

GOVERNMENT OF MANIPUR
DIRECTORATE OF SOCIAL WELFARE

NOTICE FOR INVITING TENDER
Imphal, the 14th October, 2024


No.1/589/2011-SW: The Department of Social Welfare, Government of Manipur hereby invites application from interested Security Agencies/Firms for providing Security for the various Institutions and Homes functioning under the Department of Social Welfare Manipur. The scope of work, instruction to the Agencies/Firms, eligibility criteria and prescribed format etc. may be downloaded from Department's official website www.socialwelfare.mn.gov.in

2. Tender is to be submitted in a sealed envelope to the Department of Social Welfare, Government of Manipur, 2nd Floor, Directorate H/Q Building, Near 2nd MR Gate, A.T Line, North A.O.C., Imphal.

Critical dates of bids are as follows:-

Sl.No.	Particulars	Details
1.	Date of commencement of submission	16th October, 2024
2.	Last date of receiving queries	30th October, 2024
3.	Last date and time for receipt of NIT	6th November, 2024 up to 3.00 p.m.
4.	Date & time of openings of Technical bid	6th November, 2024 up to 3.00 p.m
5.	Opening of Financial bid	7th November, 2024 at 11.00 a.m
6.	Validity of bids	90 days
7.	LOA (Letter of Award) and signing of Concession Agreement	Within 30 days award of LOA
8.	Name of the Contract Officer for queries and clarifications	Deputy Director (Social Welfare), Directorate of Social Welfare, Manipur, 2nd-Floor, Directorate Head Quarter Building, Near 2nd MR Gate, AT Line, North AOC, Imphal - 7950001, Mobile No. 9436027993 e-mail- singhdhaneshwor341@gmail.com
9.	Address for submission of Proposal	Director (Social Welfare), Directorate of Social Welfare, Manipur, 2nd Floor, Directorate Head Quarter Building, Near 2nd MR Gate, AT Line, North AOC, Imphal - 7950001

Modification/Amendment/Corrigendum, if any, shall not be advertised in the newspapers, but shall be uploaded in the website i.e. www.socialwelfare.mn.gov.in.


(**Ngangom Uttam Singh**)
Director (Social Welfare),
Manipur.

Copy to:-

1. P.S to Hon'ble Minister (Social Welfare), Manipur.
2. P.S to Commissioner (Social Welfare), Govt, of Manipur.
3. Director, Information & Public Relation, Manipur.
4. Joint Director (ICDS), Social Welfare Department, Manipur.
5. Joint Director (SW), Social Welfare Department, Manipur.
6. Chief Finance Officer, Social Welfare Department, Manipur.
7. Deputy Director (Social Welfare), Social Welfare Department, Manipur. He is directed to upload the Expression of Interest in the Department's website www.socialwelfare.mn.gov.in.
8. Editor..... for wide publication to your Local dailies and requested to submit necessary bills in triplicate along with GST undertaking to this Directorate for early payment.
9. Notice Board.

GOVERNMENT OF MANIPUR
DIRECTORATE OF SOCIAL WELFARE

Expression of Interest
Imphal, the 14th October, 2024

No.1/589/2011-SW: Expression of interest is invited from interested Security Agencies/Firms for providing security services for the various Institutions and Homes functioning under the Directorate of Social Welfare, Manipur. You are invited to submit your most competitive quotation for providing security guards. The salary/remuneration paid by the Agency/firm to its employees should not be less than the rate of minimum wages for Non-scheduled Employment of various categories of Casual/master Roll/Daily wage basis employees/labourers issued by the Finance Department, Government of Manipur vide Order No.22/4/2009-FD(PIC) dated 3rd January,2017. Intended Agency/Firm are informed to submit rate quotation accordingly and Agencies/Firms who pay less than the Minimum wages determined by the State Govt. will be rejected.

1. Detailed description of the Service:-

Sl. No.	Place of Deployment	No. of security guards	Duties and Responsibility
1.	Observation Home and Children Home, Takyel	4 male guards, Service delivery shall be for 24/7 i.e. day and night	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 department in cases of emergency, such as fire or presence of unauthorized persons. 6) Move around among visitors, patrons, and employees to preserve order and protect property. 7) Warn persons against 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 as advised from time to time.
2.	Bal Bhawan, Khuman Lampak	1 guard during day time for 6 days per week	
3.	Women Welfare Training Institute at Takyel and Working Ladies Hostel, Takyel	1 female guard for night duty for 7 days per week and 1 male guard for daytime duty for 6 days per week	
4.	Govt. Ideal Blind School, Takyel.	1 female guard for night duty for 7 days per week and 1 male guard for daytime duty for 6 days per week	
5.	Govt. Deaf and Mute School, Takyel.	1 female guard for night duty for 7 days per week and 1 male guard for daytime duty for 6 days per week	
	Total	11 guards.	The deployment of guards will be adjustable as per requirement of the Department



2. Bid Price

- a) It shall be a Two Bid System which includes Technical Bid and Financial Bid.
- b) Least Cost Method will be followed while selecting the successful bidder.
- c) The contract shall be for the full services as described above (Corrections, if any shall be made by crossing out, initiating, dating and re-writing).
- d) All duties, taxes and other levies payable under the contract shall be included in the total price quoted.
- e) The rate quoted by the bidder shall be fixed for the duration of the contract shall not be subject to adjustment during the contract period on any account.
- f) Telex or Facsimile quotation is not acceptable.

3. Eligibility Criteria/Technical bid

- (i) The Bidder should possess an Experience of at least 3(three) years in Security Services, should possess a current manpower of at least 100 security personnel and should have an annual turnover of at least Rs.80,00,000/-(Rupees eighty lakhs). Duly authenticated documents in support of the above requirements shall be submitted along with the bid-documents.
- (ii) The Agency should have valid registration certificates for EPF and G.S.T. It is mandatory to subscribe to EPF for employees of the firm. (Please attach documents)
- (iii) The agency should have a Certificate of Registration with Registrar Society or Registrar of Companies (Please attach documents) along with consent Certificate issued by Home Department, Govt. of Manipur.
- (iv) The Agency 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.
- (v) An undertaking by the service provider that they have obtained police verification for all the personnel is to be provided to the Purchaser.

5. Validation of Quotation.

Quotation shall remain for a period of 90 days after the deadline date specified to submission of quotation.

6. Evaluation of Quotations.

Technical bid will be opened and evaluated first. Financial or Price Bids will be opened and evaluated for only those technically qualified bidders. The Department will evaluate and compare the quotations determined to be substantially responsive i.e. which

- a) Are properly signed
- b) Conform to the terms and conditions and specifications.
- c) The evaluation would be done for all the items put together and L1 will be decided on whose total cost is the lowest.

7. Award of contract

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

- Notwithstanding the above, the Department reserves the right to accept or reject and quotations and to cancel the bidding process and reject all quotations at any time prior to the award of contract.



- The Department reserved the right at the time of contract award, to increase or decrease 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 Department prior to expiration of the quotation validity period. The terms of the accepted offer shall be incorporated in the letter of award.
8. Payment shall be made directly to the agency and not to the individual/guards/staff deployed by the Agency.
 9. 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.
 10. You are requested to submit the sealed quotation superscripted on the envelope as "Expression of the Interest for Providing Security Services for Social Welfare Department". This covering envelope shall contain two separate sealed envelopes- one for "Technical Bid" and the other for "Financial/Price Bid" with clear superscripts on each of them.
 11. Interested firms are requested to submit their sealed tender forms on or before **6th November, 2024(3:00 p.m.)** to the Director of Social Welfare Department, Directorate Complex, A.T. Line near 2nd M.R. Gate, Manipur.
 12. The Bid documents should reach the Directorate Head Office, up to 3 p.m. of **6th November, 2024** and Technical Bid shall be opened at 3:30 p.m. of the same day in the presence of the tenderers.
 13. A "Memorandum of Undertaking" shall be executed between the Department and the successful bidder within 30 days of finalization of the bid process.



(Ngangom Uttam Singh)
Director (Social Welfare),
Manipur.