



PRE- QUALIFICATION CUM TENDER NOTICE FOR  
MANAGEMENT OF FIRE & ACCESS CONTROL SYSTEM, X-RAY  
BAGGAGE SYSTEM AND OTHER SERVICE ALLIED SERVICES AT  
SIDBI, BKC OFFICE

सिडबी, बीकेसी कार्यालय में अग्नि एवं अभिगम नियंत्रण प्रणाली,  
एक्स-रे बैगेज प्रणाली और अन्य संबंधित सेवाओं के प्रबंध हेतु  
पूर्व-अर्हता सह निविदा सूचना



सिडबी, बीकेसी कार्यालय में अग्नि एवं अभिगम नियंत्रण प्रणाली,  
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निविदा प्रस्तुत करने की अंतिम तिथि  
LAST DATE OF SUBMISSION OF TENDER

20 दिसंबर, 2018  
DECEMBER 20,2018

मूल्य Price ` 500 (सिडबी की वेबसाइट से निविदा दस्तावेज़ डाउनलोड करने पर निविदा की लागत  
के रूप में ` 500.00 का डीडी संलग्न करें)

(Those who download the tender from the website should enclose the DD for ` 500 towards  
the cost of tender.)

यह दस्तावेज़ भारतीय लघु उद्योग विकास बैंक (सिडबी) की संपत्ति है। सिडबी की लिखित अनुमति के  
बिना इसकी प्रतिलिपि नहीं की जा सकती, इसे वितरित नहीं किया जा सकता और न ही इसे इलेक्ट्रॉनिक  
या अन्यथा किसी अन्य माध्यम से रिकॉर्ड किया जा सकता है। अधिकृत कर्मियों / एजेंसियों द्वारा यहां  
निर्दिष्ट उद्देश्य के अलावा किसी अन्य उद्देश्य के लिए इस दस्तावेज़ में दी गयी सामग्रियों का उपयोग सख्ती  
से प्रतिबंधित है। इसका उपयोग कॉपीराइट का उल्लंघन होगा और इस प्रकार दंडनीय होगा।

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**सिडबी, बीकेसी कार्यालय में अग्नि एवं अभिगम नियंत्रण प्रणाली, एक्स-रे बैगेज प्रणाली और अन्य संबंधित सेवाओं के प्रबंध हेतु पूर्व-अर्हता सह निविदा सूचना**  
**PRE-QUALIFICATION CUM TENDER NOTICE**  
**FOR MANAGEMENT OF FIRE & ACCESS CONTROL SYSTEM, X-RAY BAGGAGE SYSTEM AND OTHER SERVICE ALLIED SERVICES**

**1. परिचय एवं आवश्यकता Introduction and Requirement:**

सिडबी एक अखिल भारतीय वित्तीय संस्था है जो सूक्ष्म, लघु और मध्यम उद्यमों की आवश्यकताओं को पूरा करता है। इस का मुख्यालय लखनऊ में है।

Small Industries Development Bank of India (SIDBI) is an all India Financial Institution catering to the financial needs of Micro, Small and Medium Enterprises. It has its Head Office at Lucknow.

भारतीय लघु उद्योग विकास बैंक (सिडबी) प्रतिष्ठित एवं अनुभवी एजेंसियों से अग्नि नियंत्रण प्रणाली (नलकों, छिड़काव यंत्रों, पंपों, बीएएमएस, अग्नि पट्टिकाओं और सार्वजनिक संबोधन प्रणाली इत्यादि), अभिगम नियंत्रण प्रणाली और कार्यालय परिसर के भीतर पूरी निगरानी बनाए रखने के साथ ही एसएमई विकास केंद्र, बांद्रा कुर्ला कॉम्प्लेक्स, मुंबई स्थित निम्न पते पर एक्स-रे बैगेज प्रणाली के लिए दो-बोली प्रणाली के अंतर्गत सीलबंद निविदाएँ आमंत्रित करता है।

SIDBI invites sealed tenders under two-bid system from reputed and experienced agencies for providing overall management of Fire Control systems (Hydrants, Sprinklers, Pumps, BAMS, fire panels and public-address systems etc.), Access Control Systems and maintaining complete vigil within the office premises and X-Ray Baggage System at SME Development Centre, Bandra Kurla Complex, Mumbai at the given below address.

इच्छुक एजेंसियों से यह अपेक्षित है कि वे तकनीकी एवं वित्तीय बोलियों को पृथक रूप से प्रस्तुत करें। “तकनीकी बोली” संबंधी सीलबंद लिफाफा-I और “वित्तीय बोली” संबंधी सीलबंद लिफाफा-II को तीसरे सीलबंद लिफाफे में रखा जाना चाहिए, जिस पर “अग्नि एवं अभिगम नियंत्रण प्रणाली, एक्स-रे बैगेज प्रणाली और अन्य संबंधित सेवाओं के प्रबंध हेतु पूर्व-अर्हता सह निविदा सूचना” शीर्षकित हो और इसे 20 दिसंबर, 2018 को 1530 बजे तक या उससे पूर्व “उप महाप्रबंधक, (परिसर उद्-भाग), भारतीय लघु उद्योग विकास बैंक, एमएसएमई विकास केंद्र, सी-11, जी ब्लॉक, बांद्रा कुर्ला कॉम्प्लेक्स, बांद्रा (पूर्व), मुंबई - 400 051” के कार्यालय में पहुँच जाना चाहिए। तकनीकी बोली उसी दिन सिडबी कार्यालय में 1530 बजे खोली जायेगी।

The interested agencies are required to submit the technical and financial bids separately. The bids in Sealed Cover-I containing “Technical Bid” and Sealed Cover-II containing “Financial Bid” should be placed in a third sealed cover super scribed “Pre-qualification cum Tender for management of Fire & Access Control System, X-Ray Baggage System and other service allied services” and should reach at the office of “**Deputy General Manager (Premises Vertical) Small Industries Development Bank of India, MSME Development Centre,**



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**C-11, G -Block, Bandra Kurla Complex, Bandra (E), Mumbai - 400 051, before 1500 hrs on or before December 20,2018.** The technical bids shall be opened on the same day at 1530 hrs at SIDBI.

पात्रता मानदंड, कार्य का क्षेत्र , नियम एवं शर्तों और करार के प्ररूप पर आधारित निविदा दस्तावेज हमारे कार्यालय से किसी भी कार्य-दिवस के दिन पूर्वाह्न 10.30 बजे से 17.30 बजे के बीच ₹ 500.00 मात्र के भुगतान के आधार पर खरीदा जा सकता है या सिडबी के वेबसाइट [www.sidbi.in](http://www.sidbi.in) से डाउनलोड किया जा सकता है। वेबसाइट से डाउनलोड किए जाने की स्थिति में लिफाफा-I में अपनी “तकनीकी बोली” के साथ “सिडबी” के पक्ष में, मुंबई में देय ₹ 500.00 की अतिरिक्त धनराशि की डीडी संलग्न की जानी चाहिए। बोली की बयाना राशि (ईएमडी) के रूप में ₹ 45,000.00 (पैंतालीस हजार रुपए मात्र) का भुगतान “सिडबी” के पक्ष में मुंबई में देय डिमांड ड्राफ्ट के माध्यम से किया जाना चाहिए।

The tender document containing eligibility criterion, scope of work, terms & conditions and draft agreement can be purchased from SIDBI on any working day between 10.30 and 1730 hrs on payment of ₹ 500.00 only or can be downloaded from SIDBI website ie. [www.sidbi.in](http://www.sidbi.in). Those who download the tender document from website should enclose an additional DD for ₹ 500.00 in favour of “SIDBI”, payable at Mumbai, along with their tender bid in the Cover-I “Technical Bid. The bid service (EMD) of ₹ 45,000.00 (Rupees Forty Five thousand only) should be paid by Demand Draft in favour of “SIDBI” payable at Mumbai.

किसी भावी स्पष्टीकरण और /अथवा शुद्धिपत्र (त्रों ) को सिडबी वेबसाइट [www.sidbi.in](http://www.sidbi.in) के निविदा वाले भाग में प्रदर्शित किया जाएगा।

Any future clarification and/or corrigendum(s) shall be communicated through tender section on SIDBI websites: [www.sidbi.in](http://www.sidbi.in).

उप महाप्रबंधक, (परिसर उद्-भाग),  
**Deputy General Manager (Premises Vertical)**  
भारतीय लघु उद्योग विकास बैंक, एमएसएमई विकास केंद्र,  
**Small Industries Development Bank of India, MSME Development Centre**  
सी-11, जी ब्लॉक, बांद्रा कुर्ला कॉम्प्लेक्स, बांद्रा (पूर्व),  
**C-11, G-Block , Bandra Kurla Complex, Bandra (E)**  
मुंबई - 400051  
**Mumbai - 400 051.**  
ई-मेल / E-Mail: [uksingh@sidbi.in](mailto:uksingh@sidbi.in)  
वेबसाइट /Website: [www.sidbi.in](http://www.sidbi.in)

2. बोली सूचना Bidding Information:

उद्देश्य Purpose	अग्नि एवं अभिगम नियंत्रण प्रणाली, एक्स-रे बैगेज प्रणाली और अन्य संबंधित सेवाओं के प्रबंध हेतु पूर्व -अर्हता सह निविदा सूचना <b>Pre-qualification cum Tender for management of Fire &amp; Access Control System, X-Ray Baggage System</b>
बयाना जमा राशि (ईएमडी) Earnest Money Deposit (EMD)	₹ 45,000/- [तकनीकी बोली के साथ सिडबी के पक्ष में मुंबई में देय किसी अनुसूचित वाणिज्यिक बैंक पर आहारित / से डिमांड ड्राफ्ट (डी डी)/ भुगतान आदेश (पीओ) / बैंक गारंटी (बीजी) के रूप में जमा किया जाना है] [to be submitted in the form of Demand Draft(DD)/ Pay Order (PO) / Bank Guarantee (BG) drawn on / from any scheduled commercial bank in favour of SIDBI payable at Mumbai along with Technical Bid].
बोलियाँ प्रस्तुत करने की अंतिम तिथि Last Date of Submission of Bids.	20 दिसंबर, 2018, 15.30 बजे December 20,2018, 15:30 hours
स्पष्टीकरण Clarifications.	स्पष्टीकरण, यदि कोई है तो, 'uksingh@sidbi.in / <a href="mailto:rkenkre@sidbi.in">rkenkre@sidbi.in</a> पर 20 दिसंबर, 2018 16.00 बजे तक ई-मेल के माध्यम से लिखित में पूछा जा सकता है। Clarifications, if any, may be asked in writing through e-Mail not later than December 20,2018 by 16:00 hrs on mail id. 'uksingh@sidbi.in /rkenkre@sidbi.in
बोली की वैधता Bid Validity	मूल्य बोलियाँ खोलने की तिथि से 03 माह   <b>03 months</b> from the date of the opening of price bids.
बोलियाँ प्रस्तुत करने के लिए पता Address for submission of Bids	उप महाप्रबंधक, (परिसर उद्-भाग), The Deputy General Manager (Premises Vertical) भारतीय लघु उद्योग विकास बैंक, Small Industries Development Bank of India, एमएसएमई विकास केंद्र, MSME Development Centre, सी-11, जी ब्लॉक, बांद्रा कुर्ला कॉम्प्लेक्स, बांद्रा (पूर्व), C-11, G -Block, Bandra Kurla Complex, Bandra (E), मुंबई - 400051 Mumbai - 400 051
लिफाफों की संख्या (बिना खिड़की के, मोहरबंद) No. of Envelopes (Non window, sealed)	इच्छुक एजेंसियों से यह अपेक्षित है कि वे तकनीकी एवं वित्तीय बोलियों को पृथक रूप से प्रस्तुत करें। The interested agencies are required to submit the technical and financial bids separately.

	<p>“तकनीकी बोली” संबंधी सीलबंद लिफाफा-I और “वित्तीय बोली” संबंधी सीलबंद लिफाफा-II को तीसरे सीलबंद लिफाफे में रखा जाना चाहिए, जिस पर “अग्नि एवं अभिगम नियंत्रण प्रणाली, एक्स-रे बैगेज प्रणाली और अन्य संबंधित सेवाओं के प्रबंध हेतु पूर्व-अर्हता सह निविदा सूचना” शीर्षकित हो। The bids in Sealed Cover-I containing “Technical Bid” and Sealed Cover-II containing “Financial Bid” should be placed in a <b>third sealed cover (Non-Window)</b> super scribed “Pre-qualification cum Tender for management of Fire &amp; Access Control System, X-Ray Baggage System and other service allied services at SIDBI Office BKC”</p> <p><b>प्रथम लिफाफा 1<sup>st</sup>. Envelope :</b></p> <p>(अग्नि एवं अभिगम नियंत्रण प्रणाली, एक्स-रे बैगेज प्रणाली और अन्य संबंधित सेवाओं के प्रबंध हेतु पूर्व-अर्हता सह निविदा सूचना-तकनीकी बोली”) शीर्षकित हो, जिसमें निम्नलिखित हों: Superscribing “Pre-qualification cum Tender for management of Fire &amp; Access Control System, X-Ray Baggage System and other service allied services -Technical Bid”) containing:</p> <ol style="list-style-type: none"><li>1. ₹ 45,000/-[अनुसूचित वाणिज्यिक बैंक पर/से] बयाना जमा राशि के प्रति डिमांड ड्राफ्ट/ भुगतान आदेश Demand Draft /Pay Order/Bank Guarantee towards Earnest Money Deposit (EMD) for ₹ 45,000/- [on/from scheduled commercial bank]</li><li>2. अनुबंध I में दिये गए फारमेट के अनुसार तकनीकी बोली का विवरण Technical Bid details as per format given in Annexure I यदि यह प्रस्तुत नहीं किया गया है तो तकनीकी बोली आगे मूल्यांकन के पात्र नहीं होगा। In case the same is not submitted, the technical bid would not qualify for further evaluation.</li><li>3. अनुबंध II मसौदा करार प्ररूप Draft Agreement Format Annexure II</li><li>4. अनुबंध III में दिये गए फारमेट के अनुसार बैंक अधिदेश फॉर्म। Bank Mandate Form as per format given in Annexure III.</li></ol> <p><b>द्वितीय लिफाफा: 2<sup>nd</sup> Envelope:</b></p>
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	(अग्नि एवं अभिगम नियंत्रण प्रणाली, एक्स-रे बैगेज प्रणाली और अन्य संबंधित सेवाओं के प्रबंध हेतु पूर्व-अहर्ता सह निविदा सूचना – वित्तीय बोली”) शीर्षांकित हो, जिसमें अनुबंध IV में दिये गए प्ररूप के अनुसार मूल्य बोली दिया गया हो। (Superscribing “Pre-qualification cum Tender for management of Fire & Access Control System, X-Ray Baggage System and other service allied services -Financial Bid”) containing price bid as per format given in Annexure IV.
तकनीकी बोलियाँ खोलने की तिथि Date of opening of Technical Bids	<b>20 दिसंबर, 2018 को 1500 बजे या उससे पहले। तकनीकी बोलियाँ सिडबी में उसी दिन 1530 बजे खोली जायेगी ।</b> <b>Before 1500 hrs on or before December 20,2018.</b> The technical bids shall be opened on the same day at 1530 hrs at SIDBI.
मूल्य बोलियाँ खोलने की तिथि और समय Date and time of opening of Price Bids	मूल्य बोलियाँ बाद की तिथि में खोली जायेंगी जिसकी सूचना केवल चयनित सुरक्षा एजेंसियों को सूचित किया जाएगा। Price bids would be opened at a later date which would be notified only to the short-listed Security Agencies.
संपर्क विवरण Contact Details	श्री यू.के. सिंह, उमप्र (सुरक्षा) Shri UK Singh, DGM (Security) 022-67531190/ 9839014405 <b>uksingh@sidbi.in</b>

### **3. Annexure Terms & Conditions of Contract (Annexure to Agreement)**

#### **A. Scope of Work:**

Providing Overall management of Fire Control systems (Hydrants, Sprinklers, Pumps, fire panels and public address systems etc.), Access Control Systems and maintaining complete vigil within the office premises and X-Ray Baggage System at SME Development Centre, Bandra Kurla Complex, Mumbai by deploying required number of Service Personnel.

1. The Agency shall provide fire management, access control system. X-ray baggage system services by deploying adequately trained and well-disciplined personnel who shall safeguard the SIDBI site, buildings, moveable and immovable assets, equipments and other items at the above address from any thefts, pilferage or damage and also ensure safety of the employees, visitors, guests or any other persons working in its complex/premises.
2. The service personnel shall be deployed round the clock in 3 shifts at the SIDBI, MSME Dev Centre, BKC, Mumbai office to safeguard the premises.
3. The Agency shall maintain records of inward and outward movement of men (Employees, Sub Contractor Personals and also regulation of guests and visitors), materials and vehicles, etc with proper check on the same as per instructions given from time to time by SIDBI.





**PRE- QUALIFICATION CUM TENDER NOTICE FOR  
MANAGEMENT OF FIRE & ACCESS CONTROL SYSTEM, X-RAY  
BAGGAGE SYSTEM AND OTHER SERVICE ALLIED SERVICES AT  
SIDBI, BKC OFFICE**

4. The service personnel deployed shall take regular rounds of the premises to maintain vigil and remain alert.
5. The service personnel should have been duly trained in Fire Safety Operations. They should be trained to operate and day to day services of various fire control equipments installed at SIDBI site. A mock fire drill may be organized half yearly.
6. The Agency shall keep the Client informed of all the matters of service and co-operate in the investigation of any incident relating to service.

**B. Eligibility Criteria:**

1. The Bidder may be a Private Limited Company/ Limited Company / Firm/ Corporate body legally constituted and/ or empanelled/ registered with DGR who possess the required licenses, registrations etc as per law valid at least for 12 months from the date of the opening of tender.
2. The Bidder shall have at least 3 years' experience of providing security management services.
3. Having successfully provided similar services with contract value worth ` 10 lacs or more per year) in last three years.
4. Proof of financial turnover with a minimum of ` 20 Lacs per year achieved, duly attested by CA.
5. The bidder should have an office in proximity of MUMBAI.
6. There should be no case pending with the police against the Proprietor/Firm/Partner or the Company (Agency).
7. The bidder shall have the following Registrations and details of the same be provided in the Technical Bid:
  - (a) PF Registration:
  - (b) ESI Registration:
  - (c) GST Registration:
  - (d) Valid License, issued by Regional Labour Commissioner, Govt of India
8. The bidder should have a Training arrangement for its employees and a certificate in that regard may be submitted by the agency.

**C. Information and Conditions relating to Submission of Bids**

1. The initial period of contract shall be for 24 months may be extended by six months/ one year at a time depending on performance of the Agency and at discretion of SIDBI.



**PRE- QUALIFICATION CUM TENDER NOTICE FOR  
MANAGEMENT OF FIRE & ACCESS CONTROL SYSTEM, X-RAY  
BAGGAGE SYSTEM AND OTHER SERVICE ALLIED SERVICES AT  
SIDBI, BKC OFFICE**

2. The tender document containing eligibility criterion, scope of work, terms & conditions and draft agreement can be purchased from SIDBI on any working day between 10.00 hrs and 1700 hrs on payment of non-refundable charges of ` 500/- only or can be downloaded from SIDBI Website. Those who download the tender document from Website should enclose a DD for ` 500/- in favour of "SIDBI", payable at Mumbai, along with their bid in the Cover-I containing Technical Bid.
3. The interested agencies are required to submit the technical and financial bid separately in the format enclosed. The bids in sealed Cover-I containing "Technical Bid" and sealed Cover-II containing "Financial Bid" should be placed in a third sealed cover super-scribed "Tender for overall fire management, access control system, X ray Baggage system Services" should reach SIDBI before 1500 hrs on or before December 20,2018. The technical bids shall be opened on the same day at 1530 hrs at SIDBI in presence of the bidders or their authorized representatives who choose to remain present.
4. All the pages of the tender should be signed by the owner of the firm or his Authorized signatory. In case the tenders are signed by the Authorized signatory, a copy of the power of attorney/authorization may be enclosed along with tender.
5. A copy of the terms and conditions shall be signed on each page and submitted with the technical bid as token of acceptance of terms and conditions.
6. The bidder shall pay Bid Service (EMD) of ` 45,000.00 (Rupees Forty five thousand only) along with the technical bid by Demand Draft in favour of "SIDBI" drawn on any Nationalized Bank/Scheduled Bank and payable at Mumbai. Bids received without Earnest Money deposit (EMD) shall stand rejected and thus shall not be considered for evaluation etc at any stage.
7. The bid service (EMD) without interest shall be returned to the unsuccessful bidders after finalization of contract.
8. The EMD deposited by successful agency will be adjusted towards Service deposit as demanded above. If the successful bidder fails to furnish the difference amount between Security Deposit and EMD within 15 (fifteen) days after the issue of Letter of Award of Work, his bid service (EMD) shall be forfeited unless time extension has been granted by SIDBI.
9. The EMD shall be forfeited if successful bidder fails to undertake the work or fails to comply with any of the terms and conditions of the contract.
10. The bid shall be valid and open for acceptance of the Competent Authority of SIDBI for a period of 90 days from the date of opening of the tenders and no request for any variation in quoted rates and/withdrawal of tender on any ground by successful bidder shall be entertained.
11. To assist in the analysis, evaluation and computation of the bids, the Authority may ask bidders individually for clarification of their bids. The request for clarification and the response shall be in writing but no change in the price or substance of the bid offered shall be permitted.





**PRE- QUALIFICATION CUM TENDER NOTICE FOR  
MANAGEMENT OF FIRE & ACCESS CONTROL SYSTEM, X-RAY  
BAGGAGE SYSTEM AND OTHER SERVICE ALLIED SERVICES AT  
SIDBI, BKC OFFICE**

12. After evaluation, the work shall be awarded normally to the Agency fulfilling all the conditions and who has quoted the lowest rate after complying with the provisions of Minimum Wages Act (Central Govt). In case two or more agencies are found to have quoted the same rates, the Competent Officer authorized by SIDBI shall decide about the agency to which the offer shall be granted based on the report on the past performance of the firm, and length of experience etc. The decision of the Competent Authority shall be final and binding.
13. The quoted rates shall not be less than the minimum wages of Central Govt and shall include all statutory obligations. The rate quoted should be consolidated and inclusive of Income Tax, Employer EPF contribution, ESI contribution etc, bonus, insurance, leave salary etc.
14. SIDBI shall reimburse the Agency to the extent of the amount of variation arising out of the upward revisions in minimum wages as per Labour Commissioner of Central Govt above the rates mentioned in the contract and derived statutory obligations thereof provided the documentary evidence is produced by the Agency making such payments to that extent only.
15. SIDBI reserves the right to accept or reject any or all bids without assigning any reasons. SIDBI also reserves the right to reject any bid which in its opinion is non responsive or violating any of the conditions/specifications without any liability to any loss whatsoever it may cause to the bidder in the process.
16. The agency shall submit a proof to the Bank of all the payments made to its employees.

**D. Terms and Conditions:**

1. The services and provision for the required manpower shall be as under:

Shift	Time	Control Room Operator / Customer	Fire Man
First	0730 hrs. – 1530 hrs.	1	1
Second	1530 hrs. – 2330 hrs.	1	1
Third	2330 hrs. – 0730 hrs.	0	1
General	0930 hrs. – 1730 hrs.	1	0

Control Room operators / Customer Relation Officers (CROs) will be deployed from Monday to Saturday (Sunday holiday). Firemen will be deployed in three shifts for all 7 days in a week. However, the above number and arrangement of deployment of the Service personnel is without prejudice to the right of SIDBI to deploy the service personnel in any other number or manner considered to be more suitable in the interest of the SIDBI.

2. The agency shall ensure that the service personnel deputed are healthy and not more than 40 years of age. The agency will get their antecedents, character and conduct verified.



**PRE- QUALIFICATION CUM TENDER NOTICE FOR  
MANAGEMENT OF FIRE & ACCESS CONTROL SYSTEM, X-RAY  
BAGGAGE SYSTEM AND OTHER SERVICE ALLIED SERVICES AT  
SIDBI, BKC OFFICE**

3. The full particulars of the personnel to be deployed by the agency including their names and addresses, shall be furnished to SIDBI along with testimonials before they are actually deployed for the job.
4. The agency shall not deploy or shall discontinue deploying the person(s), if so desired by the SIDBI at any time without assigning any reason whatsoever.
5. A local representative of Agency shall be In-charge of the service system and shall be responsible for the efficient rendering of the service under the contract. The service personal shall be equipped with latest communication systems/mobile. Night Fire Men shall be equipped with proper protection and lighting devices. While working at the premises of SIDBI, they shall work under directives and guidance of SIDBI and will be answerable to SIDBI. This will, however, not diminish in any way, the agency's responsibility under contract to SIDBI.
6. The agency shall deploy Fire Men trained in all facets of service work, including firefighting. The Agency shall provide necessary undertaking and documentary evidence in this regard.
7. The visitors shall be regulated as per SIDBI's procedure and records thereof maintained as stipulated. Further, the visitors shall be attended with due courtesy.
8. A senior level representative of the Agency shall visit SIDBI premises at least once-a fortnight and review the service performance of its personnel. During the weekly visit, Agency's representative will also meet the Head, Security Deptt, at MSME Dev Centre, MUMBAI, officer dealing with service under the contract for mutual feedback regarding the work performed by his personnel and removal of deficiencies, if any, observed in their working.
9. The Agency shall ensure that any replacement of the personnel, as required by SIDBI for any reason specified or otherwise, shall be effected promptly without any additional cost to the SIDBI. If the agency wishes to replace any of the personnel, the same shall be done with prior concurrence of SIDBI at Agency's own cost.
10. The Agency shall provide reasonably good uniform with name badges to its personnel deployed at SIDBI site at its own cost and ensure that they are used by the personnel deployed and are maintained in good condition. The incidentals, such as, belt, shoes, socks, caps, torch with cell, cane stick, gun, bullets, etc shall be borne/supplied by the Agency at its cost.
11. The agency shall ensure that the personnel deployed by it are disciplined and do not participate in any activity prejudicial to the interest of SIDBI.
12. The day-to-day functioning of the services shall be carried out in consultation with and under direction of SIDBI. Proposals for efficient functioning of the service systems shall be discussed, considered and implemented from time to time by the agency with approval of SIDBI.
13. The agency shall be solely responsible for compliance to the provisions of various Labour and industrial laws, such as, wages, allowances, compensations, EPF, Bonus, Gratuity, ESI etc. relating to personnel deployed by it at SIDBI site or for any accident caused to them and SIDBI shall not be liable to bear any expense in this regard. The Agency shall make payment of

wages to workers engaged by it by the stipulated date irrespective of any delay in settlement of its bill by SIDBI for whatever reason. The Agency shall also be responsible for the insurance of its personnel. The service agency shall specifically ensure compliance of various Laws/Acts, including but not limited to with the following and their re-enactments/amendments/modifications:-

- (a) The Payment of Wages Act 1936
  - (b) The Employees Provident Fund Act, 1952
  - (c) The Factory Act, 1948
  - (d) The Contract Labour (Regulation) Act, 1970
  - (e) The Payment of Bonus Act, 1965
  - (f) The Payment of Gratuity Act, 1972
  - (g) The Employees State Insurance Act, 1948
  - (h) The Employment of Children Act, 1938
  - (i) The Motor Vehicle Act, 1988
  - (j) Minimum Wages Act, 1948
14. In case of any theft or pilferages, loss or other offences, the agency will investigate and submit a report to SIDBI and maintain liaison with the police. FIR will be lodged by SIDBI, wherever necessary. If need be, joint enquiry comprising of both the parties shall be conducted and responsibility fixed.
15. The agency shall ensure that service staff appointed by them is fully loyal-to and assist SIDBI during normal periods as well as during strike and other emergencies for the protection of personnel and property both moveable and immoveable to the entire satisfaction of SIDBI.
16. In case of any loss that might be caused to the SIDBI due to lapse on the part of the service personnel discharging service responsibilities will be borne by the Agency and in this connection, SIDBI shall have the right to deduct appropriate amount from the bill of contracting agency to make good such loss to SIDBI besides imposition of penalty. In case of frequent lapses on the part of the service personnel deployed by the contractor, SIDBI shall be within its right to terminate the contract forthwith or take any other action without assigning any reason whatsoever.
17. In the event of any service personnel being on leave/absent, the agency shall ensure suitable alternative arrangement to make up for such absence. To meet such eventualities the agency shall make provision for leave reserve.



**PRE- QUALIFICATION CUM TENDER NOTICE FOR  
MANAGEMENT OF FIRE & ACCESS CONTROL SYSTEM, X-RAY  
BAGGAGE SYSTEM AND OTHER SERVICE ALLIED SERVICES AT  
SIDBI, BKC OFFICE**

18. As and when SIDBI requires additional service strength on temporary or emergent basis, the agency will depute such service personnel under the same terms and conditions and accepted rates. For the same, a notice of two days will be given by the SIDBI. Similarly, if the service personnel deployed by the agency any time are found absent from duty or sleeping or found engaged in irregular activities, SIDBI shall deduct the requisite amount at the pro-rata rates from the bill of the agency besides imposition of penalty for non-observance of the terms of contract.
19. The agency shall arrange to maintain at the service desk/booth, the daily shift-wise attendance record of the service personnel deployed by it showing their arrival and departure time. The Agency shall submit to SIDBI an attested photocopy of the attendance record and enclose the same with the monthly bill.
20. SIDBI shall pay the agreed amount on production of monthly bill. No other charges of any kind shall be payable.
21. There would be no increase in rates payable to the Agency during the Contract period except reimbursement of the statutory wages revised by the Government.
22. The Income-tax as applicable shall be deducted from the bill unless exempted by the Income-tax Department.
23. The Service personnel deployed by the agency shall have at least the minimum elementary knowledge of reading and writing so as to be able to make entries in the registers kept at the service desk/booth whenever required and also to write their names in the attendance register and mark their arrival and departure by signing in the register.
24. In case of non-compliance/non-performance of the services according to the terms of the contract, SIDBI shall be at liberty to make suitable deductions from the bill without prejudice to its right under other provisions of the contract.
25. The agency shall be solely liable for all payment/dues of the Workers employed and deployed by it. The agency shall fully indemnify SIDBI against all the payments, claims, and liabilities whatsoever incidental or directly arising out of or for compliance with or enforcement of the provisions of any of the labour or other laws to the extent they are applicable to establishment /work in SIDBI premises.
26. The decision of SIDBI in regard to interpretation of the Terms & Conditions and the Agreement shall be final and binding on the Agency.
27. In the event of any dispute between the parties in connection with this the Contract, Agency agrees that the authorized executives of both sides shall co-ordinate to settle the dispute. In the event the concerned Parties are unable to resolve the referred dispute fully and finally in accordance with the procedure specified above, then the same shall be settled as follows:

Any dispute arising out of or due to the conditions of this arrangement shall be settled through arbitration as laid down under the Arbitration and Conciliation Act, 1996 or any re-enactment or modification thereof. The arbitration proceedings shall be conducted in the Office of the Client at

MSME Development Centre, C11, G Block, Bandra Kurla Complex, Mumbai. All proceedings shall be conducted in English and a daily transcript in English shall be prepared;

- The Agency and the client that Dy. General Manager, Security Deptt of SIDBI, at Mumbai shall be the Sole Arbitrator.
- The arbitration award given by any such Sole Arbitrator shall be final and binding on the disputant parties. The costs of arbitration shall be determined and specified by the Arbitrator. Till such time as the Sole Arbitrator passes the award, each party shall bear its respective costs and shall bear the costs of the arbitration equally.
- The Parties agree to submit to the exclusive jurisdiction of the courts of Mumbai.

28. Any violation of instructions/agreement or suppression of facts will attract cancellation of agreement without any reference.

29. An agreement shall be signed with the successful bidder as per specimen enclosed.

Note: These terms and conditions are part of the Contract/Agreement as indicated in the Agreement between 'Client' (First Part) and the 'Agency' (Second Part) and any non-compliance shall be deemed as breach of the Contract/Agreement.

**D. Instructions for Bidder:**

The intended bidders should visit the SIDBI, MSME Dev Centre, BKC, Mumbai before bidding to inspect the various fire equipments, access control system, BAMS, X Ray baggage system located in the premises to be given service coverage so as to submit the deployment of personnel along with the TECHNICAL BID and also familiarized itself with "Fire equipments, access system, X-Ray baggage system including Incoming and Outgoing movements of Staff, Outsiders and Supplies of goods, parking of vehicles, safety equipment & belongings and monitoring of facilities and Firefighting system etc."

Rate quoted for each category separately on a monthly basis i.e. 30 days. Also to indicate separately the additional charges to be included in the monthly bill viz Reliever charges, weekly off charges, service charges, GST, including the amounts of ESI and EPF (Both Employees and Employer charges) etc thereby the total amount arrived is to be quoted and the same is compulsory to be quoted, if not mentioned quotation is liable to be rejected. The rate quoted should be firm for a period of one year. No upward revision will be entertained.

1. The Fire Protection arrangements (Firemen) should be provided round the clock on all days in shifts and General shift including holidays for two years. Vacancy in any shifts under any circumstances is not allowed. Replacement of fire protection personnel should be arranged well in advance in case of any of the personnel falling of absent from work in all the three shifts and General Shifts.
2. The CRO should be having a necessary qualification on fire safety equipments. He should be physically and medically fit. He should have been trained in Industrial Fire Fighting, having knowledge of handling all kinds of firefighting systems. Knowledge in providing emergency first aid and should be having at least 5 years' experience in the above activities. The firm has to ensure that the employees should have thorough knowledge on routine fire protection duties. Firemen deployed shall be physically and medically fit and shall be above the age of 21 years and below the age of 40 years. CRO and Firemen should have fire hydrant & firefighting equipments training certificates. They should have sound knowledge and experience in handling fire – fighting



equipments. They should have been trained in providing emergency first aid and should have passed fire – fighting course conducted by reputed firm and in possession of its certificate kept valid throughout the contract period. The persons not producing the certificates will not be allowed to perform the duties.

3. The CRO will be responsible for the fire guards deployed in shift and should monitor their activities regularly in all shifts. The CRO will be responsible in carrying out all types of operations and maintenance activities in the firefighting system. He should be available in premises for any emergency at any time and during leave, one reliever CRO shall be arranged by the firm without fail. Failing which if the reliever of CRO happens to be fireman, then the fire man salary should be claimed in the monthly bill instead of CRO salary during that leave period.
4. The firm should have 3 years' Experience consecutively and exclusively in providing fire protection arrangements in last five Years to any Financial Institutions, Banks, PSU, Govt. Undertaking Unit, Public Limited Company and Multinational Company. They should submit documentary evidence for the same. Parties not having the above Experience will not be considered for tendering process.
5. The firm should obtain all permits and licenses under the laws or regulations applicable and in connection with the work carried out and shall comply with and discharge all statutory obligations/liabilities under various laws such as Home Department, Govt. of Mumbai, Factories Act, Employee's State Insurance Act, Employee's Provident Fund Act, payment of wages Act, Contract Labour (Regulation & Abolition) Act, Minimum Wages Act, etc., or any modification thereof. The rate quoted shall be firm for the entire contract period, whatever be the implication of the Government/local authority etc., from time to time. The rate quoted should be for one month i.e. 30 days in each category.
6. The firm shall strictly follow the social security measures such as ESI, EPF etc., announced by the Government Gazette notification from time to time and ensure the remittances are sent to concerned authorities within the due date.
7. The firm has to submit Photostat copies of documents pertaining to the experience and training of the CRO and Fire Men individually before deploying them.
8. The tender must enclose all duly attested Photostat copies of documentary proof for the License from the Home Department, Govt. of Maharashtra, EPF,ESI, Income Tax Pan No/Certificates, Labour License, Company Registration Certificate and other allied documents along with the quotation.
9. The quotation without the documentary proof for having separate EPF and ESI code numbers will not be considered for eligibility.
10. EMD/BID SECURITY: The bidder shall pay Bid Service (EMD) of ₹ 45,000.00 (Rupees Forty Five thousand only) along with the technical bid by Demand Draft in favour of "SIDBI" drawn on any Nationalized Bank/Scheduled Bank and payable at Mumbai. Bids received without Earnest Money deposit (EMD) shall stand rejected and thus shall not be considered for evaluation etc at any stage. The successful tender must deposit 10% of the Total quoted value (Excluding GST) as Security





**PRE- QUALIFICATION CUM TENDER NOTICE FOR  
MANAGEMENT OF FIRE & ACCESS CONTROL SYSTEM, X-RAY  
BAGGAGE SYSTEM AND OTHER SERVICE ALLIED SERVICES AT  
SIDBI, BKC OFFICE**

Deposit, in the form of Demand Draft drawn on any Nationalized Bank/Scheduled Bank, in favour of the SIDBI, payable at Mumbai for entire tenure of agreement.

11. The EMD of the unsuccessful tender will be returned within a reasonable time. The EMD of the successful tender will be retained by the SIDBI and will be returned to the tender on receipt of the security deposit after the award of contract. It is to be noted that if the performance of the successful tender is found not satisfactory, the contract will be cancelled with one – month notice.
12. Quotation in the sealed envelope super scribed "Pre-qualification cum Tender for management of Fire & Access Control System, X-Ray Baggage System and other service allied services at SIDBI Office BKC"" and should reach the Deputy General Manager (PREMISES VERTICAL), Small Industries Development Bank of India, MSME Development Centre, C-11, G-Block, Bandra Kurla Complex, Bandra (E), Mumbai - 400 051 on or before December 20,2018 at 15:00 hrs and will be opened on the same day i.e. December 20,2018 at 15:30hrs
13. The quotations shall be submitted on or before the due date and time and the quotations received beyond the due date and time will summarily be rejected. Postal delay will not be acceptable.
14. Important Note: FAX, TELEGRAPH, TELEX quotations will not be considered.
15. If the opening date happens to be a holiday the same will be opened on next day.
16. The quotations will be kept valid for a period of 90 days from the date of opening of the terms and conditions to be followed during the contract period
17. The successful tender should enter into an Agreement with SIDBI, for the terms and conditions to be followed during the contract period.
18. In case of failure to perform the contract after awarding the contract/during the period of contract, SIDBI will forfeit the EMD amount and contract will be cancelled immediately.
19. The monthly bill shall be submitted for the actual duty performed i.e. working days of the respective calendar month viz 30/31/28 days for each category of security personnel in respective months along with paid challans in respect of EPF and ESI. An undertaking should be given to the extent that the employees deployed by the firm are covered and remittance towards EPF & ESI in their independent code nos. in respect of the individuals deployed at SIDBI, are included in the paid challans (Which is furnished to the SIDBI). And Copy of ESI – Form-6 Register of Employees shall be furnished every month. Further monthly attendance Register and Monthly wage register shall also be furnished. Payment will be made by the SIDBI provided all the statutory requirements are fulfilled.
20. The firm shall furnish the acknowledged copies (from ESI Office) of ESI Form- 5 (Half – Yearly returns) without fail on completion of each contributory period. Likewise, EPF – Form 3A & Form 6A (Annual Return) in respect of the personnel deployed at SIDBI, Mumbai shall also be furnished.



**PRE- QUALIFICATION CUM TENDER NOTICE FOR  
MANAGEMENT OF FIRE & ACCESS CONTROL SYSTEM, X-RAY  
BAGGAGE SYSTEM AND OTHER SERVICE ALLIED SERVICES AT  
SIDBI, BKC OFFICE**

21. The contractor should execute performance bank guarantee/Demand draft against security Deposit equivalent to 10% of the order value for a period of 12 (Twelve) months from the date of work order and to be submitted before the first month bill D.D. amount will not bear any interest.
22. 100% payment for the 1st month will be made on submission of a unconditional Bank Guarantee/Demand Draft towards security deposit 10% of the order value and other compliance of other statutory provisions viz. EPF, ESI, payments of wages etc. the claim period for the performance bank guarantee shall be up to 60 days after the completion of the contract Period. The Proforma of the bank guarantee for security deposit is enclosed as annexure. If the performance of the successful tender is not satisfactory the security deposit will be forfeited.
23. SIDBI reserves right to accept or reject any or all the quotations without assigning any reasons thereof.
24. The fire guards should know the local language with knowledge in English.
25. The decision of SIDBI regarding this bid documents shall be final and binding.
26. Public Procurement Policy for Micro and Small Enterprises (MSEs)
  - (i) SIDBI is governed by Public Procurement Policy for Micro and Small Enterprises (MSEs) as circulated by The Ministry of MSME, Gol.
  - (ii) These provisions shall be applicable to Micro and Small Enterprises (MSEs) registered with District Industries Centers or Khadi and Village Industries Commission or Khadi and Village Industries Board or Coir Board or National Small Industries Corporation or Directorate of Handicrafts and Handloom or any other body specified by Ministry of Micro, Small and Medium Enterprises (MSMEs).
  - (iii) If deemed fit, the Bank may procure minimum of 20% of the contract value of any goods or services from MSEs. Further, the Bank reserves the right to procure part work/services (about 4% out of above 20%) to MSEs owned by SC and ST entrepreneurs, if found suitable. Provided, these MSEs quoting price within the price band of L1 +15% & bringing down their price to L1 price, in a situation where L1 price is from someone other than a MSEs. In case of more than one such MSEs, the supply shall be shared proportionately at the discretion of the Bank.
  - (iv) Further, such MSEs would also be entitled for tender sets free of cost and exemption from payment of earnest money deposit. In case of any issue on the subject matter, the MSE's may approach the tender inviting authority to resolve their grievances.
  - (v) Agencies desirous of availing preference under above provisions should submit a copy of proof of Registration as MSEs/ and ownership of the same by SC/ST along with the tender/RFP.

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**अनुबंध - I ANNEXURE - I**

**भाग - I PART - I**



PRE- QUALIFICATION CUM TENDER NOTICE FOR  
MANAGEMENT OF FIRE & ACCESS CONTROL SYSTEM, X-RAY  
BAGGAGE SYSTEM AND OTHER SERVICE ALLIED SERVICES AT  
SIDBI, BKC OFFICE

तकनीकी बोली के लिए प्ररूप THE FORMAT FOR TECHNICAL BID

से From,

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सेवामें To,

उप महाप्रबंधक, (परिसर उद्-भाग),

**Deputy General Manager (Premises Vertical)**

भारतीय लघु उद्योग विकास बैंक, एमएसएमई विकास केंद्र,

**Small Industries Development Bank of India, MSME Development Centre**

सी-11, जी ब्लॉक, बांद्रा कुर्ला कॉम्प्लेक्स, बांद्रा (पूर्व),

**C-11, G-Block , Bandra Kurla Complex, Bandra (E)**

मुंबई - 400051 **Mumbai - 400 051.**

तकनीकी बोली **TECHNICAL BID**

(अग्नि एवं अभिगम नियंत्रण प्रणाली, एक्स-रे बैगेज प्रणाली और अन्य संबंधित सेवाओं के प्रबंध हेतु पूर्व-अर्हता सह निविदा सूचना- तकनीकी बोली लिखा हुआ हो)

(Superscribing "Pre-qualification cum Tender for management of Fire & Access Control System, X-Ray Baggage System and other service allied services -Technical Bid)

1. संपर्क किए जाने वाले व्यक्ति के फोन नं., ई-मेल और नाम तथा टेलीफोन /मोबाइल नं. सहित निविदा-प्रस्तुतकर्ता संगठन /एजेंसी का नाम एवं पता।

Name & Address of the Tender Organization/Agency with phone number, email and name and telephone/mobile number of contact person.



PRE- QUALIFICATION CUM TENDER NOTICE FOR  
MANAGEMENT OF FIRE & ACCESS CONTROL SYSTEM, X-RAY  
BAGGAGE SYSTEM AND OTHER SERVICE ALLIED SERVICES AT  
SIDBI, BKC OFFICE

<p>2. अग्नि नियंत्रण, बीएएमएस, अभिगम नियंत्रण, एक्स-रे बैगेज प्रबंध सेवा प्रदान करने से संबंधित अनुभव (प्रमाणपत्र, प्रशंसापत्र संलग्न करें)। इसमें समान प्रकृति के कार्यों के ब्यौरे, अनुमानित परिमाण और निष्पादित कार्य की अवधि और /या संगठन (ग्राहक), जहाँ कार्य निष्पादित किया गया है, से प्रमाणपत्र के साथ पिछले 3 से जारी कार्य के विवरण शामिल होंगे। Experience in the work of providing Fire control, BAMS, access control, X ray Baggage Management Services. Particulars of experience (Attach certificates, testimonials). This shall cover the details of works of similar nature, approximate magnitude and duration carried out and/or on hand for last 3 years along with a certificate from the organisation (client) where the job was carried out.</p>		<p>निम्नलिखित प्ररूप में In following format</p>			
क्रम सं. Sl.No.	जिसे सेवा प्रदान की गई हो, उसका पूरा पता एवं टेलीफोन नं. सहित, संगठन का नाम एवं पूरा पता, Name of Organization with complete address and telephone numbers to whom services provided	से From	तक To	संविदा की धनराशि ( प्रति माह) Contracted Amount ( Per Month)	निरसन के कारण, यदि कोई हो तो, Reason for Termination if any

<p>2. प्रबंधकीय, पर्यवेक्षीय और अन्य स्टाफ के स्पष्ट उल्लेख के साथ संगठन की संरचना और यह भी स्पष्ट करें कि संबंधित सेवा के निष्पादन हेतु हाजिरी रजिस्टर में दर्ज उपलब्ध स्टाफ की सं.</p> <p>Set-up of your Organization, clearly indicating details of managerial, supervisory and other staff, also indicate the number of muster roll staff available for performing this service:</p> <p>(a) क्या यह संस्था सरकार में पंजीकृत है ? कृपया दस्तावेज़ /प्रमाण के ब्यौरे प्रस्तुत करें। Is the establishment registered with the Government; please give details with document/evidence.</p> <p>(b) क्या आपके पास श्रमिक अनुज्ञप्ति है (कृपया दस्तावेजी प्रमाण सहित ब्यौरे प्रस्तुत करें।) Do you have Labour licence (please give details with documentary proof)</p> <p>(c) संबंधित योग्यता वाली यथोचित जनशक्ति की उपलब्धता और सिडबी में उनके नियोजन हेतु अनुभव के प्रमाण में एजेंसी का वचनपत्र Undertaking of the Agency confirming the availability of the adequate manpower of requisite qualification and experience for deployment in SIDBI.</p>	
<p>4. क्या आप श्रमित विधानों जैसे ईएसआई, ईपीएफ, उपदान अधिनियम आदि में शामिल हैं। Are you covered by the labour Legislations, such as, ESI, EPF, Gratuity Act etc.</p>	
<p>5. कृपया ईपीएफ सं. प्रस्तुत करें। Please give EPF No:</p>	
<p>ईएसआई क्रमांक ESI Code: उपदान अधिनियम पंजीकरण सं. Gratuity Act Regn. No:</p>	
<p>5. क्या आप महाराष्ट्र सरकार /भारत सरकार के न्यूनतम मजदूरी विनियम द्वारा शासित हैं। यदि हाँ तो, ब्यौरे प्रस्तुत करें। Are you governed by minimum wages rules of the Govt of Maharashtra. / Govt of India. If yes, please give details.</p>	



PRE- QUALIFICATION CUM TENDER NOTICE FOR  
MANAGEMENT OF FIRE & ACCESS CONTROL SYSTEM, X-RAY  
BAGGAGE SYSTEM AND OTHER SERVICE ALLIED SERVICES AT  
SIDBI, BKC OFFICE

7. कृपया आयकर के लिए प्रस्तुत अंतिम विवरणी की प्रति प्रस्तुत करें। Please attach copy of last return filed with Income Tax	
8. कृपया गत तीन (3) वर्षों का विधिवत रूप से सनदी लेखाकार द्वारा प्रमाणित तुलनपत्र संलग्न करें। Please attach balance sheet of the company, duly certified by Chartered Accountant for last three (3) years.	
9. पैन नं. (कृपया प्रति संलग्न करें) PAN No. (Please attach copy)	
10. वैट नं. (कृपया प्रति संलग्न करें) Vat No. (Please attach copy)	
11. . व्यापार अनुज्ञप्ति सं. (कृपया प्रति संलग्न करें) Trade Licence No. (Please attach copy)	
12. सेवाकर पंजीकरण सं. (कृपया प्रति संलग्न करें) GST Registration No. (Please attach copy)	
13. संलग्न नियमों एवं शर्तों की स्वीकृति (हाँ /नहीं)। कृपया स्वीकृति स्वरूप नियमों एवं शर्तों के प्रत्येक पृष्ठ पर हस्ताक्षर करें और उसे निविदा दस्तावेज़ के हिस्से के रूप में प्रस्तुत करें। Acceptance of terms & conditions attached (Yes/No). Please sign each page of terms and conditions as token of acceptance and submit as part of tender document.	
14. निविदा दस्तावेज़ों पर हस्ताक्षर करने के लिए मुख्तारी अधिकार /अधिकार-पत्र Power of Attorney/authorization for signing the bid documents	
15. कृपया इस आशय का वचनपत्र प्रस्तुत करें कि स्वामित्वधारी /फ़र्म /भागीदार अथवा कंपनी (एजेंसी) के विरुद्ध कोई भी मामला लंबित नहीं है। कंपनी /फ़र्म /भागीदार के विरुद्ध किसी किसी भी प्रकार की आपराधिक स्थिति का उल्लेख करें। Please submit an undertaking that no case is pending with the police against the Proprietor/firm/partner or the Company	





PRE- QUALIFICATION CUM TENDER NOTICE FOR  
MANAGEMENT OF FIRE & ACCESS CONTROL SYSTEM, X-RAY  
BAGGAGE SYSTEM AND OTHER SERVICE ALLIED SERVICES AT  
SIDBI, BKC OFFICE

(Agency). Indicate any convictions in the past against the Company/firm/partner.	
16. बोली के लिए बयाना राशि (ईएमडी) स्वरूप ₹ 45,000.00 की धनराशि के डीडी /पे ऑर्डर के ब्यौरे और सिडबी की वेबसाइट से डाउनलोड किए गए निविदा दस्तावेज़ की स्थिति में ₹ 500/- का डीडी। Details of the DD/Pay Order of ₹ 45,000.00 towards bid service (EMD) and a DD for ₹ 500/- in case tender document is downloaded from SIDBI website.  डीडी /पीओ नं. DD/PO No.  दिनांक Date:  पर आहरित Drawn on:	

निविदाकर्ता द्वारा घोषणा Declaration by the Tender:

यह प्रमाणित किया जाता है कि मैंने /हमने इसमें विनिर्दिष्ट सभी नियमों एवं शर्तों को पढ़ा और पूरी तरह समझ लिया है और मैं /हमसभी उनके पालन के लिए वचनबद्ध हूँ।

This is to certify that I / we have read and fully understood all the terms and conditions contained herein and undertake myself / ourselves to abide by them.

संलग्नक Encls:

1. डीडी /पीओ नं. DD/Pay Order

No. \_\_\_\_\_

2. नियम एवं शर्तें (प्रत्येक पृष्ठ अनिवार्यतया हस्ताक्षरित और सीलबंद होना चाहिए ) Terms & Conditions (each page must be signed and sealed)

3. वित्तीय बोली Financial Bid.



PRE- QUALIFICATION CUM TENDER NOTICE FOR  
MANAGEMENT OF FIRE & ACCESS CONTROL SYSTEM, X-RAY  
BAGGAGE SYSTEM AND OTHER SERVICE ALLIED SERVICES AT  
SIDBI, BKC OFFICE

(मुहर के साथ निविदाकर्ता का हस्ताक्षर Signature of Tender with seal)

नाम Name:.....

सील Seal:.....

पता Address :.....

फोन नं. (कार्या) Phone No  
(O):.....

**अनुबंध II ANNEXURE II**

**वचन पत्र Undertaking**

में, \_\_\_\_\_, सुपुत्र \_\_\_\_\_ प्रोपराइटर / पार्टनर /  
\_\_\_\_\_ के निदेशक \_\_\_\_\_ घोषणा करता हूं तथा निम्नानुसार वचन देता  
हूं कि -

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

यह कि मैसर्स \_\_\_\_\_ के लिए स्वतंत्र श्रम ठेकेदार के रूप में, मैंने लागू सभी कानूनों के  
प्रावधानों का पालन किया है। मैंने \_\_\_\_\_ महीने के लिए अपने सभी कर्मचारियों के लिए मजदूरी  
का भुगतान किया है जो न्यूनतम लागू दरों से कम नहीं है और किसी भी कर्मचारी को कोई भी  
अन्य राशि देय नहीं है।



PRE- QUALIFICATION CUM TENDER NOTICE FOR  
MANAGEMENT OF FIRE & ACCESS CONTROL SYSTEM, X-RAY  
BAGGAGE SYSTEM AND OTHER SERVICE ALLIED SERVICES AT  
SIDBI, BKC OFFICE

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.

मैंने कर्मचारी भविष्य निधि और विविध प्रावधान अधिनियम और कर्मचारी राज्य बीमा अधिनियम के तहत सभी पात्र कर्मचारियों को कवर किया है और पूर्ववर्ती महीनों के लिए अंशदान जमा कर दिया है और इस तरह के अंशदान करने हेतु कोई राशि देय नहीं है।

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.

मैं यह भी घोषणा करता हूँ और वचन देता हूँ कि मेरी चूक के कारण मेरे कर्मचारियों से संबंधित देनदारी मैसर्स \_\_\_\_\_ द्वारा पूर्ण की जानी है, मैं उस देनदारी की प्रतिपूर्ति का वचन देता हूँ। मैसर्स \_\_\_\_\_ भी मुझे देय बकाया राशि में से यह काटने के लिए अधिकृत है।

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.

प्राधिकृत हस्ताक्षरी

**Authorised Signatory**



PRE- QUALIFICATION CUM TENDER NOTICE FOR  
MANAGEMENT OF FIRE & ACCESS CONTROL SYSTEM, X-RAY  
BAGGAGE SYSTEM AND OTHER SERVICE ALLIED SERVICES AT  
SIDBI, BKC OFFICE

अनुबंध -III Annexure - III

**बैंक अधिदेश फॉर्म Bank Mandate Form**

(दो प्रतियों में प्रस्तुत किया जाए To be submitted in Duplicate)

(कृपया सूचनाएँ साफ अक्षरों में भरें। जहाँ-कहीं लागू हो, उस पर सही का निशान लगाएँ।)  
(Please fill in the information in CAPITAL LETTERS. Please TICK wherever it is applicable)

1. सेवा प्रदाता का नाम Name of "Service Provider" :

\_\_\_\_\_   
"Service Provider" Code (if applicable): \_\_\_\_\_

2. सेवा प्रदाता का पता Address of the "Service Provider" :

\_\_\_\_\_   
नगर City \_\_\_\_\_ पिनकोड Pin Code \_\_\_\_\_

ई-मेल आईडी E-mail id: \_\_\_\_\_

एसटीडी कूट के साथ दूरभाष सं. Phone No. with STD code: \_\_\_\_\_

मोबाइल सं. Mobile No.: \_\_\_\_\_



PRE- QUALIFICATION CUM TENDER NOTICE FOR  
MANAGEMENT OF FIRE & ACCESS CONTROL SYSTEM, X-RAY  
BAGGAGE SYSTEM AND OTHER SERVICE ALLIED SERVICES AT  
SIDBI, BKC OFFICE

हिताधिकारी का नाम Beneficiary Name			
बैंक का नाम Bank Name		शाखा का नाम Branch Name	
शाखा का स्थान Branch Place		शाखा का नगर Branch City	
पिनकोड PIN Code		शाखा कूट Branch Code	
एमआईसीआर सं . MICR No.			
खाते का स्वरूप Account type	बचत/Saving	चालू/Current	नकद उधार Cash Credit
खाता सं . Account No.	(जैसी चेकबुक में अंकित है) (as appearing in the Cheque book)		
<b>(बैंक से आपूर्त एमआईसीआर1 चेक पर अंकित कूट संख्या। कृपया यह सुनिश्चित करने के लिए कि बैंक का नाम, शाखा का नाम एवं कूट तथा खाता संख्या सही है, अपने बैंक का निरस्त किया हुआ चेक संलग्न करें) (Code number appearing on the MICR1 cheque supplied by the Bank. Please attach a cancelled cheque of your bank for ensuring accuracy of the bank name, branch name &amp; code and Account Number)</b>			
आईएफएससी कूट2 IFSC CODE2	आरटीजीएस अंतरण के लिए For RTGS transfer		एनईएफटी अंतरण के लिए NEFT transfer

स्थायी खाता संख्या Permanent Account Number \_\_\_\_\_

एमएसई पंजीकरण/सीए प्रमाणपत्र MSE Registration / CA Certificate \_\_\_\_\_

(यदि लागू हो if applicable)

3. बैंक खाते का विवरण Particulars of Bank account:

4. अधिदेश के प्रभावी किए जाने की तिथि

Date from which the mandate should be effective :



PRE- QUALIFICATION CUM TENDER NOTICE FOR  
MANAGEMENT OF FIRE & ACCESS CONTROL SYSTEM, X-RAY  
BAGGAGE SYSTEM AND OTHER SERVICE ALLIED SERVICES AT  
SIDBI, BKC OFFICE

मैं एतद् द्वारा घोषित करता हूँ कि ऊपर दिए गए विवरण सही और पूर्ण हैं। यदि अपूर्ण या गलत सूचना के कारण लेनदेन (भुगतान) में कोई बिलम्ब होता है या भुगतान नहीं हो पाता है, तो मैं सिडबी/ आईडीबीआई बैंक को उसके लिए उत्तरदायी नहीं बनाऊंगा। मैं यह भी वचन देता हूँ कि यदि मेरे खाते के विवरण में कोई परिवर्तन होगा, तो मैं उसकी सूचना दूँगा, ताकि **भा.रि.बैंक के आरटीजीएस/एनईएफटी** के माध्यम से राशि जमा किए जाने के प्रयोजन के लिए अभिलेख अद्यतन किए जा सकें।

I hereby declare that the particulars given above are correct and complete. If any transaction is delayed or not effected for reasons of incomplete or incorrect information, I shall not hold SIDBI / IDBI Bank responsible. I also undertake to advise any change in the particulars of my account to facilitate updation of records for purpose of credit of amount through RBI RTGS/NEFT.

स्थान Place : \_\_\_\_\_

दिनांक Date : \_\_\_\_\_

पार्टी/प्राधिकृत हस्ताक्षरकर्ता के हस्ताक्षर Signature of the party / Authorized Signatory

.....  
प्रमाणित किया जाता है कि ऊपर दिए गए विवरण हमारे अभिलेख के अनुसार सही हैं।  
Certified that particulars furnished above are correct as per our records.

बैंक की मुहर Bank's stamp :

दिनांक Date :

(बैंक के प्राधिकृत अधिकारी के हस्ताक्षर जहाँ खाता हो  
Signature of the Authorized Official from the bank in which the a/c is held)

टिप्पणी : यदि आरटीजीएस/एनईएफटी संबंधी कोई प्रभार होगा, तो उसका वहन पार्टी करेगी।

N.B.: RTGS/NEFT charges if any, is to be borne by the party

आईएफएससी/एमआईसीआर के बारे में टिप्पणी Note on IFSC / MICR

भारतीय वित्तीय प्रणाली कूट एक अक्षरांकीय/वर्णांकीय कूट है, जो भारत में किसी बैंक-शाखा की अनन्य रूप से पहचान के लिए बनाया गया है। यह 11 अंकों का कूट है, जिसमें प्रथम 4 अक्षर बैंक के कूट को दर्शाते हैं, जबकि पाँचवाँ अंक नियंत्रण अंक के रूप में आरक्षित है (वर्तमान में पाँचवें स्थान पर 0 है (तथा शेष अंक शाखा की पहचान हैं। चेक पर अंकित एमआईसीआर कूट) चुम्बकीय स्याही अंक पहचान (में 9 अंक होते हैं, जिनसे बैंक-शाखा की पहचान होती है। भा.रि.बैंक ने सभी





PRE- QUALIFICATION CUM TENDER NOTICE FOR  
MANAGEMENT OF FIRE & ACCESS CONTROL SYSTEM, X-RAY  
BAGGAGE SYSTEM AND OTHER SERVICE ALLIED SERVICES AT  
SIDBI, BKC OFFICE

बैंकों को सूचित किया है कि वे अपने ग्राहकों को जारी किए जाने वाले चेक पत्रकों पर आईएफएससी मुद्रित कराएँ। कोई ग्राहक भी अपनी बैंक-शाखा से संपर्क करें।

Indian Financial System Code (IFSC) is an alpha numeric code designed to uniquely identify the bank-branches in India. This is 11 digit code with first 4 characters representing the bank's code, the next character reserved as control character (presently 0 appears in the fifth position) and remaining 6 characters to identify the branch. The MICR code, (Magnetic Ink Character Recognition) that appears on cheques, has 9 digits to identify the bank-branch. RBI had since advised all the banks to print IFSC on cheque leaves issued to their customers. A customer may also contact his bank-branch and get the IFS Code of that branch

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**वित्तीय बोली FINANCIAL BID**

**संलग्नक /**

**Annexure - IV**

(सीलबंद कवर-II में "फायर एंड एक्सेस कंट्रोल सिस्टम, एक्सरे बैगेज सिस्टम और अन्य सेवा व संबद्ध सेवाओं के प्रबंधन के लिए पूर्व-अर्हता सह निविदा - वित्तीय बोली")

(In sealed Cover-II- Superscribing "Pre-qualification cum Tender for management of Fire & Access Control System, X-Ray Baggage System and other service allied services -Financial Bid")

क्रम सं / Sl. No.	विवरण / Particulars	सं / No.	प्रति व्यक्ति दर / प्रति माह / Rate per person/per month (In *)	राशि / Amount (in `)
	अनुबंधित श्रमिकों, को मासिक न्यूनतम (केंद्रीय सरकार) मजदूरी और भत्ते व उस पर सेवा शुल्क और जीएसटी आदि देय होते हैं Monthly minimum (Central Govt) wages and allowances payable thereon to the contract workers, service charges and GST etc. thereon.			
1	एक नियंत्रण कक्ष परिचालक दो शिफ्ट में और एक ग्राहक संबंध अधिकारी (सी आर ओ ) सामान्य शिफ्ट में (9.30 से 5.30) One Control Room Operator each in two shifts and one Customer Relationship Officers (CRO) in one General Shift (9.30 am to 5.30 pm) कुल सकल मजदूरी, मूल मजदूरी, विशेष भत्ता / परिवर्ती महंगाई भत्ता, आवास किराया भत्ता, भविष्य निधि, कर्मचारी राज्य बीमा, बोनस का भुगतान,	3		



PRE- QUALIFICATION CUM TENDER NOTICE FOR  
MANAGEMENT OF FIRE & ACCESS CONTROL SYSTEM, X-RAY  
BAGGAGE SYSTEM AND OTHER SERVICE ALLIED SERVICES AT  
SIDBI, BKC OFFICE

	वर्तमान दरों के अनुसार अवकाश मजदूरी का भुगतान सहित (जैसा कि निविदा दस्तावेज़ में उल्लिखित है) Total gross wages including Basic Wages, Special Allowance/Variable DA, HRA, PF, ESI, Payment of Bonus, Payment of Leave Wages as per existing rates (as mentioned in the Tender Documents)			
2	अग्नि शमन कर्मचारी / Fire Men (1 अग्नि शमन कर्मचारी प्रति शिफ्ट x 3) 1 Fire Men per shift x 3) कुल सकल मजदूरी, मूल मजदूरी, विशेष भत्ता / परिवर्ती महंगाई भत्ता, आवास किराया भत्ता, भविष्य निधि, कर्मचारी राज्य बीमा, बोनस का भुगतान, वर्तमान दरों के अनुसार अवकाश मजदूरी का भुगतान सहित (जैसा कि निविदा दस्तावेज़ में उल्लिखित है)  Total gross wages including Basic Wages, Special Allowance/Variable DA, HRA, PF, ESI, Payment of Bonus, Payment of Leave Wages as per existing rates (as mentioned in the Tender Documents) As per wage structure of Central Govt.	3		
3	उक्त मद सं.1 और 2 पर सेवा प्रभार (.....%) Service Charges on item no. 1 and 2 above (____%)			
4	उप जोड़ / Sub Total (1+2+3)			
5	उक्त मद सं 4 पर .....% की दर पर जीएसटी जोड़ें .....% Add GST @ ----- % on 4 above			
	कुल राशि / Total Amount (in `)			
(राशि शब्दों में / In words ` _____ _____)				

\* न्यूनतम मजदूरी पर केंद्र सरकार के आदेश की प्रति के साथ दर का विवरण भी प्रदान किया जाना चाहिए ताकि केंद्रीय सरकार द्वारा जब भी न्यूनतम मजदूरी संशोधित की जाती है तो दर में संशोधन की सुविधा मिल सके। उद्धृत मूल्य के लिए औचित्य: -



PRE- QUALIFICATION CUM TENDER NOTICE FOR  
MANAGEMENT OF FIRE & ACCESS CONTROL SYSTEM, X-RAY  
BAGGAGE SYSTEM AND OTHER SERVICE ALLIED SERVICES AT  
SIDBI, BKC OFFICE

\*Break-up of the rate may also be provided along with the copy of the Central Govt Order on Minimum Wages to facilitate revision of rate whenever minimum wages are revised by the Central Govt as per following. Justification for quoted price: -

क्रम सं SI No	विवरण / DESCRIPTION	(सी आर ओ) (CRO)	अग्नि शमन कर्मचारी Fire Men
1	केंद्र सरकार की न्यूनतम मजदूरी .....से .....अवधि तक Minimum Wage of Central Govt. For the period ----- to -----		
2	कर्मचारी राज्य बीमा जमा के प्रमाण की प्रस्तुति की शर्त पर / ESI subject to submission of proof of deposit.		
3	भविष्य निधि जमा के प्रमाण की प्रस्तुति की शर्त पर / PF subject to submission of proof of deposit		
4	कुल / Total		
5	सेवा प्रभार / Service Charge		
6	कुल 6 और 7 Total 6 & 7		
7	जीएसटी / GST		

#### बोलीदाता की घोषणा

यह प्रमाणित किया जाता है कि इस निविदा पर हस्ताक्षर करने से पहले मैंने / हमने यहां निहित सभी नियमों और शर्तों को पढ़ लिया है और उन्हें पूरी तरह से समझ लिया है और वचन देते हैं कि मैं / हम उनका पूर्ण रूप से पालन करूँगा

Declaration by the Bidder:

This is to certify that I/We before signing this tender have read and fully understood all the terms and conditions contained herein and undertake myself/ourselves to abide by them.

नोट / Note:

i) ग्राहक द्वारा और कोई प्रभार देय नहीं है। / No other charges would be payable by Client.



PRE- QUALIFICATION CUM TENDER NOTICE FOR  
MANAGEMENT OF FIRE & ACCESS CONTROL SYSTEM, X-RAY  
BAGGAGE SYSTEM AND OTHER SERVICE ALLIED SERVICES AT  
SIDBI, BKC OFFICE

- ii) शर्तों एवं निबंधनों के अंतर्गत प्रावधानों के अलावा संविदा अवधि के दौरान दरों में कोई बढ़ोतरी नहीं होगी / There would be no increase in rates during the Contract period except provision under the terms and conditions.

(बोलीदाता के हस्ताक्षर मुहर सहित / Signature of Bidder with seal)

नाम / Name:.....

मुहर / Seal:.....

पता / Address :.....

दूरभाष सं (का) / Phone No (O) :.....

फैक्स सं (का) /Fax No. (O) :  
.....

ई-मेल / E-mail: .....

स्थान / Place:.....

दिनांक / Date:.....



PRE- QUALIFICATION CUM TENDER NOTICE FOR  
MANAGEMENT OF FIRE & ACCESS CONTROL SYSTEM, X-RAY  
BAGGAGE SYSTEM AND OTHER SERVICE ALLIED SERVICES AT  
SIDBI, BKC OFFICE

DRAFT AGREEMENT FORMAT

Annexure

II

(To be made on ` 100.00 Non Judicial Stamp Paper)

**Articles of agreement made at Mumbai this ----- day of Between SIDBI , established under the Small Industries Development Bank of India Act,1989 (39 of 1989)**

And having its Head Office at SIDBI Tower,15, Ashok Marg, Lucknow-226001, Uttar Pradesh and an office interalie at MSME Development Centre, C-11, G Block, Bandra Kurla Complex, Bandra (East), Mumbai400051, Maharashtra hereinafter called the "SIDBI" (which expression shall include its successors and assigns wherever the context or meaning shall so require or permit) (hereinafter called 'Client' which expression shall, unless repugnant to the context or meaning thereof be deemed to mean and include its successors, legal representatives and assigns) of the First Part and

M/s \_\_\_\_\_, having its registered office at

---

(hereinafter called the 'Agency' which expression unless repugnant to the context shall mean and include its successors-in-interest assigns etc.) of the Second Part .



**PRE- QUALIFICATION CUM TENDER NOTICE FOR  
MANAGEMENT OF FIRE & ACCESS CONTROL SYSTEM, X-RAY  
BAGGAGE SYSTEM AND OTHER SERVICE ALLIED SERVICES AT  
SIDBI, BKC OFFICE**

WHEREAS the 'Client' is desirous to engage the 'Agency' for providing Overall Fire control, access control, BAMS, X- Ray baggage management Services for its office in BKC Mumbai on the terms and conditions stated below:

The Agency shall be solely responsible for compliance to provisions of various Labour, Industrial and any other laws applicable and all statutory obligations, such as, Wages, Allowances, Compensations, EPF, Bonus, Gratuity, ESI, etc relating to service personnel deployed in SIDBI. The 'Client' shall have no liability in this regard.

The Agency shall be solely responsible for any accident/medical/health related liability/compensation for the personnel deployed by it at SIDBI site. The 'Client' shall have no liability in this regard.

Any violation of instruction/agreement or suppression of facts will attract cancellation of agreement without any reference or any notice period.

The contract can be terminated by giving one month notice on either side.

In case of non-compliance with the contract, the 'Client' reserves its right to:  
Cancel/revoke the contract; and/or Impose penalty upto 10% of the total annual value of contract. The decision of the client regarding the non-compliance by the Agency shall be final and binding.

Service deposit equal to 10% of the Annual contract value (refundable without interest after two months of termination of contract) in the form of Pay Order/Demand Draft or Bank Guarantee shall be furnished by the 'Agency' at the time of signing of the Agreement.

The 'Agency' shall be fully responsible for timely monthly payment of wages and any other dues to the personnel deployed in SIDBI site.

The service personnel provided by the 'Agency' will not claim to become the employees of SIDBI and there will be no Employee and Employer relationship between the personnel engaged by the 'Agency' for deployment in SIDBI site.

There would be no increase in rates payable to the 'Agency' during the contract period except to the extent of reimbursement of the statutory wages if increased by the Govt. during the tenure of the Agreement.

The 'Agency' also agrees to comply with annexed Terms and Conditions and amendments thereto from time to time. (Annexed, herewith as Appendix-I). The terms and conditions contained in the Appendix-I shall be part and parcel of this Agreement.

Decision of 'Client' in regard to interpretation of the Terms and Conditions contained in Appendix-I and the Agreement shall be final and binding on the 'Agency'.





**PRE- QUALIFICATION CUM TENDER NOTICE FOR  
MANAGEMENT OF FIRE & ACCESS CONTROL SYSTEM, X-RAY  
BAGGAGE SYSTEM AND OTHER SERVICE ALLIED SERVICES AT  
SIDBI, BKC OFFICE**

The 'Agency' shall ensure full compliance with tax laws of India with regard to this Contract and shall be solely responsible for the same. The 'Agency' shall keep 'Client' fully indemnified against liability of tax, interest, penalty etc. of the 'Agency' in respect thereof, which may arise.

The agency shall take necessary insurance policy of adequate amount to cover life risk the of the personnel deployed.

In the event of any dispute between the parties in connection with this the Contract, Agency agrees that the authorized executives of both sides shall co-ordinate to settle the dispute. In the event the concerned Parties are unable to resolve the referred dispute fully and finally in accordance with the procedure specified above, then the same shall be settled as follows:

Any dispute arising out of or due to the conditions of this arrangement shall be settled through arbitration as laid down under the Arbitration and Conciliation Act, 1996 or any re-enactment or modification thereof. The arbitration proceedings shall be conducted in the Office of the Client at MSME Development Centre, C11, G Block, Bandra Kurla Complex, Mumbai. All proceedings shall be conducted in English and a daily transcript in English shall be prepared;



**PRE- QUALIFICATION CUM TENDER NOTICE FOR  
MANAGEMENT OF FIRE & ACCESS CONTROL SYSTEM, X-RAY  
BAGGAGE SYSTEM AND OTHER SERVICE ALLIED SERVICES AT  
SIDBI, BKC OFFICE**

•The Agency and the client that Dy. General Manager (Security) of SIDBI, at Mumbai shall be the Sole Arbitrator.

The arbitration award given by any such Sole Arbitrator shall be final and binding on the disputant parties. The costs of arbitration shall be determined and specified by the Arbitrator. Till such time as the Sole Arbitrator passes the award, each party shall bear its respective costs and shall bear the costs of the arbitration equally.

The Parties agree to submit to the exclusive jurisdiction of the courts of Mumbai.

THIS AGREEMENT will take effect from \_\_\_\_\_ day of \_\_\_\_\_ Two thousand ten and shall be valid for \_\_\_\_\_year/ years.

IN WITNESS WHEREOF the official seal of SIDBI was thereto affixed and signed by Dy. General Manager (Premises Vertical.) on its behalf and an authorized official of the Agency has signed this Agreement on the dates respectively mentioned against their signatures.

Signed and delivered by Dy. General Manager (Premises Vertical.)  
for And on behalf of the SIDBI, Mumbai

Name

Address

Signed and delivered by  
for and on behalf of the Agency

M/s.