

### **Security Arrangement at SIDBI, Durgapur**

Sealed quotations are invited from reputed security agencies interested in providing security arrangement in the office premises at SIDBI, Durgapur as under:

<b>Name of the office</b>	<b>No of personnel (unskilled)</b>	<b>Arrangement</b>
SIDBI, UCP-18, Bengal Ambuja Commercial Centre, 2 <sup>nd</sup> floor, City Centre, Durgapur - 713216	1) Security Guard - 3 2) Safai Karamchari cum Office Boy - 1	1) Round the clock 2) 8 hours a day

Agencies should have achieved annual sales turnover of Rs. 20 lakh in any of the last three financial years. The pre-qualification criteria along with terms and conditions are furnished in the **Annexure I and Appendix** respectively. The same are also available at our website [www.sidbi.in](http://www.sidbi.in) and in the office of the undersigned between 09.45 hrs to 17.30 hrs on any working day (except Saturday, Sunday & Holidays) from May 04, 2011.

The quotations should be submitted in two parts described as under:

**Part I (Technical Bid) in sealed cover**, containing details of Constitution of the Agency, experience in handling security arrangement, annual sales turnover, Income Tax Assessee, etc., duly supported by documentary proof.

**Part II (Financial Bid) in sealed cover**, containing the financial bid (in prescribed proforma) for providing security facility.

#### **How to apply :**

The Application / quotations should be submitted in the prescribed form along with photocopies of all necessary documents addressed to "The Asst. General Manager, Small Industries Development Bank of India, UCP-18, Bengal Ambuja Commercial Centre, 2<sup>nd</sup> floor, City Centre, Durgapur – 713216 superscribed 'Security Arrangement at SIDBI, Durgapur'. The quotations should reach not later than 1600 hrs. on May 13, 2011 . The quotations which are not submitted in the prescribed manner will not be accepted. The quotations would be opened on the next working day at 15.00 hours and the interested parties may make it convenient to be present at the time of opening of the quotations. The Bank reserves the right to accept or reject any or all quotations without assigning any reasons.

The Asst General Manager,  
Small Industries Development Bank of India,  
UCP-18, Bengal Ambuja Commercial Centre, 2<sup>nd</sup> floor, City Centre, Durgapur - 713216.

**Pre-qualification Criteria**

1. The Security Agency should be Durgapur based or its has branch office at Durgapur and could be sole proprietary concern or partnership firm or a corporate body registered under Companies Act. **[Attach copy of registration certificate]**.
2. The Agency should have minimum 3 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 or letter of empanelment ]**.
3. The agency should have achieved annual sales turnover of Rs.20 Lakh in any of the last three financial years i.e., FY 2008 / 2009 / 2010. **[ Attach copy for the relevant FY]**
4. The agency should be registered with the Labour and Central & Excise department(s) of State/ Central Govt. as applicable. **[Attach copy of registrations]**.
5. The agency should be an Income-tax assessee having filed its Income tax return for the Assessment Years 2008, 2009 and 2010 **[Attach copy of PAN and copies of return filed during assessment years 2008, 2009 and 2010]**. In case the agency is exempted from paying income tax, the exemption certificate received from IT Department may be enclosed.
6. The guards to be posted for security services for the properties of the Bank should not be more than 45 years.
7. 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 the “**Technical Bid**” in a separate sealed cover superscribing - “**TECHNICAL BID FOR 'Security Arrangement at SIDBI, Durgapur**”

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**Terms and conditions for providing security services**

1. The period of contract will be for two years from the date of awarding the contract subject to renewal for further period 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 company will abide by all statutory requirement as per Minimum Wage Act, Employee's Provident Fund Act, Workmen Compensation act, Payment of Wages Act, Contract Labour (Regulation and Abolition) Act etc.
3. The Company will ensure that each guard performs his duty for not more than eight hours in one instance and under extraordinary circumstances additional rate per hour may be quoted.
4. The number of guards to be deployed by the Company will be decided by the Bank so as to ensure effective security arrangements. The rest & relief arrangements will be made at the discretion of the Company, for which the Bank will not be liable to pay any wages or compensation.
5. The Company will be fully responsible for the security of Premises and also responsible for providing the requisite guards at all the shifts.
6. The company will not rotate the guards from one place to another and/or one institution to another without the consent of the Bank.
7. The guards who are deployed for the security duty will wear proper uniform and identity card during the duty hours provided by the Company. Provision of uniform and any related expenses shall be borne by the Company.
8. The Company 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 Company and the said guards for all purposes shall be within the Disciplinary Authority of the Company.
9. The Company 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.
10. The Company 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 Company 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 Company.
11. The Bank will not be responsible or liable in case of any dispute arising between the Company 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 Company or guards for which all responsibilities shall vest with the Company alone.

12. The Bank shall make a claim, if any, in writing to the Company in case of any loss caused to the Bank due to non-performance or mal-performance or mis-performance, theft etc. by the Company/its guards in carrying out the terms and conditions and any claim lodged by the Bank will be settled by the Company 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 Company.
13. The Bank reserves the right to terminate this arrangement without assigning any reasons thereof, by serving on the Company a notice of one month to this effect, and on the refusal of the Company 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 Company recorded with the Bank, where after it shall be deemed to have been served on the Company. Bank shall also be entitled to appoint any other person, firm or company at its discretion to perform the job entrusted to the Company after termination of the arrangement. Provided that the termination of the arrangement, as aforesaid, shall not absolve the Company of its liability regarding security arrangements already entrusted to it in accordance with the direction of the Bank.
14. In case of any dispute arising out / relating to interpretation of terms of conditions or functioning of the Company vis-a-vis the Bank, the Bank shall be the sole authority to decide the arbitrator. The Company agrees to execute all documents, which may be required by the Bank in this regard.

### **Scope of the work**

Particulars of requirement of service from the Agency :

<b>Sr. No.</b>	<b>Particulars of Arrangement</b>	<b>Requirement and Frequency</b>
A.	Security Arrangement	Security Guard on round the clock at the office premises of SIDBI, Durgapur Branch Office.
B.	Cleaning Arrangement	Safai Karamchari cum office boy for 8 hours daily at the office premises of SIDBI, Durgapur Branch Office

#### **A. Nature of Work of Security Guard :**

<b>Sr. No</b>	<b>Nature of Work</b>	<b>Frequency</b>
1	Maintenance of Visitors Registers and due diligence of visitors	Daily
2	The security personnel are required to operate Air Conditioner, lights, fans, water taps, opening and closing of all cabins / windows / doors etc.	Daily

#### **B. Nature of work of Safai Karamchari cum office boy :**

<b>Sr. No</b>	<b>Nature of Work</b>	<b>Frequency</b>
1	Sweeping and cleaning of the entire floor area, walls, celings,	Daily

	staircases, etc of the office premises.	
2	Cleaning of all furniture, computers, printers, telephones and other electronic items	Daily
3	Cleaning of Toilets	Daily
4	Serving tea / coffee, water etc to the officers / guests etc.	Daily
5	Attending of office work i.e. Making photocopies, filing of documents, serving of file to the staff, maintenance of Inward - Outward Register for Correspondence / Cheques etc. as per requirement and other related office work.	Daily
6	Attending outdoor duties i.e. Delivery of documents / cheques / to various Govt. Authorities / Banks and related outdoor duties.	Daily
7	Attending the duties of Security Guard in his absence.	As per requirement
<p><b>Note : Cleaning Material such as detergents, soaps, air freshners, naphthalene balls, liquid soaps, dusters etc. would be provided by Bank.</b>  <b>Office cleaning work should be completed before 9.30 A.M. everyday.</b></p>		

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

From,

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To,

**The Asst General Manager,  
Small Industries Development Bank of India,  
UCP-18, Bengal Ambuja Commercial Centre,  
II nd floor, City Centre,  
Durgapur – 713216.**

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	Whether registered with Registrar of Companies? Date of Registration ( <b>Attach copy of registration</b> )	
7	Whether the agency has 3 years' experience in providing <b>Security</b> Services to reputed organisations like All India Financial institutions, Public Sector Banks / undertakings and large private sector companies. ( <b>Attach copy of Work Orders</b> )	
8	Whether registered with Labour Department? Date of Registration ( <b>Attach copy of registration</b> )	
9	Whether registered with Central and Excise Department for Service Tax? ( <b>Attach copy of registration</b> )	
10	Whether the agency has achieved annual sales turnover of Rs. 20 lakhs in any of the last three financial years i.e., FY 2008 / FY 2009 / FY 2010. ( <b>Attach copy of P&amp;L A/c of relevant year</b> )	
11	Whether the agency is an Income Tax Assessee having filed its Income Tax return for the Assessment Years 2008, 2009 and 2010 ( <b>Attach copy of Income Tax Returns for all the three assessment years</b> )	

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

Date:

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

**SIGNATURE**

**Name and Seal of Company**

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

From,

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To,

**The Asst General Manager,  
Small Industries Development Bank of India,  
UCP-18, Bengal Ambuja Commercial Centre,  
II nd floor, City Centre,  
Durgapur – 713216**

Particulars	No of total guards required	Rate per guard per month
<b>Security Guard (unskilled) (Rate per person)</b> [break up of payment (like Basic, PF, ESI, Service charge etc...) may be furnished]	<b>3</b>	<b>Rs. ....</b>  In Words (Rupees .....
<b>Office boy cum Safai Karamchari</b> [break up of payment (like Basic, PF, ESI, Service charge etc...) may be furnished]	<b>1</b>	<b>Rs. ....</b>  In Words (Rupees .....

Note :

The above rates are exclusive of applicable taxes which would be levied at the applicable rates. Any request for change of rates due to change in Minimum Wages rates shall be intimated by the Company to the Bank and upon receipt of such request Bank will 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 the Bank and mentioned in the Appendix. at the rates quoted above.

Date:

**SIGNATURE**  
**Name and Seal of the Company**

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