

PART I (TECHNICAL/PQ BID)

TO BE SUBMITTED IN SEPARATE SEALED COVER

TECHNICAL / PQ BID DOCUMENT



NABARD

Name of work	Tender for providing Security Services, at NABARD, E-5, Arera Colony, Bhopal and its two residential colonies of NABARD at Sector 'A' & Sector 'C', Shahpura, Bhopal from July 01, 2019 to March 31, 2022
Tender document will be available from	04 June 2019
Date of Pre Bid Meeting	1100 hrs. on 11 June 2019
Last Date of submission of PQ Bids	1400 hrs. on 18 June 2019
Date of Opening of PQ bid	1600 hrs. on 18 June 2019
Venue for Submission and Opening of PQ bid	DPSP (Department of Premises, Security and Procurement), NABARD, Madhya Pradesh Regional Office, E-5, Arera Colony, Bhopal

Note : Any PQ bid with incomplete information will be rejected.

Signature of the Tenderer/Authorized Signatory

This tender consists of 52 pages
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NOTICE INVITING TENDER

Ref No. NB.MP RO Bhopal/ / Security AMC / 2019-20

Dated 04 June 2019

To,

M/s

Dear Sir/s,

Tender for annual maintenance contract for providing Security Services, at NABARD MP RO Bhopal, E-5, Arera Colony, Bhopal and its two residential colonies of NABARD at Sector 'A' & Sector 'C', Shahpura, Bhopal, from July 01, 2019 to March 31, 2022

National Bank for Agriculture and Rural Development (NABARD), is a body corporate established under the National Bank for Agriculture and Rural Development Act, 1981 having its Head Office at Plot No. C-24, Block 'G', Bandra-Kurla Complex, Bandra (East), Mumbai - 400051 and Regional Offices (ROs) / Training Establishments (TEs) in different cities across the country.

Sealed tenders are invited in two separate covers – Part-I, Technical Bid and Part-II Financial Bid for providing security services to one of its Regional Offices namely MP RO Bhopal situated at E-5, Arera Colony, Bhopal under Two-Bid system from reputed agencies, either by themselves or as a joint venture/consortium/partnership having capacity to provide the required number of uniformed, trained manpower for the security services to its office premises and two residential colonies of NABARD at Sector 'A' & Sector 'C', Shahpura, Bhopal

The Request for Proposal document (hardcopy) will be available at the Office of CGM NABARD MP RO Bhopal, E-5, Arera Colony, Bhopal. The tender document is available at NABARD's website and can be downloaded by the bidders from our website – www.nabard.org/tenders. Hard copy of the same is also available at the cost of Rs. 500/- (per set) and can be obtained from Department of Premises Security and Procurement (DPSP), NABARD, E-5, Arera Colony, Bhopal through Demand Draft of a scheduled bank in favour of "NABARD", payable at Bhopal, no other mode of payment is acceptable. The tenderer shall enclose a Demand Draft of a scheduled bank in favour of "NABARD", payable at Bhopal amounting to Rs. 50,000 /- (Rupees Fifty Thousand Only) towards Earnest Money Deposit (EMD), failing which, the Tender shall be rejected. The tender deposited /received in any other mode like fax, e-mail, courier etc. will not be accepted.

Last date for submission/receipt of tender(s) is 18th June 2019 till 1400 Hrs. and will be opened by the Tender / Local Purchase Committee in the presence of tenderers or their authorized representatives who wish to be present on the same day at 1600 Hrs. in the Office of **NABARD MP RO Bhopal**. In case, any holiday on the day of opening, the tenders will be opened on the next working day at the same time but the tender box will be sealed on same day and time, as scheduled above. The tenders received after the above said scheduled date and time will not be considered.

Sd/-

(P Veera Shanker)
Deputy General Manager,
NABARD MP RO
Bhopal – 462016

SCHEDULE OF EVENTS

Bid Document Availability	Bidding document can be obtained from our office or can be downloaded from	
	website:	www.nabard.org
	From	04 June 2019
	To :	18 June 2019
Tender Processing Fees	The tender document is available at NABARD's website and can be downloaded by the bidders from our website – www.nabard.org/tenders . Hard copy of the same is also available at the cost of Rs. 500/- (per set) and can be obtained from Department of Premises Security and Procurement (DPSP), NABARD, E-5, Arera Colony, Bhopal through Demand Draft of a scheduled bank in favour of "NABARD", payable at Bhopal, no other mode of payment is acceptable. The tenderer shall enclose a Demand Draft of a scheduled bank in favour of "NABARD", payable at Bhopal amounting to Rs. 50,000 /- (Rupees Fifty Thousand Only) towards Earnest Money Deposit (EMD), failing which, the Tender shall be rejected.	
Pre-Bid meeting	1100 hrs. on 11 June 2019	
Last date of submission of Tender	Up to 1400 hrs. on 18 June 2019	
Opening of Technical Bids (Part I)	1600 hrs. on 18 June 2019 Authorized representatives of vendors may be present during opening of the Technical Bids. However Technical Bids would be opened even in the absence of any or all of the vendors' representatives.	
Opening of Financial Bid (Part II)	On a subsequent date, which will be communicated to such bidders who qualify the Eligibility Criteria and Technical Bid.	
Contact Details :		
Address for Communication And submission of bid.	NABARD MP RO Bhopal, 3 rd floor DPSP Section, E -5, Arera Colony, Bhopal – 462016	
Telephone	Landline	07552433380/ 07552433537

INSTRUCTIONS TO BIDDERS

1. GENERAL:-

- 1.1 The present tender is being invited for Security Services under which the contractor shall provide uniformed and trained personnel and will use its best endeavors to provide security at NABARD MP RO Bhopal, E – 5 Arera Colony Bhopal and its two residential colonies at Sector ‘A’ & ‘C’ Shahpura. The detailed scope of work is mentioned in Annexure-II.

2. ELIGIBLE BIDDERS:-

- 2.1. All security agencies who are providing similar kind of services for at least last ten (10) consecutive years and having annual average turnover of **Rs. 34 Lakhs** during the last three financial years for security services alone, out of which, at least one similar work costing not less than **Rs. 68 lakhs** in the books of accounts and **being run by Ex-Servicemen/Ex-Para-military men.**
- 2.2. The bidder should have the experience of completion of similar works in any of the Autonomous Institutions / RBI / Universities / Public Sector Undertakings of the Government of India or Public Sector Banks or any other State Government or Local Bodies/Municipalities etc.
- 2.3. Should have a valid license from the Government of Madhya Pradesh under Private Security agencies Regulation Act, 2005 (PSAR Act, 2005).
- 2.4. Must have ISO 9001:2000 certification.
- 2.5. Must have been awarded similar contracts at Bhopal by minimum of 3 parties, of which at least one must be a Public Sector Bank with minimum of 45 guards deployed in one location, at least one must be a Central Government Department, and one a Private Bank / Reputed Private Company with minimum 45 guards deployed in one location. These contracts must have been awarded during the preceding three years.

3. QUALIFICATION OF THE BIDDERS:-

- 3.1. **Pre-contract Integrity Pact as in Annexure III may be filled and submitted in a SEPARATE ENVELOPE, failing which the tender will not be considered.**
- 3.2. The Bidder shall apply only through their authorized signatories.
- 3.3. (a) Memorandum of Understanding shall be provided in case the Bidder is a Joint venture/Consortium/Partnership.

- (b) Nomination of one of the members of the partnership, consortium or joint venture to be in charge and this authorization shall be covered in the power of attorney signed by the legally authorized signatories of all members of consortium/joint venture/partnership firm;
 - (c) Details of the intended participation by each member shall be furnished with complete details of the proposed division of responsibilities and corporate relationships among the individual members.
 - (d) The bidder shall submit full details of his ownership and control or, if the Bidder is a partnership, joint venture or consortium, full details of ownership and control of each member thereof.
- 3.4. Bidder or members of a partnership, joint venture or consortium shall submit a copy of **PAN card** under the Income Tax Act and also **GST registration**.
- 3.5. Bidder must submit copies of all documents required, duly self-attested, along with technical bid of the tender.
- 3.6. Each Bidder (each member in the case of partnership firm/joint venture/consortium) or any associate is required to confirm and declare with his bid that no agent, middleman or any intermediary has been, or will be, engaged to provide any services, or any other item or work related to the award and performance of this contract. They will have to further confirm and declare that no agency commission or any payment which may be construed as an agency commission has been or will be paid and that the tender price will not include any such amount. If the NABARD MP RO, Bhopal subsequently finds to the contrary, it reserves the right to declare the Bidder as non-compliant and declare any contract if already awarded to the Bidder to be null and void.
- 3.7. Canvassing or offer of an advantage or any other inducement by any person with a view to influencing acceptance of a bid will be an offence under Laws of India. Such action will result in the rejection of bid, in addition to other punitive measures.

4. ONE BID PER BIDDER:-

Each bidder shall submit only one tender either by himself or as a partner in joint venture or as a member of consortium. If a bidder or if any of the partners in a joint venture or any one of the members of the consortium participate in more than one bid, the bids are liable to be rejected.

5. COST OF BID:-

The bidder shall bear all costs associated with the preparation and submission of their bid and the NABARD MP RO Bhopal will in no case shall be responsible or liable for those costs, regardless of the conduct or outcome of the tender process.

6. VISIT TO PREMISES AT BHOPAL:-

The bidder is required to provide securities services at NABARD MP RO Bhopal and its two residential colonies at Sector A and Sector C Shahpura, Bhopal and is advised to visit

and acquaint himself with the site and operational system. The costs of visiting shall be borne by the bidder. It shall be deemed that the contractor has undertaken a visit to the office premises of NABARD MP RO Bhopal and its two residential colonies and is aware of the operational conditions prior to the submission of the tender documents.

7. TENDER DOCUMENTS:-

7.1. Contents of Tender Documents.

7.1.1. The Tender Invitation Document has been prepared for the purpose of inviting tenders for providing Security Services. The Tender document comprises of:

- (a) Notice of Invitation of Tender.
- (b) Terms and Conditions of contract (at page No. 12 of tender document)
- (c) Tender form for providing security services (Annexure-I)
- (d) Scope of Work (Annexure-II)
- (e) Pre Contract Integrity Pact (Annexure-III)
- (f) Evaluation criteria for Technical and Financial Points (Annexure-IV A & B)
- (g) Check list for Pre-qualification Bid (Annexure-V)
- (h) Check list for Technical Evaluation (Annexure-VI)
- (i) Undertaking (Annexure-VII)
- (j) Form of Bank Guarantee for Bid Security (Annexure-VIII)
- (k) Form of Agreement (Annexure-IX)
- (l) Form of Bank Guarantee of Performance Security (Annexure-X)
- (m) Client's Report (Annexure-XI)
- (n) Format for undertaking to be submitted regarding payment of wages as per rules and laws in force (Annexure XII)
- (o) Price Bid for Security Services (Annexure-XIII)

7.1.2. The bidder is expected to examine all instructions, Forms, Terms and Conditions in the Tender document. Failure to furnish all information required by the Tender document or submission of a tender not substantially responsive to the Tender document in every respect will be at the bidder's risk and may result in rejection of his bid.

7.1.3. The bidder shall not make or cause to be made any alteration, erasure or obliteration to the text of the Tender document.

7.2. CLARIFICATION OF TENDER DOCUMENT

7.2.1. The bidder shall check the pages of all documents against page number given in indexes and, in the event of discovery of any discrepancy or missing pages the bidder shall inform the Office of the NABARD MP RO Bhopal.

7.2.2. In case the bidder has any doubt about the meaning of anything contained in the Tender document, he shall seek clarification from the NABARD Office of MP RO Bhopal during the pre-bid meeting scheduled on 11th June 2019. Any such clarification, together with all details on which clarification had been sought, may be issued as corrigendum to the tender document.

7.2.3. Except for any such written clarification by the NABARD MP RO Bhopal which is expressly stated to be an addendum to the tender document issued by the Office of Chief General Manager, NABARD MP RO Bhopal (concerned Section), no written or oral communication, presentation or explanation by any other employee of the NABARD MP RO Bhopal shall be taken to bind or fetter the NABARD MP RO Bhopal under the contract.

8. PREPARATION OF BIDS

8.1. Language

Bids and all accompanying document shall be in English or in Hindi. In case any accompanying documents are in other languages, it shall be accompanied by an English translation. The English version shall prevail in matters of interpretation.

8.2. Documents Comprising the Bid

Tender document issued for the purposes of tendering as described in Clause 7.1 and any amendments issued shall be deemed as incorporated in the Bid.

- 8.2.1. The bidder shall, on or before the date given in the Notice Invitation to Tender, submit his bid in sealed envelopes clearly marked with the name of the Tender.
- 8.2.2. One copy of the Tender document and Addenda, if any, thereto with each page signed and stamped shall be annexed to acknowledge the acceptance of the same.
- 8.2.3. The contractor shall deposit Bid Security (Earnest Money Deposit) as per details mentioned in Clause 8.7 below.
- 8.2.4. The bid shall be addressed to The Chief General Manager NABARD MP RO Bhopal and submitted in the DPSP Section (3rd Floor) at the address given in the Tender document.
- 8.2.5. The Bidder (each member in case of joint venture/consortium/partnership firms/company) shall furnish the details regarding total number of works, as stated in completed in preceding three years, which were similar in nature and complexity as in the present contract requiring supply of trained man power to provide Security Services.

8.3. BID PRICES:-

- 8.3.1. Bidder shall quote the rates in service charges in rupees for the entire contract on a 'single responsibility' basis such that it covers contractor's all obligations mentioned in or to be reasonably inferred from the Tender document in respect of the Security Services at NABARD MP RO, Bhopal. Service charges quoted in percentage shall be rejected.
- 8.3.2. The rates and prices quoted by the Bidder shall be inclusive of GST.
- 8.3.3. The remuneration payable to the guards shall be commensurate with the minimum wages declared by the Central Govt. at any point of time. All the existing statutory requirements such as ESI / EPF, GST, Group Insurance, other taxes etc. shall be

dealt with as per existing laws / instructions. The offers of those prospective bidders which do not meet the statutory requirements are liable to be rejected.

8.3.4. Conditional bids/offers will be summarily rejected.

8.4. FORM OF BID:-

The Form of Bid shall be completed in all respects and duly signed and stamped by an authorized and empowered representatives of the Bidder. If the Bidder is a partnership firm, consortium or a joint venture, the Form of Bid shall be signed by a duly authorized representative of each member of participants thereof. Signatures on the Form of Bid shall be witnessed and dated. Copies of relevant power of attorney shall be attached.

8.5. Currencies of Bid and Payment:-

8.5.1. The Bidder shall submit his price bid/offer in service charges in rupees and payment under this contract will be made in Indian Rupees. Service charges quoted in percentage shall be rejected.

8.6. Duration of Contract:-

The contract may be valid initially for **Thirty Three (33) months** and the bank reserves the right to curtail or to extend the validity of contract on the same rates and terms and conditions for such period as may be agreed to, but not beyond further two (02) years. However, if for any reason the contract is terminated by any of the parties, the contractor shall provide his services till the bank makes another or alternate arrangement.

8.7. BID SECURITY:-

8.7.1. The contractor shall deposit Bid Security (Earnest Money Deposit) for an amount of **Rs. 50,000** in the form of an Account Payee DD in favour of The Chief General Manager NABARD MP RO Bhopal along with the tender document.

The Bid Security will remain valid for a period of forty-five days beyond the final bid validity period.

8.7.2. Any Tender not accompanied by Bid Security shall be rejected. No exemption shall be provided to any vendor / supplier including those exempted under any Act / Rule / Regulation from depositing Tender Fee and Earnest Money Deposit.

8.7.3. Bid securities of the unsuccessful bidders will be returned to them at the earliest after expiry of the final bid validity.

8.7.4. Bid security of the successful bidder shall be returned on receipt of Performance Security by the NABARD MP RO, Bhopal and after signing the contract agreement.

8.7.5. Bid Security shall be forfeited if the bidder withdraws his bid during the period of Tender validity.

8.7.6. Bid Security shall be forfeited if the successful bidder refuses or neglects to execute the Contract or fails to furnish the required Performance Security within the time frame specified by the NABARD MP RO, Bhopal.

8.8. Format and Signing of Bid:-

- 8.8.1. The bidder shall submit one copy of the Tender document and addenda, if any, thereto, with each page of this document signed and stamped to confirm the acceptance of the terms and conditions of the tender by the bidder.
- 8.8.2. The documents comprising the bid shall be typed or written in indelible ink and all pages of the bid shall be signed by a person or persons duly authorized to sign on behalf of the bidder. All pages of the bid, where entries or amendments have been made, shall be signed by the person or persons signing the bid. All the pages of the tender document and supporting documents may be serially numbered.
- 8.8.3. The bid shall contain no alterations, omissions or additions except those to comply with instruction issued by the NABARD MP RO, Bhopal or are necessary to correct errors made by the bidder, in which case such corrections shall be initialed/signed and dated by the person or persons signing the bid.

9. Submission of Bids:-

- 9.1.1. The bidder shall submit the Technical Bid/ Pre-qualification Bid in a separate sealed cover and the Financial Bid in another sealed cover duly super scribed and all these two sealed covers are to be put in a bigger cover which should also be sealed and duly super scribed.
- 9.1.2. The sealed cover of Pre-qualification Bid and Technical Bid should consist of the following documents:-
 - (a) Bid Security (Earnest Money Deposit) for an amount of Rs. 50,000 in the form of an Account Payee DD in an acceptable form in favour of the Chief General Manager NABARD MP RO Bhopal along with the Tender document. The Bid Security may also be directly credited in our Current Account. Self-attested one recent passport size photograph(s) of the authorized person(s) of the firm/agency with name, designation, Office/Residential address and office Telephone numbers, whether the bidder is a sole proprietor/partnership firm and if partnership firm, names addresses and telephone numbers of Directors/Partners also;
 - (b) Self-attested copy of PAN card under Income Tax Act;
 - (c) Self-attested copy of GST Registration Number;
 - (d) Self-attested copy of Valid Registration No. of the Agency/Firm;
 - (e) Self-attested copy of valid Provident Fund Registration Number;
 - (f) Self-attested copy of valid ESI Registration Number;
 - (g) Self-attested copy of valid License and Number under Contract Labour Act and under any other Acts/Rules;
 - (h) Proof of valid Director General Resettlement (DGR) sponsorship or proof of being run by Ex-serviceman/ex-Para-Military personnel;
 - (i) Proof of Average Annual turnover as stated in Clause 2.1 supported by audited Balance Sheet;

- (j) Proof of experience as stated in Clause 2.2 supported by documents from the concerned organizations; and
- (k) Duly filled and signed Annexures-V, VI and VII.

9.1.3. The sealed cover of Price Bid should contain Annexure-XIII i.e. Price bid in original and a duplicate copy of the same in two separate envelopes duly filled in figures and words.

9.1.4. All the sealed covers shall be addressed to The Chief General Manager NABARD MP RO Bhopal and will be put in the Tender Box which is available at the 3rd floor of DPSP Section of NABARD MP RO, Bhopal at the following address.

9.1.5. The tender shall remain valid and open for acceptance for a period of 120 days from the last date of submission of tender.

ADDRESS

**Chief General Manager
NABARD MP RO Bhopal
E-5, Arera Colony,
Bhopal, M.P. 462016**

9.2 Late and Delayed Tenders:-

9.2.1. Bids must be received in the NABARD MP RO, Bhopal at the address specified above not later than the date and time stipulated in the Notice Inviting Tender (NIT). The NABARD MP RO, Bhopal may, at its discretion, extend the deadline for submission of bids in which case all rights and obligations of the NABARD MP RO, Bhopal and the Bidder will be the same.

9.2.2. Any bid received by the NABARD MP RO, Bhopal after the deadline for submission of bids, as stipulated above, shall not be considered and will be returned to the bidder.

10.1 Bid Opening and Evaluation:-

10.1.1. The authorized representatives of the NABARD MP RO, Bhopal will open the Pre-qualification/Technical Bids in the presence of the Bidders or of their representatives who choose to attend at the appointed place and time.

10.1.2. The bid of any bidder who has not complied with one or more of the conditions prescribed in the terms and conditions will be summarily rejected.

10.1.3. Conditional bids will also be summarily rejected.

10.1.4. Subsequently, the selected technical bids will be evaluated as per the methodology given in the Annexure-IV A & B of the Tender document.

10.1.5. Financial bids of only the technically qualified bidders will be opened for evaluation in the presence of qualified bidders.

10.2 Right to accept any Bid and to reject any or all Bids:-

- 10.2.1. The NABARD MP RO, Bhopal is not bound to accept the lowest or any bid and may at any time by notice in writing to the bidders terminate the tendering process.
- 10.2.2. The NABARD MP RO Bhopal may terminate the contract if it is found that the contractor is black listed on previous occasions by any of the Govt departments / Institutions / Local Bodies / Municipalities / Public Sector Undertakings, etc.
- 10.2.3. The NABARD MP RO Bhopal may terminate the contract in the event the successful bidder fails to furnish the Performance Security or fails to execute the agreement.

11.1 Award of Contract:-

- 11.1.1. The NABARD MP RO Bhopal will award the contract to the successful evaluated bidder whose bid has been found to be responsive and who is eligible and qualified to perform the contract satisfactorily as per the terms and conditions incorporated in the bidding document.
- 11.1.2. The NABARD MP RO Bhopal will communicate to the successful bidder by facsimile confirmed by letter transmitted by Registered post that his bid has been accepted. This letter (hereinafter and in the condition of contract called the Work Order) shall prescribe the amount which the NABARD MP RO Bhopal will pay to the contractor in consideration of the execution of work/services by the contractor as prescribed in the contract.
- 11.1.3. The successful bidder will be required to execute an agreement in the form specified in Annexure-IX within a period of 30 days from the date of issue of Work Order.
- 11.1.4. The successful bidder shall be required to furnish a Performance Security within 15 days of receipt of Work Order for an amount of **Rs. 1.70 Lakh** in the form of an Account Payee DD in an acceptable form in favour of The Chief General Manager NABARD MP RO Bhopal along with the Tender document. RMD / Performance Security shall not carry any interest whatsoever. The Performance Security shall remain valid for a period of sixty days beyond the date of completion of all contractual obligations. In case the contract period is extended further, the validity of Performance Security shall also be extended by the contractor accordingly.
- 11.1.5. Failure of the successful bidder to comply with the requirements of above clauses shall constitute sufficient grounds or the annulment of the award and forfeiture of Bid Security.

TERMS AND CONDITIONS OF THE CONTRACT

1. The security personnel provided shall be the employees of the Contractor and all statutory liabilities will be paid by the contractor such as ESI, PF, Workmen's Compensation as per Workmen Compensation Act 1923 Act, etc. **Contractor shall provide Security Guards as per the following present requirements:-**

Location	No of Guards / Supervisors	Remarks
NABARD MP RO, Bhopal and its residential areas	21/ 01 = 22	Guards in three shifts and supervisor in General Shift (10 AM to 06:00 PM)

2. The contractor shall abide by and comply with all the relevant laws and statutory requirements covered under Payment of Minimum Wages Act, 1948, Contract Labour (Regulation & Abolition) Act 1970, EPF etc. with regard to the Security personnel engaged by him for works. It will be the responsibility of the contractor to provide details of manpower deployed by him, in NABARD MP RO, Bhopal and its two residential colonies at Sector A & C, Shahpura Bhopal and to the concerned Labour Department.
3. As far as EPF is concerned, it shall be the duty of the Contractor to get PF code number allotted against which the PF subscription, deducted from the payment of the personnel engaged and equal employer's amount of contribution should be deposited with the respective PF authorities within 7 days of close of every month. Particulars of the employees engaged for the NABARD MP RO Bhopal works, is required to be submitted to the NABARD MP RO Bhopal. In any eventuality, if the contractor failed to remit employee/employer's contribution towards PF subscription etc. within the stipulated time the NABARD MP RO Bhopal is entitled to recover the equal amount from any money due or accrue to the Contractor under this agreement or any other contract, duly furnishing particulars of personnel engaged for the NABARD MP RO Bhopal and its two residential colonies at Sector A & C, Shahpura Bhopal.
4. The antecedents of security staff deployed shall be got verified by the contractor from local police authority and an undertaking in this regard to be submitted to the NABARD MP RO Bhopal and NABARD MP RO Bhopal shall ensure that the contractor complies with the provisions.
5. The Contractor will maintain a register on which day to day deployment of personnel will be entered. This will be countersigned by the authorized official of the NABARD MP RO Bhopal. While raising the bill, the deployment particulars of the personnel engaged during each month, shift wise, should be shown. The Contractor has to give an undertaking (Annexure XII), duly countersigned by the concerned official of the NABARD MP RO Bhopal, regarding payment of wages as per rules and laws in force, before receiving the 2nd payment onwards.
6. All liabilities arising out of accident or death while on duty of the security personnel shall be borne by the contractor. The contractor shall cover all his employees with a comprehensive Group Insurance policy. The contractor shall indemnify the NABARD MP RO Bhopal against all liabilities arising out of any such accidents or deaths.
7. Adequate supervision will be provided to ensure correct performance of the said security services in accordance with the prevailing assignment instructions agreed upon between the two parties. In order to exercise effective control & supervision over the staff of the Contractor deployed, the supervisory staff will move in their areas of responsibility.

8. All necessary reports and other information will be supplied immediately as required and regular meetings will be held with the NABARD MP RO Bhopal.
9. Contractor and its staff shall take proper and reasonable precautions to preserve from loss, destruction, waste or misuse the areas of responsibility given to them by the NABARD MP RO Bhopal and shall not knowingly lend to any person or company any of the effects of the NABARD MP RO Bhopal under its control.
10. The security staff shall not accept any gratitude or reward in any shape.
11. The contractor shall have his own Establishment / set up / mechanism / Training institute to provide training aids or should have tied up with a training institute, with 2-3 Ex-Servicemen/Ex-Para Military Forces/Ex-Police for training purpose at his own cost to ensure correct and satisfactory performance of his liabilities and responsibilities under the contract.
12. Under the terms of their employment agreement with the Contractor the Security staff shall not do any professional or other work for reward or otherwise either directly or indirectly, except for and on behalf of the Contractor.
13. That in the event of any loss occasioned to the NABARD MP RO Bhopal as a result of any lapse on the part of the contractor which will be established after an enquiry conducted by the NABARD MP RO Bhopal, the said loss can be claimed from the contractor up to the value of the loss. The decision of The Chief General Manager NABARD MP RO Bhopal, will be final and binding on the agency.
14. The contractor shall do and perform all such Security services, acts, matters and things connected with the administration, superintendence and conduct of the arrangements as per the direction enumerated herein and in accordance with such directions, which the NABARD MP RO Bhopal may issue from time to time and which have been mutually agreed upon between the two parties.
15. The NABARD MP RO Bhopal shall have the right, within reason, if any person employed by the contractor is considered to be undesirable or otherwise, to inform to the contractor and contractor shall replace such person immediately.
16. The contractor shall be responsible to maintain all property and equipment of the NABARD MP RO Bhopal entrusted to it.
17. The contractor will deploy supervisors as agent of the contractor and the instructions given to the supervisor by NABARD MP RO Bhopal will be deemed to be instructions given to the contractor. The supervisor shall be required to follow the instructions of NABARD MP RO Bhopal and ensure that the work done accordingly.
18. The contractor will ensure that the persons deployed by them are dressed in neat and clean uniform (including proper name badges), failing which invites a penalty of Rs.500/- on each occasions and habitual offenders in this regard shall be liable to be replaced. The penalty on this account shall be deducted from the Contractor's bills.
19. The personnel engaged have to be extremely courteous with very pleasant mannerism in dealing with the Staff/ Attendants and should project an image of utmost discipline. The NABARD MP RO Bhopal shall have right to have any person moved in case of staff complaints or as decided by representative of the NABARD MP RO Bhopal if the

person is not performing the job satisfactorily or otherwise. The contractor shall have to arrange the suitable replacement in all such cases.

20. The eight hours shift for guards will be:-

First Shift - 0600 hrs. To 1400 hrs

Second Shift - 1400 hrs. To 2200 hrs

Third Shift - 2200 hrs. To 0600 hrs

General Shift - 1000 hrs To 1800 hrs

(For Supervisor)

But the timings of the shift are changeable and shall be fixed by the NABARD MP RO Bhopal from time to time depending upon the requirements. Prolong duty hours (more than 8 hrs. at a stretch) shall not be allowed. No payment shall be made by the NABARD MP RO Bhopal for double duty, if any.

21. The personnel will have to report to the NABARD MP RO Bhopal security office at least 15 minutes in advance of the commencement of the shift for collecting necessary documents / instructions, and to complete all other required formalities as approved by the NABARD MP RO Bhopal.
22. The payment would be made at the end of every month based on the actual shift manned/operated by the personnel supplied by the contractor and based on the documentary proof jointly signed by the representative of the NABARD MP RO Bhopal and the contractor / his representative/personnel authorized by him. No other claim on whatever account shall be entertained by the NABARD MP RO Bhopal.
23. Any damage or loss caused by contractor's persons to the NABARD MP RO Bhopal in whatever form would be recovered from the contractor.
24. The NABARD MP RO Bhopal will give basic training / familiarization of the Security and door keeping services required to be done by the personnel to be deployed by the contractor under the contract for 2 to 3 days and this period will not be counted as shift manned by contractor's personnel for the purpose of payment under the contract.
25. In case any of contractor's personnel(s) deployed under the contract is (are) absent, a penalty equal to double the wages of number of guards/supervisors absent on that particular day shall be levied by the NABARD MP RO Bhopal and the same shall be deducted from the contractor's bills.
 - a. In case any of contractor's personnel deployed under the contract fails to report in time and contractor is unable to provide suitable substitute in time for the same it will be treated as absence and penalty as mentioned in point 25 above shall be levied.
 - b. In case any public complaint is received attributable to misconduct / misbehavior of contractor's personnel, a penalty of Rs.500/- for each such incident shall be levied and the same shall be deducted from contractor's bill. Further the concerned contractor's personnel shall be removed from the NABARD MP RO Bhopal immediately.
 - c. In case the contractor fails to commence/execute the work as stipulated in the agreement or unsatisfactory performance or does not meet the statutory requirements

of the contract, NABARD MP RO Bhopal reserves the right to impose the penalty as detailed below:-

- i) 5% of cost of order/agreement per week, upto four weeks' delays.
 - ii) After four weeks delay Principal Employer reserves the right to cancel the contract and withhold the agreement and get this job be carried out preferably from other contractor(s) registered with Director General Resettlement (DGR) or from open market or with other agencies if DGR registered agencies are not in a position to provide such Contractor(s). The difference if any will be recovered from the defaulter contractor and also shall be black listed for a period of 5 years from participating in such type of tender and his earnest money/security deposit may also be forfeited, if so warranted.
26. The contractor shall ensure that its personnel shall not at any time, without the consent of the NABARD MP RO Bhopal in writing, divulge or make known any trust, accounts matter or transaction undertaken or handled by the NABARD MP RO Bhopal and shall not disclose any information about the affairs of NABARD MP RO Bhopal. This clause does not apply to the information, which becomes public knowledge.
 27. Contractor / successful bidder shall ensure that no person involved in any litigation against any of the offices of NABARD / NBSC / BIRD shall be deployed under any circumstances.
 28. Any liability arising out of any litigation (including those in consumer courts) due to any act of contractor's personnel shall be directly borne by the contractor including all expenses / fines. The concerned contractor's personnel shall attend the court as and when required.

29. Force Majeure

If at any time during the currency of the contract, either party is subject to force majeure, which can be termed as civil disturbance, riots, strikes, tempest, acts of God etc. which may prevent either party to discharge his obligation, the affected party shall promptly notify the other party about the happening of such an event. Neither party shall by reason of such event be entitled to terminate the contract in respect of such performance of their obligations. The obligations under the contract shall be resumed as soon as practicable after the event has come to an end or ceased to exist. The performance of any obligations under the contract shall be resumed as soon as practicable after the event has come to an end or ceased to exist. If the performance of any obligation under the contract is prevented or delayed by reason of the event beyond a period mutually agreed to if any or seven days, whichever is more, either party may at its option terminate the contract.

30. The contractor shall have his own Establishment/Setup/Mechanism, etc. at his own cost to ensure correct and satisfactory performance of his liabilities and responsibilities under the contract.
31. 'WORK ORDER' means the notice issued by the NABARD MP RO Bhopal to the contractor communicating the date on which the work/services under the contract are to be commenced.
32. If the contractor is a joint venture/consortium/group/partnership of two or more persons, all such persons shall be jointly and severally liable to the NABARD MP RO

Bhopal for the fulfillment of the terms of the contract. Such persons shall designate one of them to act as leader with authority to sign. The joint venture / consortium / group / partnership shall not be altered without the approval of the NABARD MP RO Bhopal.

33. **The contract period will be initially for a period of Thirty Three (33) months from 01 July 2019 to 31 March 2022 extendable twice for one year each, if the services of the service provider firm are found satisfactory.**
34. During the course of contract, if any contractor's personnel are found to be indulging in any corrupt practices causing any loss of revenue to the NABARD MP RO Bhopal shall be entitled to terminate the contract forthwith duly forfeiting the contractor's Performance Guarantee.
35. In the event of default being made in the payment of any money in respect of wages of any person deployed by the contractor for carrying out of this contract and if a claim therefore is filed in the office of the Labour Authorities and proof thereof is furnished to the satisfaction of the Labour Authorities, the NABARD MP RO Bhopal may, failing payment of the said money by the contractor, make payment of such claim on behalf of the contractor to the said Labour Authorities and any sums so paid shall be recoverable by the NABARD MP RO Bhopal from the contractor.
36. If any money shall , as the result of any instructions from the Labour authorities or claim or application made under any of the Labour laws, or Regulations, be directed to be paid by the NABARD MP RO Bhopal, such money shall be deemed to be payable by the contractor to the NABARD MP RO Bhopal within seven days. The NABARD MP RO Bhopal shall be entitled to recover the amount from the contractor by deduction from money due to the contractor or from the Performance Security.
37. The contractor shall not engage any such sub-contractor or transfer the contract to any other person in any manner.
38. The contractor shall indemnify and hold the NABARD MP RO Bhopal harmless from and against all claims, damages, losses and expenses arising out of, or resulting from the works/services under the contract provided by the contractor.
39. The bidder should be registered with the concerned authorities of Labour Department under Contract Labour (R&A) Act 1970 and relevant Acts or laws (wherever applicable).
40. **The personnel engaged should be of robust physique and project an image of utmost discipline. They should be preferably between the ages of 25 and 55 yrs. NO UNDERAGE / MINOR (below 18 years of age) SHALL BE DEPLOYED UNDER ANY CIRCUMSTANCES. The entire responsibility for such lapse shall be that of the contractor. The Bank shall have right to have any person removed in case the security personnel is not performing the job satisfactorily. The contractor shall have to arrange the suitable replacement in all such cases.** Manpower so engaged shall be trained for providing security services and firefighting services before joining. During this training, contractor shall have to arrange for substitute for the staff undergoing training.
41. **Under this contract contracting agency shall deploy at least 50% manpower from the category of Ex-Servicemen. The maximum age of guards shall not exceed the age of 55 years.** The contractor shall provide proof of Ex-Servicemen and NABARD

MP RO Bhopal shall get it verified on its own. Security staff other than ex-servicemen shall be minimum 10th pass and training minimum of five days duration for providing security and firefighting services.

42. The contractor shall get guards and supervisors screened for visual, hearing, gross physical defects and contagious diseases and will provide a certificate to this effect for each personnel deployed. Hospital will be at liberty to get anybody re-examined in case of any suspicion. Only physically fit personnel shall be deployed for duty.
43. Security staff engaged by the contractor shall not take part in any staff union and association activities.
44. The contractor shall bear all the expenses incurred on the following items i.e. Provision of torches and cells, lathis / sticks and other implements to security staff, stationary for writing duty charts and registers at security check points and records keeping as per requirements.
45. Agency will provide mobile phones / walkie-talkies to all security guards at their own cost to ensure effective timely communication between them.
46. The NABARD MP RO Bhopal shall not be responsible for providing residential accommodation to any of the employee of the contractor.
47. The NABARD MP RO Bhopal shall not be under any obligation for providing employment to any of the worker of the contractor after the expiry of the contract. **The NABARD MP RO Bhopal does not recognize any employee employer relationship with any of the workers of the contractor.**
48. If as a result of post payment audit any overpayment is detected in respect of any work done by the agency or alleged to have done by the agency under the tender, it shall be recovered by the NABARD MP RO Bhopal from the agency.
49. If any underpayment is discovered, the amount shall be duly paid to the agency by the NABARD MP RO Bhopal.
50. The contractor shall provide the copies of relevant records during the period of contract or otherwise even after the contract is over whenever required by the NABARD MP RO Bhopal etc.
51. The contractor will have to deposit the proof of depositing employee's contribution towards PF/ESI etc. of each employee every month. The employer's portion of ESI / EPF shall be reimbursed only on submission of proof of depositing the contribution towards PF/ESI.
52. The contractor shall disburse the wages to its staff deployed in the NABARD MP RO Bhopal and its two residential colonies every month through online transfer (ECS/ NEFT/ any other electronic payment system) of salary to the guards' respective account number.
53. The contractor should have round the clock control room service in Bhopal along with quick response teams to deal with emergent situations.

54. PAYMENT

54.1. The contractor shall be required to raise bill for monthly payments as per number of guards deployed above in clause 1 of Terms and Condition on page 13 -

The bill to be addressed to The Chief General Manager NABARD MP RO Bhopal, and will be paid Wages under Minimum Wages of Govt. of India.

54.2. The payment would be made on monthly basis for actual shifts manned/operated by the personnel supplied by the contractor and based on the attendance sheets of the contractor duly verified by the Caretaker of the Bank Colonies, attested by the officer nominated by the bank and other supporting documents. No other claim on whatever account shall be entertained by the Bank. The Contractor will ensure that workers engaged by him must receive their entitled wages on time. In view of this, the following procedure will be adopted.

(a) Contractor shall pay their entitled wages on the last day of the month. It shall not be linked to the payment of the bill.

(b) After submission of previous month bill, the monthly payment would be made on 10th to 15th of every month.

(b) Payment must be made by the service providers through ECS/NEFT/any other electronic payment system. Under no circumstances payments will be made in cash. To ensure this, service provider will get a bank account opened for every engaged employee.

(c) The service provider must ensure that entitled wages of the employee are credited to their bank account on the last working day of the month. Service provider will not be given any relaxation in this matter.

(d) While submitting the bill for the next month, the services provider must file a certificate certifying the following:-

(i) Wages of employees were paid as per minimum wages norm applicable has been credited to their bank accounts on (date)

(ii) ESI Contribution relating to workers amounting to Rs. _____ was deposited on (date) (copy of the challan enclosed)

(iii) EPF contribution relating to workers amounting to Rs. _____ was deposited on (date) (copy of the challan enclosed)

(iv) The service provider is complying with all statutory Labour Laws including Minimum Wage Act.

(e) The service provider should submit the bill in accordance with the above time schedule.

(f) The contractor shall compulsorily issue a salary slip to every security guard & supervisor in the format provided below (an indicative format):-

Name of Employee:	Designation
Month:	No. of Days present:-
SALARY STATEMENT	ESI No.
Payable / Paid	PF No.
Amount (In Rs.)	Amount (In Rs.)

BASIC	DEDUCTIONS AMOUNT
BONUS	EPF (%)
HRA	ESI (%)
GRATUITY	DEDUCTIONS
OTHERS ALLOW.	(TAXES AND ANY
	OTHER CHARGES)
GROSS WAGES	TOTAL DEDUCTION:
NET PAYABLE (Rs.)	

54.3. Any damage or loss caused by contractor's persons to the Bank in whatever form would be recovered from the contractor.

54.4. The Bank will brief the contractor about the security perception and its sensitivity to the personnel to be deployed by the contractor under the contract prior to 2 to 3 days of commencement of the Contract and this period will not be counted as shift manned by contractor's personnel for the purpose of payment under the contract.

54.5. Deduction will be done proportionally from the salary.

54.6. In case any public complaint is received attributable to misconduct/misbehavior of contractor's personnel & is assessed as true by the Bank, a penalty of Rs.500/- for each such incident shall be levied and the same shall be deducted from contractor's bill. Besides the Security Guard found involved in the incident shall be removed from the Premises immediately. In case the contractor fails to commence/execute the work as stipulated in the agreement or gives unsatisfactory performance or does not meet the statutory requirements.

OBLIGATION OF THE CONTRACTOR:

55. The contractor shall ensure full compliance with tax laws of India with regard to this contract and shall be solely responsible for the same. The contractor shall submit copies of acknowledgements evidencing filing of returns every year and shall keep the Employer fully indemnified against liability of tax, interest, penalty etc. of the contractor in respect thereof, which may arise.

56. Dispute Resolution

- (a) Any dispute and or difference arising out of or relating to this contract will be resolved through joint discussion of the representatives of the concerned parties. However, if the disputes are not resolved by joint discussions, then the matter will be referred for adjudication to a sole arbitrator appointed by The Chief General Manager NABARD MP RO Bhopal.
- (b) The award of the sole Arbitrator shall be final and binding on all the parties. The arbitration proceeding's shall be governed by Indian Arbitration and Conciliation Act 1996 as amended from time to time.

- (c) The cost of Arbitration shall be borne by the respective parties in equal proportions. During the pendency of the arbitration proceeding and currency of contract, neither party shall be entitled to suspend the work/service to which the dispute relates on account of the arbitration and payment to the contractor shall continue to be made in terms of the contract. Arbitration proceedings will be held at Bhopal only.

57. JURISIDICION OF COURT

The courts at Bhopal shall have the exclusive jurisdiction to try all disputes, if any, arising out of this agreement between the parties.

NABARD MP RO, Bhopal

TENDER FORM FOR PROVIDING SECURITY SERVICES

Affix duly
Attested P.P.
Size recent
photograph of
the prospective
bidder.

1. Cost of tender : Rs _____ (In words)
2. Due date for tender
3. Opening time and date of tender
4. Names, address of firm/Agency
and Telephone numbers. _____

5. Registration No. of the Firm/
Agency. _____
6. Name, Designation, Address
and Telephone No. of
Authorized person of Firm/ _____

7. Agency to deal with. _____
8. Please specify as to whether
Tenderer is sole proprietor/
Partnership firm. Name and
Address and Telephone No.
of Directors/partners should
specified. _____

- 8A. Copy of PAN card and Copy of previous Financial Year's Income Tax Return.
- 8B. Copy of GST Registration Certificate.
9. Provident Fund Account No. _____

10. ESI Number _____

11. License number under _____
Contract Labour (R&A) Act.

12. Details of Bid Security deposited:

(a) Amount (In Rs.) :

(b) FDR No. or DD No. or Bank _____
Guarantee in favour of _____

(c) Date of issue:

(d) Name of issuing authority:

13. Any other information:

14. Declaration by the bidder:

This is to certify that I/We before signing this tender have read and fully understood all the terms and conditions contained herein and undertake myself/ourselves abide by them.

(Signature of the bidder)
Name and Address
(with seal)

NABARD MP RO, Bhopal

SCOPE OF WORK OF THE CONTRACTOR

The contractor shall have to provide the security services in the NABARD MP RO Bhopal and its two residential colonies at Sector A & C, Shahpura Bhopal. The estimated cost of tender is approx. Rs. 84 Lakhs (Rupees Eighty Four Lakhs).

The contractor shall ensure protection of the personnel & property of the NABARD MP RO Bhopal and its two residential colonies at Sector A & C Shahpura Bhopal. NABARD MP RO Bhopal, prevent trespass in the assigned area with/without arms, perform watch and ward functions including night patrol on the various points and to prevent the entry of stray dogs and cattle and anti-social elements, unauthorized persons and vehicle into the office premises of NABARD MP RO Bhopal and its two residential colonies at Sector A & C, Shahpura Bhopal.

DUTIES AND RESPONSIBILITY OF SECURITY STAFF:

1. The Security Supervisor will be responsible for overall security arrangement of the concerned NABARD MP RO and its two residential colonies at Sector A & C, Shahpura Bhopal Bhopal covered in the contract.
2. Security Supervisor will ensure that all the instructions of the administration are strictly followed and there is no lapse of any kind.
3. Security agency will be responsible for entry of outsiders in office building as well as residential colonies:
 - (a) Entry of outsiders in office building will be allowed only after recording details of outsider in the visitor record register and through Radio Frequency Identification Cards (RFID) issued by the office for this purpose after proper interrogation of the visitor by the security personnel.
 - (b) Entry of outsiders in residential colonies will be allowed on recording the details of outsider in the visitor register and after proper interrogation by the security personnel.
4. No items are allowed to be taken out without proper Gate Passes issued by the competent officers as laid down in the contract or authorized by the employer for in-out movement of stores. The specimen signatures and telephone numbers of the above stated officers will be available with the Security personnel.
5. The officers and staff of the NABARD MP RO Bhopal will keep the Identity cards with them for checking and allowing entry by the security personnel in the office building.

6. Deployment of Guards/ Security Supervisors will be as per the instructions of the authorities of the NABARD MP RO Bhopal and the same will be monitored personally by the concerned authorities from time to time and will be responsible for its optimum utilization.
7. Security personnel deployed in the premises on holidays and Sundays will be assessed as per actual requirement and the number of personnel will be suitably reduced.
8. The Security Supervisor/Guard will also take round of all the important and sensitive points of the office premises as well as our two residential colonies at Sector A & C, Shahpura Bhopal as specified by the NABARD MP RO Bhopal.
9. Security personnel shall also ensure door keeping duties.
10. The Guards on duty will also take care of vehicles, scooters/motor cycles/bicycles parked in the parking sites located within the premises of the NABARD MP RO Bhopal and its two residential colonies at Sector A & C, Shahpura Bhopal.
11. Entry of the street-dogs and stray cattle into the office premises as well as two residential colonies is to be prevented. It should be at once driven out.
12. The Guards on patrol duty should take care of all the water taps, valves, water hydrants, etc. installed in the open all over the office premises and its two residential colonies at Sector A & C, Shahpura Bhopal.
13. It should be ensured that flower plants, trees and grassy lawns are not damaged either by the staff or by the outsiders or by stray cattle in office premises as well as residential colonies.
14. The Security Guards/Supervisors should be trained to extinguish fire with the help of fire extinguishing cylinders and other firefighting material available on the spot. They will also help the firefighting staff in extinguishing the fire or in any other natural calamities.
15. In emergent situations, security staff/supervisor deployed shall also participate as per their role defined in the disaster plan, if any, of the NABARD MP RO Bhopal. Guards/Supervisors should be sensitized for their role in such situations.
16. The Security Supervisor/Guards are required to display mature behavior, especially towards female staff and female visitors.
17. The Security Guard on duty shall not leave the premises until his reliever reports for duty.
18. Any other provisions as advised by the NABARD MP RO Bhopal may be incorporated in the agreement. The same shall also be binding on the contractor.

19. The security guards on duty will also take care of:
- (a) Gym, dispensaries (both in Sector 'A' & 'C' Colonies) and community center in Sector A residential colony.
 - (b) They will also maintain the security of all equipment inside gym and dispensaries and,
 - (c) They will also ensure opening and closing of gym and dispensaries as per the advice of NABARD MP RO Bhopal.

INTEGRITY PACT

Between

National Bank for Agriculture and Rural Development (NABARD) hereinafter referred to as "**The Principal**"

And

..... hereinafter referred to as "**The Bidder/Contractor**"

Preamble

The principal intends to award, under laid down organizational procedures, contract/s for..... The principal values full compliance with all relevant laws of the land, rules, regulation, and economic use of resources and of fairness /transparency in its relations with its Bidder(s) and/or Contractor(s).

In order to achieve these goals, the Principal will appoint Independent External Monitors (IEMs) who will monitor the tender process and the execution of the contract for compliance with the principles mentioned above.

Section 1 - Commitments of the Principal

- (1) The Principal commits itself to take all measures necessary to prevent corruption and to observe the following principles:-
 - a. No employee of the Principal, personally or through family members, will in connection with the tender for, or the execution of a contract, demand, take a promise for or accept, for self or third person, any material or immaterial benefit which the person is not legally entitled to.
 - b. The Principal will, during the tender process treat all Bidder(s) with equity and reason. The Principal will, in particular, before and during the tender process, provide to all Bidder(s) the same information and will not provide to any Bidder(s) confidential / additional information through which the Bidder(s) could obtain an advantage in relation to the tender process or the contract execution.
 - c. The Principal will exclude from the process all known prejudiced persons.
- (2) If the Principal obtains information on the conduct of any of its employees which is a criminal offence under the IPC/PC Act, or if there be a substantive suspicion in this regard, the Principal will inform the Chief Vigilance Officer and in addition can initiate disciplinary actions.

Section 2 - Commitments of the Bidder(s)/Contractor(s)

- (1) The Bidder(s) / Contractor(s) commit themselves to take all measures necessary to prevent corruption. The Bidder(s) / Contractor(s) commit themselves to observe the following principles during participation in the tender process and during the contract execution:
 - a. The Bidder(s) / Contractor(s) will not, directly or through any other person or firm, offer, promise or give to any of the Principal's employees involved in the tender process or the execution of the contract or to any third person any material or other benefit which he/she is not legally entitled to, in order to obtain in exchange any advantage of any kind whatsoever during the tender process or during the execution of the contract.
 - b. The Bidder(s)/Contractor(s) will not enter with other Bidders into any undisclosed agreement or understanding, whether formal or informal. This applies in particular to prices, specifications, certifications, subsidiary contracts, submission or non-submission of bids or any other actions to restrict competitiveness or to introduce cartelization in the bidding process.
 - c. The Bidder(s)/Contractor(s) will not commit any offence under the relevant IPC/PC Act; further the Bidder(s) / Contractor(s) will not use improperly, for purposes of competition or personal gain, or pass on to others, any information or document provided by the Principal as part of the business relationship, regarding plans, technical proposals and business details, including information contained or transmitted electronically.
 - d. The Bidder(s)/Contractor(s) of foreign origin shall disclose the name and address of the Agents/representatives in India, if any. Similarly the Bidder(s)/Contractors(s) of Indian Nationality shall furnish the name and address of the foreign principals, if any.
 - e. The Bidder(s) /Contractor(s) will, when presenting their bid, disclose any and all payments made, is committed to or intends to make to agents, brokers or any other intermediaries in connection with the award of the contract.
 - f. Bidder(s) /Contractor(s) who have signed the Integrity Pact shall not approach the Courts while representing the matter to IEMs and shall wait for their decision in the matter.
- (2) The Bidder(s) /Contractor(s) will not instigate third persons to commit offences outlined above or be an accessory to such offences.

Section 3 - Disqualification from tender process and exclusion from future contracts

If the Bidder(s) /Contractor(s), before award or during execution has committed a transgression through a violation of Section 2, above or in any other form which put their reliability or credibility in question, the Principal is entitled to disqualify the Bidder(s) / Contractor(s) from the tender process.

Section 4 - Compensation for Damages

- (1) If the Principal has disqualified the Bidder(s) from the tender process prior to the award according to Section 3, the Principal is entitled to demand and recover the damages equivalent to Earnest Money Deposit/Bid Security.
- (2) If the Principal has terminated the contract according to Section 3, or if the Principal is entitled to terminate the contract according to Section 3, the Principal shall be entitled to demand and recover from the Contractor liquidated damages of the Contract value or the amount equivalent to Performance Bank Guarantee.

Section 5 - Previous transgression

- (1) The Bidder declares that no previous transgressions occurred in the last three years with any other Company in any country conforming to the anti-corruption approach or with any Public Sector Enterprise in India that could justify his exclusion from the tender process.
- (2) If the Bidder makes incorrect statement on this subject, he can be disqualified from the tender process.

Section 6 - Equal treatment of all Bidders / Contractors/ Subcontractors

- (1) In case of Sub-contracting, the Principal Contractor shall take the responsibility of the adoption of Integrity Pact by the Sub-contractor.
- (2) The Principal will enter into agreements with identical conditions as this one with all Bidders and Contractors
- (3) The Principal will disqualify from the tender process all bidders who do not sign the Pact or violate its provisions.

Section 7 - Criminal charges against violating Bidders(s) / Contractor(s)/ Subcontractor(s)

If the Principal obtains knowledge of conduct of a Bidder, Contractor or Subcontractor, or of an employee or a representative or an associate of a Bidder, Contractor or Subcontractor which constitutes corruption, or if the Principal has substantive suspicion in this regard, the Principal will inform the same to the Chief Vigilance Officer.

Section 8 - Independent External Monitor

- (1) The Principal appoints competent and credible Independent External Monitor for this Pact after approval by the Central Vigilance Commission. The task of the Monitor is to review independently and objectively, whether and to what extent the parties comply with the obligations under this agreement.

The Independent External Monitor appointed for NABARD is

(Name & Address of the Monitor)

- (2) The Monitor is not subject to instructions by the representatives of the parties and performs his/her functions neutrally and independently. The Monitor would have access to all Contract documents, whenever required. It will be obligatory for him/ her to treat the information and documents of the Bidders/ Contractors as confidential. He / she reports to the Chairman, NABARD.
- (3) The Bidder(s)/Contractor(s) accepts that the Monitor has the right to access without restriction to all Project documentation of the Principal including that provided by the Contractor. The Contractor will also grant the Monitor, upon his/her request and demonstration of a valid interest, unrestricted and unconditional access to their project documentation. The same is applicable to Sub-contractors.
- (4) The monitor is under contractual obligation to treat the information and documents of the Bidder(s) /Contractor(s) / Sub-contractor(s) with confidentiality. The Monitor has also signed declarations on 'Non-disclosure of Confidential Information and of 'Absence of Conflict of Interest'. In case of any conflict of interest arising at a later date, the IEM shall inform Chairman, NABARD and recuse himself/herself from that case.
- (5) The Principal will provide to the Monitor sufficient information about all meetings among the parties related to the Project, provided such meetings could have an impact on the contractual relations between the Principal and the Contractor. The parties offer to the Monitor the option to participate in such meetings.
- (6) As soon as the Monitor notices, or believes to notice, a violation of this agreement, he/she will so inform the Management of the Principal and request the Management to discontinue or take corrective action, or to take other relevant action. The monitor can in this regard submit non-binding recommendations. Beyond this, the Monitor has no right to demand from the parties that they act in a specific manner, refrain from action or tolerate action.

- (7) The monitor will submit a written report to the Chairman, NABARD within 8 to 10 weeks from the date of reference or intimation to him by the Principal and, should the occasion arise, submit proposal for correcting problematic situations.
- (8) If the Monitor has reported to the Chairman, NABARD, a substantiated suspicion of an offence under the relevant IPC/PC Act, and the Chairman NABARD has not, within reasonable time, taken visible action to proceed against such offence or reported it to the Chief Vigilance Officer, the Monitor may also transmit this information directly to the Central Vigilance Commissioner.
- (9) The word `Monitor' would include both singular and plural.

Section 9 - Pact Duration

This Pact begins when both parties have legally signed it. It expires for the Contractor 12 months after the last payment under the contract, and for all other Bidders 6 months after the contract has been awarded. Any violation of the same would entail disqualification of the bidders and exclusion from future business dealings. If any claim is made/lodged during this time, the same shall be binding and continue to be valid despite the lapse of this pact as specified above, unless it is discharge/determined by the Chairman of NABARD.

Section 10 - Other provisions

- (1) This agreement is subject of Indian Law, Place of performance and jurisdiction is the Head Office of the Principal, i.e. Mumbai.
- (2) Changes and supplements as well as termination notices need to be made in writing. Side agreements have not been made.
- (3) If the Contractor is a partnership or a consortium, this agreement must be signed by all partners or consortium members.
- (4) Should one or several provisions of this agreement turn out to be invalid, the remainder of this agreement remains valid. In this case, the parties will strive to come to an agreement to their original intentions.
- (5) Issues like Warranty/Guarantee etc. shall be outside the purview of IEMs.
- (6) In the event of any contradiction between the Integrity Pact and its annexure, if any, the Clause in the Integrity Pact will prevail.

 (For & On behalf of the principal)
 (Office seal)

 (For & on behalf of the Bidder/Contractor)
 (Office seal)

Place _____

Date _____

Witness 1:
(Name & Address)

Witness 2:
(Name & Address)

EVALUATION CRITERIA FOR TECHNICAL AND FINANCIAL POINTS

Scoring of hundred marks will be based on Annual Turnover, Manpower on roll, experience of running security services, volume of work performed in preceding years, trained Sanitation/Hygiene Supervisory Staff on roll, ISO certification and other pre-qualification criterion prescribed in the Terms and Conditions of the contract (NABARD MP RO Bhopal may fix the marks accordingly).

The firm/agency which has secured seventy out of hundred marks will be considered as technically qualified. The financial bids of all the technically qualified firms/agencies/bidders will be opened for financial evaluation.

The work will be awarded to the L-1 agency. In case the financial bid of more than one agency is same as L-1, then the work will be awarded to the agency which gets the maximum marks in Technical evaluation as per the attached sheet with this annexure IV B.

NABARD MP RO Bhopal Annexure IV B
Checklist/ Mark sheet for Technical Evaluation

S No.	Criteria	Information to be provided	Marks criteria	Maximum Marks	Marks Obtained
1	Page 5 Para 2.1. All security agencies who are providing similar kind of services for at least last ten (10) consecutive years and having annual average turnover of Rs.34 Lakhs during the last three financial years for security services alone, out of which, at least one similar work costing not less than	Annual Turnover (in Lakhs) during last three financial years as specified in the NIT Minimum of Rs. 34 Lakhs		15 marks	
			>34 lakhs = 5 marks		
			>34 =90 lakhs = 10 marks		
			>90 lakhs = 15 marks		
2	Rs. 68.00 lakhs in the books of accounts and being run by Ex-Servicemen/Ex-Para-military men.	Single Work not less than Rs.68 lakhs in the books of accounts		15 marks	
			>68 lakhs = 5 marks		
			>68=100 lakhs = 10 marks		
			>100 lakhs and above = 15 marks		
3		Experience of running Security services (in years) Minimum 10 years		15 marks	
			>10 years = 5 marks		
			>11=20 years = 10 marks		
			>20 years and above = 15 marks		

Sl. No.	Criteria	Information to be provided	Marks Criteria	Max Marks	Marks Obtained
4	<p>Page 5 Para 2.2. The bidder should have the experience of completion of similar works in any of the Autonomous Institutions / RBI / Universities / Public Sector Undertakings of the Government of India or Public Sector Banks or any other State Government or Local Bodies/Municipalities etc.</p> <p>Page 5 Para 2.5. Must have been awarded similar contracts at Bhopal by minimum of 2 parties but preferably 3 parties or more, of which at least one must be a Public Sector Bank or a Central Government Department with minimum of 45 guards deployed in one location. These contracts must have been awarded during the preceding three years. The agency having 3 or more such works in Bhopal will get weightage over others.</p>	Clientele	RBI / PSB / Central Govt Organization / State Govt Organization = 10 marks	10 marks	
			Others as described = 5 marks		
			2 parties = 5 marks	15 marks	
			3 parties = 10 marks		
			More than 3 parties = 15 marks		

Sl. No.	Criteria	Information to be provided	Marks Criteria	Max Marks	Marks Obtained
5		Total Manpower on roll	>90=500 personnel = 5 marks	15 marks	
			>500=1000 personnel = 10 marks		
			>1000 personnel and above = 15 marks		
6		Trained Ex-Servicemen / Para-military / civilian staff	45>=250 personnel = 5 marks	15 marks	
			250>=500 personnel = 10 marks		
			>500 personnel and above = 15 marks		
7	Page 5 Para 2.3. Should have a valid license from the Government of Madhya Pradesh under Private Security agencies Regulation Act, 2005 (PSAR Act, 2005).	Valid License under PSAR Act, 2005	Yes / No		
8	Page 6 Para 3.4. Bidder or members of a partnership, joint venture or consortium shall submit a copy of PAN card under the Income Tax Act and also GST registration.	PAN / GST / Other documents attached	Yes / No		
9	Page 5 Para 2.4. Must have ISO 9001:2000 certification.	ISO 9001:2000 certification	Yes / No		

Sl. No.	Criteria	Information to be provided	Marks Criteria	Max Marks	Marks Obtained
10	The participating vendors should compulsorily have an office (Registered / Branch) in Bhopal. A copy of the address proof of the agency may be submitted with the technical bid. The evaluation committee may visit the office of bidders to verify.	Office setup in Bhopal	Yes / No		

NABARD MP RO, Bhopal**CHECK-LIST FOR PRE-QUALIFICATION BID FOR SECURITY SERVICES**

Sl. No.	Documents asked for	Page document placed
1.	<p>A) Bid Security (EMD) of Rs. _____ (Rupees in words) in the form of DD/Bank Guarantee issued by any scheduled commercial bank in favour Of NABARD payable at Bhopal valid for 45 days beyond the Tender validity period.</p> <p>B) Tender Processing Fees of Rs. 500/- (Rupees Five Ninety Only)</p>	
2.	<p>One self-attested recent passport size photograph of the Authorized person of the firm/agency, with name, Designation, address and office telephone numbers. If the bidder is a partnership firm, name designation, address and office telephone numbers of Directors/Partners also.</p>	
3.	<p>Undertaking on a Stamp paper of Rs.100/- (Rupees one hundred only) as per format prescribed in Annexure-VII).</p>	
4.	<p>Self-attested copy of the PAN card with copy of Income-Tax Return of the last three financial years.</p>	

5.	Self-attested copy of valid Registration number of the Firm /agency.	
6.	Self-attested copy of valid Provident Fund Registration number.	
7.	Self-attested copy of valid ESI Registration No.	
8.	Self-attested copy of valid License No. under Contract Labour (R&A) Act, 1970.	
9.	Proof of valid DGR sponsorship or proof of being run by an Ex-Serviceman/Ex-Paramilitary man (as applicable)	
10.	Proof of experiences of last three financial years as specified in clause 2.2 of the NIT along with satisfactory performance certificates from the concerned employers.	
11.	Annual returns of previous three years supported by audited balance sheet (clause 2.1 of NIT)	
12.	GST registration Any other documents, if required.	

Signature of the Bidder
(Name and Address of the Bidder)
Telephone No.

P.S.: Bidder should serially number all the pages of the tender document and supporting documents.

NABARD MP RO, Bhopal
Checklist for Technical Evaluation

Sl. No.	Information to be provided	To be filled by the Bidder	For office use
1.	Annual Turnover (in Lakhs)		
2.	Clientele (last 03 years)		
3.	Experience of running Security services (in years)		
4.	Volume of work done during last three financial years as specified in the NIT.		
5.	Single work of more than Rs. 68 Lakh during three years.		
6.	A. Valid License under PSAR Act, 2005 B. EMD / PAN / GST / Other documents attached		
7.	A. Total Manpower on roll B. Trained Civilian/Ex-Military/Ex-Paramilitary personnel.		
8.	Training set-up [No. of Trainers]		
9.	Has your firm ever been blacklisted? If yes please give reasons in a separate sheet of paper		
10.	ISO Certification of the firm (Yes/No)		

Note:

1. Photocopies of all necessary documents duly self-attested must be attached for verification of the information provided. Extra sheets of paper may be attached for details (if required).
2. Checklist for Technical Evaluation *is only indicative* and may be revised by NABARD MP RO Bhopal at its sole discretion at the time of evaluation.

(ON THE LETTER HEAD OF THE SECURITY AGENCY)

UNDERTAKING

To

The Chief General Manager
NABARD MP RO Bhopal ,

Name of the firm/Agency_____

Name of the tender_____ Due date: _____

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 myself/ourselves abide by the said terms and conditions.
3. I/We abide by the provisions of Minimum Wages Act, Contract Labour (Regulation and Abolition) Act, 1976 and other statutory provisions like Provident Fund Act, ESI 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 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 at least 50% security guards amongst the category of Ex-Servicemen.
5. I/We do hereby undertake that complete security of the NABARD MP RO and its two residential colonies at Shahpura Sector 'A' & 'C' Bhopal shall be ensured by our Security Agency, as well as any other Point considered by our Agency. Our Security Service shall be covered under "Fidelity Bond" through Insurance Agency for minimum sum of Rs._____ Lakhs (Rupees in words). The Insurance charges for Fidelity Bond shall be paid by me/us. The loss on account of theft, if any, shall be recoverable from me/us through fidelity bond.

(Signature of the Bidder)

Name and Address of the Bidder.

Telephone No.

ANNEXURE-VIII

FORM OF BANK GUARANTEE FOR BID SECURITY

(Refer Clause 8.7.1 of the NIT) (To be stamped properly as per applicable law)

KNOW ALL MEN by these present that we _____
(Name and address of Bank), having our registered office at _____
(hereinafter called "the Bank") are bound unto The "NABARD MP RO Bhopal" - 462016
(hereinafter called "NABARD MP RO, Bhopal") in sum of
Rs. _____ for which payment will and truly to be
made to the said Employer, the Bank binds himself, his successors and assigns by these
presents.

WHEREAS _____ (Name of Bidder) (hereinafter called "the
Bidder") has submitted his bid dated _____ for providing Security Services
(hereinafter called "the Bid").

WHEREAS the Bidder is required to furnish a Bank Guarantee for the sum of
Rs. _____ (Amount in figures and words) as Performance Security
against the Bidder's offer as aforesaid.

AND WHEREAS _____ (Name of Bank) have at the request
of the Bidder, agreed to give this guarantee as hereinafter contained.

WE further agree as follows:-

1. That the NABARD MP RO Bhopal may without affecting this guarantee grant time of
other to or indulgence to or negotiate further with the Bidder in regard to the conditions
contained in the said tender and thereby modify these conditions or add thereto any further
conditions as may be mutually agreed upon between the NABARD MP RO Bhopal and the
Bidder.
2. That the guarantee herein before contained shall not be affected by any change in
constitution of our Bank or in the constitution of the Bidder.
3. That this guarantee commences from the date hereof and shall remain in force till:-
 - a. The Bidder, in case the bid is accepted by the NABARD MP RO Bhopal executes a
formal agreement after furnishing the Performance Guarantee of a scheduled commercial
Bank based in India.
 - b. Forty five days after the date of validity or the extended date of validity of the Tender,
as the case may be, whichever is later.
4. That the expression "the Bidder" and "the Bank" herein used shall, unless such an
interpretation is repugnant to the subject or context, include their respective successors and
assigns.

THE CONDITIONS of this obligation are:

(i) If the Bidder withdraws his bid during the period of Tender validity specified in the Form of Tender; or

(ii) If the Bidder refuses to accept the corrections of errors in his bid; or

(iii) If the Bidder having been notified of the acceptance of his bid by

the NABARD MP RO Bhopal during the period of tender validity and (a) fails or refuses to furnish them Performance Guarantee and/or (b) fails or refuses to enter into a contract within the time limit specified in para of the NIT.

(iv) If the tender is terminated on the allegation of production of false/forged documents for obtaining the contract.

(v) If the contract is terminated for the reason that the agency is blacklisted in any PSU / PSB / or in any other departments of State Governments / Union Government.

WE undertake to pay to the NABARD MP RO Bhopal up to the above amount upon receipt of their first written demand, without the NABARD MP RO Bhopal having to substantiate their demand provided that in their demand the NABARD MP RO Bhopal will note that the amount claimed (i), (ii), (iii) (a), (iii) (b), (iv) or (v) mentioned above, specifying the occurred condition or conditions.

(Signature of the Bidder) Name and Address of the Bidder. Telephone No.	Signature of Authorized Signatory of NABARD MP RO Bhopal
	Signature of Authorized Signatory of Confirming Party
(Signature of Witness 1) Name of Witness Address of Witness	(Signature of Witness 1) Name of Witness Address of Witness
(Signature of Witness 2) Name of Witness Address of Witness	(Signature of Witness 2) Name of Witness Address of Witness

ANNEXURE-IX

NABARD MP RO, Bhopal

FORM OF AGREEMENT

THIS AGREEMENT is made on the _____ day _____ (Month) _____ (Year) Between National Bank for Agriculture and Rural Development (NABARD) through The Chief General Manager NABARD MP RO Bhopal (hereinafter called “the Bank” which expression shall, unless excluded by or repugnant to the context be deemed to include his successors in office and assigns) of the one part AND _____ (Name and address of the contractor) through Shri _____, authorized representative (hereinafter called “the contractor” which expression shall, unless excluded by or repugnant to the context, be deemed to include his successors, heirs, executors, administrators, representatives and assigns) of the other part for providing Security services to the NABARD MP RO Bhopal for providing safety, monitoring and surveillance of their premises at NABARD MP RO, E-5, Arera Colony, Bhopal, 462016 and its two residential colonies at Sector ‘A’ & Sector ‘C’, Shahpura, Bhopal – 462039.

NOW THIS AGREEMENT WITNESSETH as follows:-

1. In this Agreement words and expression shall have the same meanings as are respectively assigned to them in the Terms and Conditions of contract hereinafter referred to.
2. The following documents shall be deemed to form and be read and constructed as part of this Agreement, viz:
 - a. Letter of acceptance of award of contract;
 - b. Terms and Conditions;
 - c. Notice inviting Tender and the terms and conditions contained in the Tender;
 - d. Bill of Quantities;
 - e. Scope of work;
 - f. Addendums, if any; and
 - g. Any other documents forming part of the contract.
3. In consideration of the payments to be made by the NABARD MP RO Bhopal to the Contractor as hereinafter mentioned, the Contractor hereby covenants with the NABARD MP RO Bhopal to execute and the Security services w.e.f _____ as per the provisions of this Agreement and the tender document.
4. The NABARD MP RO Bhopal hereby covenants to pay the contractor in consideration of the execution and completion of the works/services as per this Agreement and tender document,

the contract price of Rs. _____ (Rupees in words
_____)

5. Being the sum stated in the letter of acceptance subject to such additions thereto or deductions therefrom as may be made under the provisions of the contract at the times in manner prescribed by the contract.

6. In case, any dispute or issue arises regarding the interpretation of any of the clauses of this agreement or of any of the documents prepared or to be prepared in this regard, the contents of the Tender Documents shall prevail over this agreement and /or any other document.

IN WITNESS WHEREOF the parties hereto have signed the Agreement the day and the year first above written.

(Signature of the Bidder) Name and Address of the Bidder. Telephone No.	Signature of Authorized Signatory of NABARD, MP RO, Bhopal
	Signature of Authorized Signatory of Confirming Party
(Signature of Witness 1) Name of Witness Address of Witness	(Signature of Witness 1) Name of Witness Address of Witness
(Signature of Witness 2) Name of Witness Address of Witness	(Signature of Witness 2) Name of Witness Address of Witness

ANNEXURE-X

FORM OF BANK GUARANTEE FOR PERFORMANCE SECURITY

(Refer Clause 11.1.4 of the NIT)

(To be stamped properly as per applicable law)

1. THIS DEED of Guarantee made this day of _____ between _____ (Name of the Bank) (hereinafter called the “Bank”) of the one part and the NABARD MP RO Bhopal (hereinafter called the “NABARD MP RO Bhopal”) of the other part.
2. WHEREAS the NABARD MP RO Bhopal has awarded the contract for Security services contract for Rs. _____ (Rupees in figures and words) (hereinafter called the “contract”) to M/s _____ (Name of the contractor) (hereinafter called the “contractor”).
3. AND WHEREAS THE Contractor is bound by the said Contract to submit to the Employer a Performance Security for a total amount of Rs. _____ (Amount in figures and words).
4. NOW WE the Undersigned _____ (Name of the Bank) being fully authorized to sign and to incur obligations for and on behalf of and in the name of _____ (Full name of Bank), hereby declare that the said Bank will guarantee the NABARD MP RO Bhopal the full amount of Rs. _____ (Amount in figures and words) as stated above.
5. After the Contractor has signed the aforementioned contract with the NABARD MP RO Bhopal, the Bank is engaged to pay the NABARD MP RO Bhopal, any amount up to and inclusive of the aforementioned full amount upon written order from the NABARD MP RO Bhopal to indemnify the NABARD MP RO Bhopal for any liability of damage resulting from any defects or shortcomings of the Contractor or the debts he may have incurred to any parties involved in the Works under the Contract mentioned above, whether these defects or shortcomings or debts are actual or estimated or expected. The Bank will deliver the money required by the NABARD MP RO Bhopal immediately on demand without delay without reference to the Contractor and without the necessity of a previous notice or of judicial or administrative procedures and without it being necessary to prove to the Bank the liability or damages resulting from any defects or shortcomings or debts of the Contractor. The Bank shall pay to the NABARD MP RO Bhopal any money so demanded notwithstanding any dispute/disputes raised by the Contractor in any suit or proceedings pending before any Court, Tribunal or Arbitrator(s) relating thereto and the liability under this guarantee shall be absolute and unequivocal.
6. THIS GUARANTEE is valid for a period of _____ months from the date of signing. (The initial period for which this Guarantee will be valid must be for at least six months longer than the anticipated expiry date of the Contract period).
7. At any time during the period in which this Guarantee is still valid, if the NABARD MP RO Bhopal agrees to grant a time of extension to the contractor or if the contractor fails to complete the works within the time of completion as stated in the contract, or fails to

discharge himself of the liability or damages or debts as stated under para-5 above, it is understood that the Bank will extend this Guarantee under the same conditions for the required time on demand by the NABARD MP RO Bhopal and at the cost of the contractor.

8. The Guarantee hereinbefore contained shall not be affected by any change in the Constitution of the Bank or of the contractor.
9. The neglect or forbearance of the NABARD MP RO Bhopal in enforcement of payment of any moneys, the payment whereof is intended to be hereby secured or the giving of time by the NABARD MP RO Bhopal for the payment hereof shall in no way relieve the Bank of their liability under this deed.
10. The expressions “NABARD MP RO Bhopal”, “the Bank” and “the Contractor” hereinbefore used shall include their respective successors and assigns.

IN WITNESS whereof I/We of the bank have signed and sealed this guarantee on the _____ day of _____(Month)_____ (year) being herewith duly authorized.

(Signature of the Bidder) Name and Address of the Bidder. Telephone No.	Signature of Authorized Signatory of NABARD MP RO, Bhopal
	Signature of Authorized Signatory of Confirming Party
(Signature of Witness 1) Name of Witness Address of Witness	(Signature of Witness 1) Name of Witness Address of Witness
(Signature of Witness 2) Name of Witness Address of Witness	(Signature of Witness 2) Name of Witness Address of Witness

Client's Report

(On Client's Letter Head)

Performance details of the Firm: M/s

Located at:

1	Work order/reference No.	
2	Gross Value of the Contract(in Rupees)	
3	Date of commencement of Contract	
4	Whether the Service carried out as per agreement and the scope of the work entered with the Firm	
5	Reason for delay (if any)and whether any penalty/liquidated damage, if any, was imposed on the firm	
6	Comments on capabilities of the firm (indicate grading)	
a	Quality of Security provided by the firm	Outstanding/Very Good/ good/Satisfactory/Poor
b	Technical proficiency/competence	Outstanding/Very Good/ good/Satisfactory/Poor
c	Integrity and reliability of the partners/proprietors of the firm	Outstanding/Very Good/ good/Satisfactory/Poor
d	Integrity and reliability of the Personnel deployed	Outstanding/Very Good/ good/Satisfactory/Poor
e	Dealings in the execution of the work, adherence to schedule and time	Outstanding/Very Good/ good/Satisfactory/Poor
7	Did the firm go for arbitration?	
8	Any other information in your view will help us in making our decision.	

Signature of the Reporting Officer Place

(Office Seal)

Place:

Date:

UNDERTAKING

This is to certify that M/s _____ (Name of the agency with address) has paid the contract labour employed for services of NABARD for the month of _____ (Month with Year) as per statutory requirement and rules and laws in force related to payment of gratuity, bonus, EPF, ESI, EDLI, HRA, uniform allowance, uniform washing allowance and provided weekly off.

Signature: _____

Name: _____

Date: _____

ANNEXURE-XIII

**PART II (FINANCIAL BID)
TO BE SUBMITTED IN SEPARATE SEALED COVER**

The vendors must quote security charges (In Rupees) reasonably, as abysmally low quotes may be rejected. The tenders in which service charges quoted in percentage shall be rejected. A model calculation sheet is placed below for reference (on page No. 52). The following table may be filled up and service charges worked out accordingly –

	Category of Staff Employed	Number of Staff required	Wage rate per day * (Rs.)	Wages per annum (Rs.)
i	Guards	21	679	52,04,535.00
ii	Supervisors	1	738	2,69,370.00
A	Sub Total			Rs.54,73,905.00

PART – I – Calculation Sheet		
S No	Expenditure Head	Approx. cost per annum (In Rs.)
1.	Administrative charges e.g. Rent, Staff etc.	
2.	Group Insurance premium for approx. 30 persons with risk cover of at least Rs. 5,00,000 per person per annum	
3.	Cost of uniform & Identity card. The uniform should be made from cloth of a reputed brand like Raymond, Bombay Dyeing or equivalent	
4	Premium towards third party insurance cover of minimum Rs. 10 lakh to safeguard against any damage caused to NABARD MP RO BHOPAL	
5.	Contractor's minimum profit per month as percentage over and above minimum wages of total wages as shown at A above <i>(Please see Model calculation Sheet for illustration)</i>	
6.	Rate of Service Charge in rupees of total wages paid to guards and supervisors together	

* **Disclaimer:** - The rates / costs adopted are for illustrative purposes only and the bidders may adopt rates / costs as per their discretion / suitability.

* Rate of service charge will be exclusive of Minimum wages and applicable taxes (including the weekly-off replacement charges). **Other than the minimum wages, service charge and applicable taxes, NABARD MP RO Bhopal will not be making any payment under this bid to the selected bidder.**

1. The **Security Guard** and supervisor will be considered under the **Watch and Ward (without arms)** as covered by the latest minimum wages prescribed by Ministry of Labour & Employment prevalent at the time of evaluation of Price Bid.
2. Contractor shall provide uniformed and trained personnel and use its best endeavor to provide Security services to the NABARD MP RO Bhopal and its two residential colonies at Sector A and C Shahpura Bhopal for providing safety, monitoring and surveillance. Rates quoted will include all statutory obligations of the contractor under Minimum Wages Act, Contract Labour (R&A) Act, weekly-off replacement charges, cost of uniform of personnel

deployed by the contractor, all kinds of taxes, service charges, etc. of the agency. The rate quoted will be for per shift of eight hours per person per day. The remuneration payable to the guards shall be commensurate with the minimum wages declared by the Govt of India from time to time. The agency may levy the Service Charge on the minimum wages. The contractor will supply the documentary evidence of crediting the salary of guards and PF/ESI challan and payment sheet of all guards and supervisors deputed or any other document specified by NABARD MP RO Bhopal in this regard along with their next month bill. Otherwise bill for next month will not be processed and the contract will be terminated. Contractors shall also provide address and Identity proof and mobile number of all guards so deputed in the campus.

3. The total financial outgo per annum for the bank / NABARD MP RO BHOPAL in execution of the security contract shall be the deciding factor for selection and finalization of the successful bidder.
4. Taxes etc. will be payable as per prevalent laws.
5. Contractor shall provide suitable number of relievers to provide weekly off to guards as per Contract labour (R&A) Act. They shall also comply with all statutory requirements / rules / laws.
6. The offers/bids which are not in compliance of Minimum Wages Act and any other Labour laws will be treated as invalid.
7. The contract period will be initially for a period of Thirty three (33) months from 01 July 2019 to 31 March 2022 extendable twice for one year each, if the services of the service provider firm are found satisfactory.
8. The number of manpower required shown above is indicative and the actual quantity may vary.
9. The bidders may quote the rates in Indian Rupees.
10. All the columns shall be clearly filled in ink legibly or typed. The tenderer should quote the number, rates and amount tendered by him/them in figures and as well as in words. Alterations, if any, unless legibly attested by the tenderer shall disqualify the tender. The tenderer shall take care that the rate and amount may be written in such a way that interpolation is not possible. No blanks should be left which would be otherwise made the tender liable for rejection. All pages of tender document and supporting documents shall be serially numbered by the bidder.

MODEL CALCULATION SHEET FOR WORKING OUT SERVICE CHARGE

The vendors must quote security charges reasonably, as abysmally low quotes may be rejected. A model calculation sheet is placed below for reference. The following table may be filled up and service charges worked out accordingly -

PART – I – Calculation Sheet		
S No	Expenditure Head	Approx. cost per annum (in Rs)
1.	Administrative charges e.g. Rent, Staff, CA etc.	100,000.00
2.	Group Insurance premium for approx. 30 persons with risk cover of at least Rs. 5,00,000 per person per annum	25,000.00
3.	Cost of uniform & Identity card. The uniform should be made from cloth of a reputed brand like Raymond, Bombay Dyeing or equivalent	50,000.00
4.	Premium towards third party insurance cover of minimum Rs. 10 lakh to safeguard against any damage caused to NABARD MP RO BHOPAL and its two residential colonies at Sector 'A' & 'C', Shahpura, Bhopal	30,000.00
5	Assuming contractor's profit per month to be minimum of 5 % over and above minimum wages of total wages as below at 5 (b) & (c).	273,695.00
5 (b).	26 days' wages Assuming minimum wages of supervisor = Rs. 738/- per day And minimum wages of guards = Rs. 679/- per day Total cost = $\{(738 \times 01) + (679 \times 21)\} \times 317 = \text{Rs. } 47,54,049/-$	
5 (c).	Reliever's Charges Assuming minimum wages of supervisor = Rs. 738/- per day And minimum wages of guards = Rs. 679/- per day Total cost = $\{(738 \times 01) + (679 \times 21)\} \times 48 = \text{Rs. } 719,856/-$	
6.	Rate of Service Charge in rupees of total wages paid to guards and supervisors together (Sr. No. 1+2+3+4+5)	478,695

* **Disclaimer:** - *The rates / costs adopted are for illustrative purposes only and the bidders may adopt rates / costs as per their discretion / suitability.*