



**RESERVE BANK OF INDIA  
Protocol and Security Cell  
JAMMU**

[www.rbi.org.in](http://www.rbi.org.in)

**Providing Security Guards (Under Annual Maintenance Contract) at Staff Colony,  
Sector-9, Trikuta Nagar, Jammu**

Sealed tenders in two parts are invited for above mentioned work for the period from 01.09.2014 to 30.06.2015. The date of sale of tender forms is (07.07.2014 to 28.07.2014 upto 12:00 hrs.) after depositing Rs. 200/- (Rupees two hundred only). The tender/Application form can also be obtained/downloaded from our website [www.rbi.org.in](http://www.rbi.org.in) under the link 'Tender' from date 06.07.2014 to 28.07.2014. The filled in Application/Tender forms should be submitted by 02:00 P.M. on 28.07.2014. Part I tender will be opened on 28.07.2014 at 3:00 P.M. For further details kindly visit our website [www.rbi.org.in](http://www.rbi.org.in)

Regional Director



**Reserve Bank of India  
Protocol & Security Cell  
Jammu**

**Notice for Hiring of Private Security Agency for Bank's  
Residential Colony**

Reserve Bank of India, Jammu invites applications from registered private security agencies for the hiring of private security guards for its residential colonies located Sector-9, Trikuta Nagar, Jammu. Only those private security agencies that fulfill the following Pre-Qualification Criteria will be considered.

**Pre-Qualification Criteria**

Serial No.	Criterion
a)	Minimum work experience : 5 years
b)	Turnover of the company: Rs. 8.00 Lakh or more Average Annual Turnover of last three years. (Audited balance Sheet/Certificate of Chartered Accountant to be enclosed)
c)	100% statutory compliance company
d)	ISO Certification of the firm. Copy of the certificate to be submitted.
e)	Experience of existing deployment in minimum 03 various Institutions/bodies/establishments or in reputed hotels with the deployment of minimum 10 security guards each.
f)	Company having a complete training setup
g)	24 X 7 Control Room

2. Tender forms can be obtained from Reserve Bank of India, Estate Department, 2<sup>nd</sup> Floor, Rail Head Complex, Jammu- 180012 on any working day between 11.00 a.m. and 4.00 p.m. from **06.07.2014 at 11.00 a.m.** However, those intending to collect applications will have to satisfy the Bank by furnishing documentary evidence in support of their possessing required eligibility and in the event of their failure to do so, the Bank reserves the right to refuse issuance of application-forms.

3. For downloading Tender Form please visit our website <http://www.rbi.org.in>. In case of downloaded application form the complete detailed information/documentary proof of their being eligible for the work, will have to be submitted in a separate sealed cover which will be opened on **28.07.2014** and the eligibility documents will be examined. The tenders of only those firms whose eligibility documents are found satisfactory will be opened on the due date of opening i.e. **28.07.2014**. The tenders of ineligible firms will not be opened and shall be considered rejected.

4. Duly completed tender in sealed covers super scribing "Hiring of private security guards." should be submitted in duplicate to Shri Kanti Saraf, Regional Director, Reserve Bank of India, Estate Department, 2<sup>nd</sup> Floor, Rail Head Complex, Jammu- 180012, on or before **28.07.2014 at 2.00 p.m.** Part -1 of the tender will be opened at **3.00 p.m.** on **28.07.2014** Price bid will also be opened on same day if all firms accept Bank's terms and conditions otherwise will be opened subsequently after advising all the firms.

5. The Bank reserves the right to reject any or all tenders without assigning any reason thereof.

Regional Director



**Reserve Bank of India  
Protocol & Security Cell  
Jammu**

**Hiring of private security agency for Bank's  
Residential Colonies, Sector 9, Trikuta Nagar, Jammu**

**Part-I**

Name of the Tenderer \_\_\_\_\_

Address

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- Issue of tender forms on all working days on **28.07.2014** from Estate Department, Second floor, Reserve Bank of India, Rail Head Complex, Jammu, -180012.
- Submission of eligibility documents for down loaded tenders: **25.07.2014**
- Submission of completed tenders by eligible firms: **28.07.2014 (2:00 p.m.)**
- Opening of technical bid: **28.07.2014 (3:00 p.m.)**
- Price bid will be opened on same day if all firms accepts Bank's terms and conditions otherwise will be opened subsequently after advising all the firms.



**Reserve Bank of India  
Protocol & Security Cell  
Jammu**

**Hiring of private security agency for Bank's  
Residential Colony, Sector 9, Trikuta Nagar, Jammu**

**Part I**

To,  
Regional Director  
Reserve Bank of India  
Protocol & Security Cell  
Jammu

Dear Sir,

Having examined the conditions specified in the memorandum herein set out and acquired the requisite information relating thereto as affecting the tender, we hereby offer to provide security services specified in the said memorandum, to the time specified in the time memorandum, at the rates mentioned in the attached, and in all other respects in accordance with such conditions so far as they may be applicable.

**MEMORANDUM**

(a)	Description of works	:	Hiring of private security agency for Bank's Residential Colony
(b)	Estimated cost	:	Around Rs. 8.24 lakh

2. Should this tender be accepted, we hereby agree to abide by and fulfill the terms and provisions of the said Condition of Contract annexed hereto so far as they may be

applicable or in default thereof to forfeit and pay to the Reserve Bank of India the amount mentioned in the said conditions.

3. The successful bidder has to deposit an Earnest Money at 2% of the value of the work before awarding the work order.

4. The details of our bankers are as under:-

<b>Sr. No.</b>	<b>Name of Bank</b>	<b>Branch and its complete address</b>	<b>Name of the contact person</b>	<b>Telephone And FAX number</b>
1.				
2.				

5 We are enclosing herewith list of our clients with complete details as per the Bank's performa.

6. The Tender is submitted in two parts in separate sealed envelopes. Part I contains all commercial terms and conditions and Part II contains only the price bid in the Bank's performa.

Name of the partner of the firm authorised to sign

(or)

Name of person having power of Attorney to sign the contract. (Certified true copy of the Power of Attorney should be attached.)

Yours faithfully

Signature of Contractor

With seal

### **Commercial Conditions**

Sealed tenders are invited for hiring of private security agency for Bank's Residential Colony

#### Prequalification Criteria

Serial No.	Criterion
a)	Turnover of the company: Rs. 8.00 Lakh or more Average Annual Turnover of last three years. (Audited balance Sheet/Certificate of Chartered Accountant to be enclosed)
b)	100% statutory compliance company
c)	ISO Certification of the firm. Copy of the certificate to be submitted.
d)	Experience of existing deployment in minimum 03 various govt. Institutions/bodies/establishments and in reputed hotels with the deployment of minimum 10 security guards each.
e)	Company having a complete training setup
f)	24X7 Control Room

2. The tenders for the security services are in two parts i.e. Part-I containing the terms and conditions (Rates and amounts of items shall not appear anywhere in this part) and Part-II containing only rates of services stated in figures and words and amounts in figures shall be submitted, both in duplicate and in separate sealed covers addressed to Shri KantiSaraf, Regional Director, Reserve Bank of India, Estate Department , 2<sup>nd</sup> floor, Rail Head Complex, Jammu 180012, so as to reach him not later than **28.07.2014 at 2:00 p.m.** on. No terms and conditions or any other information/ enclosure shall be included in Part II. Any information and enclosure other than prices against the items appearing in Part II shall not be considered for evaluation. Part I of the tenders will be opened on **28.07.2014 at 3:00 p.m.** Price bid will be opened on same day if all firms accept Bank's terms and conditions otherwise will be opened subsequently after advising all the firms. All the envelopes shall be super-scribed "Hiring of private security guards." Tenderers are advised to use only the forms supplied by the Bank and not to use any other forms on their own letterhead or otherwise for furnishing any information/rates/amount etc. Incomplete tenders are liable for rejection. The successful

bidder has to deposit Earnest Money Deposit at 2% of the value of work before awarding the work order.

3. The successful tenderer shall execute an agreement with the Bank on stamped paper within fourteen days of receipt of letter of acceptance. However, the issue of letter of acceptance by the Bank shall be construed as a binding contract, as though such an agreement has been executed and all the terms and conditions shall apply on this contract.
4. The Contractor shall at his own expense, arrange to effect and maintain comprehensive insurance for its security guards and deposit such policy or policies with the employer from time during the currency of this contract. Copy shall be submitted to the Bank.
5. The security guards shall preferably be ex-servicemen and maximum age for the security guards should not be more than 45 years.
6. The agency shall provide a set of two uniforms every year with name badges to its security guards at its own cost and ensure that they are used by the personnel deployed and are maintained in good conditions. A lanyard with a whistle, torch, raincoat and a baton will be the part of the security guards uniform.
7. Company shall have a complete training setup and impart atleast one refresher training every year.

### **Terms of Payment**

8. Bank will pay the agreed amount on the basis of monthly bill submitted by the agency. No other charges of any kind shall be payable. The rates quoted shall include all taxes. The wages will be paid to the security guards as per the minimum rates of wages fixed by Delhi Government. Proof of paying minimum wages paid to the security guards/ supervisors should be submitted along with the bill. The travelling expenses of security supervisor for visiting clubbed colonies will be borne by the company itself. The increase will be given based on Central Govt. Minimum Wages Act at the time of renewal of the contract on the yearly basis.
9. The agency shall be solely responsible for compliance to the provisions of various labour and industrial laws, such as minimum wages, compensation, EPF, Bonus, Gratuity etc. relating to persons deployed in the RBI. Weekly off-reliever will be provided by the agency and no separate payment will be made for that.
10. Trained uniformed Security Supervisors will be deployed in three shifts/General shift of 08 hours each with two hours overlapping will perform the following duties.



## 11. DUTIES OF SECURITY GUARDS

- All Security Guards will report for duty ten minutes before their duty start time and will be well turned out.
- The guards will ensure that they remain more mobile during their duty time & avoid sitting at hidden places.
- The guards will observe unscrupulous activities of the contract labor from a camouflaged location & any abnormality noticed will be instantly passed on to the Supervisor on duty. While on duty the guards will maintain a polite but firm behavior with the employees & contract labor.
- Guards will not involve themselves in any of the activities they are supposed to check & prevent.
- If any wrong working procedure is being followed by the employees or contract labor they will unhesitatingly advise them in a decent way to follow correct procedure & simultaneously inform the concerned official nearby or the Shift Supervisor.
- In case of any doubt the guard will not keep it to himself but will immediately seek help from Security Officer.
- While on duty the guards will work with eyes open, mind receptive & shall take initiative to find abnormalities.
- No guard, especially in night shift duty will ever be found sleeping. If found agency will be penalized suitably.
- Guards on Main Gate duty will sincerely perform checking of incoming / outgoing employees/visitors but all throughout will maintain a decent & presentable behavior.
- The security personnel shall be duly trained in Fire safety operations. They should be trained to operate various fire extinguishers installed in the colonies.
- The security guards will ensure the operation of water pump at the fixed hours in the colonies.
- Any other duties assigned by the Bank.

## 12. The Shift timings of the Security Guards shall be as under:

Shifts	Timing of 1st Set of Security Guards	Timing of 2nd Set of Security Guards
1st Shift	0600-1400	0800-1600
2 <sup>nd</sup> Shift	1400-2200	1600-2400
3 <sup>rd</sup> Shift	2200-1600	2400-0800

With a view to ensuring smooth working of above arrangements as also strict compliance of Labour Laws, the service providing security agency has to work out the requirement of 7 Security guards (6 guards in 3 shifts on each day for manning the Staff Colony round the clock and 1 Security Guard to provide weekly off to other 6 Guards).

13. The Bank reserves the right to accept or reject any or all the tenders either in full or in part without assigning any reasons thereof.

I/We have understood all the above-mentioned conditions and they are acceptable to me/us.

Place:

Signature of Tenderer

Date:

**Annexure-I**

S.No.	Description	Accepted	
		Yes	No
2.	Payment on monthly basis.		
3.	Provision of uniform security guards		
4.	Minimum age limit followed		
5.	Security guards are on payroll of the firm		
6.	Minimum wages of the Central Government to be paid.		
7.	Police verification for credentials of security staff on pay roll.		
8.	Client Report submitted		

Date:

Signature with Seal

**CLIENT'S CERTIFICATE REG. PERFORMANCE OF CONTRACTOR**

Name and address of the Client

1.Details of Works executed by Smt. /M/s

a)Name of the Work with brief particulars:

b)Name of the Client:

2.Agreement No. and Date:

3.Agreement amount:

4.Number of Years' Service rendered to:

5.Details of Penalty levied for delay (indicate amount), if any:

6.Whether the contractor employed qualified Security Guards:

7. Quality of Service (indicate grading): Outstanding/Very Good/Good/ Satisfactory/Poor

8.Comments on the capabilities of the contractor:

a)Proficiency: Outstanding/Very Good/Good/Satisfactory/Poor

b)Financial Soundness: Outstanding/Very Good/Good/Satisfactory/Poor

**FORM OF BANKERS' CERTIFICATE FROM A SCHEDULED BANK**

1. Composition of the firm (whether Partnership/ Private Limited/ Proprietorship/ Public Limited.)
2. Name of the Proprietor/ Partners/ Directors of the firm.
3. Turnover of the firm for the last 3 years (year wise).
4. Credit facility/ Overdraft facility enjoyed by the firm.
5. Dealings
6. The period from which the firm has been banking with your bank.
7. Any other remarks.

You may also kindly forward your opinion whether the above firm is considered financially sound to be entrusted with the contract for works estimated to cost Rs. 8.24 Lakhs.

(Signature)

For the Bank

**Note:**

1. Bankers' certificates should be on letter head of the Bank, sealed in cover addressed to enlistment authority.
2. In case of partnership firm, certificate to include names of all partners as recorded with the Bank.



**Reserve Bank of India  
Protocol & Security Cell  
Jammu**

**Hiring of Private Security Agency for Bank's Residential Colony,  
Sector-9, Trikuta Nagar, Jammu**

Part II

(Price only)

Name of the Tenderer \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Note:

3. No Enclosure should be enclosed with Part- II.
2. No conditions, separate conditional notes etc. should be added in Part- II.
3. Please use only format supplied. Separately typed Part- II will not be entertained.

Last date of Tender submission: 28.07.2014 (upto 2:00 p.m.)

Part -II (PRICE BID)

Charges for providing Services of security guards in 8 hours shift duties round the clock with an overlap of 2 hours between two sets of shift timings at as per details given below:-

Place of Deployment	No. of Guards	Rate per month per guard	Amount
Sector-9, Trikuta Nagar, Jammu	07		
Total Cost for 10 Months (01.09.2014 to 30.06.2015)			

Note: Weekly off-reliever will be provided by the agency for the shift duties and no separate payment will be made for this.

Date:

Signature & Stamp of Firm