

## **TENDER FOR SECURITY SERVICES**

### **CONTRACT FOR PROVIDING SECURITY SERVICES AT ICMR – ROHC(S) Campus,Bangalore – 562110..**

<b>TENDER START DATE &amp; TIME : (For Online Documents Downloading)</b>	<b>18/09/2018 10:00 HRS</b>
<b>TENDER END / CLOSING DATE &amp; TIME : (For Online Documents Downloading)</b>	<b>17/10/2018 10:00 HRS</b>
<b>START DATE &amp; TIME FOR SUBMISSION OF TENDER</b>	<b>18/09/2018 10:30 HRS</b>
<b>LAST / END DATE &amp; TIME FOR SUBMISSION OF TENDER</b>	<b>17/10/2018 10:30 HRS</b>
<b>DATE &amp; TIME OF OPENING OF TENDER (Technical &amp; Financial Bid Only) :</b>	<b>17/10/2018 11:30 HRS</b>

### **VENUE**

#### **REGIONAL OCCUPATIONAL HEALTH CENTRE (SOUTHERN) (Indian Council of Medical Research)**

Nirmal Bhavan Complex, Poojanahalli Road, Off. NH-7  
Near International Airport Trumpet Bus Stop, Devanahalli Taluk,  
Kannamangala Post, Bengaluru 562 110

**DETAILED TENDER DOCUMENT IS AVAILABLE AT WEBSITE OF ICMR-NIOH**

**[www.nioh.org](http://www.nioh.org)**

**REGIONAL OCCUPATIONAL HEALTH CENTRE (SOUTHERN)  
(Indian Council of Medical Research)**

Nirmal Bhavan Complex, Poojanahalli Road, Off. NH-7  
Near International Airport Trumpet Bus Stop, Devanahalli Taluk,  
Kannamangala Post, Bengaluru 562 110

**CONTENTS OF TENDER DOCUMENT**

**CONTRACT FOR PROVIDING SECURITY SERVICES  
AT ICMR – ROHC(S) Campus, Bangalore – 562110.**

<b>S.No.</b>	<b>Description</b>	<b>Page No.</b>
<b>1</b>	<b>Notice Inviting Tender</b>	<b>03</b>
<b>2</b>	<b>Terms and Conditions</b>	<b>06</b>
<b>3</b>	<b>Qualifying Conditions</b>	<b>08</b>
<b>4</b>	<b>Detailed Status of the Firm</b>	<b>10</b>
<b>5</b>	<b>Rate Schedule</b>	<b>11</b>
<b>6</b>	<b>Format of Agreement</b>	<b>12</b>
<b>7</b>	<b>General Conditions</b>	<b>13</b>
<b>8</b>	<b>Contractor's obligations</b>	<b>13</b>
<b>9</b>	<b>ROHC(S)'s OBLIGATIONS</b>	<b>15</b>
<b>10</b>	<b>Indemnification</b>	<b>15</b>
<b>11</b>	<b>Penalties / Liabilites</b>	<b>16</b>
<b>12</b>	<b>Commencement and Termination</b>	<b>16</b>
<b>13</b>	<b>Jurisdiction</b>	<b>16</b>
<b>14</b>	<b>Arbitration</b>	<b>16</b>

**REGIONAL OCCUPATIONAL HEALTH CENTRE (SOUTHERN)  
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Nirmal Bhavan Complex, Poojanahalli Road, Off. NH-7  
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Kannamangala Post, Bengaluru 562 110

**Advt. No.ROHCS/151/SecurityServices/2018-19/529**

**NOTICE INVITING TENDER**

**CONTRACT FOR SECURITY SERVICES**

Sealed Tenders are invited under Two Bid systems (Part- I: Technical Bid and Part –II : Price Bid) from Security Agencies with annual turnover of Rs.25.00 Lakh and more holding valid license under Contract Labour (Regulation & Abolition) Act, 1970, registered with EPFO, ESIC, having Goods & Service Tax registration and successfully carried out at least 03 security contracts of 20 or more security guards in each contract, consisting of only properly trained security personnel and security supervisors during the last 05 years in Govt./Semi-Govt./Central Autonomous bodies/PSUs/Govt. Universities/Any Govt. Institute / institute or centre of ICMR ; for providing security services at **ROHC(S) Complex, Near International Airport Trumpet Bus Stop, Poojanahalli Rd., Off. NH-7, Kannamangala Post, Devanahalli Taluk, Bengaluru – 562110 (Area-A).**

Detailed Tender documents can be downloaded from Institute's website i.e. [www.nioh.org](http://www.nioh.org) and physically submitted as per time schedule given quoting Advt. No. ROHCS/151/Security Services/2018-19/529 accompanied by demand draft of Rs.10,000/- as Earnest Money Deposit (EMD) from any nationalized / scheduled bank drawn in favour of **Officer-In-Charge, ROHC(S)** payable at **Bengaluru**.

- i) Start Date & Time for Downloading Tender Documents: 10:00 Hrs of 18/09/2018
- ii) End Date & Time for Downloading Tender Documents: 10:00 Hrs of 17/10/2018
- iii) Date & Time for Submission of Physical Tenders: Between 18/09/2018, 10:30 Hrs to 17/10/2018 10:30 Hrs during Office Working Timings.
- iv) Date & Time of Tender Opening (Only Technical Bids) 17/10/2018, 11:30 AM
- v) Price Bid: Date and Time will be intimated at later date.
- vi) Cost of Tender Document : NIL
- vii) Earnest Money Deposit (EMD) to be submitted along with the Technical Bid only :  
Rs.10000/- (Rupees Ten Thousand Only) (Refundable)
- viii) Offer by Fax/E-mail will be summarily ignored and rejected without assigning any reason.

This advertisement and detailed tender documents are available on ICMR-NIOH website: [www.nioh.org](http://www.nioh.org) only. However, the mode of submission of tender is physical only.

Corrigendum of this tender, if any, will be published only on website of the Institute. Therefore, the bidders are requested to visit the website from time to time till the tender is finalized.

The Officer-In-Charge-ROHC(S) reserves the right to accept / reject any or all the Tenders without assigning any reason.

**Officer-In-Charge**

**REGIONAL OCCUPATIONAL HEALTH CENTRE (SOUTHERN)  
(Indian Council of Medical Research)**

Nirmal Bhavan Complex, Poojanahalli Road, Off. NH-7  
Near International Airport Trumpet Bus Stop, Devanahalli Taluk,  
Kannamangala Post, Bengaluru 562 110

**Advt. No.ROHCS/151/SecurityServices/2018-19/529**

**NOTICE INVITING TENDER IN DETAIL**

1. Regional Occupational Health Centre (Southern), Bengaluru invites tenders under Two Bid Systems (Part-I: Technical Bid and Part-II : Price Bid) for outsourcing **10 unarmed security guard** from reputed Security agencies with annual turnover of Rs.25.00 Lakhs and more only for security work, holding valid license under Contract Labour (Regulation & Abolition) Act, 1970, registered with EPFO, ESIC, having Goods & Service Tax registration and successfully carried out at least three security contracts of 20 or more security guards in each contract, consisting of only properly trained security guards during the last 05 years Govt./Semi-Govt./Central Autonomous bodies/PSUs/Govt. Universities/Any Govt. Institute institute or centre of ICMR for providing security services at ROHC(S), Bangalore campus.
2. The contract will be initially for a period of Two Years which may be extended further with mutual consent and if services found satisfactory.
3. Tender Documents along with detailed terms and conditions can be downloaded from Institute's website only. The same should be submitted physically to The Officer- In-Charge, ROHC(S), Bengaluru Institute by Hand/post/courier with Earnest Money Deposit (EMD) of Rs.10,000/- in the form of demand draft drawn in favour of **Officer-In-Charge, ROHC(S)** payable at **Bengaluru**, as per tender schedule during office hours only. The Bidders, who want to claim exemption from paying EMD should submit copies of valid documents issued by concerned & appropriate government authorities. In case where, EMD or Valid Documents in support of claiming exemption for paying EMD is not found, those will be rejected at the time of technical tenders opening.
4. Security Agency may submit their tenders with following details in Part- I (Technical Bid):-
  - i) Attested & Valid Copy of Registration Certificate of Security Agency issued by the appropriate authority.
  - ii) Attested & Valid copy of Labour License from the Regional Labour Commissioner office of CLC for specific number required for the contract under contract Labour (Regulation & Abolition) Act, 1970.
  - iii) Attested & Valid copy of Goods & Service Tax (GST) Registration Certificate.
  - iv) Attested & Valid copy of Registration under EPFO.
  - v) Attested & Valid copy of Registration under ESI.
  - vi) Status : Whether Proprietorship / Partnership Firm / Company.
  - vii) Proof of at least 03 successfully carried out security contracts of 20 or more properly trained security guards/supervisors during the last 05 years in Govt./Semi-Govt./Central Autonomous bodies/PSUs/Govt. Universities/Any Govt. Institute / institute or centre of ICMR (Please enclose satisfactory completion certificate of 03 contacts)
  - viii) List of Clients.
  - ix) Customer's Satisfaction Proof. (Certificates from at least 03 Clients)
  - x) Copy of PAN & ITR of the Last 03 Years.
  - xi) Audited Copies / Certificate(s) of Annual Turnover of last 03 years.
  - xii) An undertaking that the security agency has not been blacklisted by any Government Department/Autonomous bodies/PSUs/Any Govt. Institutes as on the date of submission of the bid.

***NOTE : If any of the above listed documents as mentioned under Sr. No.(i) to (xii) are not submitted, the tender will be rejected without assigning any reason, and no correspondence will be entertained.***

5. The bidder is expected to examine all the instructions, forms terms and specifications in the bidding documents. Failure to furnish all information required by the bidding document or submission of a bid not substantially responsive to the bidding documents in every respect will be at the bidder's risk and may result in the rejection of its bid.
6. The tender is to be submitted in two parts comprising **Part-I: Technical Bid & Part-II: Price Bid**. The Part-I (Technical Bid) should contain the EMD of Rs.10,000/- or Valid Document claiming exemption from paying EMD (as the case may be) and statement showing compliance with the criteria/ detailed technical specifications as per SI No.4 above and NIT. The Part-II (Price Bid) should contain only the price offered as per attached 'Rate Scheduled' format. Both the parts should be properly marked and enclosed in separate sealed envelopes for their proper identification. The envelopes superscribed TECHNICAL BID and PRICE BID should again be sealed in a third bigger envelope superscribing the tender number and '**CONTRACT FOR SECURITY SERVICE**'. The Part-I (Technical Bid) will be opened in presence of the tenderers or their authorized representatives on the date of tender opening and the Part-II (Price Bid) after evaluation of Part-I. The Part-II of only those tenderers shall be opened who are found technically qualified to carry out the work, for which prior intimation will be given indicating the date and time of price bid opening.
7. A refundable EMD of Rs.10,000/- (Rupees Ten Thousand Only) in the form of Demand draft from any nationalized/scheduled bank drawn in favor of **Officer-In-Charge, ROHC(S)** payable at **Bengaluru**, must accompany Part-I (Technical Bid).
8. Tenders received after due date / time, without EMD or Valid Exemption Documents and incomplete tenders shall be rejected.
9. The Officer-In-Charge-ROHC(S) reserves the right to accept or reject any or all the offers without assigning any reason. Officer-In-Charge-ROHC(S) does not bind himself to accept the lowest tender and reserves the right to accept or reject, in part or full, any or all the tenders received without assigning any reasons.
10. Canvassing in any form is prohibited and the tenders submitted by the contractor who resort to canvassing is liable for rejection.
11. The Tenderer shall not be permitted to tender for works in ROHC(S), Bengaluru if a relative is posted in the grade of Officer In-Charge / Scientist / Sr. Admin. Officer/Admin. Officer/Accounts officer/Section Officer or Technical Officer – A (Engg). He shall also intimate the name of the persons who are working with him in any capacity and are relatives as mentioned above.
12. Note : A person shall not be deemed to be relative of another if, and only if, (a) they are members of a Hindu undivided family, or (b) they are husband and wife, or (c) the one is related to the other in the following manner : father, mother (including step mother), son (including step son), son's wife, Daughter (including step daughter), Father's father, Son's son, Son's wife, Son's daughter, Son's daughter's husband, Daughter's husband, Daughter's son, Daughter's son's wife, Daughter's daughter, Daughter's daughter husband, Brother (including step brother), Brother's wife, Sister (including step sister), Sister's husband.
13. The tenderer shall quote rates both in figures and words. He shall also work out the amount for each item of work and write in both figures and words. On check if there are difference between the rates quoted by the tenderer in words and in figures or in the amount worked out by him, the following procedure shall be followed:
  - (i) When there is difference between the rates in figures and in words, the rates, which correspond to the amount worked out by the tenderer, shall be taken as correct.

- (ii) When the amount of an item is not worked out by the tenderer or it does not correspond with the rate written either in figure or in words the rate quoted by the tenderer in words shall be taken as correct.
- (iii) When the rate quoted by the tenderer in figures and in words tallies but the amount is not worked out correctly the rate quoted by the tenderer shall be taken as correct and not the amount.

- 14. The tenderer should quote the rates after assessing the work requirement.
- 15. Except writing rates and amount, the tenderer should not write any conditions or make any changes, additions, alterations and modifications in the printed form of tenders. Tenderers who are desirous to offer rebate, should mention it separately in the covering letter submitted along with the tender.
- 16. The Tender submitted by the tenderer shall remain valid for acceptance for a period of three months from of last date of submission of tender. The tenderer shall not be entitled during the said period of three months to revoke or cancel his tender or to vary the tender or any terms thereof.
- 17. All notice, communications, reference and complaints made by the Security Agency or the Contractor concerning the work shall be in writing and no notice, communication, reference or complaint other than in writing shall be recognized.
- 18. Bid must be received by the employer at the address specified above not later than the date and time specified for the submission of bid. If such day is declared a holiday by the Govt. the bid will be received up to the appointed time on the next working day.
- 19. The "Security Agency shall indemnify the Officer-In-Charge, ROHC(S) for all losses/ damages, whatsoever and shall be solely responsible for consequences of any untoward, uncalled for and unforeseen circumstances and happenings including accidents, if any.
- 20. The Officer-In-Charge, ROHC(S) reserves the right to alter/ modify any or all conditions of this tender notice.

### **SCOPE OF WORK:**

To provide Security Services for the protection of life and property against theft, pilferage, fire etc, safety of manpower, guiding visitors to the concerned officials, regulating entry of unwanted visitors/salesmen and maintenance of visitor register. To prevent entry of stray animals like dogs etc. round the clock patrolling of the campuses. Checking of gate passes and allowing the exit of material accordingly to regulate the entry and exit of vehicles.

The security guards will be deployed in three shifts of 8 hours on rotation basis as mentioned below:

- i. Shift 06.00 a.m. to 02.00 p.m. - 03 security guards
- ii. Shift 02.00 p.m. to 10.00 p.m. - 03 security guards
- iii. Shift 10.00 p.m.to 06.00 a.m. - 03 security guards
- iv. General Shift 9.00 a.m. to 05.00 p.m. - 01security guards

### **TERMS AND CONDITIONS:**

- 1) **Period of Contract:** The contract will be initially for a period of three months trial basis, which may be extended to two year(s) including three months of trial period on satisfactory completion of the trial period. On successful completion of two years contract period, Institute may consider for further extension with mutual consent and agreement

- 2) **Earnest Money Deposit (EMD):** The EMD of Rs.10,000.00 (Rupees Ten Thousand Only) in the form of Demand Draft from any nationalized / scheduled bank drawn in favor of Officer-In-Charge, ROHC(S) payable at Bengaluru, must accompany Part-I (Technical Bid). The EMD shall be refunded to unsuccessful tenderer after finalization of the tender. The EMD shall be forfeited if any tenderer withdraws his offer before finalization of the tender or fails to submit work order acceptance within 15 days from the date of work order.
- 3) **Bank Guarantee:** A 'Bank Guarantee for Performance Security' equivalent to minimum 10% of the total order value for two years should be furnished by the successful bidder as per GFR rules from any nationalized / scheduled bank in the prescribed proforma to be issued by the Institute, which will be valid till 60 days beyond the expiry date of contract. The Bank Guarantee shall be kept with The Officer-In-Charge, ROHC(S) till the contract period is over and shall be released only after the successful completion of the contract.

In the event of extension of contract, the contractor will be required to submit a letter from the Bank with extended Bank Guarantee, which will also be valid till 60 days beyond the extended period of contract and will be kept with The Officer-In-Charge, ROHC(S).

- 4) The Tender document can also be downloaded from ICMR-NIOH website ([www.nioh.org](http://www.nioh.org)) and shall be submitted physically only to the Officer-In-Charge, ROHC(S), Bengaluru.
- 5) All the pages of quotations including the supportive documents submitted therein must be duly signed and stamped failing which the offer shall be liable for rejection.
- 6) The requirement of security personnel will be purely need based. Therefore, the requirement may be increased or decreased as per requirement. The Officer-In-Charge, ROHC(S) will be under no obligation to hire any specific number of security personnel during the period of contract.
- 7) The Officer-In-Charge, ROHC(S) reserves the right to cancel the tender without assigning any reason at any stage of the tender process.
- 8) The period of contract shall be initially for two years, and can be terminated by the Office-In-Charge, ROHC(S) by giving one month's notice to the agency.
- 9) The payment on account of enhancement/escalation charges on account of revision in minimum wages (CLC), statutory charges by the appropriate Govt. (i.e. Govt. of India) from time to time, shall be payable by the ROHC(S) to the contractor.
- 10) Bonus under the Bonus Act 1965 will be paid to the contractor for further payment to its employees.
- 11) The pre-receipted bill shall be submitted by the Security Agency in duplicate duly supported by proof of attendance for the subject month. Copies of Salary / Wage Slips, Payment of Statutory Charges / Subscriptions, Taxes etc., which will be made by the Contractor through electronic mode/ECS/Cheque only should also to be made available on regular monthly basis. Payment will be made against monthly bills supported by requisite documents.
- 12) The rates and prices towards the service charges quoted by the bidder shall be fixed for the whole duration of the service contract and shall not be subject to adjustment on any account.
- 13) The Tenderer should have the PAN and GST numbers. Photocopy of the same should be provided.
- 14) The tenderer who is found successful and awarded the security contract shall have to execute an Agreement with The Officer-In-Charge, ROHC(S) on a Non Judicial Stamp Paper of Rs.100/-.
- 15) The Agency shall have to provide Telephone numbers for 24 hours contact and supervisor.
- 16) The draft number of the EMD of Rs.10000/- should be clearly mentioned in the tender document.

- 17) In case of any breach of the terms and conditions of the contract, the Officer-In-Charge, ROHC(S) may write to the issuing bank of the bank guarantee for invocation of the same, in addition to any other action, which may be taken by the Competent Authority.
- 18) The agency should abide by rules laid down by any statutory authority relevant to the deployment of security guards.
- 19) The agency shall indemnify the Officer-In-Charge, ROHC(S) against any liability due to noncompliance of statutory obligations by the agency for any reason whatsoever.
- 20) The tender form is not transferable. The successful tenderer/agency shall not engage any sub-agency or transfer the contract to any other person/firm/agency in any manner. The agency shall not be permitted to transfer their rights and obligations under the contract to any other person/organization or otherwise.
- 21) Any person who is in Govt. service or an employee of ICMR-NIOH/ROHC(S) shall not be made partner to the contract by the tenderer/agency directly or indirectly in any manner, whatsoever.
- 22) The agency shall provide all statutory benefits to its Security Guards / Supervisors.
- 23) All kinds of payments to Security Guards must be made by Cheque / Electronic Transfer / ECS mode only in the accounts of respective individual beneficiaries.
- 24) All pages / documents / enclosures of the tender (technical and financial bid separately) must bear page numbers and those page numbers must be indicated in the sheet provided with NIT, entitled as 'DETAILED STATUS OF THE FIRM'.
- 25) Bidder should sign and stamp on all pages of this tender document as a token of acceptance of all terms and conditions stated therein.
- 26) On 26th January and 15th August, the Agency shall ensure that the Security staff deployed are in proper uniform and the rehearsal of the parade has been done one day in advance and the Security Supervisor / Officer will ensure that the arrangement for the flag hoisting in the Institute

### **QUALIFYING CONDITIONS:**

Security Agencies with annual turnover of Rs.25.00 Lakhs and more only for security work, holding valid license under contract Labour (Regulation & Abolition) Act, 1970, registered with EPFO, ESIC, having Goods & Service Tax registration and successfully carried out at least 03 security contracts of 20 or more security guards/supervisors during the last 05 years in Govt./Semi-Govt./Central Autonomous bodies/PSUs/Govt. Universities/Any Govt. Institute / institute or centre of ICMR with following details in Part-I (Technical Bid) are eligible to apply:-

- i) Attested copy of valid registration certificate of the Security Agency issued by the appropriate authority.
- ii) Attested copy of valid Labour License from the License No. issued by the office of the Regional Labour Commissioner (Central) for specific number required for the contract under Contract labour (Regulation & Abolition) Act, 1970.
- iii) Attested copy of valid Goods & Service Tax registration certificate.
- iv) Attested copy of valid registration under EPFO.
- v) Attested copy of valid registration under ESI.
- vi) Status: Whether Proprietary Firm / Partnership Firm / Company.
- vii) Proof : At least 03 successfully carried out security contract of 20 or more security guards in each contract, consisting of only properly trained Security guards / supervisors during the last 05 years in Govt./Semi-Govt./Central Autonomous bodies/PSUs/Govt. Universities/Any Govt. Institute / institute or centre of ICMR (*Pl. enclose satisfactory completion certificate of 03 contracts*).
- viii) List of clients.



- ix) Customers satisfaction proof for at least 03 Current Clients.
- x) Copy of PAN & ITR of the last 03 years.
- xi) Audited Copies / Certificate(s) of Annual Turnover of last 03 years.
- xii) An undertaking that the security agency has not been blacklisted by any Govt./Semi-Govt./Central Autonomous bodies/PSUs/Govt. Universities/Any Govt. Institute / institute or centre of ICMR as on the date of submission of the bid.

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**REGIONAL OCCUPATIONAL HEALTH CENTRE (SOUTHERN)  
(Indian Council of Medical Research)**

Nirmal Bhavan Complex, Poojanahalli Road, Off. NH-7  
Near International Airport Trumpet Bus Stop, Devanahalli Taluk,  
Kannamangala Post, Bengaluru 562 110

**Name of the Work: Contract for Security Service at ICMR-ROHC(S) Premises / Campus at  
Kannamangala Post, Devanahalli taluk, Bengaluru-562110.**

**DETAILED STATUS OF THE FIRM**

	Particulars	Details	Annexure / Page No.
1	Name of the Firm		
2	Address of the Firm with Contact Number, Fax & Email ID		
3	Full Contact Details of Company's Authorized Representative (Phone, Fax, Mobile, email ID etc.)		
4	License No. issued by the office of the Regional Labour Commissioner (Central)	_____ (Attach copy)	
5	EPF Account No.	_____ (Attach copy)	
6	ESI Registration No.	_____ (Attach copy)	
7	PAN	_____ (Attach copy)	
8	Goods & Service Tax No. (GST)	_____ (Attach copy)	
9	Annual Turnover	Rs.	
10	Proof of Annual turnover (FY 2017-18) (With Audited Reports / Certificates)	_____ (Attach copy)	
	(a) Total Experience (in years) ( in security services only )	Total _____ Years (Attach copy)	
	(b) Name of at least 03 security contracts of 20 guards or more in Govt./Semi-Govt./Central Autonomous bodies/PSUs/Govt. Universities/Any Govt. Institute / institute or centre of ICMR Institutes during last 05 Years.	(i) _____ (Attach copy) (ii) _____ (Attach copy) (iii) _____ (Attach copy) (iv) _____ (Attach copy)	_____ _____ _____ _____
11	Customer's satisfaction certificate issued by <b>at least 03 Govt. Deptt. / Institute (Current)</b> , where the contractor is rendering services <b>presently</b> .	(i) _____ (Attach copy) (ii) _____ (Attach copy) (iii) _____ (Attach copy) (iv) _____ (Attach copy)	_____ _____ _____ _____
12	Whether agency has been blacklisted by any Govt. Dept. / Autonomous Body / ICMR / NIOH or any of its laboratories as on date of submission on the bid?	_____ (Yes / No) (Attach an Undertaking in support)	

Date :  
Place :

(Signature & Stamp)

**REGIONAL OCCUPATIONAL HEALTH CENTRE (SOUTHERN)  
(Indian Council of Medical Research)**

Nirmal Bhavan Complex, Poojanahalli Road, Off. NH-7  
Near International Airport Trumpet Bus Stop, Devanahalli Taluk,  
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**RATE SCHEDULE**

**[ to be submitted in Part-II (Price-Bid) ]**

**( Rates MUST be Quoted On Per Worker Per Day Basis for 'Area-A' Only )**

<b>Item No.</b>	<b>Item Description</b>	<b>Security Guards (Semi-skilled)</b>
1	Minimum Wage Per Day (CLC wage rate schedule compliance under Area-A)	
2	EPF (13.16%)	
3	ESI (4.75%)	
4	<b>Total</b>	
5	Weekly off/Leave relief in lieu of Holiday/National Holidays (Subject to change on revision of minimum wages)	
6	<b>Cost Per Head Per Day</b>	
7	Service Charge <b>(to be quoted in % on SI No.6 above)</b>	
8	Any other Charges / Bonus / Payables / Tax etc. (i) _____ (ii) _____ (iii) _____ (iv) _____	
9	<b>Total Per Head Per Day</b>	
10	Goods & Service Tax (_____% GST)	
11	<b>Total with GST (In Figures) (Per Worker Per DAY)</b>	
12	<b>Grand Total with GST (In Figures) (Per Worker Per MONTH)</b>	
13	<b>Grand Total with GST (In Words) (Per Worker <u>Per MONTH</u>)</b>	

Date :  
Place :

(Signature & Stamp)

## **AGREEMENT FOR SECURITY SERVICES**

This AGREEMENT made on this \_\_\_\_\_ day of \_\_\_\_\_ 2018 between Regional Occupational Health Centre (Southern), Poojanahalli Rd., Off NH-7, Near International Airport Trumpet Bus Stop, Kannamangala Post, Devanahalli Taluk, Bengaluru – 562110, having its registered head office at National Institute of Occupational Health, Meghani Nagar, Ahmedabad-380016 [hereinafter referred to as ROHC(S)], of the ONE PART.

AND

M/s \_\_\_\_\_ at \_\_\_\_\_  
\_\_\_\_\_ (hereinafter referred to as Contractor) of the OTHER PART.

WHEREAS, the OIC, ROHC(S) has invited public tenders for the work of providing security services for its complex at Poojanahalli. Whereas the contractor has tendered for the above referred work vide their letter no.....

WHEREAS, Contractor has represented that he is a registered Contractor under the provisions of Contract Labour (Regulation and Abolition Act), 1970 and has further represented that he is eligible to get this contract and there is no legal or any other bar for him in this respect. Any obligations and/or formalities which are required to be fulfilled under the said Act or any amendment thereto for the purpose of entering into and/or execution of this contract shall be carried out by the contractor at his own expenses, etc. and the contractor shall report the compliance thereof to The OIC, ROHC(S). The contractor shall be solely liable for any violation of the provisions of the said Act or any other Act.

WHEREAS, ROHC(S) has agreed to award the contract of work of security service and keep a strict watch and ward of the land and properties of ROHC(S) located at Nirmal Bhavan Complex, Poojanahalli Rd., Off NH-7, International Airport Trumpet Bus Stop, Kannamangala Post, Devanahalli Taluk, Bengaluru – 562110.

And, WHEREAS, the contractor has agreed to furnish to the OIC, ROHC(S) the 'Bank Guarantee for Performance Security' valuing to an amount equivalent to minimum of 10% of total contract value, on receipt of which only the Earnest Money Deposit (EMD) of Rs.10,000.00 (Rupees Ten Thousand Only), if applicable & deposited, may be refunded.

NOW THEREFORE BY THESE ARTICLES AND ON THE PREMISES mentioned above, the parties have agreed to as under:-

**A. GENERAL CONDITIONS:**

1. That it is expressly understood and agreed between the parties to this Agreement that the persons deployed by the contractor for the services mentioned above shall be the employees of the contractor for all intents and purposes and that the persons so deployed shall remain under the control and supervision of the contractor and in no case, shall a relationship of employer and employee between the said persons and the OIC, ROHCS shall accrue/arise implicitly or explicitly.
2. That on taking over the responsibility of providing Contractor's Worker, the contractor shall formulate the mechanism and duty assignment in consultation with the OIC, ROHC(S) or his nominee. Subsequently, the contractor shall review work arrangement from time to time and advise the OIC, ROHC(S) for further streamlining the system. The contractor shall further be bound by and carry out the directions/instructions given to him by the OIC, ROHC(S) or the officer designated by him in this respect from time to time.
3. That the OIC, ROHC(S) or any other person authorized by him shall be at liberty to carry out surprise check on the persons so deployed by the contractor in order to ensure that persons deployed by him are doing their duties.
4. That in case of the persons so deployed by the contractor does not come upto the mark or does not perform his duties properly or indulges in any unlawful activities or riots or disorderly conduct, the contractor shall immediately withdraw and take suitable action against such persons on the report of the OIC, ROHC(S). Further, the contractor shall immediately replace the particular person so deployed on the demand of the OIC, ROHC(S), in case of any of the aforesaid acts on the part of the said person.
5. That the requirement of Security guards or posts identified is subject to change. The OIC, ROHC(S) shall be under no obligation to hire a particular number of guards.

**B. CONTRACTOR'S OBLIGATIONS:**

1. That the contractor shall provide the desired number of Contractor's worker in, ROHC(S) Campus, Bengaluru-562110.
2. That for performing the duties, the contractor shall deploy persons in eight hours shifts or as per the requirement of the job. The contractor shall ensure that the persons are punctual and disciplined in performance of their duty. It is further agreed, that the Contractor shall engage medically and physically fit persons preferably Ex- Servicemen/Ex-Paramilitary forces below the age of 40 years.
3. That the contractor shall submit details like name, age, sex, parentage, residential address (present & permanent), etc, along with a copy of latest passport size photograph of the persons deployed by him in the premises of ROHC(S) Campus. For the purpose of proper identification of the employees of the contractor deployed at various points, he shall issue identity cards bearing their photographs/identification, etc. and such employees shall display their identity cards at the time of duty.
4. That the agency shall submit copies of medical fitness certificates, antecedence report / verification issued by concerned authorities within 15 days from the date of deputing the security personnel.
5. That the detailed Job-Chart provided by ROHC(S) will be explained by the Agency to the Security Guards in presence of authorized personnel of ROHC(S) on the very first day of their deployment at site. Copy of Job-Chart will also be made available by the Agency to all concerned individually.

6. That the guards so deployed shall be exclusively for duties at ROHC(S) campus. They should not be asked to perform duty beyond eight hours duty, in any other organization.
7. That the security posts in ROHC(S) campus shall not be guarded by any other substitute guard, who has already performed eight hours duty for the day.
8. That the contractor shall ensure that the persons so deployed do not allow any property of the ROHC(S) campus to be taken out of the premises without a valid Gate Pass signed by the designated officials of the ROHC(S). As a safeguard, the specimen signatures of the officials designated and authorized to sign the Gate Pass will be intimated in writing to the contractor.
7. The contractor shall report promptly to OIC, ROHC(S) or designated officer of the ROHC(S) Campus any theft or pilferage that takes place or where any attempt is made to that effect, and loss, if any. It shall be the sole responsibility of the contractor to ensure security and safety of all the property and assets (moveable and immovable) of the ROHC(S) campus and if there is any loss to the Institute, on account of dishonesty, and/or due to any lapse on the part of the contractor or his worker, the contractor shall make good on demand the loss to the ROHC(S) Campus.
8. That the contractor shall at his own cost, if required, take necessary insurance cover in respect of the aforesaid service rendered to ROHC(S) and shall comply with the statutory provisions of Contract Labour (Regulation & Abolition) Act, Payment of Wages Act, 1936. The Employees Provident Fund (and miscellaneous Provisions) Act, 1952, Payment of Bonus Act, 1965, the Minimum Wages Act, 1948, Employer' Liability Act, 1923, Employment of Children Act, 1938 and/or any other Rules/Regulations and/or statues that may be applicable to them and shall further keep the ROHC(S) indemnified from all acts of omission, fault breaches and /or any claim, demand; loss; injury and expense arising out from the non-compliance of the aforesaid statutory provision. Contractor's failure to fulfill any of the obligations hereunder and/or under the said Act's rules/regulations and/or any bye-laws or rules framed under or any of these the ROHC(S) shall be entitled to recover any of the such losses of expenses which it may have to suffer or incur on account of such claims, demands, loss or injury from the contractor's monthly payments.
9. That the contractor shall submit every month the proof of having deposited the amount of contribution claimed by him on account of ESI & EPF towards the persons deployed at ROHC(S) campus in their respective names before submitting the bill for the subsequent month. In case the contractor fails to do so, the amount claimed towards ESI & EPF contribution shall be withheld till submission of required documents.
10. That the contractor shall particularly abide by the provisions of Minimum Wages Act, 1948.
11. That the contractor shall be required to maintain permanent attendance register/ muster roll at the ROHC(S) campus / premises, which shall be open for inspection and checking by the authorized officers of ROHC(S).
12. That the contractor shall make the payment of wages, etc. by Cheque/Electronic Payment/ECS Mode only to the persons so deployed and shall furnish copies of wage register / muster roll / wage-salary slips / copies of EPF & ESI contribution etc. on regular monthly basis.
13. That the uniforms (yearly two sets) supplied by the contractor at his own cost to the persons deployed for this work shall include army cut, ankles, cap, boots, web belt (with baton strap), baton beret with ceremonial heckle, whistle, loaded torches etc. the seasonal equipment such as jerseys, gray coats in winters and raincoats in monsoon shall also be provided by the

contractor at his cost and ROHC(S) shall have no liability whatsoever on this account. The uniform shall be approved by the OIC, ROHC(S).

14. The contractor shall take all reasonable precautions to prevent any unlawful riotous or disorderly conduct or acts of his employees so deployed and ensure preservation of peace and protection of persons and property of ROHC(S).
15. That the contractor shall deploy his persons in such a way that they get weekly rest. The working hours/leave for which the work is taken from them, do not violate relevant provision of shops and establishment Act. The contractor shall in all dealings with the persons in his employment have due regard to all recognized festivals, days of rest and religious or other customs. In the event of the contractor committing a default or breach of any of the provisions of the Labour Laws including the provisions of Contract Labour (Regulation Abolition) Act, 1970 as amended from time to time or furnishing any information, or submitting or filling any statement under the provisions of the said regulations and rules which is materially incorrect, he shall without prejudice to any other liability pay to the OIC, ROHC(S) a sum as may be claimed by ROHC(S).

### **C. ROHC(S)'s OBLIGATIONS:**

1. That in consideration of the services rendered by the contractor, he shall be paid minimum wages, EPF, ESI, bonus, Charges for weekly off /Holidays /National Holiday, Overtime Allowance, Service Charges and Goods & Service Tax on monthly basis.
2. That payment of account of enhancement/escalation charges on account of revision in wages (CLC) or statutory payments by the appropriate Govt. (i.e. Govt. of India) from time to time shall be payable by the OIC, ROHC(S) to the contractor.
3. That the Officer-In-Charge, ROHC(S) shall reimburse the amount of Goods & Service Tax, if any, paid by the contractor to the authorities on account of the service rendered by him. This reimbursement shall be admissible on production of proof of deposit of the same by contractor.
4. The security deposit / EMD will be refunded only on submission of Bank Guarantee for Performance Security in the prescribed format by the Contractor within 15 days of awarding contract.
5. Bank Guarantee for Performance Security will be returned on expiry of the contract with satisfactory performance by the Agency. Only in case where the services of the contractor are not found satisfactory, ROHC(S) will approach the issuing bank for invocation of Bank Guarantee for Performance Security

### **D. INDEMNIFICATION**

1. That the contractor shall keep the ROHC(S) indemnified against all claims whatsoever in respect of the employees deployed by the contractor. In case any employee of the contractor so deployed enters in dispute of any nature whatsoever, it will be the primarily responsibility of the contractor to contest the same. In case OIC, ROHC(S) is made party and is supposed to contest the case, OIC, ROHC(S) will be reimbursed for the actual expenses incurred towards Counsel Fee and other expenses which shall be paid in advance by the contractor to OIC, ROHC(S) on demand. Further, the contractor shall ensure that no financial or any other liability comes on OIC, ROHC(S) in this respect of any nature whatsoever and shall keep ROHC(S) indemnified in this respect.
2. The contractor shall further keep the OIC, ROHC(S) indemnified against any loss to the

ROHC(S) Campus and assets. The ROHC(S) shall have further right to adjust and/or deduct any of the amounts as aforesaid from the payments due to the contractor under this contract.

#### **E. PENALTIES / LIABILITIES**

1. That the contractor shall be responsible for faithful compliance of the terms and conditions of this agreement. In the event of any breach of the agreement, the same may be terminated and the Performance Bank Guarantee will be invoked / Security Deposit will be forfeited and further the work may be got done from another agency at the risk and cost of the Contractor.
2. That if the contractor violates any of the terms and conditions of this agreement or commits any fault or the service is not to the entire satisfaction of officer authorized by the OIC, ROHC(S), a penalty leading to a deduction up to a maximum of 10% of the total amount of bill for a particular month will be imposed.
3. The Performance Bank Guarantee / Security Money shall be liable to be invoked / forfeited or appropriated in the event of unsatisfactory performance of the contractor and/or loss/damage, if any, sustained by the ROHC(S) on account of failure or negligence of the workers deployed by him or in the event of breach of the agreement by the contractor.

#### **F. COMMENCEMENT AND TERMINATION**

1. That this agreement shall come into force w.e.f..... and shall remain in force initially for a period of three months, which may be extended, up to one / two year(s) including the three months of trial period.
2. That this agreement may be terminated on any of the following contingencies: -
  - a) On the expiry of the contract period as stated above
  - b) By giving one month's notice by OIC, ROHC(S) on account of :
    - i) Committing breach by the contractor of any of the terms and conditions of this agreement.
    - ii) Assigning the contract or any part thereof to any sub-contractor by the contractor without written permission of the OIC, ROHC(S).
  - c) The contractor being declared insolvent by Competent Court of Law.
3. During the notice period for termination of the contract, in the situation contemplated above, the contractor shall keep on discharging his duties as before till the expiry of notice period.
4. It shall be the duty of the contractor to remove all the persons, deployed by him, on termination of the contract, on any ground whatsoever and ensure that no person creates any disruption/hindrance/problem of any nature for ROHC(S).

#### **G. JURISDICTION**

The courts at Bengaluru alone will have the jurisdiction to try any matter, dispute or reference between parties arising out of this tender / contract. It is specifically agreed that no court outside and other than Bengaluru court shall have jurisdiction in the matter.

#### **H. ARBITRATION**

1. In the event of any question, dispute/difference arising under the agreement or in connection herewith (except as to matters the decision of which is specially provided under this agreement) the same shall be referred to the sole Arbitration to the OIC, ROHC(S) or his nominee.
2. The award of the Arbitrator appointed by the OIC, ROHC(S) shall be final and binding on



both the parties. In the event of such Arbitrator to whom the matter is originally referred is being transferred or vacating his office or resigning or refusing to work or neglecting his work or being unable to act for any reason whatsoever, the OIC-ROHC(S) shall appoint another person to act as Arbitrator in place of the out-going Arbitrator in accordance with the terms of this agreement and the persons so appointed shall be entitled to proceed with the reference from the stage at which it was left by his predecessor.

3. The expression the Officer In-Charge, ROHC(S) shall mean and include an acting officiating Officer In-Charge.
4. The Arbitrator may give interim award(s) and/or directions, as may be required.
5. Subject to the aforesaid provisions, the Arbitration & Conciliation Act, 1996 and the rules made hereunder and any modification thereof from time to time being in force shall be deemed to apply to the arbitration proceedings under this clause.

IN WITNESS WHEREOF the parties hereto have signed these presents on the date, month and year first above written.

The officer-In-Charge,  
ROHC(S), Bangalore-562110

For and on behalf of the contractor\_\_\_\_\_

WITNESSES:

1. Name: \_\_\_\_\_  
Address & Contact

Sign. : \_\_\_\_\_

2. Name: \_\_\_\_\_  
Address & Contact

Sign. : \_\_\_\_\_