



GOVERNMENT OF ASSAM
DIRECTORATE OF AGRICULTURE
Agriculture Complex, Khanapara, G.S. Road, Guwahati-781022
Tel: 0361-2332215, e-mail: agri-dept@nic.in

No. AGRI/ESSTT/5977/Pt-1/2022-23/2

Dated Guwahati the 12 September, 2022

**REQUEST FOR QUOTATION (RFQ)
FOR
FOR SELECTION OF AN AGENCY TO PROVIDE
SECURITY GUARDS
AT THE DIRECTORATE OF AGRICULTURE, ASSAM, G.S. ROAD,
KHANAPARA, GUWAHATI- 781022**

ISSUED BY

**DIRECTOR OF AGRICULTURE, ASSAM
Agriculture Complex, Khanapara
G.S. Road, Guwahati- 781022**

No. AGRI/ESSTT/5977/Pt-1/2022-23/2

Dated Guwahati the 12 September, 2022

SECTION I

**REQUEST FOR QUOTATION (RFQ)
DETAILED PROCUREMENT NOTICE**

- 1) The Director of Agriculture, Assam invites Request for Quotation (RFQ) from eligible & reputed agencies to provide Security Guards at the Directorate of Agriculture, Assam, G.S. Road, Khanapara, Guwahati-781022.

Schedule & dates

#	Important Information	
1)	Date of issue of RFQ	: September 12, 2022
2)	Last date & time of receiving RFQ	: September 26, 2022 upto 03:00 P.M
3)	Time & date for opening of RFQ	: September 26, 2022 at 03:30 P.M.
4)	Address for submission of RFQ	: 1 st Floor, C/o Administrative Officer, Directorate of Agriculture, Assam, Krishi Bhawan, Khanapara, Guwahati- 780022
5)	Website for downloading of RFQ document	: https://diragri.assam.gov.in/resource/tender

- 2) The RFQ document is attached to this detailed procurement notice and it includes documents to facilitate preparation and submission of quotations, criteria for qualification, evaluation procedure, award of contract and relevant forms to be filled by bidders. Bidders are requested to download the bid.
- 3) The sealed envelope should be superscribed as “Request for Quotation for selection of an Agency to provide Security Guards at the Directorate of Agriculture, Assam, G.S. Road, Khanapara, Guwahati- 781022; Not to be opened before September 26, 2022 at 03:30 P.M.”
- 4) A bidder requiring any clarification on the document may visit the office during office hours. No hard copy of the RFQ will be provided by the office to the bidder.
- 5) The Director of Agriculture, Assam shall not be held liable for any delay in the receipt of quotation.
- 6) The Director of Agriculture, Assam reserves the right to accept or reject any or all quotations either in part or in full and to annul the bidding process without assigning any reasons thereof.

Sd/-
Director of Agriculture, Assam
Khanapara, Guwahati- 22

SECTION-II

Letter of Quotation- Technical Part
(to be submitted on bidder's letterhead)

No. AGRI/ESSTT/5977/Pt-1/2022-23/2

Dated Guwahati the 12 September, 2022

Our reference no.....

Dated.....

To,

The Director of Agriculture, Assam
Khanapara- 781022

Sub: RFQ: Selection of an Agency to provide Security Guards at the Directorate of Agriculture, Assam, G.S. Road, Khanapara, Guwahati- 781022.

Sir,

1) I/We, the undersigned, hereby submit our Quotation in two parts (single envelope), namely:

(a) Technical Part; and

(b) Financial Part

2) In submitting our quotation, we make the following declarations:

(a) No reservations: We have examined and have no reservations to the RFQ document;

(b) Conformity: We offer to provide service in conformity with the RFQ document and in accordance with the Schedule as shall be mentioned in the Work Order and other related services, if required;

(c) Quotation Validity Period: Our Quotation shall be valid for a period of 45 days from the deadline fixed for submission of quotation;

(d) Eligibility: We meet the eligibility requirements and have no conflict of interest; we are not participating in more than one quotation in this bidding process, and we have not been temporarily suspended or debarred by the State/Central or any other organizational entities under the government or blacklisted or suspended by the Central or any State Government;

(e) Fraud and Corruption: We hereby certify that we have taken steps to ensure that no person acting for us or on our behalf will engage in any type of corrupt, fraudulent, collusive, coercive, or obstructive practices; and we will strictly observe the laws against fraud and corruption in force in India namely, "Prevention of Corruption Act, 1988."

Yours faithfully,

.....
(Authorized Signature)
Name of the authorized signatory

Position of the Authorized Signatory holding in the firm/agency

Mobile no authorized signatory

Address of the firm/agency.....

Dated on.....day of....., 2022 insert date of signing]

SECTION-III

BIDDER'S INFORMATION

Sl. no.	Bidder's information	Documentary Proof
1)	Bidder's Name and Address	(Please attach self-attested documentary proof of the Name and Address)
2)	Name of the authorized officer/signatory of the Bidder	(Name of the authorized officer/signatory countersigned by the proprietor/Partners/Board of Directors, etc.)
3)	Contact number of authorized officer/signatory of the Bidder	(Furnish on the letterhead of the bidder)
4)	E-mail id of authorized officer/signatory of the Bidder	(Furnish on the letterhead of the bidder)
5)	Name(s) of the Proprietor or all Partners or Directors of the Bidder	(Furnish on the letterhead of the bidder)
6)	Bidder's Registration No./CIN, etc.	(Please attach self-attested documentary proof)
7)	Bidder's registered office in Guwahati/Assam	(Please attach self-attested documentary proof)

SECTION-IV

SCOPE OF WORK

1) MANPOWER

Manpower required	Number	Place of providing security service	Description of duties
Unarmed Security Guard	3 (Three)	Directorate of Agriculture, Assam, G.S. Road, Khanapara, Guwahati-781022	As stated in this document

- 2) Duty:** Security Guards shall be required to guard the entrance of the office building of the Directorate of Agriculture, Assam round the clock in shifts of 8 (eight) hours in roster. In every shift 1 (one) security guard shall work. During the night shift, the security guard shall make rounds around the main building (in front and back of building). No Security Guard shall leave place of duty before arrival of Security Guard of the next shift. In other words, at no time the place of duty of Security Guard shall lie deserted and empty. If any Security Guard leaves place of duty before arrival of Security Guard, he shall be summarily discharged from duty and replaced by Service Provider immediately on receipt of written communication from the Directorate.
- 3)** Security Guard shall open the entrance gate in the morning and lock the entrance gate at night by the security personnel on duty after the staff has left office.
- 4)** Security Guard shall not entertain unknown persons to enter the Directorate's premises late in the night.
- 5) Duty hours of Security guards:** Duty hours of Security shall be as under:
- Shift – 1:** 0600 hrs (6 a.m.) to 1400 hrs (2.00 p.m.) (8 hrs)
- Shift – 2:** 1400 hrs (2.00 p.m.) to 2200 hrs (10.00 p.m.) (8 hrs)
- Shift – 3:** 2200 hrs (10.00 p.m.) to 0600 hrs (6.00 a.m.) (8 hrs)
- 6) Uniform and other articles to be provided to Security Guards:** Service Provider shall provide to each Security Guard the following articles essential for performance of their duty, however not limited to:
- a. blue uniform
 - b. black belt;
 - c. black/blue beret cap;
 - d. black shoes;
 - e. whistle with rope to tie with chest pocket;
 - f. umbrella;
 - g. raincoat;
 - h. torchlight for night duty;
 - i. laminated identity card with photograph mentioning Security Guard's name & Service Provider's name. This is to be worn by each Security Guard on duty.
- 7)** The Directorate of Agriculture, Assam will provide sitting space to Security Guards.

SECTION-V

ELIGIBILITY CRITERIA

This invitation to submit Bids is open to those bidders who meet the following eligibility criteria. Documents to testify eligibility are also listed.

Sl. no.	Eligibility conditions	Documents to be enclosed
1)	Bidder should be in the business of security guards	(Please attach self-attested documentary proof)
2)	Bidder should provide financial soundness certificate?	(Please provide relevant certificate from the concerned bank)
3)	Bid Document Fee of Rs 500/- (Rupees Five Hundred) in the form of Treasury Challan (<i>Head of Account "0401-00-800"</i>)	(Please provide details of date, amount, no., etc.)
4)	Bidder should submit Bid Security (EMD) of Rs. 10,000/-	(Please provide details of bank, date & no.)
5)	Bidder having security related service experience may be preferred	(Please attach self-attested documentary proof)
6)	License under Private Security Agency (Regulation) Act, 2005	(Please attach self-attested documentary proof)
7)	License to operate as Private Security Agency in the state of Assam	(Please attach self-attested documentary proof)
8)	Bidder should have labour license from the competent authority	(Please attach proof of the same)
9)	Bidder should have ESIC license (Registration No)	(Please attach self-attested photocopy)
10)	Bidder should have EPF license (Registration No)	(Please attach self-attested photocopy)
11)	Salaries paid to the Security Guards shall not be less than the stipulated under Minimum Wages Act and the agency shall comply with all statutory requirements connected thereto.	(Self declaration on the letterhead of the bidder)
12)	Up-to-date Trade License of the Bidder	(Please attach self-attested photocopy)
13)	Bidder's Permanent Account Number (PAN)	(Please attach self-attested photocopy)
14)	Bidder's Goods & Services Tax Number (GST)	(Please attach self-attested documentary proof)
15)	Bidder should have ISO certificate, if any	(Please attach self-attested documentary proof)
16)	The bidder should have not been blacklisted by any State/Central Government Department/PSU in the last three years for breach of general or specific conditions of contract, fraudulent, unethical or corrupt business practices.	(Self declaration of the Bidder on the letterhead of agency)
17)	The bid document shall be signed by the authorized signatory in all the pages with official seal and submit along with self attested supporting documents.	The bidder should comply by putting authorized signature & official seal

SECTION-VI

TERMS & CONDITIONS

- 1) The bidder would deploy unarmed security guards in the premise/building of the Directorate round the clock in shifts.
- 2) The security Guards would be of minimum 18 years and maximum of 50 years of age.
- 3) Security Guards provided should be physically fit to perform the duties of Security Guard and should be able to speak Assamese & Hindi.
- 4) The bidder and its Security Guards shall take necessary action as may be directed by the Directorate to prevent theft, pilferage, burglary, loss or damage to any of the Directorate's property inside or outside the building or connected with or meant for the office given to them specifically for guarding.
- 5) A log sheet, specifying daily reporting and relieving time of Security Guards shall be maintained for each guard by the agency. The concerned officer from the Directorate shall inspect the duty roster book from time to time. The bidder should submit the duly filled in log sheet, signed by the controlling officer, along with the bill, on monthly basis.
- 6) Security Guards should wear the uniform, while on duty, prescribed by the bidder with approval of the Department.
- 7) Security Guards should have undergone proper training on all security related issues, should be decent and well behaved.
- 8) Guards should be trained to undertake preventive fire fighting operations in the event of commencement of fire with the available fire fighting equipments installed in the office premise of the Directorate to the extent possible with the said appliances.
- 9) Replacement of Security Guards should be provided in the event of sickness or in any other circumstances, when the guard is absent, with approval of the Directorate.
- 10) A Bidder
 - a. shall not participate in more than one Quotation;
 - b. shall not have any conflict of interest; and
 - c. should not have been blacklisted or suspended by Central or any State Government department in India in the last three (3) years.
- 11) A prospective bidder requiring any clarification may write to the office before the closing date and time of bid submission to get clarifications on the quotation.
- 12) The bidders are advised to periodically browse the website- <https://diragri.assam.gov.in/resource/tender> for any addendum/corrigendum issued in connection with this bid and satisfy themselves before submission of the bid. **Any addendum/corrigendum/modification shall only be uploaded on the departmental website.**
- 13) **Preparation of Quotation**
 - i. Quotation shall be addressed to **"The Director of Agriculture, Assam, Agriculture Complex, Khanapara, G.S. Road, Guwahati- 781022 (Assam)."**
 - ii. Price shall be submitted as per the format given at **Section- VII** along with other supporting documents as mentioned in the bid with a copy of the RFQ placed in a single sealed envelope, clearly marked as **"Request for Quotation for Selection of an Agency to Provide Security Guards at the Directorate of Agriculture, Assam; Not to be opened before September,**

2022 at 15.30 hours.” The name of the bidder, address and contact no. should be mentioned on the reverse of the sealed envelope.

- iii. All pages of the quotation shall be signed and stamped by the authorized person to indicate that the bidder has agreed to all terms and conditions of the quotation. Overwriting, alterations, if any, in the quotation should be signed by the authorized signatory.
- iv. Quotation not accompanied by specified documents, self-declarations, signatures may be rejected by the office as non-responsive and may not be evaluated.
- v. All duties, taxes and other levies payable by the bidder under the contract shall be shown separately.

14) **Bid Security:** The bidder shall furnish a bid security (refundable) of **Rs. 10,000.00/- (Rupees Ten Thousand)** only in the form of either a Demand Draft/Fixed Term Deposit issued by a nationalized/scheduled bank in favour of the '*Director of Agriculture, Assam*' payable at Guwahati with 45 days validity beyond the bid validity period. Any bid not accompanied by the Bid Security shall be rejected by the Directorate as non-responsive. The Bid Security will be returned to unsuccessful bidders after submission of Performance Security by the successful bidder(s). **The bid security of the successful bidder shall be returned upon submission of the performance security.**

15) **The Bid Security may be forfeited –**

- i. If the bidder withdraws his bid during the period of bid validity specified by the bidder in the Quotation form.
- ii. If the successful bidder fails to furnish performance security.
- iii. If the documents enclosed with the bid is found to be forged at a later stage.

16) **Validity of Quotation:** Quotation shall remain valid for a period not less than **45 days** after the deadline date specified for submission.

17) **Signing of Quotation:** The name and position held by person signing the quotation and related documents must be typed or printed below the signature.

18) **Quotation Submission:** Bidders may submit their sealed envelopes containing the bids by post or by hand or drop in the box kept by the purchaser in the **Establishment Branch (1st Floor), Directorate of Agriculture, Assam. The copies of all the supporting documents shall be signed/self attested by the bidder. The bidders are requested to avoid last minute submission.**

19) The Agency must quote the breakup of salary proposed to be paid to the guards as per minimum wages notified by Labour and Welfare Department, Govt. of Assam. The wages must also comply with guidelines, viz., Basics and VDA, EPF, ESI, Bonus, Service Charges, applicable taxes etc.

20) **Evaluation of Quotations:**

- 1) The Directorate of Agriculture, Assam shall evaluate and compare the quotations determined to be substantially responsive, i.e. which,
 - i. are properly signed and sealed;
 - ii. have submitted the required documents and meet the criteria specified as indicated above.
 - iii. The quotations would be **evaluated on the total price** and order shall be placed to the L1 bidder.
 - iv. To determine L1 price, GST/taxes/etc. shall not be taken into account.
 - v. Mere submission of quotation does not entitle a bidder for award of contract.

21) **Award of contract:**

- i. The Director of Agriculture, Assam shall award the contract to the bidder whose quotation has been determined to be substantially responsive and who has offered the lowest evaluated quotation price.
- ii. If two or more firms offer the same price, the agency which has more number of services in years shall be given preference.
- iii. Notwithstanding the above, the Director of Agriculture, Assam reserves the right to accept or reject any quotation and to cancel the bidding process and reject all quotations at any time prior to the award of the contract.
- iv. The bidder whose quotation is accepted will be notified of the award of the contract by the Director of Agriculture, Assam prior to the expiration of the quotation validity period. The terms of the accepted offer shall be incorporated in the order.

22) **Performance Bank Guarantee:**

- i. The successful bidder shall be required to submit a **Performance Bank Guarantee of Rs. 20,000/- (Twenty Thousand)** only in the form of Bank Guarantee/Fixed Deposit/Term Deposit from any Nationalised/Scheduled Bank, drawn in favour of *"The Director of Agriculture, Assam"*. **The Performance Security Deposit should have validity for at least 30 days beyond the contract period (13 months).**
- ii. The Performance Bank Guarantee will be retained during the entire contract period by the Directorate of Agriculture, Assam and will be returned after the completion of the contract period.
- iii. The Performance Bank Guarantee is liable to be forfeited to the Directorate of Agriculture, Assam without any prejudice to any other rights and remedies of the Directorate of Agriculture, Assam in case the successful bidder fails to undertake the supply work as per the terms and conditions given in the supply order during the term of the contract.

23) **Contract Period: The Contract Period is for 01 (One) year**, which may further be extended based on the mutual understanding & satisfactory service delivery by the supplier(s).

24) Prohibition against sub-contract etc: Service provider shall not assign, transfer, pledge or sub-contract the services of the person(s) without prior consent of Directorate.

25) **Payments:**

- i. The Service Provider will submit the bill, in triplicate, along with signed duty attendance, etc., in respect of a particular month by the **10th day of the following month**. The payment will be released after deduction of taxes at sources under the laws in force.
- ii. The Directorate shall make all efforts to pay bills within 90 (ninety) days of receipt of the monthly bill from the selected Service Provider. However, even in the event of non-payment of bills within the stipulated period for non-availability of funds, etc., the Service Provider shall be bound to continue deployment of the persons at the Directorate. Service Provider shall have the capability to pay from his resources up to 3 (three) months.
- iii. The Directorate shall not be responsible for payment of any kind of remuneration to the manpower so supplied even if Service Provider has not paid them. All disputes between Service Provider and Security Guards persons shall be decided by themselves.

26) **The Director of Agriculture, Assam reserves the right to discontinue the engagement of the selected vendor at any time.** The decision of the Director of Agriculture, Assam in this regard shall be final and binding on the bidder.

27) In case of dispute, arising in respect of the clauses of the agreement, the matter shall be subject to the jurisdiction of the Court(s) at Guwahati only.

- 28) The Directorate may increase or decrease the number of persons supplied for security guards at any time depending upon the work in the office of the Directorate and the service provider shall be bound to increase or decrease the number of persons supplied on receipt of such a request from the Directorate.
- 29) In the event of any mishap or accident in respect of any such person(s) deployed to this office by the Service Provider, whether during work/office hours or otherwise or whether inside or outside the office premises, no responsibility/liability (whether pecuniary, civil or criminal) shall lie with the Directorate of Agriculture, Assam.
- 30) It shall be ensured by the Service Provider that the persons provided and deployed by the Service Provider with the Directorate are polite, cordial, loyal, disciplined, sincere, punctual, positive and efficient while handling the assigned work and their actions should promote goodwill amongst the officers/officials of the Directorate or general public and their conduct should in no way demean the image of the Directorate.
- 31) It shall be the responsibility of the Service Agency to check the antecedents of the Security Guards deployed with the Directorate.
- 32) Service Provider shall engage suitable manager to oversee and manage attendance, punctuality, performance, discipline issues of security guards and also regularly liaise and coordinate with and respond to queries or complaints by the Directorate. If such person and managerial and liaison service is not available and calls and other communication from the Directorate is not responded, the same will be considered a serious lapse and deficiency on the part of Service Provider and the case may be processed for termination of the contract after giving opportunity of being heard.
- 33) If any time, during the continuance of this contract, the performance in whole or in part by either party of any obligation under this contract is prevented or delayed by reason of any war, or hostility, acts of the public enemy, civil commotion, sabotage, fires, floods, explosions, epidemics, quarantine restrictions, strikes, lockouts or act of God (hereinafter referred to as events) provided notice of happenings, of any such eventuality is given by either party to the other immediately from the date of occurrence, neither party shall by reason of such event be entitled to terminate this contract nor shall either party have any claim for damages against the other in respect of such on performance or delay in performance under the contract and shall resume as soon as practicable after such an event may come to an end or cease to exist.
- 34) In case of Security Guard remaining absent from duty, a substitute shall be provided by the Service Agency immediately, else failure to do so would impose penalty. Penalty may also be levied for late reporting/non-reporting of security guards. The penalty for some of the defaults is as under:**

Sl. no.	Nature of default	Penalty (In Rs)
1)	Late Reporting	Rs. 500/- per day
2)	Non reporting	Rs. 1,000/- per day
3)	Refusal of duties	Rs. 2,000/- per instance
4)	Non-observation of dress-code	Rs. 500/- per instance
5)	Change of security guards without prior permission	Rs. 500/- per instance

SECTION-VII

Letter of Quotation-Financial Part

(This proforma must be submitted using official letterhead of the agency only)

No. AGRI/ESSTT/5977/Pt-1/2022-23/2

Dated Guwahati the 12 September, 2022

Our reference no.....dated.....

To,

The Director of Agriculture, Assam
Khanapara- 781022

Sub:

RFQ: Selection of an Agency to provide Security Guards at the Directorate of Agriculture, Assam, G.S. Road, Khanapara, Guwahati- 781022.

Sir,

- i. I/We, the undersigned, hereby submit the second part of our Quotation, the Financial Part. In submitting our Financial Part, we make the following additional declarations:
- ii. Our price shall be valid for the period of 45 days from the deadline fixed for the Quotation submission;
- iii. The item wise price of all goods listed in the Financial Bid Form have been quoted, including GST/any unconditional discounts;

Yours faithfully,

.....
(Authorized Signature)
Name of the authorized signatory
Position of the Authorized Signatory holding in the firm/agency
Mobile no authorized signatory
Address of the firm/agency.....
Dated on.....day of....., 2022 insert date of signing]

FINANCIAL BID

Sl. no.	Service	Unit	Rate per guard		GST (in Rs.)	Total (in Rs.) inclusive of all for 1 (one) security guard	Total (in Rs.) inclusive of all for 3 (three) security guards
1)	Unarmed Security Guard	No.	Minimum wages as per latest notification by Labour Deptt., Assam (in Rs.)				
			EPF (in Rs.)				
			ESI (in Rs)				
			Other service charges, if any				
			Total				

Rupees (in words).....

SECTION VIII

UNDERTAKING

(This must be submitted in the official letterhead of the agency)

To,

Director of Agriculture, Assam
Agriculture Complex, Khanapara
G.S. Road, Guwahati- 781022

Sub: Undertaking for not being blacklisted.

Sir,

This is inform you that my/or agency/firmhas not been blacklisted by Central/State Government/PSU in the last three (3) years and there has been no litigation presently with any Government agencies.

Yours faithfully,

.....
(Authorized Signature)
Name of the authorized signatory
Position of the Authorized Signatory holding in the firm/agency
Mobile no authorized signatory
Address of the firm/agency.....
Dated on.....day of....., 2022 insert date of signing]