



ASSAM POWER GENERATION CORPORATION LTD.

NOTICE NO:- APGCL/CSO/ESSTT-209/PART-I/222

Dtd: 06/06/2023

**NAME OF WORK: SUPPLY OF OUTSOURCED SECURITY GUARDS TO VARIOUS
INSTALLATIONS OF APGCL FROM GOVT. REGISTERED SECURITY AGENCIES**



ASSAM POWER GENERATION CORPORATION LIMITED

NOTICE INVITING E-TENDER (QCBS MODE)

NOTICE NO. :- APGCL/CSO/ESSTT-209/PART-I/222 Dtd: 06/06/2023

Invitee	The General Manager (HR), APGCL, 3 rd Floor, Bijulee Bhawan, Paltanbazar, Guwahati-781001
Name of the work	Supply of outsourced Security Guards to various installations of APGCL from Govt. Registered Security Agencies
Bidder	The Contracting firm must be a Govt. Registered Security Agencies having their registered office preferably in Assam, for supply of outsourced Security Guards at various locations of APGCL.
Cost of Tender Document (Non-Refundable)	INR 1,000/- (Rupees One Thousand) only Tender processing fees must be deposited online as per instructions given vide OM. No. FEB. 269/2017/27 dated 21.08.2019. Tender processing fee in any other form will not be accepted. The Tender documents can be downloaded from www.assamtenders.gov.in from 06/06/2023 (17:00 hours)
EMD (Refundable)	Rs. 50,000/- (Rupees Fifty Thousand) only. EMD amount should be deposited online as per Finance Department Govt. of Assam Office Memorandum No. FEB.269/2017/27 dated 21.08.2019
Start Date of Online Tender Submission.	06/06/2023 from 5:00 PM
Last date of Online Tender Submission	03/07/2023 up to 5:00 PM
Last date of Tender hardcopy submission	04/07/2023 up to 2:00 PM
Date, Time and Place for Opening of Technical Bid	04/07/2023 at 3:00 PM, APGCL Conference Room, Bijulee Bhawan
Date, Time and Place for Opening of Price Bid	Date & Time will be intimated to technically qualified bidders on a later date
For details, please visit e-procurement portal https://assamtenders.gov.in Any addendum/corrigendum/extension will be made available in https://assamtenders.gov.in only. Bidding shall be done online at https://assamtenders.gov.in.	

General Manager (HR), APGCL,
Bijulee Bhawan, Paltan Bazaar, Guwahati-01



ASSAM POWER GENERATION CORPORATION LIMITED,

BIJULEE BHAWAN, PALTANBAZAR, GUWAHATI-1.

IFB (Invitation for Bids)

E-TENDER NOTICE NO:- APGCL/CSO/ESSTT-209/PART-I/222 Dtd: 06/06/2023

Name of Work: Supply of outsourced Security Guards to various installations of APGCL from Govt. Registered Security Agencies.

The General Manager (HR), APGCL, Bijulee Bhawan, Paltanbazar, Guwahati-781001 invites E-tenders from Govt. Registered Security Agencies for providing 1 no. of Supervisor and 159 nos. of outsourced Security Guards to various installations of Assam Power Generation Corporation Limited (Assam) for security duties.

Table 1: EMD Amount

Works Description	EMD Amount	Period of supply
Supply of 159 nos. of outsourced security guards + 1 no. of Supervisor	Rs. 50,000/- (Rupees Fifty Thousand) only	1 year

I. Tender Fees:-

The tender document can be downloaded from <https://assamtenders.gov.in> and the tender processing fee has to be submitted online as per instructions given vide OM. No. FEB.269/2017/27 dated 21.08.2019. Tender processing fee in any other form will not be accepted. Bidder shall upload the scanned tender document duly signed and stamped on each page of tender in token of his acceptance along with his bid and also scanned copies of all requisite documents.

II. Eligibility Criteria:

1. The agencies will have to furnish copies of Permanent Account Number (PAN), up-to date valid GST certificate, PF certificate, Firm Registration certificate. Further, they have to submit Audited Balance Sheet alongwith ITR of last 3 (three) Financial Years.
2. The bidder should hold private security license under the Private Security Regulations Act, 2005 and should be thorough about the clauses of the Private Security Agencies (Regulation) Bill, 2005 and any amendment made thereunder.
3. The Contracting firm must be a Govt. Registered Security Agencies having their registered office preferably in Assam, for supply of outsourced security guard at various locations/installations of APGCL.
4. The firm should have experience of at least 2 (two) similar works of providing more than 100 security guards simultaneously at different organizations on monthly basis during the last 5 (five) years. Supporting documents in this regard is to be submitted (Self-attested copy of each contract/ work order). Satisfactory work completion/performance certificate is to be submitted.



5. The Bidder should have a minimum average turnover of Rs. 1 Crore of the best 3 (three) years among the last 5 (five) financial years (FY 2018-19, 2019-20, 2020-21, 2021-2022 and 2022-2023). Certificate from the statutory auditors/Chartered Accountant stating the year wise annual turnover during each of the last 5 (five) financial years is to be submitted.
6. 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.
7. The Bidder should not be currently blacklisted/ debarred/ enquiry pending under jurisdiction/ ineligible to participate for bid due to corrupt/ fraudulent or any other unethical business practices. An undertaking in the form of an affidavit, to this effect, signed by Authorized signatory (Notary officer/Oath Commissioner) is to be submitted.
8. The persons so engaged by the agencies shall preferably be from amongst the retired/released Ex-Servicemen/NCC 'A', 'B' or 'C' certificate holder/Sports personnel of atleast District level medal winner/Trained Home Guard/ 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.

The percentage break-up of security guards to be engaged by the agency should be as follows:

- i) 10% of the total security guards should be from the Ex-Servicemen i.e. from Defence personnel.
- ii) 10% of the total security guards should be from NCC certificate holder/Sports personnel of at least District level medal winner.
- iii) 10% of the total security guards should be from Certified Trained Home-guard personnel.
- iv) The remaining 70% of the total security guards should be trained and have previous similar experience as security guards.

The bidder shall furnish an undertaking/affidavit agreeing to supply the outsourced security guards as per above details/specifications/mix as applicable.

9. The Private Security Houses should have their own training centers with a standard security course having infrastructure facilities for classroom 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 hours physical training and 85 hours theoretical classes on preliminary laws, physical security, access control, duties and responsibilities of security personnel and behavioral approach etc. The firm/bidder should submit a certificate of declaration having training Centre of their own.



III. General Terms and Conditions:

1. The successful firm shall have to deposit 5% of the Contract amount for the entire duration of the contract as Security deposit in the form of Demand Draft/Banker's Cheque from any Nationalized/Scheduled Bank pledged in favour of CGM (F&A), APGCL, Bijulee Bhawan, Guwahati-01 within 7(seven) days from the date of Finalization of Contract agreement. The security deposit shall be released after successful completion of the work. The security money will be forfeited if the contractor fails to execute the job/work as per the contract agreement.
2. The duration of the contract for providing security to various Installations of APGCL 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.
3. 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 amount separately besides quoting other statutory payments such as Minimum pay, EPF, ESI, Bonus etc as applicable.
4. The personnel should be physically fit for duties both with arms and without arms. No cost of training in this regard shall be borne by APGCL. BMI of the security guards should be preferably less than 20 and BMI above 25 shall not be considered.
5. Physically handicapped, medically unsound security guards to be supplied by the firm/bidders will not be accepted by APGCL at any cost.
6. As per Rule 4 (a, b, c) of the Private Security Agencies (Regulation) Act 2005, character & antecedent verification of all security personnel should be carried out at the time of engagement of security personnel.
7. All statutory requirements concerning maintenance of records have to be adhered to.
8. The contractor/firm shall be responsible for the overall conducts of their supplied security guards to APGCL. The contractor shall be responsible for disrespectful, indulgence of bad behavior or for any theft or tempering of APGCL's property by guards as supplied by them. The contractor shall also be responsible for any loss suffered by the Management of APGCL consequent upon mishandling/misconduct of guards supplied by the contractor/firm in discharging 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 shall not be allowed to continue his job in APGCL.

10. Any guard/supervisor, engaged by the contractor if found in any unauthorized occupation of APGCL premises, the rent, water charges, electricity charges and conservancy charges shall be deducted on penalty rate as per rule from the monthly salary bill of the guard/supervisor.
11. Replacement of security guard to be provided within 0-6 hours from the time of intimation as and when required during illness / absence of security guard.
12. A copy of valid renewal Private Security License (updated) and a copy of valid renewal certificate (updated) from Police Deptt. to deploy the Pvt. Security (i.e) in Assam area should be submitted by the contractor within 10 (ten) days of receipt of his acceptance, failing which the contract shall be terminated without any further reference.
13. The contractor/firm shall give the wage slips of monthly wages and individual EPF account number to the workmen engaged by him. It should be noted that while issuing the wages slips of monthly payment to his workmen, EPF contribution deducted should also be reflected. Further, the contractor should ensure payment to his workmen in their personal accounts to be opened in their names in **Nationalized Bank/Scheduled Bank** only.
14. The Contractor shall be wholly responsible regarding the minimum wage payment. As and when the minimum wages rate/VDA is changed by the Govt. of Assam, the Contractor shall pay the revised rate to his workers as on the date and shall apply for reimbursement of the expenditure by raising a separate bill. In additions to the monthly salary, the contractor shall also have to extend statutory benefits provided under Employees Provident Fund & Misc. (Prov.) Act, 1952, Employees State Insurance Act, 1948 and other benefits in terms of the applicable Labour Laws. Failure to do so would lead to termination of the contract immediately.
15. The Contractor shall be responsible for fulfilling the requirements of all statutory provisions of relevant enactments viz. The Minimum Wages Act 1948, The Payment Of Wages Act 1936, The Contract Labor (Regulation & Abolition) Act, 1970 as amended from time to time and all other labour enactments at his own risk and cost in respect of all security guards employed by him and keep APGCL indemnified for any action brought against it for any violation/non-compliance of any of the provisions of any of the acts etc.
16. 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 (ten) days of the following month under intimation to the APGCL. In case of contractor's failure to deposit provident fund contribution as



stated above, APGCL shall have the right to recover such contribution and remit the said contribution to the appropriate authority.

If such situation arises during contract period and APGCL decides to recover and remit the PF contribution, the amount of Fine/Penalty for non-payment of PF on time, if any shall also be recovered from the contractor.

17. The contractor must ensure that the wages (VDA) to the security personnel against the contract should not be less than the wages prescribed by the labour department Govt. of Assam and State Home Guard Department, Govt. of Assam.
18. The successful tenderer shall 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 APGCL.
19. The contractor/firm shall ensure that the private security guards supplied by them shall not divulge to any third party/unauthorized person information acquired by them during the course of discharge of duties except such disclosure as may be required under the Private Security Agencies (Regulation) Act, 2005 or in connection with any inquiry or investigation by the police as may be required by an authority or process of law.
20. The successful bidder shall mandatorily comply with Sec 9 & Sec 15 of the Private Security Agencies (Regulation) Act, 2005
21. The contractor/firm shall have to issue personal service number, Identity card and its own logo at the contractors own cost to the security personnel.
22. The contractor/firm shall have to provide initially 2 (two) pairs of uniform of their own and livery items such as ammunition boot, Web belt, army cut anklet, barret caps, whistle, Whistle cord, Hunting Shoes, P.T. Shoes, Khukry, 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 shall also have to provide mosquito net, and blanket to the security personnel, supplied by them. The cost of the above livery items shall be borne by the contractor and the APGCL shall have no liability what-so ever in this account. The colour and the pattern of the uniform should not be identical to those of APGCL Security personnel. However, the cost against the supplied livery items should not be deducted from the wages of the Security Guards.
23. The barrack type accommodation with all necessary basic facilities will be given to the security personnel free of cost from APGCL's end, subject to availability at site. Electricity charges etc as per actual are to be borne by the occupant/supplier.
24. The Outsourced Security Guards will be entitled for 1(one) day weekly off.



25. The Management of APGCL does not bind itself to accept the lowest rate and reserves the right to accept and reject any or all tenders without assigning any reason thereof.
26. The successful bidder shall have to execute formal contract agreement with Chief Security Officer on behalf of APGCL for supply of Outsourced Security personnel on a non-judicial stamp paper of Rs. 100/- (Rupees One Hundred) only. Formal supply order will be issued by the Chief Security Officer, APGCL, only after receipt of security money and execution of contract agreement.
27. The ASO/In-Charge of the establishment will be the overall In-charge of the security wing and he will submit the nominal roll alongwith attendance sheet through concerned authority of APGCL to the H.Q. within 1st day of every month for preparation of monthly bill.
28. Release of payment of salary to the Security personnel supplied by the contractor will be made by the H.Q. on production of monthly Bill on or before 1st week of every month. The bill of every month must be accompanied by a copy of the EPF and ESI deposit challan/ documents of the previous month in the absence of which the passing of bills will be held up.
29. It shall be the duty of the contractor to remove all the persons deployed by him on completion/termination of the contract for whatsoever reason and ensure that no person creates any disruption/hindrance/problem of any nature to the Management of APGCL.
30. The contractor/firm will have to visit each and every out post 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.
31. The contractor/firm has to make provision for ESI (Group Insurance), alongwith Medical facility etc. to the security personnel to be engaged on contract.
32. The contractor/firm or his nominee shall ensure his presence at a short notice as and when called for by the Management of APGCL.
33. Under no circumstances Management of APGCL shall be liable to pay compensation etc. in case of any accident/premature death of the Outsourced security personnel during the contract period.
34. APGCL shall have no responsibility, statutory obligation towards taxes, fees, all relevant and applicable Labour laws, Govt. Rules & Regulations in force related to Salary, Statutory payments, ESI, EPF and bonus etc. as applicable for execution of the contract.



35. The successful Bidder will have to ensure that the security personnel provided by the firm must have the following physical standard (minimum):-
- (i) Height - 162.56 cm/5 ft. 4 inches for General candidate.
160.02 cm/5 ft. 3 inches for ST(P)/ST(H) candidate.
 - (ii) Chest - 80 cm (Normal).
85 cm (Expanded).

In this matter the firm shall have to submit individual physical fitness certificate of the security personnel to be supplied by them as and when the agreement is finalized.

36. The contractor/firm shall have to furnish Medical Fitness Certificate from any authorized Medical officer in respect of each security personnel as supplied by them.
37. Canvassing in any form in connection with the tender is prohibited and the tenders submitted by the contractors who resort to canvassing are liable for rejection.
38. The Service Provider shall indemnify and hold APGCL harmless from and against all claims, damages, losses and expenses arising out of, or resulting from the works/services under the contract provided by the Service Provider.

IV. JURISDICTION: The contract shall be governed by and construed according to the law in force in India. The Contractor shall hereby submit to the jurisdiction of the courts situated at Guwahati for the purpose of any actions or any proceedings arising out of the contract and the courts at Guwahati only shall have the exclusive jurisdiction to hear and decide such actions and proceedings.

IV. GENERAL INSTRUCTIONS TO BIDDER:

1. The tender document can be downloaded from <https://assamtenders.gov.in> and the tender processing fee has to be submitted online as per instructions given vide OM. No. FEB.269/2017/27 dated 21.08.2019. Tender processing fee in any other form will not be accepted. Bidder shall upload the scanned tender document duly signed and stamped on each page of tender in token of his acceptance along with his bid and also scanned copies of all requisite documents. **The bids shall have to be submitted electronically/ online.**

Bidder must submit hard copy of the technical bid only. The hard copy of the Bid must be put in a sealed envelope. The top of the envelope should duly bear the Tender Number, date and time of opening of the bid along with address of the office and must reach General Manager (HR), APGCL, 3rd Floor, Bijulee Bhawan, Guwahati-1 within 04/07/2023 up to 2:00 PM.

The bid shall be completed in Single Stage-2 envelope system (QCBS Model). The bid shall have to contain the following as mentioned below:

Bid along with the following mentioned documents have to be uploaded and original hard copies of the same must be submitted in sealed envelope:



- Signed and sealed copy of APGCL Tender document and scanned copy of uploaded Earnest Money Deposit (EMD).
- Technical part of bidder's Offer.
- The Technical Bid shall not contain the Price Bid.
- All requisite documents as per Clause II of this tender document.
- Any other relevant document as required for this tender.
- "Offered Price" duly filled shall be submitted in the format given in online mode only. Offered Price shall have to include GST, F&I, etc. as per the BOQ provided online. No stipulation, deviation, terms and conditions, presumption, etc shall be stated in priced part of bid. APGCL shall not take cognizance of any such statement and may at their discretion reject such price bids. Also, price quoted by the bidder must be in INR.

2. **Submission of Bid:**

The Bid must be submitted in online mode and a copy of the technical bid in hard copies should be submitted. The documents are to be uploaded in PDF format. The Bidder will be required to encrypt & sign its online bid using own Digital Signature Certificate. Prospective Bidders must procure DSC before participating in the tenders.

NOTE: The Technical Bid shall not include the Financial Bid. The Financial Bid should be uploaded in the Financial Folder only. Only those tenders which are found to be technically responsive will proceed for Financial Bid opening.

For user manuals with detailed guidelines on enrollment and participation in the online bidding process and any other details related to E-Tendering please visit <https://assamtenders.gov.in>.

3. **Date and Time of Submission:**

Bid must be submitted by the due date and time mentioned in the Notice Inviting Tender or any extension thereof as duly notified in writing by APGCL.

4. **BID Opening:**

Opening of Techno-commercial Bid:

On the date and time mentioned in 'Notice Inviting Tender', the Bid will be opened in the office of the General Manager (HR), APGCL, 3rd Floor, Bijulee Bhawan, Paltanbazar, Guwahati-781001

5. **Enclosures:**

- i) Duties and Responsibilities of the Security Supervisor/Security Guards - Annexure-A
- ii) Evaluation Criteria for Technical Bid - Annexure-B
- iii) Quality cum Cost Based Selection (QCBS) process evaluation- Annexure-C
- iv) BOQ - Annexure-D