

	<p style="text-align: center;"><b>राष्ट्रीय कृषि और ग्रामीण विकास बैंक</b></p> <p style="text-align: center;"><b>NATIONAL BANK FOR AGRICULTURE AND RURAL DEVELOPMENT</b></p>	<p style="text-align: center;"><b>U.P. REGIONAL OFFICE 11 , VIPIN KHAND GOMTI NAGAR LUCKNOW - 226010</b></p> <p>Phone : 0522-2399243/2399163 Fax : 0522-2304531</p>
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रा.बैं.उ.प्र.क्षे.का./जी.ए.डी.-परिसर/  
18 मार्च 2011

/ डीएस-7बी /2010-11

प्रिय महोदय,

**राष्ट्रीय बैंक के क्षेत्रीय कार्यालय की सुरक्षा हेतु सुरक्षा गार्ड एजेंसी के लिए निविदा आमंत्रण**

राष्ट्रीय बैंक उक्त कार्य हेतु अनुमोदित ठेकदारों से निविदाएं आमंत्रित करता है। कार्य का विवरण इस प्रकार है :-

1. कार्य का नाम : राष्ट्रीय बैंक, क्षेत्रीय कार्यालय परिसरों की सुरक्षा
2. कार्य स्थल :  
सेक्टर सी, इंदिरा नगर स्थित ग्रुप बी स्टाफ क्वार्टरस,  
सेक्टर डी, इंदिरा नगर ग्रुप सी स्टाफ क्वार्टरस,  
सेक्टर 14/7 इंदिरा नगर, स्थित प्लाट
3. धरोहर राशि : रु. 5000.00
4. निविदा प्रपत्र प्राप्त करने की अंतिम तिथि : 28 मार्च 2011
5. निविदा जमा करने की अन्तिम तिथि : 28 मार्च 2011, सांयकाल 15.00 बजे तक
6. निविदा खोलने की तिथि : 28 मार्च 2011, सांयकाल 16.00 बजे तक

कृपया निविदा भरने से पूर्व किए जाने वाले कार्य का निरीक्षण कर लें। मुहरबन्द निविदाएं, (price bid and technical bids separately) जो कि श्री डी.पी. मिश्रा, मुख्य महाप्रबन्धक को सम्बोधित हो निर्धारित समय तक राष्ट्रीय बैंक क्षेत्रीय कार्यालय में द्वितीय तल पर जीएडी विभाग में रखे गए टेण्डर बाक्स में डालना होगा। निविदा प्रपत्र राष्ट्रीय बैंक की वेबसाइट [www.nabard.org](http://www.nabard.org) पर भी उपलब्ध है इच्छुक एजेंसियाँ डाउनलोड कर सकती हैं। निविदा प्रपत्र राष्ट्रीय बैंक, क्षेत्रीय कार्यालय, 11 विपिन खण्ड, गोमती नगर, लखनऊ द्वितीय तल जीएडी इस्टेट से किसी भी कार्य दिवस में प्राप्त किए जा सकते हैं। देर से प्राप्त या अधूरी निविदाओं पर विचार नहीं किया जाएगा। बैंक किसी एक या सभी निविदाओं को बिना कारण बताए अस्वीकार करने का अधिकार सुरक्षित रखता है।

भ व दी य

( एम.ए. किदवई )  
सहायक महाप्रबंधक

**TENDER DOCUMENT FOR SECURITY SERVICES AT  
NABARD UP Regional Office  
11, Vipin Khand, Gomti Nagar, Lucknow**

The Tender Documents of the subject work consists of the following :

1. Form of Tender (Document A)
2. Genral Instructions of Tenderers (Documents 'B')
3. Tender Conditions - (Documents 'C')
4. Scope of Security Services including specification (Documents 'D')
5. General Conditions governing Tender (Documents 'E')
6. Information about Tenderer (Documents 'F')
7. Price Offered - Price Bid Form (Document 'G')

The Tenderers are required to submit the tender in the prescribed format as per the details appearing in the tender.

While submitting the tender, it may be noted that the entire tender document i.e., General instruction to Tenderers, Tender Conditions, General Conditions, Special Conditions, i.e.. S. No. 2 to 5 as aforesaid of this letter are to be signed at each and every page by the tenderer and they must be enclosed with the Technical Bid as an unconditional acceptance of the terms and conditions laid down by NABARD as a part of this tender.

The bids which are not accompanied with documents specified from Sl. No. 2 to 5 as mentioned above as well as the various documents including earnest money, Income Tax Return Assessment, Copies of registration with appropriate authorities of EPF, ESI, PAN No. etc. are liable for rejection forthwith and no further correspondence in the matter shall be entertained.

In case of any details/clarifications relating to terms and conditions of the tender, may be obtained from NABARD officials.

**FORM OF TENDER**

Reference No.....Date.....

From :

.....  
.....  
.....  
.....

Chief General Manager  
NABARD  
UP Regional Office,  
11, Vipin Khand, Gomti Nagar  
Lucknow.

Dear Sir,

Having examined the Tender Documents for Security Services at NABARD Premises and Staff Quarters at Lucknow, consisting of Invitation of Tenderer(s), General Instructions to Tenderer(s), Tender Conditions, Specifications, General Conditions and Special conditions governing Tender (hereinafter called the Tender Documents) and having understood the provisions of the said tender documents, having thoroughly studies the requirements of Security Services at NABARD premises at Lucknow. I/We hereby submit our Tender offer to you for the security Services in accordance with the terms and conditions and within the time mentioned in the Tender Documents at the price quoted by me/us in the Price Bid Form being submitted separately duly signed in a sealed cover as desired bid. I /we have enclosed with this tender, the following documents namely:

1. General Instructions to Tenderer(s) (Documents B)
2. Tender conditions, (Document C)
3. Scope of work, (Document D)
4. General Conditions governing Tender, (Document E)
5. Technical bid, (Document F)
6. Price offered (Price Bid Form, (Documents G)

I/We hereby undertake that the statements made herein and the information given in the document are true in all respect and that in the event of any such statement or information being found to be incorrect in respect of any particulars, the same may be construed to be a misrepresentation entitling NABARD to avoid any resultant contract / to terminate the contract and will compensate the NABARD for any loss/damage caused due to such misrepresentation and NABARD may also, at its discretion apply the blacklisting clause.

I/We confirm having deposited a demand draft towards the Earnest Money of Rs. 5000/- (Rupees Five Thousand only) by Demand Draft No.....dated .....drawn on .....Bank .....Branch attached hereto for providing security services at all the premises.

Yours faithfully

Signature (s) of the Tenderere(s)  
Name and Designation of authorised Person  
Signing the tender on behalf of the tenderer(s)Full Name and Address of the Tenderer(s)

**DOCUMENT 'B'**

**GENERAL INSTRUCTIONS TO TENDERERS**

1. Please examine each and every clause carefully.
2. The last date for submission of the completed Tender Document is 16 March 2011 upto 3.00 p.m. By when the documents must reach this office. The Tenders would be opened thereafter on 18 March 2011 at 3.00 PM. Tenderer(s) may attend the opening of the tenders. At the first instance, only Technical Bid will be opened . The price bids would be opened subsequently, (only for those tenderers who satisfy all necessary technical parameters) for which information will be sent separately.
3. Tenderers may deposit the Tenders Price Bid in sealed envelop super scribed as “Tender for Security Services” in the Tender Box especially kept for this purpose at 2nd floor in Office Premises. Incomplete Tenders will be rejected outright, without assigning any reason.

**4. SIGNING OF TENDER**

(i) The Tender shall contain the name, place of business and other prescribed details of the person(s) making the tender and shall be signed by the Tenderer with his usual signature. Partnership firms shall furnish the full names of all partners in the Tender, and shall annex a copy of the partnership deed to the tender. It shall be signed in the partnership name by all the partners or by duly authorized representative followed by the name and designation of the person signing. Tender by Corporations shall be signed in the name of corporation by a person duly aurhtories to do so.

.....

## **DOCUMENT 'C'**

### **TENDER CONDITIONS**

#### **1. INTRODUCTION**

The tender is for providing Security Services as per scope of work prescribed in Document 'D'.

#### **2. SCOPE OF SERVICES:**

Scope of Services in detailed in document 'D'

#### **3. CAPABILITY ASSESSMENT**

Only Tenderers who after evaluation of the Technical Bid are found to be competent and capable enough to handle NABARD assignment shall be considered for the award of contract. The tenderer (s) may also refer to Clause 3 of Document 'B' in this regard.

#### **4. PRICE**

Price shall be quoted in Indian Rupees as required in Document 'G' to the Form of Tender i.e., Price Bid form and will be submitted in a separate sealed cover. The prices as quoted shall be valid upto three months from the date of submission of tender within the framework of statutory elements in force and the Bidder shall pay in addition to minimum wages, the benefits of PF and ESI in respect of employees engaged by him.

#### **5. PAYMENT TERMS**

Security Agency to whom the contract is assigned shall forward its monthly bill to NABARD in respect of the services tendered during the preceding month. The bill shall be paid within 10 days. The agency will have to first make the payment to its employees and then submit the bill along with proof of payment.

#### **6. ACCEPTANCE OF SERVICES**

The Tenderers shall render the Security Services as per the scope of work prescribed in Document 'D' in terms of the quality standards, round the clock security Services as per terms of instant tender. The quality of service shall be outstanding and any deviation on account of quality of services shall make the contract voidable at the option of NABARD. NABARD shall reserve the absolute right to terminate the contract by giving one month notice in writing and upon expiry of such period, the Tenderer shall remove his men from the site forthwith. NABARD may at its discretion also accept such service from alternate service / agency by giving due caution notice and levying penalty as deemed appropriate in this regard (clause 3.1 (a) (Document 'E')).

#### **7. EARNEST MONEY DEPOSIT**

The tenderer shall be required to deposit and keep deposited along with the tender document a sum as may be determined in terms of provision of Clause 1 of this part with NABARD as earnest money, which is to be submitted by way of demand draft/banker's cheque drawn in favour of NABARD, payable at Lucknow. No interest will be payable by NABARD on Earnest Money Deposit. Earnest Money Deposit shall be refunded to those tenderers whose offers have not been accepted within 30 days of opening of tender and in case of successful bidder it shall be retained as interest free security deposit for due performance of the obligations by the firm in terms of contract.

#### **8. Income tax and any other tax will be deducted at source as per government instruction in force.**

9. All guards employed by the agency shall be below 55 years of age and medically fit. The agency will employ the guards at various points by rotation.
10. The deployment and working of guards will be supervised by ACT/CT and Protocol and Security Officer. The agency will have to recall security guard, if he is found unfit for duty by NABARD.
11. The agency will give all benefits such as leave, gratuity, bonus as per applicable labour laws in force from time to time. No extra payment shall be made on this account.
12. The agency will provide uniform and other implements required for the duty. The agency will also submit photograph and address detail to each guard.
13. The agency will ensure that at least 50% of the guards are from ex-serviceman cadre

## **DOCUMENT 'D'**

### **SCOPE OF WORK**

(I) Details of the Area where Security Services are to be rendered at :-

- (a) National Bank for Agriculture and Rural Development, 11 Vipin Khand, Gomti Nagar, Lucknow -226 010.
- (b) Group'B ' staff quarters at Sector ,C' Indira Nagar, Lucknow.
- (c) Group'C' staff quarters at Sector'D' Indira Nagar, Lucknow.
- (d) Plot situated at 14/7, Indira Nagar, Lucknow

1. Scope of work : The scope of services to be rendered under this contract includes :-

- a. To ensure security of the assets of NABARD against theft, pilferage & misappropriation and to implement anti theft measures at the above mentioned premises.
- b. To prevent unauthorized persons gaining entry in the premises of NABARD.
- c. To maintain visitors and staff movement records as may be directed by NABARD representatives from time to time.
- d. To ensure that no hawkers vendors are allowed into the premises
- e. To prevent entry of animals in the premises.
- f. To maintain law & order and discipline and to check all disturbances or nuisances in the premises.
- g. To bring to the notice of authorized NABARD representative any suspicious activity noticed during or after office hours in and around the premises of NABARD.
- h. To lodge complaints with police authorities regarding any unwarranted occurrence in and around the premises in consultation with the competent authority of NABARD..
- i. To conduct any internal investigation required by NABARD in the interest of the security of the NABARD.
- j. To attend to fire fighting in case of emergencies.
- k. To switch off electrical points AHU's etc. after office hours in all rooms of the building.
- l. To lock all the doors of the buildings after office hours and open half an hour before office opening hours.

## **DOCUMENT 'E'**

### **GENERAL CONDITIONS OF CONTRACT.**

#### **1. PRICE**

The terms price shall include all sums for rendering security services inclusive of security guards, supervisor, if any.

#### **2. RENDERING OF SERVICES**

2.1 If delay and / or deficiency in service occurs in rendering of security services at premises at NABARD detailed in Clause 6 of Document 'C', the NABARD may at its option and without prejudice to any other rights”

a) terminate in whole or part the contract order and the NABARD, at its discretion, out source the services of Security Services at NABARD Premises at Lucknow from next week at risk and costs of the firm and realize the difference in amount between the amounts spent and the amount to be paid as per the contract.

#### **3. TERMINATION OF CONTRACT**

3.1 In addition to any other rights or remedy of the NABARD and any other event entitling the NABARD to terminate the contract, the NABARD may at its option terminate in whole or part the contract so far as remains unfulfilled by written notice if.

- a. the firm refuses to render any of the security services at NABARD Premises which the firm is required to render under the Contract, or refuse to render the same within the time or in the manner or other wise according to the contract;
- b. the firm becomes incapable of or unable to perform the contract;
- c. death of proprietor of firm (if, an individual), or dissolution of vendor (if a firm) or commencement of liquidation or winding up (whether voluntary or compulsory) of the firm (if a company) or appointment of receiver or manager of the firm assets, or insolvency of the firm (if a sole proprietorship or of any partner of the firm (if a firm));
- d. distress execution or other legal process being levied on or upon any of the firm's assets.

3.2 Upon termination of the contract in whole or in part, the firm shall be entitled only to receive payment in accordance with the contract for the security services at NABARD premises rendered under the contract till the date of termination of contract, and shall not be entitled to any other payment or compensation.

3.3 The persons engaged by the vendor shall be the permanent employees of the firm and in no circumstances shall be entitled to claim relationship of employers/employee with NABARD.

3.4 In case of NABARD being made party to any litigation by the employee of the firm for any reason whatsoever, the vendor shall bear / indemnify any cost incurred by NABARD.

#### **5. ARBITRATION CLAUSE**

In case of any dispute or difference arising out of or in connection with the tender conditions / contract, the authorized officials of the NABARD and vendor will address the dispute /difference for a mutual resolution and failing which, the matter shall be referred for arbitration to a sole

arbitrator to be appointed by NABARD. The Arbitration shall be held in accordance with the provisions of the Arbitration and Conciliation Act, 1996 and the venue of arbitration shall be at Luck now. The award of the Arbitrator shall be final and binding on both the parties. The Courts at Luck now will have jurisdiction to decide the disputes, if any.

## 6. INDEMNITY

The firm shall at all times indemnify NABARD and shall keep it indemnified against all claims including payment to statutory authorities in terms of the various statutory enactment for which the firm shall be wholly and severally liable.

Yours faithfully

Signature (s) of the Tenderer(s)  
Name and Designation of authorised Person  
Signing the tender on behalf of the tenderer(s)  
Full Name and Address of the Tenderer(s)

**DOCUMENT 'F'**  
**INFORMATION ABOUT TENDERER**

- 1) Name of the Tenderer
- 2) Address with telephone /fax nos.
  - A) Head Office
  - B) Branch Office
- 3) Telegraphic Address / E-Mail Address
- 4) (a) Is the firm registered under the Indian Partnership Act 1932 ?  
If so, give the name & address of the partners along with the Registration no.  
(b) Is your concern a proprietary concern? If so, give Name and Address of the proprietor.  
(c) Is your concern incorporated under the Companies Act or any other law in India ? If yes, please give copy of relevant documents like Memorandum & Articles of Association, Bye Laws etc.
- 5) Have your firm changed its name at any time ?  
If so, when and the reason thereof.
- 6) Date of commencement of Business
- 7) (a) Service Tax No.  
(b) Details with registration with statutory authorities for :
  - (i) PF
  - (ii) PAN NO.
  - (iii) ESIPlease furnish certified copies of Registration and latest returns as filed with above authorities failing which Tender is liable for rejection.
- 8) Income Tax Assessment Certificate for the last three years.
- 9) Name & address of Principal Bankers. Also submit solvency certificates.

10. Details of places where security services are being provided to Govt. /Public sector undertaking/ Public Limited co., in the past three years?

Security Services carried out during the last 3 years	Organization	Name of Job	Value	Area covered	Manpower deployed	Contact person at such orgn. with Tel.No. and his desig.

11. Details of infrastructure : Please furnish complete details of various types of machinery / equipment/qualified manpower etc., available justifying your case.

12 Turnover Receipts (last 3 years)

2007-08	2008-09	2009-10

Please enclose copy of latest balance sheet and profit and loss account.

13. We are enclosing herewith EMD (Interest free) of Rs..... For Lucknow & through DD/Pay Order No..... Dated .....payable to NABARD.

15. Any other relevant information.

Signature (s) of the Tenderer(s)

Name and Designation of authorised Person

Signing the tender on behalf of the tenderer(s) with Rubber stamp

Full Name and Address of the Tenderer(s)

For carrying out the above job the tenderer has to employ the following manpower at NABARD Premises.

S.No.	Building	No. Of Security Guards
1	UP Regional Office and other places as mentioned above	25

## DOCUMENT 'G'

### PRICE BID

#### Quotation for Security Arrangement for Office of the bank

The minimum wages as prescribed by the govt. of UP as applicable to shops & establishments /security services as applicable under the contract and bank will concurrently revise the minimum wages payable to the security agency on furnishing of documentary evidence to this effect. For the purpose of quotation, the prevailing and applicable rates may be indicated by the security agency in the following schedule:

I)	Number of Guards	25	NA
ii)	Minimum wages as applicable at present (per guard per Month)	NA	Rs.
iii)	Sub total amount (ii x 25)	NA	Rs.
iv)	Rate of service charges (indicate in percentage term over ii) %		Rs.
v)	Rate of service tax %	%	Rs.
vi)	ESI	%	Rs.
vii)	PF	%	Rs.
viii)	Total (iii + iv + v + vi + vii)	%	Rs.
	Amount in wards		

Date :

Place :

Signature  
Name of firm / Company / agency  
Seal /Rubber Stamp

Signature (s) of the Tenderere(s)  
Name and Designation of authorised Person  
Signing the tender on behalf of the tenderer(s)