

Security Arrangement for office premises at Indore Office

Sealed quotations are invited from reputed security agencies interested in providing round the clock security arrangement at the office premise of the Bank at Indore. Agencies should have achieved annual sales turn over of ₹ 2.00 crore in any of the last three financial years. The pre-qualification criteria along with terms and conditions are furnished in the **Annexure I and Appendix to Annexure I** respectively. The same are also available in the office of the undersigned during **0945 hrs to 1700 hrs** on any working day (except Saturday, Sunday and Holiday) between **December 17, 2018 to December 31, 2018**.

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., duly supported by documentary proof. The format is enclosed at **Annexure II**.

Part II (Financial Bid) in sealed cover, containing the financial bid (in prescribed proforma) for providing security facility. The format is enclosed at **Annexure III**.

Earnest money deposit (refundable) of ₹ 20000/- (Rupees Twenty thousand only) by way of Demand Draft/Pay Order drawn in favour of "Small Industries Development Bank of India", payable at Indore may be submitted along with Part I (Technical Bid).

The bids to be submitted should be addressed to "The Deputy General Manager, Small Industries Development Bank of India, 1st Floor, Commerce House, 7, Race Course Road, New Palasia, Indore – 452001 (Madhya Pradesh) and superscribed 'Security Arrangement at SIDBI Indore. The bids should reach him / her not later than **1700 hrs. on December 31, 2018**. The bids which are not submitted in the prescribed manner will not be accepted. The Technical bids (Part I) would be opened on **January 03, 2019 at 1500** hours and the interested parties can make it convenient to be present at the time of opening the bids. **The Bank reserves the right to accept or reject any or all bids without assigning any reasons thereof.**

The Deputy General Manager,
Small Industries Development Bank of India,
1st Floor, Commerce House,
7, Race Course Road, New Palasia,
Indore - 452001, Madhya Pradesh

Pre-qualification Criteria

1. The Security Agency could be a partnership firm, corporate body registered under Companies Act or should be State Ex- Servicemen Corporation [**Attach copy of registration certificate**].
2. The Agency should have minimum 5 years' experience in providing security services to reputed organisations like All India Financial institutions, public sector banks / undertakings, MNCs and large private sector companies. [**Attach copy of work orders or letter of empanelment**].
3. The Agency should have achieved annual sales turn over of ₹ 2 Crore in any of the last three Assessment Years i.e. FY 2016, FY 2017 and FY 2018. [**Attach copy for the relevant AY**]
4. The Agency should be registered with the Labour and Central & Excise 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 i.e FY 2016, FY 2017 and FY 2018 [**Attach copy of PAN and copies of return filed during Assessment Years i.e. FY 2016, FY 2017 and FY 2018**]. In case the Agency is exempted from IT Department, the exemption certificate may be enclosed.
6. The Agency should have valid GST Registration, Registration with labor department, Shop & Establishments, P.F. and ESI registration..
7. The Agency should not have been black listed by any Central / State Government / Public Sector Undertaking / Institute of Govt. of India.
8. The Agency should have its office at Indore .
9. The terms and conditions of the security contract is given in the Appendix.
10. The Agency, other than a Government Agency, should abide by the provisions prescribed in **"The Private Security Agencies (Regulation) Act, 2005."**

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 INDORE.**

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Terms and conditions for providing security services

1. Two years from the date of awarding the contract subject to renewal for another one year thereafter at the sole discretion of the Bank on satisfactory review of performance and existing terms and conditions.
2. The Agency agrees to abide by all statutory requirement as per Minimum Wages Act, Employee Provident Fund Act, Workmen Compensation Act, Payment of Wages act, Contract Labour (Regulation and Abolition) Act etc.
3. The Agency shall ensure that each guard performs his duty for not more than eight hours in one instance.
4. The number of guards to be deployed by the Agency shall be decided by the Bank so as to ensure effective security arrangements. The rest & relief arrangements shall be made at the discretion of the Agency, for which the Bank will not be liable to pay any wages or compensation.
5. The Agency shall be fully responsible for the security of Bank's Premises as mentioned in the schedule and also be responsible for providing the requisite guards at all the shifts.
6. The Agency will not rotate the guards from one place to another and/or one institution to another without the consent of the Bank.
7. The guards who are deployed for the security duty shall wear proper uniform and identity card during the duty hours provided by the Agency. Provision of uniform and any related expenses shall be borne by the Agency.
8. The Bank shall not be responsible or liable in case of any dispute arising between the Agency and the guards employed by the Agency for carrying the security services and no relationship of Employer and Employee shall come into existence between the Bank and the Agency or guards for which all responsibilities shall vest with the Agency alone.
9. The Agency shall engage **only trend security guard** for the duties to be performed for the security arrangements. The guards provided by the Agency shall be well built and should not be above the age of 50 years.
10. The Agency 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 in performing the works agreed to by it.
11. The Agency 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 Agency 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 Agency.
12. The Agency shall be solely responsible for the acts and omissions of its employees / representatives dealing with the Bank and undertakes to indemnify the Bank against any loss, damage, theft, negligence etc. that may occur due to non-performance or mal-performance or mis-performance, of its employees.
 13. The Bank shall make a claim, if any, in writing to the Agency in case of any loss caused to the Bank due to non-performance or mal-performance or mis-performance, theft etc. by the Agency/its guards in carrying out the terms and conditions and any claim lodged by the Bank will be settled by the Agency 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 Agency.
 14. The Bank reserves the right to terminate this arrangement without assigning any reasons thereof, by serving on the Agency a notice of one month to this effect, and on the refusal of the Agency 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 Agency recorded with the Bank, where after it shall be deemed to have been served on the Agency. Bank shall also be entitled to appoint any other person, firm or Agency at its discretion to perform the job entrusted to the Agency after termination of the arrangement. Provided that the termination of the arrangement, as aforesaid, shall not absolve the Agency of its liability regarding security arrangements already entrusted to it in accordance with the direction of the Bank.
 15. In case of any dispute arising out of relating to interpretation of terms of conditions or functioning of the Agency vis-a-vis the Bank, the Bank shall be the sole authority to decide the arbitrator. The Agency agrees to execute any other documents, which may be required by the Bank in this regard.
 16. The guards engaged shall not allow any material to be taken out from the said premises unless authorised by a nominated officer(s) of the Bank under his (their) scale and signature.
 17. That it is reiterated and made clear that management, control of the guards so provided shall be with the Agency and the said guards for all purposes shall be within the Disciplinary Authority of the Agency.
 18. The Agency, other than a government Agency, should abide by the provisions prescribed in The Private Security Agencies (Regulation) Act, 2005.

19. The Agency will be required to submit an undertaking as per the format enclosed as per Annexure IV along with the monthly bill and the bill will be settled only thereafter.
20. The Bank reserves the right to increase / decrease the number of gurards based on it's requirement and the payment will be made accordingly.
21. Minimum Service charges should be as per the Government of India guidelines
22. Minimum Wages will be revised during the period of contract in accordance with Dearness Allowance revised from time to time by Central Labour Commissioner as per the provisions of Minimum Wages Act, 1948. Accordingly, EPF/ESI will also be paid as per the revised rates.
23. The Agency should not have been black listed by any Central / State Government / Public Sector Undertaking / Institute of Govt. of India.

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Posting of Security Personals at SIDBI, Indore

Type of Personnel	Deployment Location	No. of Security Personnel
	Office Premises	
Security Gaurd	Single Shift	3
	Total	3

**THE FORMAT FOR TECHNICAL BID
(Security Arrangement)**

From,

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To,

**The Deputy General Manager,
Small Industries Development Bank of India,
1st Floor,Commerce House,
7, Race Course Road,New Palasia,
Indore - 452001,Madhya Pradesh**

Sl. No.	Particulars	Details to be filled in by the Agency
1	Name of the Agency / Contact Person	
2	Regd. office/Local address of the Agency	Regd. Address : Local Address :
3	Date of Incorporation/Constitution	
4	PAN/TAN Nos. of the Agency	
5	GST Registration No.	
6	Whether registered with Registrar of Firms/Companies ? Date of Registration <i>(Attach copy of registration)</i>	
7	Whether the Agency has 5 years' experience in providing Security Services to reputed organisations like All India Financial institutions, public sector banks / undertakings, MNCs and large private sector companies? (Attach copy of Work Orders)	
8	Whether the Agency meets by all statutory requirement as per Minimum Wages Act, Employee Provident Fund Act, Workmen Compensation Act, Contract Labour (Regulation and Abolition) Act etc. as applicable. (Attach copy of registration certificate / licence)	

9	Whether registered with Labour Department ? Date of Registration (Attach copy of registration)	
10	Whether the Agency has achieved annual sales turnover of ₹2.00 crore in any of the last three Assessment Years (FY 2016, FY2017 and FY 2018) (Attach copy of P&L A/C certified by Chartered Accountant)	
11	Whether the Agency is an Income Tax Assessee having filed its Income Tax return for FY 2016, FY2017 and FY 2018) (Attach copy of Income Tax Returns)	
12	The Agency, other than a government Agency, should abide by the provisions prescribed in "The Private Security Agencies (Regulation) Act, 2005."	

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

I / We also undertake to ensure compliance with the requirements of Minimum Wages Act, Contract Labour Act, 1970, EPF, ESI and also abide by all the other statutory requirements necessary in this regard. I / We agree that SIDBI would neither involve itself in any matters nor be responsible for any shortcomings arising out of the noncompliance of the necessary regulations / laws.

Date:

SIGNATURE
Name and Seal of the firm / Agency

Date:

SIGNATURE
Name and Seal of firm

(This format shall be sent in a separate sealed cover superscribing - "TECHNICAL BID FOR SECURITY ARRANGEMENT")

P A R T - II
THE FORMAT FOR FINANCIAL BID
(Security Arrangement)

From,

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To,

The Deputy General Manager,
Small Industries Development Bank of India,
1st Floor, Commerce House,
7, Race Course Road, New Palasia,
Indore - 452001, Madhya Pradesh

Sl. No.	Particulars	Category	Rate per Guard (₹)	No of guards	Rate (₹)* (Pl. write in words also)
1	Security Guard (SG)	Semi-Skilled		3	
	Total			3	

Note :

Please provide break-up rate as per format enclosed with the Financial Bid and according to Minimum Wages prescribed by the Central Labour Commissioner, Govt. of India.

Minimum Wages will be revised during the period of contract in accordance with Dearness Allowance revised from time to time by Central Labour Commissioner as per the provisions of Minimum Wages Act, 1948. Accordingly, EPF/ESI will also be paid as per the revised rates.

The above rates are exclusive of **applicable taxes** which would be levied at the applicable rates from time to time. 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.

Date:

SIGNATURE
Name and Seal of firm

(This format shall be sent in a separate sealed cover superscribing - "FINANCIAL BID FOR SECURITY ARRANGEMENT")

Annexure III contd..- FORMAT

**Break-up of rate quoted per guard as per Minimum Wages
prescribed by the Central Labour Commissioner, Govt. of India**

Sl. No.	Particulars	Security Guard
1	Wage for 26 days	
2	EPF	
3	ESIC	
4	Bonus	
5	Gratuity	
6	Sub-Total (A)	
7	Service Charge	
8	Sub-Total (B)	
9	GST	
10	Sub-Total (C)	
11	Grand Total(A+B+C)	

Undertaking

I, _____, S/o _____ Proprietor /Partner
/ _____ Director of _____ do hereby declare and undertake
as under :-

That in the capacity of Independent Labour Contractor for M/s
_____, I have complied with the provisions of all laws as applicable.
I have paid the wages for the month of _____ which are not less than
the minimum rates as applicable, to all my employees and no other dues are
payable to any employee.

That I have covered all the eligible employees under Employees' Provident
Funds and Miscellaneous Provision Act and the Employees' State Insurance Act
and deposited the contributions for the following months and as such no
amount towards contributions whatsoever is payable.

I further declare and undertake that in case any liability pertaining to my
employees is to be discharged by M/s _____ due to my lapse, I
undertake to reimburse the same. M/s _____ is also authorized to
deduct the same from my dues as payable.

Authorised Signatory