



RESERVE BANK OF INDIA
Protocol and Security Cell, Kanpur
[\(\[www.rbi.org.in\]\(http://www.rbi.org.in\)\)](http://www.rbi.org.in)

TENDER NOTICE

RBI, Kanpur invites tenders from reputed companies/firms/agencies, for providing **Security Guards** for guarding RBI Office Premises / Residential Colonies located in Kanpur 208001. Tender forms and eligibility criteria will be available from 30.03.2015 and can be downloaded from the “**Tender**” section of our website (www.rbi.org.in). Last date for submission of tender is 2.00 PM on 06.05.2015.

Mahatma Gandhi Marg,
Kanpur 208001

Shekhar Bhatnagar
Regional Director



Reserve Bank of India
Mahatma Gandhi Marg, Kanpur-208001

(Tender No.KAN/P&S/021/SG-2015-16)

Tender Notice

Sealed tenders are invited in the prescribed format by Regional Director, Reserve Bank of India, Mahatma Gandhi Marg, Kanpur 208001 from registered contractors/agencies holding valid licenses under Contract Labour (Regulation and Abolition) Act, for providing **Security Guards** (ex- servicemen/ Trained security personnel with knowledge of handling fire fighting equipments/able to act in times of emergency of fire hazard also herein after referred to as Security Guards) for guarding Reserve Bank of India Office Premises/Residential Colonies (i.e. monitoring movement of men, material and vehicles, surveillance of Office Premises/Residential Colonies, Checking of fire hazard points apart from normal guarding etc.) located in Kanpur. Tender Documents can also be downloaded from Reserve Bank of India Website www.rbi.org.in under the link `Tenders`.

Tenders shall be submitted in two parts, i.e. Technical bid and Financial bid which shall be submitted in separate sealed envelopes super scribed as **“Part I -Technical Bid”** pertaining to Offer for providing Security Guards and **“Part II - Financial bid”** pertaining to Offer for providing Security Guards. Both these sealed covers should be further sealed in another sealed envelope super scribed **“ TENDER FOR PROVIDING SECURITY GUARDS AT RESERVE BANK OF INDIA, KANPUR”** and addressed to The Regional Director, Reserve Bank of India, Protocol & Security Cell, Second Floor, Mahatma Gandhi Marg, Kanpur –208001. **The Tender forms complete in all respects shall be submitted latest by 2.00 P.M on May 06, 2015 in the Tender Box kept at the Reception Counter of the office at Ground floor.**

Kanpur

Regional Director



Reserve Bank of India
Mahatma Gandhi Marg, Kanpur 208001
(Website: www.rbi.org.in)

Tender Notice

Sealed tenders are invited in the prescribed format by the Regional Director, Reserve Bank of India, Mahatma Gandhi Marg, Kanpur from registered contractors/agencies holding valid licenses under Contract Labour (Regulation and Abolition) Act, for providing **Security Guards** (ex-servicemen/trained security personnel with knowledge of handling fire fighting equipments/able to act in times of emergency of fire hazard also herein after referred to as Security Guards) for guarding Reserve Bank of India Office Premises /Residential Colonies(i.e. monitoring movement of men, material and vehicles, surveillance of Office Premises / Residential Colonies, Checking of fire hazard points apart from normal guarding etc.) located in, Kanpur for an initial period of one year as per laid down contractual obligations.

1. The present requirement is for 32 (Thirty two) Security Guards out of which 25 will be Armed Guards(preferable ex-serviceman with valid 12 Bore DBBL gun license for U.P./All India) and 7 will be Unarmed Security guards. However, their requirement may vary from time to time. The strength of the security personnel can be increased or decreased at any stage depending upon the actual requirements by the Bank. The present requirement is for guarding the following properties of the Bank:

- a) Reserve Bank of India, Main Office Premises, Mahatma Gandhi Marg, Kanpur.
- b) Reserve Bank Officers' Quarters, Civil lines, Kanpur.
- c) Reserve Bank Officers' Quarters, Tilak Nagar, Kanpur.
- d) Reserve Bank Staff Quarters, Kidwai Nagar, Kanpur.

2. The contractor/ Security agency (herein after used interchangeably) should fulfill the following requirements:

- a) The agency/company should have PSARA 2005 license valid for Uttar Pradesh State and issued in Uttar Pradesh by Competent authority governed by Uttar Pradesh Private Security Agency Rules, 2007.
- b) Should have a certificate of Registration from ROC or Registrar of firms or letter of proprietorship.

- c) The Agency/Company should be in the security business for at least 3 years as on 31st March 2015. Memorandum and Articles of Associations should be attached and work order confirming year and area of activity.
- d) Should have Income Tax clearance certificate (latest) and PAN number.
- e) Should have audited balance sheet.
- f) Should have experience of working with Public Sector Units, MNCs and Large corporate.
- g) Should have all the necessary legal/ statutory approvals to conduct security business in the State of Uttar Pradesh including license from the Regional Labour Commissioner (Central).
- h) Turnover – more than Rs. 30 lakhs each for last 3 years.
- i) Should have registration under Shops and Establishment Act and certificate from ESI Corporation (latest).
- j) Should have certificate from EPF organization under EPF & Misc Provision Act-1952(latest).

3. Regional Director, Reserve Bank of India, Mahatma Gandhi Marg, Kanpur reserves the *right to accept or reject any or all tender bids without assigning any reasons whatsoever and his decision will be binding on all the parties*. Tender documents of contractors not producing proofs in respect of item Nos. 2 (a) to (j) will be summarily rejected.

4. The tenders will be in **two-bid system**. **Cover-I** shall be **super scribed** as **“Part I -Technical Bid”** pertaining to Offer for providing Security Guards and shall contain the following:

- a) A demand draft for **Rs.500/-(Rupees Five hundred only)** drawn in favor of Reserve Bank of India, Mahatma Gandhi Marg, Kanpur towards “Tender Fees” which is not refundable.
- b) Earnest Money Deposit (EMD) of Rs 1,44,000/- in the form of Demand Draft favoring Reserve Bank of India payable at Kanpur.
- c) Application in Format I including Annexure A to F duly filled along with documents as mentioned there in.

- d) Copies of Employees Provident Fund/ Employees State Insurance/ Service Tax Registration certificates etc.
- e) Copy of license issued by the Regional Labour Commissioner (Central)

Technical Bid shall be accompanied with a letter on the letter head of the tenderer as per enclosed format (Format I). Separate Demand Drafts in the name of Regional Director, Reserve Bank of India, Mahatma Gandhi Marg, Kanpur for 4 (a) and (b) above are to be given.

5. **Cover-II** should be super scribed as **“Part II - Financial Bid”** pertaining to **Offer for providing Security Guards** and should contain only the contractor’s quoted rates in the format given below.

Cover-II-Financial Bid will be opened only if the Reserve Bank of India, Mahatma Gandhi Marg, Kanpur is satisfied with the technical bid (Cover I), which will be opened first and the intimation to open the Financial Bid will be sent in advance to qualified bidders.

Format for rates

(To be put in a separate sealed cover marked Part II - Financial Bid pertaining to Offer for providing Security Guards)

Tender document for providing Security Guards at RBI, Kanpur

1.	Name of the Company/Agency (Full address with Tel. No.)	:	
2.	Registration No. of the Company/ Agency under State/Central Govt. or any other Organization viz DGR	:	
3.	Rates quoted per Guard(Armed/Unarmed) for 8 (eight) hours duty	:	

		Security Guard (Armed)		Security Guard (Unarmed)	
		Civilian	Ex- Servicemen	Civilian	Ex- Servicemen
i	Wages (Minimum) (including VDA)				
ii	Relieving Charges (% of monthly basic wages)				
iii	Service Charges				
iv	Statutory charges				
	a ESI (% of Monthly basic wages)				
	b EPF (% of Monthly basic wages)				
	c Gratuity/Terminal Benefits				
	d EDLI				
	e Weekly off/ National//Other Holidays				
	f Service Tax (% of Monthly basic wages)				
v	Any Other Charges				
	Total Charges				

The Financial Bid shall be accompanied with a letter on the letter head of the tenderer as per enclosed format (Format II).

6. Cover I and Cover II may both be placed and submitted in another sealed cover super scribed “TENDER FOR PROVIDING SECURITY GUARDS AT RESERVE BANK OF INDIA, KANPUR”, and addressed, The Regional Director, Reserve Bank of India, Mahatma Gandhi Marg, Kanpur 208001.

7. Reserve Bank of India, Mahatma Gandhi Marg, Kanpur will not be responsible for any postal delays etc.

8. Incomplete applications/applications lacking in details and without signatures are liable to be rejected.

9. The successful contractor shall execute an agreement on a stamp paper of required value for due performance of the contract within a week. He will provide a sum of **Rs. 2,16,000/-** as the **Security Money Deposit** in the form of a **bank draft** or by way of **Bank Guarantee (the Bank Guarantee shall remain in force throughout the contract period)**. The EMD of **Rs 1, 44,000/-** will also be converted into security money deposit making total security money deposit to **Rs.3, 60,000/-**. Contractors are free to keep the entire security money deposit in the form of Bank Guarantee.

10. Before submitting the tender, please go through the enclosed **terms and conditions** on which the work will be awarded and shall be executed by the successful tenderer.

11. The present requirement is for **32 Security Guards(25 Armed and 7 Unarmed)** to be deployed in shifts as under:

Name of the Property	Category	Total Present Requirement	Shift Wise Strength			Duty Hours Per Shift	Remarks
			I	II	III		
Reserve Bank of India Main Office Premises, Mahatma Gandhi road, Kanpur	Unarmed Security Guards	Seven (7)	2	2		8 hours	Three (3) Guards Required For General Shift 0800 hrs to 1600 hrs
Reserve Bank Officers' Quarters, Civil Lines, Kanpur	Armed Security Guards	Nine (9)	3	3	3	8 hours	
Reserve Bank Officers' Quarters, Tilak Nagar, Kanpur	Armed Security Guards	Seven (7)	2	2	3	8 hours	
Reserve Bank Staff Quarters, Kidwai Nagar, Kanpur	Armed Security Guards	Nine (9)	3	3	3	8 hours	
Total		Thirty two (32)					7 Unarmed 25 Armed

Terms and Conditions

Terms and Conditions for award of contract for providing **Security Guards** i.e. Ex-servicemen or properly trained Security personnel with knowledge of handling fire fighting equipments/able to act in times of emergency of fire hazard also for guarding Reserve Bank of India (RBI) office premises and residential quarters (i.e. monitoring movement of men, material and vehicles, surveillance of Residential Colonies, Checking of fire hazard points also apart from normal guarding etc.) located in Kanpur for an initial period of one year as per laid down contractual obligations. Total numbers of Security Guards required are approximately Thirty Two (32) including 7 Unarmed and 25 Armed. The Bank reserves the right to increase or decrease the number of persons to be deployed before awarding the work or any time during the currency of contract.

1. The Contractor/security agency (herein after used interchangeably) must comply with the Contract Labour (Regulation and Abolition) Act, 1970 at his own cost and the rules made there under by the Government from time to time.
2. The agency/company should have PSARA 2005 license valid for Uttar Pradesh State and issued in Uttar Pradesh by Competent authority governed by Uttar Pradesh Private Security Agency Rules, 2007
3. That the persons deployed by the contractor for the services mentioned above shall be the employees of the contractor for all intents and purposes and that the persons so deployed shall remain under the control and supervision of the contractor and in no case, shall a relationship of employer and employee between the said persons and the RBI, Mahatma Gandhi Marg, Kanpur shall accrue/arise implicitly or explicitly. It will be the responsibility of the Contractor to ensure that no liability on this count should come on Reserve Bank of India, Kanpur in respect of workers deployed by him.
4. That on taking over the responsibility of the work assigned, the Contractor shall formulate the mechanism and duty assignment of work to its personnel in consultation with Regional Director, RBI, Kanpur or his nominee. The contractor shall further be bound by and carry out the directions/instructions given to him by the Regional Director, RBI, Kanpur or his nominee from time to time.
5. That the Regional Director, RBI, Kanpur or any other persons authorized by the Regional Director shall be at liberty to carry out surprise check on the persons as deployed by the contractor in order to ensure that persons deployed by him are doing their duties.
6. That in case any of the persons so deployed by the contractor does not come up

to the mark or does not perform his duties properly or commits misconduct or indulges in any unlawful acts or disorderly conduct, the contractor shall immediately withdraw and take suitable action against such persons on the report of the RBI, Kanpur in this respect. Further, the contractor shall immediately replace the particular person so deployed on the demand of the RBI, Kanpur in case any of the aforesaid acts on the part of the said person.

7. That the contractor shall carefully and diligently perform the work assigned to him in consultation with the RBI, Kanpur.
8. That for performing the assigned work, the contractor shall deploy medically and physically fit persons. The contractor shall ensure that the persons are punctual and disciplined and remain vigilant in performance of their duty. Persons so engaged by the contractor shall be from amongst the **Ex-servicemen** of high integrity and good conduct and preferably below the age of 50 years. In no circumstances, guards below **18 years of age** should be employed.
9. That the contractor shall submit details, such as names, parentage, residential address, age, etc. along with recent photograph of the persons deployed by him in the Main office premises and Residential Colonies of the RBI, Kanpur. For the purpose of proper/ identification of the employees of the contractor deployed for the work, he shall issue identity cards bearing their photographs/identification etc. and such employees shall display their identity cards at the time of duty.
10. Police verification of each and every person deployed is necessary and mandatory. It will be the sole responsibility of the firm to get proper police verification of all the deployed personnel
11. That the contractor shall be liable for the payment of wages and all other dues which they are entitled to receive under the various labour laws and other statutory provisions.
12. The agency/ contractor has to give undertaking on Non Judicial Stamp Paper of applicable value before the award of the work that he undertakes to actually pay wages to all the labourer of all descriptions to be engaged by him for completion of that particular job/work at the rate which is not less than the one prescribed under minimum wages under CLRA Act and also keep the Principal Employee indemnified against all the actions that may be initiated against the Principal Employer by the Statutory Authorities for his failure to pay such wages and provide the essential amenities.

13. That the contractor shall at his own cost, if required, take necessary insurance cover in respect of the aforesaid services rendered to RBI , Kanpur and shall comply with the statutory provisions of Contract Labour (Regulation & Abolition) Act, 1970; Employees State Insurance Act; Workman's Compensation Act, 1923; Payment of Wages Act, 1936; The Employees Provident Fund (and Miscellaneous Provisions) Act, 1952; Payment of Bonus Act, 1965; The Minimum Wages Act, 1948; Employer's Liability Act, 1938; Employment of Children Act, 1938, Maternity Benefit Act and/or any other rules/regulations and/or statutes that may be applicable to them.

14. That the contractor shall be solely responsible for any violation of provision of the labour laws or any other statutory provisions and shall further keep the RBI, Kanpur indemnified from all acts of omission, fault, breaches and/or any claim, demand, loss, injury and expense arising out from the non-compliance of the aforesaid statutory provisions. Contractor's failure to fulfill any of the obligations hereunder and/or under the said Acts, rules/regulations and/or any bye-laws or rules framed under or any of these, the RBI, Kanpur shall be entitled to recover any of the such losses or expenses, which it may have to suffer or incur on account of such claims, demand, loss or injury, from the contractor's monthly payment and Security Money Deposit.

15. That the contractor shall be required to maintain permanent attendance register/roll within the building premises which will be open for inspection and checking by the authorized officers of RBI, Kanpur.

16. That the contractor shall make the payment of wages, etc. to the persons so deployed in the presence of representative of the RBI, Kanpur and shall on demand furnish copies of wage register/muster roll, etc. to the RBI, Kanpur for having paid all the dues to the persons deployed by him for the work under the Agreement. This obligation is imposed on the contractor to ensure that he is fulfilling his commitments, towards his employees so deployed, under various Labour Laws, having regard to the duties of RBI, Kanpur in this respect as per the provisions of Contract Labour (Regulation and Abolition) Act, 1970. The contractor shall comply with or cause to be complied with the Labour regulations from time to time in regard to payment of wages, wage period deductions from wages, recovery of wages not paid and deductions unauthorizedly made, maintenance of wages book, wage slip, publications of scale of wages and terms of employment, inspection and submission of periodical returns to the authorities concerned. The contractor should pay the minimum wages stipulated by the Government of India, Ministry of Labour from time to time and submit monthly compliance certificate (with details of wages paid) on payment of minimum wages for the guards deployed in our premises.

17. The Contractor / Agency shall comply with the provisions of “**the Sexual Harassment of women at work place (Prevention, Prohibition and Redressal) Act, 2013**”. In case of any complaint of sexual harassment against its employee within the premises of the Bank, the complaint will be filed before the Internal Complaints Committee constituted by the Contractor / Agency and the Contractor/Agency shall ensure appropriate action under the said Act in respect to the complaint.
18. Any complaint of sexual harassment from any aggrieved employee of the contractor against any employee of the Bank shall be taken cognizance of by the Regional Complaints Committee constituted by the Bank.
19. The contractor shall be responsible for any monetary compensation that may need to be paid in case the incident involves the employees of the contractor, for instance any monetary relief to Bank’s employee, if sexual violence by the employee of the contractor is proved. The contractor shall be responsible for educating its employees about prevention of sexual Harassment at work place and related issues.
20. The contractor shall take all reasonable precautions to prevent any unlawful riot or disorderly conduct or acts of his employees so deployed and ensure preservation of peace and protection of persons and property of RBI, KANPUR.
21. That the contractor shall deploy his persons in such a way that they get weekly rest. The working hours/leave, for which the work is taken from them, do not violate relevant provisions of Shops and Establishment Act. The contractor shall in all dealings with the persons in his employment have due regard to all recognized festivals, days of rest and religious or other customs. In the event of the contractor committing a default or breach of any of the provisions of the Labour Laws including the provisions of Contract Labour (Regulation and Abolition) Act, 1970 as amended from time to time or in furnishing any information, or submitting or filling any statement under the provisions of the said regulations and rules which is materially incorrect, he shall without prejudice to any other liability, pay to the Regional Director of the RBI, Kanpur , a sum as may be claimed by RBI, Kanpur.
22. The contractor shall remove all workers deployed by him on termination of the contract or on expiry of the contract from the premises of the RBI, Kanpur and ensure that no such persons shall create any disruption/hindrance/problem of any nature in the RBI, Kanpur either explicitly or implicitly.

23. The Security Money Deposit deposited by the contractor shall be liable to be forfeited or appropriated in the event of unsatisfactory performance of the contractor and/or loss/damage if any sustained by the RBI, Kanpur on account of the failure or negligence of the workers deployed by him or in the event of breach of the agreement by the contractor.
24. The Security Money Deposit will be refunded to the contractor within one month of the expiry of the contract only on the satisfactory performance of the contract.
25. The Contractor shall not disclose directly or indirectly any information, materials and details of the Bank's infrastructure / systems/ equipments etc, which may come to the possession or knowledge of the Contractor during the course of discharging its contractual obligations in connection with this agreement, to any third party and shall at all times hold the same in strictest confidence. The Contractor shall treat the details of the contract as private and confidential, except to the extent necessary to carry out the obligations under it or to comply with applicable laws. The Contractor shall not publish, permit to be published, or disclose any particulars of the works in any trade or technical paper or elsewhere without the previous written consent of the Bank. The Contractor shall indemnify the Bank for any loss suffered by the Bank as a result of disclosure of any confidential information. Failure to observe the above shall be treated as breach of contract on the part of the Contractor and the Bank shall be entitled to claim damages and pursue legal remedies.
26. The Contractor shall take all appropriate actions with respect to its employees to ensure that the obligations of non-disclosure of confidential information under this agreement are fully satisfied. The Contractor's obligations with respect to non-disclosure and confidentiality will survive the expiry or termination of this agreement for whatever reason.
27. The contractor shall indemnify and keep indemnified the Bank against all losses including property and assets 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.
28. That the contractor shall ensure that the persons so deployed do not allow any property of the RBI, Kanpur to be taken out of the premises without a Gate Pass signed by the designated officials of the RBI, Kanpur.

29. That the contractor shall report promptly to the RBI, Kanpur any theft or pilferage that takes place or where any attempt is made to that effect and loss, if any. It shall be the sole responsibility of the contractor to ensure security and safety of all the property and assets, movable and immovable, of the RBI, Kanpur and if there is any loss to the RBI, Kanpur on account of dishonesty, and/or due to any lapse on the part of the contractor or his worker, the contractor shall make good on demand the loss to the RBI, Kanpur. It should also take steps, in consultation with RBI, Kanpur authorities to register FIR with police, if required.
30. In the event of any question, dispute/difference arising under the agreement or in connection herewith (except as to matters the decision of which is specially provided under the agreement) the same shall be referred to the sole arbitration to Regional Director, RBI, Mahatma Gandhi Marg, Kanpur or his nominee.
31. That the contractor shall provide two pairs of Uniform **at his own cost** to the persons deployed for this work and shall include Shirt, Trousers, Leather Belt with Badge, Cap with Badge, Name Tab Bilingual, Black leather shoes, Socks, Lanyard with whistle, Jersey for winter, Rain coat/umbrella for rainy season, loaded torches and batons at all the posts and RBI, Kanpur shall have no liability whatsoever on this account. The uniform shall be approved by the Regional Director of the RBI, Mahatma Gandhi Marg, Kanpur.
32. In the event of any question, dispute/difference arising under the agreement or in connection herewith (except as to matters the decision of which is specially provided under the agreement) the same shall be referred to the sole arbitration to Regional Director, RBI, Kanpur or his nominee.
33. The award of the arbitrator shall be final and binding on the parties. In the event of such arbitrator to whom the matter is originally referred is being transferred or vacating his office or resigning or refusing to work or neglecting his work or being unable to act for any reason whatsoever, the Regional Director, RBI, KANPUR shall appoint another person to act as arbitrator in place of the outgoing arbitrator in accordance with the terms of the agreement and the persons so appointed shall be entitled to proceed with the reference from the stage at which it was left by his predecessor.
34. The Arbitrator may give interim awards and/or directions, as may be required.

35. The contractor shall get the antecedents of his personnel verified through Police channels and the verification reports shall be made available to RBI, Kanpur prior to their deployment.
36. The contractor shall execute an agreement on a stamp paper of required value for due performance of the contract within a week on award of work.
37. If the contractor selected fails to sign the formal agreement within a week or fails to undertake the work on **due date**, the letter of intent shall be treated as cancelled and EMD made by him shall be forfeited.
38. The contractors shall not charge any amount from the personnel deployed by him towards recruitment fee, etc.
39. Local representative of the contractor must be available locally Kanpur at his local office with some contact telephone numbers at all times.
40. Guards provided shall be adequately trained in Safety and Security measures including First Aid, emergency responses & fire fighting operations. Guards should be able to handle and use Security Gadgets like Hand Held Metal Detector, X- ray machines, etc.
41. The contractor shall report to the Security Officer of the Bank and will comply with the instructions issued by him from time to time.
42. The RBI, Kanpur will deduct tax at source and all other taxes, duties as applicable from time to time from the amount payable to the contractor.
43. The contractor will raise monthly invoice on RBI, Kanpur latest by the 10th (tenth) of the succeeding month.
44. **Duty and Discipline** : That the Security Agency shall be obliged to comply with the following:
 - (a) Not to permit or carry on any unlawful activity or create indiscipline in the Bank's residential premises.
 - (b) To be solely responsible for employment, dismissal, termination and re-employment of its staff and personnel and shall keep the Bank informed with all developments in this regard.

- (c) To pay all dues of its employees and keep the Bank absolved and indemnified from any liability in this respect.
- (d) To be responsible for behavior of its staff and personnel, their turnout and uniform and ensure good conduct, cooperation and discipline towards officers of the Bank and its representatives.
- (e) Take appropriate corrective and disciplinary action against its employees against whom the Bank notifies.
- (f) On expiry of this agreement the Security Agency shall be liable and responsible to make all statutory payments to its staff and personnel and make all other statutory obligation and liability and obtain suitable discharge in favour of the Bank so that no liability or obligation devolves on the Bank.

45. That the contractor shall submit the proof of having deposited the amount of ESI and EPF contributions towards the persons deployed at RBI, Mahatma Gandhi Marg, Kanpur in their respective names before submitting the bill for the subsequent month.

46. **The rates/quotes shall be firm and final and will not be enhanced under any pretext during the contract period.**

47. That all precautions will be taken by the Security Agency towards the safety of its employees and it will be the sole responsibility of the security agency towards any untoward incident i.e. compensation etc. to its employees.

48. Contractor has to deposit the ESI and EPF contribution and he has to ensure that all his employees are given ESI Card and EPF Card immediately.

49. In case of any ambiguity in the understanding of Tender Document the English version of the Tender Document will prevail.

50. On receipt of intimation from the RBI, regarding acceptance of his tender, successful tenderer shall enter into agreement on a stamp paper within a week.

51. **JURISDICTION: All matters pertaining to this agreement shall be subjected to the jurisdiction of the courts in KANPUR only.**

Annexure – A to Format I
Basic information
(Please submit along with documentary evidence)

Sr.No.	Particulars of the Company/Firm	
1.	Name and full address of the Agency/Company/Firm	
2.	Registered Office with full address, Telephone No(s) Fax No(s) E-mail address Website URL	
3.	Type of Company whether, Proprietorship, Partnership etc.	
4.	Name and address of the Proprietor/Partners/Directors of the Company	(i) (ii) (iii)
5.	Registration (Firm, Company etc.)/Registration Authority, Date, Number etc.	
6.	Details of PSARA License	License No Valid Up to
7.	Income Tax Registration number. (PAN)	
8.	Service Tax Registration No	
9.	Provident Fund Registration number	
10.	ESIC Registration number	
11.	Labour welfare Fund Registration number, if applicable	
12.	DGR empanelment, if applicable	
13.	Name and addresses and designation of the person who will represent the agency while dealing with the Bank(attach letter of authority)	

14.	Experience in undertaking similar services to other organizationsYears	
15.	Total value of the services provided to the other organization for the last 3 years.	2011-12	Rs.....lakh
		2012-13	Rs.....lakh
		2013-14	Rs.....lakh
16.	Whether financially sound to undertake services(furnish audited balance sheet for last 3 years)	2011-12	
		2012-13	
		2013-14	
17.	Whether deployed security guards to any of the Government/ Semi-Government undertaking/s as approved service providers and if so, furnish details		
18.	Indicate if involved in any litigation		
19.	Any civil suits pending in any of the orders executed, give details		
20.	Time required to place the service, if engaged,		

Signature of the applicant with Seal

Annexure-B to Format I
Details of previous experience

Sr.No.	Nature of service rendered	Name, address & Telephone No. of the client. (Govt./ Semi Govt. / bank / Pvt. Body	The name, full address & Telephone No. of the officer under whom the work was carried out	Number of person deployed	
				Ex-Service men	Trained Security guard

Signature of the applicant with Seal

Annexure-C to Format I
Details of Banker/s
(To be given on applicant's letter head)

Details of our Banker/s are:

	Banker 1	Banker 2
Name of the Banker		
Name of the Branch and its complete Postal Address		
Name and Job-title of the Contact Person along with his/her Telephone No(s). and Fax No (s). etc.		
Type of Account and Account No.		
Whether Credit facility / Overdraft facility enjoyed by the contractor		
The period from which the contractor has been banking with the Banker		
Any other information which the contractor may like to furnish about its Bankers:		

Authorized Signatory
 (With name)

Annexure-D to Format I

FORM OF BANKERS' CERTIFICATE FROM A SCHEDULED BANK (To be submitted by the Tenderer along with the Tender)

This is to certify that to the best of our knowledge and information M/s./Sri.....having marginally noted address, a customer of our bank are/is respectable and can be treated as good for any engagement up to a limit of Rs.....(Rupees.....). This certificate is issued without any guarantee or responsibility on the Bank or any of the officers.

(Signature)

For the Bank

Note:

1. Banker's certificates should be on letter head of the Bank, sealed in cover addressed to enlistment authority.
2. In case of partnership firm, certificate to include names of all partners as recorded with the Bank.

Annexure- F to Format I

CLIENT'S CERTIFICATE - PERFORMANCE OF CONTRACTOR

Name & address of the Client

Details of works executed

1	Name of work with brief particulars	
2	Agreement No. and date	
3	Agreement amount	
4	Date of commencement of work	
5	Stipulated date of completion	
6	Actual date of completion	
7	Details of compensation levied for delay (indicate amount) if any	
8	Gross amount of the work completed and paid	
9	Name and address of the authority under whom works executed	
10	Whether the contractor employed qualified manpower for the execution of work	
11	(i) Quality of work (indicating grading)	Outstanding/Very Good/Good/Satisfactory/Poor
	(ii) Amount of work paid on reduced rates, if any.	
12	Did the Contractor go for arbitration?	
	(i) If Yes, total amount of claim	
	(ii) Total amount awarded	
13	Comments on the capabilities of the contractor.	
	(i) Technical Proficiency	Outstanding/Very Good/Good/Satisfactory/Poor
	(ii) Financial soundness	Outstanding/Very Good/Good/Satisfactory/Poor
	(iii) Mobilization of adequate T&P	Outstanding/Very Good/Good/Satisfactory/Poor
	(iv) Mobilization of manpower	Outstanding/Very Good/Good/Satisfactory/Poor
	(v) General behavior	Outstanding/Very Good/Good/Satisfactory/Poor

Note: All columns should be filled in properly

Signature of the applicant with Seal

**FORMAT OF LETTER ACCOMPANING TECHNICAL BID
(TO BE TYPED ON A LETTER HEAD OF THE SECURITY AGENCY)
Format I**

UNDERTAKING

To
Reserve Bank of India
Mahatma Gandhi Marg,
Kanpur
Uttar Pradesh-208001.

Subject: **Tender for providing Security Guards**

Sir,

1. I/We hereby agree to abide by all terms and conditions laid down in 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 I/We abide by the said terms and conditions.

3. I/We abide by the provisions of DGR rates/ Minimum Wages Act, Contract Labour Act and other statutory provisions like Provident Fund Act, ESI Act, Bonus, Gratuity, Leave, Relieving Charges, Uniform and Allowance thereof and any other charges applicable from time to time. I/We will pay the wages to the personnel deployed as per DGR rates/Minimum Wages Act as amended by the Government from time to time and shall be fully responsible for any violation.

4. I/We shall provide security services through Security Guards, Security supervisors and Ex- Servicemen Guards as and when required.

5. I/We do hereby undertake that complete security of the Bank's Colonies shall be ensured by our Security Agency, as well as any other assignment considered by the Bank.

6. **The tender fee of Rs. 500/-** is deposited vide enclosed demand draft No. _____ dated _____ drawn on _____
_____.

7. **The Earnest Money Deposit of Rs. 1, 44,000/-** is given vide enclosed demand draft No. _____ dated _____ drawn on _____
_____.

8. On receiving the award of contract, I/We will provide a sum of **Rs.2, 16,000/-** in the form of a **bank draft** or by way of **Bank Guarantee** in addition to the **Earnest Money Deposit of Rs. 1,44,000/-** so as to make the total **Security Money Deposit to Rs 3,60,000/-**.

9. I/We also understand that the Regional Director, Reserve Bank of India, Mahatma Gandhi Marg, Kanpur has the right to accept or reject my/our tender bid without assigning any reasons whatsoever and his decision will be binding on me/us.

10.I /We have valid registration in respect of Employees Provident Fund / Employees State Insurance/Service Tax etc. Copies of the above are enclosed herewith.

11. I / we shall comply with the provisions of “the Sexual Harassment of women at work place (Prevention, Prohibition and Redressal) Act, 2013.

Authorised
Signatory
(With name)

FORMAT OF LETTER ACCOMPANING FINANCIAL BID
Format II

Tender for providing Security Guards

In response to the above and in full agreement with the terms and conditions as stipulated by you, I/We state as under:

(i) I/We offer our services on lump sum of Rs. _____ (Rupees _____ only), per Security

Guard. The above rates are inclusive of all statutory payments like EPF/ESI etc. and also include relieving charges / our service charges/Service Tax as mentioned in the Financial Bid.

(ii) Uniform will be supplied by me/us at my/our own cost in accordance the Terms and Conditions.

Authorised
Signatory
(With name)