



**INSTITUTE FOR DEVELOPMENT AND RESEARCH IN
BANKING TECHNOLOGY**
(Established by Reserve Bank of India)

**CALL FOR TENDERS
FOR PROVIDING
SECURITY SERVICES AT IDRBT
(Part I – Technical Bid)**

TENDER NOTICE FOR PROVIDING SECURITY SERVICES**Purpose:**

IDRBT, the premier Institute of Banking Technology in the country, invites Sealed Tenders, in two bid / cover (Technical & Financial) from reputed, registered, professional Security agencies having experience of at least 10 (Ten) years in providing Security services in Central Government / State Government Departments, Autonomous Bodies, Public or Private Sector Companies / Undertakings, for providing **Security Services** (Security guards without arms) for “Institute for Development and Research in Banking Technology, Hyderabad” (hereinafter referred to as IDRBT/ Institute) on contract basis.

Invitation:

The bidders desirous of taking up the work of providing security services for IDRBT are invited to submit their Technical and Financial Bid / Proposal in the prescribed format in response to this invitation. The criteria and the actual process of evaluation and subsequent selection of the successful bidder will be entirely at the Institute’s discretion. We seek proposal from such bidders who have the necessary experience, capability & expertise to provide Security Services adhering to Institute’s requirements outlined in this Tender.

This Tender document is not an offer by IDRBT, but only an invitation to receive responses from the bidders. No contractual obligation whatsoever shall arise from the tender process unless and until a formal contract is signed and executed by duly authorised official(s) of IDRBT with the successful bidder.

NOTICE INVITING TENDER. (NIT)		
Sl No	Details	Description
01	Name of the Work	PROVIDING SECURITY SERVICES AT IDRBT, HYDERABAD
02	Eligibility of the Contractor	Registered under Private Security Agencies (PSA)(Regulation) Act, 2005 and having a valid license for Telangana and other qualifications as detailed in this Tender.
03	Earnest Money Deposit. (EMD)	Rs 2,00,000.00 (Rupees Two lacs only). <u>“Please note that incomplete tenders or tender with conditions will be rejected and the EMD will be forfeited”.</u>
04	Solvency Certificate	Bidder should submit solvency certificate from its banker for an amount Rs 2.00 Crore (Rupees Two Crores only). The issued date of the solvency certificate should be after May 01, 2023.
05	Payment Terms	The amount will be paid on a monthly basis after successful completion of the month and after paying the wages to the guards posted at the Institute before 7 th of every month and on submission of Correct / payable invoice (with all necessary documents such as GST paid challan, ESI /PF challan etc., of previous month), on satisfactory service during the month.
06	Date of downloading tender documents from	From 10.00 hours of 17.05.2023

	Institute's website.	
07	Clarifications, if any	Any clarification may be sought from the Estate Department, IDRBT, through email ID allestate@idrbt.ac.in / Phone No. 040-23294182 / or in person.
08	Last Date of submission of the bids (both technical & Financial) along with EMD.	On or before 17.00 hours of 24.06.2023 16.06.2023.
09	Bidder's Contact Details	Name of Agency, Contact Person, Mailing Address with Pin Code, Telephone Number, Fax Number, Mobile Number and E-mail ID.
10	Total Security Deposit / Performance Guarantee in shape of DD / BC / BG .	Amount equal to 3 (Three) months of total quoted amount including wages in favour of IDRBT, Hyderabad (To be rounded off to nearest thousand)
11	Validity of the Bid	120 (One Hundred and Twenty) days from the last date of submission of the bid.
12	<u>The Institute, however, reserves the right to accept / reject any / all tender/s without assigning any reason whatsoever.</u>	
13	<u>It is not mandatory on the part of Institute to award the work to the lowest bidder. The Institute may use its discretion as it deems fit to award the work to any of the bidder without assigning any reason whatsoever. In the event of any bidder backing out, their EMD will be forfeited.</u>	
14	<u>The contract term shall be initially for a period of 6 months on probation and based on satisfactory performance, may be renewed, for a period of 3 (three) years subject to annual performance review on the quality of the services rendered, from the date of commencement of the contract. The contract is renewable thereafter solely at the discretion of the Institute on the mutually agreed terms and conditions for further period of 2 (Two) years.</u> <u>Note: THE CONTRACT MAY BE TERMINATED WITHOUT GIVING ANY NOTICE DURING THE PROBATION PERIOD OR DURING EXTENDED PERIOD OF PROBATION OR BY GIVING ONE MONTH NOTICE AFTER COMPLETION OF PROBATION PERIOD.</u>	
15	<u>Revision of contract rates:</u> - Any request for revision in the contract rate shall NOT be considered during the contract period, except owing to hike in statutory payments. Any revision, to the extent of fulfilling statutory obligations like revision in Minimum wages, changes in PF / ESI contributions, etc., will only be considered. The first revision will be considered on completion of probation period of the contract.	
The Institute shall not be under any obligation for providing employment to any worker of the contractor after the expiry of the contract. <u>The Institute does not recognize any employee-employer relationship with any of the workers of the contractor.</u>		
There will be a cooling period of five years for the contractors who have rendered Security Services to the Institute from April 01, 2018 to March 31, 2023. Further any Contractor/Bidder whose Contract has been terminated / withdrawn before the completion of contract with any of his existing / earlier Agencies, Organisations, Institutes etc., also will not be considered.		

The tender documents can be downloaded from the website <https://idrbt.ac.in/tenders> from **10.00 hours of 17.05.2023**. Interested bidders have to download the bid documents from the above site and submit the tender physically in the prescribed proforma. Further, all the physical copies of supporting documents shall be submitted by the bidders along with the tender document downloaded from the website complete in all respects and dropped in the tender box available at

Main Gate, IDRBT Campus, Castle Hills Road No.1, Masab Tank, Hyderabad-500057 by the deadline mentioned above.

IMPORTANT: It is mandatory that the bidder shall sign and certify with seal on each page of the tender documents including all supporting documents arranged as per the checklist available in the tender document (**sequentially numbered as a token of having read and understood the terms & conditions contained therein and submit the same along with the technical bid**). The bidder should fill up the information in the Annexures enclosed in clear and legible terms. Wherever, the prices are to be quoted, it shall be written in figures and in words as well. Annexures shall also have to be signed and certified with seal by the firm through its authorized signatory. No additions / modifications / deletions in the tender documents and other related supporting documents shall be entertained during the tender process.

INSTRUCTIONS TO BIDDERS

1. GENERAL:

- a. The tender is being invited for provision of Security Services to safeguard IDRBT properties (i.e. IDRBT Premises located in Masab Tank, Hyderabad & its Staff quarters located in Begumpet, Hyderabad) including monitoring and surveillance of the premises, under which the Bidder shall provide **Civilian Security Guards (within the age group of 21 years to 40 years) and Security Supervisors (below the age of 55 years and are ex-servicemen not below the rank of Junior Commissioned Officer on the date of retirement from armed forces Note: Persons retired from paramilitary services will not be considered for the post of Security Supervisors).**
- b. **Educational qualifications, experience and age for Security guards:** Should have minimum qualification of matriculation or equivalent, with ability to understand English and speak in Hindi and Telugu. Should have minimum 05 years’ experience in the security domain, **should possess trained security guard certificate, and be** within the age group of 21 years to 40 years. All other physical parameters should be as per PASARA - 2005 Act.
- c. The requirement of personnel is as below:

<u>SL.NO.</u>	<u>DESCRIPTION OF POST</u>	<u>DEPLOYMENT REQUIRED (TIME)</u>	<u>SHIFTS *</u>	<u>NO. OF EX-SERVICEMEN IN EACH SHIFT</u>	<u>NO. OF CIVILIANS IN EACH SHIFT</u>
1	Security Supervisor (Unarmed)	24:00 hours 7 Days/Week	A, B & C	1	0
2	Security Guard (Male) civilian	24:00 hours 7 Days/Week	A, B & C	0	7
3	Security Guard (Female)	08:00 hours 6 Days/Week	G	0	1

* **Details of Shifts defined in clause 18 under Terms & Conditions**

- d. The bidder/s is/are advised to inspect the site for the Security Services between 10:00 am and 4:00 pm on all working days (Monday to Friday) and submit their sealed quotes thereafter.

2. ELIGIBILITY CRITERIA

1. The Bidder must be a **Partnership Firm or a Company registered under the Companies Act, 2013** and have at least an **average annual turnover of Rs. 200.00 Lacs** (Rupees Two Crores only) in Security Services segment during the last three financial years i.e., 2019-2020, 2020-2021 & 2021-2022 and should also be earning profit / surplus in these three financial years.
2. The tenderer / bidder should have **Pan-India** presence (minimum three States, excluding for the States of Telangana and Andhra Pradesh) with valid PSARA -2005, license for each State separately and have their own office/branch in Hyderabad. The entity should have on its rolls **minimum 100 Security Guards deployed in and around the city of Hyderabad with at least one site having minimum 30 no employees working in all the three shifts**. Valid work orders for security services showing strength of deployed security guards should be attached
3. The bidder must have experience of handling the Security Services work in reputed organizations including Govt. & Public Sector for at least 10 years.
4. The Bidder should have Registered Office / Branch Office in the city limits of Hyderabad.
5. The Bidder should have carried out following Security Services work during last 3 (Three) financial years:
 - a. **One single work** of value of Rs. 68.00 lakhs or more in any Govt./Semi-Govt./PSUs/reputed organizations.

or
 - b. **Two single works** of value of Rs.42.00 lakhs or more & at least one should be in any Govt./Semi-Govt./PSUs/reputed organizations.

or
 - c. **Three single works** of value of Rs.34.00 lakhs or more & at least one should be in any Govt./Semi Govt./PSU/reputed organizations etc.
6. The Bidder must **submit satisfactory performance certificates** in Security Services work completed at least from two PSUs/ Govt. Departments/Agencies/Institutes etc., where they have worked during last three years.
7. The Bidder should not have been blacklisted by any Govt./Semi-Govt./PSU in the last three years. A Self Declaration to this effect is to be enclosed on the Letter Head of the Company.
8. The Bidder should not have any case pending against him with the police/legal proceedings with any law agencies or statutory agencies such as GST/ESI/PF etc. Further the services of the Bidder should not have been terminated/withdrawn before the completion of the Contract period with any of their existing/Earlier clients. A Self Declaration to this effect is to be enclosed on the Letter Head of the Company.
9. The Bidder should preferably possess valid ISO-9001 certification for Security Services. A copy of the said certificate shall be attached to the Technical Bid.

3. DOCUMENTS TO BE ATTACHED WITH TENDER DOCUMENT (TECHNICAL BID)

The Bidder fulfilling the above eligibility conditions shall submit the technical bid & price bid along with the certified true copy of the following documents. Their bid is liable to be rejected for non-compliance of any/all terms and conditions specified hereunder.

- a. Earnest Money Deposit for Rs. 2.00 lakh in the form of Demand Draft drawn on IDRBT, Hyderabad.
- b. Audited Balance Sheet of last three years, i.e., 2019-20, 2020-2021 & 2021-2022.
- c. Proof of Annual turnover as above, duly certified by the Chartered Accountant for the specified financial years.
- d. Company/ Partnership Registration Certificate.
- e. Contract Labour (R&A) Act, 1970 Registration Certificate.
- f. Copy of PAN.
- g. Copy of GST Registration, ESI Registration & EPF Registration with latest paid challan.
- h. Copy of PSA (Regulation) Act 2005 – Telangana License
- i. Work order copies as defined at Point 5 of Eligibility Criteria above, as proof of experience of preceding 3 Financial years for executing work in Security Services segment.
- j. Proof of address of Branch / Registered Office at Hyderabad.
- k. Satisfactory performance certificates in Security Services work from at least two PSUs/ Govt. Departments /reputed organizations etc., where he has worked during preceding three years.
- l. Self-Declaration on the Letter Head of the Company duly signed & stamped to the effect that the Agency / Contractor has not been Blacklisted by any Govt. / Semi-Govt./ PSU in the last three years.
- m. An undertaking that no case is pending with the police / legal proceedings in court of law against the Proprietor / firm /partner or the company / Agency and contract labour engaged by the contractor.
- n. Copy of ISO – 9001 Certification.
- o. Annexures 1 to 13 duly filled in (**except Annexure 4 which is a price bid and to be submitted in a separate sealed cover**)

4. TENDER PROCESS:

- a. Tender is invited in two parts i.e. (1) Technical bid and (2) Financial bid.
- b. The form for Technical bid is in pro-forma prescribed in **Annexure - 2** and the tender form for the Financial bid is in pro-forma is prescribed in **Annexure - 4**.
- c. The Bidder shall furnish information in the Annexures completed in all respects and be submitted physically in sealed cover at IDRBT Premises either in person or registered post by the date and time mentioned on the tender cover page. **IDRBT will not take any responsibility for loss in postage or delay in submission bid documents beyond due date**

and time.

- d. The sealed covers may be superscribed with part -1, "Technical Bid – Tender for Security Services at IDRBT, Hyderabad " and part -2, "Financial Bid - Security Services Contract at IDRBT, Hyderabad" respectively. Both sealed envelopes should be put in a third sealed envelope and super-scribed as "Tender for Security Services at IDRBT, Hyderabad". **EMD must be enclosed in a separate envelope** and placed in the Technical Bid envelope only by superscribing "EMD – Tender for Security Services at IDRBT, Hyderabad".
- e. Incomplete Bid documents in any respect shall be summarily rejected.
- f. Initially, Technical bids will be scrutinized based on various criteria specified by the IDRBT in the Tender.
- g. Thereafter, an independent evaluation of the information submitted with regard to their performance on various parameters will be carried out and only such bidders, who qualify in both the parts of technical evaluation will be considered in the next round of Financial Bid evaluation. The Decision of the Institute will be final in the matter.
- h. Thereafter, **the Financial bids of only such bidders who qualify in both the rounds of Technical evaluation shall be considered.**
- i. **A Pre-bid meeting will be held in the Institute's premises at 1600 hrs. on June 12, 2023 to clarify on any matter that the Bidder may like to have with regard to the Tender.**

5. BID SECURITY:

- a. Earnest Money Deposit (EMD) of **Rs. 2,00,000/- (Rupees Two lacs only)** per application in the form of D.D./ Banker's Cheque of any Scheduled Commercial Bank drawn in favour of "IDRBT, Hyderabad" payable at Hyderabad, shall necessarily be submitted along with the Technical bid.
- b. **Technical bids without EMD shall be rejected. The EMD need to be submitted along with the Technical Bid only in a separate cover.**
- c. EMD of the unsuccessful bidders will be returned to them without interest after completion of the tendering process.
- d. **EMD shall be forfeited in case the eligible bidder withdraws his bid or the details furnished in Annexures are found to be incorrect or false during the tender selection process or if the bidder gives conditional acceptance to IDRBT offer or if the bidder does not accept the contract awarded by the Institute.**

6. SECURITY DEPOSIT

- a. The successful bidder of the contract must submit **an amount equivalent to 3 (Three) months of total quoted amount including Wages & Taxes (rounded to the nearest thousand in rupees) in** favour of IDRBT, Hyderabad, towards Security Deposit by way of D.D drawn on any Scheduled Commercial Bank / Bank Guarantee covering the Contract period, within **One Week** from the date of awarding of contract (Issue of LOI). Delay in submission of DD/BG will attract penalty @ 2,500.00 per day subject to maximum permissible delay of 5 (Five) working days. Work order will not be issued in the absence of required BG/Security Deposit within scheduled time and the LOI will

stand canceled

- b. The successful bidder's Earnest Money will be adjusted towards the security deposit subject to payment of the balance amount. The Performance Security Deposit / Security Deposit shall be returned after 60 (Sixty) days from the expiry of contract and satisfactory completion of all contractual obligations. In case the contract period is extended further, the Performance Security shall be resubmitted to enhanced amount if any (equivalent to 3 (Three) months wages as on that day of renewal).

7. BID PRICES:

- a. **The financial bids of such bidders only will be opened who qualify in the technical evaluation process.**
- b. **Bidder shall quote for per month rate basis.**
- c. **The quoted amount / rate must also include the amount incurred for providing 3 (Three) sets of uniform to each security guard and supervisor. (i.e 3 (Three) sets of uniform (including name badges) are to be provided every 12 Months from the date of start of contract during the contract period).**
- d. The Bidder must ensure that the payment of wages for the personnel to be employed at IDRBT shall cover the minimum wages as per the latest Notification issued by appropriate authority of the Government of Telangana. Further, the statutory payment components of ESI, PF and statutory Bonus per head at the current rate shall be paid by the Agency / contractor every month, as per the existing rules.
- e. **There is no bar on quoting higher price than the minimum wages to attract meritorious candidates.**
- f. Conditional bids / offers will summarily be rejected and the **EMD amount will be forfeited**.
- g. Bidders must ensure that their Bids are free from calculation errors.

Quoting unduly low rate of Service Charge: The contractor has to necessarily quote service charge to take care of TDS, expenditure towards items to be provided to the guards on duty, expenditure towards name plate & identity card, all the statutory charges relating to this contract, etc. and also a reasonable margin thereafter. The Institute has a responsibility to ensure that unduly lower rates of service charge will not lead to complaints from workers regarding delay in payment of wages, improper reduction in wages, seeking monetary return by the contractor from the workers, etc. thereby affecting the performance of the Security Guards. **The Service Charges quoted by the Contractor shall remain unchanged for the entire period of contract irrespective of the change in Minimum Wages being paid to the Security staff.** Quoting of "NIL"/ a very nominal Service charge in the financial bids is **not accepted and bid will be rejected**.

8. Duration of Contract:

The contract shall be valid for a period of **3 (three) years** from the date mentioned in the Letter of awarding the contract subject to annual performance review and the same may

be extendable by another **2 (two) years** on evaluation of the services rendered and at mutual agreement.

The contract may be terminated without giving any notice during the probation period or during extended period of probation or by giving one month notice after completion of probation period.

It shall be the duty of the contractor to remove all the persons, deployed by him, on termination of the contract, on any ground whatsoever and ensure that no person creates any disruption/hindrance/problem of any nature for the Institute.

9. Award of Contract:

- a. The competent authority of IDRBT, Hyderabad, will award the contract to the successful bidder whose bid is found to be responsive and who is eligible and qualified to perform the contract satisfactorily as per the terms and conditions incorporated in the bidding document.
- b. In case more than one price bid quoting the same rates are received, the award of the contract will be decided based on evaluation by the committee constituted by the Institute depending upon the merits.
- c. The successful bidder will be required to execute an agreement within a period of two weeks from the date of issue of Work Order.
- d. The successful bidder shall be required to furnish a Security Deposit / Performance Guarantee within **One week** of receipt of "Work Order" for an **amount equal of 3 (Three) months** value of the contract including all charge excluding applicable Taxes. The Security Deposit / Performance Guarantee should be in the form of Demand Draft / Banker Cheque/ Bank guarantee issued from any Scheduled Commercial Bank., in favour of "IDRBT, Hyderabad" payable at Hyderabad.
- e. Failure of the successful bidder to comply with the requirements of above clauses shall constitute sufficient grounds for the annulment of the award and forfeiture of EMD/ Security Deposit. **IDRBT, reserves the right to terminate the contract by serving notice, in writing.** In case the successful Bidder withdraws within 03 months from the commencement of contract, the EMD / SD amount furnished by the bidder will be forfeited. In this regard, the decision of the competent authority is final.
- f. The Successful Bidder, hereinafter called as Contractor, shall provide uniformed and well-trained personnel to provide Security services to IDRBT for providing safety, monitoring and surveillance. The agency will quote the rates per shift of eight hours per person per day. **The Contractor, during the period of his contract with the Institute, shall ensure that the wages being paid always cover the Minimum Wages in force as prescribed by Govt. of Telangana, which also covers the periodical revision in the VDAs).** The offers/ bids which are not in conformity with **Minimum Wages Act** of Govt of Telangana and any other Labour laws will be treated as invalid. The selected contractor **should obtain and submit a copy of a valid License** from the respective Labour Commissioner Hyderabad, **within a**

month from the award of work, failing which the payment will be withheld.

- g. The number of the Security Personnel can be increased or decreased at any stage depending upon the requirements by the Institute on a pro-rata basis.
- h. The successful bidder will be informed by post or by e-mail that his bid has been accepted. (hereinafter and in the condition of contract called the “Work Order”).
- i. All the columns shall be clearly filled in ink legibly or typed. The bidder should quote the rates and amount quoted by him/ them in figures and as well as in words. Alterations, if any, unless legibly attested by the Bidder shall disqualify the bid. No blanks should be left which would be otherwise made the bid liable for rejection.
- j. **The contractor shall have a regular system of training the guards.** All personnel should be trained for a minimum of 3 (Three) working days & one non-working day for acquaintance of the Institute at their cost, before posting them on duty **(OJT)**. The contractor shall have proper training facility and professional syllabi for the training. Only trained and qualified personnel of integrity and good conduct are to be deployed by the contractor. **All the personnel being employed MUST BE VERIFIED with regard to their antecedents and documentary evidence to this effect should be submitted within a month of awarding contract.**
- k. The successful Bidder need to submit full list of security personnel along with their personal details (permanent address, experience, aadhar card etc.,) proposed to be posted by him, as per terms of the tender, at least one week before taking charge This is Mandatory requirement.

10. SCOPE OF WORK OF THE SECURITY AGENCY:

The contractor shall have to provide security services for IDRBT, Hyderabad as detailed at instructions 1(b) of tender document. The agency shall ensure protection of the personnel & property of the Institute, prevent the trespass with/without arms, perform watch and ward functions including night patrol on the various points and prevent the entry of stray dogs and cattle and anti-social elements, unauthorized persons and vehicles inside the campus of the Institute and its Staff quarters at Begumpet.

The Contractor must also provide and maintain the following equipment at the designated places of the IDRBT Campus at all times.

SL.NO.	DESCRIPTION OF EQUIPEMENT	QUANTITY REQUIRED
1	Trolley Mirror for Checking underside of vehicles.	1 No.
2	Hand Held metal detectors	3 Nos.
3	Door Frame Type Walk-Through metal detectors with visitor counter	1 Nos.

Apart from the above, all guards and the supervisors need to dress in **ceremonial outfit/Uniform** on all important days like **Republic Day, Independence Day** and any other day as intimated by the Officer-in-Charge of Security to the contractor. No

additional payment shall be made by IDRBT for any such arrangements made by the contractor.

11. DUTIES AND RESPONSIBILITIES OF SECURITY STAFF:

- i. The Security Agency will be responsible for overall security arrangements for IDRBT, Hyderabad, covered in the contract.
- ii. Security Agency will ensure that all instructions of the IDRBT Administration are strictly followed and there is no lapse of any kind.
- iii. No items shall be taken out without proper Gate Passes issued by the competent officers as laid down in the contract or authorized by the Institute for in-out movement of stores. The specimen signatures and telephone numbers of the above stated officers will be made available with the Security personnel.
- iv. For guards, the PSA shall employ good and trained persons with good health, within the age of 21 to 40 years, 55 years in case of ex-serviceman and must have good working knowledge of Hindi/Telugu and English with minimum 10th standard pass. The details of Private Security Guards/Supervisors who are posted for IDRBT duty have to be shared.
- v. A sample format for sharing the details is provided below.

(SAMPLE) Name : XYZ	Security Experience: 5 YEARS
Father Name : YYY	Marital Status: MARRIED
EMP ID : 10954	Citizenship: INDIAN
EPF NO : TN/53308/954	Permanent Address
ESIC NO : 12345	KRISHNAPUR VILL, BELONIA
Age : 32	SOUTH TRIPURA, TRIPURA
D.O.B :23/04/1981	Present Address
Qualification: 10TH	NO.27, P.P. GARDEN ROAD
Grade : SECURITY GUARD	AMINJIKARAI, CHENNAI.
Posted Site	Language Known:
RBI QUARTERS _____	HINDI, TELGU, ENGLISH
Deployed Since: 00/00/0000	Mobile No: 0000000000
Blood Group:	Emergency Contact:
Identification Marks: A BLACK MOLE ON LEFT HAND FINGER	

- vi. Deployment of Guards will be as per the instructions of the authorities of the Institute from time to time and the security agency will be responsible for their optimum utilization. **Further, there should necessarily be rotation / change of guards from other sites / establishments once in 6 (six) months (minimum of 20% of total strength).**
- vii. The Security guards will also take round of all the important and sensitive points of the premises as specified by the Competent Authority of IDRBT.
- viii. Security personnel shall also ensure door locking duties.
- ix. The Security Guards should also have knowledge and should be well versed with the operation and usage of Security Checking & Firefighting Equipment.
- x. The Guards on duty will also keep a watch on the vehicles, scooters/motor

cycles/bicycles parked in the parking sites located within the premises of the Institute & its quarters, from the security perspective.

- xi. The Guards on patrol duty should take care of all the water taps, valves, water hydrants, etc. installed in the open all over the premises, if any.
- xii. It should be ensured that flower plants, trees and grassy lawns are not damaged either by the staff or by the outsiders or by stray cattle.
- xiii. The Security Guards should be trained to extinguish fire with the help of fire extinguishers and other firefighting material available on the spot. They will also help the firefighting staff in extinguishing the fire or in any other natural calamities.
- xiv. In emergency situations, security staff/supervisor deployed shall also participate as per their role defined in the disaster plan. Security personnel should be sensitized for their role in such situations.
- xv. The Security Guards are required to display mature & courteous behavior, especially towards female staff, female visitors, patients and elderly.
- xvi. The Security Guard on duty shall not leave the premises until his reliever reports for duty.
- xvii. The Security personnel must watch that there is no un-identified/ unclaimed/ suspicious objects/ person in the Building/ Premises.
- xviii. The vehicles that enter the premises must be identified, noted in the register and parked at designated places. Trolley mirror, wherever required may be provided for the inspection of four wheelers/other vehicles.
- xix. The visitor should be allowed inside the office building, only with proper passes to be issued by the reception personnel including entry in visitor's Register. The pass should be returned to the reception personnel with signature of the officer who has been visited and departure time of the visitor.
- xx. Office files/ papers/ equipment or machinery may be allowed to be taken out of the building only with proper gate pass under the signature of competent authority.
- xxi. Any other duties or responsibilities not exclusively mentioned above but deemed essential for the maintenance of Security of the Institute are "Deemed Included" in the scope of the Security Agency.
- xxii. **Security Supervisor shall be responsible for:**
 - a. Briefing of day and night guards
 - b. Proper deployment of the guards and maintenance of various registers kept at the Reception namely; Key Register, Visitors Register, Telephone Register, Late hours Register, etc.
 - c. Maintenance of proper records of gate passes in respect of material going out of IDRBT premises and to ensure proper scrutiny before permitting any material to be taken out.
 - d. Maintain liaison with authorized IDRBT officials.
 - e. Detailing in rotation, security guards for patrolling, surprise checking at the floors of IDRBT building.

- f. Carrying out any other tasks as may be assigned by the Institute.

13. Terms & Conditions:

1. The security personnel provided shall be the employees of the Contractor and all statutory liabilities such as ESI, PF, Workmen's Compensation Act, etc., will be paid by the contractor, as per the rules & regulations in vogue from time to time. A list of staff going to be deployed shall be made available to IDRBT and if any change is required on part of the IDRBT, then a revised list of staff shall be made available by the Contractor after every change. The Contractor shall deploy only such persons in the Institute, whose background verification has been done by them. A certificate to that effect need to be submitted by the contractor along with a copy of police verification, Aadhaar card and other personal details, as per the prescribed form, of the persons deployed in the Institute, shall be submitted by the Contractor.
2. The contractor shall abide by and comply with all the relevant laws and statutory requirements covered under various laws such as Private Security Agencies (Regulation) Act, 2005 and Private Security Agencies (Regulation) Rules, Minimum Wages Act of **(Govt of Telangana)** Contract Labour (Regulation and Abolition) Act 1970. EPF Act, ESI Act and various other Acts as applicable from time to time with regard to the personnel engaged by them.

The total emoluments that need to be paid by the contractor, per person per month, shall cover the **Minimum Wages prescribed by the Government of Telangana from time to time (which includes revision in periodical VDA)** and the Contractor will also ensure other statutory compliances like payment of ESI, PF etc., are duly paid.

The revision in wages only to the extent of the revisions made by the Government of Telangana on account of periodical revision in the VDAs will be considered. No other revision during the Contract period will be considered.

3. The contractor must ensure security personnel with excellent credentials are only deployed and he shall submit copies of the discharge books of ex-servicemen to IDRBT authorities, before their deployment.
4. The Contractor will maintain Attendance Register in which day to day deployment of personnel will be entered. While raising the bill, the deployment particulars of the personnel engaged during each month, shift wise, should be mentioned. The Register shall remain available round the clock for inspection by the authorized representatives of the Institute.
5. All liabilities arising out of any accident resulting in temporary / permanent disability or death security staff while on duty/ off duty shall be borne by the Contractor. **The contractor shall indemnify and keep indemnified the Institute 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 contractor only shall be responsible for liabilities, if any, in this regard
6. Adequate supervision should be provided to ensure correct & effective performance of the security services in accordance with the prevailing assignment instructions agreed

upon between the two parties. The security personnel shall ensure that there are no unidentified/ unclaimed/ suspicious objects/ person in the buildings/ premises. The vehicles that enter the premises must be identified, noted in the register and parked at designated places. Contractor should arrange surprise visits (during day and night) to check the alertness and attentiveness of the security guards deployed. A surprise visit in the duration between 23:00 hours until 04:00 hours of the next day must be performed once every fortnight by a contractor's representative, who is not a staff deployed at IDRBT. Report of any such visit must be submitted to the Institute's Authority post-facto in written through email to allestate@idrbt.ac.in.

7. The Contractor to ensure security personnel deployed shall take proper and reasonable precautions to prevent loss, destruction, misuse of the areas of the properties/ assets of the Institute.
8. The contractor shall have his own Establishment/Set up/Mechanism to provide training of guards to ensure correct and satisfactory performance of their duties and responsibilities under the contract.
9. In the event of any loss of property/assets of the Institute as a result of any lapse on the part of the security services, such loss will be made good by the contractor. The decision of the competent authority of the Institute in this regard will be final and binding on the agency.
10. The contractor shall do and perform all such security services, acts, matters and things connected with the administration, superintendence and conduct of the arrangements as per the directions enumerated therein and in accordance with such directions, which the Institute may issue from time to time and which have been mutually agreed upon between the two parties.
11. The Institute shall have the right to have any person removed who is considered to be undesirable.
12. The contractor shall be responsible to protect all properties and equipment of the Institute entrusted to it.
13. The personnel engaged by the contractor shall be smartly dressed in neat and clean uniform and are required to display photo identity cards, failing which it will invite a penalty of **Rs. 500.00 on each occasion. The penalty on this account shall be deducted from the Contractor's service bills.**
14. The personnel engaged should be of robust physique and project an image of utmost discipline. They must be extremely courteous with pleasant & polite mannerisms in dealing with the Staff/Officers/Visitors.
15. The Institute shall have right to have any person changed in case the security personnel is not performing the job satisfactorily. The contractor shall have to arrange the suitable replacement in all such cases.
16. Round the clock security of property will be ensured by the contractor by supplying agreed number of Security personnel, working in shifts at IDRBT Premises and its Staff quarters in Begumpet.
17. The General Shift shall commence from 8:30 AM to 5:00 PM (with half-an-hour

break for lunch). **Weekly off for General Shift guard shall be on every Sunday.**

18. The duty for the Security personnel will be for Eight Hours Shift and the same shall run as under:
 - (a) 1st Shift (Morning Shift) - from 06.00 hrs. to 14.00 hrs. – To be called as A Shift
 - (b) 2nd Shift (Evening Shift) - from 14.00 hrs. to 22.00 hrs. – To be called as B Shift
 - (c) 3rd Shift (Night Shift) - from 22.00 hrs. to 6.00 hrs. – To be called as C Shift

The Security Guards placed on the Shift duties shall be deputed in such a way that Security is provided “Round the Clock” for all days in a month including Holidays. The Security Agency/ Contractor shall rotate the services of Security personnel in such a way that they shall be given Weekly Off as per the extant Rules / Labour Laws.

19. the timings of the shift are inter-changeable and can be fixed by the Institute from time to time depending upon the requirements. No payment shall be made by the Institute for prolonged duty hours, if any. Alternative arrangements should be made in case of leave, sickness, unauthorized absence, etc.
20. The security personnel deployed by the Contractor shall work under overall supervision & direction of the Estate & Security Department of the Institute and shall specify the services of guards to be obtained in each shift.
21. The payment would be made on monthly basis for actual shifts manned/ operated by the personnel supplied by the contractor and based on the attendance sheets duly verified by the Officer-in-Charge of Security of the Institute and other supporting documents. No other claim on whatever account shall be entertained by the Institute. The Contractor will ensure that workers engaged by him must receive their entitled wages on time. In view of this, the following procedure should be followed.
 - a. **Contractor shall pay their entitled wages positively on or before 7th day of current month.** It shall not be linked to the payment of the bill by the Institute.
 - b. Payment to such workers must be made by the service provider/ contractor through Bank transfer only. Under no circumstances payments shall be made in cash. To ensure this, service providers will get a bank account opened for every engaged Security guard in case they do not already have a Bank Account.
 - c. The service provider must ensure that entitled wages of the workers are credited to their bank account as specified at point (a) above. Service provider will not be given any relaxation in this matter. **A penalty of up to Rs. 2,000.00 (Rupees Two Thousand only) per day of delay in disbursement in Salary may be deducted from the Service charge.**
 - d. While submitting the monthly bill, the Contractor must file a certificate/proof of statutory payment/s certifying the following:
 - i) Wages of Security guards were credited to their bank accounts on (date).
 - ii) ESI Contribution relating to the eligible personnel has been deposited on (date). (Proof of payment shall be enclosed).
 - iii) EPF Contribution relating to eligible personnel has been deposited on (date). (Proof of payment shall be enclosed).

- iv) That, all statutory Labour Laws including Minimum Wage Act are being complied with.
- v) Any other Statutory payment such as GST etc. has been paid (Copy of the paid challan to be enclosed),
- e. The service provider should submit the bill in accordance with the above time schedule. In case, he fails to submit the bill in time, even then he has to make the payment to the workerson the last working day of every month.
- f. Payment will be made to the contractor **within 10 (Ten) working days** of the succeeding month upon submission of bills **which are correct in all respect** along with all the **supporting evidence such as payment proofs for PF, ESI, GST etc.**
- g. The contractor **shall compulsorily issue the salary slip to every security staff** deployed by them duly indicating the salary particulars and deductions as under;

Name of Employee's	Designation
Month	No. of Days present:
SALARY STATEMENT	ESI No.
Payable paid	PF No.
BASIC	
BONUS	
HRA	
GRATUITY	
OTHERS ALLOW.	
ADD. ALLOW/LATE DUTY	
GROSS WAGES	
OT	
GROSS WAGES + OT	
DEDUCTIONS (TAXES AND ANY OTHER CHARGES)	
NET PAYABLE (Rs.)	

- 22. A copy of the salary slip/s issued to the employee/s shall necessarily be submitted along with the invoice
- 23. IDRBT will brief the contractor / security personnel about the security and its sensitivity to the personnel prior to the commencement of the Contract (**OJT- On job training**). No payment as such will be made for this.
- 24. The following penalty shall be levied:
 - a) In case any of contractor's personnel(s) deployed under the contract is/ are absent, a penalty equal to (double) the wages of number of guards/supervisors absent on that particular day shall be levied and the same shall be deducted from the contractor's bills.
 - b) In case any of contractor's personnel deployed under the contract fails to report in time and contractor is unable to provide suitable substitute in time for the same it will be treated as absence and penalty of 5 (five) times of the minimum wages per vacant point per shift be deducted from the contractor's bill.

- c) In case any public complaint is received, attributable to misconduct / misbehavior of contractor's personnel & is assessed as true by Institute's administration, a penalty of Rs. 1,000.00 (Rupees One thousand only) for each such incident shall be levied and the same shall be deducted from contractor's bill. Besides, the Security Guard found involved in the incident shall be removed from the Institute immediately.
- d) In case the contractor fails to commence/ execute the work as stipulated in the agreement or gives unsatisfactory performance or does not meet the statutory requirements of the contract, the Institute reserves the right to impose the penalty as detailed below: -
- i. 2% of annual cost of order/ agreement per week, up to four weeks delay.
 - ii. After four weeks delay, the Institute reserves the right to cancel the contract and withhold the agreement and get this job carried out from other contractor(s) in open market. The difference, if any, will be recovered from the defaulting contractor and his earnest money / security deposit will also be forfeited.
25. The contractor shall ensure that its personnel do not, at any time, without the consent of the Institute in writing, divulge or make known any trust, accounts matter or transaction undertaken or handled by the Institute and shall not disclose any information about the affairs of the Institute.
26. In the event of any breach/ violation or contravention of any terms and conditions contained herein by the Contractor, the Security Deposit of the Agency shall stand forfeited.
27. **Force Majeure:** If at any time during the period of the contract, either party is subject to force majeure, which can be termed as civil disturbance, riots, strikes, tempest, acts of God etc. which may prevent either party to discharge his obligation, the affected party shall promptly notify the other party about the happening of such an event. Neither party shall by reason of such event be entitled to terminate the contract in respect of such performance of their obligations. The obligations under the contract shall be resumed as soon as practicable after the event has come to an end or ceased to exist. If the performance of any obligation under the contract is prevented or delayed by reason of the event beyond a period mutually agreed to, if any, or seven days, whichever is more, either party may at its option terminate the contract.
28. Under the terms of this agreement, the contractor's security staff shall not do any professional or other work for reward or otherwise directly or indirectly.
29. If the contractor is a Registered Company / partnership of two or more persons, all such persons shall be jointly and severally liable to the Institute for the fulfillment of the terms of the contract. Such persons shall designate one of them to act as authorized signatory with authority to sign. Any change in the constitution of the Company / Partnership shall not be altered without the approval of the Institute,

failing which contract will automatically stand cancelled.

30. During the course of contract, if any contractor's personnel are found to be indulging in any corrupt practices or causing any loss of property in the Institute, the appropriate authority of the Institute shall have the right to terminate the contract forthwith duly forfeiting the contractor's Performance Guarantee (Security Deposit).
31. The contractor shall not engage any such sub-contractor or transfer the contract to any other person in any manner.
32. The contractor shall indemnify and hold the Institute harmless from and against all claims, damages, losses and expenses arising out of, or resulting from the works/ services under the contract provided by the contractor.
33. One female guard is to be provided during the normal Shift or General Shift (Day shift). In case of additional requirement, the contractor shall provide the same.
34. Security staff engaged by the contractor shall not take part in any staff union and association activities.
35. **It will be Mandatory for the security agency/Contractor to employ 100% work force from the category of Ex-Servicemen not below the Rank of Junior Commissioned Officers and not above the age of 55 years as Security Supervisors. The contractor shall provide satisfactory proof of Ex-Servicemen status of the Security Guards before their deployment in the Institute.** The security agency shall not employ any guard below the age of 21 years and above 40 Years as civilian guards. Manpower engaged should be trained for providing security services and knowledge of Firefighting.
36. The contractor shall bear all the expenses related to their services and incurred on the following items i.e. Provision of torches and cells, lathis and other implements to security staff like whistles, mosquito repellent, umbrellas, raincoats, sweaters and jackets etc., stationary for writing duty charts and registers at security check points and record keeping as per requirements etc.,
37. No accommodation will be provided by the Institute. The Contractor/ Security guards to make their own arrangement.
38. The Institute shall not be under any obligation for providing employment to any of the worker of the contractor after the expiry of the contract. **The Institute does not recognize any employee-employer relationship with any of the workers of the contractor.**
39. If, as a result of post payment audit any overpayment is detected in respect of any work done by the agency or alleged to have done by the agency under the tender, the same shall be recovered by the Institute from the agency. If any underpayment is discovered, the amount shall be duly paid to the agency on submission of revised invoice.
40. The Contractor shall provide the copies of relevant records during the period of contract or otherwise even after the contract is over whenever required by the Institute.
41. The Contractor will have to enclose the proof/ copies of the challans showing

payment of statutory dues for the month along with monthly bills.

42. The Contractor should have **its own supervisory and quick response team in Hyderabad** to deal with emergency situations. No additional payments shall be made in this regard.
43. Rate quoted by the contractor for each post of Security Guard should not be less than the Minimum Wages notified by the Government of Telangana.
44. Any rules and regulation made from time to time by the Estate & Security Department of the Institute shall be complied with.
45. Any other duties/ responsibilities assigned by the Officer-in-Charge of security of the Institute may be incorporated in the agreement. The same shall also be binding on the contractor.
46. In case of more than one bid received from any contractor, the same will be summarily rejected without further scrutiny.
47. **OBLIGATIONS OF THE CONTRACTOR:** The contractor shall ensure full compliance with tax laws of India with regard to this contract and shall be solely responsible for the same. He shall submit copies of acknowledgments evidencing filing of returns and **shall keep IDRBT fully indemnified against liability of tax, interest, penalty etc.** of the contractor in respect thereof, which may arise. He shall comply with all applicable statutory liabilities such as labour laws etc.

48. Dispute Resolution:

- a. Any dispute and or difference arising out of or relating to this contract will be resolved through joint discussion of the authorized representatives of the concerned parties. However, if the disputes are not resolved by joint discussions, then the matter will be referred for adjudication to a sole Arbitrator appointed by the Deputy General Manager (Accounts & Estate) Department of the Institute.
 - b. The award of the sole Arbitrator shall be final and binding on all the parties. The arbitration proceedings shall be governed by Indian Arbitration and Conciliation Act 1996 as amended from time to time.
 - c. The cost of Arbitration shall be borne by the respective parties. During the pendency of the arbitration proceedings and currency of contract, the Contractor shall not be entitled to suspend the work/ service to which the dispute relates on account of the arbitration and payment to the contractor shall continue to be made in terms of the contract. Arbitration proceedings shall be held at Hyderabad only.
49. **JURISDICTION OF COURT:** The courts at Hyderabad shall have the exclusive jurisdiction to try all disputes, if any, arising out of this agreement between the parties.

The Institute reserves right to accept/reject any/all the bids without assigning any reasons thereof. The Institute also reserves right to cancel the Tender. Further, it is not mandatory for the Institute to accept the L-1 bid.

(TO BE SUBMITTED ON A LETTER HEAD OF THE SECURITY AGENCY)

To
The Deputy General Manager,
Accounts & Estate,
IDRBT, Castle Hills,
Hyderabad.

Date :

Sir,

Subject: Tender for providing Security services

1. We hereby agree to abide by all terms and conditions laid down in the Tender document.
2. This is to certify that I / We before signing this bid have read and fully understood all the terms and conditions and instructions contained therein and undertake myself/ ourselves abide by the said terms and conditions.
3. We abide by the provisions of Telangana Minimum Wages Act / Govt of India Minimum wages (Whichever is high), **Private Security Agencies (Regulation) Act 2005 and Private Security Agencies (Regulation) Rules of Telangana**, Contract Labour Act and other statutory provisions like Provident Fund Act, ESI Act, Bonus and any other Statutory charges applicable from time to time. I/We will pay the wages to the personnel deployed as per the minimum wage Act as amended by the Government of Telangana / Govt of India (whichever is high) from time to time, as per terms of the Tender and shall be fully responsible for any violation.
4. We shall provide security services of Ex-Servicemen Security Supervisors, Ex-Serviceman Security Guards (Male) & Civilian Trained guards (Male & Female) as per terms of contract.
5. We hereby undertake that complete security of the Institute shall be ensured by our Security Agency, as well as any other assignment considered by IDRBT Authorities.
6. We hereby certify that our Contract with any of our Clients have never been terminated/withdrawn before the term of the Contract. Further, we also certify that our Firm/Company has never been blacklisted at any time by any of our clients.
7. We hereby certify that all the undertakings/ statements made by us are true and we agree to forfeit our deposit /contract in the event of any of the information stated above are found to be false at a later date.

Signature of the Bidder : _____

(Name and Address of the Bidder) : _____

Telephone No. : _____

TECHNICAL BID FORM FOR PROVIDING SECURITY SERVICES FOR IDRBT, HYDERABAD

1	Names & address of Regd. Office of Company/firm/Agency.	
2	Telephone No(s)	
3	Registration No. Company/firm/ Agency & Nature of ownership	
4	Name, Designation, Address and Telephone No. of Authorized person	
5	Please specify as to whether Bidder is Partnership firm/Private or Limited Company	
6	Name, Address and Telephone No. of Directors/ Partners (please attach separate sheet.)	
7	Name, Address & Contact No.s of Branch Office of Company/firm/Agency in Hyderabad	
8	PAN number (copy to be attached)	
9	EPF Account No.	
10	ESIC Code No.	
11	GST No.	
12	License No. under PSA (Regulation) Act 2005 - TS	
13	Valid Registration No./ License No. under Contract Labour (R&A) Act 1970, for providing security services only, through contract workers	
14	ISO - 9001 Certification details, if any.	
15	Details of EMD	
16	List of clients along with Satisfactory certificate from at least two important clients	
17	Solvency Certificate issued by the Bank	
18	Total No of Security Guards Employed across India	
19	Total No of Security Guards employed in and around Hyderabad (Out of Total Guards mention under SI 18)	
20	Whether Police / Legal proceeding in Court pending against Proprietor / Firm / Company / Contract labour engaged by the Agency	
21	Whether Agency is Black listed by any Central/State Govt. / PSU during the last three years, if not attach self-certificate.	

Declaration

We hereby certify that the information furnished above is full and correct to the best of my knowledge. I understand that in case any deviation is found in the above statement at any stage, the Company/ Firm shall be blacklisted and shall not have any dealing with the Department in future besides forfeiture of EMD. Also, I undertake to abide by the stipulations/conditions of the Tender in full.

Signature of the bidder along with date & seal

CHECK LIST OF THE DOCUMENTS TO BE SUBMITTED WITH THE TENDER

Confirm the enclosure of all the below listed documents without which Bidder may not be eligible to participate in the tender.

S. No.	Items	Confirm (Yes/ No)
1	EMD	
2	Chartered Accountant certificate for Annual Turnover for last 3 years	
3	Audited Balance sheet of last three years with details of annual turnover, profit & loss Account etc.	
4	Copy of GST Registration certificate with details of the last payment.	
5	Work orders in support of Security contracts fulfilled in last three years along with their values.	
6	Company/ Partnership Registration certificate.	
7	Attested copy of PAN	
8	Copy of License under PSA (Regulation) Act 2005 – TS	
9	Copy of valid license under contract labor (R & A) Act.	
10	Copy of ESI Registration certificate with latest payment challan.	
11	Copy of EPF Registration certificate with latest payment challan.	
12	Address proof of Registered Office/ Branch Office in Hyderabad.	
13	Satisfactory performance certificate from previous two PSU/ Govt. Departments.	
14	Solvency Certificate	
15	Undertaking pertaining to Non Black listing in the last seven years by any organisation.	
16	Undertaking that no case is pending with the police / legal proceedings in court of law against the Proprietor / firm /partner or the company / Agency and contract Labour engaged by the contractor	
17	ISO – 9001 Certification copy (if any)	

Signature of Owner/ Managing Partner/ Director

Date:

Full Name:

Place:

Company's Seal:

FINANCIAL BID FOR PROVIDING SECURITY SERVICES FOR IDRBT, HYDERABAD

(To Be Put In A Separate Sealed Envelope Superscribing **“FINANCIAL/PRICE BID FOR SECURITY SERVICES AT IDRBT , HYDERABAD”**)

Name of Bidder along with address, e-mail & Telephone No:

SECTION A: MINIMUM WAGES (PER MONTH)				
SL. NO.	DESCRIPTION	NO. OF PERSONNEL TO BE DEPLOYED	RATE FOR EACH DEPLOYMENT PER MONTH	AMOUNT OF DEPLOYMENT PER MONTH
A.1	Minimum Wages for Each Security Supervisor (Male) (Ex Service man) for 7 days as per Revision Effective from 01-April-2023. Detailed Breakup of Minimum wage to be attached on a separate letterhead of the contractor. 1 Personnel per shift for 3 shifts	3		
A.2	Minimum Wages for Each Security Guard (Male) for 6 days as per Revision Effective from 01-April-2023. Detailed Breakup of Minimum wage to be attached on a separate letterhead of the contractor. 3 Personnel General shift	3		
A.3	Minimum Wages for Each Security Guard (Civilian-Male) for 7 days a week as per Revision Effective from 01-April-2022. Detailed Breakup of Minimum wage to be attached on a separate letterhead of the contractor. 6 Personnel per shift for 3 shifts	18		
A.4	Minimum Wages for Each Security Guard (Civilian - Female) for 6 days a week as per Revision Effective from 01-April-2023. Detailed Breakup of Minimum wage to be attached on a separate letterhead of the contractor. 1 Personnel per shift for 1 shift	1		
TOTAL OF SECTION A:				
SECTION B: EQUIPMENT AND SERVICE CHARGES (PER MONTH)				
SL. NO.	DESCRIPTION	QUANTITY	RATE PER MONTH	AMOUNT PER MONTH
B.1	Service Charges of Contractor per month as % on the wages or fixed amount (Please note that this component is fixed for total contract period . Will not change during the contract period)	1		
B.2	Provisioning, installation and maintenance of 1 No. Trolley Mirror, 3 Nos. Hand-Held Metal Detectors and 1Nos. Door frame type walk-through Metal Detectors.	1		
TOTAL OF SECTION B:				
TOTAL OF SECTION A+B:				
GOODS & SERVICES TAX @ ____%:				
GRAND TOTAL OF SERVICES RENDERED PLUS TAXES:				

Note: The amount quoted under SI No: A-1 to A-4 above need to be spent only for the purpose mentioned on each category.

- The Service Charges quoted by us shall remain unchanged for the entire period of contract irrespective of the change in Minimum Wages being paid to the Security staff.**

- 2. We understand that the revision in wages only to the extent of the revisions made by the Government of Telangana on account of periodical revision in the VDAs will be considered. No other revision during the Contract period will be considered.**
3. Detailed Break-up of wages to be provided in separate sheets along with the price bid. Under any circumstances, no quote with wages lower than the minimum wages as defined by the Government of Telangana shall be accepted. Such quotes shall be summarily rejected.
4. The monthly bill will be settled subject to payment of all Statutory dues such as EPF, ESI , Taxes etc., as applicable, on production of documentary evidence of payment.
- 5. We certify that we have carefully considered the charges /amount incurred towards statutory taxes, provision for 3(three) sets of uniforms along with Supply of one Jersey, one rain coat , one PVC Baton and all required accessories suitable for all weather conditions PER YEAR to all the security staff while quoting our service charge.**

Signature of Owner/ Managing Partner/ Director

Date:

Name:

Place:

Seal

Salary Breakup for each category

Sl No	Description	Civilian Security Guard (Male) / Civilian Security Guard (Female).
1	Wages for one month (Basic+ DA)	
2	OT	
3	HRA	
4	Spl	
5	Other Allowance	
6	Travelling Allowance	
7	Gross Wages	
8	Washing Allowance	
9	ESI @ 3.25%	
10	PF @13%	
11	Bonus @ 8.33% taken on ceiling Rs 7000/- for all	
12	L W W on Basic + DA @ 4.85%	
13	Gratuity @4.81% of Basic + DA	
14	National Festival @10 days per annum/12	
15	Fare wages (Recruitment/Training charges)	
16	Uniform (Dress, Shoes, socks, Stationary etc.)	
17	Gross salary for one month (8 hrs a day).	
18	TAKE HOME CALCULATOR	
19	Gross Wages	
20	L W W	
21	National Festival @10 days per annum/12	
22	Total ESI Gross	
23	ESI @ 0.75%	
24	PF @12%	
25	PT	
26	Total Deductions	
27	Employee Take Home	

Signature of Owner/ Managing Partner/ Director

Salary Breakup for each category

Sl No	Description	Security Supervisor (Male) (Ex Service man)
1	Wages for one month Basic+ DA	
2	OT	
3	HRA	
4	Spl	
5	Other Allowance	
6	Travelling Allowance	
7	Gross Wages	
8	Washing Allowance	
9	ESI @ 3.25%	
10	PF @13%	
11	Bonus @ 8.33% taken on ceiling Rs 7000/- for all	
12	L W W on Basic + DA @ 4.85%	
13	Gratuity @4.81% of Basic + DA	
14	National Festival @10 days per annum/12	
15	Fare wages (Recruitment/Training charges)	
16	Uniform (Dress, Shoes, socks, Stationary etc.)	
17	Gross salary for one month (8 hrs a day).	
18	TAKE HOME CALCULATOR	
19	Gross Wages	
20	L W W	
21	National Festival @10 days per annum/12	
22	Total ESI Gross	
23	ESI @ 0.75%	
24	PF @12%	
25	PT	
26	Total Deductions	
27	Employee Take Home	

Signature of Owner/ Managing Partner/ Director

DECLARATION

(To be submitted in the Technical Bid on the Letter head of the company, duly signed by authorized signatory)

1. The information provided by us is true to the best of my/our knowledge and if any information is found incorrect or false, we may be debarred from the tender process / being awarded the contract.
2. We agree to abide by the terms and conditions stipulated by the IDRBT.
3. We also agree that our tender will remain valid for acceptance by the IDRBT for a period of 180 days from the last date of submission of the tender and this period of validity can be extended for such periods as may be mutually agreed upon between the IDRBT and us in writing. I/ We also agree to keep the earnest money valid during the entire period of validity of tender.
4. We understand that the IDRBT, Hyderabad reserves the right to accept or reject any or all of the tenders either in full or in part without assigning any reason thereof.
5. We understand that in case any deviation is found in the above statement at any stage, the Company/Firm shall be blacklisted and shall not have any dealing with the Institute in future.

Signature of Owner/ Managing Partner/ Director

Date:

Name:

Place:

Seal:

**LIST OF MAJOR SECURITY SERVICES PROVIDED IN GOVT./SEMI-GOVT./FINANCIAL
INSTITUTIONS/PSUs/PSBs/REPUTED MNCs DURING LAST 5 YEARS**

(ENDING 30.04.2023)

(Enclose supporting documents i.e. Work order, Proof of payment and Satisfactory Completion Certificate Obtained from the Clients)

Sr. No.	Name of Work	Security Services rendered for (Name of the Organization with Brief Address of Concerned Office & Contact No.)	Nature of Services	Location of the Work/Service	Period of Service (From- To period)	Remarks

(Add separate sheet if required)

Note:

1. Information has to be filled up specifically in this format only.
2. For certificates, the issuing authority shall not be less than an Executive in-charge.
3. Indicate other points, if any, to show your technical competence to indicate any important point in your favour.

Signature of Owner/ Managing Partner/ Director

Date:

Name:

Place:

Seal

LIST OF PRESENT SECURITY SERVICES BEING PROVIDED

(Enclose Copies of Work Orders Issued by Clients)

(As on Date)

S. No	Name of Work	Services being rendered for (Name of the Organization with Brief Address of concerned office & Contact No.)	Nature of Services	Location of the Services	Actual Value of the Services	Date of Commencement	Scheduled Date of Completion	REMARKS

(Add separate sheet if required)

Note: Information has to be filled up specifically in this format only.

Signature of Owner/ Managing Partner/ Director

Date:

Name:

Place:

Seal

DETAILS OF KEY PERSONNEL (PERMANENT EMPLOYEE), GIVING DETAILS ABOUT THEIR QUALIFICATION & EXPERIENCE INCLUDING THEIR IN-HOUSE ESTABLISHMENT

S. No.	Name	Qualification	Experience	Particulars of Services Done	Employed in Your Firm Since	Any Other Information

(Add separate sheet if required)

Notes: Information has to be filled up specifically in this format only.
Indicate other points, if any, to show your technical competence to indicate any important point in your favour.

Date:

Place:

Signature of Owner/ Managing Partner/ Director

Name:

Seal

DETAILS OF THREE RESPONSIBLE CLIENTS / PERSONS TO WHOM THE SERVICES RENDERED BY THE APPLICANT

S. No.	Name of the Official	Organization & Address	Contact Numbers	E-mail ID
1				
2				
3				

(Add separate sheet if required)

Note: PSA should furnish three Reference Sites and on request by the Institute the Referees should testify about the performance of the PSAs to the Institute's satisfaction.

Notes: Information has to be filled up specifically in this format only.

Signature of Owner/ Managing Partner/ Director

Date:

Name:

Place:

Seal

**DETAILS OF LITIGATION / ARBITRATION CASES RESULTING FROM THE CONTRACTS EXECUTED IN THE
LAST SEVEN YEARS OR CURRENTLY UNDER EXECUTION**

Year	Awarded for or against Applicant	Name of Client	Cause of Litigation and Matter of Dispute	Disputed Amount	Actual Awarded Amount

(Add separate sheet if required)

Notes: Information has to be filled up specifically in this format only.

Date:

Place:

Signature of Owner/ Managing Partner/ Director

Name:

Seal

DECLARATION REGARDING NEAR RELATIVES WORKING IN THE IDRBT

Name of Staff Related to Applicant	Designation	Place of Posting	Relation with the Applicant

(Add separate sheet if required)

Notes: Information has to be filled up specifically in this format only.

Signature of Owner/ Managing Partner/ Director

Date:

Name:

Place:

Seal

DECLARATION OF NEAR RELATIVES OF IDRBT EMPLOYEES

I/We.....S/o/D/o.....
.....Residing at
..... hereby certify that none of our relatives(s) as defined in the Tender document is / are employed in IDRBT as per details given in tender document. In case at any stage, it is found that the information given by me is false/incorrect, IDRBT shall have the absolute right to take any action as deemed fit, without any prior intimation to me.

(The near relatives include members of a Hindu undivided family/husband and wife/ the one related to the other in the manner as father, mother, son(s) and son's wife (daughter- in- laws), daughter(s), husband (son-in-law), brother(s) and brother's wife, sister(s) & sister's husband (brother-in-law).

Place :

Date :

Signature with seal of the Contractor

Name in Capital Letters:

Address:

UNDERTAKING

We hereby certify that we have gone through the tender document and we have fully understood the conditions herein. We hereby assure that we will comply with the conditions and submit monthly compliance statements regarding minimum wages and other Labour related statutory formalities like PF, ESI, etc. We agree to pay the wages strictly adhering to the timeline as mentioned in the tender .

Place :

Date :

Signature with seal of the Contractor

Name in block letters:

Address: