTR Ranchi may, for any reason, modify the tender document. Such modification will be published through our website.

16. Language of Tender

The tender prepared by the tenderer, as well as all correspondence and documents relating to the tender exchanged between tenderer and JGTR shall be written either in Hindi or English Language. Only English number shall be used in the tender.

17. Prices shall be quoted in INR only.

18. NEGOTIATIONS WITH THE SUCCESSFUL TENDERER:

As per the evaluation criteria specified above in this Tender Document, selection of the Successful tenderer will be made and such tenderer will be called for negotiations for scope of work and commercial terms. JGTR reserves the right to negotiate with the lowest tenderer.

19. ACCEPTANCE OF TENDER AND WITHDRAWALS:

16.1 The right of final acceptance of the tender is entirely vested with the Director Of Industries Cum Vice Chairman - JGTR who reserves the right to accept or reject, any of the tenders in full or in parts without assigning any reason whatsoever. There is no obligation on the part of JGTR to communicate with rejected tenderers. After acceptance of the tender by JGTR, the tenderer shall have no right to withdraw his tender, or claim higher price. The tender acceptance authority may also reject all the tenders for reasons such as change in scope of work, new technologies, lack of anticipated financial resources, court orders, accidents or calamities and other unforeseen circumstances.

16.2 Tenders with incomplete information are liable for rejection.

SCOPE OF WORK

1. Contractor will render expert advice to JGTR on regular basis for ensuring the protection of plant, equipment and property of JGTR situated at JGTR, Ranchi.
2. The contractor will provide on demand custodian services to work in close co-ordination with Clearing Agents/Transporters for the safe receipt & dispatch of raw materials and finished goods.
3. The contractor shall furnish the list of each and every person employed by him and directed to work in JGTR premises together with a copy of their latest photograph.
4. The contractor shall issue identity badge to all their employees as per the Contract Labour (Regulation & Abolition Act. 1970).
5. Only such of that whose list has been furnished to JGTR and are directed by the contractor to carry out the job within the scope of the contract will be allowed entry into the JGTR, Ranchi of identity badge.
6. The contractor shall pay his workmen wages not less than the rate of the wage specified by the notification issued under the Minimum wages Act.
7. The contractor shall obtain a license from the State Labour Department under the contract Labour (Regulation & Abolition) Act 1970 and shall also have a separate ESI, PF code number and shall be responsible to cover all their employees under ESI and PF from the date of their engagement and documents in proof thereof shall be submitted to JGTR for verification and records, the contractor will be responsible for compliance for the above regard.
8. The contractor shall submit copies of monthly ESI, PF, GST remittance of every month respectively with respect to the previous month to JGTR for records.
9. The contractor shall maintain all records and registers concerning attendance and wages of persons engaged by him as required by the various labour legislation in force from time to time and also ensure that he complies with their requirements.
10. The contractor shall carry out supervision/overseeing of his own employees deployed in JGTR premises or by his appointed supervisors. The Security Officer of JGTR will have the right and discretion to ensure that job's are carried out as per the contract.
11. The contractor will arrange group insurance of their personnel and will provide uniform, winter garments, rain coats etc. JGTR will not responsible on these accounts.
12. In case any of the security persons goes on leave for more than 3 days alternative arrangement shall be done by the contractor.
13. Security will be responsible for safety and security of JGTR's Assets inside and outside of the premises of JGTR campus.

CONTRACTUAL TERMS AND CONDITIONS

1. The security personnel deployed shall have been well trained in security duties, fire fighting and first aid. They must have reasonable knowledge in spoken and written English, Hindi.
2. The contractor shall comply with all the provisions as required under the appropriate acts of Government and also statutory requirements as applicable.
3. The contract will be for a period of five years and is extendable with mutual consent of both the parties.
4. **Security Deposit:** The Successful Contractor will have to enter into an agreement with JHARKHAND GOVT. TOOL ROOM with respective centre and deposit a sum of **Rs.10,000.00** (Rupees Ten Thousand Only) towards SECURITY DEPOSIT by way of Demand Draft or Bank Guarantee within 10 days of receipt of the contract, failing which their earnest money shall be forfeited. No interest will be paid on the Security Deposit. However, the amount of Security Deposit will be refunded to the Licensee, within ten months after successful completion of the contract.
5. In case the performance of the firms is not found satisfactory the Security Deposit can be partly or wholly forfeited.
6. **The Security & Manpower Personnel shall perform the duties 8 hours on all working days of the month.**
7. The Contractor shall submit the present and permanent address of all the workmen proposed to be deployed at JGTR along with their physical fitness such as height, weight, eyesight and identification mark duly signed by a Government physician within one week from the date of award of the contract.
8. The **Security & Manpower Personnel** being deployed shall be in proper uniform. Supply of uniform, vigils, lathis, torchlights and required accessories to the **Security & Manpower Personnel** is the responsibility of the Contractor.
9. Income Tax/GST as applicable will be deducted from the monthly bills payable.
10. The required strength may be curtailed or enhanced any time depending upon requirement of JGTR.
11. Payment will be made monthly after receipt of Pre-receipt Invoice along with attendance & duly receipted voucher of the security Personnel particulars duly certified.
12. JGTR reserves the right to terminate the contract by giving one-month notice without assigning any reasons therefore.
13. All wages, allowances, remuneration and legal benefits admissible to persons employed by the contractor will be paid directly by the contractor and a copy of the wage sheet shall be furnished to the designated officer of JGTR as a matter of proof that wages etc. due to the employees of the contractor have been paid. In the absence of such a wage sheet JGTR will have the right to make deductions from the bills of the contractor and make payment to the employees of the contractor.
14. The contractor shall be responsible for compliance with regard to minimum wages, ESI, PF, Workmen Compensation Act etc. and the contractor will be responsible for payment for any liabilities under such Acts. If the contractor has certificate for P.F Exemption, the same should be submitted.
15. The contractor shall be legally liable and responsible for and contravention of any legal requirements and consequent liability with regard to people deployed/employed by the contractor in connection with the work assigned to the contractor by JGTR.

16. In case, any damages is caused to the JGTR's property or products by the persons engaged or due to negligence on the part of security agency under this contract or if any instance of theft takes place, the contractor shall be liable to reimburse the cost of such damage / losses to JGTR.
17. In the event of the contract not being performed or carried out to the satisfaction of JGTR, it would be construed as a breach of contract, and JGTR will be at liberty to terminate this agreement without any notice and/ or compensation in lieu thereof and the security deposit made by the contractor towards successful implementation of the contact will be forfeited.
18. Any dispute arises shall be settled within the Jurisdiction of RANCHI only.

INSTRUCTION TO TENDERERS

(For Security & Manpower arrangements)

(To be signed by the security contractor as a token of acceptance of the terms and conditions and submitted along with the Tender form)

1. The Tenderer should quote the rate (amount) in respective columns of the Tender Document only. The Tender is liable to be cancelled in case of any wrong entry.
2. The tenderer shall deploy adequate number of personnel, so as to cater to the **Security & Manpower** Personnel arrangements as shown above with provision for adequate relievers and supervision.
3. The Tenderer may be required to provide Extra Man days as and when required against a fixed rate which will be calculated on pro-rata basis from the quoted rates in the specified column of the Tender Documents.
4. The Tenderer should ensure deployment of Ex-Servicemen / qualified civilian only.
5. The contractor shall furnish documentary evidence from P.F. and ESI Authorities regarding deposit of P.F. and ESI against the names of the personnel deployed by him for the above work along with his Bill for immediately succeeding month failing which the subsequent Monthly Bills/Supplementary Bills will be withheld.
6. The Contractor should provide Monthly Bills for payment along with a copy of
7. Attendance Roll of the previous month duly signed by him/then and the designated Officer of JGTR in each location.
8. The Contractor shall have to pay wages to the personnel deployed by him in accordance with the Minimum wages Act and payment of wages Act as also ensure compliance with other labour laws in the matter of payment of similar other dues to the persons engaged by him from time to time. Pension Scheme if any applicable, shall have to be implemented by the contractor.
9. Full Uniform of appropriate colour and style, with leather belts, caps, line yard, whistle, boot, torch, lathi / batons, raincoat etc. and all stationeries including batteries, pens, etc. required for use by the security personnel shall be provided by the firm at no extra charge to JGTR. JGTR would be providing only with the registers as per requirement.
10. The character and antecedents of each and every security personnel deployed in JGTR should be certified by the firm in writing. The list of all the Security Personnel along with their permanent address, recent photographs with signature and Xerox copy of discharge certificate (only of the Ex-Servicemen) must be submitted within 30 days from the commencement of the contract in duplicate.
11. The **Security & Manpower** Personnel deployed should be smart, having good physique, preferably below 50 years of age. They should be trained to handle and make best use of all types of Fire – Fighting and Safety Equipments.
12. The Tenderers shall have to furnish a valid certificate of registration of their Firm under the contract Labour (Regulation & Abolition) Act, 1970 as amended and Income Tax Clearance Certificate within 15 days after allotment of work order.
13. Income Tax will be deducted at source from all monthly bills as per Income Tax Act.
14. Any case of any theft, loss or damage to the property of JGTR on account of malfeasance, negligence connivance or any other misdemeanor on the part of the Contractor / **Security & Manpower** Personnel if so established prime facie by the JGTR Authorities, the contractor shall have to make good the loss to JGTR.

15. The Contractor shall have to enter into a Formal Agreement and the same shall be valid for a period of One (1) year from the date of its commencement, extendable to further periods at the discretion of JGTR. The contractor shall have to abide by the terms and conditions, apart from those given above, which may be stipulated in the said Agreement.
16. The Contract Agreement can be terminated at any time by giving one month notice by the Contractor and one month notice by or on behalf of Addl. Director, JGTR.
17. The number of points / areas may be increased or decreased at the discretion of JGTR.
18. The Contractor shall arrange to display the name of the personnel on duty in the display box provided for the purpose at the specified points.
19. The Security Personnel register should be maintain at the Security Office at the main entrance.

All worker are for 8 hrs shift and continuation of same person will not be entertained.

**JHARKHAND GOVERNMENT MSME TOOL ROOM,
Tatisilwai , Ranchi-834010
(Dept. of Industries, Govt. of Jharkhand)**

**NAME OF WORK: JOB CONTRACT FOR SECURITY & MANPOWER
PERSONNEL ARRANGEMENTS AT JGTR CAMPUS**

DETAILED CHECK LIST FOR THE TENDER

S/NO.	PARTICULAR	Valid Up to	Attached at Page no.
1	Proof of Registration of the firm under relevant law, such as Companies Act, and / or Shops & Establishment Act,/Propriety/Partnership/ Societies Registration Act 1860 etc. For partnership firms, full name and address of each partner along with certificate copy of registered partnership deed		
2	Experience Certificate for Government/ Semi Government/PSUs Institute for Security Services		
3	Provident Fund Account No.		
4	ESI registration No.		
5	Goods & Service Tax Registration No.		
6	ISO & OHSAS certificate		
7	valid licensed under Jharkhand Private Security Agencies Regulation Act 2010		
8	Training Centre at Jharkhand		
9	Attested copies of the audited balance sheets, Profit & Loss A/c by Chartered Accountants for last three financial years for a minimum turnover of Rs. 2,00,00,000/- (Rs. Two crore only) Or above		
10	Earnest Money Rs. 10,000/-		
11	Tender Fee Rs. 5,000/-		

Signature of the Contractor

PRICE BID FORMAT

JHARKHAND GOVT. TOOL ROOM

PRICE BID FOR SECURITY PERSONNEL

S/NO.	PARTICULAR	Guard	Gunman	Supervisor
		Rate/day (Rs.)	Rate/day (Rs.)	Rate/day (Rs.)
1	Basic	As per Jharkhand Government Norms		
2	VDA			
3	Basic+ VDA			
4	ESI @ -----%			
5	EPF @ -----%			
6	Bonus @-----%			
7	Service Charges @ ---%			
8	Total			
9	GST @ -----%			

JHARKHAND GOVT. TOOL ROOM

PRICE BID FOR MANPOWER PERSONNEL

S/NO.	PARTICULAR	Unskilled	Semi Skilled	Skilled	Highly Skilled
		Rate/day (Rs.)	Rate/day (Rs.)	Rate/day (Rs.)	Rate/day (Rs.)
1	Basic	As per Jharkhand Government Norms			
2	VDA				
3	Basic+ VDA				
4	ESI @ -----%				
5	EPF @ -----%				
6	Bonus @-----%				
7	Service Charges @ ---%				
8	Total				
9	GST @ -----%				