



NB (ODI)/ 988 /GAD-24/2019-20

Date- 11/06/2019

Dear Sir,

**Sub- INVITATION OF QUOTATION FOR PROVIDING SECURITY SERVICE
ON CONTRACT BASIS AT OFFICE PREMISES AND RESIDENTIAL
QUARTERS OF NABARD,BHUBANESWAR**

Sealed quotations in prescribed format are invited for providing security services to NABARD, Odisha Regional Office, Bhubaneswar for its Office Premises at IRC Village, Nayapalli, and residential quarters at Chandrasekharpur, Bhubaneswar on the terms and conditions stipulated in **Annexure-I** enclosed hereto.

We request you to forward your quotations and other particulars as per **Annexure-II**, latest by 3.00 p.m. on **21 June 2019**. Your quotation should be in a sealed cover, superscribed "Quotation for Security Services of NABARD" and addressed to Chief General Manager, NABARD, Odisha Regional Office, General Administration Department, 2/1 Civic Centre, Nayapalli, Bhubaneswar-751 015.

Yours faithfully,

(B Swain)
Asst. General Manager

Encl-Annexure-I and II

राष्ट्रीय कृषि और ग्रामीण विकास बैंक
National Bank for Agriculture and Rural Development

ओडिशा क्षेत्रीय कार्यालय : 'अंकुर', 2/1, नयापल्ली सिविक सेंटर, भुवनेश्वर-751015, टेली : +91 674 2553884, 2374301 • फैक्स : (0674) 2552019
ई-मेल : bhubaneswar@nabard.org • वेबसाइट : www.nabard.org

Odisha Regional Office : 'Ankur', 2/1, Nayapalli, Civic Centre, Bhubaneswar- 751 015, Tel. : +91 674 2553884, 2374301 • Fax : (0674) 2552019
E-mail : bhubaneswar@nabard.org. • Website : www.nabard.org

Annexure-I

SECURITY SERVICE ON CONTRACT BASIS AT OFFICE PREMISES AND RESIDENTIAL QUARTERS OF NABARD BHUBANESWAR

A - Place of Work

- 1- NABARD Office Building, IRC Village , Nayapalli
- 2- NABARD Officers' Quarters, Chandrasekharpur
- 3- NABARD Staff Quarters, Chandrasekharpur, Bhubaneswar

B - Areas of Work.

As indicated above

C - Scope of work in general-

- a) Providing round-the-clock security services for guarding the NABARD's properties and persons against threat, theft, displacement, damage, arson, abuse, natural or man-made calamities, accidents etc. and any loss suffered to bank's property or persons due to negligence of the guards deployed, will have to be compensated by the security provider.
- b) Receiving the visitors after verifying their credentials and obtaining prior permission from the concerned officials of NABARD, keeping a proper record of such visitors and guiding them to the intended persons or places.
- c) Monitoring the movement of visitors, vehicles and goods inside the premises.
- d) Keeping proper record of incoming and out-going materials to prevent any unauthorised entry or exit of materials into/from the premises of NABARD.
- e) A proper attendance has to be maintained by the security guards for having discharged their duties on day to day and shift basis. Such attendance record should be submitted to the office while claiming the monthly compensation for the services rendered. The security agencies having their own proven supervisory system would be preferred.
- f) The security guards deployed should have basic knowledge on disaster management, fire-fighting and first aid. Security agencies are expected to train the guards in some training institute/area before deploying them at any of the NABARD premises.
- g) The security guards should maintain the updated contact numbers of the police, fire services, lift maintenance contractor, ambulance, other disaster

राष्ट्रीय कृषि और ग्रामीण विकास बैंक

National Bank for Agriculture and Rural Development

ओडिशा क्षेत्रीय कार्यालय : 'अंकुर', 2/1, नयापल्ली सिविक सेंटर, भुवनेश्वर-751015, टेली : +91 674 2553884, 2374301 • फैक्स : (0674) 2552019
ई-मेल : bhubaneswar@nabard.org • वेबसाइट : www.nabard.org

Odisha Regional Office : 'Ankur', 2/1, Nayapalli, Civic Centre, Bhubaneswar- 751 015, Tel. : +91 674 2553884, 2374301 • Fax : (0674) 2552019
E-mail : bhubaneswar@nabard.org. • Website : www.nabard.org

management authorities and the responsible officials of NABARD and should immediately contact them in case of any emergency or mishap and try to prevent or at least minimise the damage.

All the works mentioned above are indicative only. NABARD may assign any other work related to the main job which may come to notice or emerge in future.

D – Man Power Assessment

The assessment of man-power for carrying out the job as detailed above has been approved as follows and the agency has to deploy labours accordingly-

Sl No	Location	No of guards (without arms) Required
1	NABARD Office Premises	8
2	NABARD Staff Quarters	8
3	NABARD Officers Quarters	10
	Total	26

The number of manpower assessed above is indicative only. It may increase or decrease depending on the actual requirement. In case of need NABARD may require more guards and the agency should supply the same against extra payment as per statutory provisions.

The Contractor should engage only able-bodied guards, preferably below 45 years age.

E - Working Days & Hours

All the days of a month. Normally two guards shall be deployed in each shift of 8 hours every day in each premises and the same two security guards shall not be further deployed within a cycle of 24 hours. One additional guard will be deployed in the night shift each in NABARD Officers' Quarters, Chandrasekharpur and NABARD Staff Quarters, Chandrasekharpur, Bhubaneswar. One additional guard will be deployed in day shift in NABARD Office Building, IRC Village, Nayapalli.

The man-power as assessed above should be deployed in such a manner that no labour shall be required to work without a day's weekly rest and for more than 26 days a month.

F - The Cost of Material

No material is required to be supplied by the agency.

G - Other Terms and Conditions

1. Before submitting the tender, the intending bidder should visit the sites and assess the actual work to be executed.
2. The agency will provide required manpower to ensure that all the items indicated in the scope of work are attended to and executed to the satisfaction of the Bank.
3. The agency should have necessary approval/licence to operate private security service.
4. The security guards deputed should come in uniform and no uniform allowance/washing allowances will be paid separately for these purposes.
5. Preferably the guards with fluency in local language should be deployed.
6. The security guards' services are subject to supervision by the bank's designated officers/staff at any point of time.
7. The rates should be quoted by the agency strictly as per the proforma in Annexure-II. These base rates quoted should include the cost of manpower, cost of equipment/machinery/material, if any; and contractor's service charges/profit and any other charge to be specified, exclusive of all taxes. All other taxes including GST applicable on the base rates should be mentioned separately. Only the base rates quoted shall be considered for comparison.
8. The rates quoted are firm and cannot be revised during the contract period except only as per statutory requirements like in case of payment minimum wage.
9. Statutory TDS at the applicable rate shall be effected from all the payments by NABARD to the agency.
10. **Compliance with Labour Laws-** The agency is required to strictly comply with all the statutory requirements relating to labour like payment of minimum wages, ESI, PF, workmen compensation, insurance, gratuity, bonus etc. applicable to security services and complying with all such requirements shall be the sole responsibility of

the agency and NABARD, in no way, shall be liable for non-compliance with such statutory obligations.

i) In no case the wage for the labours engaged shall be less than the minimum wage prescribed by the central or state government whichever is higher. The contractor shall be entitled to claim the differential wage as and when the minimum wage is revised by the central/state government. ***The quotation shall be summarily rejected if the amount quoted, after providing for all the components in the tender and after effecting all the statutory recoveries like IT-TDS, is less than the minimum wages notified by the central /state government at the prevailing rate.***

II) The wage shall have to be directly transferred to the bank account of the worker by the contractor and the documentary proof of the same has to be attached with the bill claiming payment from NABARD.

III) Alternatively, if at all, the wage is required to be paid in cash by the contractor in exceptional cases the duly authenticated proof of such payment by cash and receipt by the worker shall have to be attached by the contractor to the bill claiming payment from NABARD. Such payment of wage by cash to the worker may be cross-checked by the authorised officials of NABARD.

IV) In case the contractor fails to pay the minimum wage to the workers, NABARD shall directly pay the shortfall to the workers and shall recover the same from any amount payable to the contractor.

V) The Contractor shall have to maintain all the registers/records and display notices in the prescribed form as per statutory requirements and these shall have to be produced before the competent officials of NABARD for verification as and when required.

VI) After getting work order from NABARD the contractor has to get the licence from the central government labour authorities for carrying out the job, within the stipulated period as per statutory requirements.

VII) The contractor would be responsible for the safety of persons employed by him and shall obtain full insurance cover for them. NABARD shall not carry any responsibility in case of any accident or loss of life to Contractors workers in the Banks premises.

VIII) If, for any reason, NABARD is obliged, by virtue of the provisions of sub-section (1) of Section 12 of the Workmen's Compensation Act, 1923, to pay compensation to a workman employed by the contractor, in execution of the works,

NABARD will recover from the contractor the amount of compensation so paid, and without prejudice to the rights of NABARD as the Principal Employer under subsection (2) of Section 12 of the said Act, NABARD will be at liberty to recover such amount or any part thereof by deducting if from the security deposit or from any sum due by it to the contractor under this contract or otherwise. NABARD shall not be bound to contest any claim made against it under subsection (1) of Section 12 of the said Act, except on the written request of the contractor and upon his giving to NABARD full security for all cost for which it might become liable in consequence of contesting such claim.

11. The contractor should arrange to submit the photograph, detailed address (both present and permanent), telephone / mobile No. (if any) and police verification certificate of all his workmen.

12. All payments will be made on monthly basis through NEFT/RTGS only. The bidding agency must have a bank account and PAN card, the documentary proof of which shall have to be submitted along with the quotation. The agency will be required to make payments to all the workmen through NEFT/RTGS only and submit bank statement to the effect along-with the bill every month.

13. While submitting its quotation the agency is required to pay refundable Earnest Money Deposit of **Rs. 5000/-** (Rupees five thousand only) through e-payment into the Current AC No- **917020012560731 (IFSC- UTIB0000381)** maintained with **Axis Bank , Chandrasekharapur**, Bhubaneswar. However, if, for any reason it is not possible the payment can be made by way of banker's cheque or DD drawn in favour of NABARD, Bhubaneswar payable at Bhubaneswar. The EMD shall stand forfeited in case the successful bidder fails to undertake the work within 2 days from the date of issue of the final work order.

14. The agency becoming successful in the bidding shall be required to keep an interest free security deposit of **Rs. 30000/-** (Rupees thirty thousand only) with NABARD till completion of the contract. In that case the EMD of the successful bidder shall be converted into Security Deposit and the balance amount of **Rs. 25000/-** shall be deposited by the agency within 3 (three) days from the date of issue of final work order. NABARD reserves the right to forfeit the security deposit, in whole or part, in the event of deficient or non-performance of the contract, premature exit from the contract without following the prescribed procedure, any damage caused to NABARD by the contractor or the persons engaged by him violate any of the terms and conditions of the contract. NABARD's decision is final in this matter.

15. The successful bidder, in no case, shall assign or sublet the whole work or part thereof to any other agency/firm/individual.

16. NABARD reserves the right to cancel any/all of the quotations without assigning any reason therefor.

17. In case any dispute arising out of this contract/award of work between the NABARD and the agency, the decision of the Chief General Manager, NABARD, Bhubaneswar will be final and binding on the contractor.

18. All disputes are subject to Bhubaneswar jurisdiction only.

19. The contract shall normally be up to 31 March 2020 which can be renewed subsequently at the sole discretion of NABARD after review of the performance of the agency. However, NABARD reserves its rights to terminate the contract immediately on emergency basis without notice in the event of any unusual circumstances if it is observed/felt that the continuation of the contract any further would cause harm to NABARD or to public interest or public order.

20. The agreement can be terminated by not less than two months' notice by the agency and one month's notice by NABARD, under normal circumstances.

21. The sum total of the rates quoted for all the components shall be reckoned for comparing the lowest rate for awarding the tender. **In case of tie in rates quoted by various bidders the decision of the competent authority of NABARD for awarding the contract to one of such parties shall be final.**

22. The bidders shall take all care to ensure that the rates are quoted taking entire scope of the job and statutory obligations for engagement of contract labour into consideration. The competent authority of NABARD reserves the right to seek additional clarifications, if felt necessary, from any of the bidders to (i) ensure successful performance of the contract and (ii) pre-empt any possibility of exploitation of labour, at the quoted rate. In case of non-satisfactory explanation the bid of such bidder/s may be rejected outright, their EMD may be forfeited and they may also be debarred from participating in the rebidding.

23. The quotations will be tentatively opened by the competent authority of NABARD 30 minutes after the latest time prescribed for submission of the tender and the bidding agencies are free to remain present at the time of opening of quotations at NABARD Regional Office, Ankur 2/1, Nayapalli, Civic Centre, Bhubaneswar.

-----0-----

राष्ट्रीय कृषि और ग्रामीण विकास बैंक
National Bank for Agriculture and Rural Development

ओडिशा क्षेत्रीय कार्यालय : 'अंकुर', 2/1, नयापल्ली सिविक सेंटर, भुवनेश्वर-751015, टेली : +91 674 2553884, 2374301 • फैक्स : (0674) 2552019
ई-मेल : bhubaneswar@nabard.org • वेबसाइट : www.nabard.org

Odisha Regional Office : 'Ankur', 2/1, Nayapalli, Civic Centre, Bhubaneswar- 751 015, Tel. : +91 674 2553884, 2374301 • Fax : (0674) 2552019
E-mail : bhubaneswar@nabard.org. • Website : www.nabard.org

ANNEXURE-II

The Chief General Manager
National Bank for Agriculture and Rural Development
Odisha Regional Office
“ANKUR”, 2/1, Nayapalli
Civic Centre
Bhubaneswar - 751015

Dear Sir,

Quotation for providing Security Service on Contract basis to NABARD, Odisha RO, Bhubaneswar for its Office Premises at Nayapalli; Officer's Quarters and Staff Quarters at Chandrasekharpur

Please refer to your Letter No.988 dated 11-06-2019 alling for quotation for executing the captioned work. Having examined the “Scope of Work and Other Terms & Conditions” mentioned in Annexure-I of your letter under reference, having visited and examined the sites of the work, having acquired the requisite information relating thereto affecting the tender and having accepted the terms and conditions mentioned therein we hereby offer to execute the works specified in the said letter and quote our rate and furnish other required information in the prescribed proforma as per details below:

1	Name, Address, Contact No. of the Firm/Agency-	
2	Nature of Ownership of the Firm/Agency (Proprietorship /Partnership/Registered Company). If proprietorship, enclose a photo ID card of the Proprietor, otherwise enclose Partnership Deed or Regd Certificate)	
3	Income Tax PAN No. (Attach self-attested photocopy)	

राष्ट्रीय कृषि और ग्रामीण विकास बैंक
National Bank for Agriculture and Rural Development

ओडिशा क्षेत्रीय कार्यालय : 'अंकुर', 2/1, नयापल्ली सिविक सेंटर, भुवनेश्वर-751015, टेली : +91 674 2553884, 2374301 • फैक्स : (0674) 2552019
ई-मेल : bhubaneswar@nabard.org • वेबसाइट : www.nabard.org

Odisha Regional Office : 'Ankur', 2/1, Nayapalli, Civic Centre, Bhubaneswar- 751 015, Tel. : +91 674 2553884, 2374301 • Fax : (0674) 2552019
E-mail : bhubaneswar@nabard.org. • Website : www.nabard.org

4	GST Regd. No (Attach self-attested photocopy)	
5	Details of Bank Account <ul style="list-style-type: none"> • Name of the Account holder • Name of the Bank, Branch & Place • A/c type (Savings or Current) • Account No • IFS code (Attach self-attested photocopy of a cheque)	
6	Brief history of the agency (Attach separate sheet, if required with supporting documents)	
7	Institutions which awarded work to the agency during the last 3 years (attach details)	

8.

Details of EMD:

Mode of Deposit	Instrument NO	Date	Name of Bank	Amount

9. Rates Quoted Per Month/Per Guard (Amount in Rs)

Sl No	Type of Charges	Specifications	Amount Quoted
I	Manpower Charges	Labour-Watch and Ward (without arms)	
		Basic Pay	
		PF (%)	
		ESI (%)	

राष्ट्रीय कृषि और ग्रामीण विकास बैंक
National Bank for Agriculture and Rural Development

ओडिशा क्षेत्रीय कार्यालय : 'अंकुर', 2/1, नयापल्ली सिविक सेंटर, भुवनेश्वर-751015, टेली : +91 674 2553884, 2374301 • फैक्स : (0674) 2552019
ई-मेल : bhubaneswar@nabard.org • वेबसाइट : www.nabard.org

Odisha Regional Office : 'Ankur', 2/1, Nayapalli, Civic Centre, Bhubaneswar- 751 015, Tel. : +91 674 2553884, 2374301 • Fax : (0674) 2552019
E-mail : bhubaneswar@nabard.org. • Website : www.nabard.org

		Gratuity (%)	
		Bonus (%)	
		Any other (specify) (%)	
		Total of (I)	
II	Equipment Charges (if any)		
III	Material Charges (if any)		
IV	Any other Charge (Please Specify)		
V	Total-I to IV		
VI	Service Charges/profit of the contractor on amount at V	% of V (mention percentage here) ---->	
VII	Total – V+VI (both in figure and words)		
VIII	GST	% of VII (mention percentage here) ---->	
IX	Any other tax		
X	Grand Total		

Yours faithfully,

Signature and seal of the authorised signatory of the agency

Place:

Date:

Enclosures-1) Self-attested copy of the PAN card

राष्ट्रीय कृषि और ग्रामीण विकास बैंक
National Bank for Agriculture and Rural Development

ओडिशा क्षेत्रीय कार्यालय : 'अंकुर', 2/1, नयापल्ली सिविक सेंटर, भुवनेश्वर-751015, टेली : +91 674 2553884, 2374301 • फैक्स : (0674) 2552019
ई-मेल : bhubaneswar@nabard.org • वेबसाइट : www.nabard.org

Odisha Regional Office : 'Ankur', 2/1, Nayapalli, Civic Centre, Bhubaneswar- 751 015, Tel. : +91 674 2553884, 2374301 • Fax : (0674) 2552019
E-mail : bhubaneswar@nabard.org. • Website : www.nabard.org

- 2) Self-attested photocopy of a cheque
- 3) DD/Banker's Cheque
- 4) Contractor's Licence
- 5) GST certificate
- 6) Any other relevant documents

राष्ट्रीय कृषि और ग्रामीण विकास बैंक

National Bank for Agriculture and Rural Development

ओडिशा क्षेत्रीय कार्यालय : 'अंकुर', 2/1, नयापल्ली सिविक सेंटर, भुवनेश्वर-751015, टेली : +91 674 2553884, 2374301 • फैक्स : (0674) 2552019
ई-मेल : bhubaneswar@nabard.org • वेबसाईट : www.nabard.org

Odisha Regional Office : 'Ankur', 2/1, Nayapalli, Civic Centre, Bhubaneswar- 751 015, Tel. : +91 674 2553884, 2374301 • Fax : (0674) 2552019
E-mail : bhubaneswar@nabard.org • Website : www.nabard.org