

# REQUEST FOR PROPOSAL (RFP)

for the  
SELECTION  
of

Security Service Contractors/Agencies holding valid license in the area of security and other contract services at various places of Harish-Chandra Research Institute (HRI), PRAYAGRAJ (ALLAHABAD)

Bid Reference No: HRI/06/2020

Total Pages in this Bid Document – 53

## IMPORTANT

1. Attach the draft of **Rs.1000/-** (for this downloadable version) along with this bid document at the time of the submission of the bid
2. Bidder should check carefully that all the **53 pages** should be there in this bid document (Check it also before leaving the counter of HRI after procuring this document)

Registrar

## Draft Deposit Details

Amount **Rs.1000/-** (Draft Details)

Draft No : \_\_\_\_\_

Draft Dt : \_\_\_\_\_

Draft Issuing Bank : \_\_\_\_\_



**हरीश चन्द्र अनुसंधान संस्थान**  
छतनाग मार्ग, झुंसी, इलाहाबाद - 211019  
**Harish Chandra Research Institute**  
Chhatnag Road, Jhunsi, Allahabad (Prayagraj) – 211 019

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(to be deposited with Technical Bid  
as per clause 3(1) of Section – I)

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## HARISH-CHANDRA RESEARCH INSTITUTE

Chhatnag Road, Jhunsi, Allahabad (Prayagraj) 211 019

### NOTICE INVITING TENDER

**Bid Reference No : HRI/06/2020**

(For Providing Security and other Services at Various Places of HRI, Allahabad)

Sealed Bids (RFP/tender), from reputed Indian Firms/Consortium which should be registered under Private Securities Agency (Regulation) Act – 2005 (PSAR-2005) in Uttar Pradesh having requisite license and experience in the areas of security and other contract services, are invited on behalf of Harish-Chandra Research Institute, Chhatnag Road, Jhunsi, Allahabad (Prayagraj) (HRI) for providing services as captioned above.

Tender Document can be obtained by paying a Non-Refundable processing fee of **Rs.1000/-** only in Cash/D.D. in favour of **Harish-Chandra Research Institute payable at Prayagraj (UP)** ) from Cashier, Accounts Office HRI on any working day between **10:00 a.m. to 5:00 p.m.** from **18-03-2020 to 16-04-2020**. The tender document can also be downloaded from the web <http://www.hri.res.in> (Click 'Tender' button on Home Page) and in that case along with Technical Bid, the party must deposit **Rs.1000/- in D.D.** in favour of Harish-Chandra Research Institute payable at Prayagraj (UP) while submitting their tender document (technical bid) on the dates mentioned below.

The complete tender document should be submitted to the office of the **Registrar, Harish-Chandra Research Institute (HRI), Chhatnag Road, Jhunsi, Allahabad (Prayagraj) - 211019** on or before **3:00 p.m. on 17-04-2020 (Friday)** and will be opened on the same day at **3:30 p.m.**

In future, any amendment or other additional information related with this Bid (RFP/Tender) shall only be published on our aforesaid web site. Director, HRI reserves the right to accept or reject any or all of the bids without assigning any reason.

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# HARISH-CHANDRA RESEARCH INSTITUTE

Chhatnag Road, Jhunsi, Allahabad (Prayagraj) 211 019

## NOTICE INVITING TENDER (Detailed)

**Bid Reference No : HRI/06/2020**

**(For Providing Security and Other Services at Various Places of HRI, Allahabad (Prayagraj))**

Sealed tenders (Request for proposal - RFP) from reputed Indian Firms/Consortium as per the following and having requisite license and experience in the areas of security and other contract services are invited on behalf of the Director, Harish-Chandra Research Institute (hereinafter referred to as 'HRI'), Chhatnag Road, Jhunsi, Allahabad (Prayagraj) (HRI) for providing security and other services on monthly/casual contract basis at our Jhunsi campus as well as other location(s) related to the Institute in the city of Allahabad (Prayagraj). HRI is an autonomous research institution under the Department of Atomic Energy, Govt. of India (GoI). Subject to conditions given in Section – I (ITB) later, the validity of the contract will be likely for three years and which may be extended further for a period of two years (on year to year basis) subject to satisfactory performance and compliance of all statutory/obligations/requirements and also of the terms and conditions laid by the Institute and other factors given in the tender document. However, the initial contract may be for a lesser period, say for three-to-six months to adjudge the performance of the contractor for further extension as above. The total requirement of man power/security guards/other services etc. is likely to be around **150 to 200** persons on an average per day which may increase or decrease as and when required during the contract period. The quantity may increase or decrease as per the requirement of the institute varies from time-to-time.

### Who Can Bid?

**BIDDER SHOULD BE a Proprietorship firm or a Partnership firm or a Company or Consortium (documents in support to be submitted) subject to the following:-**

1. The bidder should have license/registered in accordance with Private Securities Agency (Regulation) Act – 2005 (PSAR-2005) in states i.e. Uttar Pradesh where the Act has been implemented.

**or**

2. The Bidder may be a consortium having maximum two firms forming consortium. In this case, the Prime Bidder of the consortium should be registered with U.P. Govt. under Private Securities Agency (Regulation) Act – 2005 (PSAR-2005) subject to the following conditions; -
  - (a) In case of consortium, the consortium agreement will have to be submitted along with the technical bid.
  - (b) Documents of all the consortium partners required in this bid, will have to be submitted.
  - (c) For turnover condition, total figure of the consortium partner shall be considered but minimum 50% component of the prime bidder is necessary. The turnover should **Rs 2.00 cr** average for last three years as detailed later in this document but in case of consortium, it shall be **Rs. 2.50 cr** combined for both consortium partners).
  - (d) In case, the consortium agreement between the consortiums partners fail in future, the Institute will be free to continue the work with any of the consortium partner or may go for any other option to carry on the work to avoid any vacuum which may be at the cost of the bidder.

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- (e) The bidder has to submit an affidavit stating there are no statutory liabilities pending against them. In case of consortium, both partners shall have to submit it separately.

**REMARKS :** The bidder company (in case of consortium, one of the consortium partner) should have minimum 5 years of experience of security services and must have a live registration (regarding incorporation of the company) continuously for last five years. This is applicable to all the two (defined above) categories.

**The tender document shall consist of Two Parts : –**

**Part-A :** Technical Bid (Scope of work including terms and conditions and appointment and termination clause etc.)

**Part-B :** Financial Bid.

Tender Document can be obtained by paying a Non-Refundable processing fee of **Rs 1000/-** only in Cash/D.D. in favour of *Harish-Chandra Research Institute payable at Prayagraj (UP)* from the Accounts Office (Cashier) HRI on any working day between 10:00 a.m. to 5:00 p.m. from **18-03-2020 to 16-04-2020**.

The tender document can also be downloaded from the web <http://www.hri.res.in> (Click 'Tender' button on Home Page) and in that case the bidder have to deposit **Rs.1000/-** in the form of Demand Draft in favour of **Harish-Chandra Research Institute payable at Prayagraj (UP)** with the bid documents (with Technical Bid and not in the Financial Bid envelop) while submitting their tender document on the dates mentioned below.

The complete tender document should be submitted to the office of the Registrar, HRI along with annexure as specified therein.

The tender document duly filled in must be deposited in person or vide post/courier at the below mentioned office only so as to reach on or before **3:00 p.m. on 17-04-2020 (Friday)** at the address mentioned below.

**Registrar,  
Harish-Chandra Research Institute,  
Chhatnag Road, Jhunsi,  
Allahabad (Prayagraj) 211 019**

The Competent Authority reserves the right to cancel or alter the tender without assigning any reason.

**Important dates :-**

<b>Issue of tender document begins</b>	<b>- 18 March 2020</b>
<b>Last date of issue of tender document</b>	<b>- 16 April 2020</b>
<b>Last date for submission of complete tender documents</b>	<b>- 17-04-2020 by 3:00 p.m.</b>
<b>Date of opening of Technical Bid in presence of parties present</b>	<b>- 17-04-2020 by 3:30 p.m.</b>

**Note :** (1) In future, any amendment or other information related with this Bid (RFP) shall only be published on our aforesaid web site.

- (2) The bid should be submitted in **ORIGINAL** and in the form of hard copy on this specific bid document and all pages of the bid document should be properly signed and stamped by the bidder. Bid submitted through any other mode such as eMail, FAX etc shall not be considered and may be out rightly rejected.

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## **CHECKLIST FOR BID SUBMISSION**

**(Bidder should read it carefully and ensure the compliance falling which their bid may be treated as non-responsive and shall be liable for rejection)**

<b>SN</b>	<b>Description</b>	<b>Detail(s)</b>	<b>Remarks (if any)</b>
01	BID Reference No.		<b>HRI/06/2020</b>
02	Tender Cost	<b>Rs. 1000/-</b>	As per clause 3(1) of <b>Section - I</b>
03	Issue of tender document begins	<b>18-03-2020</b>	<b>10 AM to 5 PM</b>
04	Last date of issue of tender document	<b>16-04-2020</b>	<b>Latest by 5 PM</b>
05	Last date for submission of complete tender documents	<b>17-04-2020</b>	<b>By 3:00 PM</b>
06	Date of opening of Technical Bid in presence of parties/bidder(s) present	<b>17-04-2020</b>	<b>At 3:30 PM</b>
07	Tenure of the Contract	FIVE years (3 + 2 years)	Subject to conditions given in para 01 & 02 of <b>Section – I</b> (Instructions to Bidders – ITB) Draft Contract as per <b>Annexure - 9</b>
08	Ernest Money Deposit	<b>Rs. 6.5 Lacs</b> <b>Validity 180 days</b>	As per condition of 3(2) of <b>Section – I</b> (ITB) and <b>Annexure – 04</b>
09	Minimum Turnover of the Bidder Required	Rs. 2.00 cr / Rs. 2.50 Cr	As per condition given in 3(3) of <b>Section-I</b> (ITB) & point 2(d) of <b>Section – II</b> (Instruction for Filling Tender Document)
10	Performance Bank Guarantee (PBG)	<b>Rs. 35.00 Lacs</b>	As per condition given in point 38 of Section – III (Scope of Work), and PBG format as per <b>Annexure – 8</b> .
11	Solvency Certificate		<b>Rs. 35.00 Lacs</b>
12	Contract Form		As per <b>Annexure-9</b> (draft) – shall be finalized before execution
13	Profile and details of Tendering Agency/Firm/Company	<b>Annexure - 1</b>	To be filled by the bidders carefully. Any carelessness on their may lead to some disadvantage to them including rejection of the BID.
14	Technical Evaluation Criteria		As per <b>Section – V</b> (Evaluation Criterion of the Technical Bid) Strict compliance as per clause (3) of Section – I (ITB) is necessary.

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15	Financial Bid Evaluation Criteria / Lowest Evaluated Bid (L1)	<p>Defined in <b>Section – VI</b> (Financial Bid)</p> <p>Financial Bid should either be submitted by hand (in HRI's tender box) or should be sent by post. Bidder has to ensure that Financial Bid is submitted in time and HRI shall not be responsible for any delay including postal delay.</p> <p>UNDER NO CIRCUMSTANCES, the FINANCIAL BID should be submitted either through email or by other means except above. Any violation shall lead to cancellation of the Bid.</p>	
16	Tentative Date for Presentations by Bidders for Technical Evaluation	<p><b>Any time after 7 days of bid submission</b></p> <p><b>Tentatively between 27<sup>th</sup> April 2020 – 8<sup>th</sup> May 2020</b></p> <p>(Intimation shall be sent by email and will be put up on our website <a href="http://www.hri.res.in">www.hri.res.in</a>. Bidder to give correct email address in their bid for which entire responsibility be on bidder)</p>	<p>Bidders should prepare their presentations accordingly. They will be intimated through email and schedule may be uploaded on our website also. The parameters for Technical Evaluation are given in <b>Section – V</b>. The bidders should cover all aspects relevant to this tender requirement including points given the evaluation criteria table of <b>Section – V</b>. The presentation should be very concise and relevant to this bid. 10 to 15 minutes shall be given to each bidder for their presentation. Technical Evaluation Report may be uploaded on our website also for bidders.</p>
17	Total number of pages in this tender document	<b>53</b>	Numbered as Page 01 of 53

The above details (*summary details of the tender document*) are applicable to this tender process. These are elaborated at various places (may be multiple times) in this tender document. Though utmost care has been taken to maintain non-ambiguity and consistency, if there is any inconsistency or other information which mismatches with above, the above information shall be treated as final and shall prevail over them.

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## **PART – I**

### **TECHNICAL BID**

**TO BE SUBMITTED IN SEPARATE ENVELOP WITH  
A CAPTION ON THE ENVELOP**

**“Technical Bid (Part – I) - Tender for Security and  
Other Services at HRI, Allahabad (Prayagraj)”**

**(FINANCIAL BID SUBMISSION SHALL DONE SEPERATELY  
AFTER TECHNICAL EVALUATION FOR WHICH ADDITIONAL  
TIME SHALL BE GIVEN AS ENUNCIATED IN POINT 2 (Part II)  
OF SECTION – I (ITB)**

**IN THIS TECHNICAL BID ENVELOP, it should contain a text  
“*Technical Bid (Part – I) - Tender for Security and Other Services at  
HRI, Allahabad (Prayagraj)* ””**

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## SECTION – I

### INSTRUCTIONS TO THE BIDDER (ITB)

Harish-Chandra Research Institute (herein after referred as HRI) invites Request for Proposal (RFP) from eligible and interested security Agencies/security service contractors /Agencies holding license in the area of security contract services for providing security services /other services for a period of 03 years which may be further extendable upto 02 years, on annual basis on satisfactory performance. However, the initial contract may be for a lesser period, say for three-to-six months to adjudge the performance of the contractor for further extension as per the above and other factor mentioned in the next para captioned as '**Tenure of the Contract**'. The total requirement of man power/security guards/other services etc. is likely to be around **150 to 200** persons on an average per day which may increase or decrease as and when required during the contract period.

**Tenure of the Contract :-** As mentioned above, the total tenure of the contract may be a maximum for the period of FIVE years (3 yrs + 2yrs) which will be subject to clearance/approval of the competent authority. Initially, as per the delegation of power, the contract period shall be bifurcated as per the following:-

- (a) Initially the contract may be for the period of ONE year as the total anticipated expenditure/payment to service provider/empanelled agency will fall within the sanctioned limit of this category.
- (b) Additional TWO years if financial sanction for the total anticipated expenditure is accorded by the competent authority
- (c) Further TWO years i.e. 4<sup>th</sup> & 5<sup>th</sup> year if approval is accorded by Department of Atomic Energy, Govt. or any other competent authority at that time.

**Remarks :-** Immediately after finalization of the bid process i.e. selection of the Empanelled Agency on the Lowest Evaluated Bidder basis (criteria defined later), HRI may issue the work order as per point (a) and will start approval process for the different levels defined in (b) and (c). In case the approval at a particular level is not accorded by the competent authority, HRI may have to curtail the contract depending upon the level of approval at that time. It is to be read in conjunction with point no 06 of SECTION - VI (on the last page of this tender document).

Harish-Chandra Research Institute (HRI) is an autonomous body under the Department of Atomic Energy, Govt. of India dedicated to theoretical research in Mathematics and Physics. It has a residential campus spread over approximately 67 acre of land situated at Chhatnag Road, Jhansi, Allahabad (Prayagraj)-211019.

The selected /empanelled security Agencies / security service contractors /Agencies holding license in the area of security contract services for providing security services /other services would have to enter into an agreement with HRI for the entire contract period (as defined above). **The agency selected through this bidding process will hereinafter refer to as "Empanelled Agency".**

#### 1. Who can participate in this bidding process:-

**BIDDER SHOULD BE a Proprietorship firm or a Partnership firm or a Company or Consortium (documents in support to be submitted) subject to the following:-**

- (a) The bidder should have license/registered in accordance with Private Securities Agency (Regulation) Act – 2005 (PSAR-2005) in states i.e. Uttar Pradesh where the Act has been implemented.

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**OR**

- (b) The Bidder may be a consortium having maximum two firms forming consortium. In this case, the Prime Bidder of the consortium should be registered with U.P. Govt. under Private Securities Agency (Regulation) Act – 2005 (PSAR-2005) as per (1a) above subject to the following conditions:-
- (i) In case of consortium, the consortium agreement will have to be submitted along with the technical bid.
  - (ii) Documents of all the consortium partners required in this bid will have to be submitted.
  - (iii) For turnover condition, total figure of the consortium partner shall be considered but minimum 50% component of the prime bidder is necessary. The turnover should **Rs 2.00 cr** average for last three years as detailed later in this document but in case of consortium, it shall be **Rs. 2.50 cr** combined for both consortium partners).
  - (iv) In case, the consortium agreement between the consortiums partners fail in future, the Institute will be free to continue the work with any of the consortium partner or may go for any other option to carry on the work to avoid any vacuum which may be at the cost of the bidder.
- NOTE (1) :** The bidder company (in case of consortium, one of the consortium partner) should have minimum 5 years of experience of security services and must have a live registration (incorporation of the company) continuously for last five years. This is applicable for all above three categories.
- (c) If the prospective bidder firm is already debarred by HRI from taking part in such tender, their bid shall be out rightly rejected. Such type of firms should not participate in this bidding process. If they do so, they will be doing it at their own risk. For any financial loss to the bidder on account of this, HRI shall not be responsible. The prospective bidder(s) should ensure that they have no partnership (directly or indirectly) or financial share or common directorship etc with such firms. Their bid may also be rejected even after their selection as Service Provider (if selected) in such cases and their contract may be terminated at any stage for this act considering them as non-responsive.
- (d) If at any stage, it is found that bidder / Service Provider (after selection) have produced some wrong facts at the time of bid submission, their contract may be terminated at any stage and EMD/PBG may be forfeited.

## 2. This RFP form consists of two parts:-

**Part I:** Instructions to Applicants, Scope of Service of Security Agencies/Security Service Contractors/Agencies holding license in the area of security contract services for providing security services/security guard and Appointment/termination clauses, etc and

**Part II:** Format for submitting Financial Bid for RFP.

(The bidder has to submit only Part I (Technical Bid) at the time of submission of bid under this document. The financial bid will be submitted by the bidder only after the evaluation of the technical bid. The technically qualified bidders will be intimated (through postal/email etc) in due time and they will be given fresh time schedule to submit their financial bid given in Part II. The draft format for Financial Bid is being given with this document for the bidders to understand the financial bidding procedure so that they can assess all requirements before bidding i.e submission of FINANCIAL BID)

## 3. Enclosures/Documents require to accompany the RFP/EOI Form Part-I:-

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1. A crossed Demand Draft/Cash Receipt for **Rs. 1000/-** only (in original) towards processing fee (if Form was downloaded from web, otherwise this is payable in cash/draft in HRI when bid document is obtained in person from HRI).
2. The bidder is required to submit a Demand Draft in favour of Harish-Chandra Research Institute payable at Prayagraj (UP) or Bank Guarantee (BG) as per Annexure-4 for a period of 180 days from the date of opening of tenders for **Rs. 6,50,000/- (Rs. Six lacs Fifty Thousand only)** only as EMD along with Part-I (Technical Bid) of this Form. **Bank's FD or any other mode of EMD shall not be accepted.** Any discrepancy in EMD form may lead to rejection of the bid. The BG shall be issued by any nationalized or scheduled bank in the format given in **Annexure – 4**.
3. Copy of the Annual Turnover related document certified by CA/Self Certified averaging **Rs 2.00 cr / 2.50 cr** (as the case may be) per annum in the last three FYRs i.e. 2016-17, 2017-18 and 2018-19. (If 2019-20 copy is available, then it can be given in place of 2016-17 i.e. either 2016-17 or 2019-20 certified copy is to be submitted along with 2017-18 and 2018-19 copy).
4. Income-Tax Clearance Certificate and Permanent Account Number.
5. Registration with U.P. Govt. under Private Securities Agency (Regulation) Act – 2005 (PSAR-2005) which should be valid at least till Dec 31<sup>st</sup> 2020 and in case they are selected as Empanelled Agency, they will have to ensure that they are registered under PSAR-2005 during entire contract period. In case, it is of shorter duration, its validity date should not be before **30-04-2020**. For validity between **01-05-2020 and 30-12-2020**, the bidder has to produce document showing that they have initiated validity extension process. HRI decision shall final in this regard. If selected as Empanelled Agency, the bidder has to ensure that they are registered under PSAR-2005 during entire contract period.
6. Solvency certificate of **Rs 35,00,000/- (Rupees Thirty Five lacs only)**.
7. Bidder Company should have experience of providing said services to at least one client of Central Government/State Government Department/Organization/ Autonomous Body/Public Sector Undertaking as on date with sufficient strength of Security Guards (preferably Ex-Servicemen). Please attach a list of clients as on date and proof thereof. (No. of employees should be more than 50 at any time).
8. Company's/Firm's Registration Certificate.
9. Self-Attested Copies of Valid License under the Contract Labour (Regulation and Abolition) Act, 1970.
10. Registration under the Employee Provident Fund.
11. Registration under ESI/Medical Insurance Scheme.
12. Certificate for GST Registration.
13. Company's/Firm's brochure showing profile.
14. Company's/Firm's PAN/TAN No.
15. Experience in Central Govt./State Govt./PSU/Autonomous Body with copies of work order along with satisfactory performance certificate (number of employees in such cases should be more than 50 at any time).
16. Satisfactory work report from Current Employer (Preferably Govt.).
17. An affidavit by the bidder stating there are no statutory liabilities pending against them.

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18. Self attested copy of the latest (last three years) contract Agreement(s) entered into with other establishments/institutions (preferably Govt. institutions).

**Note:** (1) Compliance of 1-7 conditions is compulsory in order to qualify technically otherwise the bid of the bidder will be rejected out rightly. The other documents from slno 08 to 18 will have to be submitted along with the bid. For any relaxation, the decision of the Technical Evaluation Committee along with justification shall be final.

- (2) Interpretation on any point of this bid document of the Institute i.e. HRI shall be final and will be binding on the bidders.
- (3) The bid should be submitted in the form of hard copy on this specific bid document and all pages of the bid document should be properly signed and stamped by the bidder. Bid submitted through other mode such as eMail, FAX etc shall not be considered
- (4) Any deviation in the tender condition or any additional condition forced by the bidder or incomplete tender etc may be considered as non-responsive tender. This non-responsiveness or any other point mentioned later as non-responsive may lead to rejection of the tender.

**Registrar**  
**Harish-Chandra Research Institute**  
**Chhatnag Road, Jhansi, Allahabad (Prayagraj)**

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## SECTION – II

### INSTRUCTIONS FOR FILLING THE TENDER DOCUMENT

1. If space for information is found insufficient a separate sheet may be attached (neatly typed and filled up).
2. Tendering Agencies are required to attach certified/ attested copies (Self attested) of the following certificates/documents along with the tender document (in original) in addition to other documents being asked in this tender. In case of any doubt original copy may be asked for clarification of doubt by HRI.
  - a. Company /Firm's Registration Certificate.
  - b. Company/Firm's EPF, ESI and GST Registration Certificate.
  - c. Company/Firm's Balance Sheet of last three years i.e. 2016-17, 2017-18 and 2018-19. (If 2019-20 copy is available, then it can be given in place of 2016-17 i.e. either FYR 2016-17 or 2019-20 copy is to be submitted along with 2017-18 and 2018-19 copy. Company/Firm's EPF, ESI and GST Certificates.
  - d. Undertaking of Annual Financial Turnover provided in the tender document supported by documentary proof. The turnover should **Rs 2.00 cr** average for last three years as detailed later in this document but in case of consortium, it shall be **Rs. 2.50 cr** combined for both consortium partners).
  - e. Copy of individual salary slips/details issued to security personnel, showing skill of each individual category (One copy of each category which is latest).
  - f. Copy of the ESI Registration/Challan/cards issued to the individual security personnel, skilled, unskilled and others (one copy each of each category which is latest).
  - g. Copy of the latest telephone bill/rent agreement showing address of the Head Office/ Branch
  - h. Firms Registration under the Private Security Agency Act., U.P. (PSAR-2005)
  - i. Office at Prayagraj (Allahabad). In case it does not exist, an undertaking has to be submitted that it will be opened at the earliest if selected as Service Provider Agency.

**REMARK :-** While submitting the bid, the bidder will ensure that in addition to the above, other documents mentioned in Point – 03 “Enclosures/Documents require to accompany the RFP Form Part-I” of Section – I (ITB) are also enclosed with the Part- I (Technical Bid).

3. All the attached documents submitted with the tender document should be duly self-attested/certified.
4. All the pages and appendices attached should be numbered and signed by the Bidder.
5. All entries in this form should be clearly filled. No overwriting is permitted. Overwriting/correction must be self-attested by the Bidder.
6. The Technical Bid (Part – I) is required to be submitted in original in a sealed envelopes superscripting **“Technical Bid (Part – I) - Tender for Security and Other Services at HRI, Allahabad (Prayagraj) ”**

**Note :** The bidder has to submit only Part I (including all Annexures duly filled, signed and stamped) at the time of submission of bid under this document. The Financial Bid (Part – II) will be submitted by the bidder only after the evaluation of the technical bid. The result of the technically qualified bidders will be intimated to them and they will be given fresh time schedule to submit their financial bid given in the part II. The draft format for Financial bid is being given with this document for the bidders to understand the financial bidding procedure so that they can assess all requirements before bidding at a later stage.

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## SECTION - III

### SCOPE OF WORK

#### (TERMS & CONDITIONS OF APPOINTMENT AND TERMINATION CLAUSE)

#### Role of Security Service Contractors /Agencies holding license in the area of security and other contract services

The bidder selected to provide services in this bidding process for providing required services will also be referred as 'Empanelled Agency'.

1. The Empanelled Agency shall provide security and other services for Harish-Chandra Research Institute and all its residents and visitors on campus as per terms and conditions, hereinafter specified. The other services will include orderlies, technical persons (e.g. electrician, mechanics, plumbers, carpenters, safai wala (including ladies), driver, secretarial staff, pharmacists, cooks and helpers etc). HRI may add other categories of services during contract period. **The Initial Contract is upto 03 years which may be further extendable upto 02 years on year-to-year basis based on satisfactory performance and the level of financial approval.** However, the initial contract may be for lesser period, say for three-to-six months to adjudge the performance of the contractor for further extension as per the above.

**Remark : Please see para-02 (Tenure of Contract) of Section-I (ITB) also.**

2. The Empanelled Agency shall ensure that all its persons are punctual and remain alert and vigilant in performance of their duties. The Empanelled Agency shall engage only physically fit persons who are not below the age of 18 years and preferably not above the age of 58 years for security duties and other duties i.e. for unskilled categories. For other services and very senior and experienced supervisor's level, the upper age limit may be allowed up to 60 years *subject to their maintaining good health and performing exceptionally*. This is as per ESI & EPF Act 1952 or other relevant act as amended from time to time. *The Security Guards and others shall be mentally and physically sound*. Under no circumstances, engagement of individual after attaining the age of 60 years of age shall be allowed. For competent and efficient personnel who may be useful for Institute, may be given relaxation in exceptional case on the recommendation of Service Providing Agency. The decision of HRI shall be final in such cases.
3. The Empanelled Agency shall have a strength of 1.5 times the required strength (of security guards) so as to ensure continuous supply of requisite number of guards in case of absenteeism, leave etc. Empanelment agency may be asked to provide a list of 30-40 people who may be asked to deploy as replacement for a shorter duration but not in a routine nature/longer duration.
4. Each security personnel deployed by the Empanelled Agency shall possess valid **Police Verification Certificate (PVC)** issued by the concerned State Police Authorities.
5. The security and other personnel shall be adequately briefed / trained about duties prior to engagement. The Empanelled Agency shall also arrange demonstration/training for fire fighting also.
6. The performance of the Empanelled Agency personnel shall be closely supervised by the supervisor of the Empanelled Agency as well as officials of the HRI. The overall control and supervision of the Empanelled Agency personnel shall be of the authorities of the HRI but their administrative issues including terms and condition of their appointment shall be with the Empanelled Agency only.

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7. The Empanelled Agency shall communicate the name, parentage, code no., residential address and age etc. of the persons deployed at each duty points. The Empanelled Agency shall supply photographs of all such persons to the HRI and Identity Card of such person's along with photographs should be displayed all times on the chest or at some appropriate place.
8. The Empanelled Agency shall ensure that the security guards so deployed do not allow any property of Harish-Chandra Research Institute to be taken out of the premises without a valid Gate Pass signed by the designated official. The Empanelled Agency will (w.e.f. the date of commencement of the contract period) be responsible to protect all immovable and movable property of Harish-Chandra Research Institute, entrusted to them, including unauthorized movement in and around the campus.
9. On taking over the responsibility of providing security arrangement, the Empanelled Agency shall formulate the mechanism and duty Assignment of Security and other Personnel, in consultation with the Harish-Chandra Research Institute. The Empanelled Agency shall further be bound by and carry out the direction/instructions given to them by the Registrar, Harish-Chandra Research Institute or the officers designated by him/her in this respect, from time to time.
10. The guards and other personnel deployed by the Empanelled Agency for the work as per para 3 above, shall be the employees of the Empanelled Agency for all purposes, and in no case shall have any relationship of employer/employee between the said personnel and Harish-Chandra Research Institute shall accrue implicitly or explicitly.
11. The personnel so deployed shall be liable for payment of their wages etc. and all other dues, which the Empanelled Agency are liable to pay under various Labour Regulations and other statutory obligations. *It will be preferred to have a mechanism by the Empanelled Agency where the salary of the personnel deployed in HRI by them is transferred to their respective bank accounts every month and they will issue a Salary Slip to each employee after disbursement of salary*
12. The Empanelled Agency shall ensure that all the employees so deployed by him get minimum wages and all other benefits as are admissible under various Labour Laws/Act. The Empanelled Agency shall provide full information in respect of the wages etc. and paid to its employees so deployed in conformity with the provisions of Contract Labour (Regulation and Abolition) Act, 1970 or any other such relevant act.
13. The Empanelled Agency shall be responsible for fulfilling all obligations towards such personnel deployed under law in force.
14. The Empanelled Agency shall on demand furnish copies of wages register/muster roll etc. to Harish-Chandra Research Institute for having paid all the dues to the guards and other personals deployed by the agency. This obligation is imposed on the Empanelled Agency to ensure that the Agencies are fulfilling their commitments, towards their employees so deployed under various labour laws for duties in Harish-Chandra Research Institute. The Empanelled Agency shall comply with or cause to be complied with various laws, Regulations including Minimum Wages Acts with regards to payment of wages, wages period, deductions from wages, recovery of wages not paid, and deduction unauthorized made, maintenance of wages-book, wages slip, publications of scale of wages, EPF details, ESI Pass-book, monthly deposition of GST and TDS (proof with exact amount for HRI which should not be clubbed with other organization's data) and terms of employment etc.
15. The Empanelled Agency shall be registered under the contract Labour (Regulation and Abolition) Act, 1970 as amended. (The Agency shall at their cost if required take necessary insurance cover in respect of staff and other persons to be employed or engaged by the

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Agency in connection with rendering of the aforesaid services to Harish-Chandra Research Institute and shall comply with the provision of U.P. Shop and Commercial Establishment Act, contract Labour (Regulation and Abolition) Act, 1970, Employees State Insurance Act, Workman Compensation Act, 1923, Payment of Wages Act, 1936, The Employees Provident Fund (and Miscellaneous Provisions) Act 1952, The Payment of Bonus Act 1965, The Minimum Wages Act 1948, Employers Liability Act 1938, Employment of Children Act 1938, and/or any other rules/regulation and/or statutes that may be applicable to them, and shall keep the Harish-Chandra Research Institute indemnified from all acts of omission, fault, breaches and/or any claim, demand, loss, injury and expenses. Agency's failure to fulfill any of the obligations hereunder and/or under the said Acts, elements, rules/regulations and/or any by-law or rules framed under or any of these, the Harish-Chandra Research Institute, shall be entitled to recover any of the such losses, or expenses which it may have to suffer or incur on account of such claims, demands, loss or injury from the Agency monthly payments. Any obligation and/or formalities which are required to be fulfilled under the said Acts or any other Act for the purpose of entering into and/or execution of this work shall be carried out by the agency at their own expenses etc. and the agency shall report the compliance thereof to the Harish-Chandra Research Institute. The Empanelled Agency shall be solely liable for any violation or provisions of the said Act or any other Act.

16. It shall be responsibility of the contractor to deposit GST/EPF/ESI/TDS and other statutory dues by the 15<sup>th</sup> of next month. In case of any default a penalty of Rs.100/- per day may be imposed by the Institute and recovered from the next bill amount in case it is found that deposit was intentionally delayed. HRI's decision in this regard shall be final. To streamline such type of irregularities by Empanelled Agency, HRI may take any remedial action. For any loss to Empanelled Agency due to this action, the Empanelled Agency shall be solely responsible. Separate challan exclusively for HRI's GST monthly deposit shall be given by Service Provider Agency to HRI and this shall not be clubbed with any other firm's amount. For any negligence on this part, total responsibility shall lie on the Service Provider agency.
17. Uniforms shall be supplied by the Empanelled Agency at its own cost (which may be recovered from individuals on actual cost basis) to the security guards, security/civil supervisor and other personnel deployed for this work. The seasonal equipment's such as Jerseys, over coat, winter and rain coats in monsoon, gum boots etc. shall also be provided by the Agency at their own cost (recoverable from individual) and Harish-Chandra Research Institute shall have no liability whatsoever on this account. Empanelled Agency may recover such genuine cost from individual personnel. Other gazettes e.g torch, batteries, metal detectors stationary etc may be provided by HRI as per the demand of Empanelled Agency.
18. The Empanelled Agency shall take all reasonable precautions to prevent any unlawful or riotous or disorderly conduct of acts of his employees so deployed and for the preservation of peace and protection of employees and property of Harish-Chandra Research Institute. In case any of the persons so deployed by the Agency does not come up to the mark or does not perform his duties properly or indulges in any unlawful, riotous or disorderly conduct, the Empanelled Agency shall take suitable action against such persons on the report of the Registrar, Harish-Chandra Research Institute or his/her authorized officers in this respect.
19. The Empanelled Agency shall immediately replace the particular person so deployed on the demand of the Registrar, Harish-Chandra Research Institute or his/her authorized officer(s) in case any of the aforesaid act on the part of the person so deployed or otherwise. The Empanelled Agency shall be responsible for good conduct and behavior of its employees.
20. The empanel agencies shall not indulge in arbitrary and adhoc transfer or shifting of any of its employees from his/her designated duties in the Institute to other posts/positions without good reason and without consultation with the section heads of the concerned departments.

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21. The Empanelled Agency shall deploy its employees in such a way that they get weekly rest, the working hours/leave for which the work is taken from them under relevant provisions of Shops and Establishment Act. The Empanelled Agency shall in all dealings' with the persons in his employment have due regard to all recognized festivals days of rest and religion or other customs. In the event of Empanelled Agency committing a default or breach of any of the provision of labour (Regulations and Abolition) Act, 1970, as amended from time to time or furnishing any information or submitting or filing any statement under the provisions of the said regulations and rules which materially incorrect, then the Agency shall, without prejudice to any other liability, indemnify the Institute for any loss, fine, law suit etc..
22. The Empanelled Agency shall keep Harish-Chandra Research Institute indemnified against all claims whatsoever in respect of the persons deployed by the agency at various points. In case any person of the Empanelled Agency deployed enters in dispute of any nature whatsoever with the Institute, it will be the prior and sole responsibility of the Agency to contest the same. In case Harish-Chandra Research Institute is made a party and is supposed to contest the case, the cost thereof will be reimbursed by the Agency for actual expenses incurred towards counsel fee and other expenses, which shall be paid in advance by the Agency to Harish-Chandra Research Institute on demand. Further, the Empanelled Agency shall ensure that no financial or any other liability comes on Harish-Chandra Research Institute in respect of any nature whatsoever and shall keep Harish-Chandra Research Institute indemnified in this respect.
23. The Empanelled Agency shall further keep the Harish-Chandra Research Institute indemnified against any loss to Harish-Chandra Research Institute property and assets including personal assets of the residents within the Institute premises. The Empanelled Agency shall be responsible for theft/missing of any fitting/fixture or any other removable object from the building/premises. In case of any loss or theft it shall be made good by the Agency and in the event of failure on their part to do so within a period of one month, the loss shall be made good by encashment of security deposit and if the amount of loss or damage exceeds the amount of the security deposit, then the remaining amount will be recovered from the agency. In addition to the above, liquidated damages at the rate of 5% of the value of the actual loss/damage/injuries sustained will be levied and recovered from the agency. The Empanelled Agency will ensure proper control over the movement of the visitors, material, articles and vehicles etc. HRI shall not be responsible for any other payment like any compensation to the personnel of Empanelled Agency except agreed in the contract and financial bid as reimbursement of the monthly remuneration.
24. The Empanelled Agency shall submit monthly bill for the services rendered during the preceding month on the first week (preferably 2<sup>nd</sup> or 3<sup>rd</sup> day of the month) of the following month to be duly verified and signed by officers designated by the Registrar, Harish-Chandra Research Institute, Allahabad (Prayagraj), in this regard. Challans in respect of ESI, EPF, GST along with salary sheets should be submitted along with the bills for its people deployed at HRI **The Empanelled Agency is always required to produce a separate challan (showing monthly deposits without mixing with other's account) for EPF, ESI and GST deposition etc. in respect of its staff deployed at HRI separately for our convenience.** For any negligence on this part, total responsibility shall lie on the Service Provider Agency/Empanelled Agency. The Harish-Chandra Research Institute will make the payment on the basis of bill raised by the Agency by means of crossed Cheque drawn in favour of the Agency. TDS on Income tax and GST as applicable will be deducted from their bill at such rates may be prescribed by the Govt. from time to time as per Income Tax Act, 1961 and GST regulations. **GST rates shall be treated as amended as and when amended by Government of India. It shall be the sole responsibility of the Empanelled Agency to deposit the EPF/ESI/GST and other statutory dues by 15<sup>th</sup> of the next month or as notified**

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**by the government department otherwise a penalty of Rs.100/- per day may be imposed for each default as mentioned above and this will be recovered from next month's bill amount.**

25. The Empanelled Agency shall not be entitled to any increase in rates on any ground whatsoever during the period of this contract, other than increase in Minimum Wages Act, (Central). **If the Institute at any stage decides to increase wages for any specific category over and above the minimum wages, or introduce any additional category with a new defined wage,** it shall be binding on the Empanelled agency. The agency will be paid centage/commission on this enhanced amount at quoted centage rates also.
26. The Harish-Chandra Research Institute can rescind/terminate the contract by giving one-month notice without assigning any reason thereof. During the notice period for termination of the contract, the Empanelled Agency shall keep on discharging their duties and till the expiry of notice period. It shall be the duty of the Empanelled Agency to remove all the persons deployed by him on termination of the contract on any ground whatsoever and ensure that no one creates any disruption/ hindrance/ problem of any nature to Harish-Chandra Research Institute Administration.
27. The security and other personnel, posted in the premises shall have elementary knowledge of fire-fighting, first-aid and rescue techniques. The personnel will be required to take adequate measure preventing the loss to the Harish-Chandra Research Institute of its property including all its residents and visitors on campus and human lives including their own and immediately get in touch with the concerned enforcement/police/fire fighting authorities of the district and to act and co-ordinate effectively in the operation and will be required to make a written report to the Registrar, Harish-Chandra Research Institute on the day of occurrence of such accident/incident. In case of fire, the Empanelled Agency will be under strict contractual obligation will inform the maintenance staff positioned in the Harish-Chandra Research Institute to initiate fire-fighting equipment operations and to immediately inform the Allahabad (Prayagraj) Fire Services for assistance.
28. The Empanelled Agency shall be responsible for all injuries and accident to persons employed by him and/or damage to fitting/fixtures and equipment's arising due to negligence on the part of the Agency.
29. The Empanelled Agency will be required to maintain permanent attendance/roll/register within the building premises, which will be opened for inspection and checking by the authorized officer of Harish-Chandra Research Institute. The attendance register will be kept with the authorized official of the Harish-Chandra Research Institute. All the guards and supervisor discharging their duties should enter time of entry and exit in the register. Any change in the guards/supervisors deployed by the firm shall be communicated to the HRI in writing well in advance. Such changes shall have the prior permission of the Registrar, HRI.
30. In the event of any breach, violation or contravention of any terms and condition herein contained by the Empanelled Agency, the services of the Empanelled Agency so engaged will be terminated forthwith and the security deposited will be forfeited by the Harish-Chandra Research Institute.
31. The Empanelled Agency shall be under strict contractual obligation to ensure only authorized vehicles are allowed to be parked and that too at the allocated space only. All other vehicles, accessing the Harish-Chandra Research Institute Buildings will be allowed to come up to main portico of the guest house to pick up and drop visitors. However, these vehicles will be made to leave the campus soon thereafter.
32. The terms and conditions for providing Security and other services, RFP Form Part-I, additional terms and conditions, specifications, if any, forming the RFP Forms, as issued at the time of inviting financial Proposal and acceptance, thereof, together with any

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- correspondence leading there to for fulfillment of the terms and condition prescribed in the foregoing paragraph shall also become the part of the agreement.
33. The Empanelled Agency shall not engage any Sub-contractor or transfer the contract to any other person in any manner.
  34. The Empanelled Agency shall carry all other such duties in the event of fire or natural calamities as is required for saving life and property.
  35. The RFP duly signed by contractor should be accompanied with all relevant details including the latest existing contract agreement and last three years' experience certificate under Govt/Autonomous Body/PSU/University etc.
  36. The Average Annual Turnover of the RFP contractor should not be less than **Rs 2.00 cr (Rs. 2.50 cr** in case of consortium as mentioned earlier) per annum (as mentioned in this document for last three years i.e. 2017-18, 2018-2019 and (2016-17 or 2019-20 as defined earlier) with a copy of latest Annual Statement of Accounts for the mentioned years.
  37. The bidder is required to submit Demand Draft in favour of Harish-Chandra Research Institute payable at Prayagraj or Bank Guarantee (BG) as per Annexure-4 for a period of 180 days from the date of opening of tenders for **Rs. 6,50,000/- only (Rs.Six Lacs Fifty Thousand)** as EMD along with Part-I (Technical Bid) of this Form. This will be returned to the bidder within one month after the finalization of the bid. If the bidder is failed to qualify the technical part of the bid, his EMD will be returned within 15 days of bid finalization. The EMD of that bidder, who will be selected as Service Provider, will be returned only after the submission of Performance Bank Guarantee (PBG) by him as mentioned in the next point. Any discrepancy in EMD form may lead to rejection of the bid.
  38. The contractor finally selected will be asked to submit a Performance Bank Guarantee (PBG) equivalent to **Rs 35,00,000/- (Rupees Thirty Five lakhs)**/roughly one month billing amount in favour of Harish-Chandra Research Institute, Prayagraj before commencement of the service. The PBG format based on the provisions and other T&C of this document shall be provided to Empanelled Agency by HRI. The bid format is attached as Annexure-8.
  39. The credentials of the short listed/selected Security Agency will be subject to verification by Department of Atomic Energy/Govt. of India agencies and their approval shall be binding on both the parties. Prior to engaging the Security Agency, their particulars shall be sent to the Department of Atomic Energy, Government of India for carrying out security vetting and only such agency shall be allowed to undertake the work on receipt of clearance.
  40. Based on the provisions / T&C given in this tender document / RFP, the selected Empanelled Agency shall have to execute a 'Contract' with HRI before commencement of the contract. The final contract form shall be provided by HRI. The draft 'Contract' document is annexed as **Annexure – 9.**
  41. The Service Provider Agency/Empanelled Agency shall ensure the compliance on various directives issued by Government of India and U P Government on Private Security Agencies (Regulation) Act, 2005 as amended from time-to-time.
  42. Frequent violation of the tender/contract conditions or non-satisfactory performance by the Service Provider Agency may lead to termination of the contract. In this case, the Service Provider Agency shall be sole responsible for any loss occurred due to this. HRI's decision in this regard shall be final.

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## **SECTION - IV**

### **Additional Terms and Conditions for Tender Submission & for Providing Campus Security and other Services at Harish-Chandra Research Institute, Allahabad (Prayagraj)**

1. The Empanelled Agency shall seek instructions from Director/Registrar, Harish-Chandra Research Institute, Prayagraj (Allahabad) herein after called 'Institute'/HRI' or any other Officer of the Institute authorized by him for the purpose. The Empanelled Agency will be required to sign in on a written Agreement/Contract before the initiation of the contract. This contract Based on the provisions / T&C given in this tender document / RPF, the selected Empanelled Agency shall have to execute a 'Contract' with HRI before commencement of the contract. The contract form shall be provided by HRI.
2. The Empanelled Agency shall be fully responsible for the security of entire campus of Harish-Chandra Research Institute including all structures, installations, fittings, equipment, vehicles, office and household appliances and materials, buildings materials and any other property owned by the Institute or inmates residing or working in or visiting the campus of the Harish-Chandra Research Institute, Allahabad (Prayagraj).
3. Besides the normal security services, as and when assigned, the other functions required to be performed for the safety of HRI campus include the following:
  - (i) To man all the security check posts located at the main gate of the campus and at any other points specified by the Institute's authority.
  - (ii) Security personnel deployed by the Empanelled Agency shall check the material/property (Government and Non-Government), going out of the Building/Campus through the procedure of Gate Pass as laid down by Institute's authority.
  - (iii) To perform watch and ward functions including night patrol of HRI campus
  - (iv) To provide services for housekeeping on regular basis. It will be ensured by the Empanelled Agency that the campus, buildings, toilets, bathrooms, lawns, playgrounds, swimming pool, park etc. are kept clean and up-to-date.
  - (v) To record receipt of each and every material that will be purchased for the Institute.
4. The Empanelled Agency shall compensate in full the loss sustained by Institute or its campus inmates on account of any theft, burglary and any other kind of intrusion in the campus entrusted to him for security. The amount of loss to be compensated by the Empanelled Agency shall be determined by the Director of the Institute arrived at on the basis of or otherwise, on findings of a Joint Enquiry Committee comprising of Representatives of both the Institute and the Empanelled Agency , and the same shall be binding on the Empanelled Agency . In case of any theft or burglary it will be the duty of the Security agency/ Empanelled Agency or its representative to lodge an FIR at the concerned Police Station under due intimation to the Institute. The matter may be referred to the Law Enforcement Authority if it doesn't get settled for recoveries. If the Institute does not have enough dues on the Company/Agency with it to recover such amount, legal remedies will be resorted to as per the prevailing Law of the Land.
5. The Empanelled Agency shall also be fully responsible for any loss, of material and property of Institute attributable to the negligence or failure of the Security personnel in complying with the prescribed procedure. All losses suffered by Institute on this account shall be compensated in

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full by the Empanelled Agency . The decision of Director of the Institute in this regard shall be final and binding on the Empanelled Agency .

6. The Empanelled Agency shall deploy, security personnel with normal health (preferably who are Ex-servicemen or have performed security duty elsewhere) and age below 58 years only for the purpose of this contract. The Security Supervisors shall be below the age of 58/60 years as per the conditions given in point number 03 (Section-III). No one will be deployed by the contractor whose age is below 18 years. All the persons likely to be deployed by the Empanelled Agency should have police verification report and all such documents should be produced to office before deploying such persons.

In addition to this, if any of the personnel deployed is found to be unsuitable for any reason, he shall have to be withdrawn by the Empanelled Agency within 24 hours from the campus. No wages shall be payable in respect of such staff in whose case documentary evidence in support of police verification of their character/antecedent is not rendered in time by the Empanelled Agency. A complete list of the security personnel & staff for indoor/outdoor housekeeping & up keeping activities engaged by the Empanelled Agency for deployment in HRI shall be furnished by the Empanelled Agency along with complete addresses and other antecedents. Further, for safety and security reasons the Empanelled Agency should ensure deployment of such personnel only who are not residing in the proximity/close vicinity of the Institute.

7. The rates payable to the Empanelled Agency which will be agreed for security personnel to be deployed within the meaning of Minimum Wages Act (Central Govt.) and will be based on the current rates laid down by the Central Govt. from time to time. EPF & ESI will be paid and deposited by Empanelled Agency as described earlier. Empanelled Agency will have to ensure that the Security Personnel or the staff for outdoor housekeeping & up keeping services as the case may be deployed by him, at no point of time, will be paid less than the minimum rates of wages as prescribed and revised from time to time for the respective categories. In case of revision/increase of rate of Minimum wages by the Government only the consequential excess amount pertaining to Minimum wages, EPF & ESI will be paid by the Institute. The Empanelled Agency is required to quote GST separately at the rates applicable made applicable by the Central Government as and when amended. The financial offer (**Part-B**) should be submitted in a separate sealed cover super-scribing "Financial Offer for Providing Campus Security and Housekeeping Services at HRI, Allahabad (Prayagraj)". The financial offer of only those agencies shall be accepted and opened who's Technical Bids are found to be acceptable and have been short listed by the Institute. **Financial offer will not be submitted with Technical Bid. After Technical Evaluation, sufficient time will be given to technically qualified bidders to submit their Financial Bid at a later stage.**

8. The Institute may check and ensure that the personnel engaged by the Empanelled Agency at no point of time, will be paid less than the minimum rates of wages as prescribed and revised from time to time by Central Govt., for the respective categories. No other charges will be paid in addition to the above. The Empanelled Agency will follow the entire statutory requirement as per labour laws prevailing during the contract period and will be wholly responsible for breaking any such law.
9. The Empanelled Agency will be paid on monthly basis. Bill shall be raised by the Empanelled Agency in accordance with these rates in the first week of the every succeeding month and will be submitted for payment along with the EPF and ESI and GST deposition challan.. The number of security personnel required may vary subject to the requirements. However, rotation of the personnel so deployed/deputed by the Empanelled Agency, will be at his discretion only. The contractor shall be responsible for the release of wages to his staff during the 1<sup>st</sup> week day of the month.

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10. The Empanelled Agency will only fix timings of the various duty shifts. However, the same may, in exceptional circumstances be subjected to change at the discretion of the Institute. A single duty shift will have a normal duration of 8 (eight) hours excluding rest intervals so that no individual security person will be allowed to work more than 36 days or duties in a month.
11. The deployment of security personnel shall be as per details given in the tender document hereto and will be done by the Empanelled Agency, and can be subjected to change at the discretion of the Institute.
12. The Empanelled Agency will have to submit weekly duty chart of the security personnel to Institute's authority prior to commencement of the week. Empanelled Agency will also submit the list of personnel deployed by him.
13. The Institute will not be responsible for extending any transport facility to the security personnel deployed by the contractor on HRI duty.
14. Personnel deployed by the contractor shall not claim any employer-employee relationship with the Institute (HRI) and under no circumstances shall claim any regular employment in the Institute (HRI).
15. The Empanelled Agency may have to replace/transfer the security and other personnel at random. This shall be done with the prior knowledge/permission of the Registrar and full particulars of the security and other personnel so replaced shall be given to the Registrar. In case any of the security and other staff is found to be posted without the prior permission of the Registrar, the Institute shall not be liable to pay for such security and other personnel. The Empanelled Agency will be at liberty and discretion to rotate the deployment of staff/personnel so deputed among its various and different clients for ensuring better security prospects and for better utilization of energies of its personnel with prior permission of Institute's Authority. The periodic rotation of the staff/personnel by the concerned Security agency shall be a routine requirement of the Institute. The condition of police verification report shall remain applicable in case of any new entry due to rotation or otherwise.
16. No leave of any kind to the security and other personnel shall be sanctioned by Institute's authority. The Empanelled Agency shall be liable to make substitute arrangements in case of the absence of the security personnel or staff for other services. The Empanelled Agency shall man all the security check posts and other locations as specified by Institute's authority on all the week days. No short leave shall be permitted to the security and other personnel unless the Empanelled Agency provides suitable substitute without any extra payment. The Empanelled Agency will have to provide sufficient number of leave reserves.
17. The Empanelled Agency shall ensure that at no time any security point is unmanned. A register shall be maintained at the main gate where record will be maintained for round the clock duties performed, for the purpose of taking/handing over of the duty by the security personnel and staff for other services A register will be maintained by the Empanelled Agency at the Main gate to enter incoming and outgoing vehicles. Apart from this the Empanelled Agency may have to maintain any such register as required from time to time. The Empanelled Agency will have to abide to, with any other regulatory system as will be found necessary by the Institute. Performance of duty in two shifts by the same guard on a day shall not be permitted. However, in an emergent case exception can be made with the prior approval of the Institute's Authority.
18. The Empanelled Agency will have to arrange to dress all the security personnel and staff for other services on duty smartly and neatly on the pattern of Uniformed Services and ensure their good and polite behaviour with the HRI establishment and visitors. They shall abstain from taking part in any staff union and association activities. The Empanelled Agency will have to provide as a part of dress, appropriate woollen to the security personnel as well as to the staff for

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- outdoor other services & up keeping services in winter season and raincoats/ umbrella for the rainy season. The security personnel and staff for outdoor other services, services shall not be permitted to wear any odd wrappers. The dress shall be of uniform colour and design.
19. The Institute will not be liable to provide any residential accommodation to the personnel deployed by the contractor. No cooking or lodging shall be allowed to the Empanelled Agency's personnel at any place inside the campus.
  20. It is desirable that the contractor should maintain a sub office at a nearby place of the Institute.
  21. The Empanelled Agency shall ensure that the gunmen deployed by them hold valid license for the use of fire arms. The legal implications and obligations for carrying these arms and those arising from their use whether for Institute's security or otherwise, will entirely be the sole responsibility of the Empanelled Agency. The requirement of the gunmen would be intimated as and when required.
  22. The Empanelled Agency as envisaged in the tender document hereto will have to bear expenses incurred on the followings which may be recovered from individuals as detailed earlier and as per the following:
    - i) Providing torches and cells to the security guards/gunmen on night patrol. Service Provider Agency / Empanelled Agency will have to raise demand / indent to HRI and after evaluating the requirement(s), HRI will provide these items to them. This demand should be raised well in advance.
    - ii) Providing Lathi and other implements to the Security personnel. This has to be arranged by Empanelled Agency and HRI will not take any responsibility for this.
    - iii) All stationery/ toiletries required for writing duty charts/daily attendant sheets (roaster wise) and register in order to maintain the details at the security check points etc. But the records required by the Institute shall be provided as and when required. However the Institute will provide the necessary registers and pens for writing and maintaining the records viz. vehicles in/out, material in/out, visitors in/out, labourers in/out etc. The used registers must be deposited to the person Authorised by the Institute. As per point (i) above, the Empanelled Agency / Service Provider Agency has to raise demand for these items
    - iv) Provision of arms and ammunition to the Gunmen. HRI shall not take any responsibility for this.
    - v) Provision of appropriate uniform with shoes. This shall be as per the provisions enunciated above.
  23. Institute's authority reserves the right to change the deployment of security personnel. Institute also reserves the right to ask for replacement of a particular security person or staff for outdoor other services and up keeping services employed by the Empanelled Agency if the services of the individuals are found unsatisfactory. But in case such a request for replacement is made, the Empanelled Agency will ensure the compliance of all the required legal formalities.
  24. The security personnel and staff for other services deployed by the Empanelled Agency will be bound to observe all instructions issued by Institute's authority concerning general discipline and behaviour.
  25. The Institute's Authority shall have the right to check the various implements/torches etc. The Empanelled Agency will have to maintain these items to the satisfaction of the Institute's authority.

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26. That for all intents and purposes the Empanelled Agency will be the "Employer" within the meaning of different Labour legislations in respect of all personnel so employed and deployed by the contractor.
27. The Empanelled Agency shall be responsible for recruitment and deployment of security personnel and staff for other services and the security personnel and the staffs for other services so recruited and deployed by him shall be under his direct control/supervision. The Empanelled Agency shall exercise his total superintendence, control and supervision over the security personnel and staff for other services so deployed including over their working.
28. In case the security personnel and staff for other services deployed by the Empanelled Agency commit any act of omission or commission constituting miss-conduct or indiscipline, the Empanelled Agency will be liable and responsible to take disciplinary action against the personnel/staff, including suspension, dismissal from service etc. or removal from Institute's premises /campus.
29. The Empanelled Agency will be responsible and liable for the implementation of all the statutory provisions as regards security and other personnel to be deployed by him in respect of Minimum Wages, EPF and ESI etc. as and when they become applicable under the Labour Laws. The Empanelled Agency shall maintain all the statutory registers under the law. The Empanelled Agency shall produce the same on demand to Institute's authority or any other authority under law. As and when applicable the Empanelled Agency will obtain a license under the Contract Labour (R&A) Act. 1970. In case, the previous month's challan pertaining to ESI and PF having been deposited do not accompany the bill as a documentary proof, a requisite portion/ or whole of bill amount shall be held up till such proof is produced and furnished, at the discretion of the Institute. **The Empanelled Agency is required to produce a separate challan (monthly or whenever amount is deposited) for EPF, ESI and GST deposition etc in respect of its staff deployed at HRI separately for our convenience/compliance.** The Empanelled Agency will ensure payment of wages to his personnel within the period prescribed under Labour Laws for the purpose. The Empanelled Agency is also required to have a registration under the Company's Act/Indian Partnership Act and should have a 'Memorandum and Article of Association' of the company/Partnership Deed, a certified copy of which will be submitted along with the tender. In case the Empanelled Agency fails to comply with any statutory obligation under any Labour Laws, and as a result thereof the Institute is put to any loss or obligation, monetary or otherwise, the Institute will be entitled to get itself reimbursed out of the bills or the security deposit of the Empanelled Agency, to the extent of the loss or obligation in monetary terms.
30. Institute shall not be responsible financially or otherwise for any injury to the security personnel or staff for other services caused in the course of their performing their duties or for payment of any compensation.
31. The Empanelled Agency shall not be permitted to transfer or assign his rights and obligations under the contract to any other organisation or otherwise.
32. Time shall be the essence of the contract and the duration of this contract shall be for a period of 03 years which may be extended for a further period of two years (year-to-year basis) at the discretion of the Institute, except in the event of earlier termination under the terms and conditions. **This extension shall be under conditions enunciated earlier.** The contract shall automatically expire after completion of twelve months, unless extended further by mutual consent of the parties in writing.
33. Head of Office of the Institute has the absolute right to terminate the contract at any time before the due date of expiry without assigning any reason by giving one month's notice in advance to

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- the Empanelled Agency in writing. The Head of Office of the Institute shall also have the right to extend the contract in writing on the same terms and conditions or with some addition/deletion/modification for a further period of two years or for a shorter period until such time as a new security agency takes over in the event of Institute resorting to the process of appointing a fresh contractor/Agency.
34. The Empanelled Agency will have to make arrangements for providing Security Officer, Security Supervisor, security guards and staff for housekeeping services.
  35. In the event of the Empanelled Agency desiring an earlier termination of the contract, he shall have to give three months advance notice to the Institute.
  36. The Empanelled Agency will be bound by the details and documents as furnished by him to the Institute while submitting the tender or at any other time. In case any of the details of such documents furnished by him, are found to be false at any stage, this would be deemed to be a breach of the terms of Contract making him liable for action for termination of contract.
  37. In case of breach of any of the terms of Agreement, the security deposit of the Empanelled Agency will be liable to be forfeited by the Institute and in addition, the Contract/ Agreement will also be liable to be terminated. Any sum of money due or payable to the Institute including the security deposit refundable to him under the contract can be appropriated by the Institute against any amount which the Empanelled Agency may owe to the Institute.
  38. The Empanelled Agency shall be liable to be fined to the extent of **Rs 1,000/-** in each case for any theft in the premises of Institute which are not covered in clauses of the contract agreement.
  39. The Empanelled Agency will ensure that no unauthorized entry is permitted and the guards at the entry points are able to categorize the legitimate residents and visitors without causing any embarrassment or discourtesy.
  40. Entry of any untamed animals (like jackals), stray dogs and cattle into the campus is to be prevented by the contractor.
  41. It should be ensured that trees, flowers, plants, and grassy lawns are not damaged either by the campus inmates or by outsiders.
  42. All personnel employed by the Empanelled Agency shall be bound to provide full help in extinguishing any fire, that breaks out anywhere in the campus and nevertheless they should be properly trained for this purpose. In the event of any mal practice on the part of the Empanelled Agency or his employees vis-a-vis any staff of the Institute or otherwise, the right to terminate the Contract will vest with the Institute.
  43. The performance of the security function under the contract will be reviewed by the Head of Office or his nominee of the Institute at 3.00 p.m. on the second day of every month and the Empanelled Agency will remain present personally or through an authorized representative. In the event of the second day of the month being a holiday, the meeting shall take place on the next working day.
  44. TDS will be deducted as per prevailing Income Tax Laws and certificate to this effect shall be provided to the Empanelled Agency by Institute. The responsibility of paying the GST as per prevailing rates and as claimed in the bill amount, will be of the Empanelled Agency. The Empanelled Agency will be required to furnish proof of such deposit to the Institute every month as mentioned earlier.
  45. The successful Empanelled Agency (selected to provide Security and Other Services) will have deposit a sum of **Rs 35,00,000/- (Rupees Thirty Five lakhs)** /approximately one month's bill

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amount as a Security Deposit (in the form of Performance Bank Guarantee(PBG)). The Security Deposit shall be released in full only when complete handing over of security charge is made to the Institute in the event of completion of the contract or otherwise if no dues are recoverable from the Empanelled Agency . The PBG shall be valid initially for 3 years i.e. performance obligation period with additional 45 days claim period. In case of further extension, the PBG will be extended by Empanelled Agency as desired by HRI.

46. Copy of the annual statement of EPF from EPF office must be provided to each individuals after closing of the financial year within a time frame with a copy to the Institute for their record.
47. In case of the termination of this contract/agreement on its expiry or otherwise, the staff, or personnel engaged and deployed/deputed by the Empanelled Agency , will not be entitled to and will not claim any absorption in the Regular or otherwise services of the Institute. The personnel of the Empanelled Agency will not claim and will not be entitled to any monetary benefits etc. as admissible to the regular/ confirmed employees of the Institute during the subsistence of the contract/agreement and even after the expiry of the Contract/Agreement.
48. In case of any difference of opinion or dispute arising between the Parties, regarding interpretation or implementation of any of the terms and conditions of the Contract /Agreement then the same shall be referred to the sole arbitration of the Director of the Institute whose decision shall be final and binding upon both the parties.
49. The telephone system at the main gate shall be operated by the Empanelled Agency having intimate knowledge of handling telephone operations or by the Security Supervisors round the clock.
50. Uniform: The Empanelled Agency will shoulder full responsibility of providing a smart uniform to the security personnel and the staff for other services on actual chargeable basis from deployed personnel. There will not be any burden to the Institute on this account on part of security personnel.

The details of uniform to be provided per annum per security personnel and staff are as follows:-

- [a] Two shirts and two trousers
- [b] One pair of shoes and socks
- [c] One jersey pullover
- [d] One jacket
- [e] Cap and Belt
- [f] Scarf, torch, cell, lathi, whistle and stationery etc.
- [g] Ceremonial uniform for special occasions as and when required a permanently for the security guards at the gate and the office complex in working hours of the Institute.
- [h] Any extra warm clothing required in case of extreme cold will be of uniform pattern
- [i] One Rain coat
- [j] One pair of Gum boot
- [k] One umbrella

(as detailed above, limited number of umbrellas, rain coats, torch, cell, stationary etc may be provided by HRI as per the demand by Empanelled Agency and subsequent assessment by HRI)

51. Total tentative monthly deployments:

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**TENTATIVE TOTAL DEPLOYMENT PER DAY OF CIVIL, SECURITY PERSONNEL AND OTHER SERVICES:**

Pharmacists	Highly Skilled	03
Secretarial Staff	Highly skilled	10
Electrician	Highly skilled	01
Special Cook	Highly skilled	01
Civil Engineer	Highly skilled	02
Security Supervisor at the gate	Skilled	04
Library Attendant	Skilled	01
Cook	Skilled	09
Driver	Skilled	1.5
Engg. Section	Skilled	06
Guest House Attendant at Reception	Skilled 01	
Gun-man	Semi-skilled	23
Laundry man	Semi-skilled	01
Engg. Section	Semi-skilled	04
Health Centre	Semi-skilled	02
Carpenter Helper + Plumber Helper (01 each)	Semi-skilled	02
Plumber Helper (for sanitation work)	Semi-skilled	02
Cook	Semi-skilled	01
Danda-man	Unskilled	46.5
Helpers	Unskilled	16
Orderly	Unskilled	34.5
Safaiwala	Unskilled	20.5

**Total persons 192\*\***

\*\*The above figures are near to actual but may increase or decrease from time-to-time as per the requirement at that particular time.

**IMPORTANT : ONE SECURITY OFFICER responsible for overall supervision for 8 hours general duty shall be provided by the Empanelled Agency / Service Provider Agency. The salary shall be given by Empanelled Agency for this personnel and HRI shall not be responsible for this. The cost incurred on this may be considered in the CENTAGE which is the main basis for Lowest Bid Evaluation. Under no circumstances, this amount shall be given/reimbursed to the Service Provider Agency/Empanelled Agency.**

**NOTE:**

1. Estimated Manpower Requirement is subject to reasonable change, if needed at the discretion of Registrar/Director, Harish-Chandra Research Institute, Allahabad (Prayagraj).
  2. The Credential of the shortlisted/selected Security Agency may be verified by Department of Atomic Energy (DAE)/Govt. of India Agencies and their decision shall be final and binding on both the parties.
- 
52. The Institute may upgrade the position from unskilled level to semi-skilled level and so on even during this contract period.

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53. The Empanelled Agency shall not be entitled to any increase in rates on any ground whatsoever during the period of this contract except the provisions/procedures defined in this bid document i.e other than increase in Minimum Wages Act, (Central) etc. If the Institute at any stage decides to increase wages for any specific category over and above the minimum wages, it shall be the binding on the Empanelled agency. The agency will be paid centage/commission on this enhanced amount also.
54. Such bids which clear the 'test of responsiveness' as per the provisions given in various above para(s) and in this document, will be called "responsive bids" and only "responsive bids" shall be considered for evaluation. Evaluation of Bids shall be done by HRI through a committee comprising of members as per the delegation of powers decided by HRI. No bidder shall have the right to challenge the decision of the Committee. A Responsive bid is one that conforms to all the terms & conditions, and requirements of the Tender Documents without any deviations, exceptions, objections, conditionality or reservation. If a bid is not substantially responsive, it will be rejected by HRI and may not subsequently be made responsive by the bidder by correction of the nonconformity.
55. HRI's determination of bid responsiveness will be based on the contents of bid itself and any written clarifications sought by HRI in writing, the response to which shall also be in writing and no change in rates shall be sought, offered or permitted. In case of any dispute in the interpretation of any of the provisions of this tender document, the decision of the Director of the institute shall be final in that case.
56. Contacts during Bid Evaluation Bids shall be deemed to be under consideration immediately after they are opened and until such time HRI makes official intimation of award/ rejection to the Empanelled Agency While the Bids are under consideration, Prospective Bidder(s) and/ or their representatives or other interested parties are advised to refrain from contacting by any means, HRI and/ or their employees/ representatives on matters related to the Bids under consideration. However, when HRI calls for any information / clarification, it should be supplied by the Empanelled Agency within the time stipulated. If Empanelled Agency does not respond to any call of HRI, their bid may be declared as Non-responsive bid

**Till the last date of the submission of the bid, for any clarification, the prospective bidder(s) may seek clarification during working days/office hours (9:00 AM to 5:30 PM, Monday to Friday) from Mr Amit Roy, Administrative Officer (Phone :- 0532-2274336 email : [amit@hri.res.in](mailto:amit@hri.res.in)). After submission date is over, no communication shall be done by the prospective bidder(s) as per above.**

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## SECTION – V

### Evaluation Criterion of the Technical Bid

**(A) Following documents/information shall be provided by the bidder for the Technical**

**Evaluation purpose:-**

1. A crossed Demand Draft/Cash Receipt for **Rs. 1000/-** only (in original) towards processing fee (if Form was downloaded from web, otherwise this is payable when Form is obtained in person from HRI).
2. The bidder is required to submit a Demand Draft in favour of Registrar, Harish-Chandra Research Institute, Allahabad (Prayagraj) or Bank Guarantee (BG) as per **Annexure-4** for a period of 180 days from the date of opening of tenders for **Rs. 6,50,000/-** only as EMD along with Part-I (Technical Bid) of this Form. Any discrepancy in EMD form or non-submission of EMD may lead to rejection of the bid.
3. Self-attested copy of the Annual Turnover averaging **Rs 2.00 cr / Rs. 2.50** (as condition prevail) per annum in the last three FYRs i.e. 2017-18, 2018-2019 and (2016-17 or 2019-20 as defined earlier).
4. Income-Tax Clearance Certificate and Permanent Account Number.
5. Registration with U.P. Govt. under PSAR (Private Securities Agency (Regulation) Act., 2005) which should be valid at least till **Dec 31<sup>st</sup> 2020** as per the condition detailed earlier. The bidder company (in case of consortium, one of the consortium partner) should have minimum 5 years of experience of security services and must have a live registration (regarding incorporation of the company) continuously for last five years.
6. Bidder Company should have experience of providing said services to at least one client of Central Government/State Government Department/Organization/ Autonomous Body/Public Sector Undertaking as on date with sufficient strength of Security Guards (preferably Ex-Servicemen). Please attach a list of clients as on date and proof thereof. (No. of employees should be more than 50 at any time).
7. Solvency certificate of **Rs 35,00,000/- (Rupees Thirty Five lacs only)**
8. Company's/Firm's Registration Certificate.
9. Self-Attested Copies of Valid License under the Contract Labour (Regulation and Abolition) Act, 1970.
10. Registration under the Employee Provident Fund.
11. Registration under ESI/Medical Insurance Scheme.
12. Certificate for GST Registration.
13. Company's/Firm's brochure showing profile.
14. Company's/Firm's PAN/TAN No.
15. Experience in Central Govt./State Govt./PSU/Autonomous Body with copies of work order (No. of employees should be more than 50 at any time).
16. Satisfactory work report from Current Employer (Preferably Govt.).
17. An affidavit by the bidder stating there are no statutory liabilities pending against them.

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18. Self-attested copy of the latest (last three years) contract Agreement(s) entered into with other establishments/institutions (preferably Govt. institutions).

**Note:** Compliance of point no. **1 to 7** is compulsory and firm's not having these essential conditions will not be considered for technically qualifying i.e. their bid may be out rightly rejected). The other documents from slno **08 to 18** will have to be submitted along with the bid. For any relaxation, the decision of the Technical Evaluation Committee along with justification shall be final.

### **(B) Technical Score for Qualifying for the Opening of the Financial Bid**

In order to qualify for financial opening, the marks (Technical Score) will be provided as under:-

SN	Parameter	Max Marks	Evaluation Marks	Remarks
1	Average Annual Turnover (in crores) during last three financial years	03	Above <b>Rs, 2.00 cr / 2.50 cr</b> (in case of consortium)-2 point In case of above 4 cr extra 1 mark	
2.	Services presently being provided in Number of Government Organizations and Number of Ex-service men guards per bank.	05	Per organization 1 Points (Minimum 25 guards in in one organization or 10 guards + 25 other services manpower) In case minimum condition of no of guards/other personnel is not met, ½ Marks per organization will be given.	Maximum 5 such organizations will be considered (Copy of deployment order, location & address to be furnished)
3	Own infrastructure for training their guards	02	In case, facility is available with minimum two trainers, 01 marks will be given 01 additional marks will be given if trainers is min of JCO (Retd Ex Service Man)	Proof with details is to be attached.
4	Have an registered office in Uttar Pradesh and/or Allahabad (Prayagraj) as per RFP, with telephone & fax and manned during the office hours	02	01 Marks if Head Office is in Uttar Pradesh and one extra mark if branch office is in Allahabad (Prayagraj). In case head office is in Allahabad (Prayagraj), full 02 marks will be given.	Attach full details
5	The bidder firm (in case of consortium, only for Prime bidder) should be a five year old firm.	02	½ extra marks for each additional year of incorporation beyond five years subject to maximum of 2 marks	
6	ISO Certification of the firm(Yes/No)	02	Reply Yes/No. In case of 'Yes', 02 marks will be given	Attach Certificate
7.	DGR empanelment  [Empanelled with Director General Resettlement (DGR)]	02	In case of valid DGR empanelment (valid at the time of last date of submission), 02 marks will be given	Attach relevant certificate
8	PSAR-2005 agency (set up by Ex-Service Man and comprising of Ex-Service Man (Yes/No)	02	In case of PSAR agency set up by and comprising of Ex-Service Man, 02 marks will be given	Attach details with proof

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9	Quality of Administration of the bidder firm – Broad parameters- (Document Management, Manpower Management, Standards followed, Supervisory Team (Ex-Servicemen/ Police Officers)	04	Very Good - 4 points Good – 3 Points Average – 2 Point Just Satisfactory – 1 points	This will be decided by evaluation the supportive documents attached with the Technical Part of the bid and on the basis of presentation given by the bidder in from the Committee at HRI
10	Satisfactory work report from Current Government Organization where such type of services are being provided by the bidder	03	½ Marks per satisfactory Certificate but maximum 3 marks will be allotted.	The bidder has to attach such certificates along with the Technical Part of the bid which should have been issued after the release of this tender (RFP/EoI).
11	Presentation Marks	08	Presentation to be made before the committee which should be based on the following;- 1. Understanding of the job 2. About salient security measures bidder will incorporate and suggest improvements/additions to our existing security arrangement Plans for bringing out further improvements in the services 3. Any other innovative plan for security and other services 4. Statue of various points asked in this bid – should be in a gist form and in one or two slide only. 5. About your present services being provided in other Govt Organization 6. If bidder gives a presentation, min 3 marks will be given if documents are submitted properly. The remaining 5 marks will depend upon the presentation based on above. 7. If bidder does not turn up for presentation on the specified date, it shall be treated as non-responsiveness and 0 (zero) marks will be allotted.	The length of your presentation should be 20 minutes and 10 minutes will be given for discussion  The bidder has to provide the hard copy of the presentation (during the presentation slot which will be communicated to bidder by HRI) duly signed and stamped (each Page). This will be treated as part of the bid.
<b>TOTAL MARKS :- 35</b>				

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### **Conversion of Marks into Percentile (Technical Score of the Bidder)**

The marks secured by the bidder as per the above will be converted into percentile as per the following;-

1. The marks secured by the bidder will be multiplied with a conversion factor 'X' which will be calculated as below;-

$$X = \text{Total Marks (i.e. 35)} / \text{Maximum of the Marks secured by the bidders}$$

e.g. suppose the maximum marks secured any bidder is 26 marks (out of 35), the value of 'Conversion Factor – X' will be;-

$$X = 35 / 26 = 1.35 \text{ (Rounded to 2 digit after decimal)}$$

2. The conversion value of Marks Secured by various bidders will be obtained by multiplying the Marks Secured by the Conversion Factor (i.e. 1.35)

e.g. if any bidder secured 18 marks out of 35, his marks will be converted by multiplying factor 1.35 i.e.  $18 \times 1.35 = 24.30$  (Rounded to 2 digit after decimal)

3. The numbers converted as per the above will be converted into %age (out of 35 Marks) which will be percentile marks

e.g. Converted Marks 24.30 as per above slno 02 will be converted into Percentile as per following;-

$$\text{Percentile} = (24.30 / 35) \times 100 = 69.43\% \text{ (Rounded to 2 digit after decimal)}$$

The above Percentile scored by the bidders will be referred as '**Technical Score**' of the Bidder

#### **Note:-**

1. **In order to be short listed a Company/Firm has to secure a minimum 75% Technical Score.**
2. Further, in case the 'Technical Score' of short listed parties less than **three (03)** then the Security Committee may lower the minimum qualifying marks (Technical Score) of 75% in order to get at least three companies/firms to qualify for financial opening subject to fulfillment of criteria from S.No. **1 to 7** Point (A) of this Section. The decision of HRI committee shall be final in this case.

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**Annexure-1****Profile and details of Tendering Agency/Firm/Company**

**The Security Companies are required to furnish the following information along with the tender.**

1. Name of the Tendering Agency:
2. Postal Address:
3. Name of the Contact Person(s) with address and Telephone Nos.:
4. Name, Designation and address of the person(s) authorized to sign on behalf of and responsible to the bidding Tendering Agency (herein after referred as 'bidder' also)
5. Other information:
  - a. Telephone no. registered in the name of the Tendering Agency  
(Kindly enclose copy of the latest paid bill)
  - b. Fax No. of the Bidder's Agency:
  - c. Email Address of the Tendering Agency:
  - d. Website address, if any:
6. Specimen Signatures of the Bidder

\_\_\_\_\_

**Signature with Seal**

**Remarks :** It is the responsibility of the bidder to provide correct phone nos and email addresses. The email given above should be checked regularly by them. Any update including date of presentation (for Technical Evaluation), date of Financial Bid opening almond with fresh 'Financial Bid' format shall be sent through this email.

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7. a. Place of Headquarter of the Bidder / Tendering Agency:

b. Local Allahabad (Prayagraj) Branch/Liaison Office Address if any:

c. Date of Establishment:

8. No. and Date of the registration of the Tendering Agency with Government :

9. Profile and detailed Set-up of the Tendering Agency: Attach also the brochure, booklet etc. of the Company, if available)

8. List of equipment available with the Tendering Agency to undertake the security job:

9. Total No. of regular staff employed by the Tendering Agency:

Regular Employees	No. of Officers including Ex- Servicemen & Exp. Civilians	Non Officers including Ex-Servicemen & Exp. Civilians
Tendering Agency Office		
Field Staff		

10. Total No. of regular staff employed by the Tendering Agency at the Prayagraj (Allahaba) branch office if any:

Regular Employees	No. of Officers Ex -Servicemen & Civilians	Non Officers Ex-Servicemen & Civilians
Tendering Agency Office		
Field Staff		

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11. Names and qualifications (including professional qualifications) and experience of Senior Executives, Advisers and Consultants of the Tendering Agency.

(Attach Separate Sheet)

12. Financial Turnover of the Tendering Agency for the Last Three Years:

Year	Amount (Rs. in lakhs)
2017-18	
2018-19	
2016-17 or 2019-20 (strike out which is not applicable)	

(Please attach the self-attested copies of proof of Financial Turn Over for above)

13. Addresses with Telephone Numbers of the Regional Offices (if any) of the Tendering Agency.

14. Give the details of major Contracts handled by the Tendering Agency in the past five years in the following format:

Sr. No.	Customer details with address, telephone no. fax, Email etc.	Amount of Contract	Duration of Contract
---------	--	--------------------	----------------------

(Add additional sheet if required)

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15. Exhaustive List of Present and Past Clients:  
(May attach a separate list if space is insufficient)

i. Present clients :

ii. Past clients :

16. Registration under the Private Security Agency Act, U.P.

17. Any other information of the present or past in support of your professional capability supported with documentary evidence

SIGNATURE OF THE BIDDER

\_\_\_\_\_

NAME OF BIDDER

\_\_\_\_\_

DESIGNATION OF BIDDER

\_\_\_\_\_

ADDRESS

\_\_\_\_\_

\_\_\_\_\_

SEAL

**Remark :** May add separate sheet to provide other information if any.

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**Annexure-2****A Covering Letter Comprising the Bid**

To

**Director,  
Harish-Chandra Research Institute,  
Chhatnag Road,  
Jhansi  
Allahabad (Prayagraj) - 211019.**

Dear Sir,

1. With reference to your Request for Qualifications(RFP)/Expression of Interest(EOI) for the Selection of Security Service Contractors/Agencies holding valid license in the area of security and other contract services at various places of HRI, ALLAHABAD (PRAYAGRAJ). I/we, having examined the Bid Documents and understood its contents, hereby submit my/our Bid. The Letter and the Bid is unconditional and unqualified.
2. I/ We acknowledge that HRI will be relying on the information provided in the Bid and the documents accompanying this Bid for qualification of the Bidder(s) for the award of License, and I/we certify that all information provided in the Bid and its Annexures is true and correct.
3. I/We understand that the submission of Bid/offer does not guarantee the award of the contract.
4. I/ We shall make available to HRI any additional information it may find necessary or require to supplement or authenticate the Bid.
5. I/ We recognize that HRI has the right to accept/reject our bid without assigning any reason.
6. I/ We declare that:
  - a. I/We have examined and have no reservations to the Bidding Documents, including any Addendum issued by HRI;
  - b. I/We have not directly or indirectly or through an agent engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice as defined in the Bid Document, in respect of any bid or request for proposal issued by or any agreement entered into with HRI;
  - c. I/We hereby certify that we have taken steps to ensure that in conformity with the Bid Document, no person acting for us or on our behalf has engaged or will engage in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice.
7. I/ We understand that HRI may cancel the Bidding Process at any time and that HRI is neither bound to accept any Bid that HRI may receive nor to invite the Bidders to Bid for the award of the contract, without incurring any liability to the Bidders, in accordance with the Bid Document.
8. I/ We undertake that in case due to any change in facts or circumstances during the Bidding Process, we are attracted by the provisions of disqualification in terms of the provisions of the Bid Document; we shall intimate HRI of the same immediately.

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9. I/We understand that on account of non-acceptance of LOA or on account of not fulfilling the conditions of the Bid Document, I/We shall be debarred by HRI for further participation in the similar future contracts of HRI for a period of five (5) years.
10. The power of attorney for signing of Bid or the details who shall be signing the bid on our behalf is enclosed.
11. In the event of my/our being declared as the Selected Bidder, I/We agree to enter into a Agreement with HRI which shall be based on the terms and conditions given in this bid documents and other relevant facts. We agree not to seek any changes in the aforesaid draft and agree to abide by the same.
12. I/We have studied all the Bidding Documents carefully and we understand that except to the extent as expressly set-forth in the Agreement, we shall have no claim, right or title arising out of any documents or information provided to us by HRI or in respect of any matter arising out of or concerning or relating to the Bidding Process including the award of contract.
13. The Price Bid which shall be submitted by us in case we are technically qualified will be after taking into consideration all the terms and conditions stated in the Bid Document, my/our estimates of costs and all the conditions that may affect the Bid.
14. The Earnest Money in the form of a Demand Draft / Banker's Guarantee of a Scheduled Bank approved by Reserve Bank of India is attached.
15. I/We agree and understand that the Bid is subject to the provision of the Bidding Documents. In no case, I/We have any claim or right of whatsoever nature if the contract is not awarded to me/us or my/our Bid is not opened.
16. I/We agree to keep my/our Bid valid for 180 days from the Bid Due Date specified in the Bid Document.
17. I/ We agree and undertake to abide by all the terms and conditions of the Bid Document.
18. We agree and undertake to be jointly and severally liable for all the obligations of the Contractor under the Agreement till the expiry/termination of the Agreement.

In witness thereof, I/ we submit this Bid along with our Bid under and in accordance with the terms of the Bid Document.

Yours faithfully,

(Signature)

Name and designation of the Authorized Signatory Name  
and seal of the Bidder.

Date:

Place:



**Annexure – 3****POWER OF ATTORNEY FOR SIGNING THE BID**

Know all men by these presents, I/we \_\_\_\_\_ (name of the firm and address of the Registered Office) do hereby irrevocably constitute, nominate, appoint and authorize Mr. / Ms. (name), \_\_\_\_\_ son / daughter / wife of \_\_\_\_\_ and presently residing at \_\_\_\_\_, who is presently employed with us and holding the position of \_\_\_\_\_, as our true and lawful Attorney (hereinafter referred to as the “**Attorney**”) to do in our name and on our behalf, all such acts, deeds and things as are necessary or required in connection with or incidental to submission of our bid for the award of the contract for “Security and other contract services at various places of HRI, ALLAHABAD (PRAYAGRAJ)” for which proposals are invited by HRI Allahabad (Prayagraj) including but not limited to signing and submission of all Bids and other documents and writings, participate in bidders and other conferences and providing information /responses to HRI, representing us in all matters before HRI signing and execution of all contracts including the Contract Agreement and undertakings consequent to acceptance of our Bid (**Bid Reference No: HRI/06/2020**) and generally dealing with HRI in all matters in connection with or relating to or arising out of our Bid for the award of contract to us and / or till the entering into of the Agreement with HRI.

**AND**

we hereby agree to ratify and confirm and do hereby ratify and confirm all acts, deeds and things done or caused to be done by our said Attorney pursuant to and in exercise of the powers conferred by this Power of Attorney and that all acts, deeds and things done by our said Attorney in exercise of the Powers hereby conferred shall and shall always be deemed to have been done by us.

IN WITNESS WHEREOF WE, \_\_\_\_\_ THE ABOVE NAMED PRINCIPAL HAVE EXECUTED THIS POWER OF ATTORNEY ON THIS \_\_\_\_\_ DAY OF \_\_\_\_\_ 20\_\_\_\_ For

For

(Signature, name, designation and address)

Witnesses :

1.....

2.....

**(Notarized)**

Accepted

\_\_\_\_\_  
(Signature) (Name, Title and Address of the Attorney)

**Notes:** The mode of execution of the Power of Attorney should be in accordance with the procedure, if any, laid down by the applicable law and the charter documents of the executants(s) and when it is so required, the same should be under common seal affixed in accordance with the required procedure. The Bidder should submit for verification the extract of the charter documents and documents such as a board or shareholders’ resolution / power of attorney in favour of the person executing this Power of attorney for the delegation of power hereunder on behalf of the Bidder along with bid document at the time of executing the agreement

**(If the owner of the bidder firm will be signing the bid, this power of attorney will not be required but a detail in this regard is to be mentioned).**

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**ANNEXURE: 4****BANKER'S GUARANTEE (BG) FOR EMD**

In consideration of the Harish-Chandra Research Institute, Allahabad (Prayagraj) (hereinafter referred to as HRI) having agreed to accept from .....[here in after called "the said Bidder(s)"] earnest money in the form of Guarantee Bond, under the terms and conditions of Request for Proposal (RFP) for providing Security and Other Services (**Bid Reference No: HRI/06/2020**) in connection with by the said Bidder of the stipulation to keep the offer open for acceptance for a period of 180 days from the date of opening of tenders, to execute an agreement within the time specified, to start work within the period specified after notification of the acceptance of his/their tender and the deposit of Earnest Money in the form of draft or furnish fresh Bank Guarantee for the said amount as part of security for the due and faithful fulfilment of the contract on acceptance of the tender on production of a Bank Guarantee for **Rs. 650000.00 (Rupees Six lakh Fifty Thousand only)**, we,..... <name of the bank>., do hereby undertake to pay on demand to the HRI, the sum of **Rs. 650000.00 (Rupees Six lakh Fifty Thousand only)** in the event of the said tender having incurred of the forfeiture of Earnest Money/Security Deposit as aforesaid for the breach of any of the terms or conditions of the stipulations aforesaid and contained in the said tender under an order of the authority competent to invite bid. We ..... <name of the bank> further agree that the guarantee herein contained shall remain in full force and effect till the authority competent to invite the tender discharges the guarantee, subject however that HRI shall have no right under this Bond after the expiry of one year from the date of its execution and our liability under the bond shall be discharged if the demand for payment is not made within this period, we,..... <name of the bank>, lastly undertake not to revoke this guarantee during its currency except with the previous consent of HRI in writing. Dated.....day of ..... For .....<name of the bank>.

Dated.....day of .....

For .....Bank.

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**ANNEXURE: 5****TECHNO-COMMERCIAL EXPERIENCE OF THE BIDDER**

<b>SLNO</b>	<b>Techno-Commercial Criteria</b>	<b>Details (to be filled by the bidder)</b>	<b>Page No/ Annex No</b>
1.	Name of the Bidder		
2.	Full address of the Bidder with Telephone No. and Fax No and email ID		
3.	Contact person of the Bidder designated for the bid along with Telephone, Fax No. and email ID.		
4.	Details of Earnest Money for Amount <b>Rs. 6.50 Lacs</b> (Rupees Six Lacs Fifty Thousand only) in the form of Bank Draft in favour of Registrar, HRI, Allahabad (Prayagraj), payable at Allahabad (Prayagraj).		
5.	Specify the Legal Status of Bidder : Company / Partnership Firm / Individual etc		
6.	In case of Company, please enclose Memorandum and Articles of Association along with Certificates of Incorporation		
7.	In case of Firm, registered under the Partnership Act 1932, please enclose details of Partners along with Certificate of Registration, details of their business and partnership deed, etc. duly attested by Notary		
8.	In case of Consortium, please enclose details of Partners along with Certificate of Registration, details of their business and consortium agreement etc. duly attested by Notary		
9.	PAN of the Bidder ( <b>Please enclose the attested photocopy of PAN card issued by Income Tax</b> )		

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	<b>Department)</b> (In case of Consortium, details of both is required)		
10.	<b>GST Number of the Bidder (Please enclose the attested photocopy of GST Registration Certificate issued by relevant authorities)</b> (In case of Consortium, details of prime bidder is to be submitted)		
11.	<b>PF Registration of the Bidder (Please enclose attested photocopy of Provident Fund Commissioner)</b> (In case of Consortium, details of prime bidder is to be submitted)		
12.	Bidder License under the PSAR Act 2005. Give details along with date of registration and validity period etc.		
<b>REMARKS :</b> <i>The bidder should ensure all and correct entries in slno 2 and 3 above with care. During the bid evaluation process, HRI may seek any clarification or some information through email and/or phone etc also by contacting the concerned person of the bidder detailed in these points. Any ignorance or non-compliance by the bidder on this may lead to a situation where the bidder may be declared as non-responsive bidder by HRI and sole responsibility for this shall be of the bidder. Further correspondence regarding notices for presentation / financial bid opening shall be done through email.</i>			

I/We \_\_\_\_\_ do hereby declare that the entries made are true to the best of my/our knowledge and also that we shall be bound by the acts of my/our duly constituted Attorney.

I/We further understand that in case of any information submitted by me / us being found to be incorrect either before or even after the award of license, HRI will have the right to summarily reject the bid, cancel the License or revoke the same at any time without assigning any reason whatsoever.

**Signature of the bidder**

Name of the Bidder

Date

Seal

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**ANNEXURE: 6**

**TO WHOMSOEVER IT MAY CONERN**

**Bid Reference No: HRI/06/2020**

This is to confirm and certify that I / We, ..... in the process of bidding this tender, have not engaged any middleman or agency to advance our tender.

**Signature of the bidder**

Name of the Bidder

Date

Seal

**(To be placed on the top of the BID document as Cover Page along with / after Annexure – 2 signed document)**

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**ANNEXURE: 7****INDEMNITY BOND****(To be executed if Selected to provide Security & other Services)**

This Indemnity is made and executed at \_\_\_\_\_ on this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_ by M/s. \_\_\_\_\_ represented by its Managing Director, Shri -----, son/daughter of \_\_\_\_\_ having administrative Office at \_\_\_\_\_ hereinafter called INDEMNIFIER – EMPANELLED AGENCY AND IN FAVOUR OF Harish-Chandra Research Institute, Alahabad hereinafter called INDEMNIFIED – HRI, The terms 'INDEMNIFIER-CONTRACTOR' and the 'INDEMNIFIED – HRI' unless repugnant to the context shall mean and include legal representatives, successors, executors and administrators. I hereby **irrevocably agree to indemnify and say harmless** the HRI from and against all claims and proceedings, actions, suits, claims, damages, losses, expenses and demands of every nature and description, by reasons of any act or omission by myself or by my representative or by my employees in the execution of the works. This indemnification obligation include but not to be limited to claims, damages, losses, damage-proceedings, charges and expenses which are attributable to;-

- a. Sickness or disease or death or injury to any person, and
- b. Loss of, or damage to, or destruction of any property including consequential loss or use, and
- c. Loss or damage or costs arising from the carriage of materials, or any subcontractor or any tier.

All sums payable by way of compensation under these conditions shall be considered reasonable compensation payable to HRIL without reference to actual loss or damage sustained and whether or not any damage shall have been sustained. The decision of HRI as to compensation claimed shall be final and binding.

IN WITNESS whereof, the Contractor(s) have put their signature(s) in the presence of the witnesses.

(Name, signature of Managing Director/Managing Partner, date & address of Contractor)

1. WITNESS : NAME & ADDRESS

2. WITNESS : NAME & ADDRESS

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as per **clause 3(1) of Section – I**)



**ANNEXURE: 8****PERFORMANCE SECURITY FORM**

To,

**The Director**Harish Chandra Research Institute,  
Chhatnag Road, Jhansi,  
**Allahabad-211019**

Dear Sir,

WHEREAS \_\_\_\_\_ <name of the service provider agency / bidder>, represented by its Managing Director (or whatever designation authorized person holds) having administrative Office at \_\_\_\_\_) (hereinafter called "Service Provider Agency") has undertaken a job in pursuance of Work Order No HRI/\_\_\_\_\_ dated \_\_\_\_\_ 2020 and subsequent contract dated \_\_\_\_\_ for providing security and other contractual services at various places of Harish-Chandra Research Institute (HRI), Prayagraj (Allahabad), an Institution under administrative control of Department of Atomic Energy, Government of India herein after called "**the Contract**".

AND WHEREAS it has been stipulated by you in the said Contract that the Service Provider Agency shall furnish you with a bank guarantee by a Nationalised/Scheduled Commercial Bank for the sum specified therein as performance security for compliance with its obligations in accordance with the Contract;

AND WHEREAS we have agreed to give the supplier such a bank guarantee;

NOW THEREFORE we hereby affirm that we are guarantors and responsible to you, on behalf of the Service Provider Agency, up to a total of **Rs. 35.00 Lacs (Rs Thirty Five Lacs only)** which shall be referred to as '*amount of guarantee*', and we undertake to pay you, upon your first written demand declaring the Service Provider Agency to be in default under the contract and without cavil or argument, any sum or sums within the limits of (amount of guarantee i.e **Rs 35.00 Lacs**) as aforesaid, without your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

We hereby waive the necessity of your demanding the said debt from the Service Provider Agency before presenting us with the demand.

We further agree that no change or addition to or other modification of the terms of the Contract to be performed thereunder or of any of the Contract documents which may be made between you and the Service Provider Agency shall in any way release us from any liability under this guarantee and we hereby waive notice of any such change, addition or modification.

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This Guarantee shall be a continuing guarantee and shall not be discharged by and change in the constitution of the Bank or in the constitution of M/s. \_\_\_\_\_.

**This guarantee shall be valid until the <dd/mm/yyyy). {This date to be defined as per clause 46 of Section – IV (Additional Terms and Conditions for providing Campus Security and other Services at Harish-Chandra Research Institute, Allahabad (Prayagraj))}.**

.....  
(Signature of the authorized officer of the Bank)

.....  
Name and designation of the officer

.....  
.....

Seal, name & address of the Bank and address of the Branch

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**ANNEXURE: 9**

**AGREEMENT/CONTRACT FORM (Draft)**  
(CONDITIONS OF CONTRACT)

THIS AGREEMENT/CONTRACT made on the \_\_\_\_ day of \_\_\_\_\_ **2020** between **Harish-Chandra Research Institute, Prayagraj (Allahabad), India** (hereinafter referred to as 'HRI' or 'Institute') of the one part and **M/s \_\_\_\_\_**, represented by its Managing Director (or any other competent authority) having its Administrative/Head Office at \_\_\_\_\_ (hereinafter called "Service Provider Agency") of the other part for providing security and other contractual services at various Places of Harish-Chandra Research Institute (HRI), Allahabad.

The Agreement/Contract is subject to the Scope of Work and Terms & Conditions referred as under.

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

1. In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract referred to.
2. The following documents shall be deemed to form and be read and construed as part of this Agreement, viz.:
  - (a) the Bid Form and approved rates (reference tender/NIT no **HRI/06/2020** of HRI);
  - (b) the Scope of Work and Additional Terms and Conditions for providing Campus Security and other Services at Harish-Chandra Research Institute, Allahabad annexed as **Annex-'I' (Conditions of Contract)** with this Agreement;
  - (c) Indemnity Bond annexed (Annexure – 7 to be annexed as **Annex-'II'**) with this Agreement;
  - (d) other points referred in the related Purchase Order No HRI/\_\_\_\_\_ dated \_\_\_\_\_ 2020;
3. In addition to the above, the other terms and conditions of the tender (NIT Reference No **HRI/06/2020**) shall also be applicable with this contract.
4. The Service Provider Agency shall provide security and other services for Harish-Chandra Research Institute, Allahabad and all its residents and visitors on campus as per terms and conditions, hereinafter specified. The other services will include orderlies, technical persons (e.g. electrician, mechanics, plumbers, carpenters, safai wala (including ladies), driver, secretarial staff, pharmacists, cooks and helpers etc). The Contract period shall be as per the provision defined in the tender document. However, the initial contract may be for lesser period, say for three-to-six months to adjudge the performance of the contractor for further extension as per the above. The extension if given, shall be communicated through a letter from HRI which shall be read in conjunction with this Agreement and this Agreement shall be treated as extended accordingly.

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as per **clause 3(1) of Section – I**)

IN WITNESS whereof the parties hereto have caused this Agreement to be executed in accordance with their respective laws of the day and year first above written.

Signed, Sealed and Delivered by the

said ..... (For HRI )

in the presence of ..... ..

Signed, Sealed and Delivered by the

said ..... (For the Service Provider Agency)

in the presence of ..... ..

**ANNEX – 'I'**

**CONDITIONS OF CONTRACT**  
**SCOPE OF WORK**  
**(TERMS & CONDITIONS OF APPOINTMENT AND TERMINATION CLAUSE)**  
**Role of Security Service Contractors /Agencies holding license in the area of**  
**Security and other Contract Services**  
**(In accordance with Section – III & IV of the Tender Document)**

The bidder selected i.e. \_\_\_\_\_ in this contract for providing required services will be referred as '**Service Provider Agency**'.

*[Relevant points shall be taken from the tender document (Section – III & IV) and this part shall be drafted accordingly at the time of finalization of this bid process]*

**ANNEX – 'II'**

As per Annexure – 7 of this tender document

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**PART – II**

**FINANCIAL BID**

**TO BE SUBMITTED IN SEPARATE ENVELOP  
ALONG WITH MAIN BID WITH A CAPTION ON THE  
ENVELOP**

**“FINANCIAL BID - Security Service Contractors/Agencies “**

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## SECTION – VI

### FINANCIAL BID (Should be given in a separate sealed envelope)

**REMARKS :** *(The bidder has to submit only Part I at the time of submission of bid under this document. The financial bid will be submitted by the bidder only after the evaluation of the technical bid. The technically qualified bidders will be intimated in due time and they will be given fresh time schedule to submit their financial bid given in the Part II. The draft format for financial bid is being given with this document for the bidders to understand the financial bidding procedure so that they can assess all requirements before bidding)*

#### (A) BID QUOTE – CENTAGE on MONTHLY CHARGES -

%

**Bidder must fill it correctly as this is the sole criteria of BID Evaluation**

(This centage (in %age) parameter shall be the main and ONLY criteria for Lowest Evaluated Bidder. Point (d) of the following (B) Table should be read carefully. Any error by the BIDDER may lead to elimination of the BIDDER. **In case bidder quotes ZERO percent (0%) centage in above block, his bid shall be treated as non-responsive and shall be rejected as per GFR (2017) Rule 173(h).**

#### (B) Table data and calculations to be done by the BIDDER:-

Particulars of Manpower	Wage Rate per person per day for following categories (these rates are as per the present prevailing rate which will be changes as per the notification of the Government of India)		
	Total estimated manpower	Current wage rates as per Gol notification	Monthly expenditure of manpower (category wise)
	(1)	(2)	(3) Col(1) * Col(2) * 30 (days)
Highly Skilled-(17)	17	@733/- per day	Rs.
Skilled-(22.5)	22.5	@666/- per day	Rs.
Semi Skilled-(35)	35	@569/- per day	Rs.
Unskilled-(117.5)	117.5	@503/- per day	Rs.
a) TOTAL monthly wage (SUM of the above four in Rupees) :-			Rs.
b) Contractor's Charges (centage on above) @ _____ % of a) above (in Rupees) <b>(IT SHOULD BE SAME AS QUOTED IN (A) "BID QUOTE"</b> . (The selection of the bidder i.e. Lowest Evaluated Bidder will be based on this %age figure only. The centage shall be given only on <b>"(a) TOTAL monthly wage so should be calculated here accordingly. As per point (A) above, quoting 0% centage shall lead to rejection of the bid. Kindly note that centage will be allowed only on basic rates which will exclude ESI, EPF &amp; GST etc.</b>			
c) <b>Sub – Total</b> ( a & b above) (in Rupees) :			Rs.
d) GST @18 % on (c) (Sub-Total) (at current rates but this shall as per the rates applicable at that time of submission of monthly bills). The GST if applicable on EPF & ESI as per government norms shall be given accordingly. The institute shall act as per the advice of competent authority on this issue. We may ask for two-bill system (separate for ESI & EPF for reimbursement purpose)			Rs.
<b>e) Gross Total (c + d) (in Rupees) :</b>			<b>Rs.</b>

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f) EPF - @13% of (a) i.e. Total Basic Wages) as above	Rs.
g) ESI - @ 3.25% of (a) i.e. Total Basic Wages as above	Rs.

**REMARKS : (1)** Kindly note that %age filled by BIDDER is specified block of point (A) (BID QUOTE) is important and is the sole criteria which should be same in point no (d) of the table given in point (B). This has also to be filled by the bidder. In case of ambiguity or inconsistency in filling centage (in the form of %age) by the bidder, HRI's committee may adopt reverse calculation process (after correcting calculations if any in the table). The process adopted by HRI's committee shall be final and should be acceptable to the bidder. If bidder does not accept this correction, his bid may be considered as non-responsive and may be rejected

**(2)** [REDACTED] – (a) ONE SECURITY OFFICER responsible for overall supervision for 8 hours general duty shall be provided by the Empanelled Agency / Service Provider Agency. His salary shall be given by Empanelled Agency for this personnel and HRI shall not be responsible for this. The cost incurred on this may be considered in the CENTAGE which is the main basis for Lowest Bid Evaluation. Under any circumstances, this amount shall not be given/reimbursed to the Service Provider Agency/Empanelled Agency.

**(b) In case the bidder quotes ZERO percent (0%) centage in above block, his bid shall be treated as non-responsive and shall be rejected as per GFR (2017) Rule 173(h).**

**(3)** The selected bidder may be asked to submit monthly bills as per the following two –bill format system;-

- (i) Bill-I :** Manpower Cost (on Basic Wages) + Centage Charges + Taxes  
(GST as per applicable rate at the time of monthly billing as it will vary as and when modified by Government of India)
- (ii) Bill-II :** EPF Contribution Employer + ESI Contribution Employer + Taxes (applicable if any)

**Note (Selection Criteria on the Basis of Financial Bid)**

- The Service Provider agency among the bidders will be selected on the basis of lowest quoted centage [(d) above] as 'L1' and job/contract will be awarded to them.**
- Rate per person per month (Rates are to be quoted in accordance with the Minimum Wages Act as applicable in Central Govt./Central Labour Office) the existing minimum wages rates have been shown here which are normally revised by Govt. in April and October every year.
- The wages rate may change in future as per Government Order since Minimum wages are subject to Govt. Orders.
- If any bidder quotes the fixed amount of centage instead of percentage, for the purpose of evaluation, his amount will be converted to percentage based on the above rates for indicative manpower inclusive of EPF and ESI etc. In case after conversion on the basis of this, the bidder becomes L1 and selected as service provider, centage for the monthly payment against the bill shall be calculated on the basis of this percentage with a maximum cap on the amount given in the bid as centage amount. So bidder should be very careful in quoting the centage.

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5. In case of a tie on the basis of financial bid/quoted centage (as per (d) above) which is the basis of 'L1' i.e. selection of the Service Provider /Empanelled Agency, the selection of the agency will be done as per the following sequence/procedure (i.e. elimination will be as per the following till the situation of the selection of a single service agency is arrived) :-
- (a) the bidder securing highest marks as per evaluation criteria (Technical Score refer Section – V) will become L1 bidder and contract shall be awarded to him.
  - (b) In case not resolved through (a) above, then oldest bidder firm (registered in PSAR Act 2005 (in Uttar Pradesh) will be selected.
  - (c) In case not resolved through (a) and (b) above, then oldest bidder firm empanelled with DGR will be selected.
  - (d) If not resolved after elimination from (a) to (c), the lottery among the last remaining bidder's after elimination as per above (a), (b) and (c) will be withdrawn and Service Provider agency will be selected accordingly
6. **A list of bidders in order of their quote (centage) / standing as per financial bid evaluation (from minimum centage to maximum centage) shall be prepared and shall be treated as 'List of Empanelled Bidder', which shall remain effective during the entire duration of the contract under this tender process. Though the job will be allotted to a 'Lowest Evaluated Bidders (L1) as defined above but in an exceptional case, this Empanelled list may be used as per the following;-**
- (i) If the selected 'Service Provider Agency / Empanelled Agency' backs out during the contract period or his performance is found unsatisfactory where it becomes impossible for HRI to carry out the contractual obligation for the remaining period, HRI may terminate the existing/ongoing contract and may opt an exercise to select new 'Service Provider Agency' from the above defined 'List of Empanelled Bidder' (defined in first para of point no 06 above). The process of such selection shall be as per the following process.
  - (ii) Offer shall be given to all other bidders of the list to agree on the same centage to carry out the work for the remaining period of the contract. Those who accept this offer may be given a chance to carry out this work for the remaining period as per the conditions of the tender/contract. If more than one bidder agrees on this, selection will be as per order of the merit of the above list.
  - (iii) In case, the bidder does not agree on the same centage, HRI may consider the following;-
    - (a) The original quoted centage may be considered in an exceptional case by HRI

OR

    - (b) All such bidder from 'List of Empanelled Bidder' may be given offer to quote new centage for selection of the new 'Lowest Evaluated Bidder (L1)' as per the same procedure being followed in this tender.
  - (iv) As a stop gap arrangement, for a shorter duration, HRI may act as 'Deemed Service Provider' so that interest of the personnel engaged in this contract may be safe guarded. This will be done as a last resort and shall be for the minimum possible duration.

**(Signature of the Bidder/Representative  
of the Bidder with Date & Seal)**

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