



**BOARD OF SECONDARY EDUCATION, ASSAM,
BAMUNIMAIDAM, GUWAHATI-21**

Notification No. SEBA/EST/ENSF//5/15/4,
Dated Guwahati the 26th September, 2017

NOTICE INVITING TENDER FOR PROVIDING SECURITY SERVICES

Sealed Tenders affixing CFS of Rs. 8.25/- are invited from reputed Firms/Groups/Organisations by the Board of Secondary Education, Assam for providing security in the Head Office of the Board of Secondary Education at Bamunimaidam, Guwahati-21. For details please visit SEBA's website www.sebaonline.org.

[Signature]
Secretary,
Board of Secondary Education, Assam,
Guwahati-21

Memo No. SEBA/EST/ENSF//5/15/148-A

Dated Guwahati the 26th September, 2017

Copy to

1. P.A. to the Chairman for kind appraisal of the Hon'ble Chairman.
2. CAO for information and necessary action.
3. Guard file.

[Signature]
Secretary,
Board of Secondary Education, Assam,
Guwahati-21

Tender Document
For
Providing Security Personnel as Service at SEBA



For
Board of Secondary Education, Assam

Ref No: SEBA/EST/ENSF/5/15/4

Date of Issue: 26/09/2017

Last date of Submission: 11/10/2017 up to 2 P.M. and will be opened on the same day at 3 P.M.

Board of Secondary Education, Assam

CONTENTS

Sl. No.	Section	Page No
1.	Invitation of Tender Response	4
2.	Tender Schedule	5
3.	Tender Submission Procedure	6
4.	Qualification Criteria (Eligibility)	7
5.	Brief Introduction and Scope of Work	14
6.	Form A	15
7.	Form B	16
8.	Form C	17
9.	Commercial format	19

Board of Secondary Education, Assam

Invitation of Tender Response

Board of Secondary Education, Assam referred as SEBA invites response for tender from Reputed Security Service Providing Firms/ Parties for providing 24/7 security personnel as service at SEBA premises.

Parties having experience of successful execution of similar projects/ services are invited to take part in Bidding. The detailed Tender document is available at the website www.sebaonline.org. The Tender response of Bidders shall be submitted along with the necessary supporting documents and Processing fee of Rs. 3,000/- (Three thousand) only (Non-refundable) with EMD fee of Rs. 35,000/- (Thirty five thousand) only (Refundable) as per the date and time mentioned in the document. The successful bidder will have to make a security deposit of Rs. 1, 50,000 (One lakh fifty thousand) only along with the agreement to be signed with the Board.

This Tender document contains the scope of work, qualifying requirements, terms and condition, forms and procedure for submission of proposal for interested Organizations. The Bidder submits a detailed response for the objectives set forth in this Tender document. SEBA reserves the right to accept or reject any or all the offers at any stage of the process without assigning any reasons thereof and no claim/dispute on this aspect shall be entertained.

Note: In the event of any dispute or differences in connection with the Tender the same will be subject to an arbitration of Secretary, Board of Secondary Education and the same will be governed by the provision of Assam Industrial Dispute Rule, 1958.

Sd/-

Secretary

Board of Secondary Education, Assam
Guwahati - 21

Board of Secondary Education, Assam

Tender Schedule

Sr. No.	Particulars	Date
1.	Tender Publish	27/09/2017
2.	Tender Document Download	27/09/2017
3.	Start Date of submission of Tender	03/10/2017
4.	Last Date of submission of Tender	11/10/2017 till 2 P.M.
5.	Opening of Tender	11/10/2017 at 3 P.M.

Tender Procedure:

- 1) Eligible/Interested Parties will be offered to take part in Tender and details of the Tender will be available in the website www.sebaonline.org
- 2) Party has to submit tender manually at the drop box available in the chamber of Secretary, Board of Secondary Education, Assam.
- 3) A non-refundable processing fee for Rs. 3,000/- (Rupees Three thousand only) in the form of a Demand draft or a Pay Order drawn in favour of "The Secretary, Board of Secondary Education, Assam (SEBA)" payable at Guwahati has to be submitted along with the Tender Response. Tender response received without or with inadequate Tender Processing fees shall be liable to get rejected.
- 4) Other instructions can be seen in the Tender document. All or any one of the parties may be rejected by competent authority.
- 5) Earnest Money Deposit (EMD) of Rs. 35000/- (Rupees Thirty five thousand) has to be submitted through Bank Draft, address to "The Secretary, Board of Secondary Education, Assam (SEBA)" payable at Guwahati and should be submitted with hard copy of the Tender document.
- 6) No cheque or cash will be accepted.

Board of Secondary Education, Assam

2. General Conditions:

- I. The agencies will have to furnish Permanent Account Number (PAN), up-to date valid In-come Tax/Service Tax/ G.S.T. clearance certificate and Audit Report along with the Balance Sheet with the Tender Paper. The earnest money of the unsuccessful bidders will be returned after finalisation of the bid. The earnest money of the successful tenderer will be returned only after the finalisation of the contract agreement and furnishing security deposit of 5% on the total value of the contract places in favour Secretary, Board of Secondary Education, Assam.
- II. The duration of the contract for providing security personnel as service at SEBA premises will be initially for 1 (one) year subject to further extension depending upon the satisfactory performance and exigencies of service. The maximum period of extension will be 1 (one) year only at a time. The contract can also be terminated premature by serving 1 (one) month written notice without payment of any compensation whatsoever other than the dues under the agreement.
- III. The successful bidder shall pay rates and wages as per existing rules under Minimum Wages Act. It shall be his responsibility to ensure that he pays his workmen wages which are not lower than the minimum wages as prescribed from time to time by State Government. The bidders therefore should quote the margin (in percentage) they want for themselves for meeting expenditure of providing these services besides quoting other statutory payments such as EPF, ESI, Bonus etc.
- IV. The persons so engaged by the agencies shall be from amongst the retired/released Ex-Service personnel/Trained Home Guard/NCC/Trained Security guard of high integrity and good conduct and below the age of 40 years. Ex-Army personnel of Infantry and Artillery Unit with specialized training/experience on counter insurgency operation, and VIP security will be preferred.
- V. The Private Security Houses should have their own training centres with a standard security course having infrastructure facilities for class room and physical training. As per the standard security requirement it is desirable that the guards undergoing training in such Security Houses should have at least 100 hour's physical training and 85 hours theoretical classes on preliminary laws, physical security, access control, duties and responsibilities of security personnel and behavioural approach etc. The firm/bidder should submit a certificate of declaration having training Institute/ Centre in their own at any place of Assam. This will be verified before finalization of the offer.

- VI. The personnel should be physically fit for duties. No cost of training in this regard will be borne by the SEBA. Physically handicapped, medically unsound security guards to be supplied by the firm/ bidders will not be accepted by SEBA at any cost. The contractor/firm will be responsible for overall conducts of their supplied security guards to SEBA. The contractor will be responsible for disrespectful, Indulgence bad behaviour or for any theft or tempering of the SEBA's property by guards supplied by them. The contractor will be responsible for any loss suffered by the Management of SEBA consequent upon mishandling/misconduct of guards supplied by the contractor/firm in discharging of their duties. Further such loss on calculation and finalization shall be recovered from the contractor/firm concerned and said guards should be withdrawn by the firm/contractors and will not be allowed to continue his job in SEBA.
- VII. Any guard/supervisor, engaged by the contractor if found in any unauthorized occupation of SEBA premises, the rent, water charges, electricity charges and conservancy charges will be deducted on penalty rate as per rule from the monthly salary bill of the guard/ supervisor.
- VIII. The contractor/ firm shall make a declaration to the effect that he shall abide by all the provisions of Contract Labour (R&A) Act. 1970 and as amended, Minimum wage Act- 1948, Factories Act 1948, Industrial Disputes Act, 1947, Payment of wages Act, 1936, Payment of Bonus Act, Employees PF & Misc. provisions Act, 1952 etc., and the respective rules to be framed under each of the above Acts and as amended from-time to time in force.
- IX. The contractor shall abide by all provisions of employees provident fund and Miscellaneous provisions Act, 1952. The contribution made in this behalf (both Employee's and Employer's) are to be remitted/deposited with the Regional provident fund commissioner, North East Region, Guwahati or its branch offices within 10 days of the following month under intimation to the SEBA. Please note that in case of his failure to deposit provident fund contribution as stated above, SEBA, shall have the right to recover such contribution and remit the said contribution to the appropriate authority.
- X. The successful bidder must submit detail bio-data of the persons provided by him, such as name, father's name, present & permanent address, P.S., Age, and Photo Identity etc. to the SEBA. The successful bidder may have to submit satisfactory Police Verification report of Character and antecedent of each security personnel provided by the Firm/Contractor as and when they are being deployed in SEBA'

- XI. The contractor/ firm will have to issue personal service number, Identity card and its own logo at the contractors own cost to the security personnel.
- XII. The contractor/firm will have to provide initially 2 (two) pairs of uniform and livery items such as ammunition boot, Web belt, army cut anklet, barret caps, whistle, Whistle cord, Hunting Shoes, P.T. Shoes, Sticks, torch lights etc. The seasonal livery items such as jerseys, jackets in winter and raincoat in monsoon shall be provided by the firm. The agency will also have to provide mosquito net, and blanket to the security personnel, supplied by them. The cost of the above livery items will be borne by the contractor and the SEBA shall have no liability whatsoever on this account.
- XIII. The barrack type accommodation with all necessary basic facilities will be given to the security personnel free of cost from SEBA's end, if accommodation is found available.
- XIV. The Management of SEBA does not bind itself to accept the lowest rate and reserves the right to accept and reject any or till tenders without assigning any reason thereof.
- XV. The successful tenderers will have to execute formal contract agreement with Secretary, Board of Secondary Education, Assam for supply of security personnel on a non-judicial court stamp paper of Rs. 50. (Rupees fifty) only. Formal work order will be issued by the Secretary, SEBA, only .after receipt of security money and execution of contract agreement.
- XVI. The contractor shall have to submit an affidavit along with the tender documents stating that the security personnel's character and antecedents have been verified by them as well as by the respective police Authorities. The contractor/firm shall have furnished Medical Fitness certificate from any authorized Medical officer in respect of each security personnel as supplied by them.
- XVII. The contractor/firm will have to visit each work place at least twice in a month to see the welfare and performance of the security personnel. The contractor has to redress all the grievances as faced by the security personnel as a welfare measure so as to ensure that the efficiency of the security personnel is not affected.
- XVIII. The contractor/firm has to make provision for ESI (Group Insurance), Along with Medical Facility etc. to the security personnel to be engaged on Contract.

- XIX. The contractor/ firm or his nominee shall ensure his presence at a short notice as & when called for by the Management of SEBA.
- XX. In no circumstances Management of SEBA will be liable to pay compensation etc In cases of any accident/premature death of the security personnel during the contract period.
- XXI. The security money will be forfeited if the contractor fails to execute the agreement as per the work order.
- XXII. **Tenderer's Experience:** The Party should have an ability to satisfy our requirements and should have an experience in providing security services of similar nature in Government Organization/Universities/State Boards and Council etc. The Party has to make a self declaration on experience of works of similar nature. Necessary supporting documents have to be submitted.
- XXIII. Rate quoted should be inclusive of everything.
- XXIV. The party need to submit hard copy of Tenders papers in sealed envelope will be put in by the parties in the sealed/locked tender box placed in front of the Chamber of the undersigned super scribing as "Tender for providing Security Personnel as Services at SEBA".
- XXV. Any legal problem will be disposed at the jurisdiction of Guwahati High Court.

3. Other Conditions:

- a) **Cost of Bidding:** The Parties shall have to bear all costs associated with the preparation and submission of its bid and SEBA will in no case be responsible or liable for these costs.
- b) The Party is expected to examine all instructions, forms, terms and specifications in the Tender Documents. Failure to furnish all information required by the tender documents or submission of a tender not substantially responsive to the tender documents in every respect will be at the Tenderer's risk and may result in rejection of its tender.
- c) **Late Bids :**
Any Tender response received by SEBA after the deadline for submission of tenders prescribed by the Board, will be rejected and/or returned unopened to the party.
- d) **Contacting the Purchaser :**
No Party shall contact SEBA on any matter relating to its tender response, from the time of the opening of the tender to the time the Contract is awarded. If the Party wishes to bring additional information to the notice of SEBA, it should do so in

writing. Any effort by a Party to influence any official of SEBA in its decisions on selection of party or contract award may result in rejection of the Party's tender.

e) Authorized Signatory:

The 'Applicant' mentioned in the Tender document shall mean the one who has signed the Tender response document form. The applicant should be the duly Authorized Representative, for which a certificate of authority should be submitted. All certificates and documents (including any clarifications sought and any subsequent correspondence) received hereby, shall, as far as possible, be furnished and signed by the Authorized Representative. All the sheets and the forms submitted by the Party shall be signed by the person/persons duly authorized to sign on behalf of the applicants with affixing the applicant's rubber stamp.

f) Signing of Contract

At the same time as SEBA notifies the successful party that its response has been accepted, the Board of Secondary Education, Assam (SEBA) will send the bidder the Contract Form provided in the bidding documents, incorporating all agreements between the parties. Within 7 days of receipt of the Contract Form, the successful bidder shall sign and date the Contract and return it to SEBA. If bidder fails to do the same, his EMD will be forfeited and next bidder will be called for agreement.

g) The amount fixed as per the agreement has to be deposited within 15 days of the work order issued and before lifting of the materials.

h) Delays in the Vendor's Performance

Selected party has to deploy its security personnel at SEBA premises within 10 days of work order issued from SEBA. Failure to which within 30 days of the work order issued, the Earnest Money Deposited (EMD) shall be forfeited and order shall be cancelled automatically.

3. Prices and Taxes:

- a. Prices quoted by the Bidder will be valid for 1 month from the date issue of purchase order.
- b. Any Taxes may be borne by the party if applicable.

While the above procedures lay down the overall guidelines, Board of Secondary Education, Assam (SEBA) reserves the right to select the Bidder based on other parameters at its discretion.

8. Cancellation of Contract:

In case of any breach of any terms and conditions by the successful Party / Contractor, Board of Secondary Education, Assam (SEBA) reserves the right to cancel the agreement by giving 7 days notice to the party.

9. Termination for Default

SEBA may, without prejudice to any other remedy for breach of contract, by written notice of default sent to the party, terminate the Contract in whole or part at risk & cost of defaulting vendor:

- a. If the Vendor fails to complete assignment within the period(s) specified in the Contract, or within any extension thereof granted by the SEBA, OR
- b. If the Vendor fails to perform any other obligation(s) under the Contract, OR
- c. If the Vendor, in the judgment of the SEBA has engaged in corrupt or fraudulent practices in competing for or in executing the Contract.

For the purpose of this Clause:

"**Corrupt practice**" means the offering, giving, receiving or soliciting of anything of value to influence the action of a public official in the bidding process or in contract execution.

I/We have read all the enclosed Terms and Conditions carefully and ready to accept and according to that I/We are submitting herewith the tender.

Selection of Vendor:

1. The interested parties may carry out the study about the work and type of security services expected by SEBA.
2. The financial proposal of the short-listed vendors will be evaluated by the Evaluation Committee formed by the authority of the SEBA.
3. The Committee will have the right to take appropriate decision regarding finalisation of Cost of assignment.
4. In the event of any dispute or differences in connection with the Tender the same will be subject to an arbitration of Secretary, Board of Secondary Education, Assam (SEBA) and the same will be governed by the provision of Assam Industrial Dispute Rule, 1958.

Board of Secondary Education, Assam (SEBA)

A. Introduction:

About Board of Secondary Education, Assam (SEBA)

The Assam Secondary Education Act, 1961 (Assam Act, XXV of 1961) was passed to provide for the establishment of a Board of Secondary Education to regulate, supervise and develop Secondary Education in the State of Assam. The Act came into force with effect from 29th January, 1962 with the publication of Government of Assam, Education Department Notification no. 159/61/37 dated 29/1/1962. Thus the Board of Secondary Education, Assam (popularly known as SEBA) came into existence on 14 March, 1962.

SEBA intends to complete the following:

B. SCOPE OF WORK :

1. Providing Security Personnel as Service for SEBA premises.

Sl No.	Item and Specification
1.	Engagement of Firm/ Contractor for providing Security Personnel as service at SEBA premises.

Form-A

Eligibility Criteria and supporting documents required for Submission of Tender Response:

Sl. No.	Eligibility Criteria	Supporting Document Required	Yes/ No and Deviation, if any
1.	The Vendor shall be a single entity, registered as a Company, Firm or Society under District / State Level Govt. Authority of Assam.	Self-attested copies of Company Incorporation Certificate or Registration Certification from ROC. (valid for paper mill only)	
2.	Trade License from the Municipal Authority.	Self-attested Copy of renewed Trade License to be submitted along with Tender document.	
3.	EPF/ ESIC Registration	Self attested copies of EPF/ ESIC registration documents.	
4.	The Vendor has to submit Income Tax Return for last two years	Self-attested Copies of IT Return.	
5.	Copies of Documents / purchase orders and letter of completion from customers for work of Similar nature.	Self-attested Copies of the purchase order of Board/Council/Universities or any Govt. organization	
6.	Processing fee of Rs. 3,000/- (Three Thousand) [non-refundable]	Through Bank Draft, address to The Secretary, Board of Secondary Education, Assam payable at Guwahati	
7.	EMD of Rs. 35,000/- (Thirty five thousand) [Refundable]	Through Bank Draft, address to The Secretary, Board of Secondary Education, Assam payable at Guwahati	
8.	GST Registration No.	Self-attested Copies of GST Registration certificate to be submitted.	
9.	PAN No.	Self-attested Copies PAN Card to be submitted.	
	Form A	Form A should be submitted on the company's letter head duly sealed and signed by the authorized person.	
10.	Form B	Tender Letter Performa	
11.	Form C	Details of experience	
12.	Letter of Authorization	Authorizing signatory	

FORM B

Tender Letter Performa

To,

The Secretary,
Board of Secondary Education, Assam,
Guwahati - 781021

Sub: Tender for selection of Party / Contractor for providing Security Personnel as Service at SEBA premises.

Sir,

The undersigned have read and examined in detail the Tender documents pertaining to your assignment do hereby expresses the interest to do the work as specified in the scope of work in Tender document and agreed to all terms and conditions as specified in the scope of work in Tender document.

Sl. No	Description	Response
1.	Name of the Vendor	
2.	Address	
3.	Name, designation of the person to whom all references shall be made.	
4.	Telephone (with STD code)	
5.	Mobile No. of the contact person	
6.	E-mail of the contact person	
7.	Fax No. (with STD code)	

We have enclosed the required documents as per Form A.

I/We hereby declare that my/our Proposal is made in good faith and the information contained is true and correct to the best of my/our knowledge and belief.

Thanking You,

Yours faithfully,

(Signature of the Applicant)

Witness by – Signature:

Name:

Name:

Designation:

Address

Seal:

Date:

Date:

Place

FORM-C

Details of Experience of similar nature of work

SR.No.	Name of the Client	Date of start and Completion of work		Quantity	Cost of the assignment
1.					
2.					
3.					

Note: Please also note that copies of work orders and satisfactory completion certificate from the customers shall be required to be submitted for all the references mentioned above. If required, you are free to attach extra sheets.

FORM-D

DECLARATION BY VENDOR TO BE SUBMITTED ON NON- JUDICIAL STAMP PAPER Rs. 100.00/-

I/WE,.....owner of

..... representing

.....,

hereby solemnly declare & confirm that:

- (1) No employee or direct relation of any employee of SEBA, is anyway Connected as Partner/Share holder/ Director/ Advisor /Consultant/Employee etc. with the firm.
- (2) The information furnished is correct to the best of my knowledge and belief. If any information furnished by me is found to be false/ misleading, at any stage, my application/tender shall be liable for cancellation and forfeiture of EMD/Performance Guarantee/Security Deposit.
- (3) My/our firm has not been black listed by any institution of the Central/ State Government/any PSU/other institute etc. in the past.
- (4) I/We understand and authorize the Board to reserve the right to add/delete/alter any of the items to amend/add or any of the terms and conditions without assigning any reason (s) for the same.
- (5) The decision of the Board shall be acceptable & binding upon me/us.

.....

(Signature of Proprietor/Partner
/Chief Executive)

Name :

Date :

Place :

Commercial BID format

(Only for reference, to be submitted in Company / Party's Letter Head)

Sr. No.	Description	Cost
1.	❖ A lump sum rate providing security personnel as service at SEBA premises.	

(Seal and Signature of
Proprietor/Partner /Chief Executive)

Name :

Date :

Place :

__***