

BANK OF BARODA

**Request for Proposal (RFP) For selection of service provider for Security Guards for Banks
Residences / Offices / Branches**

Year 2022



RFP Reference Number TO: ADM: 62: 103(A)

25/04/2022

The Document has been prepared for selecting the security service provider for Bank's Residences / Offices / Branches as per the specific requirement document & scope of work

INVITATION FOR TENDER OFFERS FOR PROVIDING SECURITY SERVICES FOR BANKS RESIDENCES / OFFICES / BRANCHES

Important Dates

Issuance of RFP Document by Bank	29.04.2022
Last Date of Submission of Bids (Technical and Commercial)	27.05.2022
Opening of Tender Bids	30.05.2022

Important Clarification

Following terms are used in the document interchangeably to mean: -

1. Bank, BOB means “Bank of Baroda”.
2. RFP means this “RFP document”.
3. Recipient, Respondent and Bidder means “Respondent to the RFP document”.
4. Tender means RFP response documents prepared by the bidder and submitted to Bank of Baroda.
5. Vendor means the Bidder selected for Annual Maintenance Contract.

This document is meant for the specific use by the Company / person/s interested to participate in the current tendering process. This document in its entirety is subject to Copyright Laws. Bank of Baroda expects the bidders or any person acting on behalf of the bidders to strictly adhere to the instructions given in the document and maintain confidentiality of information. The bidders will be held responsible for any misuse of the information contained in the document and liable to be prosecuted by the Bank. In the event of such a circumstance is brought to the notice of the Bank. By downloading the document, the interested party is subject to confidentiality clauses



Sealed tenders are invited from experienced and reputed security service providers having services arrangements at the Bank's residences / offices / branches all over Fiji. Requirement & Technical Specification are as per Annexure I, II, III & IV

Tenders should be submitted in Sealed Covers to the address mentioned below on or before **27.05.2022**

"Security Services – Security Guards"

The Chief Executive
(Fiji Operations)
Territory Office
Bank of Baroda
86/88 Marks Street, 2nd Floor
GPO Box 57
Suva

Terms and Conditions

The following terms and conditions will be binding on all the service providers. These terms and conditions will also form a part of the purchase order, to be issued to the successful bidder(s) after the outcome of the tender process.

Qualifying Criteria for the Service Provider / Bidder: -

- ❖ The service provider should have excellent track record / experience in providing security services to organization of repute which should be supported by documentary evidence.
- ❖ The service provider should have own infrastructure facilities to handle the job independently.
- ❖ The service provider should not have been blacklisted by any Government or Private organization.
- ❖ Technical details must be forwarded with cover letter as per Annexure I and the details completely filled up as per Annexure II. Service provider should comply with K.Y.C Norms. The bidder should attach the copies of the following documents in support of the bid: -
 1. Proof of address
 2. Proof of Identity
 3. TIN allotment letter by FRCA
 4. Memorandum of Association (in case of Company)
 5. Copy of registration certificate
 6. Copy of Business License.
 7. Actual Latest Financials (3 Years).
 8. Security Master License
 9. Provisional License for security guards



10. Public Liability Insurance
11. Workman Compensation Insurance
12. Copies Security ID Cards with photos and police clearance for security guards

- ❖ Technical bid shall not mention about the rates / costs for the work. Bank reserves the right to call for any document, if not submitted with the Technical bid.
- ❖ The Commercial Bid must be made in Fijian dollars only, including all taxes, transportation charges, etc. adhered to the scope of work as per Annexure IV and forwarded with the cover letter as per Annexure III. No price variation relating to increases in customs duty, excise, tax, price variation etc. will be permitted.
- ❖ Sub tendering / contracting of the services or any part thereof will not be permitted.
- ❖ If the service is not found to be of good quality and there is a variation from the specifications given, then Bank will have the right to make suitable deductions from the payable amount **OR** Bank reserves the right to cancel the contract for any serious discrepancy. Bank's decision on seriousness of the discrepancies will be FINAL.
- ❖ No advance payment will be made for executing the service order. Payment would be made after the complete of the services at the specified locations and on production of supporting evidence satisfactory completion of the services on presentation and verification of the Bill.
- ❖ Bank will first scrutinize the technical bid to determine the technical eligibility of the bidder. Thereafter the Commercial bid will be opened for those bidders who are found technically eligible.
- ❖ Bank reserves the right to alter / modify the proposed job plan / items specified in the tender.
- ❖ The bidder shall keep confidential all the information relating to Bank's business that comes into its possession as a result of or in connection with this work.
- ❖ **Late Tender submission policy:** Bidders are to provide detailed evidence to Substantiate the reasons for a late Tender submission. Tenders lodged after the deadline for lodgment of Tenders may be registered by Bank of Baroda and may be considered and evaluated by the evaluation team at the absolute discretion of Bank of Baroda. It should be clearly noted that Bank of Baroda has no obligation to accept or act on any reason for a late submitted response to tender. Bank of Baroda has no liability to any person who lodges a late Tender for any reason whatsoever, including tenders taken to be late only because of another condition of responding.
- ❖ **Authorized signatory:** The Bidder shall submit the authorized signatories who can discuss and correspond with the bank, with regard to the obligations under the contract.
- ❖ **Cost:** All the costs should include cost of services provided as per the specification of work.
- ❖ **Insurance:** The bidder should undertake / have enforceable insurance cover such workmen's compensation and public liability covered during the course of services provided to the Bank. The details of which should be incorporated in the Technical Bid. The bidder will be required to submit evidence of insurance on acceptance / approval of bid.



- ❖ Bank of Baroda reserves the right to:
 - ❖ Reject any and all responses received in response to the RFP
 - ❖ Waive or Change any formalities, irregularities, or inconsistencies in proposal format delivery
 - ❖ To negotiate any aspect of proposal with any Bidder and negotiate with more than one Bidder at a time
 - ❖ Extend the time for submission of the tender
 - ❖ Select the most responsive Bidder (in case no Bidder satisfies the eligibility criteria in totality)
 - ❖ Share the information/ clarifications provided in response to tender by any Bidder, with any other Bidder(s) /others, in any form.
 - ❖ Cancel the tender at any stage, without assigning any reason whatsoever.
 - ❖ Bank will not be obliged to meet and have discussions with ant bidder, and or to consider any representations.
- ❖ **Applicable Law and Jurisdiction of Court:** The Contract with the selected bidder shall be governed in accordance with the Laws of Fiji for the time being enforced and will be subject to the exclusive jurisdiction of Courts at Suva jurisdiction (with the exclusion of all other Courts).
- ❖ Canvassing is prohibited and will lead to disqualifications.
- ❖ **Important Instructions:** Sealed - **Two** - envelopes to be submitted as under:

Envelope I

- Superscribed : **“Security Services (Security Guards) – Technical Bid”**
- Containing covering Letter enclosing Technical Bid as per Annexure I
- Technical Bid as per Annexure II

Envelope II

- Superscribed: **“Security Services (Security Guards) – Commercial Bid”**
- Containing Commercial Bid as per Annexure III
- Contain the scope of work as per Annexure IV

Two separate envelopes to be submitted as mentioned above. Address for Communication, Submission of Bid and Place of opening of Tender offers: -

The Chief Executive
(Fiji Operations)
Territory Office
Bank of Baroda,
86-88 Marks Street
GPO Box 57
Suva



To be submitted on Bidder's letter head

ANNEXURE I

Reference No

Date:

The Chief Executive
(Fiji Operations)
Bank of Baroda,
GPO Box 57
Suva.

Dear Sir,

RE: TENDER FOR PROVIDING SECURITY SERVICES – TECHNICAL BID

We hereby submit the Technical details as per Annexure II.

We further declare that our firm / company have not been blacklisted by any government or Private organizations.

We hereby declare that the statements made in this quotation are true, complete and correct to the best of my / our knowledge and belief. I / We understand that in the event of any information being false or incorrect and not satisfying the eligibility criteria according to the requirements of the Bank our quotation is liable to be rejected at any stage.

We unconditionally agree to abide by the Terms and Conditions as specified by the Bank.

Seal of the Firm / Company

Signature of the Authorize Person

Date :

Place :



ANNEXURE II

To be submitted on Bidder's letter head

Details for the Technical Bid for Security Guard Services

(Details filled in this form must be accompanied by sufficient documentary evidence.)

To,

The Chief Executive

(Fiji Operations)

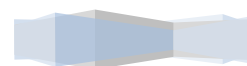
Bank of Baroda,

GPO Box 57

Suva.

RE: DETAILS OF TECHNICAL BID – SECURITY SERVICES

	Particular	Details	
1.	Name of the Company		
2.	Company -Complete address of Administrative / Corporate office (including e-mail telephone & fax numbers)		
3.	Address of Company (Please specify the different locations of your company with complete address if applicable)		
4.	The details of authorized Person to make commitment to the Bank	Name	
		Designation	
		email ID	
		Telephone No & Mobile No	
5.	Type of organization : Public Limited/Private Limited / Partnership / Proprietary firm		



6.	Date of commencement of Services		
7.	Financial Details		
	a. Turnover (F\$)		
	b. Profit (\$F)		
	c. TIN		
	Copy of Latest Audit Report		
8.	Name and designation of the contact person,		
	telephone number		
	mobile number		
9.	Credentials :		
	a) Whether you have done any work for any office of Bank of Baroda in the past. If yes, give details.		
	b) Whether you are in the panel of any bank / Government organization/any other reputed organization in Fiji If yes, please submit details.		
	c) List of Important clients you served during the last -3- years, supported by documentary proof (Work Order, bills,).		
10.	Other Relevant Information :		
	a. Interest of any staff member / Director of Bank of Baroda		
11.	Details of Insurance		



	a. Workmen's Compensation (Limit Insured / Name of Insurance Company)	
	b. Public Liability (Limit Insured / Name of Insurance Company)	
12.	Valid Police Clearance of Guards Available on Record <i>(Will be required to be submitted upon selection)</i>	Yes / No
13.	Guards Profile available on Record <i>(Will be required to be submitted upon selection)</i>	Yes / No
14.	Documents to be Submitted with quotation	
	a. Proof of address	Yes / No
	b. Proof of Identity	Yes / No
	c. TIN Allotment Letter by FRCA	Yes / No
	d. Memorandum of Association (in case of Company)	Yes / No
	e. Copy of registration certificate	Yes / No
	f. Copy of Business License	Yes / No
	g. Copy of Security Master License	Yes / No
	h. Actual latest Financials (3 Years)	Yes / No
	i. Business Continuity	Yes / No
	j. Company Profile	Yes / No



To be submitted on Bidder's letter head

ANNEXURE III

Reference No

Date:

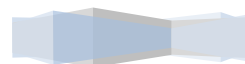
The Chief Executive
(Fiji Operations)
Bank of Baroda,
GPO Box 57
Suva.

Dear Sir,

RE: TENDER FOR PROVIDING SECURITY SERVICES – COMMERCIAL BID

I / We hereby submit the commercial details as under: -

Sr. No.	Place Security Required	No. of Guards Required	Hours	Time	Cost Per Guard per Hour	Total Cost
1.	Banks Residence, 153 Laucala Bay Road	one (1) guard	12 Hours	06.00pm to 06.00am On all Days (Monday – Sunday)		
2.	Bank of Baroda Premises 86-88 Marks Street, Suva	one (1) guard	24 Hours	on all days (day & night) (Monday to Sunday)		
3.	Suva Branch 86-88 Marks Street, Suva City	one (1) guard	9 Hours	Monday - Friday (8.30am – 5.30pm)		
4.	Lautoka Branch 155 Vitogo Parade, Lautoka Town	one (1) guard	9 Hours	Monday - Friday (8.30am – 5.30pm)		



5.	Ba Branch Kings Road, Main Street, Ba Town	one (1) guard	9 Hours	Monday - Friday (8.30am – 5.30pm)		
6.	Nadi Branch Queens Road, Main Street ,Nadi Town	one (1) guard	9 Hours	Monday - Friday (8.30am – 5.30pm)		
7.	Labasa Branch Naseakula Rd, Labasa Town	one (1) guard	9 Hours	Monday - Friday (8.30am – 5.30pm)		
8.	Sigatoka Branch Main Street, Sigatoka Town	one (1) guard	9 Hours	Monday - Friday (8.30am – 5.30pm)		
9.	Rakiraki Branch Vaileka, Rakiraki Town	one (1) guard	9 Hours	Monday - Friday (8.30am – 5.30pm)		
10.	Nausori Branch Main Street, Nausori Town	one (1) guard	9 Hours	Monday - Friday (8.30am – 5.30pm)		
	Sub Total (52 weeks)	one (1) guard	4,368 Hours	Per Annum (CE Residence)		
	Sub Total (52 weeks)	one (1) guard	8,736 Hours	Per Annum (BOB Building)		
	Sub Total (52 weeks)	one (8) guards	18,720 Hours	Per Annum (Other 8 Branch) @ 2,340 hours per branch		
	Grand Total		31,824 Hours			

❖ The rates quoted above are adhered is provided in consideration of the following: -

1. Are inclusive of all taxes, levies, VAT, excise, sales tax, octroi, transportation etc.
2. Hourly rate is per guard
3. We agree to provide the security services for duration as per the scope of work, and as well as for the increased hours for the Bank requires to make prior arrangements from the company



as per the Banks requirement for the week days and weekends as well as will be advised from to time.

4. The charges will be applicable at the same rate for the security services from Monday to Sunday as per the requirement or for the additional hours.
5. Switching of security guards will be arranged during the breaks i.e. lunch hour as applicable per the Labour Law.

❖ We further undertake / declare as follows: -

1. Commercial details and our offer shall remain binding upon us and may be accepted by the Bank.
2. If our quotation is accepted we undertake to deliver the services within the scheduled time frame.
3. We assure and undertake to complete the job as per schedule from the date of approval of services as per the scope of work mentioned above and subsequent changes made, if any.
4. We are agreeable to receive the payment after completion of the services as per the Bank's satisfaction.
5. We have not been barred / black-listed by any regulatory/ statutory authority.

Seal of the Firm / Company

Signature of the Authorize Person

Date :

Place :



ANNEXURE IV

❖ All SERVICES shall be delivered to the residences / offices / branches of the Bank of Baroda at the following addresses:-

1. Chief Executive (Fiji Operations) Residence, 153 Laucala Bay Road, Suva
2. Territory Office, 86-88 Marks Street, Bank of Baroda Building, Suva
3. Suva Branch, 86-88 Marks Street, Bank of Baroda Building, Suva
4. Lautoka Branch, 155 Vitogo Parade, Lautoka
5. Ba Branch, Kings Road, Main Street, Ba
6. Nadi Branch, Queens Road, Nadi
7. Labasa Branch, Nasekula Road, Labasa
8. Sigatoka Branch, Main Street, Sigatoka
9. Rakiraki Branch, Vaileka, Rakiraki
10. Nausori Branch, Main Street, Nausori

❖ The scope of work for security guard services for Bank of Baroda Residence, Office, & Branches will be as under: -

Sr. No.	Place Security Required	No. of Guards Required	Hours	Time	Cost Per Guard per Hour (VIP)	Total Cost (VIP)
1.	Banks Residence, 153 Laucala Bay Road	one (1) guard	12 Hours	06.00pm to 06.00am On all Days (Monday – Sunday)		
2.	Bank of Baroda Premises 86-88 Marks Street, Suva	one (1) guard	24 Hours	on all days (day & night) (Monday to Sunday)		
3.	Suva Branch 86-88 Marks Street, Suva	one (1) guard	9 Hours	Monday - Friday (8.30am – 5.30pm)		
4.	Lautoka Branch 155 Vitogo Parade, Lautoka	one (1) guard	9 Hours	Monday - Friday (8.30am – 5.30pm)		



5.	Ba Branch Kings Road, Varoka, Ba	one (1) guard	9 Hours	Monday - Friday (8.30am – 5.30pm)		
6.	Nadi Branch Queens Road, Nadi	one (1) guard	9 Hours	Monday - Friday (8.30am – 5.30pm)		
7.	Labasa Branch Naseakula Rd, Labasa	one (1) guard	9 Hours	Monday - Friday (8.30am – 5.30pm)		
8.	Sigatoka Branch Main Street, Sigatoka	one (1) guard	9 Hours	Monday - Friday (8.30am – 5.30pm)		
9.	Rakiraki Branch Vaileka, Rakiraki	one (1) guard	9 Hours	Monday - Friday (8.30am – 5.30pm)		
10.	Nausori Branch Main Street, Nausori	one (1) guard	9 Hours	Monday - Friday (8.30am – 5.30pm)		
	Sub Total (52 weeks)	one (1) guard	4,368 Hours	Per Annum (CE Residence)		
	Sub Total (52 weeks)	one (1) guard	8,736 Hours	Per Annum (BOB Building)		
	Sub Total (52 weeks)	one (8) guards	18,720 Hours	Per Annum (Other 8 Branch) @ 2,340 hours per branch		
	Grand Total		31,824 Hours			

❖ Given below are the additional information in respect of commercial bid and scope of work which is required to be adhered to while providing the tender: -

1. Hourly rate is to be per guard
2. The given above are the hours required at the minimum level, however the hours may increase on the basis of requirement for the week days and weekends as well that will be advised from time to time.
3. The charges are to be applicable at the same rate for the security services from Monday to Sunday as per the requirement or for the additional hours.
4. Switching of security guards is required during the breaks i.e. lunch hour as applicable per the Labour Law.

-----End of Document -----

