

BHARATIYA RESERVE BANK
NOTE MUDRAN PRIVATE LIMITED
CORPORATE OFFICE BENGALURU



**SECURITY SERVICES AT BRBNMPL CORPORATE
OFFICE, BENGALURU**

LIMITED TENDER NO: LT/CO/SS/12/2018-19 dated 31/10/2018

<i>Closing Date & Time for receipt of Tender</i>	14:30 Hrs on 23/11/2018
<i>Place of receipt of tender by Hand</i>	BRBNMPL, Bengaluru
<i>Time & Date of Opening of Tender</i>	15:30 Hrs on 23/11/2018
<i>Place of Opening of Tenders</i>	BRBNMPL, Bengaluru

This notice is being published only as an abundant precaution and is not an open invitation to quote in the Tender. Participation in this tender is by invitation only and is limited to the selected BRBNMPL's Registered / Approved Bidders for the item, who have been sent this Tender by Post/ Courier. Unsolicited offers are liable to be ignored.

**BHARATIYA RESERVE BANK NOTE MUDRAN (P) LTD
BENGALURU -560029**

Phone: 080-66602000, 66602032
Fax: 080 – 66602039, E-Mail: cobangalore@brbnmpl.co.in
Website: www.brbnmpl.co.in

Not Transferable

Security Classification: Non-Security

**SECURITY SERVICES AT BRBNMPL CORPORATE OFFICE,
BENGALURU**

Tender No: LT/CO/SS/12/2018-18 dated 31/10/2018

The tender document is issued to:

M/s. _____
Address _____

Details of Contact person in BRBNMPL regarding this tender:

Name : Capt. M N Jha
Designation : Protocol and Chief Security Officer

Address: As above

Phone: 080 – 66602032, Fax: 080-66602039

Email: mnjha@brbnmpl.co.in

Contents

Name	Page No
Section I: Notice Inviting Tender (NIT)	04
IMPORTANT POINTS AT A GLANCE FOR ATTENTION OF BIDDERS	06
Section II: General Instruction to Tenderers (GIT)	12
Section III: Special Instruction to Tenderers (SIT)	13
Section IV: General Conditions of Contract (GCC)	15
Section V: Special Conditions of Contract (SCC)	16
Section VI: Scope of Work and Related Conditions	18
Section VII: Technical Specifications	20
Section VIII: Quality Control Requirements	20
Section IX: Qualification/ Eligibility Criteria	20
Section X: Tender Form including compliance statement	21
Section XI: Price Schedule	23
Section XII: Questionnaire	25
Section XIII: Bank Guarantee Form for EMD	27
Section XIV: Manufacturers' Authorisation Form	27
Section XV: Bank Guarantee Form for Performance Security	27
Section XVI: Contract Form	27
Section XVII: Shipping Arrangements for Liner Cargoes	27
Section XVIII: Authority for attending a Bid Opening	27
Section XIX: Proforma of Bills for Payment	27
Section XX: Checklist for tenderers	28

**BHARATIYA RESERVE BANK NOTE MUDRAN (P) LTD
BENGALURU-560029**

Phone: 080-66602000

Fax: 080 – 66602039, E-Mail: cobangalore@brbnmpl.co.in

Website: www.brbnmpl.co.in

Section I: Notice Inviting Tender (NIT)

Tender Sl. No. **LT/CO/SS/12/2018-19** dated **31/10/2018**

1. Sealed tenders under Single bid system are invited from eligible and qualified tenderers for under cited services:

Schedule No.	Brief Description of Services	Quantity (with Unit)	Earnest Money (in Rs.)
1	Providing Security Services at BRBNMPL Corporate Office, Bengaluru	1. Security Supervisor – 01 Person 2. Security Guard – 06 Persons (Without arms) with Relieving Pool	NIL

Type of Tender (Two Bid / PQB / EOI / RC / Development / Indigenization / Disposal of Scrap / Security item etc.)	Single Part Bid
Date of issue of tender documents	From 31/10/18 to 22/11/18 during office hours
Price of the Tender Document	NIL
Price of sale of tender documents	NIL
Closing date and time for receipt of tenders	14:30 Hrs on 23/11/2018
Place of receipt of tenders	Bharatiya Reserve Bank Note Mudran Private Limited Corporate Office No 3 & 4 , 1 st Stage , 1 st Phase, BTM Layout , Bannerghatta Road, Bengaluru- 560029
Time and date of opening of tenders	15:30 Hrs on 23/11/2018
Place of opening of tenders	Bharatiya Reserve Bank Note Mudran Private Limited Corporate Office, Bengaluru
Nominated Person / Designation to Receive Bulky Tender (Clause 21.21.1 of GIT)	Capt. M N Jha, P & CSO

2. Security Agencies sponsored by DGR vide their letter No. 2112/SA/BRBNML/2018/Karnataka/3844/4027/4104/4146/4190/4466/Emp dated 05-09-18 (Tenderers) may obtain further information about this requirement from the above office. They may also visit our website mentioned above for further details.

3. Tenderer may also download the tender documents from the web site and submit its tender by utilizing the downloaded document.

4. Tenderers shall ensure that their tenders, duly sealed and signed, complete in all respects as per instructions contained in the Tender Documents, are dropped in the tender box located at the address given on or before the closing date and time indicated in the Para 1 above, failing which the tender will be treated as late and rejected.

5. In the event of any of the above mentioned dates being declared as a holiday/ closed day for the purchase organization, the tenders will be issued / received / opened on the next working day at the appointed time.

6. The tender documents are not transferable.

For and on behalf of BRBNMPL, Bengaluru

Sd/-
[Capt. M N Jha]
Protocol & Chief Security Officer

IMPORTANT POINTS AT A GLANCE FOR ATTENTION OF BIDDERS

1) Estimated Value: The estimated contract value per annum is Rs. 45 Lakhs approximately (Rupees Forty-Five Lakhs only)

2) Eligible bidders:

- a) Security Agencies sponsored by DGR vide their letter No. 2112/SA/BRBNML/2018/Karnataka/3844/4027/4104/4146/4190/4466/Emp dated 05-09-2018.
- b) The Tenderer/ Bidder shall submit the **self-attested copies** of the following documents along with tender documents:
 - i) Certificate and registration under Shops & Establishment act.
 - ii) PSARA License
 - iii) Labour License
 - iv) Certificate of PF Registration
 - v) Certificate of ESI Registration
 - vi) Certificate of GST Registration
 - vii) PAN Card
 - viii) Inked signed copy of the sponsorship letter
 - ix) Valid Empanelment certificate issued by Directorate General of Resettlement (with photograph and signature of Proprietor/Directors)
 - x) Details of works of similar nature carried out in Central/State Government bodies/ PSUs/ Autonomous bodies/ industries/ factories/ or other similar organisations.
 - xi) List of Arbitration cases (if any)
 - xii) Undertaking of the Firm confirming the availability of adequate manpower of requisite qualification and experience for deployment at BRBNMPL, Bengaluru.

3) Earnest Money Deposit and Security Deposit:

- a) As per para 22 of DGR guidelines issued vide office memo no. 28(3)/2012-D (Res-I), MOD, Govt. of India, New Delhi dated 09 July 2012, DGR sponsored ESM are not required to deposit Earnest Money Deposit (EMD). However, successful bidder on taking up the work will have to submit security deposit for an amount equivalent to 10% of One month's wage bill in the form of Bank Guarantee as per the format enclosed towards successful completion of the work and compliance of terms and conditions of the contract. Alternatively, the said amount shall be deducted towards Security Deposit from the bill. Security Deposit shall be released only on satisfactory performance of the contract.
- b) If the successful bidder fails or refuses to take up the work on becoming lowest bidder or refuses to accept the work order or leave the job incomplete, BRBNMPL reserves the right to forfeit the EMD/ security deposit as applicable and no more enquiries will be issued to the party in future & contractor shall be blacklisted.

4) Site Visit. Tenderer may inspect the work site and understand the scope of work before quoting the rates, any negligence shall not be considered later.

5) Tender Evaluation: BRBNMPL shall evaluate the bids to determine whether they are complete, whether any computational errors have been made, whether required sureties have been furnished, whether the documents have been properly signed and whether the bids are generally in order.

6) Validity of Tender: The bid shall be valid and open for acceptance of the Competent Authority of BRBNMPL for a period of 120 days from the date of opening of the tenders and no request for any variation in quoted rates and withdrawal of tender on any ground by successful bidder shall be entertained.

7) The contractor should maintain all the records and documents under various laws applicable to contract labours/ personnel and also shops & Establishment Act/Rules applicable to his/her establishment and make them available at the BRBNMPL at all times. Indicative list of such records is given for example: a) Register for Workmen, b) Employment card to be issued to workers, c) Muster Roll, d) Register for wages, e) wage slip etc.

8) Price:

- a) Prices/Rates should be quoted **only** in the **“Section-XI (Price Schedule)”** in the manner as given therein. Rates/ offer given in any other manner will not be accepted. Prices shall be quoted in Indian Rupees only.
- b) Quoted rates shall be firm, binding and inclusive of all charges like wages, ESI, PF, uniform, taxes and any other charges including cost of compliances under statutes (all inclusive), administrative charges like supervision, profits etc.
- c) No escalation on any account shall be allowed during the currency of the contract. However, any revision in the DGR guidelines/ Minimum Wages for the workers will be considered for additional payment on receipt of request from the contractor with documentary proof in this regard. Increase or decrease in GST will be considered for revision, as per actuals.

9) Duration of Contract: In terms of sponsorship letter issued by DGR, initially, the Contract shall be awarded for a **period of Two years** with option for extension of contract for **a further period of Two years** in accordance with Para 19 of GOI MOD OM dated 09 July 2012, subject to mutual consent of both parties and for the same terms & conditions and also based on satisfactory performance of the firm under the contract. The whole contract or part of contract can be terminated at any time at the discretion of the BRBNMPL with three months' notice without assigning any reason. The contractor shall submit three months' notice if the contractor is unwilling to continue the contract for any reason.

10) Finalisation Criteria: Contract will be awarded to **Overall L1 bidder. As per DGR Guidelines, in case all the DGR sponsored agencies quote the same rate, Contract should be awarded to the senior most sponsored agency.**

11) Payment: Payment shall be made on monthly basis only on satisfactory execution of the contract and submission of bills along with copy of ESI, PF Challan and wage sheets of the persons employed. On award of work order the contractor shall raise monthly bill in the 1st week of the succeeding month for release of payment after fulfilling all necessary formalities. If the monthly bill is held up due to any reasons of non-fulfillment of contract terms, the

contractor must disburse the wages on time to his employees through his own sources. Statutory deduction of taxes shall be made at source as per rule.

12) Statutory Deductions: All Statutory deductions as applicable shall be effected while making payment.

13) Statutory requirements: The Contractor should comply with all statutory provisions as applicable such as but not limited to: -

- a) Provisions of the Factories Act, Workmen Compensation Act, Employers Liability Act, Contract Labour Act, Industrial Dispute Act, Minimum Wages Act, Payment of Wages Act, EPF and ESI Act including any modification thereof or any other law relating thereto and rules framed there under from time to time.
- b) Contractor should possess Central Labour License, Provident Fund Registration, ESIC Registration and Shop & Establishment Act Registration. And it shall be informed along with the tender.
- c) The Contractor shall indemnify the company from any claim due to any breach of statutory requirements and the company as a principle employer shall enforce the provisions of the act.
- d) The contractor shall obtain license/ registration from Labour Authority/ any other Statutory Authority including PF & ESI as may be required and shall furnish Statutory Returns and deposit contributions and Statutory Levies as per the Law of the Land as applicable from time to time. The Contractor shall be liable to furnish all copies of returns and documents as would be asked from time to time.
- e) The contractor shall abide by all statutory welfare measures for their workers.

14) Safety & Security Measures:

- a) The contractor should scrupulously confirm to the safety and security norms as stipulated in Karnataka State Factories rules and relevant norms in force.
- b) The contractor shall take all the precaution while executing this work. Any untoward incident arising out of improper supervision or inadequate safety measures will be the sole responsibility of the contractor.
- c) Contractor shall provide suitable uniform and protective gears to his employees.
- d) BRBNMPL is a security organization. Hence the contractor has to abide by the security rules/norms of the Company. The contractor has to ensure the character and antecedent of the persons deployed. The contractor must be in a position to produce such documents whenever he is asked to do so. Details shall be furnished as per format when called for. The contractor has to issue printed photo identity card to its workers.
- e) On award of the contract the contractor shall sign the Non-disclosure format and abide with that.
- f) Any worker of the contractor, if found by the Company as unsuitable or having doubtful integrity, shall be removed from the premises at the risk and cost of the contractor. The contractor shall vouch guarantee for the integrity of its workers.

15) Rights of the Company: The Company is not bound to accept the lowest or any tender or to assign any reason for such non-acceptance. The Company reserves the right to reject any or all the tenders without assigning any reasons thereof. If the successful bidder refuses to accept the work order or take up the job or leave the job half way after opening the quotation and becoming lowest party, BRBNMPL reserve the right to forfeit the EMD/ Security Deposit and no correspondence will be entertained and decision of the BRBNMPL will be final.

16) Rejection of Tender: Bids submitted not in accordance with the guidelines and with counter conditions will be liable for rejection. BRBNMPL will examine the materiality/ significance of the deviation/ variation if any and shall take its own decision to accept or reject the tender. BRBNMPL's decision on acceptance/ rejection shall be final without assigning any reason thereof. Bids once submitted will not be allowed for revision without the approval of BRBNMPL.

17) Clarification of Bidders: For any clarification bidder may be contact P & CSO on any working days. Before quoting the price, contractor is advised to visit the site to understand the actual scope of work and prevailing site conditions. After quoting price and opening of the quotations, it will be implied that the contractor has fully understood the scope and detail specification of the work.

18) Indemnification:

- a) The Contractor shall at its own expense make good any loss or damage suffered by the Company as a result of the acts of commission or omission, negligently or otherwise of its personnel while providing the said services at any of the premises of the company or otherwise.
- b) The Contractor shall at all times indemnify and keep indemnified the Company against any claim on account of disability/ death of any of its personnel caused while providing the security services within/ outside the site or other premises of the company which may be made under the Workmen's Compensation Act, 1923 or any other Acts or any other Statutory Modifications thereof or otherwise for or in respect of any claim for damage or compensation payable in consequence of any accident or injury sustained by any working or other personnel of the contractor or in respect of any claim, damage or compensation under labour laws or other laws or rules made there under by any person whether in the employment of the contractor or not, who provided or provides the services at the site or any other premises of the company as provided hereinbefore.
- c) The contractor shall at all times indemnify and keep indemnified the Company against any claim by any third party for any injury, damage to the property or person of the third party or for any other claims whatsoever for any acts of commission or omission of its employees or personnel during the hours of providing the services at the company's premises or before and after that.
- d) That, if any time, during the operation of Agreement thereafter the Company is made liable in any manner whatsoever by any order, direction or otherwise of any Court, Authority or Tribunal, to pay any amounts whatsoever in respect of or to any of the present or ex-personnel of the contractor or to any third party in any event not restricted but including as mentioned in sub-clauses (a), (b) and (c) hereinabove, the contractor shall immediately pay to the company all such amounts and costs also and in all such cases/ events the opinion of the company shall be final and binding upon the contractor. The company shall be entitled to deduct any such amounts as aforesaid, from the security deposit and/ or from any pending bills of the contractor.

19) Liabilities and Remedies: In the event of failure of the Contractor to provide the services or part thereof as mentioned in the Agreement for any reasons whatsoever, the company shall be entitled to procure services from other sources and the contractor shall be liable to pay

forthwith to the company the difference of payments made to such other sources, besides damages at double the rate of payment.

20) Losses suffered by the Contractor: The Contractor shall not claim any damages, costs, charges, expenses, liabilities arising out of performance/ non-performance of services, which it may suffer or otherwise incur by reason of any act/ omission, negligence, default or error in judgement on part of itself and / or its personnel in rendering or non-rendering the services under the Agreement.

21) Composition and Address of Contractor:

- a) The Contractor shall furnish to the Company all the relevant papers regarding its constitution, names and addresses of the management and other key personnel of the Contractor and proof of its registration with the concerned Government Authorities required for running such a business of the contractor.
- b) That the Contractor shall always inform the Company in writing about any change in its address or the names and address of its key personnel. Further, the Contractor shall not change its ownership without prior approval of the Company.

22) Confidentiality: It is understood between the parties hereto that during the course of business relationship, the contractor may have access to confidential information of the Company and it undertakes that it shall not, without Company's prior written consent, disclose, provide or make use of such information. This clause shall survive the period of five years from the date of expiry of the Agreement or earlier termination thereof.

23) Waiver: At any time any indulgence or concession granted by the Company shall not alter or invalidate the Agreement nor constitute the waiver of any of the provisions hereof after such time, indulgence or concession shall have been granted. Further, the failure of the company to enforce any time, any of the provisions of the Agreement or to exercise any option which is herein provided for requiring at any time the performance by the contractor of any of the provisions hereof, shall in no way be construed to be a waiver of such provisions of the Agreement nor in any way affect the validity of the Agreement or any part thereof or the right of the Company to enforce the same in part or in the entirety of it. Waiver, if any, has to be in writing.

24) Force Majeure: Neither party shall be in default if a failure to perform any obligation hereunder is caused solely by supervening conditions beyond that party's reasonable control, including acts of God, civil commotion, strikes, acts of terrorism, labour disputes and Governmental or public authorities' demands or requirements.

25) Arbitration: If any dispute and differences arises after the issue of LOI/ Purchase Order/ Work Order and during the execution of work which is not resolved within 30 days of the arising, they shall be referred to a sole arbitrator to be appointed by the Managing Director of BRBNMPL. The governing law in this regard will be The Arbitration and Conciliation Act, 1996 of India. The venue of the Arbitration will be BRBNMPL, Bengaluru. Further disputes if any that may arise at any point of time shall be subject to Bengaluru jurisdiction only.

26) Legal Jurisdiction: The court of Bengaluru (Karnataka State) only shall have jurisdiction to deal with and decide any legal matter of dispute whatsoever arising out of any work order placed by us.

27) Guidelines for filling up Tender:

- a) Please send your competitive bid in sealed cover superscribed with “Bid for providing Security Services at BRBNMPL Corporate Office” against Tender No. LT/CO/SS/12/2018-19 dated 31/10/2018 to reach us on or before 1430 hrs., on 23/11/2018 alongwith the following documents of this tender i.e., Section-I, II, III, IV, V, VI, VII, VIII, IX, X, XI, XII, XIII, XIV, XV, XVI, XVII, XVIII, XIX & XX: All the above mentioned documents should be signed & stamped and to be submitted as acceptance of terms & conditions and the required formats to be maintained. **“OFFERS WITH COUNTER CONDITIONS ARE LIABLE FOR REJECTION”**.
- b) Price bid with Price break up should have Price details as per the Proforma at ‘Section XI- Price Schedule’
- c) Bids submitted not in accordance with the above guidelines will be liable to be rejected.
- d) Tender should be addressed to “The Managing Director, BRBNMPL, Corporate Office No 3 & 4, 1st Stage, 1st Phase, BTM Layout, Bannerghatta Road, Bengaluru-560029”.
- e) The bid will be opened on the scheduled date and time as mentioned in the presence of available tenderers or their authorized representatives.
- f) Tenderer must understand the requirements before submission of their Bid.
- g) The tenderer shall satisfy BRBNMPL that they are competent and authorized to submit tender and/or to enter into a legally binding contract with the BRBNMPL. To this effect, any person giving a tender shall render documentary evidence that his signature on the tender submitted by him is legally binding upon himself, his firm or company as the case may be.
- h) The tender offer may be sent by Regd. Post/ Courier. Parties desirous of handing over Tender Offer by hand should drop the Tender Cover in the Tender Box kept at Reception, Corporate Office, after recording the tender details in the register.

Terms & Conditions accepted.

(To be signed & stamped and submitted along-with Bid)

Section II: General Instructions to Tenderer (GIT)

This Section-II shall be downloaded from website: www.brbnmpl.co.in under the section 'Downloads' and signed & stamped and submitted along with the **bid** as acceptance of terms & conditions.

(To be signed & stamped and submitted alongwith Bid)

Section III: Special Instructions to Tenderers (SIT)

The following Special Instructions to Tenderers will apply for this purchase. These special instructions will modify/ substitute/ supplement the corresponding General Instructions to Tenderers (GIT) incorporated in Section II. The corresponding GIT clause numbers have also been indicated in the text below:

In case of any conflict between the provision in the GIT and that in the SIT, the provision contained in the SIT shall prevail.

S. No	GIT Clause No.	Topic	SIT Provision
1	1,2,3,4,5,6,7	PREAMBLE-Introduction, Language of Tender, Eligible Tenderers, Eligible Goods and Services (Origin of Goods), Tendering Expense, TENDER DOCUMENTS, Amendments to Tender Documents	No Change
2	8	Pre-bid Conference	Not applicable to this tender
3	9	Time Limit for receiving request for clarification of Tender Documents	No Change
4	10,11,12,13,14,15	Documents Comprising the Tender, Tender Currencies, Tender Prices, Indian Agent, PVC Clause & Formula, Alternative tenders	No Change
5	16	Documents Establishing Tenderer's Eligibility and Qualifications	No Change
6	17	Documents establishing Good's Conformity to Tender document	No Change
7	18	Earnest Money Deposit (EMD)	No Change
8	19	Tender Validity (120 days from date of opening of bid)	No Change
9	20	Signing and Sealing of Tender Note: The following SIT provision is made with respect the following clause 20.4. Number of Copies of Tenders to be submitted: One copy only (duplicate copy not required) 20.9: E procurement: Not permitted	No Change No of Copies : 01
10	21,22,23	Submission of Tenders, Late Tender, alteration and Withdrawal of Tender	No Change
11	24	Opening of tenders Note: Please read the guidelines for filling up two part bid tender as mentioned in NIT above which is described in detail w.r.to clause 24.4	No Change

12	25	Basic Principle	No Change
13	26,27,28, 29,30,31, 32,33,34	Preliminary Scrutiny of Tenders, Minor Infirmary / Irregularity / Non-Conformity, Discrepancy in Prices, Discrepancy between original and copies of Tender, Clarification of Bids, Qualification /Eligibility Criteria, Conversion of tender currencies to Indian Rupees, Schedule-wise Evaluation, Comparison on CIF Destination Basis.	No Change
14	35 to 49	Additional Factors and Parameters for Evaluation and Ranking of Responsive Tenders, Tenderer's capability to perform the contract, Tenderer's capability to perform the contract, Cartel Formation / Pool Rates, Negotiations, Contacting BRBNMPL, AWARD OF CONTRACT, Award Criteria, Variation of Quantities at the Time of Award, Parallel Contracts, Serious Misdemeanours, Notification of Award, Issue of Contract, Non-receipt of Performance Security and Contract by BRBNMPL, Return of EMD, Publication of Tender Result.	No Change
15	35..3	Price Preference to small scale industries	Not applicable to this tender
16	50 to 55	Rate Contract Tenders, PQB Tenders, Tenders involving Purchaser's and Pre-Production Samples, EOI Tenders, tenders for Disposal of Scrap, Development / Indigenization Tenders	Not applicable to this tender

(To be signed & stamped and submitted alongwith Bid)

Section IV: General Conditions of Contract (GCC)

This Section-IV shall be downloaded from website: www.brbnmpl.co.in under the section 'Downloads' and signed & stamped and submitted along with the **Bid** as acceptance of terms & conditions. *(Offer submitted without the signed & stamped copies of Section-IV shall liable to be rejected)*

(To be signed & stamped and submitted alongwith the Bid)

Section V: Special Conditions of Contract (SCC)

The following Special Conditions of Contract (SCC) will apply for this purchase. The corresponding clauses of General Conditions of Contract (GCC) relating to the SCC stipulations have also been incorporated below. These Special Conditions will modify /substitute / supplement the corresponding (GCC) clauses. Whenever there is any conflict between the provision in the GCC and that in the SCC, the provision contained in the SCC shall prevail. (Clauses of GCC listed below include a possibility for variation in their provisions through SCC. There could be other clauses in SCC as deemed fit)

Sl. No.	GCC Clause No.	Topic	SIT Provision
1	1 to 5	Definitions; Interpretation and Abbreviations, Application, Use of contract documents and information, Patent Rights, Country of Origin	No Change
2	6	<p style="text-align: center;">Performance Security</p> The supplier shall furnish performance security to BRBNMPL for an amount equal to ten per cent of the total value of the contract, valid up to sixty days after the date of completion of all contractual obligations by the supplier, including the warranty obligations.	NOT APPLICABLE TO THIS TENDER
3	7 to 15	Technical Specifications and Standards, Packing and Marking, Inspection and Quality Control, Terms of Delivery, Transportation of Goods, Insurance, Spare parts, Distribution of Dispatch Documents for Clearance/ Receipt of Goods	NOT APPLICABLE TO THIS TENDER
4	16	Warranty	NOT APPLICABLE TO THIS TENDER
5	17& 18	Assignment, Sub Contracts	No Change
6	19	19.3. Option Clause: By a suitable provision in the SCC, the Purchaser may reserve the right to increase the ordered quantity by 25% at any time, till final delivery date of the contract, by giving reasonable notice even though the quantity ordered initially has been supplied in full before the last date of Delivery Period.	NOT APPLICABLE TO THIS TENDER
7	20 & 21	Prices, Taxes and Duties	No Change
8	22	Terms and Mode of Payment	As specified
9	23 to 32	Delay in the supplier's performance, Liquidated damages, Custody and Return of BRBNMPL's Materials/ Equipment/Documents loaned to Contractor, Termination for default, Termination for insolvency, Force Majeure, Termination for convenience, Governing language, Notices, Code of Ethics,	No Change
10	33	Resolution of disputes	Arbitration proceedings will be

			held at Bengaluru and venue of arbitration will be Bengaluru.
11	34-35	Applicable Law, Secrecy,	No Change
12	36	Disposal / Sale of Scrap by Tender	NOT APPLICABLE TO THIS TENDER

(To be signed & stamped and submitted alongwith the Bid)

Section VI: SCOPE OF WORK AND RELATED CONDITIONS

SCOPE OF WORK:

The successful tenderer (herein referred to as Contractor) will have to provide 24 hours uninterrupted Security Services at the premises of BRBNMPL, Corporate Office Bengaluru. The requirement for executing the security services are a) Supervisor – 01; b) Security Guards (without arms) – 06 with relieving pool. However, this may vary depending upon the requirement of the Company, which will be intimated as and when required.

TERMS & CONDITIONS:

The Contract shall be awarded for a **period of Two years** with option for extension of contract for a **further period of Two years** in accordance with Para 19 of GOI MOD OM dated 09 July 2012, subject to mutual consent of both parties and for the same terms & conditions and also based on satisfactory performance of the firm under the contract. The whole contract or part of contract can be terminated at any time at the discretion of the BRBNMPL with three months' notice without assigning any reason. The contractor shall submit three months' notice if the contractor is unwilling to continue the contract for any reason.

DETAILED SCOPE OF WORK:

1. To provide security for employees, BRBNMPL properties like material/ equipment, building and installations, other structure etc in Corporate office, Bengaluru.
2. To arrange/ assist in opening & closing of the buildings and rooms before & after office hours on working and closed days as necessitated / directed by the authorized officer of BRBNMPL.
3. To ensure that doors/windows, electric bulbs, fans, ACs, water taps etc are not left open after the working hours on working days as well as on closed days, as the case may be. Also to ensure that outdoor lights are switched on at last light and switched off at first light.
4. Arrangement regarding maintenance and record of inward and outward movement of men and material and have proper check on the same as per the instructions given by the BRBNMPL from time to time.
5. Checking of all incoming / outgoing vehicles thoroughly to check and track movement of unauthorized items inside and outside BRBNMPL.
6. Ensure entry of only authorized persons (BRBNMPL employees and other personnel engaged for providing services). Visitors may enter only through visitor slip as per approved procedure with proper entry at the gate and to meet concerned officials only. It should also be ensured that this duty is discharged sincerely with firmness but decent behavior.
7. The security personnel deployed shall take regular rounds of the premises to maintain vigil and remain alert.
8. Keeping BRBNMPL informed of all matters related to security, intelligence inputs etc.
9. The regularity of the performance of the service will be essence of the agreement to be made with the contractor and shall form a central factor of the agreement. The Contractor shall take all possible steps to ensure to maintain its performance as determined by the Company from time to time. The contractor will have the

responsibility to supervise the functioning of the guards. He shall submit a quarterly report to the Company or at intervals to be decided by the Company in this regard. The management of BRBNMPL will have the right to call the contractor to visit the site and apprise them as and when required.

10. The contractor shall ensure that antecedents of personnel deployed are verified from the police authorities concerned and be re-verified on periodic basis as prescribed.
11. The contractor shall keep liaison with the Company Officials/ Police/ Local Authorities and Fire Department in order to get timely assistance from them in case of emergency.
12. The contractor will have to follow strictly and abide by all extant rules and procedure of the Company.

PERSONNEL

1. The Supervisor as well as security guards shall be Ex-servicemen trained in firefighting. Personnel deployed shall be healthy and active. Nobody shall have any communicable diseases. Security personnel on duty must be dressed in agency's proper uniform and display Identity card.
2. The contractor shall bear all expenses regarding uniforms, preparation of their Identity Card, compensations etc. The contractor shall comply with all the laid down provisions of Labour Rules/ Laws & Acts and other relevant statutes. The contractor shall pay the wages to the security personnel on or before the 7th of every succeeding month, irrespective of delay in payment of Bill by the BRBNMPL for whatever reason. Wages payable shall not be less than the minimum wages as declared by the Government notifications from time to time.
3. Replacement of personnel as required by BRBNMPL will be effected promptly by the Contractor. If the contractor wishes to replace any of the personnel, the same shall be done only after consultation/ approval of the BRBNMPL. The full particulars including names and address along with testimonials of the personnel to be deployed by the contractor shall be furnished to the BRBNMPL before they are deployed or replaced.
4. The contractor shall arrange to maintain daily shift-wise attendance record of the security personnel deployed by him showing their arrival and departure time. The attendance record shall be produced for verification on demand by BRBNMPL at any other point of time.
5. In case of non-compliance/ non-performance of the services according to the terms of the contract, BRBNMPL shall be at liberty to make suitable deductions from the bill without prejudice to its right under other provisions of the contract.

(To be signed & stamped and submitted along with the Bid)

Section VII: Technical Specifications

NOT APPLICABLE FOR THIS TENDER

.....

Section VIII: Quality Control Requirements

NOT APPLICABLE FOR THIS TENDER

.....

Section IX: Qualification/ Eligibility Criteria

Item Category – Security Services

- a) Security Agencies sponsored by DGR vide their letter No. 2112/SA/BRBNML/2018/Karnataka/3844/4027/4104/4146/4190/4466/Emp dated 05-09-2018.
- b) The Tenderer/ Bidder shall submit the **self-attested copies** of the following documents along with tender documents:
 - i) Certificate and registration under Shops & Establishment act
 - ii) PSARA License
 - iii) Labour License
 - iv) Certificate of PF Registration
 - v) Certificate of ESI Registration
 - vi) Certificate of GST Registration
 - vii) PAN Card
 - viii) Inked signed copy of the sponsorship letter
 - ix) Valid Empanelment certificate issued by Directorate General of Resettlement (with photograph and signature of Proprietor/Directors)
 - x) Details of works of similar nature carried out in Central/State Government bodies/ PSUs/ Autonomous bodies/ industries/ factories/ or other similar organisations.
 - xi) List of Arbitration cases (if any)
 - xii) Undertaking of the Firm confirming the availability of adequate manpower of requisite qualification and experience for deployment at BRBNMPL, Bengaluru.

Section X: Tender Form
[To be submitted along with the Bid]

Date

From,
M/s.

To
The Managing Director,
BRBNMPL,
No.3 & 4, 1st Phase, 1st Stage
BTM Layout
Bengaluru – 560047

Dear Sir,

SUB: SECURITY SERVICES AT BRBNMPL CORPORATE OFFICE BENGALURU

Ref: Your Tender document No. LT/CO/SS/12/2018-19 dated 31/10/2018

We received your tender enquiry cited and are pleased to enclose the following as our technical bid for your kind consideration.

1. Our company's profile:
 - a) Name of the firm with registered office address:
 - b) Status of Firm: Proprietor/ Partnership/ Regd. Company/ Co-op. Society
 - c) Registered as SSI (Small Scale Industry) unit: Yes/NO, if yes, Regn No. ____
 - d) Service Tax No.:
 - e) PAN No.:
 - f) Bankers and their address along with type of Account & Account No.:
 - g) PF No.:
 - h) ESIC No.:
 - i) Shop & Establishment Regn No.:
 - j) DGR Empanelment No.:

k) PSARA License No.:

l) Central Labour License No.:

(Please enclose self-attested copies of documents pertaining to SI No. 1 as proof)

2. List of our valuable customers. A list of similar and other works done by us in the past 3 years is enclosed along with documentary evidences.
3. We confirm that on being successful in the tender we would execute the work of Security Services at Corporate Office, BRBNMPL, Bengaluru – 560029 as per the terms and conditions and scope of work mentioned in this tender.
4. We declare that we have understood the service and I shall provide service of the exact requirement.
5. We confirm that our firm is not blacklisted or debarred by BRBNMPL/ any PSU/ Govt. Department.
6. We also confirm that we abide by all the tender conditions and we **do not have any counter conditions.**
7. We further understand that you are not bound to accept the lowest or any tender you may receive against your above-referred tender enquiry.

Dated this _____ day of _____

For & on behalf of

(Signature with date)

(Name and designation)

Duly authorized to sign tender for and on behalf of

.....

Section XI: Price Schedule
PRICE BID FORMAT

(To be submitted in company's letterhead)

Ref: Your Tender Document No. LT/CO/SS/12/2018-19 dated 31/10/2018

From,

Date:

Company Name,
Address.

To

The Managing Director
Bharatiya Reserve Bank Note Mudran Private Limited
Corporate Office, No. 3 & 4, 1st Stage, 1st Phase, B.T.M. Layout
Bannerghatta Road, Bengaluru-560029

Dear Sir,

SUB: SECURITY SERVICES AT BRBNMPL CORPORATE OFFICE BENGALURU

We have received your tender enquiry cited and are pleased to furnish the following as our commercial offer for your kind consideration.

SI No	Description	Security Supervisor	Security Guard (Without arms)
1	Basic Wages (BW) + Variable Dearness Allowance (VDA) as per latest DGR wage structure effective from 01/10/2018 issued vide notification dated 15/10/2018. See Notes 1 & 5 of DGR Notification.		
2	ESI @ 4.75% of BW + VDA. See Notes 2 & 10 of DGR Notification.		
3	EPF @ 12% of BW + VDA. See Notes 9 & 10 of DGR Notification.		
4	EDLI @ 0.5% of BW + VDA.		
5	Administrative Charges (EPF & EDLI) @ 0.5% of BW + VDA		
6	HRA @ 24% of BW + VDA or Rs. 5400/- (Whichever is higher). See Notes 3, 9 & 10 of DGR Notification.		
7	ESI/ Medical Allowance on HRA @ 4.75 % of HRA. See Notes 2, 9 & 10 of DGR Notification.		
8	Bonus @ 8.33% per month (BW +VDA). See Notes 4, 9 & 10 of DGR Notification.		
9	Uniform Outfit Allowances @ 5% of BW + VDA		

10	Uniform Washing Allowance @ 3% of BW + VDA		
11	TOTAL of 1 to 10		
12	Relieving Charges @ 1/6 th of Serial No. 11 for Guards only	NA	
13	Total Cost of 01 x Supervisor + 06 x Guards		
14	Service Charge		
15	GST (As per prevailing rate)		
16	Total Cost per month		
17	Total Cost per annum		

Note: Basic Wages (BW) + Variable Dearness Allowances shall be taken into account as per the latest notification issued by DGR, effective from 01/10/2018 (Wage structure for Area 'A'), below which quoted price will not be accepted. Any increase in the rate of minimum wages (as fixed by DGR or State Government whichever is higher) with consequential statutory benefits time to time will be reimbursed against claim with documentary evidence of actual payment.

In case any column is not applicable, please write as 'NA' without fail.

Thanking you,
Yours faithfully,

()

Name

Signature and Date

Company Seal

Section XII: Questionnaire
(To be submitted alongwith the Bid)

The Tenderer should furnish specific answers to all the questions/ issues mentioned below. In case a question/ issue do not apply to a tenderer, the same should be answered with the remark not applicable.

Wherever necessary and applicable, the tenderer shall enclose certified copy as documentary proof/ evidence to substantiate the corresponding statement.

In case a tenderer furnishes a wrong or evasive answer against any of the under mentioned question/ issues, its tender will be liable to be ignored.

Sl No.	Query	Bidder's Response
1	Brief description and of services offered	
2	Offer is valid for acceptance upto	120 Days from the date of opening of tender
3	Your permanent Income Tax A/C No. as allotted by the Income Tax Authority of Government of India. (Please attach certified copy of your latest/ current Income Tax clearance certificate issued by the above authority. Also submit copy of GST registration certificate as allotted by the Commercial Tax Authority of the concerned State)	PAN No. GST No.
4	STATUS:	
4(a)	Are you currently registered with the Directorate General of Supplies & Disposal (DGS&D), New Delhi, and/or the National Small Industries Corporation (NSIC), New Delhi, and/or the present BRBNMPL and/or the Directorate of Industries of the concerned State Government for the goods quoted? If so, indicate the date up to which you are registered and whether there is any monetary limit imposed on your registration.	
4(b)	Are you currently registered under the Indian Companies Act, 1956 or any other similar Act? Please attach certified copy(s) of your registration status etc. in case your answer(s) to the above queries is in affirmative.	
5	Please indicate name & full address of your Banker(s)	
6	Please state whether business dealings with you currently stand suspended/ banned by any Ministry/ Dept. of Government of India or by any State Govt.	

7	Name of the Firm & Full address for Correspondence & Name of contact person with email id, Phone and Mobile No.	
8	Whether the Price Bid is signed and submitted as Part II kept in sealed cover with clear superscription on the envelope marking Tender details?	Yes/ No
9	Whether required EMD & cost of tender documents is submitted along with the technical bid.	Not Applicable
10	Whether all sections and pages of technical bid accepted, signed and submitted as Part 1	Yes/ No
11	We _____ name of the company confirm that we abide by all the terms & conditions of this tender and we don't have any counter conditions.	

.....
 (Signature with date)

(Full name, designation & address of the person duly authorised to sign on behalf of the tenderer)

Section XIII: Bank Guarantee Form for EMD

Please refer our website www.brbnmpl.co.in, under “Downloads”
NOT APPLICABLE FOR THIS TENDER

.....

Section XIV: Manufacturers Authorisation Form

Please refer our website www.brbnmpl.co.in, under “Downloads”
NOT APPLICABLE FOR THIS TENDER

.....

Section XV: Bank Guarantee Form for Performance Security

Please refer our website www.brbnmpl.co.in, under “Downloads”

.....

Section XVI: Contract Form

Please refer our website www.brbnmpl.co.in, under “Downloads”

.....

Section XVII: Letter of Authority for attending a Bid Opening
(Refer to clause 24.2 of GIT)

Please refer our website www.brbnmpl.co.in, under “Downloads”

.....

Section XVIII: Shipping Arrangements for Liner Cargoes

Please refer our website www.brbnmpl.co.in, under “Downloads”
NOT APPLICABLE FOR THIS TENDER

.....

Section XIX: Proforma of Bills for Payments

Please refer our website www.brbnmpl.co.in, under “Downloads”

.....

Section XX: Checklist for Tenderers

Check list for Tenderers	
Please ensure that	
1	<p>a) Proforma for Techno-commercial Bid (Section X: Tender Form), Compliance Statement are completely Filled & signed.</p> <p>b) Questionnaire in Section XII is completely filled & signed to be submitted alongwith Techno-commercial Bid.</p> <p>c) Supporting documents pertaining to “Qualifications/Eligibility Criteria” as mentioned in tender document of Section – IX.</p> <p>d) Copies of Income Tax PAN No., GST, Professional Tax Registration Certificate etc.</p> <p>e) Proforma of Price bid (Price Break-up) (Section XI: Price Schedule) is filled, with detailed price break up/ tax applicable, signed and is kept in the cover.</p>
2	All the above mentioned documents are put in Sealed Cover Super-scribing “ Tender for SECURITY SERVICES AT BRBNMPL CORPORATE OFFICE BENGALURU ” against Tender document No. LT/CO/SS/12/2018-19 dated 31/10/2018
3	All Correspondence should be addressed to The Managing Director Bharatiya Reserve Bank Note Mudran Private Limited No 3 & 4, 1 st Stage, 1 st Phase B T M layout, Bannerghatta Road Bengaluru - 560029