



भारतीय लघु उद्योग विकास बैंक  
SMALL INDUSTRIES DEVELOPMENT BANK OF INDIA

**TENDER DOCUMENTS**  
**CONTRACT FOR SECURITY ARRANGEMENTS**  
**for SIDBI Office at Nampally and Officers' Apartments at Begumpet,**  
**Hyderabad**

PART- I (Technical)  
The General Manager,  
Small Industries Development Bank of India (SIDBI)  
Door No.5-8-196 to 207, G-1, Akira Sikhara Plaza, Jusbagh,  
Opp.Intermediate Board, Nampally, Hyderabad – 500 001.

Phone No. 040-23235198 / 040-23231344 / 040-23234445

Tender No.	Tender No. 1 dated January 06, 2021
Tender issue Date	January 06, 2021
Last Date for bid Submission	January 28, 2021, upto 15:00 hrs
Date of opening of technical bid	January 28, 2021, 15:30 hrs
Date of Pre-Bid meeting	January 20, 2021, 16:00 hrs
Earnest Money Deposit	Rs.25,000/-

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**Invitation to Bid for Security Arrangement  
at SIDBI Office, Nampally & Officers Apartments, Begumpet  
at the following addresses in Hyderabad**

**1<sup>st</sup> Premises:** Door No.5-8-196 to 207, G-1, Akira Sikhara Plaza, Jusbagh, Opp.Intermediate Board, Nampally, Hyderabad – 500 001.

**2<sup>nd</sup> Premises:** SIDBI Officers' Apartments, Door no.1-10-68/A, Chikoti Gardens, Near HCL Towers, Begumpet, Hyderabad 500 016.

**1. Introduction and Requirement:**

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.

SIDBI invites sealed offers in two bid systems from reputed security agencies interested in providing security arrangement at the above locations of SIDBI premises in Hyderabad. The requirement of the contract would be primarily as under:

No. of Guards	Arrangement
4 (Four)	a) 1 Security Guard (Unarmed) at SIDBI Office, Nampally, Hyderabad b) 3 Security Guards (Unarmed), one for each shift of 8 hrs, on three shift basis per day on all days (i.e., round the clock) at SIDBI Officers Apartments, Begumpet, Hyderabad.

The minimum criteria along with terms and conditions are furnished in the Annexure II and Appendix to Annexure II, respectively. The same are also available in the office of SIDBI at Door No.5-8-196 to 207, G-1, Akira Sikhara Plaza, Jusbagh, Opp.Intermediate Board, Nampally, Hyderabad – 500 001, between 09.30 hrs to 17.30 hrs on any working day (except Saturday, Sunday & any declared public Holiday) from **January 06, 2021**.

**2. Bidding Information:**

Purpose	Selection of "Security Agency" for providing Security Arrangement at SIDBI Office, Nampally, Hyderabad and SIDBI Officers' Apartments at Chikoti Garden, Begumpet, Hyderabad.
Earnest Money Deposit (EMD)	<b>Rs.25,000/-</b> [to be submitted in the form of Demand Draft (DD) / Pay Order (PO) from any scheduled commercial bank] in favour of SIDBI payable at Hyderabad along with Technical Bid].

Last Date of Submission of Bids	<b>January 28, 2021 by 15:00 hrs</b>
Clarifications.	Clarifications, if any, may be sought in writing through e-mail not later than <b>January 19, 2021 by 16:00 hrs</b> on mail ids – <a href="mailto:rohyderabad@sidbi.in">rohyderabad@sidbi.in</a> , <a href="mailto:kamesh@sidbi.in">kamesh@sidbi.in</a> , <a href="mailto:jhlatha@sidbi.in">jhlatha@sidbi.in</a>
Bid Validity	<b>03 months</b> from the date of the opening of price bids.
Address for submission of Bids	The General Manager Door No.5-8-196 to 207, G-1, Akira Sikhara Plaza, Jusbagh, <u>Nampally</u> , Opp.Intermediate Board, Hyderabad – 500 001 Ph: 040- 23235198 / 23231344 / 23234445
No. of Envelopes (Non-window, sealed)	<b>02 (Two), Non-window sealed with :</b> <b>1<sup>st</sup> Envelope :</b> (Superscribing “Offer for Security Arrangement at SIDBI, Hyderabad”, -Technical Bid”) containing : 1. Duly signed Tender Document except Financial Bid. 2. Demand Draft /Pay Order payable at Hyderabad towards Earnest Money Deposit (EMD) for <b>Rs.25,000/-</b> [on/from scheduled commercial bank]. 3. Technical Bid and details as per format given in Annexure III. In case the same is not submitted, the technical bid would not qualify for further evaluation. 4. Undertaking as per <b>Annexure V</b> . 5. Forwarding letter as per format given in <b>Annexure VI</b> . <b>6.</b> Bank Mandate Form as per format given in <b>Annexure VII</b> . <b>7.</b> Atleast 2 references from existing contracts (All India Financial Institutions / Public Sector Banks / Undertakings Insurance Companies / Large Private Sector Companies etc.,) where the agency is providing their services <b>2<sup>nd</sup> Envelope:</b> (Superscribing “Offer for Security Arrangement at SIDBI, Hyderabad”, - Financial Bid”) containing price bid as per format given in <b>Annexure IV</b> . Also enclose latest Central minimum wages rate chart issued by the Govt. and calculation sheet of the rates quoted. Both the Envelopes will again be put in another sealed cover with superscription “Offer for Security Arrangement at SIDBI, Hyderabad” addressed to

	<p>The General Manager  Door No.5-8-196 to 207,  G-1, Akira Sikhara Plaza,  Jusbagh, <u>Nampally</u>  Opp.Intermediate Board,  Hyderabad – 500 001.  From Address also should be available on all the envelopes.</p>
Date of opening of Technical Bids	<b>January 28, 2021</b> at 15:30 hrs.
Date and time of opening of Price Bids	Financial (Price) bids will be opened at a later date which would be notified only to the short listed bidders qualifying through technical evaluation.

Contact Details of SIDBI officers			
Name (S/Shri)	Phone 1	Phone 2	E-mail
The General Manager	040-23234445	23235198	rohyderabad@sidbi.in
Shri T. Kameswara Rao, AGM	040-23234445	23235198	kamesh@sidbi.in
Smt.J.Hemalatha, AM	040-23235198	23231344	<a href="mailto:jhlatha@sidbi.in">jhlatha@sidbi.in</a>

### 3. INSTRUCTIONS TO SECURITY AGENCIES:

- 3.1. Security Agencies are advised to study the tender document carefully. Submission of bids shall be deemed to have been done after careful study and examination of the tender document with full understanding of the implications.
- 3.2. Any clarification to be sought by the Security Agencies should be done on or before the stipulated date for seeking the clarification.
- 3.3. At any time prior to / after the deadline for submission of Bids, SIDBI, for any reason, may modify the Bidding Document, by amendment.
- 3.4. Amendment(s), if any, shall be hosted on the websites of SIDBI (<https://sidbi.in/en>) and Government of India's Central Public Procurement Portal (CPPP) (<https://eprocure.gov.in/eprocure/app>).
- 3.5. In order to allow prospective Security Agencies reasonable time in which, to take the amendment(s), if any, into account in preparing their Bids, SIDBI, at its discretion, may extend the deadline for the submission of Bids.
- 3.6. In case of any clarification required by SIDBI to assist in the examination, evaluation and comparison of bids, SIDBI may, at its discretion, ask the bidders (Security Agencies) for clarification. The response / clarification shall be in writing and no change in the price of substance of the bid shall be sought, offered or permitted.
- 3.7. The envelopes should clearly indicate the Name and Address of the Security Agency. All pages of the bid are to be signed and numbered as Page - (page



- no.) of - (total pages) and the page numbers should be running across the complete bid document and not section wise.
- 3.8. The Security Agency shall bear all the costs associated with the preparation and submission of the bid and SIDBI will in no case be responsible or liable for those costs, regardless of the conduct or the outcome of the tendering process.
  - 3.9. Deviations, if any, to the terms of the tender document should be annexed separately to the Technical bid.
  - 3.10. **Bid Validity:** The period of bid validity shall be binding on the Security Agency, as SIDBI may award the contract at any stage on (or) before the expiry of the bid validity date. SIDBI, however, reserves the right to call for fresh quotes at any time during the period, if considered necessary.
  - 3.11. **Modification And / Or Withdrawal of Bids:** Bids once submitted will be treated, as final and no further correspondence in this regard will be entertained. No Security Agency shall be allowed to withdraw the bid. SIDBI has the right to reject any or all the bids received without assigning any reason whatsoever. SIDBI shall not be responsible for non-receipt by SIDBI/ non-delivery of the bid documents to SIDBI due to any reason(s) whatsoever.
4. **Tender Methodology, Bid Evaluation & Award of Contract:**
- 4.1. The tender methodology proposed to be adopted by SIDBI will be “TWO Bid System”, i.e., Technical Bid and Price Bid.
  - 4.2. Bid evaluation shall be done in two phases. In the first phase, only the 1<sup>st</sup> envelope will be opened on the date mentioned above. Representatives of the Security Agency (only one per agency) may like to be present during this bid opening. Evaluation of Technical Bids shall be done with respect to terms and conditions defined in the tender. Based on the technical evaluation, Security Agencies will be short listed for opening of the Price Bids.
  - 4.3. In the second phase, 2<sup>nd</sup> envelope containing price bids of the Security Agency(ies) short listed in the first phase shall be opened. Representatives of the Security Agency (the submission of Bids) may like to be present during opening of the Price bids. Date and time of opening of the price bids shall be advised only to the Security Agency(ies) shortlisted in the first phase of technical evaluation, through e-mail.
  - 4.4. Acceptance of the bid by SIDBI would not guarantee the award of contract. SIDBI reserves the right to accept or reject any or all bid(s) without assigning any reason whatsoever.
  - 4.5. The Quotations should be based on the rates prescribed by the Office of Chief Labour Commissioner (Central), Government of India, as applicable for the service provided. All the components viz., Basic, VDA, Uniforms, Identity Cards, service charges etc., should be shown separately. All applicable taxes should also be mentioned / quoted in the bid.



- 4.6. The consolidated rate should be quoted inclusive of all taxes. The consolidated rate would be considered for the purposes of comparison.
- 4.7. The final security deposit (inclusive of EMD) to be paid to SIDBI would be in the range of Rs.80,000/- to Rs.1 lakh. No interest will be paid on the Security Deposit. The bidders should take all costs into consideration before making any bid.
- 4.8. SIDBI will award the contract to the successful Security Agency whose bid has been determined to be **substantially responsive** and has been determined as the Lowest (L1) price bid.
- 4.9. SIDBI may, at its own discretion, on the request of the Security Agency, furnish the reasons for rejecting tender.

## Terms and Conditions

### 1. DEFINITIONS:

1. In this Contract, the following terms shall be interpreted as indicated below, unless otherwise specified:
  - 1.1. "SIDBI" means Small Industries Development Bank of India ;
  - 1.2. "Security Agency" means the proprietary concern or partnership firm or company providing or intending to provide the Security Services as indicated under Sr. No.1 (i.e., Introduction & Requirement) of Annexure I of this document;
  - 1.3. "Contract" means the agreement (Letter awarding the contract duly accepted by the Security Agency and / or any other document(s) etc.,) entered into between SIDBI, represented by its Authorised Officer and the Security Agency represented by its authorised representative as recorded in the Contract Form signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein;
  - 1.4. "Contract Amount" means the amount payable to the Security Agency under the Contract for the full and proper performance of its contractual obligations;
  - 1.5. "TnC" means the Terms and Conditions of the Contract contained in this section;
  - 1.6. "Premises" means the office of SIDBI at (i) SIDBI, Door No.5-8-196 to 207, G-1, Akira Sikhara Plaza, Jusbagh, Opp.Intermediate Board, Nampally, Hyderabad – 500 001 and Apartments of SIDBI at (ii) SIDBI Officers' Apartments, Door No.1-10-68/A, Chikoti Gardens, Begumpet, Near HCL Towers, Hyderabad 500 016.
  - 1.7. FY means Financial Year
  - 1.8. PSARA means Private Security Agencies (Regulation) Act, 2005 as amended from time to time.
  - 1.9. EPF means Employees' Provident Fund
  - 1.10. ESIC means Employee State Insurance Corporation
  - 1.11. GST means Goods and Service Tax
  - 1.12. LWF means Labour Welfare Act
  - 1.13. VDA means Variable Dearness Allowance

### 2. Minimum Eligibility Criteria / Technical Bid:

- 2.1 The Security Agency should be a proprietary concern or partnership firm or a corporate body registered under Companies Act. [Attach copy of registration certificate].
- 2.2 The Security Agency should have minimum 5 years' experience in providing security services to reputed organisations like All India Financial institutions, Public Sector Banks / Undertakings and Large Private Sector Companies. [Attach copy of work orders].
- 2.3 The Security Agency should have achieved annual income of Rs.50 Lakh in any of the last three financial years i.e., FY 2017-18, 2018-19 and 2019-2020

and average income of Rs.40 lakh during the last three financial years [ Attach copy for the all the 3 FYs].

- 2.4 The Security Agency should be an Income-tax assessee having filed its Income tax return for the Financial years, i.e. FY 2017-18, FY 2018-19 and FY 2019-20 [Attach copy of PAN and copies of return filed during the above Financial years]. In case the Security Agency is exempted from paying income tax, the exemption certificate received from IT Department may be enclosed.
- 2.5 The Security Agency should be registered with the Labour and GST authorities including under the Private Security Agencies (Regulation) Act (PSARA) as applicable [Attach copy of registrations].
- 2.6 The Security Agency should be registered with Employees Provident Fund Organisation (EPFO) & ESIC, Labour Department., under Telangana Shops & Establishment Act.
- 2.7 The Security Agency, other than a Government Agency, should abide by the provisions prescribed in “The Private Security Agencies (Regulation) Act, 2005” or any amendments to it.
- 2.8 The Security Agency should not have been black-listed by any Public Sector Bank, RBI or IBA or any other Government Agencies during last 5 years.
- 2.9 The guards to be posted for security services for the properties of SIDBI should not be less than 25 years and not more than 55 years.
- 2.10 The Security Agency should have at least 20 security guards including Ex-Servicemen employed as security guards continuously for the last 3 years.
- 2.11 The Security Agency shall not deploy personnel with criminal background. In this regard the Security Agency shall submit police verification of all the personnel employed by them at the premises of SIDBI just prior to deploying them at SIDBI premises and notarised affidavit to that effect that the person deployed for security arrangement under the contract does not have any criminal background.
- 2.12 The Security Agency should be practising business in the State of Telangana / A.P. having branch office locally at Hyderabad / Secunderabad. The Security Agencies having pan-India services / existence may also be eligible for participating in the bidding process provided they have already a branch office locally at Hyderabad/ Secunderabad.  
Experience of providing similar service to reputed organisations like Reserve Bank of India/ Large Public Sector Organisations/ All India Financial Institutions / Banks / MNCs, etc., shall be preferred.
- 2.13 SIDBI reserves the right to increase /decrease the number of guards based on it's requirement and the payment will be made accordingly.
- 2.14 The terms and conditions of the security contract is given in the **Appendix to Annexure II.**

The Security Agencies qualifying the above minimum eligibility criteria and agree to abide by the terms and conditions given in the **Appendix to Annexure II** may submit the “**Technical Bid**” in a separate sealed cover superscribing - “**Offer for Security Arrangement at SIDBI, Hyderabad -Technical Bid**”

**Terms & Conditions of Contract**

1. The Bids shall remain valid for 90 days from the date of opening of Financial (Price) Bid. The EMD of the unsuccessful bidder(s) will be returned after finalization of the tender. The EMD of successful bidder shall be retained and adjusted towards Security Deposit (SD). The EMD and SD shall not bear any interest. If the successful bidder declines to act on the offer made by SIDBI and/or withdraw/amend their quotations after opening of tenders or fails to commence the work, the EMD shall stand forfeited without any notice to the bidder and no claim on this account shall be entertained.
2. **Security Guards**
  - (i) The Security Agency shall be fully responsible for the security of the above 2 Premises and also responsible for providing the requisite guards at all the shifts.
  - (ii) The number of guards to be deployed by the Security Agency will be decided by SIDBI so as to ensure effective security arrangements. The rest & relief arrangements will be made at the discretion of the Security Agency, for which SIDBI will not be liable to pay any wages or compensation.
  - (iii) SIDBI reserves the right to increase / decrease the number of guards based on it's requirement and the payment will be made accordingly.
  - (iv) For the purpose of this security arrangement contract, the guards who are deployed for the security shall be fit, preferably Ex-servicemen, wear proper uniform and identity card provided by the Security Agency while on duty. Provision of uniform and the cost of identity cards to the staff shall be borne by the Security Agency.
  - (v) The Security Agency shall organize medical examination of all the security guards before initial deployment which will be repeated on yearly basis. Any person found to be medically unfit or unsuitable shall have to be removed by the Security Agency from the services and suitable replacement shall have to be arranged forthwith.
  - (vi) The Security Agency shall submit police verification report of its personnel deployed at SIDBI site(s) and also furnish other details viz., name, permanent and present address, age, Id proof, Address proof, Provident Fund code number, ESI code number etc., along with their passport size photographs, before engaging them for duty.
  - (vii) Every effort must be made by the Security Agency to deploy security guards of known antecedents only and it may be noted that the Security Agency shall be held responsible for all misdeeds of its guards/staff.
  - (viii) The Security Agency shall provide the proof of background check of its security guards deputed for security arrangement service at the site of SIDBI.

- (ix) Permanent addresses of all its security guards along with references about their conduct from two persons residing in his area of living shall be produced by the Security Agency to SIDBI, before deployment so as to enable SIDBI to locate them as and when required.
- (x) The Security Agency shall provide distinct uniform and issue Identity cards to their employees. The uniforms should bear logo of the Security Agency. The guards shall wear neat & tidy uniform and identity card while on duty. Provision of uniform and the cost of identity cards to the guards shall be borne by the Security Agency.
- (xi) The Security Agency shall ensure:
  - a) that all instructions, guidelines and specifications issued to the Security Agency by SIDBI are clearly and effectively communicated by the Security Agency to its employees and personnel;
  - b) that all instructions, guidelines and specifications are strictly adhered to by the employees and personnel of the Security Agency so that reputation of SIDBI is not damaged;
  - c) that no action taken by the Security Agency and / or its employees and/ or personnel shall violate laws and regulations.
- (xii) The same guards would be employed at the premises of SIDBI on a regular basis and the Security Agency will not rotate the guards from one place to another and/or one institution to another without prior intimation and the prior consent of SIDBI.
- (xiii) SIDBI reserves the right to reject any particular guard employed under the contract with SIDBI without assigning any reason.
- (xiv) It is made clear and reiterated that management control of the guards so provided shall be with the Security Agency and the said guards for all purposes shall be within the Disciplinary Authority of the Security Agency.
- (xv) The Agency will ensure that each guard performs his duty for not more than eight hours in one instance, except in case of emergency.
- (xvi) The Security Agency shall arrange proper supervision of the deployed security guards at SIDBI including surprise check, both during day and night and shall submit the reports at periodic intervals, i.e., fortnightly.
- (xvii) If any incident of disobedience, misbehavior or theft occurs, the Security Agency shall remove from service such persons notified by SIDBI immediately and fill up such vacancy with a suitable person.
- (xviii) The Security Agency shall remove any guard who in the opinion of SIDBI is guilty of misconduct or is in any manner unfit or unsuitable for service. The Security Agency shall at all times indemnify SIDBI against all claims which may be made under the Workmen's Compensation Act, or rules there under or under any law or rules of compensation payable in consequence of any accident or injury



sustained by any person in its employment for the purpose of Security Arrangements. The Security Agency shall be solely responsible for the remuneration and other dues of its employees as also for omissions / commissions done by them.

- (xix) In case of lapse on the part of the security guards of the Security Agency, the Security Agency should take suitable action against such staff. In case the Security Agency fails to take such action against the defaulter, SIDBI reserves the right to take any suitable/legal action against the Security Agency and the security guard concerned.
- (xx) The guards engaged by the Security Agency shall not allow any material to be taken out from the said premises unless authorized by a nominated officer(s) of SIDBI under his/her seal and signature.
- (xxi) The Security 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 Security Agency for carrying out the said job, SIDBI 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.
- (xxii) In case of theft of any material takes place from the Premises on account of the negligence on the part of the Security Guards employed by the Security Agency, the Security Agency would be liable for such lapse and the such loss to SIDBI, if any, would be recovered from the Security Agency while settling the bill.
- (xxiii) In the case of any labour problems related to the security guards of the Security Agency deployed in SIDBI premises, the same shall be settled at the Security Agency end only. The "Security Agency" shall indemnify SIDBI suitably. It shall be the duty of the Security Agency to clearly inform its own security guards that they shall have no claim whatsoever against SIDBI and they shall not raise any industrial dispute, either directly and / or indirectly, with or against SIDBI in respect of any of their service conditions or otherwise.
- (xxiv) SIDBI will not be responsible or liable in case of any dispute arising between the Agency and the guards employed by the Security Agency for carrying out the security services and **no relationship of Employer and Employee** shall come into existence between SIDBI and the Security Agency or guards, for which all responsibilities shall vest with the Security Agency alone.
- (xxv) The Security Agency shall abide by State Labour/ Government of India (Ministry of Labour) rules and regulations and all other Statutory Acts/Regulations and rules relevant to this contract including Workmen Compensation Act, Works Contract Act, Minimum Wages Act, Provident Fund Act, ESI etc., The Private Security Agencies (Regulation) Act etc., and shall indemnify SIDBI

against and damages arising out of the default on the part of Security Agency due to negligence or non-compliance of any of the aforesaid rules, regulations, etc., laid down by the Government, Statutory Authorities Regulations and other Government bodies, if any, from time to time.

- (xxvi) The Security Agency shall indemnify and keep indemnified, defend and hold good SIDBI, its officers, directors, employees and agents against loss, damages or claims arising out of any violations of applicable laws, regulations, guidelines during the contract period and for the breach committed by the Security Agency or their services personnel on account of misconduct, omission and negligence by the Security Agency or his service personnel.
- (xxvii) The Security Agency shall maintain and provide all necessary documentation, registers and records in connection with the performance of security arrangement services and other related documents including for complying with any statutory requirements and provisions of applicable laws.
- (xxviii) The Security Agency shall maintain the Register/Challan copies as under and submit the same to SIDBI :
- (1) Under EPF/ESIC/LWF Act**
- a) Photo copies of EPF/ESIC Monthly Challans (from the beginning of the contract)
- b) LWF Challans (from the beginning of the contract)
- c) Agreement copy with SIDBI
- (2) Under Minimum Wages Act, 1948**
- Minimum wages to all security guards of the Security Agency as prescribed by the Office of the Chief Labour Commissioner (Central), Government of India.
- (xxix) SIDBI shall make a claim, if any, in writing to the Security Agency in case of any loss caused to SIDBI due to non-performance or mal-performance or mis-performance, theft, etc., by the Security Agency/its guards in carrying out the terms and conditions and any claim lodged by SIDBI will be settled by the Security Agency within a period of one month. If the claim is not settled within one month, loss caused to SIDBI, shall be recovered from the monthly payment made to the Security Agency and also from the Security Deposit with SIDBI by the Security Agency.
- (xxx) The Security Agency shall be responsible for the payment of wages/ dues to its guards. All liabilities arising out of violation of any local and Central Laws shall be the responsibility of the Security Agency without in any manner encroaching upon the rights and liabilities upon SIDBI.
- (xxxi) The rate which will be paid to the Security Agency security arrangements, will be on the basis of rates prescribed by the Office of Chief Labour Commissioner (Central), Government of India and



will be inclusive of service charges. Any request for change of rates due to change in the rates of Minimum Wages / VDA shall be intimated by the agency to SIDBI and upon receipt of such request, SIDBI may consider the same.

(xxxii) Residential accommodation either in SIDBI Premises or outside shall not be provided by SIDBI to the security guards of the Security Agency.

### **3. 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, GoI.
- (ii) These provisions shall be applicable to Micro and Small Enterprises (MSEs) registered with District Industries Centers(DICs) or Khadi and Village Industries Commission (KVIC) or Khadi and Village Industries Board (KVIB) or Coir Board or National Small Industries Corporation (NSIC) or Directorate of Handicrafts and Handloom or any other body specified by Ministry of Micro, Small and Medium Enterprises (MoMSMEs).
- (iii) If deemed fit, SIDBI may procure minimum of 20% of the contract value of any goods or services from MSEs. Further, SIDBI reserves the right to procure part work/services (about 4% out of above 20%) from 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 an MSE. In case of more than one such MSEs, the supply shall be shared proportionately at the discretion of SIDBI.
- (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 MSEs 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.

### **4. Period of Contract :**

The tenure of the contract shall be for **2 years** and is extendable for further period of **one year** at the sole discretion of SIDBI on fresh or existing terms and conditions as the case may be subject to satisfactory performance of the Service Provider/ Security Agency. However, continuance of contract, beyond initial one year, will be subject to Performance Review done by appropriate authority of SIDBI. If the services are found unsatisfactory, SIDBI may, in its discretion, terminate the contract at any point of time even before the one year period.

5. **Location for security services:**

The security arrangement service shall be provided at (i) SIDBI, Door No.5-8-196 to 207, G-1, Akira Sikhara Plaza, Jusbagh, Opp.Intermediate Board, **Nampally**, Hyderabad – 500 001 and (ii) SIDBI Officers’ Apartments, Near HCL Tower, 1 – 10 – 68/A, Chikoti Gardens, Begumpet, Hyderabad 500 016.

The infrastructure of SIDBI will be solely under the care and supervision of the Security Agency and any damage or loss due to security lapses will be entirely the responsibility of the Security Agency.

6. **Notice for Termination of Contract :**

The contract can be terminated by the Security Agency by giving 3 months’ notice while SIDBI can terminate the contract by giving 1 months’ notice. However, in case the quality of services rendered are not found satisfactory and the services are not maintained by the Security Agency despite reminders, SIDBI shall have the right to terminate the contract without any notice to the Security Agency, besides levying of penalty as may solely be decided by SIDBI.

7. **Security Deposit :**

Successful Security Agency shall deposit, an amount as indicated in the table below towards interest-free Security Deposit [SD] for satisfactory performance of contract which notwithstanding the above, would be forfeited by SIDBI in case the services of the Security Agency are terminated by SIDBI on the grounds of unsatisfactory / irregular services, breach of any of the terms of the accepted tender document or quality of service. SD will be refunded after satisfactory completion of contract period.

(a)	10%	On the first Rs. 1,00,000/- of the accepted value of the contract
(b)	7.50%	On the next Rs.1,00,000/- of the accepted value of the contract
(c)	5.0%	On the further amount of the contract

Bidding agencies shall take the above into consideration while bidding for the contract.

8. **Pre-bid Clarifications:**

8.1 The intending Security Agency will have to send their queries by email to mail ids [rohyderabad@sidbi.in](mailto:rohyderabad@sidbi.in), [kamesh@sidbi.in](mailto:kamesh@sidbi.in) or [jhlatha@sidbi.in](mailto:jhlatha@sidbi.in) by **January 19, 2021, 16.00 hrs.**, which will be clarified in the Pre-bid meeting to be held on **January 20, 2021 at 16.00 hrs.** No request for change in date of pre-bid meeting will be entertained. No fresh queries will be entertained after pre - bid meeting.

8.2 The interested Security Agencies are advised to inspect the site, understand the nature of service required in this regard and satisfy themselves before submitting their bids. However, no such visits will be allowed after the pre-bid meeting date. A Security Agency shall be

deemed to have full knowledge of the site/ nature of services to be provided, whether he inspects it or not and no extra claims due to any misunderstanding or otherwise shall be allowed.

**9. Rates:**

9.1 The rates quoted shall be consolidated cost of security guards' wages including Basic, VDA, PF, ESI, Uniform, Identity Card, taxes and duties, levies, etc., payable to the appropriate authorities. Goods and Services Tax (GST), presently, is payable on reverse charge basis. Agency service charge to be shown separately. No extra payment over and above the rate quoted shall be made to the Security Agency in this respect. No escalation in service charge rates will be permitted during the contract period. If the rates quoted for security guards' wages is less than the Central minimum wages rates chart of the Government of India, the bid will be rejected (the Security Agency must enclose latest Central minimum wages rates chart with their Financial (Price) Bid and also enclose details of the calculations of rates quoted). However, if quality of services rendered is not found acceptable by the Performance Reviewing Authority, SIDBI may, in its discretion, cancel/terminate the contract. Any decision in this regard by SIDBI shall be final, conclusive and binding on the Service Providers.

9.2 No advance will be paid.

9.3 Applicable taxes will be deducted at source at the time of settlement of bills unless the Security Agency produces the certificate to the contrary from the Income Tax authorities. Certificate for tax deducted will be issued by SIDBI.

9.4 Prices quoted by the Security Agency should include all local taxes, Sales tax, VAT, duties, levies, etc. as explained in para 9.1 above.

**10. Terms of Payment: The payment terms of SIDBI are as under:**

10.1 Payment to Security Agency shall be made on monthly basis. Security Agency shall raise the invoices for services provided during the month and submit the consolidated bills to SIDBI in the first week of every subsequent month (bills for the preceding month). SIDBI after scrutiny will release the payments generally within 7-10 working days from the date of bill submission under normal circumstances.

10.2 All the payments including refund of EMD will be made by SIDBI, Hyderabad, electronically through RTGS/ NEFT. All the Security Agency should submit duly filled-in & signed [by authorized signatory and Security Agency's banker] Bank Mandate Form as per format prescribed in **Annexure VII**.

10.3 At the time of claiming the payments including refund of EMD, Security Agency will be required to confirm in writing the bank A/c No. and other details furnished in Bank Mandate Form. In case of any changes, Bank Mandate Form would require to be re-furnished.

- 10.4 The Security Agency must accept the payment terms proposed by SIDBI. The price bid submitted by the Security Agency must be in conformity with the payment terms proposed by SIDBI. Any deviation from the proposed payment terms would not be accepted. SIDBI shall have the right to withhold any payment due to the Security Agency, in case of delays or defaults on the part of the Security Agency. Such withholding of payment shall not amount to a default on the part of SIDBI.
- 10.5 The Security Agency will be required to submit an undertaking as per the format enclosed as per Annexure V along with the monthly bill and the bill will be settled only thereafter.

### **11. Earnest Money Deposit (EMD):**

- 11.1 The Security Agency submitting the bids will have to deposit EMD of Rs.25,000/- (Rupees Twenty Five thousand only) by way of DD/PO drawn from a scheduled commercial bank in favour of 'Small Industries Development Bank of India', payable at Hyderabad along with the Technical Bid.
- 11.2 Any bid received without EMD in proper form and manner shall be considered unresponsive and rejected.
- 11.3 The Security Agency selected through the tendering process may be required to give security deposit as mentioned in **S.No.7 of the Appendix to Annexure II** in the form of DD/PO drawn from a scheduled commercial bank in favour of Small Industries Development Bank of India, i.e. SIDBI payable at Hyderabad refundable on expiry of contract after adjustment of any dues receivable from the Security Agency.
- 11.4 The unsuccessful Security Agency will be returned the EMD within 15 working days from the date of final decision of Bank regarding the contract except on account of exigencies beyond Bank's control.
- 11.5 Request for exemption from EMD will not be entertained.
- 11.6 The EMD may be forfeited -
- a) If a Security Agency withdraws its bids during the period of bid validity.
  - b) If a Security Agency makes any statement or encloses any form which turns out to be false/ incorrect at any time prior to signing of the contract.
  - c) In case of successful Security Agency, if the Security Agency fails to accept the order / sign the contract within the stipulated time.

### **12. Quotation and Process of Selection:**

- 12.1 Interested Security Agency will be required to submit their offer in 2 bids, viz., "Technical bid" and "Price bid" in the format indicated in **Annexure III & Annexure IV**. Both the bids will be required to be put

in separate sealed covers with superscription “Technical Bid” and “Price Bid” which will again be put in another sealed cover with superscription “Offer for Security Arrangement at SIDBI, Hyderabad” addressed to The General Manager, SIDBI, Door No.5-8-196 to 207, G-1, Akira Sikhara Plaza, Jusbagh, Opp.Intermediate Board, Nampally, Hyderabad – 500 001.

12.2 The bids will be required to be handed over at SIDBI, Door No.5-8-196 to 207, G-1, Akira Sikhara Plaza, Jusbagh, Opp.Intermediate Board, Nampally, Hyderabad – 500 001 on or before 15:00 hours on January 28, 2021.

12.3 The quotation (Technical Bid only) will be opened at 15:30 hours on January 28, 2021 in the presence of the Service Providers, who wish to remain present.

12.4 The bid(s) so opened will be subjected to desk scrutiny by a committee of officials. Inclusion of any deviations in the quotation is liable for rejection, at the discretion of SIDBI.

12.5 A Committee of officials of SIDBI at its discretion may be visiting the locations where the Security Agency is presently providing its services to evaluate its capability and verify the claims stated in the technical bid document. The Security Agency who satisfies the criteria will only be considered for further tendering process and their price bid will be opened.

### **13. Agreement :**

The successful Security Agency has to enter into an agreement with SIDBI for providing the security services. Format of agreement will be provided by SIDBI, to the successful Security Agency.

### **14. Use of Contract Documents and Information:**

14.1 The Service Provider shall not, without SIDBI’s prior written consent, disclose the Contract, or any provision thereof, or any specification, plan, drawing, pattern, sample or information furnished by or on behalf of SIDBI in connection therewith, to any person other than a person employed by the Security Agency in the performance of the Contract. Disclosure to any such employed person shall be made in confidence and shall extend only as far as may be necessary for purposes of such performance.

14.2 The Security Agency will treat as confidential all the data and information about SIDBI, obtained in the execution of his responsibilities, in strict confidence and will not reveal such information to any other party without the prior written approval of SIDBI.

15. **Subcontracts:** The Security Agency shall not assign or sub-contract to others, in whole or in part its obligations to perform under the contract except with SIDBI’s prior written consent.

**16. Applicable laws:**

16.1 The Contract shall be interpreted in accordance with the laws prevalent in India.

**16.2 COMPLIANCE WITH ALL APPLICABLE LAWS:**

The Security Agency shall undertake to observe, adhere to, abide by, comply with and notify SIDBI about all laws in force or as are or as made applicable in future, pertaining to or applicable to them, their business, their employees or their obligations towards them and all purposes of this tender document and shall indemnify, keep indemnified, hold harmless, defend and protect SIDBI and its employees /officers/ security guards/ personnel/ representatives/ agents from any failure or omission on its part to do so and against all claims or demands of liability and all consequences that may occur or arise for any default or failure on its part to conform or comply with the above and all other statutory obligations arising there from.

**17. Force majeure:**

17.1 If the performance as specified herein is prevented, restricted, delayed or interfered by reason of Acts of God including fire, explosion, cyclone, floods, war, revolution, acts of public enemies, blockage or embargo, any law, order, proclamation, ordinance, demand or requirements of any Government or authority or representative of any such Government including restrict trade practices or regulations, Strikes, shutdowns or labour disputes which are not instigated for the purpose of avoiding obligations herein, or any other circumstances beyond the control of the party affected, then notwithstanding anything here before contained, the party affected shall be excused from its performance to the extent that such performance relates to prevention, restriction, delay or interference and provided that the party so affected uses its best efforts to remove such cause of non-performance, delay or interference and when removed the party shall continue performance with utmost dispatch.

17.2 If a Force Majeure situation arises, the Security Agency shall promptly notify SIDBI in writing of likelihood or actual existence / occurrence of such condition, the cause thereof and the change that is necessitated due to the conditions. Until and unless otherwise directed by SIDBI in writing, the Security Agency shall continue to perform its obligations under the Contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event.

**18. Resolution of Disputes:**

18.1 It will be SIDBI's endeavor to resolve amicably any disputes or differences that may arise between SIDBI and the Security Agency from



misconstruing the meaning and operation of the tender document and the breach that may result.

- 18.2 In case of Dispute or difference arising between SIDBI and the Security Agency relating to any matter arising out of or connected with this agreement, such disputes or difference shall be settled in accordance with the Arbitration and Conciliation Act, 1996. The Arbitrators shall be chosen by mutual discussion between SIDBI and the Security Agency OR in case of disagreement each party may appoint an arbitrator and such arbitrators may appoint an Umpire before entering on the reference. The decision of the Umpire shall be final.
- 18.3 The Security Agency shall continue work under the Contract during the arbitration proceedings unless otherwise directed in writing by SIDBI or unless the matter is of such nature that the work cannot possibly be continued until the decision of the Arbitrator or the umpire, as the case may be, is obtained.
- 18.4 Arbitration proceedings shall be held at Hyderabad, India, and the language of the arbitration proceedings and that of all documents and communications between the parties shall be English;
- 18.5 Notwithstanding anything contained above, in case of dispute, claim & legal action arising out of the contract, the parties shall be subject to the jurisdiction of courts at Hyderabad, India only.
- 18.6 Any notice given by one party to the other pursuant to this Contract shall be sent to the other party in writing or by fax and confirmed in writing to the other party's specified address. The same has to be acknowledged by the receiver in writing.
- 18.7 A notice shall be effective when delivered or on the notice's effective date, whichever is later. Any dispute between the Security Agency and SIDBI, which cannot be settled by negotiation, may be resolved exclusively by arbitration and such dispute may be submitted by either party to arbitration within 30 days of the failure of negotiations. Arbitration shall be held in Hyderabad, India and conducted in accordance with the provision of Arbitration and Conciliation Act 1996 or any statutory modification or re-enactment thereof. The arbitration proceedings shall be conducted in the English language. Subject to the above, the courts of law at Hyderabad alone shall have the jurisdiction in respect of all matters connected with the Contract. The arbitration award shall be final and binding. The Security Agency shall not be entitled to suspend the provision of the security arrangement services, pending resolution of any disputes and shall continue to render the security arrangement services in accordance with the provisions of the contract notwithstanding the existence of any dispute between the Security Agency and SIDBI or the subsistence of any arbitration or other proceedings.



18.8 The contract shall be governed by and construed in accordance with the laws of India and the Courts in Hyderabad shall have the exclusive jurisdiction to try any suit, proceedings in connection therewith / in that behalf.

18.9 This tender document is issued in English and Hindi, in case any clarification issue arises, the English version shall prevail.

XXXXXXXXXXXXXXXXXX



Other terms and conditions

- 1) The successful bidder/ Security Agency shall
  - a) personally and exclusively supervise or employ sufficient supervisory personnel, exclusively to supervise the work of his employees so as to ensure that the services rendered are carried out to the satisfaction of SIDBI.
  - b) ensure that his/her employees, while on the premises of Bank or while carrying out their obligations, observe the standards of cleanliness, decorum, safety, good behaviour and general discipline laid down by SIDBI or its authorized agents and SIDBI shall be the sole judge as to whether or not the Security Agency and /or his employees have observed the same.
  - c) ensure that no employee of the Security Agency will enter or remain on SIDBI's premises beyond the specified time limits unless ~~and~~ absolutely necessary for fulfilling obligations of the Security Agency.
  - d) be liable for any damage caused to SIDBI or its premises or any part thereof or to any fixtures or fittings thereof or any property of SIDBI and therein by any act, omission, default or negligence of the Security Agency or his employees or agents.
  - e) supply identity cards to his employees or agents who shall be doing the subject job at SIDBI's premises. All the employees and agents should bear the identity card for all the times, they are working in Bank's premises.
  - f) provide distinct uniform to his/her employees or agents. The uniforms should have logo of the firm/company of the Security Agency and shall be kept neat, tidy and in a wearable condition.
- 2) The Security Agency shall not engage any person who is suffering from contagious or infectious diseases or who is a minor.
- 3) The Security Agency shall strictly abide by the terms and conditions as stipulated in Contract Labour (Regulation and Abolition) Act, 1970 and rules framed thereunder, Minimum Wages Act, 1948 or any other relevant labour law/statute in force.
- 4) That the Security Agency shall implement and cover all the personnel employed by it under the various industrial/labour laws, existing or amended from time to time, such as E.S.I.C., P.F., Bonus, Workmen's Compensation Act, etc. and shall also be responsible for any claim/damage made by the personnel employed by it under this Agreement.
- 5) The Security Agency shall maintain the musters, salary registers, leave registers, P.F. registers, etc. and shall also pay provident fund and the professional tax in time and file returns in respect of all the employees employed in SIDBI's premises under this contract and the Security Agency shall make available the same to SIDBI as and when required by SIDBI

- 6) The Security Agency also agrees that in case of any pilferage or theft of SIDBI's material, it shall reimburse the same to SIDBI during the pendency of this contract. It shall also make good any loss or damages, caused by it or its personnel to SIDBI during the pendency of this contract.
- 7) The Security Agency agrees to provide shoes, whistles, rain-wear, torches, safety equipments and protective gears to its Security personnel working in SIDBI's premises.
- 8) The Security Agency also agrees to make available to SIDBI or to any Statutory Authority, relevant information and/or records as may be obligatory under the rules, statutes as may be directed in that regard by SIDBI or by any Statutory Authority respectively.
- 9) SIDBI will impose a penalty of ₹500/- per day if the Security personnel deployed by the Security Agency are found either unauthorisedly absent from their post or sleeping on duty.
- 10) In the event of termination of the contract for any reason whatsoever, the Security Agency /or persons employed by him or his agents shall not be entitled for any sum or sums whatsoever from SIDBI by way of compensation, damages or otherwise.
- 11) The Security Agency shall ensure payment of **Central Minimum Wages**, as prescribed by the Office of the Chief Labour Commissioner (Central), to the workmen employed by him/them, shall maintain a register of wages and shall issue a wage slip to every workman employed by him/them.
- 12) The Security Agency shall make the payments to its workmen employed with SIDBI only by way of electronic means viz., IMPS / NEFT / RTGS, net banking etc.,
- 13) The Security Agency shall indemnify and keep indemnified SIDBI against all losses and claims, damages or compensation for breach of any provisions of the Payment of Wages Act, 1936, Minimum Wages Act, 1948, Contract Labour (Regulation and Abolition) Act, 1970 or any other labour law/statute in force in this regard. The Security Agency only shall be responsible for liabilities, if any, in this regard.
- 14) The contract may be considered for renewal further for one year on same terms and conditions provided SIDBI finds the services of the Security Agency satisfactory and if SIDBI desires so. The decision of SIDBI in this regard will be final.
- 15) It is the obligation of the Security Agency to cover its employees under the ESI and EPF and the Security Agency will submit to SIDBI the proof (with names) of each such payment made to the authorities concerned.
- 16) The appointed agency shall deposit a Security Deposit (SD) as per the terms in the form of Demand Draft drawn in favour of Small Industries Development Bank of India payable at Hyderabad within a week from the date of issue of work order. The deposit will not carry any interest and will be refunded after completion of the contract. In the event of breach of contract by the Security Agency, the Security Deposit will be forfeited.



- 17) In case of unsatisfactory service, SIDBI reserves the right to terminate the contract by giving notice of 1 month & forfeit the Security Deposit.
- 18) Payment of salaries / wages due to the employees of the Security Agency shall be made by the Security Agency on or before the 7th of every month. The necessary salary / wages payment vouchers shall be open to SIDBI's inspection. In case of default by the Security Agency to pay the salaries / wages to his employees, SIDBI shall have the right to demand such payments to the employees of the Security Agency or pay such amounts either in part or full to them and to recover the same from the bills submitted by the Security Agency.

P A R T - I  
THE FORMAT FOR TECHNICAL BID  
(Security Arrangement)

From,

.....  
.....  
.....

To,

The General Manager,  
Small Industries Development Bank of India (SIDBI)  
Door No.5-8-196 to 207,  
G-1, Akira Sikhara Plaza,  
Jusbagh, Nampally,  
Opp.Intermediate Board,  
Hyderabad – 500 001

Sl. No.	Particulars	Details to be filled in by the Agency
1	Name of the Agency & Contact Person	
2	Regd. office/Business address of the Agency & mobile or telephone number.	
3	Local Office Address at Hyderabad/ Secunderabad & mobile or telephone number.	
4	Date of Incorporation/Constitution	
5	IT PAN of the Agency (Attach copy)	
6	TAN No. of the Agency (Attach copy)	
7	GST Registration No. (Attach copy)	

Sl. No.	Particulars	Details to be filled in by the Agency
8	Whether registered with Registrar of Firms/ Companies? Date of Registration/Incorporation (Attach copy of registration)	
9	Whether registered with Labour Department? Date of Registration (Attach copy of registration)	
10	Whether registered under Private Security Agencies (Regulation) Act 2005 (attach copy of registration)	
11	The Agency, other than a government Agency, should abide by the provisions prescribed in "The Private Security Agencies (Regulation) Act, 2005"	
12	Whether the Agency meets by all statutory requirements as per (i) Minimum Wages Act (ii) Workmen Compensation Act (iii) Contract Labour (Regulation and Abolition) Act (iv) Employee Provident Fund Act (v) ESIC (vi) Any other as applicable (please specify). (Attach copy of registration certificate / licence where applicable)	
13	Whether the agency has 5 years' experience in providing Security Services to reputed organisations viz., All India Financial institutions, public sector banks / undertakings / MNCs and large private sector companies? Please indicate atleast 2 names of the contact person, phone number and address of the organisation (Attach copies of the Work Orders)	
14	Whether annual income of Rs.50 lakh in any of the last three financial years (FY 2017-18, 2018-19 and 2019-20) and	

Sl. No.	Particulars	Details to be filled in by the Agency
	average income per annum during the last three years is not below Rs.40 lakh? [Attach copy of the balance sheet and statement of accounts for the last 3 Financial Years duly audited & certified by Chartered Accountant]	
15	Whether the agency is an Income Tax Assessee having filed its Income Tax return for the Financial years i.e., FY 2017-18, FY 2018-19 and FY 2019-20 (Attach copy of Income Tax Returns for all the three Financial years)	
16	Whether the guards to be posted for security services for the properties of SIDBI are (preferably) Ex-service men not below than 25 and not more than 55 years of age.	
17	Whether the Security Agency has more than 20 security guards including Ex-service men employed as security guards continuously for the last 5 years.	

@# The above format shall be read with the entire tender document, terms and conditions, eligibility criteria described in the tender document while evaluating the bids technically.

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

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.

SIGNATURE OF THE AUTHORISED PERSON

Date:

Name and Seal of the Agency

Place:

(This format along with duly signed with seal (on all the pages) of the tender documents along with terms & conditions, supporting documents, testimonials, EMD etc. shall be submitted in a separate sealed cover superscribing - "TECHNICAL BID FOR Offer for Security Arrangement at SIDBI, Hyderabad).

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

From,

.....  
 .....  
 .....

To,

General Manager,  
 Door No.5-8-196 to 207,  
 G-1, Akira Sikhara Plaza,  
 Jusbagh, Nampally, Opp.Intermediate Board,  
Hyderabad – 500 001

Sl. No.	Particulars	Rate per Guard (₹)	No of guards	Total Rate (₹) \$ (Pl. write in words also)
1	Unarmed Security Guard at SIDBI Office, Nampally, Hyderabad		01	
2	Unarmed Security Guards at SIDBI Officers Apartments at Begumpet, Hyderabad		03	
3	Reliever Charges, where applicable			
4	<b>Total</b> [Total Financial Price bid]		<b>04</b>	

\$ - Rate per guard [Basic, VDA, PF, ESI, etc.] x no. of guards

Note : (1) To quote for above as per Minimum wages Act as applicable in the Central minimum wages rates.

(2) \*1 shift for the 8 hours duty per day works out to 208 hours per month i.e. 26 days X 8 hours and any extra duty beyond the 208 hours in a month will be paid for on the same rates.

Please attach detailed bifurcation of the quote submitted in the format given below.

**Break-up of rate quoted per guard as per rates prescribed by the Office of the Central Labour Commissioner (Central), Govt. of India**

Sl. No.	Particulars	Per Security Guard
1	Wage for 26 days	
2	EPF	
3	ESIC	
4	Bonus if applicable	
5	Gratuity, if applicable	
6	Reliever Charges, where applicable	
7	<b>Sub-Total</b>	
8	Service Charge	
9	<b>Grand Total</b>	

- Goods and Services Tax (GST), presently, is payable on reverse charge basis. If the same is applicable, the same would be levied by us from the date of applicability.
- The proofs of payment of taxes and levies (including PF, ESIC etc.) made by the us to the various Authorities / Govt. Department(s) shall be submitted to SIDBI on a monthly basis along with the bill / Invoice for the month, failing which appropriate amount shall be withheld on getting related information/instruction from the concerned Department.
- Any request for change of wage rates due to change in Central Minimum Wage rates shall be intimated to SIDBI and upon receipt of such request SIDBI may 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 SIDBI and mentioned in the **Appendix to Annexure II** at the rates quoted above.

Date:

SIGNATURE OF THE AUTHORISED PERSON

Place:

Name and Seal of the Agency

**Note :**

(This format shall be submitted in a separate sealed cover superscribing - "FINANCIAL BID/ PRICE BID FOR Offer for Security Arrangement at SIDBI, Hyderabad).



An Undertaking is to be submitted by the service provider / Security Agency as per the draft given below stating, inter-alia, that they have complied with all the provisions of applicable laws with respect to Minimum Wages Act, ESI and EPF Acts.

## ANNEXURE V

### Undertaking

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

- a) 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.
- b) 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.
- c) I further declare and undertake that in case any liability pertaining to my employees is to be discharged by SIDBI due to my lapse, I undertake to reimburse the same. SIDBI is also authorized to deduct the same from my dues as payable.

**Authorised Signatory**

Forwarding Letter

(To be submitted on the letter head of the “Service Provider”)

To:

The General Manager,  
Door No.5-8-196 to 207, G-1, Akira Sikhara Plaza,  
Jusbagh, Opp.Intermediate Board, Nampally,  
Hyderabad – 500 001

Dear Sir,

Your Tender No.1 / SIDBI / ROHY / 2021 ADMIN dated **January 06, 2021**

This is with reference to your above mentioned tender for Selection of “Security Agency” for providing Security services Arrangement in SIDBIs premises at Hyderabad. Having examined the tender document, we hereby submit our proposal along with the necessary documents.

Further, we agree to abide by all the terms and conditions as mentioned in the tender document and all the Annexures of the tender document.

Date:...../...../.....

Authorised Signatory:

Name:

Designation:

Phone:

Email:

Seal of the agency

**BANK MANDATE FORM**

(To be submitted in Duplicate)

(Please fill in the information in CAPITAL LETTERS. Please TICK wherever it is applicable)

1. Name of "Service Provider" : \_\_\_\_\_

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

2. Address of the "Service Provider" : \_\_\_\_\_

City \_\_\_\_\_ Pin Code \_\_\_\_\_

E-mail id: \_\_\_\_\_

Phone No. with STD code: \_\_\_\_\_

Mobile No.: \_\_\_\_\_

Permanent Account Number \_\_\_\_\_

GST Registration No. \_\_\_\_\_

MSE Registration / CA Certificate \_\_\_\_\_

(if applicable)

**3. Particulars of Bank account:**

Beneficiary Name			
Bank Name		Branch Name	
Branch Place		Branch City	
PIN Code		Branch Code	
MICR No.			
Account type	Saving/Current	Current	Cash Credit
Account No.	(as appearing in the Cheque book)		
(Code number appearing on the MICR cheque supplied by the bank. Please attach a cancelled cheque of your bank for ensuring accuracy of the bank name, branch name & code and Account Number)			
IFSC CODE	For RTGS transfer		For NEFT transfe



**4. Date from which the mandate should be effective :**

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 / SBI 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.

Place : \_\_\_\_\_

Date : \_\_\_\_\_

Signature of the party / Authorized Signatory

Certified that particulars furnished above are correct as per our records.

Bank's stamp :

Date :

(Signature of the Authorized Official from the bank in which the a/c is held)

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

**Note on IFSC / MICR**

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.

\*\*\*\*\*