



**MIZORAM RURAL BANK
HEAD OFFICE , AIZAWL, MIZORAM**

e-mail : hr@mizobank.com

Ref.no. CM(FA)2022-2023/174

Dated: 25/05/2022

**TENDER FOR HIRING OF PRIVATE SECURITY SERVICES AT HEAD OFFICE,
MIZORAM RURAL BANK , MINECO
AIZAWL, MIZORAM**

Mizoram Rural Bank invites 'Sealed Tenders' from reputed and experienced agencies for providing Security Services (Armed / Unarmed) at Head office Building. The interested Agencies may submit their bids in sealed cover to :

**The General Manager,
Mizoram Rural Bank,
Head Office
MINECO, Khatla, Aizawl
Mizoram 796001**

Submission Start Date	25.05.2022	at 11:00 a.m.
Last Date of Submission of Tender	15.06.2022	upto 3:00 p.m.
Date of Tender Opening	15.06.2022	at 3:30 p.m.

Envelope -1

The Bidders should submit their bids in sealed envelope-1 with Superscription
"TENDER FOR SECURITY SERVICES"
TECHNICAL BID

Envelope-2

"TENDER FOR SECURITY SERVICES"
FINANCIAL BID

PLACE OF SUBMISSION:

Mizoram Rural Bank, Head Office ,Mizoram New Capital Complex (MINECO), Khatla, Aizawl, Mizoram 796001



NOTICE INVITING TENDER

Mizoram Rural Bank hereinafter also referred to as The Bank invites 'Sealed Tenders' from reputed and experienced agencies for hiring of private security guards Services (Armed / Unarmed) at Head office Building, MINECO, Khatla, Aizawl, Mizoram.

Sealed quotations with separate Technical and financial bids filled in the specified proforma should be reached latest by 3:00 PM on 15.06.2022. Tenders/Quotations received after the stipulated date and time will not be entertained. The Technical Bids and Financial Bids shall be opened at Head Office on 15.06.2022 at 3:30 PM by the HR Department and in the presence of such Bidders/Tenderers who may wish to be present. The Bank reserves the rights to reject any or all the Tenders/quotations without assigning any reason.

A. ELIGIBILITY CRITERIA

1. The Applicant Contractor(Security agency) must have at least 3 years experience of providing Security services.
2. The bidder shall have the following Registrations and details of the same be provided in the Technical Bid: a) GST Registration. d) Valid License.
3. The Applicant Contractor should be in possession of necessary license from government authorities for running security agency.

B. BID SECURITY/EARNEST MONEY DEPOSIT

1. Bid Security /Earnest Money shall be paid by Mizoram Rural Bank Call Deposit on any Branch of Mizoram Rural Bank.
2. Quotation/bid should be accompanied by a Mizoram Rural Bank Call Deposit Receipt amount of ₹ 2,000/- (Rupees Two thousand only) as earnest money, drawn in favour of "Mizoram Rural Bank, Head Office". Bid Security/ Earnest Money in cash or in any other form will not be accepted.
3. A Bid (Tender) not accompanied by the Bid Security shall be summarily rejected.
4. Interest shall NOT be payable on the Bid Security/Earnest Money deposit.
5. Bid Security / Earnest Money of the unsuccessful bidder will be refunded without interest within reasonable time after final decision of the tender.

C. SCOPE OF WORK:

1. Place of Work : Mizoram Rural Bank, Head Office Building, MINECO, KHATLA, AIZAWL, MIZORAM.
2. The contractor/Agency shall have to provide round-the- clock security services in the Head office ,Staff quarters and Dormitories. The agency shall ensure protection of the staff residing in the quarters & property of the Bank, prevent trespass with/without arms, perform watch and ward functions including night patrol on the various points and to prevent the entry of unauthorized persons and vehicle inside the premises.
3. The Security Agency will be responsible for overall security arrangements of the Office Premises and Staff Quarters etc. covered in the contract.

4. Security Agency will ensure that all instructions of the Bank are strictly followed and there is no lapse of any kind.
5. No items are allowed to be taken out without proper Gate Passes issued by the competent authority or authorized by the Bank for in-out movement of premises. The specimen signatures and telephone numbers of the above stated staffs will be available with the Security personnel.
6. Deployment of Guards/Security Supervisors will be as per the instructions of the authorities of the Bank from time to time and the security agency will be responsible for their optimum utilization.
7. The Agency shall provide Security services by deploying adequately trained and well- disciplined security personnel to safeguard the Head Office and its premises, moveable and immovable assets, equipments and other items at the above address from any thefts, pilferage or damage and also ensure safety of the employees, visitors, guests or any other persons working in its premises.
8. The security guards shall maintain records of inward and outward movement of visitors alongwith office fixed assets carried by the visitor at the main entrance to office and Staff Quarters and also regulation of guests, materials, etc with proper check on the same as per instructions given from time to time by the Bank.
9. Security personnel shall also ensure door keeping duties.
10. The Guards on duty will also take care of vehicles, scooty/motor cycles parked in the parking sites/garage located within the premises and monitoring them.
11. The Security Guard on duty shall not leave the premises until his reliever reports for duty.
12. The security guard on duty shall be responsible for switching on and off the common area lights in the mornings and evenings.
13. They shall familiarize themselves with the rescue operations of people stuck in the lifts in case of emergency.

All the works mentioned above are indicative only. Mizoram Rural Bank may assign any other work related to the main job which may come to notice or emerge in future.

Declaration by the Contractor/Tenderer

I/We have read and understood the Scope of Work for the security services at Head Office Premises, Mizoram Rural Bank and we / I have taken into account the above while quoting the rates. I/We accept all the above points without any reservation from my/ our side, in all respects.

Place :

Date:

NAME & SIGNATURE OF THE TENDERER

SEAL:

D. General Terms & Conditions

1. The Bank shall have discretion to change the scope of work and deployment of number of Security services whenever required.
2. The Contractor shall be solely responsible for the redressal of grievances/resolution of disputes relating to person deployed. The Bank shall, in no way be responsible for settlement of such issues whatsoever.
3. The security personnel must be in proper neat and tidy uniform. The names of the security guards should always be displayed by them on their uniforms for identification purpose.
4. It will be the responsibility of the Contractor to meet transportation, food, medical and any other requirements in respect of the persons deployed by him in Mizoram Rural Bank.
5. The Contractor shall provide suitable uniforms consisting of Shoes, Dress, to the persons employed by it and necessary tools, equipment and machinery for carrying out the said works at the said Premises. Such persons without complete uniform will be treated as absent. The Contractor shall also provide all safety items such as safety shoes, gloves, masks, etc.
6. Mizoram Rural Bank will not be liable for any loss, damage, theft, burglary or robbery of any personal belongings, tools, equipment, machinery, Contractors vehicles or vehicles of the personnel of the Contractor. The Bank will not be under any liability to pay any compensation to the persons deployed by the Contractor if they sustain any injury etc., while discharging the duties in the said premises. The Contractor shall get them insured against any liability under the Employee Compensation Act or any accident at its own cost. The Contractor should arrange to obtain necessary insurance cover (Workmen Compensation policy and Contractors All Risk Policy) for his employees at his cost and should be responsible for the safety of persons employed by him.
7. The Contractor's personnel shall not divulge or disclose to any person, any details of office, operational processes, technical know-how, security arrangements, administrative/ organizational matters as all are of confidential/secret nature.
8. The Security guards deployed by the Contractor should be polite, cordial, positive and efficient, while handling the assigned work so that their actions promote goodwill and enhance the image of Mizoram Rural Bank.
9. The Contractor shall ensure proper conduct of its personnel in the said premises, and enforce prohibition of consumption of alcoholic drinks, paan, smoking, loitering without work, etc.
10. The Contractor, upon receiving a notice from the Bank, shall replace immediately any of its personnel who is found unacceptable to Mizoram Rural Bank because of security risks, incompetence/conflict of interest/improper conduct.
11. The Contractor shall immediately provide a substitute in the event of any person leaving the job due to his/her personal reasons.
12. The contract for hiring of security guards can be cancelled with a notice period of one month, from either side, without assigning any reason.
13. The liability on account of P.F., gratuity, insurance, medical and other dues as per Labour Laws if any , of the security guard would, solely and wholly, be the responsibility of the contractor and the Bank will not bear any liability apart from the hiring charges.
14. The Contractor should be registered with the concerned authorities of the State or Central Government and should fulfill the conditions laid down by such authorities.
15. The Bank reserves the right to accept or reject any or all bids without assigning any reasons. Mizoram Rural Bank does not bind itself to accept the lowest bid (L1).

16. Due to unforeseen circumstances, if the tender is not opened on the stipulated date, the same will be opened on the next working day at the same venue & time. The Bank will not be responsible for any postal delay.
17. Selection of the bidder would be made after taking all the relevant factors like past performance, credentials, responsible business practices, competency to execute such contracts, credentials of fulfillment of provisions of labour laws with past contracts and above conditions into account together. Mere Lowest rates are not the sole criteria of selection. The Bank is not bound to accept the lowest rates.

TECHNICAL BID FOR HIRING OF SECURITY GUARDS

1.	Name, address and telephone number of the Bidder i.e., the Applicant Contractor	
2.	Permanent Account Number (PAN)	
3.	List of reputed Clients (minimum 3 PSUs in last 3 years) (In case the given space is insufficient, please append separate sheet and enclosed documentary evidence)	
4.	Date of Establishment/ Incorporation of the Security Agency	
5.	Copy of License for operating the Security Agency.	
6.	GSTN Number. Please attach registration Certificate under GSTN	
7.	They should be registered with appropriate authorities under Employees State Insurance Acts or any other Labour authorities including under the Contract Labour (Regulation and Abolition Act.)	

Date:

Place:

Name and Signature of the Authorized Signatory
Stamp/Seal of the Bidder

FINANCIAL BID**FOR HIRING OF SECURITY GUARDS**

Sl. No	PARTICULARS (MANPOWER/SECURITY GUARDS)	No. of Person /guard	Wages per person per day (in Rs)	EPF	ESI	Bonus	Service charge	Taxes	Total wages per person per month (₹)
1	Wages of Casual Woker/Cleaner/Sweeper/ etc.								
2	Wages of Security Guard/s								

Declaration by the Tenderer:

This is to certify that I/We before signing this tender have read and fully understood all the terms and conditions contained herein and undertake myself/ourselves to abide by them.

Note:

- i) No other charges would be payable by The Bank.
- ii) There would be no increase in rates during the Contract period except provision under the terms and conditions.

(Signature of Tenderer with seal)

Name:

Address:

Phone No (O):

Date: