

REQUEST FOR PROPOSAL (RFP)**RFP Specification:** Hiring of Agency to provide Security Guard at Jhpiego State Office, Bhubaneswar.**RFP DATE:** 23rd March 2026**SUBMISSION E-Mail ID and DEADLINE:** IN-OR-procurement@jhpiego.org or before 07th April 2026**Bhubaneswar State Office Address:** Jhpiego Corporation, Plot No 153, Jagannath Niwas, Second Floor, VIP Area, In front of VIP colony Gate, Nayapalli, Bhubaneswar, 751015**Email:** om.prakash@jhpiego.org , (For queries only) ,**About Jhpiego:**

Jhpiego is an international, non-profit health organization affiliated with The Johns Hopkins University. For 40 years and in over 150 countries, Jhpiego has worked to prevent the needless deaths of women and their families. Jhpiego works with health experts, governments and community leaders to develop strategies that help countries care for themselves by training health care workers, strengthening health systems and improving delivery of care.

Jhpiego designs innovative, effective and low-cost health care solutions that are breaking down barriers to high-quality health care for the world's most vulnerable populations. Jhpiego uses its global presence and technical leadership to develop technology-based innovations and systems for significant global health impact.

In India, Jhpiego works across nineteen states in close collaboration with national and state governments, providing technical assistance in the areas of family planning, maternal and child health, and pre-service nursing and midwifery education.

Introduction:

Hiring of Agency to provide Security Guard at Jhpiego State Office, Bhubaneswar.

Submission Procedures:

- The Applications should be sent via E-Mail only containing Scope of Work, Technical Format and Financial Proposal, duly signed and with firm's seal. The bid should only be sent to the prescribed e-mail id (mentioned above) and not marked or CC to the sender of this 'Request For Proposal' or any other staff of Jhpiego.
- Certificates/List mentioned in the Scope of Work (Technical Format) should be duly signed by the authorized person of the agency.
- "Scope of work" document having terms & conditions should be duly signed by the authorized person of the agency.
- Jhpiego reserves the right to waive irregularities and to reject any or all bids.
- Jhpiego also reserves the right to negotiate with the selected bidder in the event that the price exceeds available funds.
- Jhpiego may consider informal any Proposal not prepared and/or not submitted in accordance with the provisions hereof and may waive any informalities or reject any and all Proposals. Any Proposal may be withdrawn prior to the above scheduled time for the opening of Proposals or authorized postponement thereof.
- Any Proposal received after the time and date specified shall not be considered.
- Responses to this Request for Proposals are required to be submitted **on or before 07th April 2026.**
- The Application should be printed on Letter head of the agency and sent as attachment to the e-mail.
- Any condition put forth by the Agency non-conforming to the application requirements shall not be entertained at all and such applications **shall be rejected.**

- Incomplete application forms are liable to be rejected. No further correspondence will be entertained from rejected applicants.
- The application of the selected agency should be signed by the authorised signatory confirming that all the details furnished in the application are true and correct to the best of his/her knowledge and that in case any false information or suppression of any material information is furnished, the application shall be liable for rejection by Jhpiego Corporation.

Opening, Evaluation and Agreement:

- Proposals may be opened by Jhpiego at any time after the submission deadline. All proposals satisfying the requirements of this RFP will be evaluated to establish which of the applicant(s) best fulfils the needs of Jhpiego. The proposals will be evaluated based on a set criteria and will include type of set up, number of year in business, pricing for the services, fleet of vehicles and others.
- Jhpiego anticipates entering into an agreement with this/these applicant(s) to execute the proposed work.
- This RFP does not commit Jhpiego to award a grant or to pay any costs incurred in the preparation of a Proposal for the goods and/or services offered.
- Jhpiego reserves the right to accept or reject any or all Proposals received as a result of this request, to negotiate with all qualified applicant(s) or to cancel this RFP, if it is in the best interests of Jhpiego to do so. The decision of Jhpiego shall be final.
- Only shortlisted vendor/s shall be contacted.
- The selected vendor will be categorised under **“Preferred vendor”** and the services can be taken for a maximum period of 3 years based on Satisfactory services and on mutual consent from both the parties.
- **Vendor should have valid registrations to comply with labour law of the state.**
- The PO will be issued on every 3 months basis.
- The rates may be revised if there is any change in the govt rates from time to time to comply with the labour laws.

Proposal Contents:

Proposals, together with letters of transmittal, should include the vendor’s description of the work that would be performed and the following information:

- Contact information: i) name of the vendor; ii) postal address; iii) telephone/Fax; iv) email address
- Copy of registration certificate- GST, PAN Card.
- The contact information of a representative of your firm with whom Jhpiego can contact on a daily basis

Scope of Work:

- As per the attached SoW/Formats.
- Submit proposals only on attached format.

Scope of Work

1. **SECURITY AGENCY** will provide the following security personnel for the performance of the Guarding Services :
 - a) Two Security Guard without fire arm for 12 hours each for total of 24 hours. One Day Guard - Skilled and One Night Guard - Semi-skilled Category.
 - b) All security guards must be receiving the minimum wages as prescribed by the Govt. Documents providing compliance of minimum wage act 1948 and other labour laws and rules in vogue.
 - c) All statutory requirements Like Provident Fund, ESI & GST must be covered by the security agency for all the security guard.
2. **Security Agency** should have valid license and certificates under EPF, & Misc provisions Act 1952 & should have valid certificate from ESI Corporation.
3. **SECURITY AGENCY** will ensure its security personnel maintains proper register of the visitors and guests.
4. **SECURITY AGENCY** will ensure its security personnel strictly prohibits unauthorized access into the office premises.
5. **SECURITY AGENCY** will ensure its security personnel frisks at the time of entry/exit to the office premises - office messengers and any other casual labour - that may be hired by Jhpiego and also keep strict vigil at all employees especially during afterhours work in the office.
6. **SECURITY AGENCY** will keep apprised and inform Finance & Administration Officer and/or Administrative Assistant or their designate of any suspicious movement, security breach by any visitor and/or staff in strict confidence.
7. **SECURITY AGENCY** will ensure its security personnel is responsible to maintain and update in and out equipment register.
8. **SECURITY AGENCY** will ensure its security personnel is responsible to attend the reception office calls/fax on working as well as non-working hours/days.
9. **SECURITY AGENCY** will ensure its security personnel is responsible to attend and manage any fire emergency/incidence or any other emergency evacuation situation.
10. **SECURITY AGENCY** will ensure its security personnel maintains proper register of in and out couriers/dispatch during working/non-working hours/days.
11. **SECURITY AGENCY** will regularly monitor the CCTV Camera and be vigilant and report any unusable movement seen in CCTV Camera. The person should be flexible to take up any other work as asked by Jhpiego Staff
12. The security personnel deployed shall be employees of SECURITY AGENCY who are duly qualified and licensed to provide the Guarding Services and SECURITY AGENCY will bear and be responsible for all statutory liabilities such as **PF, ESI, MWA** (Minimum Wage Act) etc. in respect of such employees of SECURITY AGENCY.
13. **SECURITY AGENCY** shall maintain, and provide to Jhpiego or it's authorized representatives for inspection upon request, complete employee records on such security personnel, including without limitation, records of their personal information, qualifications and licenses.

14. **SECURITY AGENCY** will ensure its security personnel engaged in the performance of the Guarding Services against personal injury and death whilst performing their duties under this Agreement and all applicable laws and regulations.
15. **SECURITY AGENCY** will use reasonable skill and care in the provision of the Guarding Services in accordance with good industry practice.
16. **SECURITY AGENCY** will provide proper and adequate supervision to ensure that the Guarding Services are performed in accordance with Assignment Instructions.
17. **SECURITY AGENCY** should ensure that the guard on duty is medically fit in all respect.
18. **SECURITY AGENCY** will be hired as a preferred vendor, and the Services can be taken for a period of 3 years based on satisfactory services.

Annexure I

Technical Proposal Format –To be filled by Agency

S.No	Item	Agency Details
1.	Name and address of the agency/company: Telephone number, fax, mobile number etc.: Email address:	
2.	Type of organization (Whether Proprietorship, partnership, private proprietor/partners)	
3.	Details of Directors/Proprietor/Partners: Name & address- Contact no- Email id-	
4.	Year of formation of the agency/company	
5.	GST Registration No. (attach copy)	
6.	PAN. (attach copy)	
7.	Since when have you been working in this field.	
8.	Please submit Credentials like Organizational Profile, Certificate of Incorporation, Shop & Commercial Registration, EPF/ESI/PSA Registration, latest MW notification etc and (please attach documents)	
9.	Please submit Clientele Details with name, contact person and contact no. (please attach detailed list)	

Undertaking

I have read the terms and conditions of ToR and understand that in case of any of the statement furnished by the undersigned is found to be false OR if any / all the terms and conditions are not complied with, the ToR is liable to be cancelled by Jhpiego Corporation. I agree that the decision of the Jhpiego Corporation in this regard would be final and binding on the ToR.

I also certify that, I have understood all the terms and conditions indicated in the ToR document and hereby accept the same completely.

Date :
Place :

Signature of the authorized signatory of the agency
with official seal/ stamp

Annexure 2.

Financial Proposal format for Security Services – Bhubaneshwar – To be filled by Agency

Note: Please ensure that the wages given to Security Guard is as per minimum wages act of the state.

S.No	Particulars	Category- Skilled (INR)	Category- Semi Skilled (INR)
1.	Wages per person as per minimum wages act (12 Hours) applicable for the time being in force.		
2.	ESIC Per person per month		
3.	EPF Per person per month Admin on PF DLI		
4	Any other charges (Please specify- Like Bonus etc)		
5	Gratuity		
6	Uniform Allowance per person		
7	Reliever Cost		
8	Leave Cost		
9	Administrative Charges per person per month (Overheads, trainings, contingency)		
10	Service Charge		
11	GST		
	Total Cost Per person		

Note: Please specify any other statutory laws applicable to your organisation and show them in the details above under point no 4 and charges accordingly.

Date:
Place:

**Signature of the Authorised Signatory of the agency.
with Official Stamp/Seal**

Time Frame:

The contract with the agency shall be for a period of one year or as per the project need. The renewal for the next year would be based on performance and project requirement.

Purchase Order (PO) will be issued for a period of 3 months and subsequently renewed.

Payment Terms:

1. Bill should be submitted on monthly basis and payment will be made within 30 days from the date of receipt of bill along with all documents as may be required.
2. No Advance payment would be made for any purpose.
3. The successful agency will enter into service legal agreement with Jhpiego.
4. Bill must be accompanied by required documents as may be informed, which includes
 - a. Original Bill detailing all charges
 - b. Attendance sheet of Security Guards
 - c. PF Deposit Challan Copy with Staff Name (Previous Month)
 - d. ESCI callan copy with staff name.
 - e. Salary Slip of security person posted in Jhpiego.
5. Jhpiego reserves the right to wave off any terms per scope of work, if any.