



## प्राचार्य का कार्यालय

दरभंगा अभियंत्रण महाविद्यालय, दरभंगा।

(विज्ञान एवं प्रावैधिकी विभाग, बिहार सरकार, पटना के अन्तर्गत)

मन्त्री, पोस्ट-लालशाहपुर, भाया पी0 टी0 सी0, जिला-दरभंगा पिन-846005, बिहार

### अल्पकालिन निविदा आमंत्रण सूचना संख्या-DCE/02/2021-22

दरभंगा अभियंत्रण महाविद्यालय, दरभंगा के लिए महाविद्यालय के चल एवं अचल संपत्ति की सुरक्षा एवं परिसर के आगंतुकों पर कड़ी नजर रखने के उद्देश्य से निबंधित प्रतिष्ठान एवं अनुभवी (न्यूनतम 5 वर्ष) सुरक्षा एजेन्सियों से सुरक्षा गार्ड (पुरुष एवं महिला) एवं अन्य कार्य हेतु माली, स्वीपर इत्यादि की आपूर्ति हेतु निबंधित प्रतिष्ठान एवं अनुभवी एजेन्सी (न्यूनतम 5 वर्ष) से विज्ञापन की तिथि से दिनांक 18.01.2022 अपराह्न 5:00 बजे तक निविदा आमंत्रित किया जाता है।

इच्छुक निविदादाता अलग-अलग दो मुहरबंद लिफाफा में तकनीकी निविदा (Technical Bid) एवं वित्तीय निविदा (Financial Bid) समर्पित करेंगे। तकनीकी निविदा में वांछित सूचनाएँ/प्रमाण पत्र उपलब्ध होने पर ही वित्तीय निविदा खोली जाएगी।

निविदा पत्र, मॉग पत्र के साथ 1000/- ₹0 का Non Refundable बैंक ड्राफ्ट जो Principal, DCE, DARBHANGA के नाम हो एवं जो DARBHANGA में भुगतान हो संलग्न कर विज्ञापन की तिथि से संस्थान के कार्यालय से सभी कार्य दिवसों के दिन प्राप्त किया जा सकता है।

तकनीकी निविदा में ₹0 100/- के स्टाम्प पेपर पर Nonblack listing/Blacklisting शपथ पत्र, निबंधन प्रमाण पत्र, पैन नं०, पिछले तीन वर्षों का इनकम टैक्स रिटर्न, गृह विभाग, बिहार, पटना से निबंधन प्रमाण पत्र, ई0पी0एफ0 निबंधन प्रमाण पत्र, ESI निबंधन प्रमाण पत्र, कम्पनी एक्ट निबंधन प्रमाण पत्र, सरकारी कार्यालयों/बोर्ड में कार्य करने का अनुभव प्रमाण पत्र, न्यूनतम पांच वर्षों का अनुभव प्रमाण पत्र एवं E.P.F. एवं E.S.I. जमा करने का प्रमाण, पूर्व में कार्यरत कर्मियों का Training Video इत्यादि संलग्न करना होगा तथा अग्रधन (EMD) के रूप में 10,000/- (दस हजार ₹0) का बैंक ड्राफ्ट Principal, DCE, DARBHANGA के नाम रहेगा, जो निविदा प्रक्रिया पूरा होने के पश्चात् लौटा दिया जायेगा, संलग्न करना होगा।

सुरक्षा एजेन्सी के सफल निविदादाता को सुरक्षित जमा राशि के रूप में ₹0 1,00,000/- (एक लाख) मात्र का बैंकड्राफ्ट Principal, DCE, DARBHANGA के नाम जमा करना होगा, जिस पर किसी प्रकार का सूद देय नहीं होगा एवं कर्तव्य में लापरवाही बरतने के कारण महाविद्यालय में Assets/Properties को क्षति होने पर सुरक्षित जमा राशि जब्त कर ली जायेगी तथा क्षतिपूर्ति हेतु आवश्यक कानूनी कारवाई की जायेगी।

विज्ञापनदाता को बिना कारण बताये निविदा को स्थगित/विस्तारित/रद्द करने का अधिकार सुरक्षित है। निविदा संबंधी गलत जानकारी देने पर सुरक्षित राशि जब्त कर समुचित कारवाई की जायेगी। निविदा आमंत्रण हेतु शेष सूचनायें निविदा पत्र में अंकित रहेगी। निविदा प्राप्तकर्ता नियुक्त सभी कर्मों का ड्रेस उपलब्ध करायेगें तथा ससमय E.P.F. एवं E.S.I. का भुगतान करना सुनिश्चित करेंगे।

निविदा प्राप्तकर्ता जिन कर्मियों को संस्थान में नियुक्त करेंगे उनके किये गये कार्यों के मानदेय/पारिश्रमिक का भुगतान का प्रमाण तथा E.P.F. एवं E.S.I. में की गई कटौती प्रत्येक तीसरे माह पर संस्थान में उपलब्ध करायेगें अन्यथा अगला भुगतान रोक दिया जायेगा। निविदा के संबंध में विस्तृत जानकारी संस्थान के Website—[www.dce-darbhanga.org](http://www.dce-darbhanga.org) पर उपलब्ध है।

प्राचार्य

दरभंगा अभियंत्रण महाविद्यालय, दरभंगा।

**TENDER**  
**FOR**  
**SUPPLY OF SECURITY AND OTHER PERSONNEL ON OUTSOURCING BASIS**  
**FOR**  
**DARBHANGA COLLEGE OF ENGINEERING, DARBHANGA**

Tender No.: DCE/02/2021-22 dated 28.12.2021

Tender Start date: Date of advertisement

Last Date of Submission: 18/01/2022

**Darbhangha College of Engineering, Darbhanga**  
**Mabbi, P.O. – Lal Sahpur, Via – P.T.C, Darbhanga - 846005**  
**Website: [www.dce-darbhangha.org](http://www.dce-darbhangha.org)**

*M. K. Singh*  
**Principal**  
Darbhanga College of Engg  
Darbhanga-846005

*H. K. Singh*  
28/12/21

Darbhanga College of Engineering, Darbhanga  
(Under Department of Science & Technology, Govt. of Bihar)  
Mabbi, P.O. – Lal Sahpur, Via – P.T.C, Darbhanga - 846005  
Email: dcedbg@rediffmail.com

**Tender for Supply of Security and other personnel on outsourcing basis**

**Tender No.: DCE/02/2021-22**

**Dated: 28.12.2021**

Sealed tenders under two bid system (Technical and Financial bids) are invited from registered, licensed and reputed agencies/service providers for the supply of security and other personnel on outsourcing basis for the Darbhanga College of Engineering, Darbhanga for an annual contract period of eleven months, by registered post/speed post/Hand delivery.

Last date of submission: 18<sup>th</sup> January 2022 up to 17:00 Hrs.

Opening of tender: 19<sup>th</sup> January 2022 at 11:00 Hrs.

In the Principal's chamber  
at the Darbhanga College of Engineering, Darbhanga

**INSTRUCTIONS TO BIDDERS**

All interested vendors are requested to send their sealed bids for supply of the aforementioned item under two bid system in the following manner:

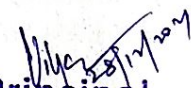
a) Envelope-I: Technical Bid.

b) Envelope-II: Financial Bid

NOTE: The bid documents are not transferable and the bidder's seal and the signature of the authorized official must appear on all the papers and envelopes submitted.

Both the envelopes should be sealed, signed, marked and kept in a bigger envelop super scribed with the Tender notice no. as appended hereunder.

<b>Tender for Supply of Security and other Personnel</b>	
<b>TENDER NOTICE NO:</b>	<b>LAST DATE FOR SUBMISSION:</b>
<p>To,</p> <p>The Principal,</p> <p>Darbhang College of Engineering,</p> <p>Mabbi, P.O. – Lal Sahpur, Via – P.T.C,</p> <p>Darbhang - 846005</p>	
<p>From: M/S.....</p> <p>Address:</p> <p>Contact No:                      Email:</p>	

  
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28/12/21

## I. SCOPE OF SERVICE

The successful bidder will be required to provide the following services

- (i) Complete round the clock (24x7) security to the life and property of the residents (teaching and non-teaching staff, students, official visitors and guests) and all the assets of the college.
- ii) Safeguard against trespassers.
- iii) Security covers to various official functions, students' functions, VIP Visits, social and religious functions organized in the campus.
- iv) Protect property/cash/documents against burglary (where loss is due to entry after breaking the any entry lock/door/window/grill/wall etc.).
- v) Control of vehicular traffic.
- vi) Maintain vigil and undertake surveillance for control of untoward incidents, especially involving external elements.
- vii) Control of stray cattle, canine and other such menace.
- viii) Pursuance of cases with local police and liaisoning with them
- ix) Assist the college in maintenance of day-to-day discipline, law and order and smooth running of various activities in the campus.
- x) Provide timely intelligence inputs to the college administration.

The selected bidder will bear overall responsibility for maintaining peace and tranquility on the campus. Similarly, the selected bidder will supervise the other supplied personnel (sweeper, gardener etc.) to ensure that they provide the kind of prompt and efficient service expected from them under the overall guidance of the concerned authorities designated for the purpose by the college.

## II. Personnel/Manpower requirements

The selected bidder will be required to deploy the following personnel/manpower.

Sl. No.	Description of Personnel/Manpower to be Deployed	No. or Qty.
1	2	3
1	Supervisors (Highly skilled and Ex-serviceman). The routine duty will be for eight hours but shall be available for 24 X 7 in Campus as and where required	2
2	Security Guards (male & female) – Semi-skilled	9
3	Security Guards (male & female) - Unskilled	21
4	Sweeper- Unskilled	9
5	Gardener-Unskilled	2
6	Electrician- Skilled	2
7	Plumber- Skilled	1
8	Carpenter- Skilled	1
9	Ward Boy/attendants (male/female)- Unskilled	6
10	Office Assistant- Highly skilled	5
11	Driver- Skilled	1

**Note-**The above manpower requirement is tentative and may increase or decrease or may be nil as per requirement by the college. Payment will be made based upon actual attendance as per minimum wages act of the concerned category and quoted service charge.

  
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### III. Terms & Conditions

1. Sealed tenders under the two-bid system i.e. Technical (Strategy and Documents) and Financial bids are invited in separate covers for the supply of security and other personnel on outsourcing basis for an initial contract period of 11 months. A bigger envelope containing both the envelopes should be super scribed "Tender for Supply of Security and other Personnel" along with the tender notice number/date, the name, address, contact no. and Email id of the bidder and should be addressed to the Principal, Darbhanga College of Engineering, Darbhanga, Mabbi, P.O. – Lal Sahpur, Via – P.T.C, Darbhanga – 846005.
2. On the tender opening date, the Technical bid will be opened first. Financial bids of only technically qualified bidders will be opened in the presence of the Bidders or their authorized representatives.
3. The Technical Bid shall also include the Presentation to be made by each bidder.
4. The evaluation of the tender will be done by the concerned committee on the basis of the assigned weightage to the Technical (Presentation, Strategy and Documents) and Financial parts.
5. The breakdown of weightage is as follows: Technical -70 % (Presentation-10%, Infrastructure-20%, strategy- 10%, Insurance Cover- 10%, Turnover -10%, Service to Similar Insitutions-10%) and Financial-30%.
6. After evaluation of the Bids, the successful bidder will be informed separately.
7. In case there is any Govt. holiday or undeclared holiday or strike on the tender opening date, the tender will be opened on the next working day at the same time and for this no information will be published/communicated separately.
8. The bidders' authorized signatories must put their initials on each page of their submitted bid documents. All pages must be numbered and a note of this should be mentioned on covering letter. The Terms & Conditions duly signed should be attached with tender paper.
9. The tender fee of Rs. 1,000/- (One thousand rupees only) and EMD of Rs 10000/- (Ten thousand rupees only), in the form of separate demand drafts, in favor of "Principal, Darbhanga College of Engineering, Darbhanga" and payable at Darbhanga, should accompany the bid documents. Bids without the tender fee and EMD will be disqualified straightaway.
10. The EMD, without any interest, will be refunded to the unsuccessful bidders after finalization of tender. However, the EMD of successful bidder shall be kept by the college and adjusted against the amount required for security deposit/performance guarantee for the entire period of contract but no interest shall be payable on this amount and the same shall, after the expiry of the contract, be refunded within 3 months after it is applied for.
11. The successful bidder has to deposit Rs. 1,00,000/- (One Lakh Rupees only) as security deposit/performance guarantee within 10 days of selection. The security money will be released after the expiry of the term of the contract subject to satisfactorily fulfilling the contractual obligations.
12. The successful bidder will have to sign a suitable contract with the college and start providing services within 07 days of intimation.
13. The full EMD shall be forfeited in case of backing out of the offer before acceptance.
14. Incomplete tenders and/or tenders received after due date and time will not be considered.
15. Any effort by a bidder to influence the college or any of its officials in the bid evaluation, bid comparison and contract award decision directly or indirectly will attract rejection of their bid without assigning any reason.
16. The bidders may be disqualified if they have:
  - i) made misleading or false representation of facts or deliberately suppressed the information to be provided in the forms, statements and enclosures of the bid document.
  - ii) a record of poor performance such as abandoning work, not properly completing the contract or financial failure/weaknesses.
  - iii) provided information which any confidential enquiry finds out to be misleading or not grounded in facts.
17. Individuals signing the bid or other document connected with the contract shall indicate the full name below the signature and must specify that whether they are signing in the capacity of, i) a sole proprietor of the firm or constituted attorney of sole proprietor, or ii) a partner of the firm in

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- which case, they must have the authority to represent the firm for arbitration of disputes concerning the business of the partnership firm either by virtue of partnership deed or power of attorney or iii) the constituted attorney of the firm.
18. At any time prior to the last date of submission of bids, the college may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective bidder, modify the bid documents by amendment.
  19. After receipt of bid documents from the bidders, it will be presumed that the bidders have submitted their bid documents after accepting the terms and conditions of the tender.
  20. Overwriting should be avoided as much as possible. Any corrections shall be made by neatly crossing out, rewriting, initialing and dating.
  21. The Bidders should submit a notarized affidavit solemnly affirming that they are not having any pending cases against them anywhere and that they have not been found guilty in any criminal case during the last five years. They shall also submit an affidavit that they were not blacklisted earlier by any organization during the last five years.
  22. The bidder must provide details of salary, bank statement for transfer of salary to the security and other personnel and statutory deductions made in EPF and ESI month wise.
  23. The bidder must be in possession of a valid Labour License from the designated authority for running an agency for security and other services. (enclose copy)
  24. The bidder should have a valid license issued under the relevant act/rules of the Home Department, Govt. of Bihar as per their letter no. 8809 dated 11.8.11 as amended from time to time. (enclose copy)
  25. The bidder should have ISO certification or any other quality certification (enclose copy)
  26. The bidder should have been in contractual security business continuously during the preceding five years.
  27. The bidder must have a minimum average annual turnover of Rs. 5.00 (Five) Crores during the last three years. (Enclose audited statement of account by C.A. and Income Tax Return of last 3 years pertaining to business of supply of security and other personnel).
  28. The bidder should have training infrastructure to provide training to security personnel every three months. The firm should have properly organized training arrangements for its security personnel. Full details of such training including the institutions utilized for training, duration of training and available training aids/facilities should be furnished. (Attach CD/usb pen drive)
  29. The bidder must be registered with EPF and ESI organizations and should have its EPF and ESI code numbers. (Enclose copy)
  30. The bidder must have its income Tax PAN. (Enclose copy)
  31. The bidder must have its GST Registration - (Enclose copy).
  32. The bidder must have insurance cover from insurance Company for employees, public liabilities and theft. (Enclose copy)
  33. The security personnel deployed must invariably be trained persons and having minimum age of 21 years and maximum age of 55 years and should be mentally and physically fit.
  34. All licenses should be valid and subsisting as on the last date of bid.
  35. The bidder's name should appear on each page of the bid document.
  36. The bidder may attach any additional information, which it thinks necessary in regard to its capabilities to establish that the bidder is capable in all respects to successfully complete the envisaged work. The bidder is, however, advised not to attach superfluous information. No further information will be entertained after the bid is submitted, unless the college calls for it even before selection.
  37. The Supervisor should be an Ex-serviceman and should possess security service knowledge, good leadership quality, basic crowd control and also be capable of giving training to security guards. The Supervisor should have computer literacy to monitor CCTV footage also and to initiate timely action, if required.
  38. The Security personnel will be on static or mobile duties depending upon the specific needs and situations.
  39. The uniform consisting of body dress, cap, socks, shoes, logo, rank badge and name plate should be provided by the successful bidder/agency to the security personnel. Separate set of uniform suitable for various seasons and conditions must also be provided. Torch, overcoat, raincoat, jersey, lathi, ropes etc. will be a part of uniform and will also have to be provided.

  
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40. The college will release payment as per minimum wages for the security and other personnel as per the notification of Govt. of Bihar for the engaged personnel of unskilled, semi-skilled and highly skilled categories.
41. The selected bidder will be wholly responsible for payment of minimum wages to the personnel as per Govt. of Bihar and other statutory rules after the college releases the concerned payment.
42. The selected bidder has to submit proof of payment to the concerned personnel as released by college (as per point 40) to the college every month for release of next month's payment.
43. List of required documents must be enclosed with Technical bids as per Annexure-I.
44. Service charges only, as fixed amount per personnel, should be mentioned and quoted in words and figures.
45. Cutting and overwriting in rates will not be entertained.
46. The successful bidder will have to furnish documentary details of contribution towards E.P.F./ E.S.I against personnel deployed at Darbhanga College of Engineering, Darbhanga on quarterly basis, failing which the contract may be terminated.
47. The Security money of successful bidders will be forfeited and penalty will be imposed, if they do not adhere to norms of E.P.F., E.S.I. and payment of minimum wages to their staff as paid by the college.
48. The successful bidder will have to enter into an agreement with Darbhanga College of Engineering, Darbhanga on non-judicial stamp paper, before starting work.
49. The contract will be initially for a period of 11 Months which can be extended further for two more terms of 11 months each subject to satisfactory performance.
50. In case the services are not satisfactory, the contract will be terminated with one month's notice from college. In case the selected bidder wants to terminate the contract with Darbhanga College of Engineering, Darbhanga, they have to give three months' notice in advance.
51. The college reserves the right to terminate the contract or impose penalty in case of lapses from the selected bidder including damages or loss of assets of its campus or of any of its residents. The contract can be terminated by giving one month's notice.
52. The selected bidder will cover all risk for the personnel engaged by them and also the cost of compensation payable to these personnel.
53. The bidders must have at least 5 (five) running contracts of the annual value of not less than Rs. 50 (fifty) lakhs each. Copies of work order or certificate of monthly billing from the client must be enclosed as documentary evidence.
54. The bidders should have minimum 500 permanent guards on its rolls during the last three years. It should also have a clear regular recruitment policy. The bidder must furnish the details of employees currently on their rolls.
55. Any damage/theft/losses to any property and equipment due to carelessness and negligence of the Security and other personnel shall be recoverable from the selected bidder.
56. In case of leave, absence, sickness or shortage of guards etc., replacement should be provided by the selected bidder within same day.
57. Action will be taken as per law of the state, if any security and other personnel found drunk or under the influence of any prohibited drugs and they will be debarred from services immediately with no option to be engaged in future.
58. Security personnel will maintain 8 (eight) hours shift system.
59. Admissible payment will be made against monthly bill in accordance with availability of fund and after fulfillment of required official formalities. Claim for interest on dues on account of delayed payment due to lack of technical formalities will not be entertained.
60. Statuary deductions will be made as applicable and shall be deducted from monthly bill.
61. The college does not bind itself to accept the lowest or any other tender. The college reserves the right to accept or reject any bid and to annul the bidding process and reject all bids at any time prior to the award of contract without assigning any reason whatsoever and without

  
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- incurring any liability thereof to the affected bidder or bidders on the grounds of the college's action.
62. The college further reserves the right to decide on fair and reasonable price of the services tendered for and counter offer the same to the bidders. All other terms and conditions of the tender shall remain operative even in case of a counter offer rate having been offered to the bidders. The college also reserves the right to negotiate with selected bidder to arrive at a fair and reasonable price.
  63. The college reserves the right to reject or accept the tender/ any rate quotation in part or full and relax any provision without assigning any reason thereof.
  64. In case of any dispute arising relating to the right and obligation and relating to the interpretation and meaning of the terms of the agreement, the decisions of the Principal or person so authorized by him, shall be final and binding.
  65. Settlement of any legal dispute/actions arising under the contract shall vest exclusively in the courts of general jurisdiction as decided by the college.
  66. The tender/contract is not transferable under any circumstances.
  67. The financial Bid will be opened later after verification of Technical bid. The time and date will be informed to the successful bidder.
  68. The concerned Committee will determine whether the submitted Financial Bids are complete (i.e. whether Bidders have priced all items of the corresponding Technical Proposal). If the Bidder has not priced all items in the Financial Proposal, then the cost towards such missing items will be considered as NIL, but the bidder shall, however, be required to carry out such obligations without any additional compensation.
  69. The award of work shall be done on QCBS basis (Quality and Cost Based Selection approach) among the technically qualified bidders after Technical Evaluation. The lowest financial proposal ( $F_m$ ) shall be given a financial score ( $S_f$ ) of 30 points. The financial score of the proposals shall be computed as follows:  

$$S_f = 30 \times F_m / F$$
(F = Amount of financial Bid).  
Note: The amount arrived is based upon the Quoted rate for personnel and service charges on the total quantity (Annexure-III)
  70. Bids shall finally be ranked according to their combined technical ( $S_t$ ) and financial ( $S_f$ ) scores using given formula.  
**Formula for final score is  $S_t + S_f$**   
where,  $S_t$  - The marks awarded for technical proposal and  $S_f$  - The marks awarded for financial proposal.  
The Bidder scoring highest Combined Score shall be declared as preferred Bidder for award of Contract.
  71. In case two or more bidders achieve same combined score, the bidder whose Financial Proposal shall result in least cost to Darbhanga College of Engineering, Darbhanga shall be declared as selected bidder eligible for award of Contract.
  72. The bidder should have experience in crowd management.
  73. As per clause no. 32 and 52 of the Tender, the liabilities up to Rs. 1 lakh will be met by the selected bidder. For the liabilities of more than Rs. 1 (one) lakh, the selected bidder may make good such a loss through an insurance cover, if it has one, which would specifically enable payment of compensation to college for the losses suffered due to negligence or poor performance by the selected bidder and the compensation will be as per Insurance rules. Alternatively, it should be covered by the selected bidder itself.
  74. The selected bidder shall not be allowed to change its name and style after the award of contract.
  75. The selected bidder should have investigation cell to investigate thefts, accidents and other matters required from time to time.
  76. The college's authorized official may inspect the office and set up of selected agency before award of contract.
  77. Preference will be given to a bidder if it has served as a service provider of security and other personnel in Public Sector Unit (PSU)/National level Institute provided they fulfill other criteria.

  
**Principal**  
Darbhanga College of Engg  
Darbhanga-846006  
HCL 25/11/21



#### IV. Presentation

The presentation shall be made by an authorized representative of each firm before the Committee on the scheduled date. The representative should be in a position of answering all the queries related to their firm. The presentation is to cover the following aspects of the firm;

- i) Brief introduction of the firm.
- ii) Certificate of registration of the firm.
- iii) Clients served/being served by the firm.
- iv) Recruitment policy of the firm.
- v) Infrastructures of the firm.
- vi) Facilities for imparting training to its personnel.
- vii) Capability to deal with critical situations.
- viii) Any other aspects of significance

The college will provide requisite hardware to facilitate the presentation. After presentation, a hard copy of the presentation is to be provided to the Committee.

*M. K. Singh*  
Principal  
Darbhanga College of Engg  
Darbhanga-846005  
H-28/2/21

**V. The evaluation parameters**

<b>(A) Technical: Total Marks: 70</b>					
	10	08	06	04	02
1. Presentation: 10 Marks					
Total Marks obtained					
	20	16	12	10	08
2. Infrastructure Facilities and Documents: 20 Marks					
Total Marks obtained					
	10	08	06	04	02
3. Strategy : 10 Marks					
Total Marks obtained					
	10	08	06	04	02
4. Insurance Cover: 10 Marks					
Total Marks obtained					
	10	08	06	04	02
5. Turn Over: 10 Marks					
Total Marks obtained					
	10	08	06	04	02
6. Service to similar Institution : 10 Marks					
Total Marks obtained					
Grand Total of 1 to 6 (S <sub>T</sub> ):					

**B. Financial: Total: 30 Marks**  
(total Marks Obtained based upon clause 69)

Marks obtained ( S<sub>F</sub>):

Grand Total as per  
clause 70

*M. S. Singh*  
**Principal**  
Darbhanga College of Engg.  
Darbhanga-846005  
28/12/21



## Annexure-I

### Eligibility Criteria for Security and other personnel

S.No.	Enclosure	Enclosed Yes/No
1.	Registration details with govt. authorities under relevant laws	
2.	Up-to-date labour license under Bihar state/central govt.	
3.	License issued by Home Department, Govt. of Bihar under Bihar Private Security Agencies (Regulation) Act 2010	
4.	EPF Registration of the firm	
5.	ESIC Registration of the Firm.	
6.	GST Registration Certificate with paid challan copy latest one year	
7.	Income tax PAN of the firm.	
8.	Copy of I.T. return and audited statement of accounts and balance sheet of the last three years.	
9.	TAN No. / GST No.	
10.	Proof of tender fee deposited	
11.	EMD details	
12.	Affidavit from notary regarding non-blacklisting from any organization, non-involvement in any litigation and not found guilty in any criminal case during last five years	
13.	Copy of experience certificate of last 05 years (Central Govt. / State Govt. & PSU, etc.)	
14.	Proof of insurance cover	
15.	Proof of number of employees currently on roll	
16.	Availability of training infrastructure (attach CD/usb pen drive)	
17.	ISO or any Quality Certificate	

Signature with seal

## Annexure-II (Technical)

Strategy to provide Security in -----

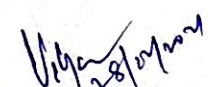
*[Handwritten Signature]*  
**Principal**  
Darbhanga College of Engg.  
Darbhanga-846005  
*[Handwritten Date]* 28/12/2021

**Annexure-III**  
**FORMAT FOR FINANCIAL BID**  
**(To be put in separate sealed envelope)**

Sl. No	Description of Man Power Deployed	No. or Qty	Unit	Quoted Rate (in Rs.) as per unit	EPF/ESI as per Govt. norms	Service charge (in Rs.)	Any allowances or Bonus as per Govt. Norms if Applicable	Rate inclusive of Service Charge (5+7)	AMOUNT (in Rs.) (3X9)	AMOUNT In words
1	2	3	4	5	6	7	8	9	10	11
1	Supervisors- (Highly skilled and Ex Serviceman). The routine duty will be for eight hours but shall be available for 24 X 7 in Campus as and where required	2	Per day							
2	Security Guards (male & female) Semi-skilled	9	Per day							
3	Security Guards (male & female)- Unskilled	21	Per day							
4	Sweeper- Unskilled	9	Per day							
5	Gardener- Unskilled	2	Per day							
6	Electrician- Skilled	2	Per day							
7	Plumber- Skilled	1	Per day							
8	Carpenter- Skilled	1	Per day							
9	Ward Boy/attendants (male/female) Unskilled	6	Per day							
10	Office Assistant- Highly skilled	5	Per day							
11	Driver- Skilled	1	Per day							
<b>Grand Total</b>										

Note:

1. If the rates quoted are less than the minimum wages, the bid will be summarily rejected and bidder will not be able to participate in process further.
2. The financial evaluation will be based upon aggregate sum of column 10.
3. Service charge should not be less than 1 (one) percentage of quoted rate (5)

  
**Principal**  
 Darbhanga College of Engg  
 Darbhanga-946005  
 H-1 28/12/21