



Bhubaneswar Development Authority

Akash Shova Building, Pandit Jawaharlal Nehru Marg
Bhubaneswar – 751001, Odisha

Notice No: 33190/BDA

Date: 16/09/2022

RFP FOR SELECTION OF AN AGENCY FOR DEPLOYMENT OF SECURITY
PERSONNEL FOR COMPREHENSIVE SECURITY SERVICES IN BDA

Bhubaneswar Development Authority invites Proposal for Selection of an Agency for Deployment of Security Personnel for Comprehensive Security Services in BDA. The RFP Documents will be available from 16/09/2022 to 30/09/2022 and can be downloaded from BDA website, i.e. www.bda.gov.in. The Pre-bid meeting is scheduled on **23.09.2022**. The Last date for receipt of proposals is **30/09/2022 by 4.00 P.M.** and the same would be opened on **30/09/2022 at 5.00 P.M.** Please refer the RFP documents for further details.

Sd/-
Secretary,
Bhubaneswar Development Authority

REQUEST FOR PROPOSAL

SELECTION OF AN AGENCY FOR DEPLOYMENT OF SECURITY PERSONNEL FOR COMPREHENSIVE SECURITY SERVICES IN BDA



Akash Shova Building, Pandit Jawaharlal Nehru Marg
Bhubaneswar - 751001, Odisha

Schedule of Bidding Process

Period of availability of RFP document:	16. 09. 2022 to 30. 09. 2022 (Downloadable from website: bda.gov.in)
Pre-bid Meeting:	23. 09. 2022 at 4.00 P.M in the conference hall of BDA
Last date for receipt of queries	22. 09. 2022 at 5.00 P.M
Last date for receipt of Proposals:	30. 09. 2022 till 4.00 P.M. (Through Speed Post /Registered post/ courier / hand delivery. No drop box facility available)
Place of submission of RFP:	Secretary Bhubaneswar Development Authority Akash Shova Building, Pt. Jawaharlal Nehru Marg, Bhubaneswar-751 001
Technical Bid Opening &Evaluation:	30. 09. 2022 at 5.00 P.M.
For further information:	Secretary Bhubaneswar Development Authority Akash Shobha Building, Pt. Jawaharlal Nehru Marg, Bhubaneswar-751 001 e-mail:bdabbsr1983@gmail.com

DISCLAIMER

Bhubaneswar Development Authority (BDA) has prepared this document to give the interested parties the background information to the interested bidders for Selection of an Agency for deployment of security personnel for comprehensive security services in BDA.

While BDA has taken due care in the preparation of the information contained herein and believe it to be accurate, neither BDA nor any of its authorities or agencies nor any of their respective officers, employees, agents or advisors give any warranty or make any representations, express or implied as to the completeness or accuracy of the information contained in this document or any information which may be provided in association with it.

The information is not intended to be exhaustive. Interested parties are required to make their own inquiries and respondents will be required to confirm in writing that they have done so and they do not rely on the information given in this document in submitting the RFP.

BDA reserves the right not to proceed with the selection process at any point of time during the bidding process or to change the configuration of the project to alter the timetable reflected in this document or to change the process or procedure to be applied.

BDA also reserves the right to decline to discuss the matter further with any party expressing interest. No reimbursement of cost of any type will be paid to persons or entities requesting for proposal.

BDA reserves the right to cancel the bidding process / a part there of at any stage without assigning any reason thereof and in such event BDA shall not be liable in any manner.

PROJECT INFORMATION AND GENERAL CONDITION OF CONTRACT

PROJECT INFORMATION

1. Background and Objective

Bhubaneswar Development Authority (BDA) intends to select an Agency for providing comprehensive security services for watch & ward at different work sites, parks, offices, and other assets of BDA.

2. Broad Scope of Work:

The selected agency shall be responsible for comprehensive security services and watch & ward at different work sites, parks, offices, markets and head office of BDA (as per requirement from time to time) in order to ensure inter alia the **following objectives:**

- a) Detection & prevention of unauthorized entry and exit of men, materials, vehicles and other tangible and intangible assets.
- b) Regulation of authorized access of the personnel and visitors.
- c) To identify protection arrangements, contingency plan and recommendations for reinforcement at the time of emergencies, safety of lives and compliance to laid down regulations.
- d) The agency selected should have capacity to deploy 300 (approx) nos. Security Guards fulfilling the criteria mentioned in Clause 31.
- e) Deployment of personnel may be decreased or increased as per requirement.
- f) The Agency will provide proper uniforms, arms and ammunitions, long range lights, whistle, lathis, shoes, hat, etc. as required at their own cost.
- g) Rotation of guards shall be ensured periodically within the various security points.
- h) The duties and responsibilities of the guards shall be as detailed at Clause 32.
- i) Prevention of theft and pilferage of the BDA's property at different location.
- j) Manning of gates, posts and patrolling at work sites, parks/ office.
- k) Prevention of fire hazards.
- l) Protect BDA's property from sabotage and damage.
- m) Prevent unauthorized entries.
- n) To assist police in law and order duties, natural calamities and other exigencies of work whenever required.
- o) Protect encroachment of BDA's property and report about unauthorized construction in BDA's land.
- p) To report about actions against the interest of BDA, Bhubaneswar to the superior authorities from time to time.
- q) During watch and ward duties, proper dress code is mandatory. No slippers allowed during duty hour.
- r) Proper etiquettes to V.I.Ps.
- s) Any other duties as may be assigned by BDA from time to time, including engaging other support manpower as and when required on mutual agreed terms and conditions.

3. Period of Services

The Contract period with the selected Agency shall be valid for a period of **3 (Three) year** from the date of execution of the contract agreement.

In the event of the performance of the agency is not satisfactory, BDA reserves the right to terminate the Agreement with the selected agency at any point of time during the contract period by giving one (1) month notice period to the selected agency without citing any reasons thereof.

However, in the event the performance of the Agency is found satisfactory, BDA at its own discretion may consider to extend the contract for a period of 1 (One) year at a time subject to maximum limit of 3 (Three) years at the same **terms and conditions**.

4. Cost of RFP document

The technical proposal must be accompanied with a non-refundable Document Purchase Fee of **INR. 11,800/-** (Rupees Eleven Thousand Eight Hundred only) (including GST @ 18%) in the form of Demand Draft payable in favor of "**Bhubaneswar Development Authority**" payable at "**Bhubaneswar**" drawn from any scheduled commercial / nationalized bank.

5. Bid Security Declaration (Earnest Money Deposit -EMD)

The bidders are exempted from paying EMD. It is mandatory for all bidders to fill up and submit the Bid Security Declaration Form (**Annexure-C**). The Declaration shall be held effective and in force until the bid validity period or in the event of selection of a bidder (whichever is earlier). In case successful bidder is announced, the forms of all unsuccessful bidders shall be deemed ineffective, while the Declaration of the successful bidder shall continue to be effective until the successful bidder executes the Contract Agreement.

6. Performance Security

The successful bidders shall furnish the Performance Bank Guarantee from any Scheduled commercial Bank, a sum equivalent to Three (3%) of the **annual contract value** before signing of the Contract Agreement with BDA.

7. Letter of Award

BDA shall send the Letter of Award to the selected Agency **within 7 (seven)** days from the date of approval from competent authority.

8. Signing of Agreement

The selected Agency shall execute a Contract Agreement in non-judicial stamp paper of adequate denomination with BDA **within 15 days** from Issuance of Letter of Award.

9. Issuance of Work Order

BDA shall send Work Order to the selected Agency **immediately** after the signing of the Contract Agreement.

10. Minimum Eligibility Criteria

- a. The Bidder shall be a single Indian legal entity such as company registered under the Companies Act, Partnership firm, Limited Liability Partnerships firms, Sole Proprietorship, Society, Trust registered under relevant acts shall be eligible to participate in bid.
- b. The bidder must have registration certificate under the **Private Security Regulation Authority (PSRA) Act of 2005**.
- c. The bidder must have experience of at **least 5 (five) years** in field of providing private security services to one or more State/Central Govt./PSU Organization, to be evidenced by attachment of copy of the experience certificates from the clients.
- d. Experience and Performance Certificates from the client, of minimum one security contracts of engagement of **Three Hundred (300)** or more security personnel (in a single contract) for a **minimum period of 1 year during the last 3 (three) years** (preceding last date of submission of proposal) from any Central, State Government, Public Sector Undertaking organizations, (work of similar nature). The Experience Certificate shall be signed by a competent Authority of the Client of the Bidder, and to the satisfaction of BDA.
- e. The agency shall have at least **Three hundred (300)** Security personnel, including female personnel on its pay roll (supporting documents to be furnished).
- f. The agency ought to have minimum average annual turnover, as per audited accounts equivalent to an amount of **INR 5.00 (Five) Crores** during last three financial years i.e., 2022-2021, 2021-2020 and 2020-2019.
- g. The agency ought to have a valid EPF Code, ESI and GST Registration in its name.
- h. Undertaking in the form of an affidavit to the effect that the Bidder has not been blacklisted/debarred by any State/Central Govt. PSU Organizations at any point of time.
- i. The registered office or one of the branch offices of the security service provider should be located within the Odisha State.
- j. Solvency Certificate in the name of the Agency for minimum of Rs.1,00,00,000/- (One Crore), from any nationalized or reputed scheduled commercial bank.

Note

1. Consortium of firms are not allowed.
2. Authenticated copies duly signed by the Authorized signatory of the above documents to be produced along with the Bid with an undertaking to produce all original documents as and when necessary
3. Submission of any forged document will attract legal action including the rejection of Tender or cancellation of contract at the risk and cost of the agency, if awarded.
4. All documents along with the tender shall be self-attested by the authorized signatory of the Bidder with official seal.

5. Any Bidder seeking a clarification with regard to the RFP may submit the request in writing to BDA before the Pre-Bid meeting, at **bdabbsr1983@gmail.com** or raise its queries during the Pre-Bid Meeting. All e-mail queries or clarification requests should be received on or before the last date for receiving queries, as specified in the Bid Schedule.
6. All the details of the certifying authority such as Name, Contact Number, Postal Address etc shall be clearly mentioned in the certificates.

11. Submission of Proposal - Packing, Sealing and Marking

The proposal shall be submitted in two parts -

- Part A - Technical Proposal
- Part B - Financial Proposal

The proposal shall be typed or written in indelible ink and shall be signed by the bidder or a person or persons duly authorized. Any interlineations, erasures or overwriting shall be valid only if they are initialed by the person or persons signing the proposal. The medium of language to be used in the proposals is English.

The **Technical proposal (Part A)** and **Financial Proposal (Part B)** must be inserted in separate sealed envelopes, along with bidder's name and address on the envelope and clearly marked as follows

Part-A:
Technical proposal for
"SELECTION OF AN AGENCY
FOR DEPLOYMENT OF SECURITY PERSONNEL FOR COMPREHENSIVE
SECURITY SERVICES IN BDA".

Part-B:
Financial Proposal for
"SELECTION OF AN AGENCY
FOR DEPLOYMENT OF SECURITY PERSONNEL FOR COMPREHENSIVE
SECURITY SERVICES IN BDA".

Both the above envelopes i.e. envelope for **Part-A** and envelope for **Part-B** must be packed in a separate sealed outer cover and clearly marked with the following on the top of the envelope:

Proposal for
"SELECTION OF AN AGENCY
FOR DEPLOYMENT OF SECURITY PERSONNEL FOR COMPREHENSIVE
SECURITY SERVICES IN BDA".

The Bidder's Name & address shall be mentioned on the outer envelope.

The inner and outer envelopes shall be addressed to Bhubaneswar Development Authority (BDA), Bhubaneswar at the following address:

**To,
The Secretary, BDA
Bhubaneswar Development Authority
Akash Sova Building,
Pandit Jawaharlal Nehru Marg
Bhubaneswar - 751 001**

If the outer envelope is not sealed and marked as mentioned above, then Bhubaneswar Development Authority (BDA) will assume no responsibility for the proposal's misplacement or premature opening.

Proposals submitted through Telex, cable, Email or facsimile will be rejected.

12. Documents to accompany the proposal:

PART - A (Technical Proposal)

The bidder must submit the following particulars / documents along with the Technical proposal (Annexure-A to F) failing which the proposal may be treated as non-responsive.

- a) Non-refundable Document Purchase Fee of **INR.11,800/-** (Rupees Eleven Thousand Eight Hundred only) (including GST) in the form of Demand Draft payable in favor of "**Bhubaneswar Development Authority**" payable at "**Bhubaneswar**" drawn on any scheduled commercial bank.
- b) Bid Security Declaration as per prescribed format in **Annexure-C**.
- c) The agency shall submit their own valid EPF Code Certificate issued by RPFC, GOI, Odisha either in original or true copy along with the tender document, ESI Registration Certificate with latest deposit challan copy, firm registration certificate, photocopy of PAN Card, GST Registration & copy of the labor license issued by the competent Authority.
- d) An undertaking that the agency will be able to deploy the requisite man power at the allotted location, of the given age as per the terms and conditions of the contract agreement and immediately after execution of the contract agreement between BDA and the selected agency.
- e) Balance sheet duly certified by Chartered Accountant indicating the annual turnover for the financial years i.e., 2022-2021, 2021-2020 and 2020-2019.
- f) All the page of the tender document shall be initialed with date by the Agency / authorized Signatory at the lower left hand corner.
- g) The Agency failing to submit all the specified documents shall be summarily rejected.

PART - B (Financial Proposal)

The bidder must submit the Form Annexure: G as the format for the Financial Proposal. Quoted Financial Proposal should include the overheads (Management charges / service charges / statutory dues, etc.) along with the Minimum Wages, ESI Contribution, PF Contribution by the agency.

The bidders shall submit the financial proposal as per the format prescribed. Other statutory dues like minimum statutory bonus, annual leave with wages, Gratuity, Superannuation, etc. (as per applicable laws) shall be reimbursed as per actual on submission of supporting documents.

The actual number of personnel to be deployed shall be as per requirement of BDA. The payment for the same shall be calculated based on actual deployment and quoted amount.

The minimum wages, ESI, EPF and other statutory dues shall be revised as and when notified by Government (GoI/GoO). However, the overhead (calculated as %) shall remain fixed for the agency for the entire contract period. In the event of any discrepancy, the decision of BDA shall be final and binding on the agency. The rate of Minimum Wage to be quoted by the bidder should not be more than the Minimum wage as per the Labour Commission.

13. Number of Proposals

A bidder is eligible to submit only one proposal for this project.

14. Validity of Proposal

Proposal shall remain valid for 180 days from the last date of submission of Proposal. A Proposal valid for a shorter period shall be rejected as non-responsive.

15. Acknowledgement by Bidder

It shall be deemed that by submitting the Proposal, the firm has:

- a. made a complete and careful examination of the project concept, general condition of contract, submission formalities and evaluation mechanism;
- b. received all relevant information requested from BDA;
- c. acknowledged and accepted the risk of inadequacy, error or mistake in the information provided in this invitation document or furnished by or on behalf of BDA
- d. satisfied itself about all matters, things and information necessary and required for submitting the proposal and performance of all of its obligations there under;
- e. acknowledged that it does not have a conflict of interest with any of the other Firm; and
- f. agreed to be bound by the undertaking provided by it under and in terms hereof.

BDA shall not be liable for any omission, mistake or error on the part of the firm in respect of any of the above or on account of any matter or thing arising out of or concerning or relating to this invitation document or the selection process, including any error or mistake therein or in any information or data given by BDA.

16. Right to reject any or all Proposals

Notwithstanding anything contained in this invitation document, BDA reserves the right to accept or reject any Proposal and to annul this selection Process and reject all proposals, at any time without any liability or any obligation for such acceptance rejection or annulment, and without assigning any reasons thereof.

BDA, also, reserves the right to reject any Proposal if:

- a. at any time, a material misrepresentation is made or uncovered, or
- b. the firm does not submit sufficient information as being asked for

17. Disputes

All legal disputes are subject to the jurisdiction of Bhubaneswar court only.

18. Addendum / Corrigendum / Notice

Any Addendum / Corrigendum / Notice etc. for this assignment issued by Bhubaneswar Development Authority will be published only on the BDA website i.e. bda.gov.in

19. Language

The Proposal and all communications in relation to or concerning the Selection Process shall be in English language and strictly on the formats provided in this invitation document.

20. Late Submission

Proposal received after the deadline for submission prescribed by BDA will not be entertained and shall stand rejected.

21. Modifications and Withdrawal of Proposals

No modifications to the Proposals shall be allowed once it is received by BDA, Bhubaneswar.

22. Bid Evaluation Methodology:

Evaluation of the Technical and financial proposals will be based on **Quality cum Cost Based Selection mode with weighted average of 70:30 for technical and financial proposals respectively.**

23. Evaluation of Technical Bid

The technical proposals shall be evaluated in three phases.

In the first phase the Technical Proposals shall be evaluated on the basis of minimum eligibility criteria as mentioned in this RFP.

In the second phase, the firms which satisfy the minimum eligibility criteria shall be given marks based on Table: 1 of this RFP. Accordingly, firms will be ranked based on the marks allotted to them.

Table: 1

Sl. No.	Evaluation Criteria	Maximum Marks
1	Similar nature of work. (Experience and Performance Certificates from the client, of one or more than one security contracts of engagement of Three Hundred (300) or more security personnel (in a single contract) for a minimum period of 1 year during the last 3 (three) years (preceding last date of submission of proposal) from any Central, State Government, Public Sector Undertaking organizations,).	<ul style="list-style-type: none"> ➤ 10 marks for 1 similar nature of work ➤ 10 marks for every additional similar nature of work in the last 3 years (Preceding proposal due date) ➤ Subject to maximum marks of 40
2	Number of Security personnel on the pay roll of the Agency.	<ul style="list-style-type: none"> ➤ 5 marks for having 300 nos of security personnel on the payroll of the Agency and ➤ 5 marks for every additional 300 no. of such security personnel ➤ Subject to maximum marks of 20
3	Minimum Average Turnover of the Agency	<ul style="list-style-type: none"> ➤ 5 marks for having minimum average turnover of INR 5.00 crores in the last 3 financial years (2022-21, 2021-20, 2020-19) and ➤ 5 marks for every additional INR 5.00 crore ➤ Subject to maximum of 20 Marks
TOTAL		80

In the third phase the top 5 ranked firms (based on marks scored) shall be short listed and will be invited for presentation in BDA.

The evaluation criteria for presentation is elaborated in Table No. 2

Table: 2

Sl. No.	Evaluation Criteria	Maximum Marks
1	Agency profile, Experience of Similar nature of work in the past.	10
2	Approach, methodology, Work Plan, Service standard delivery	10
	TOTAL	20

For deriving the total Technical marks of participants, the marks scored as per evaluation criteria in Tables-1 & 2 shall be clubbed.

Technical Score (Ts): The highest technical marks will be given a technical score of 100 points. The Technical scores of other proposals will be computed as follows:

$$Ts = 100 \times T1 / TM1$$

(T1 = Technical Mark of the proposal under consideration; TM1 = Highest Technical Marks Given)

24. Opening of Financial Proposal

The financial proposals of the **top three bidders** (ranked based on technical score after presentation) shall be opened.

Financial Score: The lowest financial proposal will be given a financial score of 100 points. The financial scores of other proposals will be computed as follows:

$$Fs = 100 \times FM1 / F1$$

(F1 = amount of Financial Proposal as proposed by the bidder; FM1 = Lowest financial quote)

25. Combined and Final Evaluation

Proposals will finally be ranked according to their combined technical (Ts) and financial (Fs) scores as follows:

$$S = Ts \times Tw + Fs \times Fw$$

(Where S is the combined score, and Tw and Fw are weights assigned to Technical Proposal and Financial Proposal that shall be **0.70** and **0.30** respectively).

The Selected Applicant shall be the First Ranked Applicant (having the highest combined score). The Second and third Ranked Applicant shall be kept in reserve and may be invited for negotiations and they shall be considered for engagement at the rate agreed by the selected agency in event of withdrawal, failure of the selected agency or on the event of increase in volume of work, or for any other reason felt by BDA.

26. Award of Work

After selection, a Letter of Award (the "LOA") shall be issued, in duplicate, by BDA to the selected bidder and the bidder shall, within 7 (seven) days of the receipt of the LOA, sign and return the duplicate copy of the LOA in acknowledgement thereof. In the event the duplicate copy of the LOA duly signed by the selected firm is not received by the stipulated date, unless it consents to extension of time for submission thereof, the right to signing of the agreement would be forfeited by BDA and the next eligible firm may be considered for the project. As and when required BDA may ask the second and third ranked agencies to operate at the rate offered by First ranked applicant.

27. Proprietary data

All documents and other information provided by BDA or submitted by the bidder to BDA shall remain or become the property of BDA. The bidders are to treat all information as strictly

confidential. BDA will not return any Proposal or any information related thereto. All information collected, analyzed, processed or in whatever manner provided by the Bidders to BDA in relation to the Assignment shall be the property of BDA.

28. Coordination of Work

The Additional Commissioner (Admin) will co-ordinate the Security Management work of the Agency engaged at site. It is the responsibility of the agency to execute the work strictly as per instructions of concerned officials.

29. Sub-letting of work in whole or part

The agency shall not assign the job or any part thereof, any share of interest therein, or money due there under, or sub-let the work /job or any part thereof or allow any person to become interested in the work /job or a portion thereof, in any manner whatsoever. The contract is liable to be rejected at the option of BDA, should such a contingency take place.

30. Labor Relations:

Any action taken by the agency in relation to handling of security personnel shall not adversely affect the existing labor relations of BDA, Bhubaneswar.

31. Eligibility Criteria for Security Personnel:

Security Guard: - Preferably be within 20-35 years of age and should not exceed the age of 58 years. Must have passed Class-VIII, essentially with Industrial Security training certificate from registered training institutes.

32. Duties and Responsibilities of the Security Personnel:

The duties of security personnel shall include.

- (a) Prevention of theft and pilferage of the BDA's property at different location.
- (b) Manning of gates, posts and patrolling at work sites, parks/ office.
- (c) Prevention of fire hazards.
- (d) Protect BDA property from sabotage and damage.
- (e) Prevent unauthorized entries.
- (f) To assist Police in law and order duties, natural calamities and other exigencies of work whenever required.
- (g) Protect encroachment of BDA property and report about unauthorized construction in BDA's land.
- (h) To report all actions which are against the interest of BDA, Bhubaneswar to the superior authorities from time to time.
- (i) During watch and ward duties, proper dress code is mandatory. No slipper is allowed during duty hour.
- (j) Proper etiquettes to V.I.Ps.
- (k) Any other duties as may be assigned by the Authority from time to time.

33. GENERAL CONDITIONS:

- I. No personnel deployed by the Agency shall be paid at any time less than the minimum wages as prescribed by Govt. from time to time. In the event of revision of the minimum wages by GoO / GoI, the fee for each personnel per day shall be revised proportionately.
- II. The working hours of the engaged personnel/security guards should be in line with the applicable laws.
- III. **EPF, ESI and other statutory dues subject to changes as per government notifications, shall be given to each security personnel by the Agency. Any dispute with respect to the payment of wages, dues, contributions and deductions shall be the sole responsibility of the Agency. Bhubaneswar Development Authority shall not be held responsible in any manner with respect to any claim whatsoever as referred to above.**
- IV. Income tax, Surcharge and Education Cess, etc. as applicable will be recovered at source on the billed amount.
- V. BDA, Bhubaneswar will make onetime payment to the Agency for the services rendered and the Agency will bear / pay all other benefits / statutory dues etc.
- VI. No TA/DA or any other expenditure shall be borne / reimbursed by BDA, Bhubaneswar towards movement or such other activities of the security personnel.
- VII. The agency is required to submit the detailed Bio-Data of the Security Personnel to be deployed at different sites at the time of deployment.
- VIII. The agency is required to comply with all the provisions as stipulated under Odisha Private Security Regulation Act'2005 and Odisha Private Security Agency Rule'2009 before signing of the agreement.
- IX. BDA at its own discretion **may ask for** additional support staff / manpower as and when required on mutual agreed terms and conditions.

N.B: Agencies not submitting the documents as specified in the Annexures of this RFP shall be summarily rejected. Proposals shall be properly sealed, signed and spiral bound otherwise, BDA shall not be responsible for any loss of document/paper/information.

(Envelope- Part A)
Covering Letter
(On the letter head of the Agency)

To,

**The Secretary,
Bhubaneswar Development Authority
Akash Shobha Building,
Pandit Jawaharlal Nehru Marg
Bhubaneswar - 751 001**

Date:

Dear Sir,

Sub: TECHNICAL PROPOSAL FOR SELECTION OF AN AGENCY FOR DEPLOYMENT OF SECURITY PERSONNEL FOR COMPREHENSIVE SECURITY SERVICES IN BDA.

I / We _____(Name of the firm) offer to provide services of deployment of security personnel as per the terms and conditions indicated in the RFP documents and hereby bind myself / ourselves to execute the work as per the scope stipulated in the RFP Documents.

I / We have read the conditions of the RFP document and agree to abide by such conditions.

We are enclosing Document Purchase Fee of INR 11,800/- (including applicable GST) in the form of Demand Draft, _____ dated _____ drawn from _____ bank, payable to the "Bhubaneswar Development Authority" at "Bhubaneswar".

We are enclosing Bid Security Declaration as per the prescribed format.

As per RFP the validity of the proposal is 180 days from the last date of submission of proposal and we agree that the proposal is unconditional. We understand that BDA reserves the right to reject any application without assigning any reason thereof.

**Duly signed by the
Authorised Signatory of the Agency
(Name, Designation and Address of the Authorised Signatory)**

Information of Agency

(To be submitted on the letterhead of the Agency)

1. (a) Name:
(b) Country of incorporation:
(c) Date of incorporation and/or commencement of business:
2. Brief description of the company including details of its main lines of business and proposed role and responsibilities in this assignment:
3. Shareholding of the Bidder, if applicable
4. List of directors
5. Particulars of the Authorised Signatory of the Bidder:
 - (a) Name:
 - (b) Designation:
 - (c) Address:
 - (d) Telephone Number:
 - (e) E-Mail Address:
 - (f) Fax Number:

**Duly signed by the Authorised Signatory of the Agency
(Name, Title and Address of the Authorised Signatory)**

On letter head of the Bidder

<u>S.No</u>	<u>Item</u>	<u>Documentary Proof</u>	<u>Page No.</u>
1	Registration certificate		
2	EPF Code		
3	ESI Registration Certificate with latest deposit challan copy		
4	PAN Card		
5	GST Registration		
6	Copy of the labour license issued by the competent Authority.		
7	Balance sheet duly certified by Chartered Accountant for the last three financial years		
8	Annual I.T. return for the last three financial years		
9	Supporting documents for the Security Personnel in the payroll of the Agency (min - 300 nos.)		
10	Total Years of Experience in Providing Security Services.		

**Duly signed by the Authorised Signatory of the Agency
(Name, Title and Address of the Authorised Signatory)**

**FORMAT FOR BID SECURITY DECLARATION
(On Bidder's Letter Head)**

Ref RFP No. _____, Date _____

To,
**The Secretary, BDA
Bhubaneswar Development Authority
Akash Shobha Building,
Pandit Jawaharlal Nehru Marg
Bhubaneswar - 751 001**

I / We, _____, (Name) _____(Designation) of _____(Name of the Organization) in witness whereof agree to submit this Bid Security Declaration Form as a part of our Technical Proposal.

I/We understand that, accordance to your conditions, bids must be supported by Bid Security Declaration.

We understand that we shall be liable under this declaration to comply with all terms and conditions of the RFP. This declaration shall be in force, until the selected bidder is announced by the BDA or in case our bid is selected, this declaration shall be in force till we execute Contract Agreement (with BDA) as per the provisions of this RFP.

While this declaration is in force, we understand that the client may blacklist us from participating in any further tendering process in the state for a period of one year under the following reasons:

1. We withdraw / modify / amend our proposal during the bid validity period as specified in the RFP.
2. If we are engaged in corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice
3. We do not respond to requests for clarification on our proposal
4. We fail to provide required information during the evaluation process or are found to be nonresponsive or have provided false information in support of our qualification.
5. If we fail to:
 - a. Provide any clarifications to client
 - b. Agree to the decisions of the contract negotiation meeting.
 - c. Sign the contract within the prescribed time period
 - d. Furnish required Performance bank guarantee on time
6. Any other circumstance which holds the interest of the client during the overall selection process.

**Name of the Authorized Representative:
(Signature of the Authorized Representative with Date)**

Certificate

This is to certify that We M/s _____, *(name of the Agency)* A firm / Company Incorporated under _____ Act Yr _____, having its registered office at _____ *(Address)* have _____ numbers of *(should be more than 300 numbers)* of Security personnel are in our Payroll i.e direct employee of the company / Firm as on date.

**Duly signed by the Authorised Signatory of the Agency
(Name, Title and Address of the Authorised Signatory)**

**Signed and Sealed by a Chartered Accountant
Membership No**

Format for Project Data Sheet

S.No	Name of the Client	No. of security personnel deployed	Duration of contract in years	Experience Certificate - Ref-Page no.

N.B: The Agency shall attach certificate from the client for each work. If any agency is found to have provided unsatisfactory services it will be liable for rejection by BDA at its discretion. Agencies which have deployed security personnel to BDA in the past shall also provide satisfactory client (BDA) certificate otherwise it will be liable for rejection.

**Duly signed by the Authorised Signatory of the Agency
(Name, Title and Address of the Authorised Signatory)**

Format for Turnover

SL. No	Financial Year	Turnover (in INR)
1.	2022-21	
2.	2021-20	
3.	2020-19	
Average Annual Turnover		

N.B: The bidders shall attach Audited Balance Sheets for the last three financial years along with this format.

**Duly signed by the Authorised Signatory of the Agency
(Name, Title and Address of the Authorised Signatory)**

**Signed and Sealed by a Chartered Accountant
Membership No**

(Envelope- Part B)
FINANCIAL PROPOSAL

To,

The Secretary
Bhubaneswar Development Authority
Akash Shobha Building,
Pandit Jawaharlal Nehru Marg
Bhubaneswar - 751 001

Dear Sir,

Sub: FINANCIAL PROPOSAL FOR SELECTION OF AN AGENCY FOR DEPLOYMENT OF SECURITY PERSONNEL FOR COMPREHENSIVE SECURITY SERVICES IN BDA.

We, the undersigned, offer to provide the security personnel for the above scope of services in accordance with your RFP. Our total financial quote is as given below,

Sl. No.	Item	Financial quote (in INR) Rs. Per Person per Day
1	Applicable Minimum Rate of Wage in Scheduled Employment under the Minimum Wages Act in the State of Odisha for semi - skilled person	Rs. 366.000
2	ESI contribution by the Agency (3.25%)	Rs. 11.895
3	PF contribution by Agency (13%)	Rs. 47.580
4	Overheads - Management Charges, Fee, Service Charges, Supervision Fee, Insurance, Transport, cost of consumables / uniform / other facilities, Sundries, statutory fees / charges / levies / taxes as per applicable laws, etc.	
Total Fee for per Security Personnel per day (inclusive of all charges). (Quoted amount is excluding GST)		Rs. /- <hr/> Rupees _____ Only (both in words and figures)

Our Financial Proposal shall be binding upon us for the assignment and this proposal would be valid up to 180 days from the last date of submission of proposal.

This financial proposal covers remuneration for all personnel cost, all incidental manpower expenses, management overheads, etc.. The Financial Proposal is without any condition.

N.B: In no case the agency shall pay less than the minimum daily wages as applicable to the category fixed by the Government.

Yours faithfully,
For and on behalf of *(Name of Applicant)*

Duly signed by the Authorised Signatory of the Applicant
(Name, Title and Address of the Authorised Signatory)