**Tender for Security Arrangement at SIDBI Office at Gurgaon**

**Last Date of Submitting the tender –**

**November 21, 2016 up to 15.00 hrs.**

**Security Arrangement at SIDBI, Gurgaon**

Small Industries Development Bank of India (SIDBI) invited sealed quotations from reputed security agencies interested in providing security arrangement at the office of the Bank at Gurgaon as under:

|  |  |  |
| --- | --- | --- |
| **Name of the office** | **No of guards** | **Arrangement**  **Round the clock** |
| Gurgaon | **3** | 8 hours |

Agencies should have achieved annual sales turn over of Rs. 20 lakh in any of the last three financial years and average turnover of Rs.15 lakh during the last three financial years. The pre-qualification criteria along with terms and conditions are furnished in the **Annexure I and Appendix** respectively. The same are also available in the office of the undersigned between 09.45 hrs to 17.30 hrs on any working day (except Saturday, Sunday & Holidays) from November 04, 2016.

The quotations should be submitted in two parts described as under:

**Part I (Technical Bid)** **in sealed cover**, containing details of Constitution of the Agency, experience in handling security arrangement, annual sales turnover, Income Tax Assessee, etc., (in prescribed proforma) duly supported by documentary proof.

**Part II (Financial Bid) in sealed cover**, containing the financial bid (in prescribed proforma) for providing security facility.

***Earnest money deposit (refundable) of Rs. 10,000/- (Rupees ten thousand only) by way of Demand Draft/Pay Order drawn in favour of “Small Industries Development Bank of India”, payable at Gurgaon may be submitted along with Part I. In case the same is not submitted, the technical bid would not qualify for further evaluation.***

The quotations to be submitted should be addressed to “The Dy General Manager, Small Industries Development Bank of India, Ground Floor, Udyog Minar, Vanijya Nikunj, Udyog Vihar, Phase V, Gurgaon - 122001. ” and superscribed **'Security Arrangement at Gurgaon’**. **The quotations should reach us not later than 1500 hrs. on November 21, 2016.** The quotations which are not submitted in the prescribed manner will not be accepted. The quotations would be opened on the same day at **15.30** hours and the interested parties may make it convenient to be present at the time of opening of the quotations. The Bank reserves the right to accept or reject any or all quotations without assigning any reasons.

The Dy General Manager

Small Industries Development Bank of India

Ground Floor, Udyog Minar, Vanijya Nikunj

Udyog Vihar, Phase V, Gurgaon - 122001**Annexure I**

**Pre-qualification Criteria**

* + 1. The Security Agency should be a proprietorship firm or partnership firm or a corporate body registered under Companies Act. **[Attach copy of registration certificate**].
    2. The Agency should have minimum 5 years’ experience in providing security services to reputed organizations like All India Financial institutions, public sector banks / undertakings and large private sector companies with an annual sales turnover of Rs.5 crore. [**Attach copy of work orders or letter of empanelment**].
    3. The agency should have achieved annual sales turnover of Rs.20 Lakh in any of the last three financial years i.e., FY 2014 / 2015 /2016 and average turnover of Rs. 15 lakh during the last three financial years. [ **Attach copy for the relevant FY]**
    4. The agency should be registered with the Labour and Central Excise/ service tax department(s) of State/ Central Govt. as applicable. [**Attach copy of registrations].**
    5. The agency should be an Income-tax assessee having filed its Income tax return for the Assessment Years 2014, 2015 and 2016 [**Attach copy of PAN and copies of return filed during assessment years 2014, 2015 and 2016].** In case the agency is exempted from paying income tax, the exemption certificate received from IT Department may be enclosed.
    6. The guards to be posted for security services for the properties of the Bank should not be more than 45 years.
    7. The terms and conditions of the security contract is given in the **Appendix.**

The agencies qualifying the above pre-qualification criteria and agree to abide by the terms and conditions given in the Appendix may submit the “**Technical Bid**” in a separate sealed cover superscribing **- “TECHNICAL BID FOR 'Security Arrangement at SIDBI, Gurgaon.**

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**Appendix to Annexure I**

**Terms and conditions for providing security** s**ervices**

1. The period of contract will be two years from the date of awarding the contract i.e., from **December 01, 2016 to November 30, 2018**, subject to renewal for further period of 2 years thereafter at the sole discretion of the Bank on fresh or existing terms and conditions as the case may be.
2. The Bank shall, at its sole discretion, review performance by the company of the contract from time to time and based on that, the Bank shall have the right to terminate the contract at any point of time at its sole and absolute discretion, without assigning any reason therefor.
3. The guards to be posted for security services for the properties of the Bank should preferably be not be more than 45 years.
4. The rate per guard per month, which shall be paid to the Company on account of security arrangements, shall be inclusive of service charges on the basis of rates prescribed by the Labour Commissioner, Government of Maharashtra. Any request for change of rates due to change in Minimum Wages rates shall be intimated by the Company to the Bank and upon receipt of such request *Bank may consider* the same.
5. The company will abide by all statutory requirements as per Minimum Wage Act, Employee’s Provident Fund Act, Workmen Compensation act, Payment of Wages Act, Contract Labour (Regulation and Abolition) Act.
6. The Company will ensure that each guard performs his duty for not more than eight hours in one instance and under extraordinary circumstances additional rate per hour may be quoted.
7. The number of guards to be deployed by the Company will be decided by the Bank so as to ensure effective security arrangements. The rest & relief arrangements will be made at the discretion of the Company, for which the Bank will not be liable to pay any wages or compensation.
8. The Company will be fully responsible for the round the clock security of Premises and also responsible for providing the requisite guards at all the shifts.
9. The company will not rotate the guards from one place to another and/or one institution to another without the consent of the Bank.
10. The guards who are deployed for the security duty will wear proper uniform and identity card during the duty hours provided by the Company. Provision of uniform and any related expenses shall be borne by the company.
11. The Company guards engaged shall not allow any material to be taken out from the said premises unless authorized by a nominated officer(s) of the Bank for the purpose. It is reiterated and made clear that management, control of the guards so provided shall be with the Company and the said guards for all purposes shall be within the Disciplinary Authority of the Company.
12. The Company undertakes to indemnify the Bank against any loss, damage, theft, claims, damages, negligence as the Bank may be put to or incur due to direct or indirect result of non-performance or mal-performance or mis-performance or negligence in performing the works agreed to by it.
13. The Company shall be solely responsible for carrying out the job entrusted to them and in case of any accident resulting in death or injury or otherwise risk to the person engaged by the Company for carrying out the said job, the Bank shall not be liable for any compensation, damages, loss etc. as the case may be. The persons / guards engaged for performing the security job shall be responsible for their acts and omissions to the Company.
14. The Bank will not be responsible or liable in case of any dispute arising between the Company and the guards employed by the company for carrying out the security services and no relationship of Employer and Employee shall come into existence between the Bank and the Company or guards for which all responsibilities shall vest with the Company alone.
15. The Bank shall make a claim, if any, in writing to the Company in case of any loss caused to the Bank due to non-performance or mal-performance or mis-performance, negligence, theft etc. by the Company/its guards in complying with the terms and conditions and any claim lodged by the Bank will be settled by the Company within a period of one month. If the claim is not settled within one month, loss caused to the Bank, shall be recovered from the monthly payment made to the Company.
16. The Bank reserves the right to terminate this arrangement without assigning any reasons thereof, by serving on the Company a notice of one month to this effect, and on the refusal of the Company to accept the notice of termination of the arrangement or passive avoidance to do so, the said notice shall be sent by registered post on the address of the Company recorded with the Bank, where after it shall be deemed to have been served on the Company. Bank shall also be entitled to appoint any other person, firm or company at its discretion to perform the job entrusted to the Company after termination of the arrangement. Provided that the termination of the arrangement, as aforesaid, shall not absolve the Company of its liability regarding security arrangements already entrusted to it in accordance with the direction of the Bank.
17. In case of any dispute arising out / relating to interpretation of terms of conditions or functioning of the Company vis-a-vis the Bank, the General Manager, Small Industries Development Bank of India, Regional Office, Pune shall be the sole arbitrator. The Company agrees to execute all documents, which may be required by the Bank in this regard.

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**P A R T - I**

**THE FORMAT FOR TECHNICAL BID**

**(Security Arrangement)**

From,

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To,

The Dy General Manager

Small Industries Development Bank of India

Ground Floor, Udyog Minar, Vanijya Nikunj

Udyog Vihar, Phase V, Gurgaon - 122001

|  |  |  |
| --- | --- | --- |
| **Sl.No** | **Particulars** | **Details to be filled in by the Agency** |
| 1 | Name of the Agency / Contact Person / Contact Number |  |
| 2 | Regd. office/Business address of the Agency / mobile or telephone number. |  |
| 3 | Date of Incorporation/Constitution |  |
| 4 | Organization Profile |  |
| 5 | PAN No. of the Agency |  |
| 6 | Whether Agency is a Micro/Small Enterprise (MSE) | Yes /NO |
| 7 | Service Tax Registration No. |  |
| 8 | Whether registered with Registrar of Companies? Date of Registration ***(Atttach copy of registration)*** |  |
| 9 | Whether the agencyhas 5 years’ experience in providing **Security** Services to reputed organizations like All India Financial institutions, public sector banks / undertakings and large private sector companies with annual sales turnover of Rs. 5 Crore? **(Attach copy of Work Orders) Annexure – I , II & III)** |  |
| 10 | Whether registered with Labour Department? Date of Registration **(Attach copy of registration)** |  |
| 11 | Details of Resources (Manpower, tools and plant ) and other infrastructure facilities available **(to furnished in Annexure –IV)** |  |
| 12 | Whether registered with Central Excise Department for Service Tax? **(Attach copy of registration)** |  |
| 13 | Financial Information (details to be furnished in **Format V**)   1. Average Financial turnover during last three financial years. 2. Whether the Agency in profit at least in one financial year during last three financial years. |  |
| 14 | Whether the applicant was blacklisted by any client/agency | Yes/No If yes, please furnish details |
| 15 | Whether the agency is an Income Tax Assessee having filed its Income Tax return for the Assessment Years 2014, 2015 and 2016 (**Attach copy of Income Tax Returns for all the three assessment years)** |  |
| 16 | Whether the guards to be posted for security services for the properties of the Bank are not more than 45 years of age. |  |

I / We agree to abide by the terms and conditions stipulated by the Bank and mentioned in the **Appendix** to Annexure .

**SIGNATURE**

**Date:**

**Name and Seal of Company**

(This format shall be sent in a separate sealed cover superscribing - **“TECHNICAL BID FOR SECURITY ARRANGEMENT AT SIDBI, GURGAON”)**

**Annexure-I**

Particulars in respect of similar jobs/assignments in the last five years

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| S No | Name of the service provided with address | Name and address of the client with contract numbers | Value of contract | Award of contract | Duration of contract |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

Please enclose the copies of contract / agreement and certificate from the client (employer) for each of the contract.

**Annexure-II**

Particulars in respect of similar works in hand

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| S No | Nature of the service provided with address | Name and address of the client with contract numbers | Value of contract. | Date of award of contract | Stipulated duration |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

Please enclosed the copies of contract/agreement with the client (employer) for each work

**Annexure-III**

Details of employment with other institution

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| S No | Name and address of institution with contact No | Category / Type of work for which empanelled | Registered/ empanelled for value of work upto ` | Date of empanelment and validity | Details of certificate / letter from the Institution / Bank, etc. if any |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

Please enclose the copies of letter of empanelment of each organization

**Annexure –IV**

Details of Resources (Manpower & Infrastructure Facilities)

|  |  |  |
| --- | --- | --- |
| 1 | Details of Manpower |  |
|  | (a) Manager / Engineer |  |
|  | (b) Supervisor |  |
|  | (c ) skilled workers |  |
|  | (d) unskilled workers |  |
| 2 | Details of infrastructure facilities available |  |
|  |  |  |
| 3 | Any other relevant information. |  |
|  |  |  |
|  |  |  |

**Annexure- V**

Format of Financial Information (Turnover / Profit & Loss, etc.) During last three years)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| No | Financial Year | Annual Turnover (in Rs. lakh) | Profit / Loss  (in Rs. lakh) | Net Worth  (in Rs. lakh) | Documents Enclosed as proof |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

Note: Please enclose copy of Profit & Loss account and Balance Sheet duly audited / certified by CA.

**P A R T - II**

**THE FORMAT FOR FINANCIAL BID**

**(Security Arrangement)**

From,

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To,

The Dy General Manager

Small Industries Development Bank of India

Ground Floor, Udyog Minar, Vanijya Nikunj

Udyog Vihar, Phase V, Gurgaon – 122001, Haryana

|  |  |  |
| --- | --- | --- |
| **Particulars** | **No of guards** | **Rate Rs. per guard per month** |
| **Security Guard (Rate per person)** | **3** | **Rs. .........................**  (Pl. Write in words also) |
| **Additional rate per hour** | |  |

Note :

The above rates are exclusive of applicable taxes which would be levied at the applicable rates. Any request for change of rates due to change in Minimum Wages rates shall be intimated by the Company to the Bank and upon receipt of such request Bank will consider the same.

We are aware that all the payments shall be subject to TDS, as applicable, at the time of payment.

I / We agree to abide by the terms and conditions stipulated by the Bank and mentioned in the **Appendix to Annexure I** at the rates quoted above.

**SIGNATURE**

**Date: Name and Seal of the Company**

(This format shall be sent in a separate sealed cover superscribing - **“FINANCIAL BID FOR SECURITY ARRANGEMENT AT SIDBI, GURGAON”)**