



Small Industries Development Bank of India- Kochi

**Contract for security and maintenance of office premises**

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

**1. Minimum qualification criteria**

1. The agency should have been in existence for the last five years
2. The agency should have executed similar assignments for All India Financial Institutions / Public Sector Banks / Public Sector Undertakings / Central / State Govt. owned institutions / Multi National Companies (MNCs) / Large Private Sector Corporates.
3. The agency should be an income-tax assessee having filed its income-tax return for the last three assessment years, upto AY 2010-11.
4. The agency shall be responsible for any claim arising out of the terms and conditions of the employment under the Payment of Wages Act, 1936 and Contract Labour (Abolition and Regulation) Act 1970 or any other law prevalent during this contract period of this contract.

**2. Scope of work**

The scope of work in the category of providing services for round the clock security of our office premises at, SIDBI, Finance Tower, II nd floor, Kaloor, Kochi – 682017. & at Officers Quarters, Sea View Apartment, Broadway Northend - Kochi 682 031 includes requirement of personnel such as one security guard round the clock.

Nature of works to be executed

At office the security personnel posted are required to operate

1. Air conditioners
2. Lights, fans and water-taps.
3. Opening and closing of all cabins / windows / doors and safe-custody of the keys.

At officers quarters the security personnel posted are required to operate

1. Should ensure that the main gate of the building is always kept closed and should be opened only when necessary.

2. You shall entirely be responsible for any theft / pilferage / damage to SIDBI's materials / properties arising out of the negligence or connivance of the security personnel.
3. Lights in common areas, water pumps and water-taps

### **3.How to apply**

Quotation should be submitted in the prescribed form attached herein at annexure I . The last date for submission of quotation is January 14, 2011 by 1500 hours. The quotations which are not submitted in the prescribed manner will not be accepted. The quotations would be opened on the same day at 15.30 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 add / delete / modify terms & conditions besides to reject any or all quotations without assigning any reason whatsoever.

Completed quotation shall be submitted in a sealed envelope clearly superscribing on top of the envelope "Quotation for Security Services" to:

The Dy General Manager,  
Small Industries Development Bank of India,  
Finance Tower,  
II nd floor, Kaloor,  
Kochi – 682017.

**Annexure I**

**Quotation for security services**

1	Name of the agency	
2	Address with telephone, e-mail, fax number & the name(s) of the contact person(s)	
3	Year of establishment	
4	Income Tax - PAN No.	
5	Service Tax Regn. No.	
6	Detailed description of works done for other organizations	
7	Whether the agency is an income-tax assessee having filed its income-tax return for the last three assessment years, upto AY 2010-11 (Please attach documentary evidence)	
8	Furnish name(s) of at least one responsible person who will be in a position to certify about the quality as well as past performance of your organisation	
9	Monthly charges for providing round the clock security for the office premises and Officers Quarters.	Rs. (Including service tax)

**Verification:** The form should be signed by the authorised signatory verifying that all the details furnished in the application are true and correct to the best of his / her knowledge and stating that furnishing any false information or suppression of any material information would lead to rejection of the application.

Authorised Signatory

## **Annexure II**

### **Terms and conditions for providing security services**

1. The period of contract will be two years from the date of awarding the contract subject to renewal for further set of two years thereafter at the sole discretion of the Bank on fresh or existing terms and conditions as the case may be.
2. No enhancement of the contract charges shall be considered during the contract period of two years.
3. 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.
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-à-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.

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