

**भारतीय लघु उद्योग विकास बैंक, कोच्चि**

**निविदा- सूचना**

कोच्चि कार्यालय /आवासीय परिसर में सुरक्षा व्यवस्था

कोच्चि में हमारे सिडबी,फाइनेंस टावर, द्वितिय तल, पोस्ट बॉक्स सं.4209, कलूर, कोच्चि, 682017 में स्थित बैंक के कार्यालय तथा सीव्यू अपार्टमेन्ट, ब्रोडवे नोर्थ एंड, एर्नाकुलम 682 031 में स्थित आवासीय परिसरों के लिए चौबीसों घंटे सुरक्षा व्यवस्था प्रदान करने के लिए अनुभवी और सक्षम एजेन्सियों से सीलबंद कोटेशन आमंत्रित की जाती हैं।

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| **कायार्लय का नाम**  **Name of the office** | **सुरक्षा गार्ड की संख्या(अन-अर्मेड) No of guards (**un-armed**)** | **व्यवस्था Arrangement** |
| सिडबी,फाइनेंस टावर, द्वितिय तल, पोस्ट बॉक्स सं.4209, कलूर, एर्नाकुलम- 682017.  सिडबी अधिकारी आवास, सीव्यू अपार्टमेन्ट, ब्रोडवे नोर्थ एंड, एर्नाकुलम-  682 031. | कुल 6 संख्या  अर्थात  कार्यालय और आवास के लिए 6 संख्या में सुरक्षा गार्ड (प्रत्येक 3) चौबीस घंटे सेवाएं (3 संख्या में सुरक्षा कर्मी X 8 घंटे प्रति व्यक्ति).  . | चौबीसों घंटे सेवाएं. |

पूर्व-अर्हता मापदंड तथा निबंधन व शर्तें क्रमशः **अनुबंध I व परिशिष्ट** में दी गई हैं। ये सिडबी की वेबसाइट [www.sidbi.in](http://www.sidbi.in) में भी उपलब्ध हैं।

**आवेदन कैसे करें**

आवेदन पत्र निर्धारित प्रोफार्मा तथा सभी आवश्यक दस्तावेज़ों की प्रतिलिपियों के साथ “उप महाप्रबंधक, भारतीय लघु उद्योग विकास बैंक, फाइनेंस टावर, द्वितिय तल, पोस्ट बॉक्स सं.4209, कलूर, कोच्चि, 682017 को संबोधित होनी चाहिए और उनके लिफाफे पर “सिडबी कोच्चि में सुरक्षा व्यवस्था” अंकित होना चाहिए।

बोलियाँ **15 जून, 2015** को अधिकतम 15.00 बजे तक पहुँच जानी चाहिए। जो बोलियाँ विनिर्दिष्ट तरीके से प्रस्तुत नहीं की जाएँगी वे स्वीकार नहीं होंगी। तकनीकी बोली तथा वित्तीय बोली दो भागों में अलग-अलग सीलबंद लिफाफे में जिसमें **“**सुरक्षा व्यवस्था के लिए तकनीकी बोली**”** और **“**सुरक्षा व्यवस्था के लिए वित्तीय बोली**”** उल्लिखित हो। **कोटेशन उसी दिन अर्थात15 जून 2015** को 17.0**0** बजे खोला जाएगा। **बैंक को यह अधिकार है कि वह बिना कोई कारण बताए किसी एक या सभी बोलियों को अस्वीकार कर दे।**



Small Industries Development Bank of India- Kochi

**Contract for security service for Office & Officers Quarters Premises in Cochin**

Sealed quotations are invited from experienced and competent agencies for providing services for round the clock security of our office at, SIDBI, Finance Tower, II nd floor, Kaloor, Kochi – 682017. & at Officers Quarters, Sea View Apartment, Broadway North end, Kochi 682 031

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| **Name of the office** | **No of guards (**un-armed**)** | **Arrangement** |
| SIDBI, 2nd Floor, Finance Tower Kaloor, Ernakulam – 682017  SIDBI Officers Quarters  Sea View Apartments,  Broadway Nort End, Ernakulam – 682 031 | Total: 6 Nos  I.e.   * 6 Nos.of security Guards for office & quarters (3 each) performing round the clock service (3 Nos. of Security Personnel X 8 hrs Per Person).   . | Round the clock service. |

The pre-qualifiaction criteria alongwith terms and conditions are furnished in the Annexure - I and Appendix, respectively. The same are also available at our website [www.sidibi.in](http://www.sidibi.in).

**How to apply :**

The Application should be submitted in the prescribed form along with photocopies of all necessary documents addressed to “The Dy. General Manager, Small Industries Development Bank of India, 2nd Floor, Finance Tower Kaloor, Ernakulam – 682017 superscribed **'Security Arrangement at SIDBI, Cochin ’.**

The quotations should reach not later than 15.00 hrs on **June 15, 2015**. The quotations which are not submitted in the prescribed manner will not be accepted. The Technical bid and Financial bid ***must be*** submitted in separate sealed envelopes super-scribing **“Technical – Quotation for Security arrangement** and “**Financial Quotation for Security Arrangement”.** The quotations would be opened on the same day, i.e. **June 15, 2015**  **at 17.00 hours.** The Bank reserves the right to accept or reject any or all quotations without assigning any reasons.

**Annexure I**

**Pre-qualification Criteria**

1. The Security Agency should be Cochin based or it has branch office at Cochin and could be sole proprietary concern or partnership firm or a corporate body registered under the Companies Act. **[Attach copy of registration certificate].**
2. The Agency should have minimum 05 years’ experience in providing security services to reputed organisations like All India Financial institutions, Public Sector Banks / Commercial Banks/ Undertakings and Large private sector companies. **[Attach copy of work orders or letter of empanelment ].**
3. The agency should be registered with the Labour and Central & Excise department(s) of State/ Central Govt. as applicable. **[Attach copy of registrations].**
4. The agency should have achieved annual sales turnover of `20 lakh in any of the last three financial years i.e., FY 2012 / FY 2013 / FY 2014. (Attach copy of P&L A/c of relevant years)
5. The agency should be an Income-tax assessee having filed its Income tax return for the Assessment Years 2011-12, 2012-13 and 2013-14 **[Attach copy of PAN and copies of return filed.**. In case the agency is exempted from paying income tax, the exemption certificate received from IT Department may be enclosed.
6. The terms and conditions of the security contract is given in the **Appendix**.

The agencies qualifying the above pre-qualification criteria and agree to abide by the terms and conditions given in the Appendix may submit their quotation in a separate sealed cover superscribing -  **'Security Arrangement at SIDBI, Cochin** ”

**2.Scope of work**

The scope of work in the category of providing services for round the clock security of our office premisesat, SIDBI, Finance Tower, II nd floor, Kaloor, Kochi – 682017. & at Officers Quarters, Sea View Apartment, Broadway North end - Kochi 682 031.

Nature of works to be executed

At office the security personnel posted are required to operate

1. Air conditioners

2. Lights, fans and water-taps.

3. Opening and closing of all cabins / windows / doors and safe-custody of the keys.

At officers quarters the security personnel posted are required:

1. To operate lights in common areas, water pumps and water-taps
2. Should ensure that the main gate of the building is always kept closed and should be opened only when necessary.
3. Should be responsible for any theft/ pilferage/damage to SIDBI’s materials / properties arising out of the negligence or connivance of the security personnel.

**P A R T - I**

**THE FORMAT FOR SUBMISSION OF QUOTATION**

**(Security Arrangement)**

(This format shall be sent in a separate sealed cover superscribing **“TECHNICAL-QUOTATION FOR SECURITY ARRANGEMENT at Cochin ”)**

From

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To,

**The Dy. General Manager,**

**Small Industries Development Bank of India,**

**2nd Floor, Finance Tower, Kaloor,**

**Ernakulam - 682017**

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| **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 | Date of Incorporation/Constitution |  |
| 4 | PAN No. of the Agency |  |
| 5 | Service Tax Registration No. |  |
| 6 | ESI |  |
| 7 | EPF |  |
| 6 | Whether registered with Registrar of Companies? Date of Registration ***(Atttach copy of registration)*** |  |
| 7 | Whether the agencyhas 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)** |  |
| 8 | Whether registered with Labour Department? Date of Registration **(Attach copy of registration)** |  |
| 9 | Whether registered with Central and Excise Department for Service Tax? **(Attach copy of registration)** |  |
| 10 | Whether the agency has achieved annual sales turnover of `20 lakh in any of the last three financial years i.e., FY 2011 / FY 2012 / FY 2013. **(Attach copy of P&L A/c of relevant years)** |  |
| 11 | Whether the agency is an Income Tax Assessee having filed its Income Tax return for the Assessment Years 2011-12, 2012-13 and 2013-14 (**Attach copy of Income Tax Returns for all the three assessment years)** |  |

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

**SIGNATURE**

**Date: Name and Seal of Company**

**P A R T – II**

**THE FORMAT FOR SECURITY GAURD**

**(Security Arrangement)**

(This format shall be sent in a separate sealed cover superscribing - **“ FINANCIAL - QUOTATION FOR SECURITY ARRANGEMENT at Cochin”**

From

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To,

**The Dy. General Manager,**

**Small Industries Development Bank of India,**

**2nd Floor, Finance Tower, Kaloor,**

**Ernakulam - 682017**

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| **Particulars** | **No of total guards required** | **Rate per guard per month** |
| **Security Guard**  **(**un-armed**)**  **(Rate per person)**  (inclusive of Basic, PF, ESI, Service charge etc., as per minimum wages act applicable in the State) may be furnished)  **rates to be valid for two years** | **6** | **` .........................**  In Words (Rupees ……………………………………………… |

Note : The break up of the rates may also be furnished separately

The agency will abide by all statutory requirements as per Minimum Wage Act, Employee’s Provident Fund Act, ESIC, Workmen Compensation act, Payment of Wages Act, Contract Labour (Regulation and Abolition) Act and payment of these charges shall be the sole responsibility of the agency.

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

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

**SIGNATURE**

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

UNDERTAKING BY THE LABOUR CONTRACTOR

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

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

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

I further declare and undertake that in case any liability pertaining to my employees is to be discharged by the 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.

LABOUR CONTRACTOR

Authorised Signatory

**Appendix**

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

1. The period of contract will be **two** years from the date of awarding the contract subject to renewal for further set of **two** years thereafter at the sole discretion of the Bank on fresh or existing terms and conditions as the case may be.
2. The agency will abide by all statutory requirements as per Minimum Wage Act, Employee’s Provident Fund Act, ESIC, Workmen Compensation act, Payment of Wages Act, Contract Labour (Regulation and Abolition) Act and payment of these charges shall be the sole responsibility of the agency.
3. All statutory compliances including all above payments, statutory dues, mandatory statements to be complied with various Govt. Departments shall be the responsibility of the agency.

1. The agency will be fully responsible for the security of Premises and also responsible for providing the requisite guard.
2. The agency will not rotate the guards from one place to another and/or one institution to another without the consent of the Bank.
3. The guards who are deployed for the security duty will wear proper uniform and identity card during the duty hours provided by the agency. Provision of uniform and any related expenses shall be borne by the agency.
4. The agency guards engaged shall not allow any material to be taken out from the said premises unless authorized by a nominated officer(s) of the Bank for the purpose. It is reiterated and made clear that management, control of the guards so provided shall be with the agency and the said guards for all purposes shall be within the Disciplinary Authority of the agency.
5. The agency undertakes to indemnify the Bank against any loss, damage, theft, claims, damages, negligence as the Bank may be put to or incur due to direct or indirect result of non-performance or mal-performance or mis-performance in performing the works agreed to by it.
6. The agency shall be solely responsible for carrying out the job entrusted to them and in case of any accident resulting in death or injury or otherwise risk to the person engaged by the agency for carrying out the said job, the Bank shall not be liable for any compensation, damages, loss etc. as the case may be. The persons / guards engaged for performing the security job shall be responsible for their acts and omissions to the agency.
7. The Bank will not be responsible or liable in case of any dispute arising between the agency and the guards employed by the company for carrying out the security services and no relationship of Employer and Employee shall come into existence between the Bank and the agency or guards for which all responsibilities shall vest with the agency alone.
8. The Bank shall make a claim, if any, in writing to the agency in case of any loss caused to the Bank due to non-performance or mal-performance or mis-performance, theft etc. by the agency / its guards in carrying out the terms and conditions and any claim lodged by the Bank will be settled by the agency within a period of one month. If the claim is not settled within one month, loss caused to the Bank, shall be recovered from the monthly payment made to the agency.
9. The Bank reserves the right to terminate this arrangement without assigning any reasons thereof, by serving on the agency a notice of one month to this effect, and on the refusal of the agency to accept the notice of termination of the arrangement or passive avoidance to do so, the said notice shall be sent by registered post on the address of the agency recorded with the Bank, where after it shall be deemed to have been served on the agency. Bank shall also be entitled to appoint any other person, firm or agency at its discretion to perform the job entrusted to the agency after termination of the arrangement. Provided that the termination of the arrangement, as aforesaid, shall not absolve the agency of its liability regarding security arrangements already entrusted to it in accordance with the direction of the Bank.
10. In case of any dispute arising out / relating to interpretation of terms of conditions or functioning of the agency vis-a-vis the Bank, the Bank shall be the sole authority to decide the arbitrator. The agency agrees to execute all documents, which may be required by the Bank in this regard.
11. An Undertaking may be submitted as per the draft enclosed stating, inter-alia, the compliance with all the provisions of applicable laws with respect to Minimum Wages Act, ESI and EPF Acts as per the prescribed format at **Annexure-II**.

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