



CIN – U40109OR1995SGC003960

**TENDER DOCUMENT
FOR SELECTION
OF SECURITY AGENCY FOR PROVIDING
SECURITY SERVICE TO GRIDCO LTD.**



ଗ୍ରିଡକୋ ଲିମିଟେଡ୍
GRIDCO Limited
(A Govt. of Odisha Undertaking)
Regd. Office: Janpath, Bhubaneswar-751022, ODISHA
Phone: 0674-2540098/2540877 Fax: 2541904/2543031; Web: www.gridco.co.in
CIN: U40109OR1995SGC003960

TENDER NOTICE NO: HRD - 02/2023-24

For and on behalf of GRIDCO LTD., the undersigned invites bids under two part bidding system from the reputed firms/ agencies having a license under Odisha Private Security Agency (Regulation) Act, 2005 and Odisha Private Security Agencies Rules, 2009 having minimum three years of experience in providing 300 Security Guards in a year (out of which minimum 100 Security guards in a single contract in Govt. Departments, PSUs, reputed corporate sectors, Organizations and Autonomous bodies) for deployment of Security Personnel for a period of three years from the date of commencement of the Agreement on contract basis for security activities for GRIDCO LTD. Corporate Office.

The bidder (s) can free view / download the tender documents from official Website of GRIDCO "www.gridco.co.in". The intending bidder (s) shall have to pay the non-refundable tender cost of Rs. **10,000/-** + GST @ 18% (Rupees Ten Thousand plus GST @18% only) in the form of Demand draft, drawn in favour of the GRIDCO, Bhubaneswar or through RTGS in the following accounts, failing which the tender shall be rejected out rightly.

Bank Name: Union Bank of India

Branch Name: Main Branch, Bhubaneswar

Account No. 380801010035242

IFSC Code: UBIN0538086

1. The bidder (s) shall submit the original Demand Draft towards Tender Cost & EMD to the undersigned on or before the scheduled date and time for opening of Technical Bid. However, in case the tender cost & EMD is deposited through RTGS, the bidder has to intimate the details of deposit made in the above mentioned account to DGM(HRD) GRIDCO.
2. The Bid shall comprises of three envelopes submitted separately, first one containing tender cost & EMD (or relevant proof of deposit), second one containing the Technical Bid (along with supporting documents) and the third envelope containing the Price Bid. Each envelope should be duly marked on the outside as "Tender Cost & EMD", "Techno-Commercial Bid" & "Price Bid" respectively. All the three envelopes shall be sealed and be kept inside a bigger envelope, clearly mentioning the name and address of the Bidder, Tender Notice No., and the authority to whom the Bid is being submitted.
3. Any clarifications on the scope of work and technical features of the tender can be heard from the undersigned during office hours.

DY. GENERAL MANAGER (HRD)

NOTICE INVITING TENDER
GRIDCO LTD.
REGD. OFFICE: JANPATH, BHUBANESWAR – 751 022,
ODISHA, INDIA.
TENDER NOTICE NO: HRD - 02/2023-24

TENDER SCHEDULE FOR
SELECTION OF SECURITY AGENCY FOR PROVIDING SECURITY SERVICE TO GRIDCO LTD.

Sl No	Particulars	Remarks
1	Work Name	PROVIDING SECURITY SERVICE TO GRIDCO
2	NOTICE INVITING TENDER	No. HRD - 02/2023-24
3	Destination	GRIDCO, BBSR
4	Period of requirement	03 Years
5	Estimated Cost of the Work. (IN INR) per annum	Rs. 90 Lakh/- (approx.)
6	Cost of Tender documents (IN INR)	Rs. 10,000 /- + GST @ 18% (Rupees Ten Thousand plus GST @18% only) (To be paid in shape of Demand Draft / Pay Order, in favour of “GRIDCO” payable at Bhubaneswar) (non-refundable) failing which the tender shall be rejected out rightly. Alternatively, the intending bidder can also deposit the amount in the bank account mentioned above through RTGS.
7	Last date and time of submission of bids	30.11.2023, 04:00 PM
8	Date and time of opening of Technical Bids (Part-I)	30.11.2023, 05:00 PM
9	Date and time of opening of Price Bids (Part-II)	Will be intimated through Email to the responsive bidder(s).

The requirement of security personnel may vary from time to time as per need. There may be addition or deletion of number of security personnel as per requirement of GRIDCO LTD.

The bidders can view the tender documents from GRIDCO LTD.'s Website free of cost.

DY. GENERAL MANAGER (HRD)



GRIDCO LTD.

JANPATH, BHUBANESWAR-751022

CIN – U40109OR1995SGC003960

TENDER NOTICE NO: HRD - 02/2023-24

FOR SELECTION OF

SECURITY AGENCY FOR PROVIDING SECURITY SERVICE TO GRIDCO LTD.

Part - I		
SECTION-I	:	SCOPE OF WORK AND GENERAL INSTRUCTIONS TO BIDDERS
SECTION-II	:	TERMS & CONDITIONS
SECTION-III	:	TECHNICAL SPECIFICATIONS FOR THE AGENCY AND THE SECURITY PERSONNEL TO BE DEPLOYED IN GRIDCO LTD. BY THE AGENCY
Part - II		
SECTION-IV	:	TECHNICAL BID
SECTION-V	:	PRICE BID
SECTION-VI	:	DOCUMENTS TO BE SUBMITTED BY BIDDERS

CONTENTS OF TENDER DOCUMENT

Sl. No.	Description of contents	Page Number
PART-I		
Sec-I	Scope of work and general instructions to Bidders	6-23
Sec-II	Terms and Conditions	24-38
Sec-III	Technical specifications for the agency & security personnel to be deployed in GRIDCO	39-42
PART-II		
Sec-IV	Technical Bid	43-55
Sec-V	Price Bid	56-58
Sec-VI	Documents to be submitted by the bidders	59-60
	Annexures	61-70

Part- I

SECTION -I

SCOPE OF WORK AND GENERAL INSTRUCTIONS TO BIDDERS

1.1 Submission of Bids:-

GRIDCO Ltd. invites bids under two part bidding system from reputed firms/ agencies having a license under Odisha Private Security Agency (Regulation) Act, 2005 and Odisha Private Security Agencies Rules, 2009 having minimum three year experience in providing 300 Security Guards in a year (out of which minimum 100 Security guards in a single contract in Govt. Departments, PSUs, reputed corporate sectors, Organizations and Autonomous bodies) for deployment of Security Personnel for a period of three years from the date of commencement of the Agreement on contract basis for Security activities for GRIDCO LTD. Corporate Office. This contract period can be further extended on the basis of satisfactory performance, requirement of the corporation subject to mutual consent.

GRIDCO reserves the right to reject any bid, which is not submitted/deposited according to the instruction, as stipulated in the notification. The participants to the tender should be registered under ODISHA GST.

The requirement of security personnel may vary from time to time as per need. There may be addition or deletion of number of security personnel as per requirement of GRIDCO.

1.2 Division of Specification:

The Specification is mainly divided into two parts viz. Part-I and Part-II & Annexures.

Part- I Consists of

- (i)** Section-I : SCOPE OF WORK AND GENERAL INSTRUCTIONS TO BIDDERS **(Page No. 06 to 23)**
- (ii)** Section-II : TERMS & CONDITIONS **(Page No. 24 to 38)**
- (iii)** Section-III : TECHNICAL REQUIREMENTS FOR THE TENDERING AGENCIES **(Page No. 39 to 42)**

Part- II Consists of

- (iv)** Section - IV : TECHNICAL BID **(Page No. 43 to 55)**
 - (v)** Section-V : PRICE BID **(Page No. 56 to 58)**
 - (vi)** Section- VI : DOCUMENTS TO BE SUBMITTED BY THE BIDDERS **(Page No. 59 & 60)**
- Annexures : Page No. 61 to 70.**

1.3 TECHNICAL REQUIREMENTS FOR SECURITY PERSONNEL TO BE DEPLOYED BY THE SUCCESSFUL AGENCIES IN GRIDCO LTD.

1. For security guard above 18 years of age and not exceeding 50 years.
2. For security supervisor preferably Ex-Serviceman (preferably JCO) within age limit of 55 years.
3. Must have physical standards as indicated hereunder:-

(A) General /SEBC / SC Candidates:

- | | |
|-----------------------|--|
| i. Height: | 165 centimeters (weightage will be given to height more than 170 centimeters) |
| ii. Weight: | 55 K.G |
| iii. Chest: | 80 centimeter (Normal)
84 centimeter (Expanded) |
| iv. Eye Sight: | Sight Vision: Far – 6/6
Near – 0.6/0.6 |

(B) S.T Candidates:

- | | |
|-----------------------|--|
| i. Height: | 155 centimeters |
| ii. Weight: | 50 K.G |
| iii. Chest: | 80 centimeter (Normal)
84 centimeter (Expanded) |
| iv. Eye Sight: | Sight Vision: Far – 6/6
Near – 0.6/0.6 |

- Besides that everyone should be free from knock knee, flat foot and be able to run one Kilometer in six minutes.
 - Free from any hearing defect and able to hear and respond to the spoken voice and alarms generated by security equipment. Must be free from contagious or infectious disease.
 - Must have dexterity and strength to perform searches, handle objects and use force for restraining the individuals in case of need.
 - The Agency shall ensure for submission of Physical fitness Certificate obtained by the Guards from Govt. Medical Practitioner's for deployment / engagement of Guards.
4. Must have in possession of Certificate in Form – IV (under Odisha Private Security Agencies Rules, 2009) in support of successfully undergone the training prescribed for the purpose.
 5. Must have in possession of Character Certificate in Form – III (under Odisha Private Security Agencies Rules, 2009).
 6. Must be able to speak, read and write Odia/English.
 7. Must have passed Matriculate examination.
 8. Must be free from color blindness

9. Before deployment of any security guard/ supervisor the decision of GRIDCO Management towards fitness of the security guard/ supervisor shall be final and binding upon the Agencies.

1.4 Scope of Security Services:

Without prejudice to the generality of the responsibilities, liabilities and obligations attached to the Security arrangements for the GRIDCO office and other areas. Following shall *inter alia* be responsibilities, liabilities and obligations of the Security Agency:-

- i.** The agency must be able to reinforce its manpower deployed at company's premises without any loss of time during any kind of disturbances, demonstrations, strike, and dharna or as and when required by the company, at sites/offices premises.
- ii.** The agency shall provide off relievers where required/necessary for smooth discharging of Security duties.
- ii.** The agency shall maintain good relations with the local administration, police and Govt. agencies and shall act on behalf of the Company as and when required. The agency shall also file FIRs/ reports etc. with such Govt. bodies on its own, as and when directed/desired by the company.
- iii.** The security personnel shall be compulsorily screened and selected individually by the Security Agency as per the laid down physical standards. No personnel shall be deployed without such screening.
- iv.** The agency shall keep watch on each and every visitor and to check if required, all incoming and outgoing personnel including the Company's employees, its security agency's employees and labourers, visitors etc.
- v.** The agency shall keep vigil on and to check if required, all incoming and outgoing materials, vehicles including cars, truck, scooters, motor-cycles, bicycle etc. so as to ensure that there is no unauthorized entry or exit of men, materials and vehicles in the Company's premises.
- vi.** The agency shall record and maintain the register of major and minor events occurring during the period of 24 hours and report the same to the Authorized officer of the GRIDCO every day regularly in the form of daily report.
- vii.** The agency shall maintain registers, logbook & others documents for incoming and outgoing men, materials and vehicles etc. in such Performa as may be prescribed by the company from time to time.
- viii.** The agency shall issue gate-pass to visitors and to collect such passes at the

time of exit and to maintain the record for the same.

- ix.** The agency shall inquire about any theft, pilferage, fire, disobedience, rowdies act, indiscipline, unauthorized activities and all other criminal activities in the GRIDCO's premises and report the same to the Authorized officer to lodge the complaints to police authorities, if so desired by the company.

Any lapses on account of non-reporting of theft or any other untoward incident shall be treated as an offence. Necessary action as deemed fit shall be taken against the agency.

- x.** The agency shall provide necessary law and order assistance to the Company in case of fire, natural calamity, strike, mob, theft etc. in GRIDCO's premises or on any other occasion as may be directed by GRIDCO.

- xi.** The agency shall deploy security personnel at duty points and arrange for patrolling, round the clock and to ensure all locking devices in operation while on duty.

- xii.** The agency shall provide escort to the management executives, officers and staff and important visitors of the company as and when asked for by GRIDCO.

- xiii.** The agency shall protect the GRIDCO property and premises and property of its employees in the premises against all outside and inside forces including malicious acts of any person(s).

- xiv.** Surprise checking shall be personally carried out by the Security agency to ensure effective services by the Security staff deployed by the Security agency in GRIDCO's premises.

- xv.** The agency shall provide intelligence services to GRIDCO on regular basis on important events/developments concerning GRIDCO's interest.

- xvi.** The agency shall undertake any such job/services/assignments etc. as desired by the company, concerning liaisoning/ security of the GRIDCO premises/ other liaison offices.

In addition to the scope of work above, the Security Agency shall provide additional security cover for the occasion like visits of VIP, Social / Cultural / Sports programs or any other eventualities of GRIDCO LTD., for which sufficient advance intimation shall be given, whenever possible. The payments will be released as per the scheduled rates.

- xvii** The Agency shall provide security services for the protection of life and against theft, pilferage, fire etc.

- xvii.** Ensure safety and security of men and material.

- xix.** Guide visitors, concerned officials / occupants to desired locations.
- xx.** Regulating entry of unwanted visitors / salesmen and maintenance of visitor's register.
- xxi.** Issuing & checking of gate passes and to regulate the entry and exit of vehicles / materials.
- xxii.** Prevent entry of stray animals like cows, dogs etc.
- xxiii.** Round the clock security service is required to safeguard property and personnel.
- xxiv.** Frisking and checking of visitors during and after operational hours.
- xxv.** Hand held metal detectors should be provided by the Security Agency at his own cost in case of Head Qrs. Office, for checking and frisking of visitors as well as their carry bags.
- xxvii.** Mandatory checking of vehicles at entry and use inverted mirror detectors for checking vehicles for any sabotage or terrorist act.
- xxviii.** Effective involvement during the crisis management like fire accidents and bomb threats and during periodical drills. Liaison with appropriate agencies in case of emergencies / Disaster & be well equipped with their update contact numbers.
- xxix.** Visitor management in common, during events & exhibitions, and during other special occasions,
- xxx.** Having effective control on movement of materials in / out.
- xxxi.** Physical guarding of entry / exit points.
- xxxii.** Screening / directing of visitors,
- xxxiii.** Patrolling and guarding various common area and surroundings to ensure adequate safety and security.
- xxxiv.** Assisting the occupants during the emergency evacuation of the building
- xxxv.** Rescue operation of passengers stranded in the lifts.
- xxxvi** Complete disaster management in case of emergencies / disasters.
- xxxvii.** Ensuring and monitoring the operations of Boom Barriers & Access Control System wherever available.

xxxviii. The Bidder shall provide at his own cost - photo identity cards as laid down in the Orissa private security agencies rules 2009 under Rule -15 and liveries as mentioned under Rule-16 of said Rule.

xxxix. The Bidder shall have his own Establishment / office / staff, etc. at his own cost to ensure correct and satisfactory performance of his liabilities and responsibilities under the contract. The Bidder shall get guards and supervisors screened for visual, hearing, gross physical defects and contagious diseases and will provide a certificate to this effect for each personnel deployed. Authority will be at liberty to get anybody re-examined in case of any suspicion. Only physically fit personnel shall be deployed for duty. The Bidder shall bear all the expenses incurred on the following items i.e. required security devices, metal detectors, searching mirror, Walkie-Talkie, provision of torches and cells, lathis/ballams and other equipment to security staff, stationery for writing duty charts and registers at security check points and record keeping as per requirements.

1.5 OTHER CONDITIONS:

- i.** The Security agency shall ensure that they will strictly follow the physical standards for the recruitment of Security Personnel.
- ii.** All payments (excluding service charge and statutory dues) are directly payable by the security agency to the guards/Supervisor accounts through NEFT/RTGS or Bank transfer only.
- iii.** All deployment of guards will be done only after clear instructions are given by the Authorized Officer of GRIDCO. If an untoward incident occurs, due to lapses on the part of security personnel, GRIDCO shall reserve the rights to impose penalty, directly in proportion to the gravity of the incident, deductible from the monthly bill.
- iv.** In case of any emergency like disturbances, demonstration, agitation etc. within the office, office premises and outside premises of GRIDCO, the security personnel deployed by GRIDCO shall stand firm on their duties and assist the management and police authorities in maintaining law and order situation in such places. They should never desert the work spot under any situations.
- v.** In case the security personnel deployed by the Security Agency go on strike, agitation, remain absent, or remain inactive in a manner not conducive to GRIDCO's interest, the Security Agency shall immediately replace them by efficient persons. Failure to do so by the Agency, will invoke penalty clause. The Agency will also ensure that their personnel are not involved in any type of Union activity, Dharna/ Demonstration before any of the Offices of

GRIDCO or any other Authority.

- vi.** The security personnel deployed by the Security Agency in GRIDCO LTD. should have thorough knowledge on rights of private defence of personnel and property as provided under the Indian Penal Code.
- vii.** Whenever the Security Agency through their security personnel, deployed at any of the GRIDCO's premises, notice or hear anything against the interest of GRIDCO, they shall report the same immediately to the Chief Security officer of GRIDCO.
- viii.** The security agency manpower shall not engage themselves, directly or indirectly in any commercial activities or employment over & above their employment with the security agency.
- ix.** All security personnel deployed by the security agency shall be respectful & shall possess required tact and patience in performing of their duties and shall discharge their duties in a most befitting manner, keeping honor and dignity of the Organization always high.
- x.** The Security Agency shall provide two sets of proper and attractive uniform, shoes & equipment to all the security personnel deployed by them. All security personnel deployed shall keep smart, active and impressive appearance and shall put on the uniform in washed, neatly pressed & tidy condition.
- xi.** It shall be the responsibility of the security agency to issue the employment card/photo identity card to the security guards. The Agency shall take responsibilities to bring their employees to the spot every day and also to take them back at the end of each shift.
- xii.** The Security Agency shall rotate the security personnel deployed for the contract periodicals or as and when suggested by the Company.
- xiii.** The Security Agency shall ensure that the security personnel observe code of conduct and discipline expected of a Security Force.
- xiv.** The Security Agency must visit the site to familiarize themselves with the site conditions.
- xv.** All guards should have Bank A/c and their monthly wages or advances will be directly credited to their Bank A/c by the agency. There will be no cash transaction for above purposes.
- xvi.** **For non-coverage area of the ESI scheme, insurance of each guard and compensation policy as per Employees Compensation Act 1923 is a must.**

- xvii.** Physical standard requirement of each guard is to be adhered to as specified in the tender document.
- xviii.** The Security Agency shall provide personnel for local liaison with the nearby residents, Govt. and Police Authorities without any additional cost.
- xix.** Discipline will always be maintained by the security personnel on/off the duty.
- xx.** Every security personnel should have undergone Police verification.
- xxi.** Form I to IV of the Odisha Private Security Agencies Rules, 2009 to be submitted before deployment.
- xxii.** Security agency shall make own arrangements for boarding, lodging and food for their employees/guards nearby the sites.
- xxiii.** Any implication due to theft at site will be debited to Agency's account as decided by the GRIDCO Authority under intimation to the Agency. In this case the decision of GRIDCO Authority is final & binding.
- xxiv.** The agency shall deploy women security personnel as and when required by GRIDCO.

1.6 Duties of Security Guards

- i.** Security Guards are posted on shift duty shall always be in full uniform. They are responsible for the security of the offices where they are deployed. They have to assist their superiors in performance of their duties. While posted at main gate of the offices they will perform the following duties:
- ii.** They will check the identity card / pass of all the persons entering in the offices and will not allow anybody to enter without I-card or pass. They will also check if required, the bags / briefcases etc. of the persons entering the premises and will direct them to meet the receptionist. They will not allow any unauthorized / suspicious person to enter the office premises. While on duty, the security guards will remain vigilant, alert and careful and sincere on their duty.
- iii.** At the time of the personnel going out, they will keep watch on persons if there is any suspicion of his carrying any material of GRIDCO he may check the material.
- iv.** They will note down the no. of vehicles and name of the drivers entering in the offices in the log book / registers. In case any vehicle / person carrying any material he will check the gate pass/challans and help his superiors counting / checking the items mentioned in the gate pass/challans. No official material will be allowed to take out of the office premises without proper gate pass.
- v.** They will also arrange to park / check outgoing of the vehicles of the senior officers in the premises of the offices / corporate office of GRIDCO.

- vi.** Whenever any suspicious object is seen near the offices the matter should immediately be reported to his supervisor/senior officers.
- vii.** Any other duty assigned by the security supervisor or security in-charge on duty at the gate.
- viii.** Protect GRIDCO properties/employees while fire damages occur, by responding to alarms, driving and operating equipment, regulating water pressure, combating and extinguishing fires, and rescuing and reviving people.
- ix.** Security guard posted at Office of GRIDCO is an important functionary as a representative of the security staff. He is deputed in the Office mainly to ensure that no theft, pilferage, misappropriation and loss of company's properties take place. He will function under the direct supervision of the security supervisor.
- x.** He will check all the outgoing and incoming vehicles and will ensure that no material is taken out from the Offices without proper gate pass / docket.
- xi.** He will check the material as per the docket / gate pass and make the entries in the registers. He will also note down the vehicle no. carrying the material and put his signature on the register kept on the gate.
- xii.** He will keep the dockets and gate passes in safe custody and shall enter them in the register.
- xiii.** He will sign on the back of the gate passes / dockets in token of having checked the materials.
- xiv.** He will also maintain a register in which incoming materials is to be entered and proper records are to be kept. He will be responsible for getting the material weighed / measured / counted as the case may be in his presence in case of material is taken out or the material brought to the stores.
- xv.** In case of emergency the material may be allowed to go out by the security guard on duty by making entry in the Register after noting down full particulars of that person with I-Cards etc. with permission of security in-charge.
- xvi.** He will bring into notice of the Authorized officer through the supervisor regarding any malpractices being followed in the Offices of GRIDCO.
- xvii.** He can be assigned any other duty by the security in-charge from time to time.

1.7 Duties of Security Supervisors:

Security Supervisor being the in-charge of the security of the Offices/personnel will be responsible for the security of the Offices/personnel under his jurisdiction.

- i.** He will assist his senior officers in the performance of the duties related to his area of jurisdiction. He will be responsible for the supervision, control and discipline of the security personnel posted at various places at his jurisdiction.
- ii.** He will ensure that the security personnel posted under him perform duties uniformly and are punctual and regular to their duties. He will be responsible for the maintenance and proper upkeep and safety of arms and ammunition.
- iii.** He will maintain liaison with the officers of the departments of his jurisdiction. He will take all necessary steps required for the better protection and security of the property and personnel of GRIDCO.
- iv.** He will carry out surprise check during day/night to ensure that the security personnel are present and alert on duty and in proper uniform.
- v.** He will also keep watch on activity of anti-social elements; persons disgruntled indulging in any kind of misappropriation and pilferage of the property, theft and damage & will submit daily report to his senior and Authorized Officer. He will liaison with the local police for any untoward incident. He will be responsible for maintaining of the record of such cases and follow up with the police for investigation and will have to set an example of high discipline and a very good personal conduct.
- vi.** He will ensure that adequate security personnel are manned for performance of duties at each installation/offices. During checking, he should check the first aid, fire-fighting equipment and to ensure that they are in working conditions.
- vii.** He is responsible to control the mob during agitation.
- viii.** He can be assigned any other duty by the senior officers from time to time as and when required.

1.8 Standard Operating Procedure for Security Services

A. ON TAKING OVER DUTY

- i.** Report at least 15 minutes before start of the shift/duty time.
- ii.** Obtain exhaustive briefing from on duty guards while taking shift charge.
- iii.** Sign duty log book as having understood & taken over duty.
- iv.** Take charge of duty.

B. DURING DUTY

- i.** Maintain strict vigil over the entire allocated duty area.
- ii.** Remain properly dressed along with head-gear.
- iii.** Keep the baton, whistle & torch in working order.
- iv.** Do not leave duty area without being relieved.
- v.** Remain polite but firm with visitors without compromising security aspects.
- vi.** Ensure that vehicles are parked at designated locations systematically.
- vii.** Keep the main gate always locked & open the same only when required.
- viii.** Maintain records of workers/contractors entering the premises for any official work.
- ix.** Keep strict vigil on touts & anti-social elements.
- x.** Ensure that incoming materials are inspected and recorded in the inward stock material register & put the official stamp on the associated bill/challan.
- xi.** Ensure that outgoing materials are inspected & permitted only after verification of the associated gate pass signed by authorized signatory. Make entry in outward stock material register.
- xii.** Ensure that visitors are allowed only after obtaining permission from the officials of GRIDCO. Enter details in the visitors register & allocate the visitors pass.
- xiii.** Guide the visitor to the destination without leaving the post.
- xiv.** In case of dead-lock with the visitor, ask intervention of security supervisor/ GRIDCO official to resolve the matter.
- xv.** Respect all company officials and extend courtesy without compromising security aspects.
- xvi.** Record all unusual occurrences in security log book & inform supervisor and officials of GRIDCO.
- xvii.** Do not gossip while on duty.
- xviii.** He will take all necessary steps required for the better protection and security of the property and personnel of GRIDCO.

C. ON HANDING-OVER DUTY

- i. Do not leave the duty without being relieved.
- ii. Brief the relieving guard on the occurrences as well as on special requirements.
- iii. Make entry in the security log book about having briefed & handed-over duty to incoming guard by name & sign at the respective column.

D. SECURITY SUPERVISORS OF THE AGENCY:

- i. Keep record of all guards, locations & their duty schedules.
- ii. Supervise performance & maintain data bank of the same.
- iii. Conduct surprise checks to ensure coverage of each location at least once during day & biweekly during night.
- iv. Record the above check in the security check register.
- v. Maintain routine liaison with local police & fire station at least once a month & record the visit details in liaison/ coordination register & obtain signatures of security in-charge.
- vi. Maintain liaison with GRIDCO office to ensure effective, friendly & feel-safe security.
- vii. Ensure provisioning for off reliever from security agencies as absentee replacements.
- viii. Plan the leave of security personnel in a manner that there shall be no conflict or shortfall in providing 24x 7 Security service.
- ix. Maintain discipline amongst security personnel & take action against defaulters. Apprise GRIDCO officials from time to time.
- x. Check status of firefighting extinguishers & take action for their serviceability.
- xi. He should train the security guards.

E. MANAGER OF AGENCY:

- i. Be responsible for all security matters in the area of responsibility.
- ii. Conduct surprise checks in order to cover each location at least once a week during day & twice in a month during night (1 a.m. to 4 a.m.)
- iii. Record the above checks in the security check register.
- iv. Maintain liaison with local police & fire stations at least once a month for each

district. Record the same in liaison/coordination register.

- v. Maintain liaison with location head in order to ensure feel-safe, friendly and effective security services.
- vi. Collect intelligence information & forward it to the Authorized Officer.
- vii. Review the security deployment every month & suggest reduction wherever possible.
- viii. Ensure interchange of locations of guards to ensure that no guard stays at same location for more than 3 months.
- ix. Maintain data bank of security personnel with regards to their proficiency, conduct & effectiveness.
- x. Maintain discipline amongst security personnel & take disciplinary action against indiscipline security personnel.
- xi. Conduct Mock drill for firefighting and report the result to safety officer every month at all sites of the duty & report result to respective Security-in-charge for onward transmission to the Authorized Officer.

F. OUT BREAK OF FIRE

- i. On observing fire, shout –“Fire!”.
- ii. Try to extinguish fire by fire extinguisher.
- iii. Ask for help from people to fight fire.
- iv. Contact local fire station for immediate help.
- v. Inform the local police station for immediate help.
- vi. Inform security supervisor/ GRIDCO LTD. Official.
- vii. Assist fire-fighting personnel in fighting fire
- viii. On extinguishing fire, record details in security log book and inform all concerned about the same, who were informed earlier
- ix. Resume normal security duty after extinguishing fire.

G. THEFT/ DISORDER

ACTION BY SECURITY GUARD

- i. Investigate at-site to identify & isolate the thief till arrival of supervisor/ police.
- ii. Inform security supervisor, GRIDCO official & Authorized Officer.
- iii. Inform local police station for immediate help.
- iv. Assist police/GRIDCO official in investigation.
- v. Record details in security log book.
- vi. Continue to be alert & maintain discipline amongst security personnel.

1.9 Duration of Contract

The effective date of the contract for providing the aforesaid security personnel

shall be the date of the contract agreement made and would continue till completion of **03 (Three) years** from that date. This contract period can be further extended on the basis of satisfactory performance, requirement of the corporation subject to mutual consent. The Management of GRIDCO LTD., however, reserves the right to terminate the contract by giving **02 (Two) months' Notice** to the selected Security Agencies.

1.10 Instructions for Bid submission

A. Tenders shall be in Two Parts

The Tenderers are required to submit the tenders in two parts Part-I (Technical) and Part-II (Price Bid).

B. Opening of Bids.

- i.** The Part-I shall be opened on the date as mentioned in Tender Schedule. Bids will be opened in presence of the Tenderers or their authorized representatives [limited to one person only] on the due date of opening of tender. After scrutiny of the technical particulars and other commercial terms, clarifications, if required, shall be sought for from the bidders. The Tenderers shall be allowed 7 days' time for such activity.
- ii.** On receipt of technical clarification the bids shall be reviewed/evaluated and the bids not in conformity with the technical criteria/qualifying experience shall be rejected. If any of the technical proposals requires modification to make them comparable, discussion will be held with the participating bidders.
- iii.** The bidders are required to furnish sufficient information to establish their qualification/capability to deploy the security personnel. Such information shall include details of bidder's experience, its financial, managerial and technical capabilities.
- iv.** The price bids of the technically qualified and otherwise acceptable bids shall only be evaluated as per the norms applicable.

1.11 Eligibility for Submission of Bids:

Only those service providers who have deposited the cost of tender and EMD are eligible to participate in the tender.

1.12 Management's Right to Reject Bids.

The Management reserves the right to reject any or all of the tenders without assigning any reasons whatsoever.

1.13 Mode of Submission of Bids.

- (A) The bidder shall submit the bid in hard copy (in original) to "The Dy.General Manager (HRD), GRIDCO, Janpath, Bhubaneswar-751022. The bidder must ensure that the bids should reach the aforementioned address within the date and time indicated in the Tender notice. Bids submitted by any other mode will not be accepted.

The Bid shall comprise of three envelopes submitted separately, first one containing tender cost & EMD (or relevant proof of deposit), second one containing

the Technical Bid (along with supporting documents) and the third envelope containing the Price Bid. Each envelope should be duly marked on the outside as “Tender Cost & EMD”, “Techno-Commercial Bid” & “Price Bid” respectively. All the three envelopes shall be sealed and be kept inside a bigger envelope. All the inner and outer envelopes should have the name and address of the Bidder, Tender Notice No., and the authority to whom the Bid is being submitted clearly mentioned on the body of the envelope.

The envelope containing the Technical Proposal and Price Proposal shall bear a warning not to open before the time and date for the opening of the Bid Proposals.

GRIDCO reserves the right to reject any bid, which is not submitted/deposited according to the instruction, as stipulated in the notification. The participants to the tender should be registered under ODISHA GST Laws.

(B) Telegraphic or FAX tenders shall not be accepted under any circumstances.

1.14 Validity of the Bids

The tenders should be kept valid for a period of **180** days from the date of opening of the tender as notified in the tender notice failing which the tenders will be rejected.

1.15 Price

Bidders are requested to quote-‘FIRM’ Price. No deviation from FIRM PRICE will be entertained. Taxes & liveries should be clearly indicated in the Price Bid (Part-II).

1.16 Submission of Technical Bid & Documents to Accompany the Bid

The intending Bidders are required to submit the technical Bid in the prescribed format as in section IV of tender specification and also submit copy of the documents in Section-VI, along with the Technical Bid, **failing which their bids shall be summarily/ out rightly rejected and will not be considered for further evaluation.**

1.17 Submission of price Bid (Part-II) & Documents to Accompany Bid

The tenderers are required to submit the price bid in the prescribed format as in Section V.

1.18 Conditional Offer

Conditional offer shall not be accepted.

1.19 General Terms & Condition

- i.** In the event of discrepancy or arithmetical error in the schedule of price, the decision of the Management shall be final and binding on the Tenderer.
- ii.** For evaluation the price mentioned in words shall be taken if there is any difference in figure and words in the price bid.
- iii.** Notice inviting tender shall form part of this Specification.
- iv.** The price bids of the technically and otherwise acceptable bids shall only be evaluated. It should be distinctly understood that the part-II of the bid shall

contain only details/documents relating to price (as outlined in clause-1.15). Inclusion of any of the documents/information etc. shall render the bid liable for rejection.

1.20 Earnest Money Deposit (EMD)

i) The Technical Bid should be accompanied with an Earnest Money Deposit (EMD) of **Rs. 01 Lakh (Rupees One Lakh)** only, which is refundable without interest, in the form of Demand Draft / Pay Order or RTGS drawn on any scheduled commercial bank in favour of **GRIDCO Ltd.** payable at **Bhubaneswar** failing which the tender shall be rejected out rightly.

(ii) The Earnest Money Deposit in respect of the Bidder/Agency who do not qualify in the Technical Bid (First Stage) / Financial Bid (Second competitive stage) shall be returned to them without any interest after finalization of the Tender. In case of successful bidder, the E.M.D. amount will be returned to the bidder soon after the deposit of performance bank guarantee.

(iii) Local Micro and Small Enterprises (MSEs) as defined in Odisha MSME Development Policy, 2016/ Start-ups as defined under Odisha Start-ups Policy, 2016 are exempted from payment of Bid Security/ EMD in line with O.M. No. PT14-FIN-COD-MISC-0007-2019/14602/F dtd. 20.05.21 of the Finance Department, Government of Odisha. The local MSE/ Start-up should provide sufficient proof of registration/certificate under above mentioned policy within the first envelope marked "Tender Cost & EMD".

1.21 Security Deposit and Performance

(i) The successful Bidder will have to deposit a Security Deposit of **Rs. 02 Lakh (Rupees Two Lakh)**, in shape of **Demand Draft** or **Pay Order** issued by any **Scheduled Commercial Bank** in favor of **GRIDCO LTD.**, payable at **Bhubaneswar** or in the form of Bank Guarantee (B.G) of equivalent amount from any Scheduled Commercial Bank drawn in favor of GRIDCO Ltd. payable / en-cashable at Bhubaneswar covering more than two months over and above the entire contract period. The same shall be submitted by the agency during office hours to the Office of DGM (HRD).

(ii)The BG/Demand Draft is to be submitted within 15 days from the issue of purchase /work order. On submission of such Bank Guarantee/Demand Draft, EMD of successful bidder / agency will be refunded without any interest.

(iii) Local Micro and Small Enterprises (MSEs) as defined in Odisha MSME Development Policy, 2016/ Start-ups as defined under Odisha Start-ups Policy, 2016 are allowed concessional payment of performance security @25% of the value of Performance Bank Guarantee on being selected in the bidding process in line with O.M. No. PT14-FIN-COD-MISC-0007-2019/14602/F dtd. 20.05.21 of the Finance Department, Government of Odisha.

- 1.22** The rates of wages of different category of Security personnel as per the rates of minimum wages prescribed by the Government of Odisha from time to time under the Minimum Wages Act, 1948 and rules made there under.
- 1.23** The Service Charges, rate of wages, statutory dues and other allowances etc. under the labour laws and other laws payable by the employer (the bidder) should be indicated in detail. The service charges should be quoted complying with the O.M. No. FIN-COD-RULE-0001-2018/19595/F dated 11.07.2023 of the Finance Department, Govt. of Odisha.
- 1.24** The Bidder / Agency shall submit the monthly bill to D.G.M (HRD) in respect of Manpower deployed after making payment to deployed personnel for the previous month along with the documents within **15th** of the succeeding month.
- 1.25** No other dues on any account shall be payable by the GRIDCO LTD. except Statutory dues and the Service Charges agreed upon.
- 1.26** The bidder having sufficient experience and resources and fulfilling all eligibility criteria, quoting the lowest rate shall be selected. However, GRIDCO reserves the right to select any bidder taking into account their experience, expertise, resources and requirement of GRIDCO as found suitable and determined by the Tender Committee.
- 1.27** On award of the contract, the Bidder is required to obtain License from Licensing Authority in Form VI under Rule 25 (I) of Orissa Contract Labour (R&A) Rules 1975 before deployment of Security personnel failing which the award of contract shall be cancelled.
- 1.28** If it is found that any amount is payable by the successful Bidder towards wages, allowance and statutory dues in respect of the Security Personnel or any loss of GRIDCO property, the same shall be adjusted from the Security Deposit to the extent of the amount so determined reserving the right to recover the deficit amount through other modes of recovery, including the right to **terminate the agreement** by giving **02 months' Notice**.
- 1.29** The successful Bidder shall be solely and exclusively responsible for engaging their Security personnel. GRIDCO will have no liability whatsoever concerning the employees of the Bidder. The Bidders shall have to make regular and full payment of all wages and allowances to its workers/employees by due date, including statutory dues, etc. It shall also indemnify GRIDCO LTD. against all losses, damages caused to any commission and omission on the part of the Security personnel deployed by it.
- 1.30** The agreement is terminable by giving **two months' Notice** from either side during the period of agreement. In case where the successful Bidder commits any breach of the terms and conditions, the agreement can be **terminated without Notice and in that event the Security Deposit shall be forfeited**.

- 1.31 Evaluation of Tender:** - The Tender shall be evaluated at the Corporate Office and the job may also be split among more than one Tenderer for any particular item if considered necessary in the interest of the Management. GRIDCO LTD. may alter the number of security personnel at the time of placing orders. Initially the order may be placed for lesser numbers with full freedom to place extension orders for further quantity under similar terms and conditions of the original orders.
- 1.32** The Bidder shall **undertake** not to **sublet** the work order to other Security Agencies.
- 1.33** The Bidder shall undertake to abide by the terms and conditions appended to this instruction on being successful in the bid.
- 1.34** GRIDCO LTD. reserves the right to **reject all Tenders without assigning any reason whatsoever** and the decision of the GRIDCO Management shall be final and binding on all the Bidders.
- 1.35** The Price Bid of only those tenderers will be opened who qualify in Technical Bidding only.
- 1.36** The number of guards mentioned for the office may change while making deployment as per the requirement of the organization.
- 1.37** The agency will be liable to cover the guards under Employees Compensation Act wherever the ESI scheme is not applicable and will settle the dues as may be applicable before the Appropriate Authority.

SECTION-II

TERMS & CONDITIONS

1.41 GENERAL

1. General terms & conditions are as follows:

- a. The Agreement shall commence after the date of issue of offer of deployment order and shall continue **till completion of three (3) years** from the date of agreement unless it is curtailed or terminated by the authority owing to deficiency of service, quality of manpower deployed, breach of contract etc. or change in requirements. This contract period can be further extended on the basis of satisfactory performance, requirement of the corporation subject to mutual consent.
 - b. The Agreement shall automatically expire on completion of Three (3) years from the date of agreement for engagement of the Security personnel unless extended further by the mutual consent of the Bidder /Agency and the Authority of GRIDCO.
 - c. The Agreement may be extended, on the same terms and conditions or with some additions / deletions / modifications, for a further specific period as mutually agreed upon by the Bidder / Agency and the Authority of GRIDCO.
 - d. The Bidder / Agency shall not be allowed to transfer, assign, pledge or subcontract its rights and liabilities under this Agreement to any other Agency or Organization by whatever name be called without permission of the Authority of GRIDCO.
 - e. The requirement of the Security personnel may further increase or decrease marginally, during the period of initial contract also and the Bidder / Agency would have to provide additional manpower services, if required, on the same terms and conditions.
2. The Bidder / Agency will be bound by the details furnished by it to the Authority of GRIDCO while submitting the tender or at subsequent stage. In case, any of such documents furnished by the Bidder / Agency is found to false, it would be deemed to be **breach of contract & liable for legal action** besides **termination of the Agreement without notice and with forfeiture of Security Deposit**.
3. The Authority of GRIDCO reserves the right to terminate the Agreement during initial period also after giving two months' notice to the Bidder / Agency.
4. The Security personnel deployed shall be required to report for work as per the direction issued by the Authorized Officer.
5. The Bidder / Agency shall nominate/authorize person who shall be responsible for immediate interaction with the Authorized Officer where the personnel are to be deployed so that optimal services of the persons deployed could be availed without

any disruption.

6. The entire financial liability in respect of Security personnel deployed in the Corporate Office / Liaison Offices/locations under its control will in no way be liable to GRIDCO LTD. It will be the responsibility of the Bidder /Agency to pay to the person deployed a sum not less than the minimum rate quoted in the financial bid and adduce such evidence on monthly basis as may be required by the Authority of GRIDCO LTD.
7. For all intents and purposes, the **Agency** shall be the “**Employer**” within the meaning of different Rules & Acts in respect of Security personnel so deployed. The persons deployed by the Bidder / Agency shall not have any claim whatsoever like employer and employee relationship against the Authority of GRIDCO LTD.
8. The Bidder / Agency shall be solely responsible for the redressal of grievances or resolution of disputes relating to Security personnel. The Authority of GRIDCO LTD. shall, in no way, be responsible for settlement of such issues whatsoever.
9. The Authority of GRIDCO LTD. shall not be responsible for any financial loss or any injury to any Security personnel deployed by the Bidder / Agency in the course of their performing the functions/duties, or for payment towards any compensation.
10. The agency shall ensure that the security personnel deployed is healthy and as per eligibility criteria. The agency will get their antecedents; character and conduct of individual security personnel verified by respective local police before deployment and shall produce the same before the Authorized Officer of GRIDCO LTD.
11. The Security personnel deployed by the Bidder / Agency shall not claim nor shall be entitled to pay, perks and other facilities admissible to regular / confirmed employees during the currency or after expiry of the Agreement.
12. In case of **termination** of this **Agreement** on its expiry or otherwise, the Security personnel deployed by the Bidder /Agency shall **not be entitled to and shall have no claim** for any **absorption** in regular or other capacity.
13. The Security personnel deployed shall not claim any benefit or compensation or absorption with the Authority of GRIDCO LTD. under the provision of rules and Acts. Undertaking from the person deployed to this effect shall be required to be submitted by the Bidder / Agency.
14. The Bidder / Agency must be registered with the concerned Govt. Authorities, i.e. Home Department, Provident Fund Authorities, Employees State Insurance Corporation etc., and a copy of the registration should be submitted. On award of the contract, the Bidder / Agency shall comply with all the legal requirements for obtaining License under Contract Labour (Regulations and Abolition) Act, 1970 * at his own part and cost.
15. The Bidder / Agency shall provide a substitute well in advance if there occurs any probability of the Security personnel leaving the job due to his own personal reasons. The payment in respect of the overlapping period of the substitute shall be the responsibility of the Bidder / Agency. The Bidder / Agency shall be responsible for contributions towards Provident Fund and Employees State Insurance, wherever applicable.

16. The Security personnel deployed by the Bidder /Agency should have good police records and no criminal case should be pending against them.
17. The Security personnel deployed should be polite, cordial and efficient while handling the assigned work and their actions should promote good will and enhance the image of the GRIDCO LTD. The Bidder /Agency shall be responsible for any act of indiscipline on the part of the Security personnel deployed.
18. The agency shall neither deploy nor withdraw any security personnel at any time without approval of Authorized Officer. In case of separation of any existing security person due to resignation/termination/death or any other reason whatsoever the same needs to be substituted as per eligibility criteria.
19. A senior level representative of the Agency shall visit the site of deployment at least fortnightly/monthly and review the service performance of its personnel. During the weekly visit, Agency's representative will also meet the Authorized Officer for mutual feedback regarding the work performed by the personnel deployed and for removal of deficiencies, if any, observed in their working. Such mutual feedback must be documented diligently.
20. The Bidder /Agency shall also supply other equipment to the Security personnel at its own cost and expenses.

PAYMENT TERMS:

- i.** The agency shall maintain proper records of his security personnel attendance. A copy of the duty rotation duly signed, EPF deposit proof, ESI deposit proof shall be submitted to GRIDCO along with invoice. However ESI contribution may be applicable if the work place is covered / notified under ESI. If ESI is not applicable in the particular work place Insurance coverage under Employee Compensation Act, 1923 shall be insured.
- ii.** The agency shall maintain statutory registers, submit return to the appropriate authority etc.
- iii.** The wage of all security personnel deployed by the agency at various locations shall be made by the agency through Bank only and credited by 7th of the succeeding month before submitting the bill of service for payment. The Bank Account particulars of all the security personnel shall be submitted to respective unit head.
- iv.** The agency will keep GRIDCO LTD. indemnified against any claims/disputes arising between the agency and its Security personnel deployed at various locations. The agency and the Security personnel shall not be permitted to involve themselves in any type of strike, rally, bandh or dharana held during the contract period and in the event of any such involvement of the Security Agency and their Security personnel in such activities, action will be taken against the agency like removal of the agency from the list of the security providers/such security employees will not be

taken further on duty/ contract will be terminated and consequential forfeiture of bid security already deposited against the contract.

- v.** The agency has to submit adequate documentary proof of payment of wages to the manpower deployed through Bank along with their attendance statement before submitting bill of service to GRIDCO for the first month.

For subsequent months, the agency has to submit adequate documentary proof of payment of wages, attendance statement for current month and proof of depositing EPF, ESI contribution and GST of preceding month to the concerned authority along with bills. Documentary proof of EPF, ESI contribution of preceding month should be in individual name of manpower deployed. The contractor will submit an affidavit that they have deposited the EPF and ESI Contribution of actual numbers of personnel in concerned authorities mentioned in the bill and all the manpower deployed have been issued with Wage Slip with full details in all respect as specified for the month they claimed for the payment.

- vi.** The agency shall submit a detailed check list and certificate along with each bill to the effect that payments have been made to the security personnel as per the approved wages, acquaintance roll complying with all Labour Laws /obligations. In order to confirm the correctness of payment, the agency has to submit adequate documentary proof of payment of wages through Bank, depositing EPF, ESI contribution and service tax/GST of preceding month to the concerned authority along with bills. Documentary proof of EPF, ESI contribution should be in individual name of security personnel. It is the responsibility of the security agency to issue wage Slip to the security personnel with full details in all respect as specified for the month they claimed for the payment.

- vii.** The agency shall ensure full compliance with Tax laws of India with regard to the contract and shall be solely responsible for the same.

- viii.** There would be no increase in rates payable to the agency during the Contract period except reimbursement of the incremental wages, statutory dues & taxes paid by the agency consequent upon revision of wages, statutory dues & taxes by the appropriate Government.

- ix.** The agency shall be solely liable for all payment/dues of the security personnel employed and deployed by them. The agency shall fully indemnify GRIDCO LTD. of the concerned units against all the payments, claims, and liabilities whatsoever incidental or directly arising out of or for non-compliance with or enforcement of the provisions of any of the labour or other laws to the extent they are applicable to establishment /work premises.

- x.** The agency shall submit their Tax invoice as per the check list and certificate along with each Tax invoice to the effect that payment have been made to the employees as per the approved rate of wages, acquaintance roll and all Labour

Laws / obligations have been complied.

- xi.** The contractor has to submit adequate documentary proof of payment of wages through Bank, depositing EPF, ESI contribution and GST of preceding month to the concerned authority along with bills. Documentary proof of EPF, ESI contribution should be in individual name of security personnel. The contractor will submit an affidavit that they have deposited the EPF and ESI Contribution of actual numbers of personnel in concerned authorities mention in the bill and all the security personnel have been issued with Wage Slip with full details in all respect as specified for the month they claimed for the payment.
- xii.** The agency shall completely fill up the **Check List for Statutory compliance** (Enclosed as above) and submit along with the bill.
- xiii.** The agency shall submit professional tax challan and list if applicable.
- xiv.** **Bill:-** The Agency should submit the bill of service to the Authorized Officer by **15th** of the succeeding month. The bill of service should be submitted in two parts: one part for reimbursement of wages (including EPF contribution, ESI contribution and food allowance) paid to deployed personnel and another invoice claiming service charges.

The following documents are to be submitted along with the bill, in the absence of which, bill cannot be processed for payment:

- a) Pay acquaintance duly received by the deployed personnel and duly signed by the Authorized Officer on the body of the acquaintance. In case of payment of wages made through the bank account of concerned manpower, the copy of bank statement duly acknowledged by the bank and the proof of debit of the amount from the account of the agency shall be submitted to GRIDCO.
 - b) Documents towards deposit of EPF & ESI (if applicable) of the previous month.
 - c) Certification of Authorized Officer towards satisfactory performance.
 - d) The agency shall raise the bill, in triplicate along with attendance sheet duly verified by the Authorized Officer in respect of the personnel deployed and submit the same to the authority by the first week of the succeeding month.
 - e) If required a requisite portion of the bill or whole of the bill amount shall be held up or appropriate penalty / fine may be imposed till submission of the proof of deposit of statutory dues of last month.
- xv. No advance amount shall be paid to the bidder / agency. Payment of wages to the deployed personnel by the agency is no way linked with the release of pending bills of the contractor / agency by GRIDCO.**

CHECKLIST FOR STATUTORY COMPLIANCES BY THE AGENCY

Name of the Contractor / Agency: - M/S

Location:

Work Order No. :

Bill for the month of :

Invoice No & Date:

Amount Claimed:

Sl. No.	Description	Status (Yes / No)	Remarks
01	Labour License (Form -VI),(Validity & Date) with License No.		
02	License Strength / Deployment Strength	LS: /DS:	
03	Muster Roll (Form – XIV of Orissa CL (R&A) Rules 1975)		
04	Wage Sheet (Form – XV of Orissa CL (R&A) Rules 1975)		
05	Actual Man days in the Bill		
06	Minimum Wages Payment		
07	EPF Contribution payment with Transaction ID No. (Wage month & Return month)		Date:
08	ESIC Contribution Payment with Transaction ID No. (Wage month & Return month)		Date:
9	Individual ESIC Nos. list along with payment details duly certified by the contractor along with downloaded statement from ESIC site (ECR).		
10	Individual EPF Nos. list along with Payment details duly certified by the contractor along with downloaded Statement from EPF site (ECR).		
11	Accident / Theft Report (if any)		
12	Details of wage processed and payment mode		
13	(A) No. of Outsourced employees' Wages Processed		
	(B) No. of outsourced employees paid through Bank		Date:
	(C) No. of Outsourced employees' Wages not paid with reason		Date:
	(D) Acknowledgement copy of Bank Statement		
	Un-Paid Wages list – Last month		
14	National Holidays payment as and when it falls		
15	Insurance coverage (G_AP-5lacs)		

Certified that the under signed is solely liable for all payment / dues of the security personnel and timely complied deposit of Statutory Contribution of EPF & ESI

against the guards deployed at _____ GRIDCO LTD. during the month & year of _____.

Countersigned by concerned

Signature with seal

Authorized Officer

MD / Owner of the Agency

1.42 LEGAL

Labour License:

- i.** Before execution of work the agency/contractor shall obtain License in Form-VI under Rule 25 (1) of The Orissa contract labour (R &A) Rules 1975.
- ii.** Agency/contractor shall apply for Form V to GRIDCO LTD. for obtaining valid labour license from appropriate government (state Govt.) and submit the same immediately.
- iii.** In case the number of employee desired to be deployed by the contractor against the contract during execution exceeds the number of employees allowed in the license then the contractor shall notify the change in the number of workmen to licensing officer and obtain amended license accordingly.

1.43 Insurance:

Insurance of each guard and compensation policy as per Employees Compensation Act, 1923 is a must where ESI is not applicable, which shall be ensured by the Agency and indemnify GRIDCO LTD. for any liability to pay compensation.

1.44 Appointment Related:

- i.** The Agency shall submit the following to the Authorized Officer of GRIDCO LTD.:
 - The detail profile of the security personnel to be deployed.
 - Character certificate issued in form-III (under Orissa Private Security agencies Rules 2009.
 - Copy of employment card issued by contractor/agency to his own worker. (Form X as per Rule 75 (1) of Orissa Contract Labour (Regulation and Abolition) Rules, 1975) as in Annexure-A.
- ii.** After submission of documents the contractor shall issue photo identity card to the employee and submit to HRD department.
- iii.** The Agency shall maintain a register of persons employed by him in the format prescribed under Rule 74 of Orissa Contract Labour (Regulation and Abolition) Rules 1975. A copy of this format is attached in Annexure- B (Form IX)

1.45 Attendance and Payment of Wages:

- i. Contractor should maintain attendance register by recording daily attendance duly signed by both Agency/contractor and workmen/guard in form XII, muster roll under Orissa CL(R&A) Rule, 1975.
- ii. Statement of Wages of worker/guard deployed by him/her in form XIII under Orissa Contract Labour (Regulation and Abolition) Rule, 1975.
- iii. The Agency shall issue wages slip in Form XV under Rule 77 (2) of Orissa CL(R&A) Rule, 1975 at least a day prior to disbursement of wages.
- iv. The Agency shall make payment to his employees before the expiry of 7th day after the last day of the wage period in respect of which the wages are payable, through bank account for better and smooth disbursement of wages.
- v. Payment of wages to the security personnel by the agency is no way linked with the release of pending bills of the contractor/ agency by GRIDCO LTD.

1.46 Provident Fund:

- i. The Agency shall get independent EPF code before deployment of his guard against work contract.
- ii. The Agency shall allot PF account number, UAN number and get the nomination form, duly filled in, from each guard deployed by him at the time of joining.
- iii. In case the guard already has PF account number, allotted to him, previously, then the contractor shall get the transfer form filled up at the time of joining and send to the office of concerned Regional Provident Fund Commissioner Office.
- iv. After termination of the guard, the agency shall provide due assistance to the guard for withdrawal of PF amount, when due.
- v. The EPF contribution in respect of any employee shall be deposited on or before 15th day of the following month in which the wages fall due or as and when amended. The existing wage limit for coverage under EPF & MP Act, 1952 is Rs. 15,000/-.

1.47 Contribution:

- i. Present Rate of Employee's Contribution- 12% of Basic Wages paid or as and when amended.
- ii. Present Rate of Employer's Contribution – 13% of Basic Wages paid including administrative charges or as and when amended.
- iii. The Agency shall submit annual returns in Form- 6A and Form- 3A, prescribed under statutory EPF scheme, 1952, in respect of each guard deployed by him with a copy to HRD department.

1.48 Employees State Insurance:

- i. The agency should allot ESI account number and get the nomination form, duly filled in, from each employee deployed by him at the time of joining.
- ii. At the time of joining the contractor shall get the self/family registration form filled by the workers and submit to the local ESI office.
- iii. The agency shall facilitate collection of ESI cards for the insured persons.
- iv. As applicable by Government, existing wage limit for coverage under ESI Act, 1948 is Rs. 21,000/- w.e.f 01.01.2017.
- v. The ESI contribution in respect of any employee shall be deposited on or before 15th day of the following month in which the wages fall due or as and when amended.

1.49 ESI contributions:

- i. Employee: 0.75% of Gross Wages or as and when amended.
- ii. Employer: 3.25% of Gross Wages or as and when amended.
- iii. The Agency shall submit annual returns in Form-6 prescribed under ESI scheme 1952, of guards deployed by him with a copy to HR and Finance Department.

1.50 The other statutory payments:

The Agency shall pay other statutory dues like Leave Encashment, Bonus, Maternity benefit etc. as per provision of respective Acts & Rules upon payment of the amount to their employees, the same shall be reimbursed by GRIDCO LTD. to the agency.

1.51 The contractor shall produce the following Registers and forms as per Orissa contract Labour (R&A) Rules, 1975 for verification to Chief Security Officer.

- a) Form IX- Register of Workmen employed by the agency/contractor. (Rule 74)
- b) Form X- Employment Card issued by agency/contractor. (Rule 75)
- c) Form XII- Register of Muster Roll. (Rule 77(2)(a))
- d) Form XIII- Register of Wages. (Rule 77(2)(a))
- e) Form XV- Wage Slip. (Rule 77(2)(b))
- f) Form XVI- Register of deduction for damages or loss. (Rule 77(2)(d))
- g) Form XVII- Register of fines. (Rule 77(2)(d))
- h) Form XVIII- Register of advances. (Rule 77(2)(d))
- i) Form XX- Return to be sent by the agency to licensing officer. (Rule 81) (1)

1.52 Bonus

The agency shall be liable to pay statutory bonus under Payment of Bonus Act, 1965 and rules made there under as applicable for such contracts, the same shall be reimbursed by GRIDCO LTD. to the agency.

1.53 Leave with wages to their employees

- i. Guidelines as per Orissa Contract Labour (R&A) (Conditions of Service) Rules 1975 shall be strictly adhered with regards to crediting/availing of leave of absence. Register as prescribed under said rules shall be maintained by the agency/contractor.
- ii. Payment of Leave with wages shall be allowed to security personnel as per the provisions contained in above Rules.

1.54 National Holidays

- i. Every workmen employed by the agency/contractor shall be entitled to 4 National holidays with wages which shall include 26th January, 1st May, 15th August & 2nd October.
- ii. A workmen would be entitled to the National Holidays if he has put at least 15 days of work during the calendar year and has been on roll a day prior to the holiday.

1.55 Other terms and conditions under Legal Provisions

- i. GRIDCO LTD. shall not be liable for any compensation whatsoever in the case of accident/injury to the person employed by the agency. Agency shall pay all claims/compensation/damages/penalty/fine or any amount payable to the individual/authorities payable due to accident/injury to the person employed by the agency and shall indemnify GRIDCO LTD. for any liability to pay under any applicable acts or rules and furnish duly signed indemnity bond (in Annexure E).
- ii. GRIDCO LTD. will not, in any manner be responsible for any act, omission or commission of the guards by agency and no claim in this respect will lie against GRIDCO LTD. If such claim is made against GRIDCO LTD. by any guard or his heirs engaged/employed by the agency, which GRIDCO LTD. is obliged to discharge by virtue of any statute or any provision of law and rules due to mere fact of the guards of the Agency working at GRIDCO LTD. premises or otherwise, the agency will be liable to indemnify/reimburse GRIDCO LTD. all the money paid in addition to the expenses incurred by him. The agency must indemnify and keep indemnified GRIDCO LTD. against all losses and claims for injuries or damage to any person or property whatsoever which may arising out of or in course of the operation of the contract and against all claims, demands, proceedings, damages, cost, charges and expenses whatsoever in respect of contingencies depicted herein shall be deemed as expected risk.
- iii. The agency will comply with all provisions regarding licensing, welfare and health, procedure, maintenance of various records and register etc., as provided under the

Contract Labour (R&A) Act, 1970, rules amendments, orders, notifications there under issued by the appropriate government from time to time. For non-compliance of any provisions, statutory compliance under law, the agency shall be responsible for penalties levied by the appropriate authority under the Acts. The Agency shall be liable to comply with the following Acts:

- Minimum Wages Act, 1948
- Payment of Bonus Act, 1965
- Factories Act, 1948
- Employees Compensation (Amendment) Act, 2017 (erstwhile Workmen Compensation Act, 1923)
- Payment of Gratuity Act, 1972
- All other statutory provisions related to contract labour.

- iv.** The Security activities shall be supervised by the agency or any authorized representatives on day to day basis.
- v.** The Agency shall compensate GRIDCO LTD. for any loss or damage to the property, material of GRIDCO LTD. due to his guards/representatives negligence or otherwise during execution of work.
- vi.** Security deposit will be released on submission of following certificates from departments mentioned as under:
 - Completion of work and certification of payment of minimum wages to employees from contracting department.
 - Certificate of compliance of labour laws from contracting department and verified by HRD department.
 - Certificate of payment of bonus by contracting department and verified by HRD department.
 - No dues certificate from contractor regarding GST payment & any other dues liable to be remitted by agency under Financial Laws, from Finance Department.
 - In case of non-satisfactory performance of the agency, GRIDCO LTD. shall have the right to forfeit the security deposit. In case of any dispute decision of concerned Head of the department shall be final.
- vii.** The Tax deduction at Source (T.D.S.) shall be done as per the provisions of Income Tax Act/Rules, as amended, from time to time and a certificate to this effect shall be provided by the D.D.O / Unit Heads as the case may be of GRIDCO LTD. where the Security personnel are to be actually deployed.
- viii.** Tax deduction under GST shall be made as applicable.
- ix.** In case, the Bidder /Agency **fails to comply** with any liability under appropriate

law, and as a result thereof, the Authority of GRIDCO LTD. is put to any loss / obligation, **monetary or otherwise**, the Authority of GRIDCO LTD. will be entitled **to get itself reimbursed** out of the **outstanding bills** or the **Security Deposit** of the Bidder /Agency, to the extent of the loss or obligation in monetary terms.

- x.** The Bidder /Agency shall also be liable for depositing all taxes and statutory dues etc. on account of service rendered by the Agency to the concerned tax collection and statutory authorities, from time to time, as per the rules and regulations in the matter. Self-attested photocopies of such documents shall be furnished by the firm/agency to the concerned Authority of GRIDCO LTD.
- xi.** The **Agreement is liable to be terminated** because of non-performance, deviation of terms and conditions of contract, non-payment of remuneration of employed persons and non-payment of statutory dues. The Authority of GRIDCO LTD. will have no liability towards non-payment of remuneration to the Security personnel deployed by the Bidder / Agency and the outstanding statutory dues of the Bidder / Agency to statutory authorities. If any **loss or damage** is caused to the Authority of **GRIDCO LTD.** by the **Security personnel** deployed, the same shall be **recovered** from the **unpaid bills or adjusted** from the **Security Deposit**. In the event of loss is more than the Security Deposit and unpaid Bills, the Bidder / Agency shall be liable to pay the excess amount.
- xii.** Any dispute(s) or difference(s) arising out of or in connection with the Contract shall, to the extent possible, be settled amicably between the parties. In case the dispute cannot be settled amicably, it may be referred to the sole **Arbitrator** to be appointed by the **MD, GRIDCO LTD., Janpath, Bhubaneswar-751022** and his decision in the matter on the dispute shall be final and binding to both the parties.
- xiii.** The following documents should be submitted while submitting the bills every month:

 - a) Invoice in triplicate mentioning the Order No. and date of GRIDCO LTD. for such engagement with certificate regarding wage remittance within 15th of the succeeding month. The invoice should be submitted in two parts: one part for reimbursement of wages (including EPF contribution, ESI contribution and food allowance) paid to deployed personnel and another invoice claiming service charges.
 - b) Copy of ECR (Electronic Challan-cum-Return) of the EPF &ESI deposited for previous month & transaction ID nos.

- c) Statement of attendance (Form XII as per Rule 77 (2) (a) of Orissa Contract Labour (Regulation & Abolition) Rules, 1975) with certification of Authorized Officer of GRIDCO LTD.
- d) Wage summary (in Form XIII as per Orissa Contract Labour (Regulation & Abolition) Rules, 1975) (Rule 77(2) (a) indicating details of the person engaged (name, wage paid, PF account No, ESI ID No, PF & ESI deposited for the month along with documentary evidence for payment of wages with certification of both agency/contractor and authorized signature of GRIDCO LTD.

The contractor / Agency shall also submit the following documents via Email to the concerned D.D.O for verification and records. :

1. Monthly return of ECR (P.F deposit) in PDF format & transaction ID regarding successful deposit of EPF dues
 2. Monthly return of ECR (ESI deposit) in PDF format & transaction ID regarding successful deposit of ESI dues.
- In case of any discrepancy observed in the bill the same shall be intimated to the agency thereafter the agency will be given fifteen days' time to resubmit the bill/correct/comply the non-compliances.
 - The agency shall have no claim whatsoever against GRIDCO LTD. for any loss / damage caused to the contractor / Agency by reasons of war, riot, commotion, disturbance, pestilence, epidemical sickness, strike, lockout, earthquake, fire, storm, flood, explosion or any change in the nature, breakdown of plant or machinery for whatever reasons.

The contractor / Agency shall resume the work as soon as such accountability has ceased to exist of which the Management of GRIDCO LTD. shall be the sole judge. If the performance in whole or part any terms / obligations under the contract is prevented or delayed by any such eventuality for a period exceeding **seven days**, the contract may be terminated at the discretion of the executants of **GRIDCO LTD..**

1.56 Price Reduction Schedule

If the service provider fails to provide uninterrupted service specified in the contract including any time extension granted thereto, GRIDCO LTD. shall recover from the service provider by way of price reduction schedule as per the followings:

- i. Non-compliance of applicable statutory Provisions:** The Agency will be levied price reduction schedule in case of non-compliance of provisions of various statutory Acts / Rules/Guidelines governing such contracts and engagement such as the Employees Provident Fund and Miscellaneous Provisions Act 1952, the Employees' State Insurance Act 1948, the Payment of Wages Act 1936, the Minimum Wages Act, 1948, the Workmen's Compensation Act 1923, the Contract Labour (Regulation & Abolition) Act 1970 etc. at the penal rates stipulated in the respective Acts.
- ii. Supply of requisite Manpower:** The Agency will be levied price reduction schedule for effective man-hour loss i.e. failure in arranging requisite manpower for requisite period for requisite service. Such price reduction schedule will be charged at double the rate of wages of the applicable category of manpower for the duration of the man hours lost.
- iii. Delay in Payment of wages:** In case of non-payment of wages to the Private Security Guards by the Agency within 7th day of wage/salary period, GRIDCO LTD. will deduct a penalty @ 5% of the total monthly service bill of the agency.
- iv.** The agency must ensure that no deductions, other than those permissible by law, are made from the wages of the Security Personnel and appropriate amounts of ESI and PF contributions are paid to the concerned authorities. In case of non-adherence to this provision, the Service Charges in respect of the concerned Private Security Guard (s) for that/those month(s) will not be paid to the agency. Repetition of such acts for three occasions may lead to termination of contract for default for that particular unit or all the units under the concerned Controlling Office or the contract as a whole.
- v. Loss of Materials:** The Agency or his employees, while performing his service utilizing the goods supplied by GRIDCO LTD., should ensure that the goods, accessories, materials and equipment's etc. are not damaged in the process of carrying out the services undertaken by them and the Agency shall be responsible for acts of commission, omission and unlawful activities on the part of his staff. In case of any loss that might be caused to GRIDCO LTD. due to lapse on the part of the Private Security Guards discharging security responsibilities will be borne by the Agency and in this connection, GRIDCO LTD. shall have the right to deduct appropriate amount from the bill of contracting agency to make good such loss to GRIDCO LTD..
- vi. Theft / Pilferage:** In case of any theft or pilferages, loss or other offences occurred, then GRIDCO LTD. shall have the right to deduct appropriate amount from the

bills / performance security deposit of the agency to make good the loss to GRIDCO LTD. and / or impose suitable penalty, as deem fit.

- vii. Non Supply or non-use of Uniform and Accessories:** In case of failure on the part of the agency to arrange Photo Identity Cards, uniform and other accessories to the Private Security Guards or if the latter are found not using them, no payment will be made against the performance of duties on those days by those Guards.
- viii. CONFIDENTIALITY:** Any violation of confidentiality of GRIDCO LTD. business matters may attract penal actions against the agency as may deem fit and in commensurate with the loss incurred by GRIDCO LTD.
- ix.** The Agency shall be solely liable for all payment/dues of the personnel employed and deployed by it. The Agency shall fully indemnify GRIDCO LTD. against all the payments, claims, and liabilities whatsoever incidental or directly arising out of or for compliance with or enforcement of the provisions of any of the labour or other laws to the extent they are applicable to establishment /work in GRIDCO LTD. premises/facility.
- x. RIGHTS OF GRIDCO LTD.**
 - a) The Management of GRIDCO LTD. will have every right to ensure that the wages are disbursed to the workmen/employees of the Agency through Aadhar Linked Bank Account (ECS).
 - b) The Management of GRIDCO LTD., shall also have the right to recover/deduct from any money due to the Agency, any sum required or estimated to be required for making good the loss suffered by a workers by reason of non-fulfillment of the conditions of the contract for the benefit or believed to be for the benefit of the workers, non-payment of wages or deduction made from his or their wages, which are not authorized or justified by the terms of the contract or non-observance of the Rules, Regulations and/or by way of fulfillment of any obligations on the part of the Agency for strict observance of the statutory provisions of the aforesaid laws.
 - c) If the Management of GRIDCO LTD. or any authorized person or any officer acting on his behalf demands the removal of any of the Private Security Guards, the Agency shall do so forthwith. The decision of Authorized Officer shall be final & binding on the Agency and GRIDCO LTD. shall in no way be liable for any consequences of such removal for which the Agency will be fully responsible.
 - d) The decision of GRIDCO LTD. in regard to interpretation of the Terms & Conditions of the order and the Agreement shall be final and binding on the Agency.

SECTION-III

1.36 TECHNICAL REQUIREMENTS FOR THE TENDERING AGENCIES

The tendering Agencies should fulfill the following technical specifications:

- i.** The registered office or one of the branch offices of the Agencies should be located at Bhubaneswar.
- ii.** Bidding in form of Joint Venture is allowed given that the lead partner takes the responsibility in writing to ensure that the services are provided along with necessary compliances.
- iii.** The Bidder should have valid license in Form-VI of the Odisha Private Security Agencies Rules, 2009. The agency should have adequate training facilities/faculties and requisite security training equipment as evidenced by an undertaking in this regard from the Controlling Authority (as prescribed in Odisha Security Agencies Rules, 2009).
- iv.** The Bidder must have at least 3 (three) years' experience in providing minimum 300 Security personnel in a year and out of which minimum 100 Security personnel should be in a single contract in Government Departments, Public Sector Undertakings, reputed corporate, organization and Autonomous body etc. for the purpose they must have in possession of Labour License (in Form – VI) under the Contract Labour (R&A) Act, 1970 in support of their claim of three years experiences and certificate of Principal Employer regarding engagement of Agency as Security Service Provider;
- v.** The Bidder must have their own Bank Account.
- vi.** The Bidder must have registered with Income Tax and GST Departments.
- vii.** The Bidder must be a regular IT return filer. Copy of IT returns acknowledged for the last three financial years 2020-21, 2021-22 & 2022-23 must be enclosed.
- viii.** The Bidder must have registered with appropriate authorities under EPF & MP Act, 1952 & Employee State Insurance Act, 1948.
- ix.** **The Bidder should have minimum average annual turn-over of more than Rs. 1 Crore for last three consecutive years by providing security services only** which will be determined from the Audited Balance Sheet and Profit & Loss Account. The Bidder should be a profit making one in the preceding two financial years.
- x.** The bidder should pay the valid minimum wage to the security guards and supervisor as applicable.
- xi.** The Bidder must provide its Bank details along with IFS code, Branch Code that is RTGS details along with a crossed cheque.
- xii.** The Bidder must submit solvency certificate.
- xiii.** All the pages of the tender documents should be signed by the bidder or his/its Authorized signatory. In case the tender documents are signed by the authorized signatory, a copy of the power of attorney/authorization may be enclosed along with tender.
- xiv.** A copy of the terms and conditions shall be signed on each page and submitted with the technical bid as token of acceptance of terms and conditions.
- xv.** There shall not be any criminal case pending against the company / firm / Agency and shall not have been blacklisted.
- xvi.** The Bidder shall have to comply with the Contract Labour Management System (CLMS).

1.37 Eligibility Criteria

The bidders shall meet the following minimum eligibility requirement through supporting documentation to qualify for participation in the bidding process:-

Description of Criteria		Required Supporting Document
<u>Technical Criteria</u>		
A	The bidder shall necessarily be a legally valid entity with minimum 3 (three) years of experience in providing similar services by the last date of submission of the bid.	Attested copy of Certificates of incorporation issued by the respective registrar of Agency/ firms / companies along with copy of MoA and AoA / Other documents indicating business in similar services.
B	The Bidder must have 3 (three) years' experience in providing minimum 300 Security personnel in a year and out of which minimum 100 Security personnel should be in a single contract in Government Departments, Public Sector Undertaking, reputed corporate, organization, and Autonomous body etc.	Copy of supporting work order/completion certificate as applicable, copy of labour license (in Form-VI) under the CL (R&A) Act 1970, copy of EPF challan payment receipt in support of engagement of 300 Security personnel in a year and out of which minimum 100 Security personnel should be in a single contract & duly filled Data sheet as per Form T4 .
C	Bidder should be registered with the income Tax, Goods and Services Tax and also registered with Employees provident fund Organization, Employees State Insurance Corporation. The Bidder must have license in Form-VI (License to engage in the business of private security agency) under Orissa Private Security Agencies Rules 2009.	Copies of PAN, GSTIN, IT Returns of the last 3 years, EPF Registration, ESI Registrations and valid License in Form-VI under OPSA Rules 2009 to be submitted along with Form T2 .
D	Bidder must not be under any declaration of ineligibility by any authority and should not be blacklisted with any of the government department/office and has no criminal case pending in any court of law as on date of proposal.	Undertaking as per Annexure-C . Undertaking needs to be provided in letter head of bidder.
E	The registered office / Branch office of the Service provider must be located at Bhubaneswar.	Valid address proof of the office.
<u>Financial Criteria</u>		
G	The Bidder must have their own Bank Account	Self-attested supporting Documents along with IFS Code, Branch Code, RTGS details along with a crossed Cheque.

H	The Bidder must be a regular IT return Filer, Copy of IT Returns Acknowledged,	Attested supporting documents including Copy of IT Returns for last three financial years
I	The Bidder must have annual turn-over of more than Rs. 1 Crores (average) for last 3 consecutive years by providing security services only.	Duly attested copy from the statutory auditor/ practised chartered accountant has to be provided certifying Organizations turn-over relating to security services as per audited accounts of last three financial years (2020-21, 2021-22, 2022-23) in Form F1 . In case audited account is not available/ finalized for FY22-23, bidder must submit an undertaking to that effect. Bidder to provide the verified turnover certificate relating to manpower services for FY2019-20, FY2020-21 & FY2021-22 in Form F1 duly certified by statutory auditor based on audited accounts.
J	The Bidder must have positive net worth in the last 3 financial years	Duly attested copy from the statutory auditor/practised chartered accountant has to be provided certifying Organization's net worth as per audited accounts of last three financial years (2020-21, 2021-22, 2022-23) in Form F1 .
K	The Bidder has to submit their solvency Certificate	Self-Certification/ Undertaking with regards to Solvency of the bidder
L	The Bidder must duly authorize their signatory.	Notarised Power of attorney in non-judicial stamp paper as per Form T3 / authorizations letter as per Annexure-D must be enclosed along with the tender.

1.38 Method of Evaluation of Technical Bid

It is very important that the bidder should clearly understand the scope and nature of work and places of posting before quoting. In case any error/mistake in assessment by the bidder, it cannot be rectified in future in the bidding process.

The Technical Bid shall be ranked keeping in view the marks obtained on a scale of 100 during evaluation of bid. The Bidder/Tenderer must submit all valid and effective documents to claim marks in the Technical Bid. In case the Bidder/Tenderer fails to attach valid and effective documents with the Technical Bid or no valid and effective documents are received with the Technical Bid, the Bidder/Tenderer will get "0" (ZERO) marks.

The matrix for evaluation of Technical Bids on the scale of 100 marks shall be as follows subject to the condition that the Minimum Qualifying Marks for Technical Bid would be 60 out of 100 :-

Sl. No	Technical Criteria	Total Marks
1	<p>Experience of the Bidder in Security Management Services</p> <p>(1) Between 3 years to 5 years 20 Marks</p> <p>(2) Above 5 years but less than 10 years 25 Marks</p> <p>(3) More than 10 years 30 Mark</p>	30
2	<p>Currently Providing Number of Security Guards in Public Sector Insurance Company/Bank/Central or State Government / Autonomous Institute / Corporate Establishment of repute</p> <p>(1) Between 300 to 1000 20 Marks</p> <p>(2) Above 1000 to Less than 2000 25 Marks</p> <p>(3) More than 2000 30 Marks</p>	30
3	<p>Work Experience of Bidder in providing Security Guard Services in Public Sector Insurance Company/Bank/Central or State Government / Autonomous Institute / Corporate Establishment of repute</p> <p>(1) Working Experience less than 3 organizations listed above 20 Marks</p> <p>(2) Working experience more than 3 and less than 5 organizations 30 Marks</p> <p>(3) Working experience more than 5 organizations listed above 40 Marks</p>	40

Note: The Bidder who secures 60 or more marks in the Technical bid, only their price bids shall be open for evaluation.

Part-II

SECTION-IV

TECHNICAL BID

For Deployment of Security Personnel in GRIDCO LTD.

TENDER SPECIFICATION NO. _____ GRIDCO LTD. _____ Dated _____

1. Name of the Bidder :

2. Details of Earnest Money Deposit : DD No. _____ Date _____

Of Rs. _____ drawn on

Bank _____

3. Name of the MD/Director : _____

4. Full Address of Registered Office of the Bidder : _____

Telephone No.: _____

FAX No. : _____

E-Mail Address: _____

5. Full address of Operating / Branch Office of the Bidder : _____

Telephone No.: _____

FAX No. : _____

E-Mail Address: _____

6. Name & telephone no. of Authorized officer/person : _____

to liaise with GRIDCO LTD. Corporate Office

7. Banker of the Bidder : _____

(Enclose certified copy of statement of _____

A/c for the last Two years) _____

Telephone Number of Banker _____

8. PAN No. : _____

(Enclose attested copy)

9. a) GST Registration No. : _____

(Enclose attested copy)

b) Applicable GST Rate. : _____

10. E.P.F. Registration No. : _____

(Enclose attested copy)

11. E.S.I. Registration No. : _____

(Enclose attested copy)

12. Financial turnover of the Bidder by providing security services only for the last three consecutive Financial Years (Audited Account only for providing security personnel):

Financial Year	Amount (Rs. Lakhs)	Remarks, if any
2020 - 21		
2021 - 22		
2022 - 23		

13. Details of the Three years' experience in providing minimum **300 Security personnel in a year and out of which minimum 100 Security personnel should be in a single contract in Govt. Department / PSU / reputed corporate sector, organization and Autonomous body etc.** in the following format (if the space provided is insufficient, a separate sheet may be attached) (attach copy of Labour Licenses in Form-VI under the Contract Labour (R&A) Act,1970 in support of claim & certificate of Principal Employer regarding engagement of agency as security service provider & execution of work satisfactorily) :

Sl. No.	Name of the client, address, telephone and Fax No.	Security personnel deployed		Amount of contract (Rs. Lacs)	Duration of contract	
		Type of Security personnel deployed	Nos		From	To

14. Additional information, if any:

(Attach separate sheet if space provided is insufficient)

Date:

Signature of authorized person

Place:

Name:

Seal:

1.39 Checklist of Eligibility

Description of Criteria	Required Supporting Document	Submitted (Yes/No)	
Technical Criteria			
A.	The bidder shall necessarily be a legally valid entity with minimum 3 (three) years of experience in providing similar services by the last date of submission of the bid.	Attested copy of Certificates of Incorporation issued by the respective registrar of Agency/ firms / companies along with copy of Memorandum of Association and Articles of Association / Other documents indicating business in similar services.	
B.	The Bidder should be registered with the Income Tax, Goods and Services Tax.	Attested copies of PAN Registration and GST Registration,	
C	The Bidder must have license in form-VI under Orissa private security agencies rules 2009. Also registered with EPFO & ESIC.	License in Form-VI under OPSA Rules 2009, EPFO Registration certificate, ESIC Registration certificate.	
D	Bidder must not be under any declaration of ineligibility by any authority and should not be blacklisted with any of the government project as on date of proposal.	Undertaking as per Annexure-C. Undertaking needs to be provided in organization letter head of bidder.	
E	The Bidder must have three years' experience in providing minimum 300 Security personnel in a year and out of which minimum 100 Security personnel should be in a single contract in Government Departments, Public Sector Undertaking, reputed corporate, organization, and Autonomous body etc.	Copy of (1) Supporting work order/Work completion certificate with duly filled in data sheet as per Form T-4 (2) Labour license in Form-VI under CL (R&A) Act 1970 (3) Copy of EPF Challan payment receipt	
Financial Capability Criteria			
F	The Bidder must have annual turnover of more than Rs. 1 Crore (average) for last 3 consecutive years by providing security services only.	Duly attested copy from the statutory auditor/ practised chartered accountant has to be provided certifying Organizations turn-over relating to manpower services as per audited accounts of last three financial years (2020-21, 2021-22,	

		2022-23) in Form F1 . In case audited account is not available/ finalized for FY22-23, bidder must submit an undertaking to that effect. Bidder to provide the verified turnover certificate relating to manpower services for FY2019-20, FY2020-21 & FY2021-22 in Form F1 duly certified by statutory auditor based on audited accounts.	
G	Bidder should have a positive net worth during the previous three financial years.	Certified copy from the statutory auditor / practised chartered accountant has to be provided certifying organizations financial statements during last three financial years in Form F1.	
H	The Bidder must be a regular IT return Filer, Copy of IT Returns Acknowledged.	Attested Copy of IT Returns for last three financial years as supporting documents.	
I	The Bidder must have own bank account and provide their Bank Details along with RTGS details	Attested supporting Documents along with IFS Code, Branch Code, RTGS details along with a crossed Cheque.	
J	The Bidder has to submit their Solvency Certificate	Solvency Certificate / Undertaking with regards to Solvency of the bidder	
K	The Bidder must duly authorize their signatory (if any).	Notarised Power of attorney in non-judicial stamp paper as per Form T3/ authorizations letter as per Annexure-D must be enclosed along with the tender.	

FORM -T1: LETTER OF APPLICATION

(On the Bidders Letter Head)

[Location, Date]

To,

**The DGM (HRD)
GRIDCO Ltd.
Janpath, Bhubaneswar**

Sub:- Selection of Agency for Providing Security Service to GRIDCO LTD..

Dear Sir,

With reference to your Tender dated _____, I have examined all relevant documents and understood their contents, hereby submit our Technical and Financial Proposal for the proposed service [Name of the Service]

1. All information provided in the proposal and in the Appendices is true and correct and all documents accompanying such Proposal are true copies of their respective original document. This Statement is made for the express purpose of appointment as the Contractor for the aforesaid Assignment.
2. I shall make available to the Authority any additional information if any deemed necessary or required.
3. I acknowledge the right of the Authority to reject our application without assigning any reason or otherwise and hereby waive our right to challenge the same on any account whatsoever.
4. I certify that in the last three years, we or any of our Associates have neither failed to perform on any contract, as evidenced by imposition of a penalty by an arbitral or judicial authority or a judicial pronouncement or arbitration award against the Bidder nor been expelled from any project or contract by any public authority nor have had any contract terminated by any public authority for breach on our part.
5. I declare that:-
 - a. I have examined and have no reservations to the Tender Documents, including any Addendum issued by the Authority.
 - b. I do not have any conflict of interest in accordance with the prescriptions in the Tender Documents.
 - c. I have not directly or indirectly or through an agent engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice, as defined in the Tender

Document.

- d. I hereby certify that we have taken steps to ensure that in conformity with the provisions of the Tender, no person acting for us or on our behalf will engage in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice.
6. I agree and understand that the proposal is subject to the provisions in the Tender Document. In no case, shall I / we have any claim or right of whatsoever nature if the Assignment is not awarded to me / us or our proposal is not opened or rejected.
 7. I agree to keep this offer valid for 180 (One Hundred Eighty) Days from the Bid opening date.
 8. In the event of my firm being selected as the Contractor, I agree to enter into an Agreement in accordance with the form which shall be provided by Client. We agree not to seek any changes in the aforesaid form and agree to abide by the same.
 9. I agree and undertake to abide by all the terms and conditions in the Tender Document. In witness thereof, I/we submit this Proposal under and in accordance with the terms in the Tender Document.

Yours sincerely,

Authorized Signature [In full and initials]

Name and Title of Signatory

Name of Firm Address

FORM -T2 INFORMATION ABOUT THE BIDDER

A. BIDDER ORGANISATION

1. State the Status of the Bidders Organization namely public Limited Company / Private Limited Company etc.

2. State the following

- Name of the Company:
- Country of incorporation :
- Registered Address :
- Year of Incorporation :
- Year of commencement of business :
- Principal place of business :
- GSTIN :
- PAN:
- Brief description about the Organization including details of its main lines of business:
 - a) Name :
 - b) Designation:
 - c) Address:
 - d) Phone No. :
 - e) Fax No. :
 - f) E-Mail Address:

3. Details of individual (s) who will serve as the point of contact / communication for AUTHORITY within the Company.

- a) Name:
- b) Designation:
- c) Address:
- d) Telephone No. :
- e) E-Mail Address:
- f) Fax No. :

FORM -T3: POWER OF ATTORNEY

(On a Stamp Paper of relevant value)

**POWER OF ATTORNEY FOR AUTHORISED
SIGNATORY**

Know all men by these present, we _____(name and address of the registered office) do hereby constitute, appoint and authorize Mr./Ms. _____(name and address of residence) who is presently employed with us and holding the position of _____as our attorney, to do in our name and on our behalf, all such acts, deeds and things necessary in connection with or incidental to our proposal for [security Service].

We hereby agree to ratify all acts, deeds and things lawfully done by our said attorney pursuant to this Power of Attorney and that all acts, deeds and things done by our aforesaid attorney shall and shall always be deemed to have been done by us.

Executant

Signature of Attorney

(Name, Title and Address of the Attorney) Attested.

Notes:

1. To be executed by the sole Bidder.
2. The mode of execution of the Power of Attorney should be in accordance with the procedure, if any, laid down by the applicable law and the charter documents of the executant (s) and when it is so required the same should be under common seal affixed in accordance with the required procedure.
3. Also, where required, the executants (s) should submit for verification the extract of the charter documents and documents such as a resolution / power of attorney in favour of the Person executing this Power of Attorney for the delegation of power hereunder on behalf of the Bidder.
4. In case the Proposal is signed by an authorized Director of the Bidder, a certified copy of the appropriate resolution / document conveying such authority may be enclosed in lieu of the power of Attorney.

FORM-T4: EXPERIENCE OF SIMILAR WORKS

Name of Bidder:

A. Details of Projects Undertaken / completed for providing security service _____ during the last three years.

Sl. No	Name of Project	Name of Client with address and contact numbers	Date of Award of assignment	Date of completion of assignment (for both completed and ongoing project)	Period of Service	Description of service provided	No of security personnel deployed / provided	Total cost of work (in INR cr.)
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)

FORM -T5: EXISTING COMMITMENTS

Current Contract commitments / works in progress

Name of the Bidder:

Bidders should provide information on their current commitments on all contracts that have been awarded, or for which a letter of intent or acceptance has been received, or for contracts approaching completion, but for which and unqualified, full completion certificate has yet to be issued.

Sl. No	Name of Project	Name of Client with address and contact numbers	Date of Award of assignment	Period of Service	Description of service provided	No of security personnel deployed/ provided	Total cost of work (in INR cr.)
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)

FORM – T6 ANTI COLLUSION CERTIFICATE

(on letter head of Bidder)

1. We certify that this proposal is made in good faith and that we have not fixed or adjusted the amount of the Proposal by, or under , or in accordance with any agreement or arrangement with any other person. We also certify that we have not and we undertake that we will not, before the award of any contract for the work.

(i) (a) Communicate to any person other than the Authority / or person duly authorized by it in that behalf the amount or approximate amount of the Proposal, or Proposed Proposal, except where the disclosure, in confidence, of the approximate amount of the proposal was necessary to obtain premium quotations required for the preparation of the proposal.

(b) Enter into any agreement or arrangement with any person that they shall refrain from bidding, they shall withdraw any Proposal once offered or vary the amount of any Proposal to be submitted.

(ii) Pay, give or offer to pay or give any sum of money or other valuable considerations directly or indirectly to any person for doing or having done or having caused to be done in relation to any other proposal or proposed proposal for the work, any act or thing of the sort described at (i) (a) or (i) (b) above.

2. We further certify that the principles described in paragraphs (i) and (ii) above have been or will be, made on the basis of compliance with the above, principles by all parties.

3. We are not part of any “Anti-competitive practice” such as collusion, bid rigging or anti-competitive arrangement, or any other practice coming under the purview of the Competition Act, 2002 as amended from time to time, between two or more bidders, with or without the knowledge of GRIDCO LTD. (Authority), that may impair the transparency, fairness and the progress of the security service process or to establish bid prices at artificial, non-competitive levels.

4. In this certificate, the work “person” includes any persons or anybody or association, corporate or unincorporated, “any agreement or arrangement” includes any transaction, formal or informal and whether legally binding or not, and “the work” means the work in relation to which this proposal is made.

Dated thisDays of2023

Name of the Bidder.....

Signature of the designated person.....

Name of the designated person.....

Date of receipt of request for proposal.....

Form -F1: FINANCIAL CAPABILITIES OF THE BIDDER

All individual firms are required to complete the information in this form. The information supplied shall be the annual turnover of the Bidder, in terms of the amount billed to clients for each year for work in progress or completed.

Name of Applicant

FINANCIAL CAPACITY OF APPLICANT

Sl. No	Financial Year last 3 FYs	Financial Turnover from the similar service	Net Worth
(1)	(2)	(3)	(4)
1			
2			
3			

Certificate from the Statutory Auditor/ Practised Chartered Accountant

This is to certify that (name of the Bidder) has received the payments shown in column 3 above against the respective years on account of providing security service and has net worth as shown in column 4 above.

Date:

Place:

Signature of Statutory Auditor

Name:

Membership No.:

Seal:

Financial Proposal Submission Form
(On the letterhead of the Bidder)

[Location, Date]

To,

The DGM (HRD)
GRIDCO Ltd.
Janpath, Bhubaneswar

Sub: Providing Security Services to GRIDCO LTD.

Dear Sir,

I, the undersigned, is pleased to provide offer for Providing Security Service to GRIDCO LTD. _____, in accordance with your Tender No. _____ dated _____ and Technical Proposal. _____ Our Financial Proposal is Rs. _____ (In Words _____) for Annual deployment of Security Personnel Cost for first year of contract and is exclusive of Goods & Services Tax (GST) as payable under the law.

Our Financial proposal shall be binding upon us subject to the modifications resulting from negotiations, up to expiration of the validity period of the proposal, i.e. 180 days from the date of opening of the bid _____.

We understand you are not bound to accept any proposal you receive.

Yours Sincerely

Authorized Signature (In full and initials)

Name and Title of Signatory:

Name of the firm

Address:

SECTION - V

PRICE BID

For Deployment of Security Personnel in GRIDCO LTD.

TENDER SPECIFICATION NO. GRIDCO LTD. _____ Dated _____

1. Name of the Bidder:
2. Address of the Bidder:
3. Name of the Authorized person:

A. Manpower

		Security Guards (Unarmed – Semiskilled)
1	Number of deployment	41
2	Number of Off-Reliever	2
3	Total No of Deployment	43

B. Cost

	Rate per person per month	
4	Basic pay + VDA (refer Clause 1.22)	Rs. 10,192/-
5	Employees Provident Fund @13% (Employer Contribution as applicable) refer Clause 1.47	Rs. 1,325/-
6	Employees State Insurance @3.25% (Employer Contribution as applicable) refer Clause 1.49	Rs. 331/-
7	Service charges (@ _____%) on Sl.No. 1 above considering other expenses (refer Clause 1.4) complying with the O.M. No. FIN-COD-RULE-0001-2018/19595/F dated 11.07.2023 of the Finance Dept., GoO	
8	GST (@ 18%)	
9	Total rate per person per month	
10	Grand Total (Total rate per person per month X Total number of security guards or supervisor quoted above X 12 months) in words = Row(9) X Row(3) X 12	
	Grand Total in figures	

NB: In case amount stated at Sl. No. 7 above is not matching the rate of service charges mentioned in percentage (%), the percentage shall prevail for calculation of Grand Total figure.

UNDERTAKING

I Sri/Smt _____ S/O, D/O _____ have personally gone through the scope, terms and conditions and well understood the requirements of the tender for the security services in GRIDCO LTD. and I am making the price quotation accordingly. I understand it is Firm & final and I will not seek any revision or change thereof.

Date:

Signature of authorized person

Place:

Full Name:

Address:

NOTES:-

1. The payment shall be made for each calendar month to the deployed security personnel after duly certified by the authorized person.
The payment of bonus, leave with wages shall be made by the agency as per respective statutory labour laws (As amended from time to time) and reimburses the same subject to submission of bills with supporting proof of documents.
2. Deployment of Supervisor shall be as per requirement.
3. The contractors maintain proper records of his employee's attendance. Their payment of wages shall be made through bank credit by 7th of the succeeding month. The Bank account particulars of all the contractors' employees shall be submitted to GRIDCO LTD. No Cash Payment is allowed.
4. The agency shall submit the copy of proof towards deposit of EPF & ESI contributions duly signed along with the invoice.
5. The contractor shall at its own cost extend workman insurance coverage compensation to their employees as may be required under relevant Acts.
6. **Good and Service Tax (GST) as per applicable rate shall be paid extra in accordance with the Rules on payment of GST as applicable.**
7. GRIDCO LTD. shall pay the Service Charges at the accepted rate as quoted by the successful tenderer. The Agency shall arrange all other expenses i.e. Office expenses, Torch, Dry Cells, Umbrella, Tax liability, Administrative overhead, overhead Operation etc. out of the paid Service Charges. Hence the agency is advised to quote the Service Charges accordingly.
8. GRIDCO LTD. shall reimburse a one-time amount of Rs. 2000/- including GST towards 02 sets of uniform & 1 pair of shoes only per guard in favor of the agencies for a period of three years on submission of documentary proof.
9. Proper justification for the quoted value of the Service Charges is to be given by the Agency while bidding.
10. The Supervision/service charges should be quoted by the bidder complying with the O.M. No. FIN-COD-RULE-0001-2018/19595/F dated 11.07.2023 of the Finance Department, Govt. of Odisha.
11. GRIDCO LTD. will out-rightly reject the bids quoting extremely low, unworkable Service Charges (as per GRIDCO LTD.'s observation) that may apparently not cover and justify the legitimate expenses of the bidder including other overhead. Hence

quoting of negligible amount by the agency towards Service charges shall be considered as irresponsible Bidder.

12. Risk & Cost: - In case the L-1 bidder does not take up the work/abandoned in between, GRIDCO LTD. shall have the right to execute the work through another agency at the risk and cost of the former with invocation/encashment of Performance Bank Guarantee/forfeiture of EMD.
13. The Technical bids would first be taken into consideration by the Tender Evaluation Committee and only those bidders who qualify in the Technical bid would be considered for the Price Bids. In case the number of L-1 Bidder will be more than one, then GRIDCO reserves the right to award the contract to the L-1 bidder who has the higher score in technical evaluation. In case the lowest bidder (L1) is disqualified after selection for any reason then the second lowest (L2) bidder would be considered by the Committee for negotiation for execution of work at L-1 rate. Corporation Authorities reserves the right to distribute the work amongst other Bidders at L-1 rate without assigning any reason to the Lowest Offered Agencies for smooth operation of security system in GRIDCO LTD.

SECTION-VI

DOCUMENTS TO BE SUBMITTED BY THE BIDDERS

DOCUMENTS TO BE PROVIDED WITH THE TECHNICAL BID

1. Technical Bid (Section-IV).
2. Cost of tender paper in shape of demand draft/ pay order/documents in support of tender cost paid through RTGS.
3. Earnest Money Deposit (EMD) in the form of demand draft/ pay order / documents in support of EMD paid through RTGS.
4. Attested copy of registration certificate of Agency /Firm /Company;
5. Certified copy of the statement of bank account of agency for the last three years;
6. Attested copy of PAN Card;
7. Attested copy of IT Returns for last three financial years filed by agency;
8. Attested copy of GST registration certificate;
9. Attested copy of the E.P.F. registration letter / certificate;
10. Attested copy of the E.S.I. registration letter / certificate;
11. Certified documents in support of the financial turnover of the agency (Form-F1);
12. Attested copy of the License obtained from the Home Department;
13. Certified documents in support of entries in row 13 of Technical Bid;
14. Copy of the Tender Document with each page duly signed and sealed in each page by the authorized signatory of the Bidder / Agency in token of their acceptance.
15. Annexure B, C, D and G.
16. Performance certificate obtained from DGM (HRD), GRIDCO, Hqrs. Office, Bhubaneswar. (If the agency has supplied manpower/security guards to GRIDCO LTD. earlier)
17. Power of Attorney (in Form-T3/authorization for signing the bid documents (Annexure-D).
18. An undertaking regarding blacklisting of the Firm/Company and on criminal case criminal case pending against the Director of the firm/Company/Agency participating in the tender.(Annexure -C)
19. Evidence of availability of training facility and service equipment and gadgets.
20. Letter of application on the Bidders letter head in Form-T1.
21. Information's about the Bidder in Form-T2.
22. Experience of similar work in Form-T4
23. Existing commencements in Form-T5.
24. Anti-collusion certificate in Form-T6.

NB: Annexure-E & F are to submitted by successful bidder after issue of work order.

DOCUMENTS TO BE SUBMITTED BY THE SUCCESSFUL AGENCY BEFORE
DEPLOYMENT OF SECURITY PERSONNEL

1. List of Manpower shortlisted by the Bidder / Agency for deployment with GRIDCO LTD. containing full details i.e. date of birth, blood group, marital status, address, educational Qualification, PF UAN number, ESI IP number, photograph, ID proof etc. in soft & hard copy.
2. The details of standard pattern of Uniforms (summer, winter and Rainy) supplied By the Bidder / Agency.
3. Copy of Certificate in Form No. IV (under Odisha Private Security Agencies Rule, 2009).
4. Character and Antecedent Certificate in Form No. III (under Odisha Private Security Agencies Rule, 2009).
5. Copy of the License in Form-VI under Rule 25 (1) of The Orissa Contract Labour (R & A) Rules 1975.
6. Copy of 1st page of S/B account of each security personnel.
7. Valid EPF & ESI registration certificate.
8. Registration of worker in Form-A.
9. Issue of I-card to all the security guards engaged.
10. Notice of commencement to appropriate statutory authority.
11. Annexure-E i.e. Indemnity Bond, Performance Security in the shape of Bank guarantee as per form Annexure-F or in the form of Demand Draft after issue of work order.

FORM X

(See Rule 75 of Orissa Rules 1975)

Employment Card

Name and Address of Agency/Contractor: _____

Nature of Work and Location of work: _____

Name and address of Establishment
In/under which contract is carried on: _____

Name and address of Principal
Employer : _____

1. Name of the workman: _____

2. Serial No. in the register of workmen employed: _____

3. Nature of employment/designation: _____

4. Wage Rate (with particulars of unit): _____

5. Wage Period: _____

6. Period of Employment: _____

7. Remarks: _____

Signature of Agency/Contractor

FORM IX
(See Rule 74 of Orissa Rules 1975)
Register of workmen employed by agency

Name and address of Agency/Contractor: _____

Name and Location of work: _____

Name and address of Establishment
 In/under which contract is carried on: _____

Name and address of Principal Employer: _____

Sl No	Name and Surname of Workmen	Age and Sex	Father's/ Husband's Name	Nature of employ ment\de signatio n	Perma nent home addres s of workm en(villa ge and Tahasi l/Talu k and Distric t)	Pres ent Add ress	Date of commen t of employ ment	Date of termin ation of employ ment	Sign ature or thum b impr essio n of work men	Reas on for termi natio n	Rem arks

SELF-DECLARATION-NO BLACKLISTING

(Date:)

To,
The DGM (HRD)
GRIDCO Ltd.
Janpath, Bhubaneswar

Dear Sir/Madam,

Ref: Tender for Selection of Security Agency for providing Security service to GRIDCO LTD.

In response to the Tender Document for Selection of Security Agency for providing Security service to GRIDCO LTD.

I/We hereby declare that presently our Company/ firm/Agency _____ is having unblemished record and is not declared ineligible for corrupt & fraudulent practices either indefinitely or for a particular period of time by any State/ Central Government/ PSU/Autonomous Body. We further declare that presently our Company/ firm/Agency _____ is not blacklisted/debarred and not declared ineligible for reasons other than corrupt & fraudulent practices by any State/ Central Government/ PSU/ Autonomous Body on the date of Bid Submission. If this declaration is found to be incorrect then without prejudice to any other action that may be taken, my/ our **earnest money deposit/security deposit** may be forfeited in full and the tender if any to the extent accepted may be cancelled.

Thanking you,

Yours faithfully,

Date:

Place:

Signature of authorized person

Full Name:

Seal:

LETTER OF AUTHORIZATION FOR ATTENDING BID OPENING

Tender No:

To

**The DGM (HRD)
GRIDCO Ltd.
Janpath, Bhubaneswar**

**Subject: Authorization for attending bid opening on..... (Date)
in the Tender for Selection of Security Agency for providing Security
service to GRIDCO LTD. (Tender no:.....)**

Dear Madam,

Following persons are hereby authorized to attend the bid opening for the tender mentioned above on behalf of..... (Bidder) in order of preference given below.

Order of Preference Name Specimen Signature

1.

2.

(Specimen Signature duly attested)

Officer authorized to sign the bid documents on behalf of the bidder

Note:

- 1. Only one representative shall be allowed.**
- 2. Permission for entry to the hall where bids are opened may be refused in case authorization as prescribed above is not produced.**

INDEMNITY BOND

THIS INDEMNITY BOND is made thisday of,2023 by _____(herein after called as “Security Agency” which expression shall include its successors & permitted assigns) in favour of GRIDCO Ltd., a Company incorporated under the Companies Act,1956/2013, having its Registered Office at Janpath, Bhubaneswar-751022, Odisha and having its offices throughout the State of Odisha (herein after called “GRIDCO LTD.” which expression shall include its successors & assigns). We, _____ having a registered office at _____ have entered into a contract with GRIDCO LTD., vide agreement dated _____ to provide Security Personnel on outsourcing basis for different offices of GRIDCO LTD. situated throughout Odisha. We do hereby indemnify and keep harmless, GRIDCO LTD., at all times, whether during the continuation of the aforesaid contract and at any time thereafter, in respect of any claim, demand, compensation, liability, penalty, fines, interests, suits etc. of whatsoever nature made, all actions and proceedings taken against the GRIDCO LTD., by any party, employee(s) or Security Personnel provided by us, on account of any delay, default, lapse, error or omission on our part, or of rules and regulations, as may be applicable under the said contract from time to time. We further undertake to indemnify and keep harmless, GRIDCO LTD., against any claim/compensation arising out of any non-payment or short payment of remuneration or compensation by whatever name called and compensation and claims arising on account of any accident, injury, death etc. during the course of their engagement by us for the purpose of this contract, or non-fulfillment of any obligation under any of the labour laws as applicable to the persons engaged by us for the purpose of this contract. We further declare and agree that this Indemnity Bond is an unconditional and irrevocable undertaking by us and is not restrictive in any manner.

For and on behalf of _____,

Authorized Signatory

Witness

- 1. Signature:**
- 2. Name:**
- 3. Address:**

- 1. Signature**
- 2. Name:**
- 3. Address:**

**PROFORMA FOR COMPOSITE BANK GUARANTEE FOR
SECURITY DEPOSIT PAYMENT AND PERFORMANCE**

This Guarantee Bond is executed this _____ day
of _____ 2018 by us the _____ Bank at

P.O. _____ P.S. _____
District _____ State _____

1. WHEREAS GRIDCO LTD., a body corporate constituted under the Electricity Act, 2003 [hereinafter called "GRIDCO LTD." which shall include its successors and assigns has placed orders No. _____ Date _____ [hereinafter called "The Agreement"] on M/s. _____ [Hereinafter called "The Security Agency"] which shall include its successors & assigns for providing Security service.

AND WHERE AS the Security Agency has agreed to provide Security service to GRIDCO LTD. in terms of the said agreement AND

WHEREAS GRIDCO LTD. has agreed [1] to exempt the Security Agency from making payment of Security [2] to release 100% payment of the cost of service as per the said agreement and [3] to exempt from performance guarantee on furnishing by the Security Agency to GRIDCO LTD., a Composite bank Guarantee of the value of Rs.02 Lakh (Rupees Two Lakh) of the said agreement.

NOW THEREFORE, in consideration of GRIDCO LTD. having agreed [1] to exempt the Security Agency from making payment of Security [2] releasing 100% payment to the Security Agency and [3] to exempt from furnishing performance guarantee in terms of the said agreement as aforesaid, we, the _____ [Bank][hereinafter referred to as 'the Bank'] do hereby undertake to pay to GRIDCO LTD. an amount not exceeding Rs. _____ [Rupees _____] against any loss or damage caused to or suffered by or would be caused to or suffered by GRIDCO LTD. by reason of any breach by the said The Security Agency [s] of any of the terms or conditions contained, in the said agreement.

2. We the (_____ Bank) do hereby undertake to pay the amounts due and payable under this guarantee without any demur, merely on demand from GRIDCO LTD. stating that the amount claimed is due by way of loss or damage caused to or suffered by GRIDCO LTD. by reason of any breach by the said The Security Agency [s] of any of the terms or conditions, contained in the said agreement or by reason of the Security Agency's failure to perform the said agreement. Any such demand made on the bank shall be conclusive as regards the amount due and payable by the Bank under this guarantee. However, our liability under this guarantee shall be restricted to an amount not exceeding Rs. _____ [Rupees _____]

3. We the _____ Bank} also undertake to pay to GRIDCO LTD. any money so demanded notwithstanding any dispute or disputes raised by the The Security Agency [s] in any suit or proceeding instituted/pending before any Court or Tribunal relating thereto our liability under this present being absolute and unequivocal.

The payment so made by us under this bond shall be a valid discharge of our liability for payment there under and the Security Agency [s] shall have no claim against us for making such payment.

4. We, (_____ Bank) further agree that the guarantee herein contained shall remain in full force and effect during the period that would be taken for the performance of the said agreement and that it shall continue to do so enforceable till all the dues of GRIDCO LTD. under or by virtue of the said agreement have been fully paid and its claims satisfied or discharged or till Managing Director, GRIDCO LTD. certifies that the terms and conditions of the said agreement have been fully and properly carried out by the said The Security Agency [s] and accordingly discharges this Guarantee.

Unless a demand or claim under this guarantee is made on us in writing on or before the [Date _____], we shall be discharged from all liability under this guarantee thereafter.

5. We,(_____ Bank) further agree that GRIDCO LTD. shall have the fullest liberty without our consent and without affecting in any manner our obligations hereunder to vary any of the terms and conditions of the said agreement or to extend time of performance by the said The Security Agency [s] and we shall not be relieved from our liability by reason of any such variations or extension being granted to the said The Security Agency [s] or for any forbearance, act or omission on the part of GRIDCO LTD. or any indulgence by the GRIDCO LTD. to the said The Security Agency [s] or by any such matter or thing whatsoever which under the law relating to sureties would but these provisions have effect of so relieving us.

6. This guarantee will not be discharged due to the change in the name, style and constitution of the Bank and The Security Agency [s].

7. We,[_____ Bank] lastly undertake not to revoke this guarantee during its _____ currency except with the previous consent of GRIDCO LTD. in writing.

8. We the _____ Bank further agree that this guarantee shall also be inviolable at our place of business at Branch of Bhubaneswar in the state of Odisha. [Indicate the name of the Bank& Branch]

'Notwithstanding anything contained herein above'

a) Our liability under the bank guarantee shall not exceed Rs. _____ (In words Rupees _____).

b) This bank Guarantee shall be valid up to _____ .

c) We are liable to pay guaranteed amount or any part thereof under this bank guarantee only if you serve upon us at _____ branch of Bhubaneswar in the state of Odisha a written claim or demand on or before _____ (date of expiry of guarantee).

Date at _____ the, _____ day of 20 _____ .

For _____
[Indicate the name of Bank]

Witness (Name, Signature & Address)

i.

ii.

PROFORMA OF EXTENSION OF BANK GUARANTEE

(To be stamped in accordance with Stamp Act and the Non-Judicial stamp paper should be in the name of the issuing Bank)

Ref No:- Date:-

Sub: Extension of Bank Guarantee No.for Rs. favouring yourselves, expiring onon account of M/s. in respect of LOA No. dated (hereinafter called original Bank Guarantee).

At the request of M/s., we..... Bank, branch office atand having its Head Office at do hereby extend our liability under the above mentioned Guarantee No. Datedfor a further period ofyears / months/ days from to expire on,except as provided above, all other terms and conditions of the original Bank Guarantee No. dated shall remain unaltered and binding.

Please treat this as an integral part of the original Bank Guarantee to which it would be attached.

“Notwithstanding anything contained herein”

- a) Our liability under the bank guarantee shall not exceed Rs.----- (Rupees in words-----) only.
- b) This Bank guarantee shall be valid up to -----.
- c) We or our Branch at **Bhubaneswar**<Mention Name, Address & Code.....> shall be liable to pay guaranteed amount or any part thereof under this guarantee only if you serve upon us at----- Branch of Bhubaneswar a written claim or demand on or before,

The Bank Guarantee extension is issued in paper form and Advice transmitted through SFMS with required details to the beneficiary’s advising bank (Union Bank of India, Main Branch, Bhubaneswar, IFSC Code UBIN0538086).

Dated this..... Day of20..... at.....

For[Indicate name of the Bank]

Signature.....

Full Name

Designation

Power Of Attorney No.....

Seal of the Bank.....

AFFIDAVIT OF BIDDER

BEFORE Sri/, Notary, At-.....
.....

Affidavit

WHEREAS the GRIDCO Ltd., Bhubaneswar has floated its Tender No.....inviting bids from eligible bidder to execute the work of

AND WHEREAS M/s.....(briefly "Bidder") has offered its bid onin response to the said Tender No.....of GRIDCO expressing its interest to execute the work as specified therein.

AND WHEREAS the said Tender No..... of GRIDCO requires the Bidder to solemnly affirm the correctness of the document and information furnished in its bid, so offered to GRIDCO.

NOW THEREFORE, in response to the requirement, the Tender No..... of GRIDCO, and having been duly authorized by the Bidder, I Sri/ Mrs. aged about years, Son/Daughter/Wife of Sri/Mrs., at present working as..... of M/s..... (The Bidder) do hereby solemnly affirm and state as follows:

1. That I am competent and have been duly authorized by the Bidder M/s..... to swear this affidavit on its behalf.
2. That the documents and information furnished by the Bidder in its bid offered in respect to the said Tender No.....of GRIDCO are true and correct.
3. That in the event any document and information as furnished by the Bidder in response to the said Tender No of GRIDCO is found/ considered by GRIDCO at any time as to be not correct/ wrong, GRIDCO shall be competent and at liberty without any show cause to the Bidder to terminate its contract/ agreement With the Bidder, if any.
4. The GRIDCO shall also be competent, without any reference to the Bidder, to black list the Bidder and debar the Bidder from participating in any other Tender of GRIDCO pursuant to its consideration/ finding that the Bidder has furnished any incorrect/ wrong document and information tendered/made pursuant to Tender No of GRIDCO.

5. That the affirmation made herein above is/are correct and true and nothing Stated herein is false.

Identified by

ADVOCATE

DEPONENT

Financial Requirements

1	The Bidder must have annual turn-over of more than Rs. 1 Crore (average) for last 3 consecutive years by providing security services only.	Duly attested copy from the statutory auditor/ practised chartered accountant has to be provided certifying Organizations turn-over relating to manpower services as per audited accounts of last three financial years (2020-21, 2021-22, 2022-23) in Form F1 . In case audited account is not available/ finalized for FY22-23, bidder must submit an undertaking to that effect. Bidder to provide the verified turnover certificate relating to manpower services for FY2019-20, FY2020-21 & FY2021-22 in Form F1 duly certified by statutory auditor based on audited accounts.
2	Bidder should have a positive net worth during the previous three financial years.	Certified copy from the statutory auditor / practised chartered accountant has to be provided certifying organization's net worth during last three financial years in Form F1.
3	The Bidder must be a regular IT return Filer, Copy of IT Returns Acknowledged.	Attested Copy of IT Returns for last three financial years as supporting documents.
4	The Bidder must have own bank account and provide their Bank Details along with RTGS details	Attested supporting Documents along with IFS Code, Branch Code, RTGS details along with a crossed Cheque.
5	The Bidder has to submit their Solvency Certificate	Self-Certificate/ Undertaking with regards to Solvency of the bidder
6	The Bidder must duly authorize their signatory (if any).	Notarised Power of attorney in non-judicial stamp paper as per Form T3/ authorizations letter as per Annexure-D must be enclosed along with the tender.
7	Tender Cost	Rs. 10,000/- + GST @ 18% (Rupees Ten Thousand plus GST @18% only) towards cost of tender (To be paid in shape of Demand Draft / Pay Order, in favour of "GRIDCO" payable at Bhubaneswar) (non-refundable)
8	Earnest Money Deposit (EMD)	Rs. 01 Lakh (Rupees One Lakh) only. However, for local MSEs/Start-ups as defined in Odisha MSME Development Policy, 2016/Start-ups Policy, 2016, EMD is exempted subject to furnishing of the valid local MSME/Start-up certificate issued by Govt. of Odisha.