



Nandankanan Zoological Park

# Tender Documents

Providing Security Service for the year, 2021-22

Cost of Tender Paper: ₹23,600/- inclusive of 18% G.S.T  
(Twenty three thousand six Hundred ) only



23<sup>rd</sup> January, 2021

**TENDER PAPER FOR PROVIDING SECURITY SERVICE  
TO NANDANKANAN ZOOLOGICAL PARK AND STATE BOTANICAL GARDEN  
FOR THE YEAR, 2021-22**

**(TECHNICAL BID)**

Last date of filing the tender: 5.00 P.M of **17.02 .2021**  
Date of opening of Technical bid: 11.30 AM of **22.02.2021**

Passport size  
photograph

**Cost of tender paper: Rs. 23,600 /-(Including GST 18%)**

1. Name of the Tenderer ( in Block Capitals) :
2. Residential address ( to be supported with copy of the telephone/electric bill of December-2020/Driving License):

Telephone No. & e-mail ID for contact:

3. Address for correspondence ( if other than above):
4. Amount of EMD furnished ( in figure) Rs.  
(in words ) Rs.
5. Particulars of EMD – Bank Draft/Bankers Cheque No.:  
Name of drawee Bank:
6. Whether the tenderer's unit is :  
**a)** EPF registered - Yes/No **b)** ESI registered - Yes/No

Place :

**Full signature of the Tender**

Date :

**TENDER PAPER FOR PROVIDING SECURITY SERVICE  
TO NANDANKANAN ZOOLOGICAL PARK AND STATE BOTANICAL GARDEN  
FOR THE YEAR, 2021-22**

**(FINANCIAL BID )**

Passport size  
photograph

1. Name & address of  
the Tenderer ( in Block Capitals) :

2. Rate offered per month in Rupees.

Category	Minimum wage rate to be paid	EPF share (employer)	ESI share (employer)	Service & other incidental charges	Total
Security Guard					
Security Supervisor					

❖ The rate to be quoted above must be exclusive of taxes which will be applicable from time to time.

***N.B: Date, venue and time for opening of financial bids shall be intimated to the technically qualified bidders after finalization of technical bids .***

Place:

Date:

***Full signature of the Tender***



**TERMS AND CONDITIONS OF  
TENDER FOR PROVIDING OF SECURITY SERVICES TO  
NANDANKANAN ZOOLOGICAL PARK AND STATE BOTANICAL GARDEN  
FOR THE FINANCIAL YEAR, 2021-22**

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**Last date of filing the tender : 05.00 PM of 17.02.2021.  
Date of opening of tender : 11.30 AM of 22.02.2021.**

Tender should be addressed to the Deputy Director, Nandankanan Zoological Park, P.O.-Barang, Dist.: Khurdha, Pin:- 754005 clearly superscribing on the top of the sealed envelope **"TENDER FOR PROVIDING SECURITY SERVICES"**.

**1. The following documents are to be enclosed with Form-A of tender:**

- a) Two recent passport size coloured photograph affixed over the box of technical bid and financial bid forms.
- b) Proof of residential address:  
(Copy of telephone bill / electric bill of December, 2020)
- c) Copy of I.D proof:  
(Driving License / voter I.D / **Aadhar Card.**)
- d) Copy of PAN Card.
- e) **EMD** for **₹1,00,000/-** in shape of Demand Draft or Bankers cheque drawn in favour of the Deputy Director, Nandankanan in any Nationalized Bank payable at Bhubaneswar. In case of unsuccessful tenderers the E.M.D shall be refunded after closure of the tender process.
- f) Copy of EPF & ESI returns for the year, 2019-20, 2018-19, 2017-18 along with registration certificate.
- g) Copy of Registration of the Agency / Firm.
- h) Copy of Registration certificate from Labour Department for providing manpower service under Orissa Shops & Commercial Establishments Act, 1956.
- i) Copy of Labour license issued by Labour Department.
- j) Copy of GST registration certificate.
- k) Proof of service provided in other Govt. sectors / institutions.
- l) The agency should submit the copy of valid Private Security License as per the Provision of Private Security Regulation Act, 2005.

**The EMD shall be subject to forfeiture in the following cases:**

- i) In case the successful tenderer withdraws from the tender after opening of his tender paper.
- ii) In case the successful tenderer does not turn up to sign the agreement when intimated by the Deputy Director.

**2. IMPORTANT MATTER TO BE NOTED BY THE TENDERER:**

- a) The rate to be quoted by the tenderer shall be per person per month. EPF, ESI Service charges, Taxes and any other incidental Charges exclusive of the above be also quoted separately..
- b) The rate to be quoted shall be for the following category of persons:
  - i) Security Supervisor-(High skilled with computer acknowledged )
  - ii) Security Guard-( Semi skilled)
- c) The rate shall be quoted both in figures & words.



- d) Un-sealed Tender documents & those received beyond the scheduled date & time shall not be accepted.
- e) Tender papers without desired documents and without signature of the tenderer shall be rejected.

**The undersigned reserves the right to alter or modify any of the terms & conditions of the tender as deemed proper in the interest of Govt.**

- 3. The undersigned does not bind himself to accept the lowest rate offered, in case of lowest price quoted by more than one tenderer, due weight age will be given to the tenderer with proven track record in the field.
- 4. Form of Tender: The tender form will consist of two parts, (i) Form-A (Technical) and (ii) Form-B (Financial). The Tenderer has to give details of his company's / Associates, if any, previous experience and the proof to that extent in **Form-A** (Technical) attaching the desired documents. In **Form-B** the tenderer has to quote financial figure. Form A & Form B are to be kept in two different sealed covers over which it has to be written clearly Form-A / Form-B respectively. Both covers should be kept in a single large cover super scribing "**TENDERS FOR PROVIDING OF SECURITY SERVICES**" and the name of the tenderer. Otherwise tender will not be considered. The tender should be sealed and complete in all respect.
- 5. The Tender shall be finalized by the tender committee in the following procedure:
  - (i) Technical bid in Form-A will be opened first and evaluated by tender opening committee as per the Tender conditions & specifications mentioned.
  - (ii) The financial bid in Form "B" of only such tenderers who qualify in the Technical bid will be opened by Purchase Committee duly constituted by the Government on that behalf for the purpose.
  - (iii) The committee constituted as above will take a decision to accept the tender or otherwise.
- 6. Tender form can only be obtained from the website of Nandankanan Zoological Park ([www.nandankanan.org](http://www.nandankanan.org)). The downloaded tender paper must be accompanied with Bank Draft of ₹.23600/- ( ₹20000/- + ₹3600/- (GST)) drawn in favour of the Deputy Director, Nandankanan Zoological Park in any nationalized Bank payable at Bhubaneswar. The cost of tender form is not refundable under any circumstances.
- 7. The term 'Deputy Director' wherever mentioned in this document shall mean the Deputy director, Nandankanan Zoological Park. The term "Agency" wherever mentioned in this document shall mean the agency selected for award of the contract. The term "Contract" means the formal agreement between the "Deputy Director" and "Agency" which would be signed at the time of award of work.
- 8. The Deputy Director reserves right to reject or partially accept and to cancel any or all the tenders received without assigning any reason thereof.
- 9. Canvassing in connection with tender is strictly prohibited and the tender submitted by the agency who resort to canvassing will be liable for rejection.
- 10. Tender which does not fulfill all or any of the conditions or incomplete in any respect are liable to be rejected.
- 11. Conditional tenders shall not be accepted .



12. After finalization of the tender, the Agency shall be required to enter into an agreement with the Deputy Director.
13. The agency shall declare in writing that none of his business partner is in any way related to any official(s) of the Nandankanan Zoological Park and State Botanical Garden.
14. The agency shall have a local office with a regular telephone service.
15. All credentials of the party including financial standing, registration with Government, having support or connection with Government Departments / organizations etc. together with records of past performance with such Institutions, Departments, Organizations etc. are to be produced for verification (in original) by the Deputy Director.
16. All wages and allied benefits like EPF, Bonus, ESIC etc. are to be paid by the "Agency". The agency shall remain liable to the authorities concerned for compliance of the respective existing rules and regulations of the Govt. for this purpose and shall remain liable for any contravention thereof. The "Agency" shall abide by the minimum wage Act as per law for payment to the staff to be employed by him in the Nandankanan Zoological Park and State Botanical Garden campus.
17. In case of any theft, loss of assets and disturbance affecting security etc. to the Nandankanan Zoological Park and State Botanical Garden, the entire responsibility for recovery and legal actions starting with lodging of FIR with local Police to the final recovery stage will be the sole responsibility of the agency.
18. A security deposit in the form of bank guarantee for not less than 10% of the tender value with the legal binding and recoverable valuables including cash shall be given by the agency to cover risk of any loss to the employer for negligence, failure, inefficiency, fraud or theft, pilferage etc. on the part of the service in the event of any such occurrence and/or breach of contract the amount of compensation as assessed by the employer shall be recovered either from the monthly installment due to the agency or from his security deposit.
19. During the period of contract the agency shall provide uninterrupted service and the security personnel should perform their duties diligently, honestly and to the entire satisfaction of the Deputy Director. The agency shall constantly keep in touch with the Deputy Director regarding the Security/conservancy arrangements of the premises of the Nandankanan Zoological Park and Botanical Garden and abide by the instructions and directives issued by the Deputy Director in this regard.
20. The agency shall produce a registration/clearance certificate from the nearest police station of State Botanical Garden at his own cost for each and every security person, so posted by the agency in the campus of Botanical Garden.
21. All security personnel of the agency employed in the Nandankanan Zoological Park and Botanical Garden shall be engaged on the basis of eight hours shift duty per day. **No person shall be continued for more than eight hours duty in a day.** The Agency has to provide sufficient number of leave reserve persons at his own cost in order to provide them in weekly holidays and to meet any other emergency. The employer shall determine the times of three different shifts from time to time.



22. The Deputy Director shall have power to disallow any security personnel if found unsuitable. The agency shall have to replace such persons within 24 hours. The agency shall be vigilant to ensure that their security staffs are alert in their duties all the time.
23. The agency shall maintain a separate attendance register for Nandankanan Zoological Park and State Botanical Garden for all three shifts of staff deployed in the campus of the employer. The attendance register must be got checked and countersigned by the officers designated by the Deputy Director for the purpose, everyday within 10:10 am positively. **A copy of the attendance shall be submitted along with monthly bill.**
24. All persons deployed by the agency must remain in proper uniform while on duty, the agency shall supply at his cost uniforms, rain coats, woolen clothing, stick, torches with batteries, registers, paper and other stationery items required for carrying out the security work. The nature of uniform shall have to be got approved from the Deputy Director.
25. The Deputy Director shall have no responsibility for providing living accommodation to the personnel deployed by the agency. The Deputy Director shall provide only necessary cover space for check post inside the campus but duty shall also include outdoors.
26. **The numerical strength of Security staff may be increased or decreased as per requirements of the Deputy Director from time to time.** The agency has to provide required number of persons within three days from the date of demand, failing which employer will engage persons from open market subject to the realization of the payment from the agency's bill.
27. Same guard should not be engaged in consecutive shifts under any circumstance. Further, the agency would ensure that no guard is deployed for security duties for more than three months continuously. However, the same guard may be repeated after giving a break of seven or more days.
28. The Deputy Director shall pay to the agent nothing more than the amount as may be due under the contract terms.
29. The agency shall have the full authority to check the weigh bills. Counting of articles, search and check all incoming and outgoing goods, men and materials, vehicles etc., whatsoever in conformity to the policies, rules and orders of the State Botanical Garden.
30. The agency shall not make any alterations, deviations, additions or omission from the approved staff strength as required by the employer without the prior approval of the Deputy Director.
31. Payment would be arranged to the "Agency" by the Deputy Director by way of demand draft / cheque **after submission of proper pre-receipted bill along with proof of ESI & EPF deposits** and a copy of the attendance register for the month duly certified by the authorized representative of the "Deputy Director". No interest shall be paid or can be claimed by the "Agency" for delayed payment. "Tax Deducted at Source" will be made from each bill at the rates prescribes by the Government from time to time.




32. *In the beginning, the contract would be on a trial basis for three months only and after that it will be renewed for a period upto one year from the date of signing the agreement* during which the service charges quoted by the agency shall remain valid. No increase in charges during the period shall be admissible.
33. The contract can be terminated by the Deputy Director at any time without notice in the event of gross security risk or gross damage to Deputy Director's property due to agency's failure or persistent failure by the agency in providing satisfactory service to the Deputy Director. The decision of the employer in this regard shall be final and binding on the agency.
34. For reasons other than mentioned in the clause above, the contract can be terminated by either party by providing clear one month notice in writing.
35. In case of any dispute arising out of this contract / award of work between the "Deputy Director" and the "Agency" the matter shall be subject to appeal before the Director, Nandankanan Biological Park. The decision of the Director shall be final & binding on both the parties.
36. All litigations in connection with this tender shall be subject to the jurisdiction of the SDJM, Bhubaneswar only.
37. Only those agency/Firm / individuals/ entrepreneurs who agrees to the terms and conditions laid down as above shall apply.

**Note: The persons deputed by the agency should know the following languages to read, write and speak.**

	Read	Write	Speak
Oriya	Yes	Yes	Yes
Hindi	Yes	Yes	Yes

**Signature of the tenderer**

Place & Date:

  
Deputy Director  
Nandankanan Zoological Park

### UNDERTAKING

I \_\_\_\_\_ S/o \_\_\_\_\_  
At \_\_\_\_\_ PO \_\_\_\_\_ PS \_\_\_\_\_  
Dist \_\_\_\_\_ Pin: \_\_\_\_\_ do hereby undertake that I have read all the conditions and agrees to it and submitted the tender for **Security Service to Nandankanan and State Botanical Garden** for the financial year, 2021-22.

**Signature of the tenderer**

Date: