

**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. General Instructions to Tenderers (Document 'B')
3. Tender Conditions - (Document 'C')
4. Scope of Security Services including specification (Document 'D')
5. General Conditions governing Tender (Document 'E')
6. Information about Tenderer - (Document '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 as 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, the same may be obtained from NABARD officials.

FORM OF TENDER

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

From :

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

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

Dear Sir,

Having examined the Tender Document for Security Services at NABARD Premises and Staff Quarters at Lucknow, consisting of Invitation to 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 studied 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) [Document 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), [Document 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 of 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.



**NATIONAL BANK FOR AGRICULTURE
AND RURAL DEVELOPMENT**

I/We confirm having deposited a demand draft towards the Earnest Money of Rs. 5,000/- (Rupees Twenty thousand Only) by Demand Draft No.....dated.....drawn on..... Bank.....Branch attached hereto for providing security services at both the premises..

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 '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 February, 2008 upto 3.00 pm. by when the documents must reach this office. The Tenders would be opened thereafter on the same day. 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 envelope superscribed 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 authorised 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 authorised 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 is 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 ways. 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 alongwith proof of payment.

6. ACCEPTANCE OF SERVICES

The Tenderer 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 alongwith 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 the 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 of each guard.
13. The agency will ensure that atleast 50% of the guards are from exserviceman cadre.

Document 'D'

SCOPE OF WORK

- (I) Details of the Areas where Security Services are to be rendered at :-
National Bank for Agriculture and Rural Development, 11, Vipin Khand, Gomti
Nagar, Luckanow-226 010
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 or 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 authorised 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 term 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, outsource the services of Security Services at NABARD Premises at Lucknow from next week at risk and costs of the firm and realise 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 all or 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 otherwise 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 a 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 authorised 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 Lucknow. The award of the Arbitrator shall be final and binding on both the parties. The Courts at Lucknow 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 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 alongwith 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 reasons thereof.
6. Date of commencement of Business
- 7 (a) Service tax Nos.
 - (b) Details with registration with statutory authorities for:
 - (i) PF
 - (ii) PAN No.
 - (iii) ESI

Please 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	Organisation	Nature of Job	Value	Area covered	Manpower deployed	Contact Person at such orgn with Tel. No. and his designation

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

13. Turnover Receipts (last 3 years)

2005-2006	2006-2007	2007-2008

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

14. We are enclosing herewith EMD (Interest free) of Rs. for Lucknow & through D.D./Pay Order No..... Dated.....payable to NABARD.

15. Any other relevant information.

Signature of the tenderer(s)
Name and Designation of authorised person
Signing the tender on behalf of the tender(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	Buildings	No. of Security Guards
1	UP Regional Office	15

DOCUMENT 'G'
Price Bid

Quotation for security arrangement for Office and Residential buildings of the bank

The minimum wages as prescribed by the government 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 presently prevailing and applicable rates may be indicated by the security agency in the following schedule:

i	Number of guards	15	NA
ii	Minimum wages as applicable at present (per guard per month)	NA	Rs.
iii	Sub total amount (ii x 15)	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 amount (iii + iv + v + vi + vii)		Rs.
Amount in words:			

Date :
Place :

Signature
Name of firm/company/agency
Seal/rubber stamp

Signature(s) of the Tenderer(s)
Name and Designation of authorised Person
Signing the Tender on behalf of the Tenderer(s)