

Women Development Corporation, Bihar  
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## **Guideline for Submission of Proposal for Services of Security Agency**

Security Service manpower (un armed) is to be provided round the clock at the Head Office and allied offices at Patna. The service provider also has to provide 01 receptionist from 9.30 AM to 6 PM during all working days.

Currently the requirement is of 8 manpower (in shift of 8 hours), these include unarmed guard, receptionist and office boy.

There could be need for more staff as decided by the Corporation at a later stage. All personnel should be trained as per existing norms. Personnel are also expected to be trained in emergency fire fighting including upkeep of related equipments. Applicants will be responsible for employee insurance including medical coverage, WDC will have no liability in this connection.

The manpower hiring is proposed at the minimum wage as notified by the dept. of Labour Resources, Govt. of Bihar from time to time. Currently, the hiring is proposed for a period of one year, which may be increased based on the need and performance of the agency.

The technical requirements of the firm are as follows. Self attested proof of each is to be submitted by the agency.

- a) Agency should have been in existence for at least 3 years.
- b) Agency should preferably have been incorporated in Bihar. If incorporated elsewhere, should have necessary permissions/license to operate in Bihar and at least 50% of staff deployed for these service should be from Bihar.
- c) All staff employed should be above 18 years and less than 60 years of age. Staff should be medically fit and should not have any police record against them. (an undertaking in this regard should be submitted)
- d) Prior experience of services to Government & PSUs. The applications should include the following information substantiated with proofs:-
  - Name and address of Clients in the last 3 years.
  - Details of work order including value, duration and description of services.
- e) Applications should submit copies of PAN ,IT return of the last 3 FYs, Service TAX regd. and valid labour license. Application should be accompanied by copies of Income Tax returns of the last two years.

f) A notarized affidavit (in original) mentioning that the agency has not been blacklisted in past by any Government / Public Sector Agency.

Submission Details:

### **Technical Bid**

Section 1 : A bid security of Rs. 10000/- (refundable) in favour of Managing Director, Women Development Corporation, payable at Patna.

Section 2 : Applicant Firm's profile including Financial turnover for last three years.

Section 3 :All papers related to pre-requisites as mentioned above – Para a to f.

### **Financial Bid**

The financial bid of only technically qualified agencies shall be opened, date of which shall be informed to the eligible agencies.

**As the hiring of manpower is proposed to be done as per minimum wages, the agencies under financial bid need to quote only the service charge in percentage, per hiring. Service tax/ GST shall be paid as applicable.**

The complete bid must reach the office of the undersigned by 13<sup>th</sup> April 2018, 3 PM in a sealed envelop. The technical bid will be opened on the same day at 4 PM in presence of the bidders. The financial bid of only the shortlisted agencies shall be opened, date of which will be announced later.

The undersigned reserves the right to accept or reject any application or terminate the whole process without assigning any reason whatsoever.

**Managing Director**