

Export-Import Bank of India



E - Tender

**Contract for Security Guard Services
For Office Premises of Export-Import Bank of India**

**Export Import Bank of India
2nd Floor, 6-3-639/640, Golden Edifice, Khairatabad Circle, Hyderabad- 500 004
Ph. 91-40-23307816-21, Fax- 040- 23317843
E-Mail: eximhro@eximbankindia.in**

**CONTRACT FOR SECURITY GURAD SERVICES FOR OFFICE PREMISES OF EXPORT-IMPORT
BANK OF INDIA**

TENDER DOCUMENT COST: ₹2000.00 (Favoring “Export-Import Bank of India” Only by Demand Draft, Non-Refundable). The last date for submission of tender document cost is 13/12/2016.

EMD AMOUNT: ₹25,000.00

DATE OF ONLINE NOTICE: 21/11/2016 10:00 Hrs.

**DOCUMENT DOWNLOADING:
START DATE AND TIME:** 21/11/2016 17:00 Hrs.

**DOCUMENT DOWNLOADING:
END DATE AND TIME:** 13/12/2016 17:00 Hrs.

**LAST DATE AND TIME FOR:
SUBMISSION** 13/12/2016 17:00 Hrs.

**OPENING OF TENDER:
(TECHNICAL BID)** 14/12/2016 15:00 Hrs.

SITE INSPECTION: 24/11/2016

SYSTEM OF PRICE BID: Price bid will be opened for only technically qualified bidders.

VALIDITY OF OFFER: The offer should remain **valid at least for a period of 6 months** to be reckoned from the last date of submission of offer i.e. from **December 13, 2016**.

PLACE OF RECEIPT OF TENDER: <https://eximbankindiatenders.procuretiger.com>

CONTRACT PERIOD : 24 MONTHS (2 YEARS)

eTendering / Electronic Tendering / Web Tendering / Online Tendering is the simulation of the manual tendering process on the internet. i.e., the eligible bidders / tenders can log on to the internet site specified using a unique user name & password and place their Technical & Commercial bids. The eligible bidders will be trained by M/s e Procurement Technologies Ltd. (Abc Procure) personnel on the methodology of submitting the bids online using a special digital signature/electronic key / password at the date and time specified. The bids placed by the tenderers are confidential and will be opened by the authorized EXIM Bank officials. No other person can gain access to the information regarding the bids, which is confidential in nature.

Minimum requirement:

- 1. Computer/Laptop with internet connection**
- 2. Operating system – Windows XP Service pack -3 / VISTA/ WINDOWS 7**
- 3. Digital certificate -Class II or III, Signing + Encryption, and it should be organizational certificate.**

NOTICE INVITING TENDER

Export-Import Bank of India(EXIM BANK) invites sealed tenders in two bid system from the reputed and experienced firm for "Providing security guards at 2nd Floor, 6-3-639/640, Golden Edifice, Khairatabad Circle, Hyderabad- 500 004".

1. The e-tender document will be available on Exim Bank's website www.eximbankindia.in.
2. The tender documents will be submitted on or before 5.00 p.m. on December 13, 2016 on the given website for e-tendering (<https://eximbankindiatenders.procuretiger.com>) and will be evaluated on the techno-commercial basis.
3. Exim Bank reserves the right to cancel the tender.
4. The acceptance of a e-tender by EXIM BANK, which does not bind itself to accept the lowest tender and EXIM BANK reserves itself the authority to reject any or all of the tenders. All tenders in whom any of the prescribed conditions are not fulfilled or are incomplete in any respects are liable to be rejected.
5. Canvassing in any form in connection with e-tender is strictly prohibited and the tenders submitted by the contractors who resort to canvassing will be liable to rejection.
6. All rates should be quoted on the proper form in the e-tender as provided.
7. On acceptance of the e-tender, the name of the accredited representative (s) of the contractor who would be responsible as an authorised signatory, for taking instructions from EXIM BANK shall be communicated to EXIM BANK.
8. The tender shall be valid for 6 months from the last date of submission of offer.
9. It will be obligatory on the part of the tenderer to sign the e-tender documents on each page.
10. Where tenderer voluntarily offers a rebate for payment within a stipulated period, this may be considered.

TENDER NOTICE

Export-Import Bank of India desires to invite tenders from reputed contractors for providing Security Guard Services for its Regional Office at Hyderabad.

Vendor registration can be done online by opening Website:

<https://eximbankindiatenders.procuretiger.com>

Click on "New Bidder Registration" link, create User Id and Password and attach your Digital certificate. For any clarification kindly contact

CONTACT INFORMATION FOR E-TENDER PROCESS

e-Procurement Technologies Ltd.
A-801, Wall Street - II,
Opp. Orient Club, Nr. Gujarat College,
Ellis Bridge, Ahmedabad - 380 006,
Gujarat (India)
Phone Nos. : +91-079 41072510/13/14/15/16/17/18/19/20/21
Cell No: 09374519754
Fax No. : +91-79-40230847
E-mail : support@auctiontiger.net

CONTACT INFORMATION FOR TENDER ENQUIRIES

Regional Head: B.Ramesh Babu
Deputy General Manager
Export Import Bank of India
2nd Floor, 6-3-639/640, Golden Edifice
Khairatabad Circle, Hyderabad- 500 004

1. Ms.Srikala Kanneti
Senior Administrative Officer
Export Import Bank of India
2nd Floor, 6-3-639/640, Golden Edifice
Khairatabad Circle, Hyderabad- 500 004
Ph: 040-23307816-21
Mail ID: srikala@eximbankindia.in

2. Ms.Vijaya Biju
Administrative Officer
Export Import Bank of India
2nd Floor, 6-3-639/640, Golden Edifice
Khairatabad Circle, Hyderabad- 500 004
Ph: 040-23307816-21
Mail ID: Vijaya.biju@eximbankindia.in/eximhro@eximbankindia.in

E-Tendering Process Compliance Statement

The following terms and conditions are deemed as accepted by you for participation in the bid event:

1. The price once submitted cannot be changed.
2. Technical and other non-commercial queries (not impacting price) can be routed to the respective contact personnel of EXIM Bank indicated in the tender document. Bidding process related queries could be addressed to M/s e Procurement Technologies Ltd personnel indicated in the tender document.
3. Inability to bid due to telephone line glitch, Internet response issues, software or hardware hangs will not be the responsibility of M/s e Procurement Technologies Ltd or the EXIM Bank. However M/s e Procurement Technologies Ltd. shall make every effort to ensure availability of technology resources to enable continuous bidding.
4. M/s e Procurement Technologies Ltd does not take responsibility beyond the bid event. Order finalization and post order activities would be transacted directly between bidder and the EXIM Bank.
5. Bids once made cannot be withdrawn or modified under any circumstances.
6. EXIM Bank can decide to extend or reschedule or cancel an e-tendering.
7. The bidders are advised to visit <https://eximbankindiatenders.procuretiger.com> for any corrigendum etc.

I / We have read, understood and agree to abide by the e-tendering process compliance statement.

Date :

Organization :

Name :

Designation: Seal and Signature of the Bidder/s not required since the document is Digitally Signed

TENDER FORM

To,
DGM&RH(B.Ramesh Babu)
Export Import Bank of India
2nd Floor, 6-3-639/640, Golden Edifice,
Khairatabad Circle,
Hyderabad- 500 004

Dear Sir,

Ref: **Providing Security Guard services for Export-Import Bank of India, Hyderabad**

Having examined the tender details, terms and conditions, prepared by you, I/we hereby offer to execute the above works at the respective rates, which I/we have quoted for the items in the Schedule of Quantities as per your terms & conditions mentioned in the tender.

I/We herewith deposit **₹25,000/- (Rupees Twenty Five Thousand Only)** by Demand Draft or Banker's Cheque drawn in **favour of Export-Import Bank Of India** as Earnest Money Deposit (EMD) for the execution of the works at my/our tendered rates together with any variations should the contract be awarded to me / us.

In the event of this tender being accepted, I/we agree to enter into and execute the necessary contract required by you. I/We do hereby bind myself/ourselves to forfeit the aforesaid deposit of **₹25,000/- (Rupees Twenty Five Thousand Only)** in the event of our refusing or delay in signing the Contract Agreement. I/we further agree to execute and complete the work within the time frame stipulated in the tender documents. I/we agree not to employ Subcontractors without the prior approval of the EXIM Bank.

I/we agree to pay all applicable taxes prevailing and be levied from time to time on such items for which the same are leviable.

I/we understand that you are not bound to accept the lowest tender or bound to assign any reasons for rejecting our tender. We unconditionally agree Exim Bank's preconditions as stipulated in the tender documents.

I/We agree that in case of my/our failure to execute work in accordance with the Scope of Work provided, Exim Bank reserves the right to terminate my contract and forfeit the Earnest Money Deposit paid by me in additions to recovery of all the dues to the Exim Bank from the payment receivable by me. Further, I may also be barred from tendering in future for the Exim Bank .

I/we enclose the demand draft/banker's Cheque for **₹25,000/- towards Earnest Money Deposit.**

I/we agree to keep our tender open for 90 days from the date of opening.

Yours truly,
Place & Date:

Contract for Security Guard Services
For Office Premises of Export-Import Bank of India

1. Scope of the work

1.1. Description of work:

1.1.1. The contractor shall provide Security service by providing Security Guards at different places in the offices according to the required to be intimated to the contractor in writing or otherwise by various authorized officer(s) of the EXIM BANK from time to time. The tenderers must get themselves fully acquainted with the location of office before submission of tender at **Export-Import Bank of India, at 2nd Floor, 6-3-639/640, Golden Edifice, Khairatabad Circle, Hyderabad- 500 004** by deputing Security Guards Services as per the specification given in Annexure - I.

1.1.2. The contractor shall ensure safety of properties, personnel and vehicles of the EXIM BANK by deploying Security guards round the clock(24hrs) in **three shifts of eight hours** at Export-Import Bank of India, at 2nd Floor, 6-3-639/640, Golden Edifice, Khairatabad Circle, Hyderabad- 500 004.

2. Eligibility Criteria

2.1. The Contractor should be Hyderabad or Secunderabad based and could be a sole proprietary concern, partnership firm or a company and should be registered with Registrar of Firms/ Companies, wherever applicable.

2.2. The Contractor should have experience of at least 3 years in providing Security Guard services to well established organizations like All India Financial Institutions, Public Sector Banks / undertakings & Large Pvt. Sector Companies. Suitable experience certificate should be submitted along with offer. Details of similar work executed during last 3 years may be provided (Annexure – I)

2.3. The Contractor should have satisfactorily executed minimum of two yearly contracts of similar nature, each costing not less than ₹ 5,00,000/- per annum for All India Financial Institutions, Public Sector Banks / undertakings & Large Pvt. Sector Companies during the last 3 years (ending with the last date for receipt of applications)

2.4. The contractor should have a professional reputation and the quality of works executed by the contractor should be of acceptable standard.

2.5. The Contractor will be required to offer a minimum of 5 weeks' credit limit.

2.6. The Contractor / its principal officers / employees to be deployed should have Clearance certificate from Police Department (PCC) or **submit an affidavit** to the effect that no criminal investigations / records are pending against it/him in the last 3 years.

2.7. The Contractor should have annual Turn-over not less than ₹ 5 lakhs.

2.8. The Contractor should fulfill all the statutory requirements like Service Tax Registration, PAN Card, PF & ESIC account and license by competent authorities.

2.9. It will be the duty of the Contractor to properly clean and handle the various gadgets and fixtures available in the Bank premises. Cost of breakage shall be borne by the contractor.

2.10. The contractor will provide the Semi-skilled Security Guards as detailed in Annexure-I.

2.11. All the above criteria will be considered during evaluation of tender documents and will be tabulated in a marking system.

2.12. The Tenderers **must** have the **Digital Signature** for submissions and for authentications of Technical Bid and subsequently for Commercial Bid documents.

2.13. A sum of ₹ 2000/- be deposited as Cost of Tender Documents in shape of Bank draft of any Bank favoring "Export-Import Bank of India" payable at Hyderabad. Tenderer

will only be allowed to download the tender documents after receipt of the Cost of the tender documents. Tenderers will be provided with the **User ID and Password** thereafter.

2.14. The tender will be opened **at 1500 hrs. on December 14, 2016** at the above office of Export-Import Bank of India in the presence of tenderers, who choose to be present there at. In case December 14, 2016 will be Holiday, tender will be opened on next working day at the same time.

2.15. The discretion of Bank will be final and binding to all in respect of finalising parameters on which tenders will be analysed. The proposal will be evaluated on eligibility criteria as mentioned in the tender documents.

2.16. The Bank reserves the right to reject any or all the tenders. Canvassing in any form will disqualify the tenderer.

OPENING OF TENDER

The e-tender will be opened in **EXIM BANK, 21st floor, WTC, Mumbai at the time** and on the date indicated above. The tenderer will be at liberty to be present either in person or through an authorized representative at the time of opening of the tenders.

The financial bid of only those tenderer will be opened whose technical bids are found to be acceptable

CORRUPT PRACTICES:

Any bribe, commission advantage offered or promised by or on behalf of the tenderer to any officer of EXIM BANK shall (in addition to any criminal liability which the tenderer may incur) debar his tender from being considered, Canvassing on the part or on behalf of the tenderer will also make his tender liable to rejection.

INTERVIEW AND ACCEPTANCE OF E-TENDER

The tenderer should be prepared to proceed to EXIM BANK and without any obligation, if called upon to do so, for an interview by an officer authorized to act on behalf of EXIM BANK as the case may be at their own expenses. EXIM BANK reserves the right to reject any or all the e-tenders without assigning any reason and does not bind them to accept the lowest or any tender. The successful tenderer will be advised about the acceptance of his tender by a letter/fax.

TERMS & CONDITIONS COVERING CONTRACT FOR SECURITY SERVICES

I. DEFINITION:

(a) The terms 'Contract' shall mean and include the invitation to tender incorporating also the instruction to tenderer, the tender, its annexure, appendixes, schedules, acceptance of tender and such general and special conditions as may be added to it.

(b) The terms "EXIM BANK" wherever occurs shall mean Export-Import Bank of India.

(c) The terms "Contractor" shall mean and include the person or person, firm or company with whom the contract has been placed including their heirs, executors, administrators, successors and their permitted assignees, as the case may be.

(e) The term 'Contract Rates' shall mean the rate of payment accepted by the, EXIM BANK for and on behalf of EXIM BANK.

(f) The term 'Worker' shall mean Security Guard.

II. PARTIES TO THE CONTRACT

(a) The parties to the contract are contractors and EXIM BANK, represented by an officer of Exim Bank or any other person authorised to act on behalf of EXIM BANK.

(b) The person signing the tender or any other document (s) forming part of the tender on behalf of any other person or a firm shall be deemed to warrant that he has authority to bind such other person or the firm, as the case may be in such matter pertaining to the contract, if, on enquiry, it is found that the person concerned has no such authority, EXIM BANK may without prejudice to other civil, criminal remedies, terminate the contract and hold the signatory liable for all cost and damages.

III. CONSTITUTION OF CONTRACTORS

a) "The tenders shall be entertained from the parties having all statutory registration with the appropriate authorities". Contractor shall at the time of submission of tender declare whether they are sole proprietary concern or registered Partnership Firm or Private Limited Company incorporated in India or Hindu Undivided Family. The Composition of the partnership, names of Directors of companies and name of the Karta of Hindu

Undivided Family shall be indicated. The contractor shall also nominate person in whose hands the active management and control of the work relating to the contract during the tenure of the contract would lie. The person so nominated shall be deemed to have power of attorney from the contractor (s) in respect of the contractor and whose acts shall be binding on the contractor(s).

b) The contractors shall notify, to EXIM BANK the death/resignation of any of the partner(s)/director(s) immediately on the occurrence of such an event. On receipt of such notice EXIM BANK shall have the right to terminate the contract at its discretion.

IV. SUBLETTING

The contractor(s) shall not transfer or assign the contract or any part thereof without the prior written approval of EXIM BANK, In the event of the contractors contravening this condition EXIM BANK is entitled to terminate the contract at any point of the contract.

V. RELATIONSHIP WITH THIRD PARTY

All transaction between the contractor(s) and the third party shall be carried out as between two principals without reference in any event to EXIM BANK. The contractor(s) shall also undertake to make third party fully aware of the position aforesaid.

VI. LIABILITY FOR PERSONNEL

All persons employed by the contractor(s) shall be engaged by them/him as his/their own employees in all respects and the responsibilities/obligation under contract Labour (R&R) Act 1970, the Indian Factory Act, the Workmen Compensation Act, Employees Provident Fund Act, and under Minimum Wages Act and various other statutory enactments shall be that of the contractor.

The contractor shall indemnify EXIM BANK against all the claims whatsoever in respect of the said personnel and Workmen Compensation Act, EPF Act, ESI Act, or any other statutory/Provisions or otherwise in respect of any damage, penalty, compensation, interest, fines payable in consequence of any accident or injury sustained by any worker of the contractor. The contractor shall co-ordinate with ESI authorities to get the family treatment card for security guards.

(a) The contractors shall during the period of contract pay not less than minimum wages to the Security guard engaged by them on either time rate basis or piece rate basis on the work, throughout the term of the contract. Minimum wages both for the time rate and for the piece rate, work shall mean the rates notified by appropriate authority and prevailing at the time of inviting tenders for the work as amended from time to time. The contractor shall also maintain such records and submit periodical return, regularly as may be prescribed under the act to the authority prescribed under the Provident Fund Act , 1952 and the scheme and the rules there under.

The contractor shall also make available such returns/records for inspection by EXIM BANK authorized person. The contractor shall maintain necessary record and registers like wages book and wage slip, etc. register of unpaid wages and register of fines and deductions given the particulars as indicated in Appendix-III.

EXIM BANK reserve the right to withhold 20% of the amount from the monthly bills of the contractor for any financial liability under the contract. The amount so deducted will only be refunded/adjusted when contractor produces proof for fulfilling statutory obligations stipulated in different labour Act/rules/instructions/circulars etc. applicable to the Contract.

c) WEEKLY OFF

The contractor shall be liable to allow paid weekly off etc. to the personnel employed by him as mandated under the appropriate State/Central laws governing their employment under him.

i) The relieving charges will be payable for the Security Guard which are engaged for all the days in a month because the minimum wages is payable for 26 working days where four/five holidays are allowed.

ii) The Agency will be directed to ensure that no Security Guard is required to discharge duty for more than 8 hours.

d) WASHING FACILITY:

The contractor is liable to provide washing facilities as provided in the contract Labour (Regulation and Abolition) Act and the rules framed there under or any other applicable law.

e) FIRST AID FACILITY:

The Contractor is liable to provide first Aid Facility as provided in the Contact Labour(Regulation and Abolition) Act and the Rules framed there under or any other applicable law.

3. Tender Submission:

3.1. Tender should be submitted in the prescribed format along with attested copies of the documents as stated in the application form. The Bank would consider only such applications that satisfy the eligibility criteria. The last date for submission of completed application form along with the requisite documents is **December 13, 2016 by 1700 hrs.**

3.2. In evaluating the quotations submitted by bidders, the price and the ability to meet delivery requirements, quality of works and / or services, dependability shall normally be considered as a major selection criterion. In this connection, Bank may make necessary inquiries from the contractor's employer or inspect the site at work.

3.3. Bank reserves the right to terminate the contract with 30 days notice and without any financial implications, if services are not found satisfactory.

4. Period of contract:

The contract shall remain in force for all purpose for a period of TWO years subject to review of contract every year, extendable on mutual consent for a further period of one or more year on same terms & conditions. EXIM BANK reserves the right to terminate the contract at any time during its currency by giving thirty days notice in writing to the contactor(s) at their last known place of residence/business and the contractors shall not be entitled to any compensation by reason of such termination. EXIM BANK's decision under this clause shall be final, conclusive and binding on the contractors and shall not be called in question.

5. Summary Termination

5.1. In the event of the contractors having been adjudged insolvent or goes into liquidation or winding up their business of making arrangement with their creditors or failing to observe any of the provisions of this contract or any of the terms and conditions governing the contract, EXIM BANK shall be at liberty to terminate the contract forthwith without prejudice to any other rights or remedies under the contract and to get the work done for the unexpired period of the contract at risk and cost of the contractors and to claim from the contractors any resultant loss sustained or cost incurred.

5.2. EXIM BANK shall also have without prejudice to other rights and remedies, the right in the event of breach by the contractors of any of the terms and conditions of the contract to terminate the contract forthwith and to get the work done for the un-expired period of the contract at the risk and cost of the contractors and/or forfeit the security deposit or any part thereof for the sum or sums due for any damages, loses, charges, expenses or costs that may be suffered or incurred by EXIM BANK due to the contractor's negligence in the performance of any of the service under the contact.

5.3. The contractor shall be responsible to supply adequate staff under the contract in accordance with the instructions issued by an officer acting on behalf. If the contractor fails to supply the requisite number of staff members Exim Bank at its entire discretion, without terminating the contract be at liberty to engage other personnel's at the risk and cost of the contractor(s), who shall be liable to make good to EXIM BANK all additional charges, expenses, cost of losses that EXIM BANK may incur or suffer thereby. The contractor shall not however, be entitled to any gain, resulting from entrustment of the work to another party.

6. Liability of Contractor(s) for losses etc. suffered by Exim Bank

6.1. The contractor(s) shall be liable for all costs, damages, expenses suffered or incurred by EXIM BANK due to the contractor's negligence and the unworkmanship like performance of any service under his contract or breach of any terms thereof or their failure to carry out the work with a view to avoid incurrance of damages etc. and for all damages or losses occurred to EXIM BANK or in particular to any property or plant belonging to EXIM BANK due to any act whether negligent or otherwise of the contractor(s) themselves or their employees. The contractor(s) shall also be liable for the interest at commercial lending rate on costs/damages/expenses. The decision of EXIM BANK regarding such failure of the contractor(s) and their liability for the losses, etc. suffered by EXIM BANK shall be final and binding on the contractor(s)

6.2. EXIM BANK is entitled to claim for any damages, losses, charges, costs, or expenses suffered or incurred by them due to contractor(s) negligence's and unworkmen like performance of services under the contract or breach of any terms thereof and adjust the same from the bills of the contractor directly. The total sum claimed shall be deducted from, any sum then due or which at any time hereafter may become due to the contractor(s) under this or any other contract with EXIM BANK. In the event of the sum which may be due from EXIM BANK, as aforesaid being insufficient, the balance of the total sum claimed and recoverable from the contractor(s). Should this sum also be not sufficient to cover the full amount claimed by EXIM BANK, the contractor shall pay to EXIM BANK on demand the remaining balance of the aforesaid sum claimed. EXIM BANK will be the sole judge determining after taking into consideration all the relevant circumstances, the quantum value of loss and also in regard to the liability of contractor(s) for such loss the amount to be recovered from them.

6.3. In the event of the default on the part of the contractor(s) in providing Security Guard/and/or their failure to perform any of the services mentioned in this agreement efficiently and to the entire satisfaction of EXIM BANK or any officer acting on his behalf, EXIM BANK shall without prejudice to other right and remedies, under this agreement have the right to recover by way of compensation from the contractor a sum of rupees one hundred per day of default.

6.4. Set-Off

Any sum of money due and payable to the contractor(s) under this contract may be appropriated by EXIM BANK and set off against any claim of EXIM BANK for the payment of any sum of money arising out of or under any other contract made by the contractor(s) with EXIM BANK.

7. Book Examination

The contractor(s) shall, whenever required produce or cause to be produced for examination by Exim Bank. or any other officer authorized by him on his behalf any cost or other accounts book of accounts, vouchers, receipts, letters, memorandums or writings or any copy of or extract from any such document and also furnish information and returns, verified in such manner as may be required by the statutory compliance/payment made to EPF/minimum wages etc. renewed license any or all such documents desired by EXIM BANK.

8. Payment

8.1. Indicative list of statutory payment to be made in respect of personnel employed by the contractor under this contract are as under:

- (1) Minimum wages (Minimum wages are applicable for Security Guards under semi-skilled category as duly notified by State of Telangana [whichever is high] from time to time, as the case may be)
- (2) EPF
- (3) ESI
- (4) Bonus
- (5) Relieving charges
- (6) Service tax
- (7) Such other statutory charges, if any,

The above list of statutory payment is only indicative and not exhaustive.

The contractor shall abide by all statutory provisions applicable to the contract and make all necessary statutory payments, for which 20% of the amount from the bill shall be withheld. However, on the production of proof of such statutory payment, Exim Bank may release the same subject to the conditions of the contract.

8.2. Payment will be made by Exim Bank on submission of bills, duly supported by attendance certificates, production of proof of payment of EPF/ESIC and other statutory payments in r/o the personnel engaged in EXIM BANK.

8.3. The contractor should submit all his/their bill by the seventh of following month. Payment of which will be made through NEFT/RTGS to the bank account of the Contractor only and withholding taxes, if any may be deducted by Exim Bank before making such payment.

9. Law Governing the Contract/Dispute Resolution

The contract will be governed by the Laws of India, for time being in force as amended from time to time. Any disputes arising out of this contract will be settled in the court of competent jurisdiction. The courts in Telangana shall have exclusive jurisdiction to adjudicate the disputes arising under the contract.

10. Duties and Responsibilities of the Contractor

10.1. The contractor shall carry out all items of services assigned or entrusted to him/them by or an officer acting on behalf of Exim Bank and shall abide by all instructions issued to him/them from time to time by the said officer. They shall render the services to the satisfaction of the officer acting on behalf of Exim Bank together with ancillary and incidental duties, service and operations as may be indicated by the said officer(s) and are not inconsistent with the terms & conditions of the contract. The contractor shall always be bound to act with responsible delegacy and in a businesslike manner and to use such skill as expected of men of ordinary prudence in the conduct of their activities.

10.2. The contractor shall engage competent, adequate staff to the satisfaction of the Exim Bank or an officer acting on its behalf. The contractor shall be responsible for the good conduct of their employees and shall compensate EXIM BANK for losses arising from neglect, carelessness, want of skill or misconduct of themselves, their servant or agents or representatives. Exim Bank shall have the right to ask the dismissal of any employee of contractors who in his opinion is hampering the smooth execution of the work and his decision regarding losses caused by neglect and misconduct etc. of the contractors, staff and agents.

10.3. The contractors shall strictly abide by Laws, rules & Regulation.

10.4. The contractor shall provide verifiable proof that EPF/ESI has deposited in respect of particular workers, working under the contractor who are working in EXIM BANK along with the EPF/ESI number issued by concerned authorities. A copy of ESI card also is deposited with EXIM BANK within one month period even in case of change of worker, failing which payment will not be released subsequently for the aforesaid period, without prejudice to the other actions.

10.5. Police verification of the staff should be submitted within a period of one month on entering into the contract. In the case of change of any staff member, payment of wages for that staff will be release only after submission of police verification.

10.6. If the party fails to comply with statutory/legal requirement, as stipulated in the terms & conditions of the tender within two month from the award of contract is liable to be terminated with one month's notice and in his place, second lowest/third lowest will be kept as back up immediately to replace the terminated agency.

Mandatory Information

Sr. No.	Particulars	Details
1. *	Name of the Company	
2. *	Name of the Proprietor, Partners/Directors	
3.	Office Telephone Nos.	
4. *	Address	
5.	Email Address	
6.	Year of Establishment	
7. *	Status of Firm. (Proprietor/Partnership/Co. etc.)	
8.	Name of Bankers	
9. *	PAN Card No.	
10. *	Service Tax No.	
11. *	PF & ESIC Account No.	
12. *	Customer Profile (attach separate sheet)	
13.*	Tender Fee DD Number	

I/We confirm that to the best of our knowledge this information is authentic and accept that any deliberate concealment will amount to disqualification at any stage.

Seal and Signature of the Bidder/s not required since the document is Digitally Signed.

Date:

Place:

Note:

Please upload scanned copies of the above mentioned documents with sr. nos. marked (*) on it.

Bid Evaluation Document

Sr.No.	Criteria Description	Weightage
1	The Contractor should be Hyderabad or Secunderabad based	10
2	The Contractor should submit the Telangana license	15
3	Contractor should have experience of at least 3 years	10
4	Contractor should have satisfactorily executed minimum of two yearly contracts of similar nature, each costing not less than ₹ 5,00,000/- per year.	10
5	Contractor / its principal officers / employees to be deployed should have Clearance certificate from Police Department (PCC) or submit an affidavit to the effect that no criminal investigations / records are pending against it/him in the last 3 years.	15
6	Contractor should have annual turnover not less than ₹5 lakhs.	20
7	Service Tax Registration, PAN Card	10
8	PF & ESIC account	10
Total Weightage		100
Minimum Weightage required		70

**Contract for Security Guard Services
For Office Premises of Export-Import Bank of India**

SHIFT TIMINGS:

Shift	Time	Security Guard
1 st shift	07.00 a.m. to 02.00 p.m.	1
2 nd shift	02.00 p.m. to 9.00 p.m.	1
3 rd shift	9.00 p.m. to 7.00 a.m.	1

Constant Fields for Price Bid (as per statutory requirement)

Particulars	Semi - Skilled
Basic Wages	6,500
V.D.A.	4,872
Subtotal:	11,372.00
Employer share P. Fund @ 13.36% of basic	868.40
Employer share ESIC @ 4.75% of Gross(11372.00)	540.17
Uniform & Training Allowance	1000.00
Total (A):	13,780.57
Agency Charges (Variable) (B)	
Grand Total (A + B)	

The above basic wage is as per current/present government (Telangana Administration) notification dated April, 2016 and is subject to change/revised from time to time as per future government notifications.

Price Bid

To,
DGM&RH(B.Ramesh Babu),
Export-Import Bank of India,
2nd Floor, 6-3-639/640, Golden Edifice,
Khairatabad Circle, Hyderabad.

Dear Sir,

1. I/WE, submit the sealed price bid for appointment as _____ Contractor at EXIM BANK _____.
2. I/We thoroughly examined and under stood instruction to tenders, terms & conditions of contract given in the invitation to tender and those contained in the general conditions of contract and its appendix and agree to abide by them.
3. I/We hereby offer to provide security at the following percentage of service charge on the basic minimum wages notified by the TELANGANA Govt. as the case may be, applicable at the time of award of the contract for the contract for the entire tenure of the contract. I/WE undertake that I/WE are not entitled to claim any enhancement of rates on any account during the tenure of the contract except revision of minimum wages.

	No. of workers Required	Per Person	Total
Security Guard Semi Skilled	3	13,780	41,340/- (for 3 guards)
Security Guard Semi Skilled	-	-	-
Security Guard Semi Skilled	-	-	-
Security Guard Semi Skilled	-	-	-
Total Outgo :			

The above wages are as per statutory notifications; therefore bidders are requested to fill only those fields which are highlighted in red colors. The remaining fields are constant for every bidder. **The quote should be exclusive of all taxes on monthly basis.**

Any rates quoted in any other manner than the above will summarily rejected. In case the minimum wages is revised upward, the contractor is not entitled for revision of his service charges.

a. I/We undertake to take responsibility of statutory liabilities such as minimum wages, EPF & ESI, Bonus etc. and will charge as per actual contribution made to concerned authorities against documentary proof and no service charge/Admin, overhead will be payable on these contribution.

b. The total amount of wages shall be calculated on the basis of number of days for which a person has actually worked on the basis of wages of security Guard accepted by EXIM BANK.

I/WE agree to keep the offer open for acceptance up to 03 months.

4. I/We shall be bound by the communication of acceptance of the offer dispatched within the time and I/We also agree that if the date up to which the offer would remain open be declared a holiday for EXIM BANK, the offer will remain open for acceptance till the next working days.

5. I/We do hereby declare that the entries made in the tender and appendixes/schedules attached with technical Bid are true and also that we shall be bound by the act of my/our duly constituted attorney, shri _____ whose signature are appended hereto in the space as specified for the purpose and of any other person who in future may be appointed by me/us his stead to carry on the business of the concern whether any intimation of such charge is given to EXIM BANK or not

Yours faithfully,

(_____)

Signature of Tenderer
(Capacity in which signing)

Particulars in respect of similar works executed in the last three years

Sl.No	Name of the work executed with Address	Name & contact details of contact person (for Reference)	Value of the Contract in ₹	Period of Contract	Date of completion