



**NATIONAL BANK FOR AGRICUTLURE AND RURAL DEVELOPMENT
NATIONAL BANK STAFF COLLEGE (NBSC), LUCKNOW**

NOTICE INVITING TENDERS (NIT) FOR PROVIDING SECURITY SERVICES

NAME OF THE BIDDER _____

ADDRESS _____

CALENDAR OF EVENTS:

- i) Tender document will be available from 08 February 2022**
- ii) Pre Bid meeting – 1100 hrs. on 17 February 2022**
- iii) Submission of Tender by 1730 hrs. on 28 February 2022**
- iv) Opening of Tender (Technical Bid) - 1500 hrs. on 02nd March 2022**

**The Principal,
National Bank Staff College (NBSC)
Sector-H, LDA Colony
Kanpur Road, Lucknow-226012**

INDEX

DESCRIPTION	PAGE NO.
NOTICE INVITING TENDER	3
SCHEDULE OF EVENTS	9
PART-1 (TECHNICAL BID)	10
INSTRUCTIONS TO BIDDERS	11
GENERAL CONDITIONS OF ANNUAL MAINTENANCE CONTRACT	22
SAFETY CONDITIONS OF THE CONTRACT	32
SCOPE OF WORK	33
PROFORMA FOR ELECTRONIC PAYMENT (ANNEXURE I)	36
BASIC INFORMATION OF THE CONTRACTOR (ANNEXURE-II)	37
PREVIOUS EXPERIENCE (ANNEXURE-III)	39
TECHNICAL PERSONNEL AND EXPERIENCE (ANNEXURE-IV)	41
AVERAGE NUMBER OF PERSONNEL TO BE DEPLOYED BY THE CONTRACTOR FOR UNDERTAKING THE WORK AS PER OUR ASSESMENT OF THE WORK INVOLVED (ANNEXURE-V)	42
CHECK-LIST FOR TECHNICAL BID (ANNEXURE-VI)	43
UNDERTAKING (ANNEXURE-VII)	44
FORM OF AGREEMENT (ANNEXURE-VIII)	45
PRE CONTRACT INTEGRITY PACT (ANNEXURE-IX)	47
FORM OF BANK GUARANTEE FOR BID SECURITY (ANNEXURE-X)	53
FORM OF BANK GUARANTEE FOR PERFORMANCE SECURITY (ANNEXURE-XI)	55
FORMAT FOR CLIENT'S REPORT (ANNEXURE-XII)	57
FORMAT FOR ANNEXURE UNDETAKING XIII	58
PART – 2 (FINANCIAL BID)	59
PREAMBLE	60
SCHEDULE OF QUANTITY AND CALCULATION SHEET SHOWING BREAK-UP OF THE RATES QUOTED FOR NATIONAL BANK STAFF COLEEGE AND BANKERS INSTITUTE OF RURAL DEVELOPMENT (ANNEXURE-XIII)	62

निविदा आमंत्रण सूचना

सन्दर्भसं. रा.बै.लख./

291

/ सुरक्षा / 2022-23

दिनांक:

08 फरवरी 2022

मेसर्स

महोदया/महोदय

राष्ट्रीय बैंक स्टाफ महाविद्यालय (एनबीएससी), लखनऊ में सुरक्षा संबन्धित कार्य हेतु वार्षिक अनुरक्षण करार सेवा प्रदान करने हेतु निविदा

राष्ट्रीय कृषि और ग्रामीण विकास बैंक एक निगम निकाय है जिसकी स्थापना राष्ट्रीय कृषि और ग्रामीण विकास बैंक अधिनियम, 1981 के तहत हुई है। इसका प्रधान कार्यालय प्लॉट नं. सी-24, ब्लॉक-G, बांद्रा कुर्ला काम्प्लेक्स, बांद्रा (पूर्व), मुंबई-400051 में स्थित है और देश के विभिन्न शहरों में इसके क्षेत्रीय कार्यालय/प्रशिक्षण संस्थाएं हैं।

नाबार्ड सेक्टर-एच, एलडीए कालोनी, कानपुर रोड, लखनऊ स्थित एनबीएससी / बर्ड में अपने प्रशिक्षण संस्थान यानि राष्ट्रीय बैंक स्टाफ महाविद्यालय के माध्यम से "सुरक्षा संबन्धित कार्य हेतु वार्षिक अनुरक्षण करार" हेतु ई-टेण्डरिंग निविदा आमंत्रित करता है।

नाबार्ड की वेबसाइट www.nabard.org और एनबीएससी की वेबसाइट www.nbsc.in से निविदा दस्तावेज मुफ्त में डाउनलोड किया जा सकता है। वेबसाइट से टेंडर फॉर्म डाउनलोड करने वाली फर्मों को कोई टेंडर शुल्क नहीं देना होगा। इसके वृत्त विवरण हमारी वेबसाइट 'www.nabard.org' पर देखें। इच्छुक पार्टियां ई-टेण्डरिंग मोड के माध्यम से निविदा हमारी वेबसाइट "www.nabard.eproc.in" पर जमा कर सकती हैं। किसी अन्य माध्यम जैसे फैक्स, ई-मेल, कूरियर आदि द्वारा जमा/प्राप्त निविदा स्वीकार नहीं की जाएगी।

निविदा जमा करने की अंतिम तिथि 28th February 2022 को 1730 बजे तक है। प्राप्त निविदाएँ निविदा/स्थानीय खरीद समिति द्वारा निविदाकारों या उनके अधिकृत प्रतिनिधियों की उपस्थिति में 02 मार्च 2022 को 1500 बजे एनबीएससी, लखनऊ के कार्यालय में खोली जाएंगी। निविदा खोलने के दिन किसी भी छुट्टी के मामले में, निविदाएं अगले कार्य दिवस पर उसी समय खोली जाएंगी, लेकिन निविदा ई-टेण्डरिंग दावरा प्राप्त की जाएगी। उपर्युक्त निर्धारित तिथि और समय के बाद प्राप्त निविदाओं पर विचार नहीं किया जाएगा।

(टी गीता)

उप महाप्रबंधक

NOTICE INVITING TENDER

Ref No. NB.LKO/291 / Security/ 2022-23 Dated: 08 February 2022

To,

M/s

Dear Sir/s,

Tender for Providing Security Services at NABARD's entire campus at National Bank Staff College (NBSC), Lucknow

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.

NABARD invites sealed tenders for one of its Training Establishments namely National Bank Staff College (hereinafter referred to as "NBSC") situated at Sector- H, LDA Colony, Kanpur Road, Lucknow under Two-Bid system from reputed agencies, to provide the required number of trained manpower for providing Security Services to its campus situated at the above address which also houses Bankers Institute of Rural Development (BIRD).

Please note that to submit e-tender through electronic mode, interested bidders should have Digital Signature Certificates (DSC) to login NABARD's e-Procurement portal (<https://nabard.eproc.in/>).

Tenderers are requested to submit their bids through e-tendering (e-bid) mode by login e-Procurement portal of NABARD (<https://nabard.eproc.in/>) for the aforesaid Tender as per detailed technical specifications and other requirements as mentioned more specifically elsewhere in this e-tender document. For this purpose, tenderers will be required to register themselves on e-Procurement portal of NABARD and create user ID and Password. For more information regarding e-bid process and procedure of submission of e-bid, bidders may follow 'Bidding Manual' available on e-Procurement portal of NABARD or seek assistance of Help Desk / Support Team of M/s C1 India Pvt. Ltd., the facilitating agency, engaged by NABARD for e- procurement process (contact details are given below).

The e-tender will be available to the bidders /contractors on e-Procurement portal of NABARD (<https://nabard.eproc.in/>) for download from 3:00 PM on 08 February 2022 and also on NABARD's website (for reference purpose) <https://www.nabard.org/> as well as from Central Public Procurement Portal. There will be no charges for downloading the tender documents from the web site.

Tenderers are advised to submit e-tender (e-bids) through e-Procurement portal of NABARD (<https://nabard.eproc.in/>) only, after carefully following the instructions related to systems and procedures as indicated on the link and step-wise tutorials

(Vendor Guide) provided for submission of e-bids. Tenderers can upload their tender documents directly from their PC in the designated folder created for them in On-line Bid form. Please refer the section on uploading various Tender documents in the help guide provided in the Bidding Manual (Vendor Guide) available in the home page at NABARD e-Procurement portal. In case of any further guidance, help and support while submission of e-bids, NABARD has engaged M/s C1 India Pvt. Ltd. As a facilitating agency who have created exclusive 'Help Desk' / 'Support Team' for facilitation of bidders. Their contact details are mentioned as under:

- i. Fairlin Jivin 022-6686 5603
 - ii. Ujwala Shimpi 022-6686 5608
 - iii. Saranraj Niacker 022-6686 5609
- Email: nabardsupport@c1india.com

The tenderer / bidder shall submit two separate e-bids for the captioned Tender i.e. Technical Bid and Financial Bid which should be completed in all respect. The same can be downloaded online from the NABARD's e-Procurement website viz. <https://nabard.eproc.in>

Instructions regarding Technical Bid, Financial Bid, electronic bid (e-bid) submission process and description & scope of supply and the services required have been elaborated in the Terms and Conditions of the tender and other parts of the tender document.

It must be noted that only those Bidders who are willing to enter into Integrity Pact (IP) with the Bank on every stage of bidding, will be eligible to participate in the bidding process. Tenderer must implement Integrity Pact (IP) in the prescribed format (ANNEXURE IX) in all phases of the contract.

E-Tenders must be submitted online not later than 5:30 PM on 28 February 2022. Tenders received after stipulated date and time shall not be entertained. Bidders are requested to make note of dynamic time being displayed on e-Procurement portal of NABARD to ensure that the bids are submitted on time.

The Technical Bids will be opened online on 02nd March 2022 at 3:00 PM at NBSC Conference Hall, Lucknow – 226012 in presence of the interested bidders who choose to be present or in any eventuality, on the date and time as decided by NABARD. All the bidders are advised in their own interest to be present on the specified date. No separate intimation will be given in this regard. Please note, not more than two representatives from each bidder shall be entertained. The representative has to furnish an authorization letter from the respective bidder on their letterhead for participating in the technical bid opening.

The Financial Bid shall be opened at a later date after detailed evaluation of the technical bid. The date of opening of Financial Bid shall be intimated separately to the technically qualified bidders only.

The Financial Bid should not contain any conditions whatsoever and any such conditional bids received shall be rejected.

NABARD does not bind itself to accept the lowest bid (L1).

The decision of the bank shall be final and binding with regard to technical and financial bids and the e-tendering process.

The tender will be rejected, if any bidder proposes any deviation from the prescribed technical criteria requirement.

The bids shall remain valid and open for acceptance for 3 months from the date of opening of price/ financial bid.

All documents that comprise the offer should be signed and sealed by the firm, as a token of acceptance to the terms and conditions specified in the tender.

NABARD reserves the right to accept or reject any /all tenders in part or whole of any firm / firms without assigning any reasons whatsoever. The decision of the Bank in this regard shall be final. In the event of intending tenderers fail to satisfy the bank, the bank reserved the right to reject the tender.

NABARD reserves right to change/modify/amend any or all provisions of the tender document. Such revision/amendment or corrigendum/addendum, if any, will be made available on NABARD's e-Procurement portal, NABARD's and NBSCs website only.

Rates to be quoted

The rates quoted should be in percentage of minimum wages paid to workers as per law and scope of work/tender conditions at the campus in the prescribed pro forma as per Financial Bid. GST, as applicable shall be paid extra.

E-Tenders (technical bid) will be opened at 3:00PM on 02nd March 2022.

Earnest Money Deposit (EMD)

The EMD of Rs. 3.80 lakh is to be directly credited in NABARD's Bank Account No. **NABADMN20** and IFSC Code No: **NBRD0000002**.

Terms of Payment

Contractor shall be paid for service charges on monthly basis after successful completion of the service period and submission of proper invoice. Each invoice has to be certified by the ACT/CT/Supervisor appointed by the Bank before release of payment. Service charges shall be calculated based on actual service provided by the contractor.

Reimbursement of employer's share of ESI and EPF contributions, if any, for the contact, shall be reimbursed on production of proof of payment and other documents along with the monthly bills. It should be noted that the office shall pay the mandatory charges of yearly bonus as re-imburement (as per the provisions of "The Payment of Bonus Act. 1965") on actual basis on production of documentary evidence. In case, ESI facility is not applicable, then the agency will take group medical insurance of Rs. 10.00 lakh for each person deputed at NBSC/BIRD. Statutory deductions like Income Tax-TDS, GST-TDS, shall be made from the monthly invoices, as pert the applicability.

Eligibility Criteria

Please refer clause no.2 on page number 10 of the document.

Submission of Tender

The procurement shall be through e-tendering in 02 bid system i.e. Technical Bid and Financial Bid.

A) *The Technical Bid (Part I) shall contain,*

1. Proof of e-payment of EMD of Rs. 3.80 lakh.
2. Copy of Income tax return, audited balance sheet in support of annual turnover for last 03 years 2020-21 ,2019-20 & 2018-19,
3. List of previous Customers/ organisations where service was provided along with copies of work orders.
4. Value of work executed, with certificate from the previous customer/organisation.
5. Cancelled cheque copy.
6. The bidder shall have applicable and valid registrations with statutory authorities constituted for Labour welfare and other purposes, if applicable, such as:
 - (a) Labour License under Uttar Pradesh Shops and Commercial Establishment Act 1962.
 - (b) Labour License under Contract Labour Regulation and Abolition) Act, 1970.
 - (c) ESI.
 - (d) EPF.
 - (e) PAN, GST, etc. duly supported by copies of certificates of registration.
7. Bidding firms/companies shall have current account in a scheduled commercial bank.
8. Cancelled cheque should invariably be submitted for KYC compliance along with the bid.
9. Signed copy of tender.
10. Signed Pre Integrity pact in stamp paper.

Compliance to technical specifications (as per pro forma indicated in **ANNEXURE-XII**. Technical e-Bid shall be opened on 2nd March 2022 at 3:00 PM.

A) Pre- bid meeting shall be held on 17 February 2022 at our office 11:00 Hours at NBSC. Bidder can join meeting virtually, if request is received on or before 16 February 2022 at e-mail ID nbsc@nabard.org linked will be shared before bidding at given e-mail ID.

B) *The Financial Bid (Part II) shall contain* only duly filled in the prescribed format. The online financial bids will be opened on a suitable date, only for those bidders who are found suitable and eligible in Technical bids as per the laid criteria. The date will be communicated later to eligible bidder.

C) TENDERS SUBMITTED IN A SINGLE BID, IF ANY, WOULD NOT BE OPENED.

D) Technical e-Bid will be opened on 02nd March 2022 in the presence of tenderers/

their authorized representative who choose to be present. After opening of the Technical bid and assessing the conditions, the date and timing of opening of Financial Bid shall be intimated to eligible vendors within a reasonable period.

E) Tenders received late on account of any reason whatsoever as also Telegraphic and Faxed Tenders shall not be entertained.

F) The tender shall not include any conditions whatsoever. In case, any conditions are included in the Tender the same shall not be taken in to consideration. The tender in such cases is liable to be rejected. Clarification, if any, shall be obtained from NBSC before submission of the tender.

Other Conditions

All the information sought in the tender shall be duly filled with each page sealed and signed in by the tenderer.

List of works done carried out in last 5 years along with the name of contact persons, contact number of the person where service were provided must be given with the quotation.

Tax will be deducted at source as per rules.

NBSC reserves the right to accept / reject the quotation partially/ fully without assigning any reason.

The bids shall remain valid and open for acceptance for 3 months from the date of opening of price/ financial bid.

The tenderer may have to furnish Rate Analysis for the scrutiny of rates by NBSC for negotiation etc., if required. Tenders, which do not fulfill all or any of the above conditions and conditions mentioned in the tender documents or are incomplete in any respect are liable to be rejected. Any discrepancies, omissions, ambiguities in the tender documents or any doubt as to their meaning should be reported in writing to **The, Principal, National Bank Staff College, Sector 'H', LDA Colony, Kanpur Road, Lucknow - 226012**, where information sought is not clearly indicated or specified. NBSC will issue clarifications to all the tenderers, which will become part of the contract document. NBSC will not be responsible if the discrepancies, omissions, ambiguities in the Tender documents or any doubts as to their meaning are not brought to the notice of NBSC, before three working days prior to the date of submission of the tender.

Sd/-

(T.Geetha)

Deputy General Manager,
National Bank Staff College,
Lucknow – 226012

SCHEDULE OF EVENTS

Bid Document Availability	Bidding document can be obtained from our office or can be downloaded from	
	Website:	https://nabard.eproc.in/ www.nabard.org www.nbsc.in
	From	08 February 2022
	To :	28 FEBRUARY 2022
Tender Processing Fees	Nil	
Earnest Money Deposit (EMD)	<p>The contractor shall deposit Bid Security (Earnest Money Deposit) for an amount of Rs. 3.80 lakh through Directly crediting in our Bank Account. Account details mentioned below. A proof of payment may also be attached with the tender document.</p> <p>EMD is not applicable to MSEs as defined in MSE procurement policy issued by GoI or bidders who are registered with Central Procurements Organizations.</p>	
Account Details of National Bank Staff College, Lucknow for payment of Tender Fee and Earnest Money Deposit	<p>Name of the Account : National Bank for Agriculture and Rural Development Account No. NABADMN20 IFSC Code No: NBRD0000002. Name of the Bank: NABARD Branch: Head Office, Mumbai</p>	
Pre-Bid meeting	1100 hrs. on 17 FEBRUARY 2022	
Last date of submission of Tender	Up to 1730 hrs. on 28 FEBRUARY 2022	
Opening of Technical Bids	<p>1500 hrs. on 02ND MARCH 2022 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.</p>	
Opening of Commercial Bids	<p>On a subsequent date, which will be communicated to such bidders who qualify the Eligibility Criteria and Technical Bid.</p>	
Contact Details :		
Address for Communication And submission of bid.	National Bank Staff College, 1 st floor, DPSP Section, Sector-H, LDA Colony, Kanpur Road, Lucknow-226012	
Landline	0522 2497020.	

PART – 1
(TECHNICAL BID)

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 services in the Campus. Security Services has to be provided to the entire campus including offices, residential buildings etc. The detailed SCOPE OF WORK is mentioned at page no. 29 and subsequent ANNEXURE-I to IV on page no. 31 to 46.

1.2 The campus houses two institutes – (a) NABARD’s training institute namely National Bank Staff College (NBSC) and (b) Bankers’ Institute of Rural Development (BIRD). The tender is being floated by NABARD for the above campus. As such wherever services are to be provided for NBSC as mentioned in the running document, the same should also be provided to the other institute, which is Bankers’ Institute of Rural Development (BIRD). The rates and service charges should be quoted as one bid. However, as two separate institutes are involved, hence, the successful bidder would be required to execute an agreement with NABARD through Principal, NBSC, wherein BIRD is a confirming party in the agreement and the selected bidder/contractor is required to raise **separate bills** for both the institutes as described later in this tender document.

2. : ELIGIBLE BIDDERS

- 2.1. Bidder shall be a Professional Contractor (proprietor, firm, company, etc.) with a minimum of 7 years of experience in providing Security Services. Bidder should have experience of completion of similar work in any establishment/institute of Central/State Government/Public Sector Undertakings or Public Sector Banks of State/Central Government. This may include training establishments of Banks, Central Govt. Financial Institutions & Educational Institutes of National importance recognized by MHRD and name appearing on website of MHRD. The Contractor’s experience period of 07 years shall be reckoned as on 28 FEBRUARY 2022.
- 2.2. Bidder shall have a minimum average annual turnover of Rs. 60 lakh per year for the last three financial years (i.e. 2020-21, 2019-20 & 2018-19). Duly supported by audited or CA certified statement of accounts. Names and addresses of clients along with details regarding nature, amount and period of the contracts shall be furnished along with Technical Bid (Part-A). Certificates from the clients regarding the value, quality and duration of service rendered during the last 07 years shall be submitted to corroborate the details mentioned in ANNEXURE-III.
- 2.3. The bidders have carried out similar works during the last 7 years (ending 31.03.2021) with annual contract value (costing individually) not less than the amount as given in the following table:

SN	Experience Criteria	(Rs. lakh)
1.	One similar work during last 7 years (ending 31.03.2021) with annual contract value (costing individually) not less than Rs.	160.00
	OR	
2.	Two similar work during last 7 years (ending 31.03.2021) with annual contract value (costing individually) not less than Rs.	100.00
	OR	
3.	Three similar work during last 7 years (ending 31.03.2021) with annual contract value (costing individually) not less than Rs.	80.00
<p>Note 1: to obtain the realistic value of work during the previous years, cost index @5% per year per work shall be added over the actual cost of executed works to calculate the value of works as on 31.03.2021.</p> <p>Note 2: Similar works means those works as indicated in Para 1 above.</p>		

2.4. Must have completed a contract of providing security services with Central Government/ / Public Sector / State Government Undertakings or Public Sector Banks of Central Government with minimum 45 security guards deployed in one location during past 3 years (as on 31 December 2021).

2.5 Firm should have a valid license from the Government of Uttar Pradesh under Private Security agencies Regulation Act, 2005 (PSAR Act, 2005).

2.6 The bidder should have 24 * 7 control room center with availability of QRT (quick reaction team) for quick requirement deployment if required along with one light vehicle. Bidder must furnish documentary proof for the same.

2.7 The Bidders should have a separate (owned/leased) Training Centre/ facility, with constructed area of not less than 2000 sq. ft. The bidder should be based at Lucknow or have a representative establishment at Lucknow (Within Municipal Limits of Lucknow). Bidder must furnish documentary proof for the same.

2.8 Track record of the bidder shall be clean without any involvement in illegal activities or financial frauds. There shall not be any case with the Police/Court/Regulatory authorities against the bidder.

2.9 The bidder must not have been prosecuted or suffered any penalty for violation of any statutory laws by any Authority. The bidder should submit an undertaking in this regards and the same should be attached with technical bid. **(AS ANNEXURE XIII).**

2.10 The bidder must not have been suspended/delisted/blacklisted by any organization, on any grounds. The bidder should submit an undertaking in this regards and the same should be attached with technical bid **(AS ANNEXURE XIV).**

2.11 The bidder should not have rescinded/abandoned any contract awarded by any of his clients before the expiry of prescribed period of contract. The bidder shall give details of all disputes he/she had with his/her clients and furnish the status thereof.

2.12 If the performance of the bidder is/has been found to be unsatisfactory for any reasons, whatsoever, in any organization, then NABARD reserves the right to reject the

bids submitted by such bidder.

2.13 The bidder shall have applicable and valid registrations with statutory authorities constituted for Labour welfare and other purposes, if applicable, such as:

(f) Labour License under Uttar Pradesh Shops and Commercial Establishment Act 1962

(g) Labour License under Contract Labour Regulation and Abolition) Act, 1970

(h) ESI

(i) EPF

(j) PAN, GST, etc. duly supported by copies of certificates of registration.

2.14 Bidding firms/companies shall have current account in a scheduled commercial bank.

2.15 Owned/leased/ rented training centre/ ground/plot should be available for providing training to guards. Documentary evidence in support of this shall be submitted.

2.16 Cancelled cheque should invariably be submitted for KYC compliance along with the bid.

2.17 The bidders shall submit documentary evidence in support of the above eligibility criteria.

2.18 Financial Bids of only those bidders will be opened who will satisfy the conditions of Technical Bids.

3. QUALIFICATION OF THE BIDDERS:

3.1 Pre-contract Integrity Pact as in ANNEXURE-IX may be filled and submitted along with the Technical Bid, 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 in a joint Partnership.

(b) Details of the intended participation by each partner shall be furnished with complete details of the proposed division of responsibilities and corporate relationships among the individual members.

3.4 Bidder must submit copies of all documents required, duly self-attested, along with technical bid of the tender.

3.5 Each Bidder (each member in the case of partnership firm) 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 NBSC, Lucknow 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.

3.6 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. INSTRUCTIONS TO THE BIDDERS FOR FURNISHING INFORMATION AS A PART OF PRE-TENDER QUALIFICATIONS:

4.1 The work involved is providing security services as per the office instructions.

4.2 Tenderers are requested to enclose the following documents along with PART- I (Pre-qualification bid) for examining their qualification/suitability. Opening of Part II (Financial Bid) submitted by a tenderer will be subject to his/her satisfying the eligibility criteria stipulated for PART-I (Pre-qualification bid).

(i) Copies of Work Orders/Completion Certificates (indicating nature of work, contract amount and duration) from clients for having executed/executing similar works for Central/Public Sector Undertakings/Public Sector Banks during the last seven years (prior to 31.03.2021). "Similar Works" means experience in executing Annual Maintenance Contracts in similar Government/PSU/PSB / training institutes/campus/ establishments having office, hostel & residential buildings or similar such set-up.

(ii) IT returns of last three consecutive years duly certified by a practicing Chartered Accountant.

(iii) References of clients/particulars of bankers, specifying their names and contact numbers (landline and mobile) and names of the contact executives/officials.

(iv) Information in ANNEXURE-V, VI, VII, VIII, IX, X, XI, XII, XIII & XIV as per enclosed pro-forma.

4.3 Intending applicants are required to submit their full bio-data giving details about their organization, experience, technical personnel in their organization, spare capacity, competence and adequate evidence of their financial standing, etc. in the enclosed statement which will be kept confidential.

4.4 If required, the Bank will obtain reports on past performance of the tenderer from their clients and bankers and evaluate the said reports before opening of the PART-II of the tenders. If any tenderer is not found to possess the required eligibility for participating in the tendering process at any point of time and/or his performance reports received from his clients and/or his bankers are found not satisfactory, the Bank reserves the right to reject his offer even after opening of PART-I of the tender and his sealed cover containing PART-II of the tender will be returned to him. The Bank is not bound to assign any reason for rejecting the tender.

4.5 After prima facie scrutiny, if any of the contractors is found not satisfying the required eligibility criteria, the tender submitted by him will not be processed further.

4.6 Each page of the application shall be signed. The application shall be signed by person/persons on behalf of the organization having necessary authorization/Power of Attorney to do so.

4.7 If the space in the pro-forma (Annexures) is insufficient for furnishing full details, the information shall be supplemented on separate sheets of paper stating therein

the part of the statement and serial number. Separate sheets shall be used for each part.

- 4.8 Any letter or document accompanying the technical bid shall be submitted in duplicate.
- 4.9 Clarifications, if any required may be obtained from National Bank Staff College.
- 4.10 NBSC takes no responsibility for delay/loss in post or non-receipt of Quotations/ Tender Documents.
- 4.11 The Bidders should quote their rates by strictly adhering to the guidelines and the terms and conditions stipulated in the Tender Document. Unsolicited correspondence after opening of the Tender shall not be entertained. Conditional/Deviational Tenders may be rejected without making any reference to the Tenderers.
- 4.12 No Tenderer will be allowed to withdraw his Tender during the validity period. Subletting of the Contract is not permitted. In case any tenderer withdraws his/her tender during the validity period, the EMD amount received from such tenderers shall be forfeited.
- 4.13 Notwithstanding anything stated above, NBSC reserves the right to assess the tenders capability and capacity to perform the contract, should the circumstances warrant such assessment in the overall interest of NBSC.

5. ONE BID PER BIDDER:

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

6. COST OF BID:

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

7. VISIT TO PREMISES AT LUCKNOW:

The bidder is required to provide services to NBSC, Lucknow 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 campus of the NBSC, Lucknow and is aware of the operational conditions prior to the submission of the tender documents.

8. TENDER DOCUMENTS:

8.1.1. 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.

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

8.2. CLARIFICATION OF TENDER DOCUMENT

8.2.1. 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, NBSC, Lucknow.

8.2.2. In case the bidder has any doubt about the meaning of anything contained in the Tender document, he shall seek clarification from the Office of, NBSC, Lucknow during the pre-bid meeting scheduled on 17 February 2022. Any such clarification, together with all details on which clarification had been sought, may be issued as corrigendum to the tender document.

8.2.3. Except for any such written clarification by the NBSC, Lucknow which is expressly stated to be an addendum to the tender document issued by the Office of The Principal, NBSC, Lucknow (concerned Section), no written or oral communication, presentation or explanation by any other employee of the NBSC, Lucknow shall be taken to bind or fetter the NBSC, Lucknow under the contract.

9. PREPARATION OF BIDS:

9.1. 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.

9.2. Documents Comprising the Bid

Tender document issued for the purposes of tendering as described in Clause 8.1 and any amendments issued shall be deemed as incorporated in the Bid.

9.2.1. The bidder shall, on or before the date given in the Notice Invitation to Tender, submit his bid in e-tendering portal at NABARD.

9.2.2. 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.

9.2.3. The contractor shall deposit Bid Security (Earnest Money Deposit) as per details mentioned in Clause 9.7 below.

9.2.4. The bid shall be addressed to the Principal, NBSC, Lucknow and submitted in the Office of the Principal, NBSC, Lucknow (concerned Section) at the address given in the Tender document.

9.2.5. The Bidder (each member in case of partnership firms/ company) shall furnish the details regarding total number of works, as stated in Clause 2.1-2.10 completed in preceding 7 years, which were similar in nature and complexity as in the present contract requiring supply of trained man power to provide security Services.

9.3. BID PRICES:

9.3.1. Bidder shall quote the rates in Indian Rupees / the service charges in percentage terms 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 NBSC, Lucknow.

9.3.2. The remuneration payable to the workers 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, Bonus, GST, Group medical Insurance, other taxes etc. shall be complied with as per existing laws / instructions. In case, ESI facility not applicable, then the agency will take group medical insurance of Rs. 10 lakh for each workmen. The offers of those prospective bidders which do not meet the statutory requirements are liable to be rejected.

9.3.3. Conditional bids/offers will be summarily rejected.

9.4. 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, 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.

9.5. Currencies of Bid and Payment:

The Bidder shall submit his price bid/offer in Indian Rupees and payment under this contract will be made in Indian Rupees.

9.6. Duration of Contract:-

The contract may be valid initially for Twenty four (24) months and the Principal, NBSC, Lucknow 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 1 year at each occasion. However, if for any reason the contract is terminated by any of the parties, the contractor shall provide his services till NBSC makes another or alternate arrangement.

9.7. BID SECURITY:- Earnest Money Deposit

9.7.1. The contractor shall deposit Bid Security (Earnest Money Deposit) for an amount of Rs. 3.80 lakh by directly depositing the said amount into following Bank Account:

Name of the Account: NATIONAL BANK FOR AGRICULTURE AND RURAL DEVELOPMENT

Bank Name: NABARD

Branch Name: Head Office, Mumbai

IFS Code: NBRD0000002

Account No: NABADMN20

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

9.7.3. Bid security/EMD of the successful bidder shall be returned on receipt of Performance Security by the NBSC, Lucknow and after signing the contract agreement.

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

9.7.5. Bid Security/EMD 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 NBSC, Lucknow.

9.8. Format and Signing of Bid:-

9.8.1. 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.

9.8.2. 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.

9.8.3. The bid shall contain no alterations, omissions or additions except those to comply with instruction issued by the NBSC, Lucknow, 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.

10. Submission of Bids:-

10.1.1. The bidder shall submit the Technical Bid and the Financial Bid separately in the e-tendering form duly super scribed.

10.1.2. The Technical Bid should consist of the following documents:-

(a) Bid Security (Earnest Money Deposit) for an amount of Rs. 3.80 lakh in the form mentioned in clause 9.7.1 above. 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 by Government of Uttar Pradesh under Private Security Agencies Regulations Act, 2005 (PSAR Act 2005).
- (h) Self-attested copy of valid License and Number under Contract Labour Act and under any other Acts/Rules;
- (i) Proof of Average Annual turnover of last 03 years 2020-21, 2019-20 & 2018-19 as stated in Clause 2 supported by audited Balance Sheet;
- (j) Proof of experience as stated in Clause 2 supported by documents from the concerned organizations
- (k) Bidding firms/companies shall have current account in a scheduled commercial bank.
- (l) Cancelled cheque should invariably be submitted for KYC compliance along with the bid.
- (m) Signed copy of tender.
- (n) Signed Pre Integrity pact in stamp paper.

10.1.3. The FINANCIAL BID should contain Preamble and ANNEXURE- XIII i.e. entire PART-II of the tender document duly filled in figures and words.

10.1.4. All the bids shall be addressed to the Principal, NBSC, Lucknow.

10.1.5. The tender shall remain valid and open for acceptance for a period of 90 days from the last date of submission of tender.

10.2 Late and Delayed Tenders:

10.2.1. Bids must be received in the e-tendering portal as mentioned in this document above not later than the date and time stipulated in the Notice Inviting Tender (NIT). The NBSC, Lucknow may, at its discretion, extend the deadline for submission of bids in which case all rights and obligations of the NBSC, Lucknow and the Bidder will be the same.

10.2.2. Any bid received by the NBSC, Lucknow after the deadline for submission of bids, as stipulated above, shall not be considered.

11. Bid Opening and Evaluation:-

11.1. The authorized representatives of the NBSC, Lucknow 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.

- 11.2. 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.
- 11.3. Conditional bids will also be summarily rejected.
- 11.4. Subsequently, the selected technical bids will be evaluated as per information furnished by vendor and eligibility criteria mentioned in Point no. 2 mentioned at page no.10 of this tender document.
- 11.5. Financial bids of only the technically qualified bidders will be opened for evaluation in the presence of qualified bidders.
- 11.6 Right to accept any Bid and to reject any or all Bids:-
 - 11.6.1. The NBSC, Lucknow, 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.
 - 11.6.2. The NBSC, Lucknow, 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.
 - 11.6.3. The NBSC, Lucknow, may terminate the contract in the event the successful bidder fails to furnish the Performance Security or fails to execute the agreement.

12 Award of Contract:

- 12.1. The NBSC, Lucknow, will award the contract to the successful evaluated bidder whose bid has been found to be eligible and qualified to perform the contract satisfactorily as per the terms and conditions incorporated in the bidding document.
- 12.2. The NBSC, Lucknow, will communicate the successful bidder by email and 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 NBSC/BIRD, Lucknow will pay to the contractor in consideration of the execution of work/services by the contractor as prescribed in the contract.
- 12.3. The successful bidder will be required to execute an agreement in the form specified in ANNEXURE-VIII within a period of 30 days from the date of issue of Work Order.
- 12.4. The successful bidder shall be required to furnish a Performance Security within 15 days of receipt of Work Order for an amount Rs.16 lakh through any of the following Mode:
 - (a) A bank guarantee by an Indian Nationalized Bank, promising payment of the guaranteed sum to the BUYER on demand within three working days without any demur whatsoever and without any reasons whatsoever. The demand for payment by the BUYER shall be treated as conclusive proof of payment.
 - (b) The Performance Security may also be directly credited in our Current Account, the details of which are:-

Name of the Account: NATIONAL BANK FOR AGRICULTURE AND RURAL DEVELOPMENT

Bank Name: NABARD

Branch Name: Head Office, Mumbai

IFS Code: NBRD0000002

Account No: NABADMN20

The EMD of the successful bidder may be converted into RMD / Performance Security and 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.

- 12.5. 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.

**GENERAL CONDITIONS OF ANNUAL MAINTENANCE CONTRACT
FOR PROVIDING SECURITY SERVICES**

1. The personnel/employees/ security staff/guards of the contractor shall be paid the amount of all Statutory liabilities such as ESI, EPF, in case if, ESI is not applicable then Group medical insurance, Bonus, Gratuity, dues under (If any) workmen's Compensation Act, etc.
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 personnel engaged by him for works. It will be the responsibility of the contractor to provide details of manpower deployed by him, in the NBSC/BIRD, Lucknow 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 giving particulars of the employees engaged for the NBSC/BIRD, Lucknow works which is required to be submitted to the NBSC/BIRD, Lucknow. In any eventuality, if the contractor failed to remit employee/employer's contribution towards PF subscription etc. within the stipulated time the NBSC/BIRD, Lucknow 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 NBSC/BIRD, Lucknow.
4. The antecedents of the staff deployed shall be got verified by the contractor from local police authority and an undertaking in this regard to be submitted to the NBSC/BIRD, Lucknow and NBSC, Lucknow 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 checked and examined by the authorized official of the NBSC/BIRD, Lucknow. 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 (on the format), duly countersigned by the concerned official of the NBSC/BIRD, Lucknow, 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 required security services 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 NBSC/BIRD, Lucknow 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 installation maintenance 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 NBSC/BIRD, Lucknow.
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 NBSC/BIRD, Lucknow and shall not knowingly lend to any person or company any of the effects of the NBSC/BIRD, Lucknow under its control.
10. The staff deployed shall not accept any gratitude or reward in any shape.
11. The contractor shall provide training at his own cost to ensure correct and satisfactory performance of his liabilities and responsibilities under the contract.
12. That in the event of any loss occasioned to the NBSC/BIRD, Lucknow, as a result of any lapse on the part of the contractor which will be established after an enquiry conducted by the NBSC/BIRD, Lucknow, the said loss can be claimed from the contractor up to the value of the loss. The decision of the Principal, NBSC, Lucknow will be final and binding on the agency.
13. The contractor shall do and perform all such 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 NBSC/BIRD, Lucknow may issue from time to time and which have been mutually agreed upon between the two parties.
14. The NBSC, Lucknow 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.
15. The contractor shall be responsible to maintain all property and equipment of the NBSC/BIRD, Lucknow entrusted to it.
16. The contractor will deploy supervisors as agent of the contractor and the instructions given to the supervisor by NBSC/BIRD will be deemed to be instructions given to the contractor. The supervisor shall be required to follow the instructions of NBSC/BIRD, Lucknow and ensure that the work done accordingly.
17. The contractor will ensure that the persons deployed by them are dressed in neat and clean uniform, failing which invites a penalty of Rs.500/- on each occasions and habitual offenders in this regard shall be liable to be replaced from the campus by the contractor. The penalty on this account shall be deducted from the Contractor's bills.
18. The personnel engaged have to be extremely courteous with very pleasant mannerism in dealing with the Staff/Trainees/Visitors and should project an image of utmost discipline. The NBSC/BIRD, Lucknow shall have the right to have any person removed in case of staff complaints or as decided by representative of the NBSC/BIRD, Lucknow if the person is not performing the job satisfactorily or otherwise. The contractor shall have to arrange the suitable replacement in all such cases.

19. The eight hours shift generally will be: -

First Shift - 0600 hrs. To 1400 hrs.
Second Shift - 1400 hrs. To 2200 hrs. And,
Third Shift - 2200 hrs. To 0600 hrs.

But the timings of the shift are changeable and shall be fixed by the NBSC/BIRD, Lucknow from time to time depending upon the requirements. Prolong duty hours (more than 8 hrs. at a stretch) shall not be allowed. This include the two ladies guards each for BIRD and NBSC. Employed guards will be not change frequently

20. The personnel will have to report to the NBSC/BIRD, Lucknow 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 NBSC, Lucknow.
21. The tenderer should ensure payments to the security guards as per the minimum wages act and also payment would be made by NEFT/RTGS in their bank account on or before 07th 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 NBSC/BIRD, Lucknow and the contractor / his representative/personnel authorized by him. No other claim on whatever account shall be entertained by the NBSC, Lucknow. Proof of the same may be provided as and when demanded.
22. Any damage or loss caused by contractor's persons to the NBSC/BIRD, Lucknow in whatever from would be recovered from the contractor.
23. The NBSC/BIRD, Lucknow will give basic briefing/familiarization of the security arrangements 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.
24. The contractor shall ensure that its personnel shall not at any time, without the consent of the NBSC/BIRD, Lucknow in writing, divulge or make known any trust, accounts matter or transaction undertaken or handled by the NBSC/BIRD, Lucknow and shall not disclose any information about the affairs of NBSC/BIRD, Lucknow. This clause does not apply to the information, which becomes public knowledge.
25. 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.

26. 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.

27. 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.

28. 'WORK ORDER' means the notice issued by the NBSC/BIRD, Lucknow to the contractor communicating the date on which the work/services under the contract are to be commenced.

29. If the contractor is a group/partnership of two or more persons, all such persons shall be jointly and severally liable to the NBSC/BIRD, Lucknow 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 NBSC/BIRD, Lucknow.

30. The contract period will be initially for a period of Twenty four (24) months from the issue of the work order extendable by one year at each occasion for a maximum of two occasion if the services of the service provider firm are found satisfactory.

31. During the course of contract, if any contractor's personnel are found it to be indulging in any corrupt practices causing any loss of revenue to the NBSC/BIRD, Lucknow shall be entitled to terminate the contract forthwith duly forfeiting the contractor's Performance Guarantee.

32. 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 NBSC/BIRD, Lucknow 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 NBSC/BIRD, Lucknow from the contractor.

33. 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 NBSC, Lucknow, such money shall be deemed to be payable by the contractor to the NBSC, Lucknow within seven days. The NBSC, Lucknow shall be entitled to recover the amount from the contractor by deduction from money due to the contractor or from the Performance Security.

34. The contractor shall not engage any sub-contractor or transfer the contract to any other person in any manner.

35. The contractor shall indemnify and hold the NBSC/BIRD, Lucknow 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.

36. 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).
37. The personnel engaged should project an image of utmost discipline. They should be preferably between the ages of 18 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 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 maintenance and other required services before joining. During this training, contractor shall have to arrange for substitute for the staff undergoing training.
38. The contractor shall get their staff screened for gross physical disabilities and contagious diseases and will provide a medical fitness certificate to this effect for each personnel deployed. NBSC/BIRD will be at liberty to get anybody re-examined in case of any suspicion. Only physically fit personnel shall be deployed for duty. The contractor shall ensure that the personnel deployed are vaccinated for COVID.
39. Staff engaged by the contractor shall not take part in any staff union and association activities.
40. The contractor shall bear all the expenses incurred on the following items i.e. Provision of torches and cells, stationary for writing duty charts and registers and records keeping as per requirements.
41. Agency shall ensure that their supervisor has mobile phones to ensure effective and timely communication between them.
42. The NBSC, Lucknow shall not be responsible for providing residential accommodation to any of the employee of the contractor.
43. The NBSC, Lucknow shall not be under any obligation for providing employment to any of the worker of the contractor after the expiry of the contract. The NBSC, Lucknow does not recognize any employee employer relationship with any of the workers of the contractor.
44. 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 NBSC, Lucknow from the agency.
45. 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 NBSC/BIRD, Lucknow etc.
46. The contractor will have to deposit the proof of depositing employee's contribution towards PF/ESI/Group Medical Insurance premium (If applicable) etc. of each employee in every month. The employer's portion of ESI/EPF/Group Medical Insurance premium (If applicable) shall be reimbursed only on submission of proof of depositing the contribution towards PF/ESI.

47. The contractor shall disburse the wages to its staff deployed in the NBSC, Lucknow every month through ECS or by Cheque in the presence of representative of the NBSC/BIRD, Lucknow.

48. The contractor should have round the clock control room service in Lucknow along with quick response teams to deal with emergent situations.

49. PAYMENT

50.1 The contractor shall be required to raise two separate bills for monthly payments as per distribution of personnel's mentioned in Annexure-V of Terms and Condition on page 41 One bill to The Principal, NBSC, Lucknow and the Second bill to The Director, BIRD, Lucknow. The payment shall be made as per the Latest Wage Rates as notified by the Office of the Regional Labour Commissioner (Central), Ministry of Labour & Employment, and Government of India from time to time.

50.2 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 NBSC/BIRD, attested by the officer nominated by the NBSC/BIRD and other supporting documents. No other claim on whatever account shall be entertained by the NBSC/BIRD. 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 the entitled wages of the workers on the last day of the month or before 07th of next month. It shall not be linked to the payment of the bill by the office.

(b) Payment must be made by the contractor 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 or before 7th of next month. Service provider will not be given any relaxation in this matter.

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

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

(ii) ESI/ Group Medical Insurance premium (If applicable) 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 wage slip to every personnel & supervisor in the format provided below (an indicative format):-

Name of Employee: Month:	Designation No. of Days present:-
WAGE STATEMENT Payable / Paid	ESI No. PF No.
BASIC BONUS HRA GRATUITY OTHERS ALLOW.	DEDUCTIONS AMOUNT EPF (%) ESI (%) DEDUCTIONS (TAXES AND ANY OTHER CHARGES)
GROSS WAGES	TOTAL DEDUCTION:
NET PAYABLE (Rs.)	

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

51.2 Deduction will be done proportionally from the salary.

51.3 In case any public complaint is received attributable to misconduct/misbehavior of contractor's personnel & is assessed as true by the NBSC/BIRD, a penalty or Rs.5000/- for each such incident shall be levied and the same shall be deducted from contractor's bill. Besides the personnel 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.

52. Penalty Clause: In case of absence of workers (specified in the BOQ), the amount will be deducted as below.

- 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 of Rs. 500/- per vacant point for shift be deducted from the contractors bill. The Guards deployed should not be frequently changed. They should be deployed for at least a **minimum of 3 months**. The Bank will penalize the Contractor in case of frequent change up to an amount of **Rs 1000/- per guard** relieved before 3 months (**except on short leave up to a maximum of 5 days with appropriate replacement on not more than one such occasion during the 3 months**). **Agency will not deploy more than required person under contract and leave reserve in any case.**
- b) In case any public complaint is received attributable to misconduct/misbehavior of contract's personnel, & is assessed as true by the NBSC/BIRD, penalty or Rs.500/- for each such incident shall be levied and the same shall be deducted from the contractor's bill. Besides the Security Guard found involved in the incident shall be removed from the Premises immediately.
- c) In case the contractor fails to commence/execute the work to provide security services

as stipulated in the agreement or gives unsatisfactory performance or does not meet the statutory requirement of the contract, NBSC/BIRD reserves the right to impose the penalty as detailed below:-

- i. 1% of annual cost of order / agreement per week, up to four weeks' delay in compliance.
 - ii. After four weeks delay the NBSC/BIRD reserves the right to cancel the contract and withhold the agreement and get this job carried out from the other contractor(s) in open market. The difference if any will be recovered from the defaulter contractor and his earnest money/security deposit may also be forfeited.
- d) The contractor will ensure that the persons deployed by them are dressed in neat and clean uniform, failing which invites a penalty of Rs.500/- on each occasions and habitual offenders in this regard shall be liable to be replaced from the campus by the contractor. The penalty on this account shall be deducted from the Contractor's bills.
 - e) The personnel engaged have to be courteous with pleasant mannerism in dealing with the Staff/Trainees/Visitors and should project an image of utmost discipline. The NBSC, Lucknow shall have the right to have any person removed in case of staff complaints or as decided by representative of the NBSC, Lucknow if the person is not performing the job satisfactorily or otherwise. The contractor shall have to arrange the suitable replacement in all such cases.
 - f) In case of emergency work, no extra payment for working in odd hour will be made. The security cabins will be handed over to the Contractor on 'as is where is' basis NBSC reserves the right to change scope of work or the number of guards during the contract period.

OBLIGATION OF THE CONTRACTOR:

53. 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.

54. 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 Principal NBSC, Lucknow.

(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 Lucknow only.

55. JURISDICTION OF COURT

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

56. EXIT:

- i. First three months of the agreement shall be on a trial basis. If the work is not satisfactory, the agreement may be terminated.
- ii. The agreement is liable for termination by giving one month notice by the Bank and three months' notice by the contractor. However, the contract may be terminated by the Bank without allowing notice period, if the quality of the work is found not satisfactory. The Security Deposit under these circumstances will be forfeited.

57. Contractors should provide at his own cost 2 sets of uniforms and two pair of shoes of approved colour and quality, once in a year, to the employees deployed for the job at NBSC/BIRD at his own cost. The contractor should ensure that the uniforms provided to the staff are maintained in proper and clean condition.

58. The contractor shall ensure to provide an alternate qualified manpower or replace with a standby in case any of the regular staff deployed is absent or on leave.

59. On site storage space will be provided to the Contractor. NBSC/BIRD will not be responsible for safety or upkeep of contractor's materials. The contractor may be required to vacate the storage space and sheds at short notice without any extra cost to NBSC/BIRD.

60. The contractor shall provide necessary equipment's to perform guard's duty at site like whistle, hand held metal detectors (4), vehicle inspection mirror detector (2), flashlight, batons or any other equipment etc. for the proper execution of the works.

61. VALIDITY OF TENDER: 90 Days from the date of opening of the Tenders.

62. The contractor shall use necessary safety equipment and maintain all safety measures during the execution of works and ensure compliance of Safety Code as per rules and Regulations in force.

63. Contractor shall be required to furnish NBSC/BIRD, as and when required, the following:

- i. The Power of Attorney, name and signature of his authorized representative, who will be in charge of execution of this contract.
- ii. Wage Book, Muster Book pertaining to labours engaged under this contract.
- iii. Validity of Insurance Policies, Labour Contract License relating to staff engaged at NBSC/BIRD site. The Contractor shall take all precautions necessary and shall be responsible for safety of work and risk involved in works carried out by their personnel.
- iv. Contractor shall vouchsafe bonafides, conduct and fidelity of the staff employed by him. Any damage caused willfully or in negligence to the works executed, shall be borne by the contractor.

64. The Contractor shall at his own cost and expenses provide all the labour, supervision tools hand held metal detectors, hand held mirrors for checking vehicles plant apparatus, ladders, trolleys, conveyance, uniforms etc. required for execution of the work covered by this contract to the entire satisfaction of NBSC/BIRD.

65. Forfeiture Clause: In case of negligence/dereliction of duty by contractor's staff, the above contract shall be terminated without giving any notice and the security deposit shall be forfeited.

66. In case of exigencies (as happened during the COVID-19 pandemic related lockdown), a few of the most essential personnel required to atleast maintain the continuity of utility services may be stationed at NBSC/BIRD for necessary period.

I / We accept all the above Terms and Conditions in all respects without any reservation.

SIGNATURE AND SEAL OF BIDDER:

DATE :

PLACE:

SAFETY CONDITIONS OF THE CONTRACT

As part of the contract, the contractor must satisfy the undermentioned safety requirements and must ensure at all time that these are followed without any deviation.

A. GENERAL

1. Smoking and chewing pan are prohibited in the Institute.
2. The contractor shall ensure that the persons posted for the work are well conversant with the operation of fire extinguishers.
3. The contractor shall take all precautions to avoid accidents and causes of accidents. He must be careful regarding safety during working of his staff in the premises.

B. SAFETY PRECAUTIONS FOR PORTABLE SECURITY APPLIANCES.

Precaution in handling portable security appliances are more significant under monsoon conditions. Some likely situations are highlighted here for contractor's attention and action to ensure that conditions and methods of usage conform to the safety of personnel and property.

We/I agree to the safety conditions and to ensure compliance with the same fully.

SIGNATURE AND SEAL OF THE BIDDER

SCOPE OF WORK

The contractor shall ensure protection of the personnel & property of the NBSC/BIRD, Lucknow, 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 campus of the NBSC/BIRD, Lucknow building.

DUTIES AND RESPONSIBILITY OF SECURITY STAFF:

1. The Security Supervisor will be responsible for overall security arrangement of the concerned NBSC/BIRD, Lucknow covered in the agreement.
2. Security Supervisor will ensure that all the instructions of the administration are strictly followed and there is no lapse of any kind.
3. No outsiders are allowed to enter in the building without proper Gate Pass issued by the Authorized Officer of the concerned NBSC/BIRD, Lucknow.
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. Deployment of Guards/Security Supervisors will be as per the instructions of the authorities of the NBSC/BIRD, Lucknow and the same will be monitored personally by the concerned authorities from time to time and will be responsible for its optimum utilization. Guards /supervisors deployment preference may be given to ex-serviceman (60% of total strength). Two lady Guards at BIRD gate and two lady Guards at NBSC Gates will responsible for security and safety /frisking of ladies.
6. 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.
7. The Security Supervisor/Guard will also take round of all the important and sensitive points, monitor CCTVs of the premises as specified by the NBSC/BIRD, Lucknow.
8. Security personnel shall also ensure door keeping duties.
9. 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 NBSC/BIRD, Lucknow.
10. Entry of the street-dogs and stray cattle into the premises is to be prevented. It should be at once driven out.
11. The Guards on patrol duty should take care of all the water taps, valves, water hydrants, etc. installed in the open all over the premises.

12. 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.
13. 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.
14. In emergent situations, security staff/supervisor deployed shall also participate as per their role defined in the disaster plan, if any, of the NBSC/BIRD, Lucknow. Guards/Supervisors should be sensitized for their role in such situations.
15. The Security Supervisor/Guards are required to display mature behavior, especially towards female staff and female visitors.
16. The Security Guard on duty shall not leave the premises until his reliever reports for duty. The contractor shall also arrange provision of leave substitute in order to avoid overtime/double duty.
17. The Guards must be well versed with Smart phones /CCTVs/mobile based security app.
18. The Guards must be possess basic Computer skills or any other access/security app to operate mobile base app at NBSC/BIRD GATE.
19. The security guards posted by the contractor for the said premises shall be deployed and rotation of guards /supervisors both within agency and within campus in consultation with security officer of the NBSC/BIRD. The bank shall have right to have any person removed in case the security personnel or lady guards, supervisors is not performing the job satisfactorily. The agency shall arrange the replacement in all such cases.

MIN. QUALIFICATION & EXPERIENCE REQD. FOR SELECTION OF SECURITY PERSONNEL

Supervisors

Ages of 45 to 55 yrs.

ESM, JCO or equivalent.

Should be from Defense background

SECURITY GUARDS (ESM).

Ages of 21 to 55 yrs.

Should not be a tradesman.

Should be from Army/Navy/Air Force/BSF/CRPF/CISF/Police.

SECURITY GUARDS (CIV)

Ages of 21 to 55 yrs.

Minimum education – INTERMEDIATE & Basic Computer knowledge

Should have undergone one month Basic Security Guard training program basic from institute/trainer.

Well trained guard with prior experienced at banking sector.

All guards/supervisors (ESM) shall be in shape -1 category as per medical certificate at time of deployment.

DECLARATION BY THE BIDDER

We/I have read and understood all the instructions/conditions made above and We/I have taken into account the above Instructions/Terms and Conditions while quoting the rates. We/I accept all the above Terms and Conditions without any reservation, in all respects.

SIGNATURE AND SEAL OF BIDDER DATE:

PLACE:

ANNEXURE-I

PROFORMA FOR ELECTRONIC PAYMENT

Details of Bank account to be furnished by the contractors/ service providers for effecting payment through ECS (e-payments)

Name and address of contractors/service providers with phone no's

.....
.....

1	Name of the account holder (As appearing in the Bank account)	
	Name of the Bank	
	Name of the Branch	
	Account number	
	RTGS/ NEFT/ IFS Code	
	Type of account (Savings, current, etc.)	
	PAN Number	
	GSTIN	

Please enclose photocopy of cancelled cheque and PAN Card along with Tender Document.

ANNEXURE II
BASIC INFORMATION OF THE CONTRACTOR

1. Name of the Applicant/Organisation and address of the registered office.
2. Year of Establishment
3. Type of the Organisation (whether Sole Proprietorship/Partnership/Private Limited/
 - a. Limited or Cooperative Body etc.)
4. Name of the Proprietor / Partners / Directors of the Organisation / Firm (a)
(b)
5. Details of Registration (Whether Partnership firm, Company, etc.)- Registering Authority, Date, Registration No., etc. mentioning the business/ activity of the firm. (c)
6. Whether registered with Government/Semi Govt. /Municipal Authorities or any other public organisation and if so, in which class and since when?
7. Experience in the field of maintenance & upkeep of similar campuses/training establishments/other institutes etc.
8. Qualified personnel available with the organisation
9. Adequate and satisfactory evidence to indicate financial capacity of the Organisation to undertake the said work with names of Bankers and their full address. (Solvency certificate from the Bank or Certified copies of balance sheet and Income Tax clearance certificate for the last three years shall be attached). Details to be
furnished in ANNEXURE-
IV
10. Yearly turnover of the company during last 5 years (Year-wise) Rs.
Rs.
Rs.
Rs.
Rs.
11. Permanent Account Number (PAN)
12. Ability to provide Bank Guarantee or other
13. equivalent forms of security from a Scheduled Bank.

13. Whether any Civil Suit/litigation arisen in the contracts executed during the last 07 years/being executed now. If yes, please furnish the details in the proforma given below for work order/service order:

Sr. No.	Name of the work and Employer	Nature of service	Work order No and date	Present stage of Work if any	Value of contract (Rs)	Brief details of litigation,
1.	2.	3.	4.	5.	6.	7.

14. Details of registration with the office of the Regional Labour Commissioner(RLC)-Central, EPFO and ESI

15. Number of supplementary sheets attached for Part I.

SIGNATURE AND SEAL OF THE BIDDER

ANNEXURE-III

PREVIOUS EXPERIENCE

i) List of important works executed by the firm during last 07 years with experience in executing works of similar nature i.e. security services of training institutes/ establishments. Please arrange to provide value of job, approximate area of each contract where service work was / is being undertaken and the year of SERVICE along with copy of work orders, performance certificates / completion certificates. **Please note that the details furnished should be for Security Services of similar nature.**

S.No.	Name of the work and locations	Nature of Work/service provided	Name & full postal address of the owner	Contract Amount (Rs)
1	2	3	4	5
<hr/>				

ii) List of important works ON HAND costing Rs_____lakh and above with experience in executing works of similar work i.e. annual maintenance contract of institutes/training establishments

S. No.	Name of the work And Location	Nature of Work	Name & full postal address of the owner	Contract Amount(Rs)
1	2	3	4	5
<hr/>				

SERVICE/Completion
Period relevant

6

Present stage of completion

With reasons for delay, if any

7

Any other

information

8

SIGNATURE AND SEAL OF THE BIDDER

ANNEXURE-IV

GUARDS PERSONNEL AND EXPERIENCE (IF)

A) List of technical Personnel, giving details about their technical qualifications, experience, etc.

S. N o .	Name	A g e	Qualific- ation	Experi- ence	Nature of Works Handled	Date from which employed in the organization	Any other remarks

SIGNATURE AND SEAL OF THE BIDDER

ANNEXURE-V

Average number of personnel to be deployed by the contractor for undertaking the work as per our assessment of the work involved:

NBSC: As per NBSC's assessment, the minimum number of personnel to carry out the work under the scope of this contract satisfactorily is 16 guards.

S No	Particulars	Minimum number of personnel per day
1	The Security Guard will be considered under the Watch and Ward (without arms) This including Two ladies Guards (14 Plus 02)	16
	Total minimum number of personnel proposed to be deployed per day	16

The minimum number of personnel to carry out the work under the scope of this contract satisfactorily for Bankers Institute of Rural Development is 31 as per the details given below:

S No	Particulars	Minimum number of personnel per day
1	The Security Guard will be considered under the Watch and Ward (without arms) This including Two ladies Guards (26 Plus 02)	28
2	Supervisor will be considered under the Watch and Ward (with arms) and not posted as security Guard.	3
	Total minimum number of personnel proposed to be deployed per day	31

NOTE: The above mentioned information is indicative. NBSC/BIRD may increase/decrease the number of guards required at its discretion.

SIGNATURE AND SEAL OF THE BIDDER

ANNEXURE-VI

NATIONAL BANK STAFF COLLEGE, LUCKNOW

CHECK-LIST FOR TECHNICAL BID

Sr. No.	Documents asked for	Whether Placed or Not
1.	A) Bid Security (EMD) of Rs. _____ (Rupees _____ in words) in the form of e-payment	
2.	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.	
3.	Undertaking on own Letter-Head as per format prescribed in Annexure-VII).	
4.	Self-attested copy of the PAN card with copy of cancelled cheque for KYC compliance.	
5.	Self-attested copy of GSTIN	
6.	Self-attested copy of valid Registration number of the Firm /agency.	
7.	Valid PSARA License issued by Government of Uttar Pradesh under Private Security Agencies Regulation Act 2005 (PSAR Act 2005).	
8.	Self-attested copy of valid Employees Provident Fund Registration number.	
9.	Self-attested copy of valid ESI Registration No.	
10.	Self-attested copy of valid License No. under Contract Labour (R&A) Act, 1970.	
11.	Proof of experiences of last seven financial years as specified in clause 2.1 of the NIT along with satisfactory performance certificates from the concerned employers.	
12.	Annual returns of previous three years supported by audited balance sheet (clause 2.2 of NIT)	
13.	Signed Copy of Pre Contract Integrity Pact mentioned in Annexure-IX on Rs. 100 Stamp Paper.	

ANNEXURE-VII

(ON THE LETTER HEAD OF THE BIDDING AGENCY)

UNDERTAKING

To

The Principal,

National Bank Staff College, Lucknow

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/ Group Medical Insurance premium (If applicable), 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.
5. I/We do hereby undertake that complete contract for Security Services as mentioned in the tender document shall be ensured by our Agency, as well as any other Point considered by our Agency. Our Service shall be covered under "Fidelity Bond" through Insurance Agency for minimum sum of Rs. _____ lakh (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

NATIONAL BANK STAFF COLLEGE, LUCKNOW FORM OF AGREEMENT

THIS AGREEMENT is made on the _____ day _____ (Month) _____ (Year) Between National Bank for Agriculture and Rural Development (NABARD) through the Principal, National Bank Staff College, Lucknow (hereinafter called “the NBSC, Lucknow” 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 its Campus situated at Sector H, LDA Colony, Kanpur Road, Lucknow – 226012, which also houses Bankers Institute of Rural Development, thereafter called “BIRD, Lucknow” which expression shall, unless excluded by or repugnant to the context be deemed to include his successors in office and assigns the conforming party to the agreement.

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 NBSC, Lucknow and BIRD, Lucknow, respectively, to the Contractor as hereinafter mentioned, the Contractor hereby covenants jointly with the NBSC, Lucknow and BIRD, Lucknow to execute the job of providing Security Services w.e.f_ as per the provisions of this Agreement and the tender document.
4. The NBSC, Lucknow hereby covenants jointly with BIRD, Lucknow to pay the contractor in consideration of the execution and completion of the services as per this Agreement and tender document, the contract price at the rate of charges _____ % (_____ 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 National Bank Staff College, Lucknow
	Signature of Authorized Signatory of Confirming Party Bankers' Institute of Rural Development, Lucknow
(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

PRE CONTRACT INTEGRITY PACT

(To be submitted on Rs. 200 Stamp Paper only on first page and remaining document on normal A4 size pages duly signed by the bidder)

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. 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. The Principal will exclude from the process all known prejudiced persons

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 eligibility 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

Dr. Sanjay Kumar Panda, IAS (Retd.)
515, Ward No. 3, Sideshwar Sahi,
City, Cuttack District
Odisha – 753 008

(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 24 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)

ANNEXURE-X

FORM OF BANK GUARANTEE FOR BID SECURITY

(Refer Clause 9.7.1 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 NBSC, Lucknow - 226012 (hereinafter Called "NBSC, Lucknow") 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 NBSC, Lucknow 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 NBSC, Lucknow 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 NBSC, Lucknow, 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 NBSC, Lucknow 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 NBSC, Lucknow upto the above amount upon receipt of their first written demand, without the NBSC, Lucknow having to substantiate their demand provided that in their demand the NBSC, Lucknow will note that the amount claimed (i), (ii), (iii) (a), (iii) (b), (iv) or (v) mentioned above, specifying the occurred condition or conditions.

Authorised Signatory

Date :

Place :

ANNEXURE-XI

FORM OF BANK GUARANTEE FOR PERFORMANCE SECURITY

(Refer Clause 12.4 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 NBSC, Lucknow (hereinafter called the “NBSC, Lucknow”) of the other part.
2. WHEREAS the NBSC, Lucknow has awarded the contract for providing 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 NBSC, Lucknow the full amount of Rs. _____ (Amount in figures and words) as stated above.
5. After the Contractor has signed the aforementioned contract with the NBSC, Lucknow, the Bank is engaged to pay the NBSC, Lucknow, any amount up to and inclusive of the aforementioned full amount upon written order from the NBSC, Lucknow to indemnify the NBSC, Lucknow 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 NBSC, Lucknow 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 NBSC, Lucknow 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 NBSC, Lucknow 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 NBSC, Lucknow 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 NBSC, Lucknow in enforcement of payment of any moneys, the payment whereof is intended to be hereby secured or the giving of time by the NBSC, Lucknow for the payment hereof shall in no way relieve the Bank of their liability under this deed.

10. The expressions “the National Bank Staff College, Lucknow”, “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.

Authorised Signatory

Date

Place

ANNEXURE-XII

FORMAT FOR 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:

ANNEXURE-XIII

**(On stamp paper of Rs.500/- and duly notarized)
IRREVOCABLE UNDERTAKING**

To,
Principal
National Bank Staff College
Lucknow

Pursuant to your advertisement on websites: www.nbsc.in, www.nabard.org, <https://nabard.eproc.in/> and newspapers dated for the "Providing Security services at National Bank Staff College, and BIRD, Lucknow I/we submit my/our offer. The offer is valid for a period of 90 days from date of opening of financial bid. I/We, in consideration of you agreeing to the process and consider our proposal, irrevocably undertake that during the currency of my/our bid, I/we will not withdraw or modify the offer in terms of the price quoted or in terms of other terms and conditions on which the offer is made.

I/We are not debarred or blacklisted by any Govt. Department.

Our Track record is clean without any involvement in illegal activities or financial frauds. There is no case with the Police/Court/Regulatory authorities against us. We are not prosecuted or suffered any penalty for violation of any statutory laws by any Authority.

As NABARD has invested good amount of money and time for processing my/our proposal, in the event of my/our committing default of this undertaking, or for any reason whatsoever, I/We hereby further undertake to pay NABARD liquidated damages equivalent to the Earnest Money Deposit (EMD).

This undertaking is executed on this _____ day of _____ 2022.

Signature

Name

Address

NOTARY SEAL & SIGN

PART-II
FINANCIAL BID

PREAMBLE

1. The contractor shall be paid the minimum wages and all other statutory payables of the workers deployed for NBSC and BIRD.
2. Contractor shall pay the ESI, EPF and GIP, Group Insurance Premium if applicable contributions of all employees as per the prevailing Employees Insurance and Employees Provident Funds Acts under the contract, (if ESI & EPF Act is applicable to the contractor as per law) In **case, ESI facility not applicable, then the agency will take Group medical insurance of Rs. 10 lakh to cover OPD/IPD for each workmen (Out Patient Department and In-Patient Department.** The expenditure incurred by the contractor towards payment of employer's share of ESI, EPF and GIP (if applicable) Group Insurance Premium contributions, if any, for this contract, shall be reimbursed by NBSC and BIRD, as the case may be, on production of proof of payment (counterfoils) & other documents such as registration number, photo card etc. along with monthly bill. The rates in the Schedule of Quantity should be quoted EXCLUSIVE of ESI & PF benefits, GIP (if applicable) Group Insurance Premium, but should be based on the minimum wages as notified by office of the Regional Labour Commissioner (CENTRAL), Kanpur, Ministry of Labour & Employment, and Government of India for Category a from time to time.
3. Managerial & Administrative fees shall COVER items like Administrative charges e.g. Rent, Staff, CA etc. Group insurance premium for approx. 50 persons which is covering life risk of natural and accidental death at work place with risk cover of at least Rs.5,00,000 per person per annum. Premium towards third party insurance cover of minimum Rs. 10 lakh to safeguard against any damage caused by NBSC/BIRD, other incidental administrative costs like provision of uniforms to workers, gratuity as per the Gratuity Act, 1972, Service fee of the Contractor, overheads, contractor profit etc.
4. It should be noted that the office shall pay the mandatory charges of yearly bonus as reimbursement (as per the provisions of “The Payment of Bonus Act. 1965”) on actual basis on production of documentary evidence.
5. ESI, EPF and GIP (if applicable) Group Insurance Premium contribution and Bonus amount shall be reimbursed on actual basis on submission of documentary evidence separately for NBSC and BIRD, Lucknow
6. The contractor shall abide by the mandatory charges of gratuity (as per the provisions of “The Payment of gratuity Act, 1972”). The applicable gratuity for the contractor shall be estimated and included in the rate to be quoted in the financial bid.
7. Quoted rates for managerial and administrative charges should be workable and reasonable and should include incidental and all overheads and profits.
8. Schedule of Quantity and Calculation Sheet Showing Break-up of the Rates quoted as per ANNEXURE-XV should be filled carefully. The contractor should furnish Rate Analysis for scrutiny of the rates, if required by NBSC.
9. The rates quoted SHOULD NOT include Goods and Services Tax. GST as applicable, shall be paid depending upon the rate decided by Government of India from time to

time.

10. In case the rates quoted are found unreasonable and do not conform to the specifications or stipulations given in the tender document, the financial bids submitted would be rejected outright and the final decision in this regard will be that of NBSC.
11. Rates shall have to be quoted both in words and figures.
12. The copy of all insurances policies taken by security agency/ bidders/ contractors under this agreement shall be deposited with NBSC/BIRD.
13. The contractor shall be paid per month the minimum wages of the workers deployed plus the Managerial & Administrative Charges as a percentage of the minimum wages separately for National Bank Staff College and Bankers Institute of Rural Development. That percentage will be “Part D” arrived above and will remain firm for the entire duration of the contract.
14. The bids not adhering to above mentioned directions is liable to be rejected.

ANNEXURE-XV

**SCHEDULE OF QUANTITY AND CALCULATION SHEET SHOWING
BREAK-UP OF THE RATES QUOTED FOR NATIONAL BANK STAFF
COLLEGE AND BANKERS INSTITUTE OF RURAL DEVELOPMENT**

Annual Service Contract for Providing and Arrangements of Security at NBSC and BIRD Campus.

<i>PART –A (WAGES FOR NBSC)</i>				
	Category of Staff Employed	Min.number of Staff to be employed as indicated in ANNEXURE-V	Wage rate per day * (Rs.)	Wages per annum (Rs.)
i	Security Guard [Watch and Ward (without arms)] 2 lady Guards.	16	795	Rs.46,42,800/-
A	Total			Rs. 46,42,800/-
<i>PART –B (WAGES FOR BIRD)</i>				
	Category of Staff Employed	Min. number of Staff to be employed as indicated in ANNEXURE-IV	Wage rate per day * (Rs.)	Wages per annum (Rs.)
i	Security Guard [Watch and Ward (without arms)] 2 lady guards	28	795	Rs. 81,24,900.00
ii	Security Supervisor [Watch and Ward (with arms)]	3	864	Rs. 9,46,080.00
B	Total			Rs. 90,70,980.00
C	TOTAL WAGES FOR NBSC AND BIRD (A+B)(PER ANNUM AT PRESENT RATE)			Rs. 1,37,13,780/-
<i>PART – C (MANAGERIAL AND ADMINISTRATIVE CHARGES)</i>				
a	Administrative charges e.g. Rent, Staff, CA costs, etc.		(To be quoted by Bidder in figures and in words)	
b	Group insurance premium for approx. 50 persons which is covering life risk of natural and accidental death at work place with risk cover of at least Rs.5,00,000 per person per annum		(To be quoted by Bidder in figures and in words)	
c	Premium towards third party insurance cover of minimum Rs. 10 Lakh to safeguard		(To be quoted by Bidder in figures and in words)	
d	Gratuity amount estimated to be payable as per the applicable statutes		(To be quoted by Bidder in figures and in words)	
e	Other incidental administrative costs like provision of uniforms (cost of uniform and shoes should not be less than Rs.4,000/- per set to workers, decent branded summer and winter guard uniform)		(To be quoted by Bidder in figures and in words)	

f	Service fee of the Contractor, overheads, contractor profit etc.	(To be quoted by Bidder in figures and in words)
D	Total Managerial and Administrative Charges (a+b+c+d+e+f)	Rs.
<i>PART – D (CALCULATION OF RATE OF SERVICE CHARGE) (AS % of TOTAL WAGES)</i>		
<i>Note: Bidders shall internally work out the Part C and arrive at the Administrative and Managerial cost of the bidder, and calculate it in terms of the percentage of total wages at C above</i>		
	Total Managerial and Administrative fees for security services as _____ percentage of (C) above: $(D/C * 100)$	_____ %
Percentage Rate in Words:		

* Latest Wage Rates as notified by the Office of the Regional Labour Commissioner (Central), Ministry of Labour & Employment, Government of India.

I/we declare that:

The rates quoted are as per the conditions mentioned in this tender document.

SIGNATURE OF THE BIDDER WITH SEAL DATE:

PLACE:

Note:

- 1. The Financial Bid is liable to be rejected if any of the above rates and percentage are found not to be in compliance with the respective statutory laws.**
- 2. In case of tie in value of service charge offered by two or more bidders, preference shall be given to bidder with higher value of contract already executed in past three years (as on 31 March 2021).**