

**Social Welfare Department
Government of Manipur**

Imphal the 15th July, 2014

NOTICE INVITING TENDER

No: 1/589/2011-(SW): Social Welfare Department invites sealed bids from eligible and qualified bidders for procurement of Security Services. Bid documents and other details can be downloaded from the website www.socialwelfaremanipur.nic or contact +918731870282 or collect the documents from State Project Support Unit Room No.103, ICPS Section. Department of Social Welfare, Directorate Office AT Line near 2nd MR Gate.

Last date of collection of documents: till 4 P.M of 28th July 2014

Last date of submission of documents: till 4 P.M of 4th August 2014

Sd/-

(Dr. Rangitabali Waikhom)
Director Social Welfare
Government of Manipur

63

No. 1/589/2011-SW
GOVERNMENT OF MANIPUR
DEPARTMENT OF SOCIAL WELFARE

Imphal, the 17th May, 2014

To,

The Principal Secretary (Social Welfare)
Govt of Manipur

Subject: Approval for due tender for procurement of security services for the various homes and Institute and Directorate Head Office of Social Welfare Department.

Sir,

With reference to the above subject, I am to state that currently the Department has engaged 16 security guards (4 female and 12 male) for providing security services through two different agencies. However it is desired that for the year 2014-15 onwards, due tender process may be followed for selecting these agencies/firms and also the requirement of security guards may be revised as per the current needs of the Department.

In this regard, a draft EOI (Expression of Interest) listing the number of security guards required, the places where they are to be deployed, terms of conditions etc are enclosed for kind perusal and approval. Approval for calling tender as per the draft EOI enclosed may kindly be conveyed so that the Department can proceed ahead for calling of open tender for the same.

Ecl:a.s.a

Yours faithfully,


(L. Ibobi Singh)
Director (Social Welfare),
Manipur

Copy to:

- 1) Office copy

-62-

No. 1/589/2011-SW
GOVERNMENT OF MANIPUR
DEPARTMENT OF SOCIAL WELFARE

Imphal, the May, 2014

EXPRESSION OF INTEREST FOR PROVIDING SECURITY SERVICES FOR THE VARIOUS INSTITUTIONS AND HOMES FUNCTIONING UNDER THE DIRECTORATE OF SOCIALWELFARE DEPARTMENT, MANIPUR.

1. You are invited to submit your most competitive quotation for providing security guards as detailed below:

SN	Places of Deployment	No of security guards	Duties and Responsibility
1	Observation Home & Children Home, Takyel	4 male guards. Service delivery shall be for 24/7 i.e day and night and for 7 days per week which may be provided on rotation basis by the 4 guards.	<ol style="list-style-type: none"> 1. Patrol premises to prevent and detect signs of intrusion and ensure security of doors, windows, and gates. 2. Answer alarms and investigate disturbances. 3. Monitor and authorize entrance and departure of employees, visitors, and other persons to guard against theft and maintain security of premises. 4. Write reports of daily activities and irregularities, such as equipment or property damage, theft, presence of unauthorized persons, or unusual occurrences. 5. Call police or fire departments in cases of emergency, such as fire or presence of unauthorized persons. 6. Circulate among visitors, patrons, and employees to preserve order and protect property. 7. Warn persons of rule infractions or violations, and apprehend or evict violators from premises, using force when necessary. 8. Operate detecting devices to screen individuals and prevent passage of prohibited articles into restricted areas. 9. Inspect and adjust security systems, equipment, and machinery to ensure operational use and to detect evidence of tampering. 10. Any other activities related to security of the office/homes from time to time.
2	Directorate Office at A.T. Line, near 2 nd M.R. Gate	1 female and 2 male guards only for day time duty for 6days per week.	
3	Bal Bhawan, Khuman Lampak	1 guard during daytime for 6 days per week	
4	Women Welfare Training Institute at Takyel	2 female guards for night duty for 7 days per week and 1 male guard for daytime duty for 6 days per week.	
5	Total	11 guards	

The deployment of guards will be adjustable as per the requirements of the Department.

2. Bid Price

- a) The contract shall be for the full services as described above. Corrections, if any shall be made by crossing out, initialing, dating and re-writing.
- b) All duties, taxes and other levies payable under the contract shall be included in the total price.

- 61-
- c) The rate quoted by the bidder shall be fixed for the duration of the contract shall not be subject to adjustment on any account.
 - d) Telex or Facsimile quotation is not acceptable.

3. Each bidder shall submit only one quotation for the above required services.

4. Eligibility Criteria

- (i) The Bidder should possess the requisite experience, resources and capabilities in providing the services necessary to meet the requirements, as described in the tender document.
- (ii) The Agency should be registered under Private Security Agencies (Regulation) Act 2005. This registration should not be more than 3 years old from the date of advertisement appearing in the press. (Please attach documents)
- (iii) Should have a Certificate of Registration with Registrar of Companies or Registrar of Firms or letter of Proprietorship. (please attach documents).
- iv) Should have documents providing compliance of Minimum Wages Act, 1948 and Central Rules (latest). These documents should include schedule and nominal rolls of wages disbursed to security personnel over the past two years in any governmental or public sector organization. Such nominal rolls should be signed by the employees i.e, the security guards and personnel employed by the agency.
- (iv) An undertaking by the service provider that they have obtained police verification for all the personnel to be provided to the Purchaser.

5. Validation of Quotation.

Quotation shall remain for a period of 60 days after the deadline date specified for submission of quotation.

6. Evaluation of Quotations

The Department will evaluate and compare the quotations determined to be substantially responsive i.e, which

- a) Are properly signed: and
- b) Conform to the terms and conditions and specifications.
- c) The evaluation would be done for all the items put together whose total cost is the lowest.

7. Award of contract

The purchaser will award the contract to the bidder whose quotation has been determined to be substantially responsive and who has offered the lowest evaluated quotation price.

- Notwithstanding the above, the purchaser reserves the right to accept or reject any quotations and to cancel the bidding process and reject all quotations at any time prior to the award of contract.
- The purchaser reserved the right at the time of contract award, to increase or decrease the number of guards, indicated in para 1 by 15% without any change in the price or any other terms and condition.
- The bidder whose bid is accepted will be notified of the award of contract by the purchaser prior to expiration of the quotation validity period. The terms of the accepted offer shall be incorporated in the purchase order.

7. Payment shall be made directly to the agency and not to the individual guards.

8. No allowance of any kind except for the monthly hiring charges of private security guards, ~~.....~~, will be paid to private security agency at the end of month.
9. You are requested to submit the seal quotation superscripted on the envelope as **"Expression of Interest for Providing Security Services for Social Welfare Department"**
10. Interested firms are requested to submit their sealed tender forms on or before '14 at Department of Social Welfare Department, Directorate Complex, A.T. Line, near 2nd MR Gate, Manipur
11. The rate quotation should reach the Directorate Head Office; up-to 3 p.m of, and shall be opened of the same day in the presence of the tenderers.


(L. Ibobi Singh)
Director (Social Welfare),
Manipur