

Security Arrangement at SIDBI, CHENNAI

Sealed quotations are invited from reputed security agencies interested in providing round the clock security arrangement at the office, residential premises at Koyambedu of the Bank at Chennai. Agencies should have achieved annual sales turn over of ₹.25 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 to Annexure I** respectively. The same are also available in the office of the undersigned between 0945 hrs to 1730 hrs on any working day (except Saturday & Sunday) from January 14, 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.

Earnest money deposit (refundable) of ₹ 10,000/- (Rupees Ten thousand only) by way of Demand Draft/Pay Order drawn in favour of "Small Industries Development Bank of India", payable at Chennai may be submitted along with Part I (Technical Bid).

The bids to be submitted should be addressed to "**The General Manager, Small Industries Development Bank of India, Overseas Tower, No.756 L, Anna Salai (Opp TVS) , Chennai - 600 002**" and superscribed '**Security Arrangement at SIDBI Chennai**'. The bids should reach him/her not later than 1500 hrs. on February 09, 2011. The bids which are not submitted in the prescribed manner will not be accepted. The Technical bids (Part I) would be opened on the same day at 1630 hours and the interested parties can make it convenient to be present at the time of opening the bids. The Bank reserves the right to accept or reject any or all bids without assigning any reasons.

The General Manager,
Small Industries Development Bank of India,
Overseas Tower, No.756 L,
Anna Salai (Opp TVS)
Chennai - 600 002

Pre-qualification Criteria

1. The Security Agency could be a corporate body registered under companies Act or should be State Ex-Servicemen Corporation [**Attach copy of registration certificate**].
2. The Agency should have minimum 10 years' experience in providing security services to reputed organisations like All India Financial institutions, public sector banks / undertakings, MNCs and large private sector companies. [Attach **copy of work orders or letter of empanelment**].
3. The agency should have achieved annual sales turn over of ₹ 25 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 FY 2008, FY 2009 and FY 2010 [Attach **copy of PAN and copies of return filed during assessment years 2008, 2009 and 2010**]. **In case the agency is exempted from IT Department, the exemption certificate may be enclosed.**
6. The Security Guards employed by the agency should possess Exemplary Character Certificate.
7. The security guards should be **SHAPE' 1** and should be not more than 45 years at the time of joining the security agency.
8. The Security Agency should be registered with Employees Provident Fund organisation/corp.
9. The agency should have its office at Chennai.
10. 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 Chennai'- REF - Newspaper Advertisement DATED January 14, 2011"**

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Terms and conditions for providing security services

1. Three years from the date of awarding the contract subject to renewal thereafter at the sole discretion of the Bank on fresh or existing terms and conditions as the case may be.
2. The Agency agrees to abide by all statutory requirement as per Minimum Wage Act, Employee Provident Fund Act, Workmen Compensation act, Payment of Wages act, Contract Labour (Regulation and Abolition) Act etc.
3. The Agency shall ensure that each guard performs his duty for not more than eight hours in one instance.
4. The number of guards to be deployed by the Agency shall be decided by the Bank so as to ensure effective security arrangements. The rest & relief arrangements shall be made at the discretion of the Company, for which the Bank will not be liable to pay any wages or compensation.
5. The Agency will shall be fully responsible for the security of Bank's Premises as mentioned in the schedule and also be responsible for providing the requisite guards at all the shifts.
6. The Agency will not rotate the guards from one place to another and/or one institution to another without our consent of the Bank.
7. The guards who are deployed for the security duty shall 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 Company.
8. The Bank shall not be responsible or liable in case of any dispute arising between the Agency and the guards employed by the agency for carrying 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.
9. The Agency shall engage only Ex-Servicemen for the duties to be performed for the security arrangements. The Ex-Servicemen shall be in a younger age group, and in any case not above the age of 50 years. At the time of discharge from the Army they should have been in Medical Category 'AYE' / 'SHAPE ONE' and their character should be 'EXEMPLARY'. The guards provided by the Agency shall be well built and stout.
10. 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.

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.

The Agency shall be solely responsible for the acts and omissions of its employees / representatives dealing with the Bank and undertakes to indemnify the Bank against any loss, damage, theft, negligence etc. that may occur due to non-performance or mal-performance or mis-performance, of its employees.

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.

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 determination 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.

In case of any dispute arising out of 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 any other documents, which may be required by the Bank in this regard.

The Agency guards engaged shall not allow any material to be taken out from the said premises unless authorised by a nominated officer(s) of the Bank under his (their) scale and signature.

The Agency guards engaged shall not allow any material to be taken out from the said premises unless authorised by a nominated officer(s) of the Bank under his (their) scale and signature. That 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.

**THE FORMAT FOR TECHNICAL BID
(Security Arrangement)**

From,

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To,

The General Manager,
Small Industries Development Bank of India,
Overseas Tower
No.756 L, Anna Salai (opp TVS)
Chennai - 600 002

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	
3	Date of Incorporation/Constitution	
4	PAN/TAN Nos. of the Agency	
5	Service Tax Registration No.	
6	Whether registered with Registrar of Firms/Companies? Date of Registration (Attach copy of registration)	
	Experience in providing Security Services to reputed organisations like All India Financial institutions, public sector banks / undertakings, MNCs and large private sector companies? (Attach copy of Work Orders)	
8	Whether registered with Sales Tax Department? Date of Registration (Attach copy of registration)	
9	Whether registered with Labour Department? Date of Registration (Attach copy of registration)	
10	Whether registered with Central Excise Department for Service Tax? (Attach copy of registration)	
11	Whether the agency has achieved annual sales turnover of ₹ 25 Lakh in the last three financial years i.e., FY 2008 / FY 2009 / FY 2010 (Attach copy of P&L A/C certified by Chartered Accountant)	
12	Whether the agency is an Income Tax Assessee having filed its Income Tax return for the Assessment Years 2008, 2009 and 2010 (Attach copy of Income Tax Returns)	

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

Date:

SIGNATURE
Name and Seal of firm

(This format shall be sent in a separate sealed cover superscribing - **“TECHNICAL BID FOR SECURITY ARRANGEMENT REF - NEWSPAPER ADVERTISEMENT DATED January 14, 2011”**)

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

From,

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To,

The General Manager,
Small Industries Development Bank of India,
Overseas Tower
No.756 L, Anna Salai (opp TVS)
Chennai - 600 002

Sl. No.	Particulars	No of guards	Rate Rs
1	Security Guard (SG) (Rate per guard)	03	Rs. (Pl. Write in words also)

The above rates are exclusive of applicable taxes which would be levied at the applicable rates. 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 to Annexure I** at the rates quoted above.

Date:

SIGNATURE
Name and Seal of firm

(This format shall be sent in a separate sealed cover superscribing - **“FINANCIAL BID FOR SECURITY ARRANGEMENT REF - Newspaper ADVERTISEMENT DATED January 14, 2011”**)

