

**TECHNICAL – BID**

**E-TENDER NO: HR/Security/2015-16/12**

**TENDER FOR**

**“CONTRACT FOR DEPLOYMENT OF SECURITY PERSONNELS  
SECURITY AGENCIES FOR  
ZONE-1, ZONE-2, ZONE-3 AND ZONE-4 OF GUJARAT MINERAL  
DEVELOPMENT CORPORATION LIMITED**

General Manager (HR)  
GMDC Limited  
CIN : L14100GJ1963SGC001206  
Khanij Bhavan, 132 Feet Ring Road  
Near University Ground,  
Vastrapur, Ahmedabad 380052  
Website : [www.gmdcltd.com](http://www.gmdcltd.com)  
Email : cosec@gmdcltd.com

(Total Pages 36)

**E-TENDER NO.: HR/Security/2015-16/12**

1	Scope of Work - Job Requirement.	1) Exercising strict vigilance for protecting the project and assets from damage, loss destruction and theft and preventing unauthorized entry in the premises of GMDC. 2) Round the clock patrolling (on foot or by vehicle) of the mining/ plant/office/colony area of GMDC. 3) Ensuring proper flow of bonafide visitors. 4) Protection of GMDCs' property, material and manpower, 5) Guarding of the entire mining, plant and office areas of preventing pilferage, theft, loot etc. and exercise of force to prevent such cases. 6) Maintaining law and order situation with assistance of police as and when needed. 7) Lodging FIRs. 8) Submit daily report to the mining / project / Plant / Office head. 9) Protecting GMDCs employees from physical assaults. 10) Dealing with situations like strikes, go slow, dharanas, processions, accidents, etc. 11) Checking of entry of the anti social elements in all GMDC premises.
2	Zone wise Location where deployment of Security persons would have to be done	As attached Annexure-A and Annexure-B
3	Tender Fees	Rs. 5000/- by DD / Pay Order in favour of Gujarat Mineral Development Corporation Limited, payable at Ahmedabad.
4	Earnest Money Deposit	Rs. 15,00,000/- (Rupees Fifteen lacs only.) By DD / Pay Order in favour of Gujarat Mineral Development Corporation Limited, payable at Ahmedabad, drawn on Scheduled Commercial Banks except Co-operative Banks. EMD shall be retained, in case of successful bidder and shall be refunded to the unsuccessful bidder within one month. (No interest is Payable by G.M.D.C.)
5	Availability of Tender Document	On websites <a href="http://www.gmdcltd.com">www.gmdcltd.com</a> , and <a href="https://www.nprocure.com">https://www.nprocure.com</a>

6	Last Date & Time of downloading the tender	28-12-2015 UPTO 15.00 Hours.
7	Last Date & Time of submission of online tender	28-12-2015 UPTO 15.00 Hours.
8	Last Date & Time of physical submission of Tender Fee, EMD & all necessary documents	30-12-2015 UPTO 15.00 Hours at Head Office, Ahmedabad
9	Date & Time for On-line opening and viewing of preliminary tender.	30-12-2015 AT 16.00 Hours.

### **Instruction to Bidders for Online Tendering**

1. Tender documents are available only in electronic format which Bidders can download free of cost from the website [www.gmdcltd.com](http://www.gmdcltd.com) and <https://nprocure.com>
2. **All bids (technical and price bid) should be submitted online through the website <https://nprocure.com> only. No physical submission of price and technical bid (except tender fee, EMD and listed documents) will be entertained as it should be furnished on-line only. Also no fax, e-mail, letters will be entertained for the same.**
3. Following should be submitted 'off-line' in sealed covers separately at our Corporate Office, Ahmadabad.

[1] Tender Fee, [2] E.M.D. [3] Supporting Documents for Technical Bid. (As mentioned in this tender)

4. Bidders who wish to participate in online tenders will have to procure / should have legally valid Digital Certificate (Class III) as per Information Technology Act-2000, using which they can sign their electronic bids. Bidders can procure the same from any of the license certifying Authority of India or can contact (n) code solutions- a division of GNFC Limited, who are licensed Certifying Authority by Government of India at address mentioned below at clause 5.
5. All bids should be digitally signed. For details regarding digital signature certificate and related training, bidder may contact at the below mentioned address:

**(n) Procure Cell, (n) Code Solutions, A division of GNFC  
403, GNFC Info-Tower, Bodakdev, Ahmedabad- 380 054 (India)  
Tel: +91 26854511/12/13 - 30181689. Fax: +91 79 26857321  
Toll Free: 1800-233-1010 E-mail: [nprocure@gnvfc.net](mailto:nprocure@gnvfc.net)**

6. Kindly take note that, valid Digital Signature Certificates is must for all the interested bidders. Online tendering process is not possible without valid digital signature certificate.
7. Interested bidders are also requested to complete their procedure for taking digital signature certificate in respect to filling of application form, supporting documents with necessary fees at least 3 days before last date of tender submission.

8. (n)code solutions reserves the rights to issue digital signature certificate after verification of application forms / supporting documents submitted by bidder. (n)code solutions is fully authorized to issue digital signature certificate to bidders.
9. All the bidders who have no facility to participate in on-line tenders are requested to contact (n) code solutions for the same.
10. Free vendor training camp is organized every Saturday between 4.00 to 5.00 P.M. at (n) code solutions-A Division of GNFC Ltd., Bidders are requested to take benefit of the same (Advance Confirmation to (n) code is requested).
11. All the correspondence in respect to training, support or digital signature certificate should be addressed to (n)code solutions directly on the above mentioned address.

**On Bidder's Letter Head**

REF. NO.

DATE:

TO,

General Manager (HR),  
M/S. GUJARAT MINERAL DEVELOPMENT CORPORATION LTD,  
"KHANIJ BHAVAN", 132, FT. RING ROAD,  
NEAR. UNIVERSITY GROUND, VASTRAPUR,  
AHMEDABAD-380 052.

**SUB. : Tender fee for E-TENDER NO: HR/Security/2015-16/12**

DEAR SIR,

WITH REFERENCE TO THE ABOVE AND AS PER TERMS & CONDITIONS OF TENDER, WE ARE SENDING HERewith D.D. / PAY ORDER NO: \_\_\_\_\_ DATED \_\_\_\_\_ FOR **RS. 5000/-** AS TENDER FEE , DRAWN ON \_\_\_\_\_ BANK \_\_\_\_\_ BRANCH IN FAVOUR OF M/S. GUJARAT MINERAL DEVELOPMENT CORPORATION LTD., PAYABLE AT AHMEDABAD, BEING THE AMOUNT OF TENDER FEE.

KINDLY ACKNOWLEDGE THE RECEIPT AND SEND YOUR STAMPED RECEIPT FOR THE SAME.

THANKING YOU,

YOUR'S FAITHFULLY,

NAME, SIGNATURE & STAMP OF BIDDER

Encl: Draft as above

**On Bidder's Letter Head**

REF. NO.:

DATE:

TO,

General Manager (HR),  
M/S. GUJARAT MINERAL DEVELOPMENT CORPORATION LTD,  
"KHANIJ BHAVAN", 132, FT. RING ROAD,  
NR. UNIVERSITY GROUND, VASTRAPUR,  
AHMEDABAD-380 052.

SUB. : **E.M.D FOR E-TENDER NO: HR/Security/2015-16/12**

DEAR SIR,

WITH REFERENCE TO THE ABOVE AND AS PER TERMS & CONDITIONS OF TENDER, WE ARE SENDING HERewith D.D. /PAY ORDER NO: \_\_\_\_\_ DATED \_\_\_\_\_ FOR RS. **15,00,000/-** AS EMD, DRAWN ON \_\_\_\_\_ BANK \_\_\_\_\_ BRANCH IN FAVOUR OF M/S. GUJARAT MINERAL DEVELOPMENT CORPORATION LTD. PAYABLE AT AHMEDABAD, BEING THE AMOUNT OF E.M.D.

KINDLY ACKNOWLEDGE THE RECEIPT AND SEND YOUR STAMPED RECEIPT FOR THE SAME.

THANKING YOU,  
YOUR'S FAITHFULLY,

NAME, SIGNATURE & STAMP OF BIDDER

Encl: Draft as above.

**On Bidder's Letter Head**  
**D E C L A R A T I O N**

REF.NO:

DATE:

TO,  
General Manager (HR),  
M/S. GUJARAT MINERAL DEVELOPMENT CORPORATION LTD,  
"KHANIJ BHAVAN", 132, FT. RING ROAD,  
NR. UNIVERSITY GROUND, VASTRAPUR,  
AHMEDABAD-380 052.

DEAR SIR,

I / WE HEREBY SOLEMNLY DECLARE THAT NEITHER THE BIDDER NOR ANY OF OUR PARTNERS JOINTLY OR SEVERALLY AND / OR INDIVIDUALLY OR OUR FIRM / COMPANY / ASSOCIATE COMPANY HAVE BEEN BLACK LISTED/DEBARRED BY ANY DEPARTMENT OF CENTRAL GOVT., STATE GOVT. OR ITS UNDERTAKING.

I / WE HEREBY FURTHER DECLARE THAT, IF THE ABOVE DECLARATION IS FOUND UNTRUE, G.M.D.C. LTD. SHALL BE ENTITLED TO TAKE ANY ACTION AGAINST US SEVERALLY AND / OR INDIVIDUALLY OR OUR FIRM / COMPANY IN THIS REGARD IN ANY MANNER AS MAY BE DEEMED FIT BY G.M.D.C.

THANKING YOU,

YOURS FAITHFULLY,

NAME, SIGNATURE & STAMP OF THE BIDDER.

## **Terms and conditions of the Tender:**

### **1. GENERAL INSTRUCTIONS:**

- 1) Please quote rates in the prescribed format provided at Annexure-A of price bid only in figures and in words.
- 2) Bidders who submit their offers shall be deemed to have read, understood and accepted the terms & conditions of the tender.
- 3) The Requirement of Civilian Guard will be considered as below:

Age Limit	Minimum 20 Years Maximum 58 Years
Height	Minimum 5.5' and above
Weight	More than 50 Kgs but less than 80 Kgs.
Chest	More than 34'
Education	(i) Minimum 7 <sup>th</sup> Standard pass (ii) should be able to read & write Gujarati.

- 4) The Requirement of Ex Serviceman (with and without arms) will be considered as below:

Age Limit	Minimum 20 Years & Maximum 58 Years
Height	Minimum 5.6'
Weight	More than 50 Kgs but less than 80 Kgs.
Chest	More than 34'
Education	<b>(i)</b> Minimum 8 <sup>th</sup> Std. Pass (ii) to be able to read & write Gujarati & Hindi
Qualification	The qualification of <b>Ex-serviceman</b> is mentioned below

- 5) The Requirement of Security Supervisor will be considered as below:

Age Limit	Minimum 30 and Maximum 45
Height	Minimum 5.6'
Weight	More than 50 Kgs but less than 80 Kgs.
Chest	More than 34'
Education	Graduate with 55% & above and NCC "B" certificate and should possess LVD License or Ex serviceman with equivalent education and rank
Experience	3 years of similar experience in large industrial organization

**The above requirement and criteria for height & weight may be relaxed for the Guard and Ex-servicemen having good track**

**record, and coming under special categories like Gorkha, Guard from North-Eastern region, Hill areas.**

**Ex-serviceman cadres will be considered as prescribed by DGR time to time.**

**\*\* Ex-serviceman means: (any person retiring from)**

1. Indian Army
2. Indian Air Force
3. Indian Navy
4. C.I.S.F. (Central Industrial Security Force)
5. Defense Security Corps..
6. Rastriya Rifles
7. I.T.B.P. (Indian Tibetan Border Police)
8. N.S.G. (National Security Guards)
9. S.F.F. (Special Frontier Force)
10. S.P.G. (Special Protection Group)
11. Indian Coast Guard
12. B.S.F. (Border Security Force)
13. S.S.B. ( Sasastra Sima Bal )

**\*\* Ex-serviceman (with arms and without arms) will be allowed out of the above mentioned category. They will be allowed to join their duty only after submission of proof like Discharge certificate & Last recorded Photo I.D. which can be verified from relevant quarters.**

**All deployed Security persons must be physically/mentally fit to perform their duty. They can be examined by GMDC's Medical Officer whenever required.**

## **2. ELIGIBILITY CRITERIA: (To be eligible in Technical Bid )**

- a) Bidder should be registered with Govt. of India, or any other State Govt. or Ministry of Defense, or DGR .They should have license under The Private Security Agencies (Regulation) Act, 2005 read with The Gujarat Private Security Agencies Rules 2007 as amended from time to time. The certified copy of valid license along with registration certificates must be submitted.
- b) Bidder shall have to submit minimum three work orders. Each work order **should be a single work order for minimum of 150 security persons**. The work order(s) must be of the last three financial years i.e. 2012-13, 2013-14 and 2014-15. The above work orders should be of Central/ State PSUs, Medium/Large Private Industrial Organizations, Limited/ Private Companies,

National/ State level Autonomous Institutes, Universities/Educational Institutes etc.

- c) Bidder shall have to submit certified copy of existing Labour license pertaining to work order and strength of security persons mentioned in (b) above, under Contract Labour (Regulation and Abolition) Act, 1970.
- d) Bidder must have PF Registration No. with Regional Provident Fund Commissioner and Service tax Registration Number with appropriate authority. The certified copy of the same shall have to be submitted to GMDC.
- e) Bidder must submit acknowledgement of I-T return filed for the three financial year's i.e. F/Y 2012-13, 2013-14 & 2014-15. (Assessment year 2013-14, 2014-15 & 2015-16.).
- f) Bidder must submit Tender fee of Rs 5000/ and EMD of Rs 15,00,000 ( Rs. Fifteen lacs ) by DD/Pay Order along with Tender Documents.
- g) Bidder shall have to submit last 3 financial years balance sheet (2012-13, 2013-14 & 2014-15) along with Profit & Loss account duly certified by Chartered Accountant.
- h) The turn-over including other income of the Bidder in any one of the last 3 financial years i.e. 2012-13, 2013-14 & 2014-15 should be Rs. Seventy Five lacs or more.
- i) Bidder must submit address proof of the office in Gujarat. Copy of Electric city bill or rent agreement or copy of Index) shall be attached.

**The documents as stated at Point no 2(a) to 2(i) are required to be submitted in Physical form only and within the stipulated time limit.**

**NOTE: Submission of false or incorrect information, reports of unprofessional conduct among other things, shall be sufficient ground for disqualification in technical bid.**

### **3) OTHER TERMS & CONDITIONS:**

**The security work of GMDC is divided into four Zones namely Zone-1 (Nani chher Power Project, Lignite Project Panandhro, Umarsar Kutch) Zone-2 (Mata no Madh, Gadhasisa, Mandvi-Maska) Zone-3 (Kadipani, Rajpardi, Tadkeshwar, Shivrajpur)**

**Zone-4 (Bhavnagar, Bhatia, Corporate Office, Ambaji). It is pre decided by GMDC that above Four Zones would be given to the different four parties and no single party would manage the security arrangement for more than one zone. As such the agencies have to participate in the tender commonly.**

**The Four Zones would cover the following projects / areas.**

**Zone 1** (i) Nanichher Power Project (ii) Lignite Project Panandhro Kutch) and (iii) Umarsar Lignite Projects of GMDC.

The number of required Security personnel, at each project in this zone, are shown at **Annex-A** which may increase or decrease.

**Zone 2** (i) Lignite project Mata No Madh (ii) Calcined Bauxite project Gadhsisa (iii) Kranti Veer Shyamji Krishna Varma Smarak, Maska-Mandvi.

The number of required Security personnel, at each project in this zone, **Annex-B** which may increase or decrease.

**Zone 3 Projects of GMDC**

(i) Fluorspar Project Kadipani, Dist: Baroda (ii) Lignite project Rajpardi Dist Bharuch (iii) Lignite project Tadkeshwar Dist Surat (iv) Manganese Project, Shivrajpur Dist Panchmahal

The number of required Security personnel, at each project in this zone, **Annex-C** which may increase or decrease.

**Zone 4 Projects of GMDC**

(i) Lignite Project Bhavnagar, Dist: Bhavnagar (ii) Bauxite project Bhatia Dist Jamnagar (iii) Corporate Office, Ahmedabad (iv) Multi Metal Project, Ambaji Dist: Banaskantha.

The number of required Security personnel, at each project in this zone, **Annex-D** which may increase or decrease.

- a) The duration of the security contract is for a period of two years from the date of work order. GMDC reserves the right to extend the work order/ contract tenure on the same terms and conditions for another one year on mutual agreement basis. This will be purely based on the requirement of the Corporation and considering satisfactory performance of the Successful Bidder during the tenure.
- b) The Successful Bidder shall be required to comply with all Government/Municipal/Statutory Bodies, Regulations in force pertaining to the work awarded to them by the GMDC. They shall

also have to carry out, perform and observe the provisions of all enactments passed by the Parliament or State Legislature and any rules made there under as may be applicable to them. GMDC at all times shall stand indemnified in the event of non compliance of any such law by the Successful Bidder.

- c) Successful Bidder would issue photo I-cards to each security personnel (at the time of joining) and will provide the names of security personnel along with their complete address to project office/HO of GMDC. Further suitable and impressive Uniforms (two pairs) along with shoes, cap, belt, torch lathi & whistle will be provided by the agency to the security personnel on joining of his duty. The attendance of the security personnel shall not be considered if they are lacking of above mentioned descriptive uniform details.
- d) The Agency shall perform the contractual work as per the scope of work. The Agency shall execute directly and with its own resources and shall not give out all or any part of the contractual work on sub-contract. In case such practice is noticed, even after the contract work is awarded the same would be a sufficient ground for GMDC to terminate the contract.
- e) Successful Bidder will have to make their own arrangement for boarding & lodging at the place of duty.
- (f) All statutory deductions (like Income tax & other taxes) will be made from the bills as per applicable rules.
- (g) In case, Security personnel are found guilty of misconduct or are not providing effective or not adhering to the code of conduct, the agency shall change / remove the Security personnel on intimation from GMDC Officials. Further in case of any accident and / or death occurring to the Security person resulting partial / complete disability, the Successful Bidder would be liable to pay the compensation as per applicable Govt. of India / Govt. of Gujarat Acts. Successful Bidder shall be responsible to take necessary insurance policies to cover all risks as per the Statutory Act of Govt. of India / State Government, and shall be responsible for payment of the insurance premium.
- (h) The successful bidder, along with the payment of Security Deposit, will also enter into agreement with the GMDC on appropriate Stamp Paper (to be provided by the Bidder) in token of acceptance of the terms and conditions of the contract, within 30 days of submissions of its acceptance of offer submitted by him.
- (i) In case of any dispute or difference of opinion in the interpretation of any of the terms & conditions of this tender, the decision of the Managing Director of GMDC would be final.

- (j) "All questions, disputes, differences and/or interpretation of agreement whatsoever, which may at any time arise between the parties to this contract in connection with the contractor or any matter arising out of or in relation thereto, shall be referred to Sole Arbitrator as per the provisions of Arbitration and Reconciliation Act, 1996 and the venue of arbitration proceedings shall be at Ahmedabad. The Language of the Arbitration shall be in English."
- (k) One Security personnel can be allowed up to 12 hours duty in a day. But no overtime is applicable for payment under any circumstances
- (l) For providing uniform and liveries, Shoes, lathi, Whistle, Cap, Belt, Torch etc. to the Security personnel and its maintenance as well as for administrative expenses, GMDC would make additional payment @ 4% of the total wages paid half-yearly. The 4% would be worked out only on wage payment made to the security personnel. For example if the security contract commences in October 2015, and total disbursement for next six months i.e. up to March 2016 is Rs.10 lacs ( Basic Wages + V.D.A. payment only), the Successful Bidder would raise a claim note for getting Rs.40,000/- from GMDC ( Rs.10 Lacs x 4% = Rs.80000 p.a.).

The above payment/ disbursement would be made to the Successful Bidder at corporate level of GMDC only after proper verification of the account of the projects. Selected agency shall submit the said claim bill half yearly to this corporate office.

- (m) The Successful Bidder should submit a monthly report along with monthly bill to the Concerned General Manager (Project) of GMDC under intimation to General Manager (HR) Corporate office, Ahmedabad informing happenings in the GMDC project boundaries/premises and any nuisance if going on which needs immediate attention.
- (n) Individual joining report of each Security person must be submitted at the time of joining at Project/HO. In case of change of security personnel, the joining report would be essential. The Format for joining report to be submitted is appended with this tender. Security Supervisor will report directly to the General Manager of the respective Project / Office and will work under supervision of the said General Manager.
- (o) Rotation of Security personnel within the project area would be required (as per GMDC's requirement). GMDC may ask the Successful Bidder for inter project transfer of the particular guard based on the work requirement.

- (p) Successful Bidder will have to arrange visit to each project as vigilance inspection/performance orientation (other than payment disbursement visit) minimum once in a month. A specific visit book will be maintained at each project.
- (q) The Successful Bidder shall ensure that the security personnel that will be engaged in connection with this contract will not be having any claim whatsoever on GMDC as GMDC is awarding the contract to Successful Bidder for providing security services only.
- (r) No TA or any other claims shall be accepted for the duties defined in this contract. All the personal claims of the Security personnel will be the liability of the Successful Bidder. GMDC's liability will be limited to the rate as per the contract.
- (s) Arms and ammunition to the security personnel employed by the Successful Bidder and deployed at the GMDC's premises will be provided by the Successful Bidder.
- (t) In case of any firing is done by any guard from the arms of the agency, the agency has to take legal action / remedy arising thereafter and keep the GMDC free from any legal obligation and indemnified in all respect. All the legal expenses / compensation etc., will be borne by the agency.
- (u) The agency shall all times during the currency of the contract indemnify GMDC against all claims damages or compensation for personnel employed by the agency under the provision of Employees' Compensation Act as, amended from time to time and shall take insurance policy covering all risks, claims, damages or compensation payable under the Employees' Compensation Act or under any other law in relation thereto. The agency shall insure that the insurance policies are kept alive till the expiry of the contract by timely payment of premiums.
- (v) If any Successful Bidder fails to perform any of their obligations under the contractual work as per work order, their **EMD and S.D. would be forfeited.**

**(4) (i) THE TENDER AND THE OFFER:**

- a) The present tender is a three bid system. The bids are required to be submitted on line at <https://nprocure.com> by the date and time prescribed in the tender notice as under:

**Part- I: Preliminary bid:**

To be submitted on line about the details of Tender fee and EMD.

**Part - II: Technical bid**

Technical bid documents are to be submitted in physical form only in sealed envelope containing Tender Fee, EMD and all other documents as mentioned under point no **Point no 2(a) to 2(i)** of this tender document subscribing **“TECHNICAL BID FOR, DEPLOYMENT OF SECURITY PERSONS THROUGH SECURITY AGENCIES FOR ZONE-1, ZONE 2, ZONE-3 & ZONE-4”** at Corporate Office, Ahmedabad before stipulated date and time.

### **Part - III Price-bid**

To be submitted on line only before the stipulated date and time.  
**Physical price bid would not be considered under any circumstances.**

- b) If the Tender Fee and EMD and other required documents are not found in the sealed technical bid document cover or if the amount of EMD is found short, the tender will not be considered for scrutiny and will be out rightly rejected **summarily**.
- c) **GMDC reserves the right to reject any or all the bids, without assigning any reasons whatsoever.**
- d) Submission of false or incorrect information, report of unprofessional conduct, corporate history of poor performance amongst other things shall be sufficient ground for disqualification in technical bid.

#### **(4) (ii) OPENING OF BIDS**

- a. E-tendering procedure is explained as above.
- b. Technical bids will be opened after verification of receipt of payment towards Tender Fee and EMD.
- c. On verification of the supporting documents, technical qualification of the Security agency /bidder will be assessed. The successful bidder will be communicated the date and time of on line opening of price bids by fax /telephone/ email. However, all the bidders will be able to view the price bids online on their computers.
- d. GMDC may at its discretion seek from any or all bidders, clarification(s) including technical information, documents and materials after the Technical Bid opening but before opening price-bid. However, no change in the final price or substance of the Bid shall be permissible.

5. **CORREGENDUM:**

For any corrigendum, the bidder/s are advised to be in continuous touch with web site [https:// nprocure.com](https://nprocure.com) and [www.gmdcltd.com](http://www.gmdcltd.com). It may also be necessary to clarify doubts raised or to make some corrections by way of corrigendum. All such corrigendum shall be displayed on web site [https:// nprocure.com](https://nprocure.com) only. The bidders are therefore advised to refer to this site from time to time to keep them updated. No advertisement will be released for such corrigendum.

6. **EARNEST MONEY DEPOSIT:**

- (a) A non-interest bearing **Earnest Money Deposit** of Rs. 15,00,000/- (Rupees Fifteen Lacs only) must be paid along with the tender documents containing Technical Bid documents in seal cover by way of Crossed Demand Draft/ Pay Order in favor of GMDC Ltd. payable at Ahmedabad from Scheduled Commercial Bank ( other than Co-operative Bank) only.
- (b) The unsuccessful bidder will be refunded the EMD amount by way of crossed cheque within 30 days from the finalization of the tender.

7. **ESCROW AGREEMENT FOR SECURITY DEPOSIT IN LIEU OF RETENTION:**

In order to safeguard the interest of GMDC, the bidder will have to open an escrow account in joint name of GMDC and the bidder. This account will be opened with any of the nationalized bank/s. This account will be operated with joint signatures of one authorized signatory of GMDC and one authorized signatory of the bidder. GMDC will deposit an amount approved on each month's bill received for each project which may be awarded to the bidder. The account will be opened on the date of the award of the contract. The EMD will be returned only upon the opening of the escrow account. In case the Bank requires, a separate tri partite escrow account agreement may also be entered into between the Bank, GMDC and the bidder.

In the event of default by the bidder, the bidder's right to operate the Escrow Account shall cease and GMDC shall have an exclusive right to operate the said Escrow on behalf of itself.

**8. PRICE & PAYMENT:**

GMDC would make the following payment to the Successful Bidder

Sr No	Category of security personnel	Price component to be paid to the Successful Bidder	Rate of payment	Remarks
1	Guard	<p>(1)Basic wages plus Variable Dearness allowance (VDA) as per notification issued by Office of Regional Labour commissioner (Central), Ministry of labour &amp; employment, Govt. of India. ( declared from time to time</p> <p><b>2) Service charge on Basic plus VDA</b></p> <p>3) Provident Fund will be paid as per applicable rate on basic plus VDA (@ 12% + 1.61%) i.e. Employer's contribution only. The PF will be reimbursed to the agency against proof of depositing the same with RPFC office along with in the name and number of each guard.</p> <p>4) Service tax on (1) + (2)+(3) at the applicable rate against proof of payment deposit. The service tax would have to be deposited project wise/ HO...</p>	As per area of deployment the minimum wages would be paid	<p>The project wise minimum wage category has been mentioned as per existing Labour Commissioner's rate.</p> <p><b>Service Charge will be paid as per Price bid submitted on line and finalized by GMDC</b></p>
2	Ex-Servicemen ( With arms and without arms )	<p>(1)Basic wages plus Variable Dearness allowance (VDA) as per notification issued by Office of Regional Labour commissioner (Central), Ministry of labour &amp;</p>	As per area of deployment the minimum wages	The project wise minimum wage category has been

		<p>employment, Govt. of India. (declared from time to time</p> <p>2) <b>Service charge on Basic plus VDA</b></p> <p>3) Provident Fund will be paid as per applicable rate on basic plus VDA (@ 12% + 1.61%) i.e. Employer's contribution only.</p> <p>The PF will be reimbursed to the agency against proof of depositing the same with RPFC office in the name of each guard.</p> <p>4) Service tax on (1) +(2)+(3) at the applicable rate against deposit proof. The service tax would have to be deposited project wise/ HO. with details.</p>	would be paid	<p>mentioned as per existing Labour Commissioner's rate.</p> <p><b>Service Charge will be paid as per Price bid submitted on line and finalized by GMDC</b></p>
		<p>5) Additional Rs.150/- per Ex-Serviceman with Arm and Rs.100/- per Ex-Serviceman without arm per duty will be paid by GMDC.</p>		
3.	Security Co-ordinator	<p>1) Basic wages plus Variable Dearness allowance (VDA) as per notification issued by Office of Regional Labour commissioner (Central), Ministry of labour &amp; employment, Govt. of India. (declared from time to time</p> <p>2) <b>Service charge on Basic plus VDA</b></p> <p>3) Provident Fund will be paid as per applicable rate on basic</p>	As per area of deployment the minimum wages would be paid	<p>The project wise minimum wage category has been mentioned as per existing Labour Commissioner's rate. (Dtd. 08/04/2015)</p> <p><b>Service Charge will</b></p>

		<p>plus VDA (@ 12% + 1.61%) i.e. Employer's contribution only. The PF will be reimbursed to the agency against proof of depositing the same with RPFC office in the name and number of each guard.</p> <p>4) Service tax on (1) + (2)+(3) at the applicable rate against deposit proof. The service tax would have to be deposited project wise/ HO.</p> <p>5) Additional 10% on Basic wages + VDA as per notification issued by Office of RLC (C) declared from time to time.</p>		<p><b>be paid as per Price bid submitted on line and finalized by GMDC</b></p>
4.	Security Officer/Supervisor	<p>A consolidated remuneration of Rs. 20000/- per month will be paid for this category.</p> <p><b>2) Service charge on the consolidated remuneration.</b></p> <p>3) Provident Fund will be paid as per applicable rate on the consolidated remuneration (@ 12% + 1.61%) i.e. Employer's contribution only. The PF will be reimbursed to the agency against proof of depositing the same with RPFC office in the name and number of each guard.</p> <p>4) Service tax on (1)+(2)+(3) at the applicable rate against deposit proof. The service tax would have to be deposited project wise/ HO.</p>		

The duty of each security guard / Ex-servicemen should not be more than 12 hours. Payment shall be made only on attendance basis. The attendance of the security persons would be taken on Bio-metric punching machine at the specified point of GMDC at each project and Guards would be required to mark their presence on such

machine only. The payment shall be made based on the attendance shown by the Bio-metric machine.

Monthly Wages paid to security persons (As per R.L.C. (Central) circular, as may be applicable from time to time) and invoice to be raised on GMDC must be tallied with the bank statement of the Bank through which payment has been disbursed to the Security Persons.

The bank account of each security personnel would be intimated to Project office /HO of GMDC and the payment to each security personnel would be made through bank only ( No cash payment is permitted in any circumstances) . The bank statement should be acknowledged at the Bank by 15<sup>th</sup> of every month (for the previous month duty and payment) which must contain the name of Security person, their bank account and the amount paid to them. GMDC can verify the bank passbook/s of security personnel of random basis.

No cash payment would be allowed from second month onwards.

**9) The Successful Bidder will have to submit following documents for getting the monthly payment:**

Proper Bill of the Successful Bidder showing total amount to be Paid by GMDC with the following enclosures :

- a) Bio metric machine attendance certified by Time keeper/ dealing assistant of the project and the HR head / Security Head of the project
- b) Bank statement duly acknowledged by the bank for having made payment to each guard of the previous month.
- c) Project-wise PF deposit challan (Statement showing Project-wise amount) having each security guards PF no, name and the amount deposited in RPFC office (of the previous month). The said statement must be duly acknowledged by RPFC Office & self certified by agency for reimbursement..
- d) Project-wise (Statement showing Project-wise amount)Proof of deposition of Service tax of previous month for reimbursement – which must clearly state the name of office, name and designation of certifying officer of relevant office where service tax is deposited.
- e) Minimum wages circular from Regional Labour Commissioner (Central) applicable for each month must be attached.

On receipt of above mentioned complete documents only, 100% payment will be made by concerned General Manager (Project)

**10. Methodology of Selecting the Successful Bidder:**

- a. Successful Bidder will have to quote their service charges for performing above duty through online as per Annexure -H.
- b. No physical bid would be entertained. The Successful Bidder which quotes zero percentage service charges in the price bid due to whatsoever reason will be out rightly rejected.
- c. The price bid of only those Successful Bidder will be opened who fulfill all the technical bid criteria laid down under point no 2 (a) to 2(i) and has enclosed all the documents and submitted the technical bid within the stipulated time.
- d. The L1 rate will be considered for all four zones on the basis of service charge submitted on line in Annexure-H. It is further clarified that any single agency would not be given the work order for more than one zone as stated above.
- e. Selection of agency for awarding work will be strictly on L1 basis. L1 will be offered to select choice of any one zone. Than L2 will be offered to select his choice of zone out of rest three available zones, Similarly L3 and last available zone will be awarded to L4.
- f. L1, L2, L3, and L4 will be considered as selected agencies. All four parties will have to accept rate offered by L1. Means the rate of L1 will be applicable to all four parties.
- g. In case, any party (L2) or (L3) or (L4) is not ready to accept the rate of L1, next will be offered i.e. L5, L6, L7 accordingly.

Rate quoted shall remain valid for 90 days from the date of opening of the Technical-Bid, which shall have to be extended unconditionally for further maximum period of 30 days, as may be deemed fit by GMDC.

- 11.** Order will be issued to the Successful Bidder and in any case request for changing Security agencies name will not be considered.
- 12.** The tender submitted in contravention of the terms & conditions stated above will not be considered.
- 13.** No conditional tender will be accepted and will be rejected out rightly. Conditional tender shall not be considered at the time of Opening.

14. For any typographical error in this tender, decision taken by GMDC will be final & binding to all the bidders.
15. GMDC reserves the right to reject any or all the offers received online without assigning any reasons thereof. GMDC also reserves the right to amend, alter, increase or decrease the number of the Security persons during any month due to change in the requirement. GMDC reserves right to terminate the contract, without assigning any reasons thereof. For any of the above act, GMDC does not accept any liability or any financial or other losses that the Security agency may have to suffer in exercising this power by the GMDC.
16. Canvassing in any form may lead to rejection of the tender.
17. At the time of scrutiny/ evaluation of the technical bid the GMDC may, at its discretion, seek any clarification from any of the security agency but before opening of the Price Bid. The request for clarification shall be either by fax/mail/ speed post and if the security agency does not give the clarification in time, their price bid would be opened.

#### **TERMINATION**

18. In the event of services rendered being found unsatisfactory the contract is liable to be terminated by giving 90 days notice and security deposit will be forfeited. The decision of the GMDC in this regard will be final.

#### **LIQUIDATED - DAMAGES:**

19. Under any circumstances, successful bidder shall have to deploy required security persons as per our requirement & work order. If the required Guard/ Ex-servicemen/Security Co Ordinator are not engaged in totality within 15 days from the date of our work order, then a liquidate damages of Rs.50/- per Guard per day and Rs.100/- per Ex-serviceman/Security Co Ordinator per day would be levied on the Security agency whenever the Security Agency does not provide their services. This liquidate damages would be applicable till the currency of the contract period. For failure to provide Security Supervisor, liquidated damages would be charged at the rate Rs. 1000/- per day.

At the time of extension of contract, above liquidate damages clause can be considered as poor performance.

**20. No escalation of rates and payment of Service Tax:**

The rates finalized by GMDC are firm and no escalation in the rate would be allowed during the whole currency of contract.

Service tax will be paid / adjusted / reimbursed to the party as per prevailing rates & rules applicable for Service Tax to the extent directly related to the service rendered by the party under the said contract subject to production of documentary proof and party will mention the service tax amount separately in the invoice / bill after considering the abatement if any. Submission of last month's certified and verified project-wise separate challan as a proof of depositing the same with the Government.

- 21.** While protecting Theft, Manpower/ Machinery & Assets of the GMDC as well as to protecting encroachment within the lease area of the concerned Project/Head Office any cognizable incident occurs, respective departmental heads & H.R. Head along with responsible security person/In charge shall have registered F.I.R. with Police Authority.

**Against any theft or financial loss/damage of the GMDC, equal amount will be recovered from the successful bidder. FIR for the same must be lodged.**

- 22.** The security personnel engaged by the agency shall be dressed in neat and clean uniform (including proper name badges) failing which it shall not allowed to perform in duty.

**23. NON FULLFILMENT OF TERMS AND CONDITIONS OF CONTRACT:**

(a) If the security personnel fail to report to the duty in time, agency shall not allowed to deploy Security personnel.

(b) For breach of any of the conditions of the contract there will be termination of contract and forfeiture of security deposit.

(c) For persistent breach or unsatisfactory services there shall be termination of contract along with forfeiture of security deposit and blacklisting.

**24. DISPUTE RESOLUTION AND JURISDICTION:**

**JURISDICTION**

"Matter relating to any dispute or difference arising out of this Tender and subsequent contract shall be subject to the exclusive jurisdiction of Courts at Ahmedabad only"

## **NEGOTIATION**

The Parties shall Endeavour, in the first instance, to resolve any dispute, disagreement or difference arising out of or in connection with this Agreement, including any question regarding its interpretation, performance, existence, validity, termination and the rights and liabilities of the Parties to this Agreement (a "Dispute") through good faith negotiations.

## **ARBITRATION**

"All questions, disputes, differences and/or interpretation of agreement whatsoever, which may at any time arise between the parties to this contract in connection with the contract or any matter arising out of or in relation thereto, shall be referred to Sole Arbitrator as per the provisions of Arbitration and Reconciliation Act., 1996 and the venue of arbitration proceedings shall be at Ahmedabad. The Language of the Arbitration shall be in English."

### **25. FORCE MAJEURE:**

- a. Force Majeure is herein defined as natural phenomena such as floods, drought, earthquakes and epidemics, declaration of war, change in Government policies, strikes, lock-out etc. in such conditions of force majeure, both the parties can claim a force majeure but they are obliged to inform the either party within 10 days in writing on the date of commencing and again ending of the force majeure.
- b. Under the circumstances of force majeure stated above, the contract in terms of period can be extended by period equivalent to the loss of time due to force majeure.
- c. The decision regarding the occurrence of force majeure to be considered shall be decided jointly.

**26.** Parties are advised to visit GMDC's locations before they quote rate. While submitting the technical, the bidder must enclose a certificate of site visit issued by GMDC's respective Project Head.

**27.** For any details/clarification on tender you may contact:

Shri Joel Evans, I/c Dy.G.M. (H.R.) On Tel no: 079-27913200 (ext. 1501) or Shri V.V.Sangani Dy.G.M. (H.R.) on Tel no. 079-279113200 Ext. No. 1553.

## ANNEXURE A

**Estimated requirement of Security Persons and project wise minimum wage/DGR Rate (The number may be increased or decreased as per requirement)**

### **Zone-1**

Name of the Project:	Ex service man (with Arms )	Ex service man (without Arms)	Guard	Security Co-ordinator	Security Officer /Supervisor	Total
Nani chher (ATPS)	0	0	122	03	01	126
Rate of RLC (Central) as per circular dated 08/04/15 respectively for one duty	328.00 +150.00	272.00 +100.00	272.00	299.20	20000.00	
Panandhro	02	03	139	03	00	147
Rate of RLC (Central) as per circular dated 08/04/15 respectively for one duty	328.00 +150.00	272.00 +100.00	272.00	299.20	00	
Umarsar	02	03	32	03	01	41
Rate of RLC (Central) as per circular dated 08/04/15 respectively for one duty	328.00 +150.00	272.00 +100.00	272.00	299.20	20000.00	
<b>Total</b>	<b>04</b>	<b>06</b>	<b>293</b>	<b>09</b>	<b>02</b>	<b>314</b>

Note : Successful Bidder will have to deploy one competent Site In-charge at Nanichher, Panandhro & Umarsar. They will be paid by Successful Bidder.

Rate mentioned of security coordinator are calculated ( for 8 hours ) @ of 10 % more than basic wages plus Variable Dearness allowance (VDA) as per notification issued by Office of Regional Labour commissioner (Central) Ministry of labour& employment, Govt. of India. (Declared from time to time)

**ANNEXURE B**

**Estimated requirement of Security Persons and project wise minimum wage/DGR Rate (The number may increased or decreased as per requirement)**

**Zone-2**

Name of the Project:	Ex serviceman (with Arms )	Ex service man (without Arms)	Guard	Security Co-ordinator	Security Officer /Supervisor	Total
Mata na Madh	00	02	115	03	02	122
Rate of RLC (Central) as per circular dated 08/04/15 respectively for one duty	328.00 +150.00	272.00 +100.00	272.0 0	299.20	20000. 00	
Gadhsisa	03	04	110	07	00	124
Rate of RLC (Central) as per circular dated 08/04/15 respectively for one duty	328.00 +150.00	272.00 +100.00	272.0 0	299.20		
Maska-Mandvi	00	00	19	00	00	19
Rate of RLC (Central) as per circular dated 08/04/15 respectively for one duty	328.00 +150.00	272.00 +100.00	272.0 0	299.20		
<b>Total</b>	<b>03</b>	<b>06</b>	<b>244</b>	<b>10</b>	<b>02</b>	<b>265</b>

Note : Successful Bidder will have to deploy one competent Site In-charge at Matanomadh & Gadhasisa. They will be paid by Successful Bidder.

Rate mentioned of security coordinator are calculated ( for 8 hours ) @ of 10 % more than basic wages plus Variable Dearness allowance (VDA) as per notification issued by Office of Regional Labour commissioner (Central) Ministry of labour & employment, Govt. of India. (Declared from time to time)

### ANNEXURE C

**Estimated requirement of Security Persons and project wise minimum wage/DGR Rate (The number may increased or decreased as per requirement)**

#### **Zone-3**

Name of the Project:	Ex serviceman (with Arms )	Ex service man (without Arms)	Guard	Security Coordinator	Security Officer /Supervisor	Total
Kadipani	01	02	53	03	01	60
Rate of RLC (Central) as per circular dated 08/04/15 respectively for one duty	328.00 +150.00	272.00 +100.00	272.00 0	299.20		
Rajpardi	02	00	116	03	02	124
Rate of RLC (Central) as per circular dated 08/04/15 respectively for one duty	328.00 +150.00	272.00 +100.00	272.00 0	299.20		
Tadkeshwar	00	04	125	03	02	135
Rate of RLC (Central) as per circular dated 08/04/15 respectively for one duty	328.00 +150.00	272.00 +100.00	272.00 0	299.20		
Shivrajpur	00	00	66	00	00	66
Rate of RLC (Central) as per circular dated 08/04/15 respectively for one duty	328.00 +150.00	272.00 +100.00	272.00 0	299.20		
<b>Total</b>	<b>03</b>	<b>06</b>	<b>360</b>	<b>09</b>	<b>05</b>	<b>385</b>

Note: Successful Bidder will have to deploy one competent Site In-charge at Kadipani, Rajpardi & Tadkeshwar. They will be paid by Successful Bidder.

Rate mentioned of security coordinator are calculated ( for 8 hours ) @ of 10 % more than basic wages plus Variable Dearness allowance (VDA) as per notification issued by Office of Regional Labour commissioner (Central) Ministry of labour& employment, Govt. of India. (Declared from time to time)

## ANNEXURE D

**Estimated requirement of Security Persons and project wise minimum wage/DGR Rate (The number may increased or decreased as per requirement)**

### **Zone-4**

Name of the Project:	Ex serviceman (with Arms )	Ex service man (without Arms)	Guard	Security Co-ordinator	Security Officer /Supervisor	Total
Bhavnagar	01	01	137	03	01	144
Rate of RLC (Central) as per circular dated 08/04/15 respectively for one duty	385.00 +150.00	328.00 +100.00	328.00 0	360.80		
Bhatia	00	02	28	01	00	31
Rate of RLC (Central) as per circular dated 08/04/15 respectively for one duty	328.00 +150.00	272.00 +100.00	272.00 0	299.20		
Ambaji	00	00	40	01	00	41
Rate of RLC (Central) as per circular dated 08/04/15 respectively for one duty	328.00 +150.00	272.00 +100.00	272.00 0	299.20		
Ahmedabad	01	01	23	01	00	25
Rate of RLC (Central) as per circular dated 08/04/15 respectively for one duty	424.00 +150.00	385.00 +100.00	385.00 0	423.50		
<b>Total</b>	<b>02</b>	<b>04</b>	<b>228</b>	<b>06</b>	<b>01</b>	<b>241</b>

Note : Successful Bidder will have to deploy one competent Site In-charge at Bhavnagar. They will be paid by Successful Bidder.

Rate mentioned of security coordinator are calculated ( for 8 hours ) @ of 10 % more than basic wages plus Variable Dearness allowance (VDA) as per notification issued by Office of Regional Labour commissioner (Central) Ministry of labour& employment, Govt. of India. (Declared from time to time)

**ANNEXURE-E**  
**CHECK LIST OF DOCUMENTS TO BE ENCLOSED WITH**  
**TECHNICAL BID (to be submitted off line)**

Sr. No.	Particulars	Declaration (Strike out whichever is not applicable)
1.	Check list of documents in the prescribed Performa,	Yes/No.
2.	Earnest Money deposit for the value as indicated in Notice Inviting Tender.	Yes/No
3.	Tender Document fees.	Yes/No.
4.	Formats dully filed in and signed along with all required enclosures, complete as per Instruction to bidder.	
	Annexure - 'H'	Yes/No
5	Other documents to be enclosed by the bidder as per the instruction to bidder.	
6.	Acknowledgement of I-T return for F.Y. 2011-12, 2012-13, 2013-14	Yes/No.
7.	Proof of having minimum three work orders. Each work order <b>should be a single work order for minimum of 150 security persons</b> . The work order(s) must be of the last three financial years i.e. 2012-13, 2013-14 and 2014-15.	Yes/ No
8.	Declaration in prescribed format on letter head of the bidder. (Not Black-listed by any Govt. Agency).	Yes/No.
9.	Tender documents downloaded from websites duly signed by bidder on each page.	Yes/No.
10.	Copy of registration with Govt. of India, or any other State Govt. or Ministry of Defense, or DGR or having license under Private Security (Regulation) Act, 2005.	Yes/No
11.	Proof of valid trade license and registration with RPF (For P.F.) ESI, PAN No. Service Tax No, etc...	Yes/No
12.	Labour License pertaining to work under contract labours (Regulation & Abolition) Act 1970.	Yes/No
13.	Last Three years balance-sheet in 2012-13, 2013-14 and 2014-15 along with Profit & Loss A/c duly certified by Chartered Accountants.	Yes/No
14.	Document showing that turnover and other income of the party in any of the last three years (i.e. 2012-13, 2013-14 and 2014-15) was Rs.75 Lacs or more. (Party has to indicate Balance-sheet in which this eligibility criteria is fulfilled.	Yes/No
15.	Site Visit Certificate	Yes/No

**PRICE BID :**

1.	Price-Bid submitted Online in mentioned Annexure-H (Only online bid would be accepted )	Yes/No.
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**ANNEXURE -F**

**Details to be furnished by the bidder.**

**(Must be submitted off line)**

**All the details about the description mentioned below are required to be furnished by the bidder to qualify in technical bid for e-TENDER**

**NO.HR/SECURITY/2015-16/12**

<b>SR. NO.</b>	<b>DESCRIPTION</b>	<b>DETAILS</b>	
1	Name of the owner/ partners/ Directors of the Security agency		
	Phone No:		
	Mobile No		
	Full Postal Address		
	Telephone No & Fax No		
	E-mail Address		
	Name of concerned authorized person:		
2	Whether the Bidder is Proprietorship, Partnership PVT Ltd or any?		
	Documentary evidence for above, establishment Certificate.		
3	License No. and Registration certificate under Private Security Agency Act,2005 or D.G.R.(Please attach self attested copies )		
4	Existing Security Contracts and their Value per annum.	<b>Orders to be Attached</b>	
5	PAN No. & its copy		
6	Service Tax Regn. No. (Copy to be attached)		
7	Registration Number under Contract Labour (Regulation & Abolition) Act 1970 – Copy to be attached		
8	P.F. code Registration No. from RPFC office – Copy to be attached.		
9	Whether Blacklisted by any Government agency	Yes/No	
10	Name of bankers – Preferably of Nationalized Bank or ICICI or HDFC or AXIS Bank. Full Address Telephone/Fax No of Your Bank		
11	Annual Turnover with other income in Rupees (With copy of audited balance sheet.)	Year	Rs.
		2012-13	
		2013-14	
		2014-15	
12	Whether E.M.D. D.D. attached	Yes / No	



**PRICE BID ANNEXURE -H**  
**E-TENDER NO.HR/SECURITY/2015-16/12**  
**(Must be submitted online only.)**

**CONTRACT FOR DEPLOYMENT OF SECURITY PERSONS THROUGH  
SECURITY AGENCIES**

Sr No.	Rate of service charges to be quoted on % basis on Basic plus VDA of the Guard/Ex-Serviceman/Co-ordinator/Security Supervisor	
A	B	C
	In figures	In words

**Note:**

- 1) The price bid of only those security agencies will be opened who fulfill all the technical bid criteria laid down under point no 2 (a) to 2(i) and has enclosed all the documents and submitted the technical bid within the stipulated time.
- 2) The L1 rate will be considered for all four zones on the basis of service charge submitted on line in Annexure-H. It is further clarified that any single agency would not be given the work order for more than one zone as stated above.
- 3) Selection of agency for awarding work will be strictly on L1 basis. L1 will be offered to select choice of any one zone. Than L2 will be offered to select his choice of zone out of rest three available zones, Similarly L3 and last available zone will be awarded to L4.
- 4) L1, L2, L3, and L4 will be considered as selected agencies. All four parties will have to accept rate offered by L1. Means the rate of L1 will be applicable to all four parties.
- 5) In case, any party (L2) or (L3) or (L4) is not ready to accept the rate of L1, next will be offered i.e. L5, L6, L7 accordingly.
- 6) Lowest bidder (L-1) will be considered based on the lowest service charge offered. The party which quotes Zero percentage service charge due to whatsoever reason, will be out rightly rejected. Percentage quoted in figure will be considered as final when any discrepancy found in figure and words.
- 7) Estimated requirement of Security Persons and project wise minimum wage are shown in Annex. - A to D

**Name & Signature & Seal of Bidder**

**FORMAT OF JOINING REPORT**

**From: M/s \_\_\_\_\_**

**Date: \_\_\_\_\_**

**Subject : Individual Joining Report of our Ex Serviceman/  
Guard/Security Co ordinator**

**Reference : Deployment of our Security Person, against your tender  
No. HR/Security/2015-16/12.**

**To: General Manager (Project)**

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

**Respected Sir,**

**With reference to above, we hereby deploy our Security person  
Mr: \_\_\_\_\_ to report you in complete uniform along with  
his Photo ID.**

**His Personal particulars and qualifications are as bellow:**

**Full Name: \_\_\_\_\_**

**Birth Date: \_\_\_\_\_ Age \_\_\_\_\_ Years.**

**Residential Address:**

\_\_\_\_\_  
\_\_\_\_\_ **PIN :**

**Contact Phone Nos: \_\_\_\_\_**

**Name of his Bank: \_\_\_\_\_ Branch \_\_\_\_\_ Code: \_\_\_\_\_**

**His Bank Account Number: \_\_\_\_\_**

**Height: \_\_\_\_\_ cms. Weight: \_\_\_\_\_ Kgs. Chest: \_\_\_\_\_ inches.**

**Education: \_\_\_\_\_**

**Supporting document, which proves that he is ex serviceman from:**

\_\_\_\_\_  
\_\_\_\_\_ **attached for your record.**

**Accordingly, please allow him to perform the duty.**

**Thanks.**

**Yours faithfully;**

**For Security Contractor  
Serviceman/Guard**

**Signature of Ex**

**Certified Signature & Date of Concerned General Manager – Project of GMDC**

**Notes:**

- 1. GM-Project is requested to keep Xerox copy of this for record. Original may be sent to GMDC-CO.**
- 2. In case of change of deployed person, fresh new joining report is essential.**