



(A Govt. of Jharkhand Undertaking)



(CIN: U17122JH2006SGC012606)

Jharkhand Silk, Textile & Handicraft Development Corporation Ltd.

Tender for Security Personnel supply on outsourcing basis

1. Separate bids (Technical & Financial) are invited for supply of Security personnel on outsourcing basis:
2. Non-transferable bid documents containing detailed descriptions of security personnel e.g. like Security Guards, Gunman etc. Other terms & conditions, tender document format may be collected from the General Manager (Administration) at the Head Office situated at Ratu Road, Ranchi – 834001 on the payment of Rs. 2500.00 (Rupees two thousand five hundred only) in cash or Demand Draft in favour of “Jharkhand Silk, Textile and Handicraft Development Corporation Ltd.” payable at Ranchi during office hours from 17.12.2020 to 16.01.2021 till 03:00 p.m. and the same may be downloaded from www.jharcraft.in. The tender money of Rs. 2500.00 (Rupees Two Thousand Five Hundred) only in the form of demand draft must be enclosed along with the bid/s in case the documents have been downloaded from the website.
3. The tender document duly filled and sealed shall be received till 16.01.2021 up to 05.00 p.m. and the same shall be opened in the chamber of the Managing Director, Jharcraft at 04:00 p.m. on 19.01.2021.

Sd/-
Managing Director
JHARCRAFT

2. General Conditions of Contract:

2.1 Definitions

In these general condition of contract, the following terms shall have the meaning herein assigned to them except where the context otherwise requires

- a) Company
Company shall mean Jharkhand Silk, Textile and Handicraft Development Corporation Ltd. (A Govt. of Jharkhand Undertaking) and shall include its executors, successors, administrators, partners and permitted assigns.
- b) Contractor
Contractor shall mean the person, firm or body corporate or manufacturer who enters into the contract with the Company and shall include its executors, successors, administrators, partners and permitted assigns.
- c) Contract
Contract shall mean this work order with the Annexures, specifications and drawings, the accepted price or schedule of rates as the case may be, along with all the general and special conditions of Contract.

2.2 General

- a) The contractor/agency shall either be incorporated under the companies Act 1956/Societies Registration Act 1860 / Partnership Act. /Proprietorship (Enclose Registration Certificate)
- b) The rates will remain firm during the operational period and no escalation shall be permissible & payable.
- c) Conditional rate shall not be considered.
- d) Performance Security, to be provided by the Contractor in form of unconditional Bank Guarantee, shall be issued by any Nationalized/ Commercial/ Scheduled Bank @ 1% of the agreed average annual quantum of Work Order price or Rs. 1.00 lakh which ever is minimum. Such security shall be returned after expiry of the operational period.
- e) The tender will be opened in the presence of the tender committee in the office of the Managing Director, Jharkhand Silk, Textile and Handicraft Development Corporation Ltd. at 4.00 p.m. on 19.01.2021. The tenderer or their representative may participate in the tender.
- f) No mobilization advance shall be paid against this work.
- g) Contractor must be registered with Employees Provident Fund Organization (EPFO) & Employees State Insurance Corporation (ESIC) for the last three years.
- h) The security Agency/Company must have a minimum **500 live security personnel** in different client organization (Govt. organization) Contractor will be supposed to maintain the existing EPF enrolment of at least 500 personnel every month during last 06 months.

- i) The agency/company must have five (5) years experience in the field of providing security services. The agency/company should submit documentary evidence in his support of above experience with tender paper.
- j) The agency/ company must be registered for the whole of Jharkhand by the Home Department. Govt. of Jharkhand. That registration must be at least two years old. Previously registered agencies can produce renewal application for consideration.
- k) The Agency/ Company must have relevant ISO Certification.
- l) The contractor should be registered or have a licence under the Contract Labour (Regulation & Abolition) Act.
- m) A demand draft of Rs. 30,000=00 (Rupees thirty thousand) only of any bank in the name of 'Jharkhand Silk, Textile and Handicraft Development Corporation Ltd.' payable at Ranchi must be submitted along with the tender/ bid as earnest money.
- n) The tender without earnest money, GSTIN Registration, PAN Card ESIC Registration etc. as mentioned in Annexure-I shall not be considered and shall be outrightly rejected.

Sd/-

Managing Director

JHARCRAFT

Annexure-I
(For Security Personnel)

Sl. No.	Particulars	Details of documents enclosed	Pg No.
1.	Registration under the companies Act 1956/Societies Registration Act 1860/ proprietorship/Partnership Act. (Enclose copy)		
2.	Registration for the whole of Jharkhand by the Home Department		
3.	AN ISO Certification		
4.	Tender Money of Rs. 2,500=00		
5.	Earnest Money of Rs. 30,000=00		
6.	GSTIN Registration		
7.	PAN Card		
8.	ESIC Registration		
9.	EPFO Registration		
10.	Registration in the Contract Labour (Regulation & Abolition) Act		
11.	Annual Turnover Certificate from Auditor	(As per given format at Appendix A)	
12.	IT Returns of previous three financial years (Self Certified)		
13.	Audited Balance Sheets (last 3 Financial years)	FY 2017-18	
		FY 2018-19	
		FY 2019-20	
14.	The firm should not be blacklisted by any Central Govt. / State Govt. / PSU/Govt. Bodies. If yes, details thereof.	(Self declaration as per given format at Appendix B)	
15.	Work Experience of minimum 5 years	500 live security personnel experience of Govt. Organisation/ PSUs'/Boards'/Corporations/ PSU/ Autonomous	
16.	The applicant must have an office in Ranchi or anywhere in Jharkhand	Proof of address	
17.	Details to Contact Person with telephone no. & e-mail ID		
18.	Any other relevant information		

Declaration: All details provided by me are true as per my knowledge. Any dispute found in the same shall make the bid application void.

Yours Faithfully,

Signature of the authorised person with date

Name/ Designation of the authorised person

Name of the firm/ Agency along with the seal.

The Service Provider must submit their bid in three (3) envelops

Envelop No.1: Super scribed as “**Technical Bid for Security Personnel on out sourcing**” should contain:-

- a) Demand Draft of Rs. 2,500/- as the tender fee. (Non Refundable)
- b) Demand Draft of Rs. 30,000/- as earnest money. (Refundable on non selection)
- c) Supporting documents for various registration and declaration as per **Annexure I**.

Envelop No. 2: Super scribed as “**Financial Bid for Security Personnel on out sourcing**” should contain:

Sl. No.	Service Type	Amount (in Rs.)	Applicable GST
1.	One time absorption fee (if any)		
2.	Monthly management fee per personnel		

Envelop No. 3: Super scribed as “**Bid for Security personnel out sourcing**” referring the NIT no. _____ should contain the above **Envelop no.1 & no. 2**.

NOTE:

- Technical bids shall be opened first and the financial bids of tenders, qualifying in Technical bids only, shall be opened for further evaluation.
- Conditional tenders shall not be accepted.
- The Managing Director, Jharcraft reserves the right to cancel any or all tenders without assigning any reason or cause.

2.3 Taxes & Duties

- a) Income tax at sources from all payments due under this contract shall be deducted in accordance with the prevailing Income Tax Act.

2.4 Arbitration

- a) Any disputes arising out of this Contract shall be referred to the sole arbitrator i.e. Managing Director, Jharkhand Silk Textile and Handicraft Development Corporation Ltd., who may further appoint any officer and there shall be no objection, if arbitrator so appointed, is an employee of Jharkhand Silk Textile and Handicraft Development Corporation Ltd.

2.5 Jurisdiction

This work order is governed by the Indian Laws for time being in force. The court of Ranchi alone shall have exclusive jurisdiction in all matters arising out of this work order.

2.6 Termination

The Company reserves the right to terminate this work order by giving 30 days clear notice. However, in case of gross negligence by the Contractor, work order can be terminated without any notice and Contractor shall not be entitled to any compensation on this account.

2.7 Quality of Work

The Contractor is expected to supply efficient, qualified and experienced security personnel as per the requirement of the company. Their services (Security Personnel), on unsatisfactory performance, may be returned herewith with immediate effect without any compensation.

2.8 Contract Period

Commencement of work will be 3 years from the date of approval and extendable for a maximum period of 1 Year subject to satisfactory performance & mutual consent with as per terms & conditions.

2.9 Wages Revision

The tendering service provider/company/firm agency will ensure for compliance of minimum wages and the payment on account of escalation/enhancement charges of revision in minimum wages including VDA by appropriate Govt. from time to time shall be payable by Jharcraft against claim. Service charge will remain the same for the stipulated period of contract.

2.10 Rejection

The Managing Director, Jharcraft reserves the right to cancel any or all tenders without assigning any reason or cause.

Appendix 'A'

Financial Strength of the Firm/Organization				
Sl. No.	Financial Year	Whether profitable Yes/No	Annual Net Profit (in lakh)	Annual Turnover (in lakh)
1	2017-18			
2	2018-19			
3	2019-20			

Note: Please enclose auditor's certificate in support of your claim.

Signature of the applicant

Full name of applicant

Stamp & Date

Appendix 'B'

Declaration

We hereby confirm that we are interested in competing for the Manpower Services to undertake the task related to supply of Manpower for Jharkhand Silk, Textile and Handicraft Development Corporation Limited (JHARCRAFT).

We have not been Blacklisted by any Central Govt. / State Govt. / PSU / Govt. Bodies / Autonomous. All the information provided herewith is genuine and accurate.

Authorized Person's Signature.

Name and Designation:

Date of Signature:

Note: The declaration is to be furnished on the letter head of the organization.