



Bid Number/बोली क्रमांक (बिड संख्या):

GEM/2025/B/6084971

Dated/दिनांक : 25-03-2025

Bid Document/ बिड दस्तावेज़

Bid Details/बिड विवरण	
Bid End Date/Time/बिड बंद होने की तारीख/समय	04-04-2025 11:00:00
Bid Opening Date/Time/बिड खुलने की तारीख/समय	04-04-2025 11:30:00
Bid Offer Validity (From End Date)/बिड पेशकश वैधता (बंद होने की तारीख से)	180 (Days)
Ministry/State Name/मंत्रालय/राज्य का नाम	Ministry Of Labour And Employment
Department Name/विभाग का नाम	Employees State Insurance Corporation
Organisation Name/संगठन का नाम	Employees State Insurance Corporation
Office Name/कार्यालय का नाम	Regional Office Jaipur
क्रैता ईमेल/Buyer Email	devender.shekhawat@esic.gov.in
Item Category/मद केटेगरी	Security Manpower Service (Version 2.0) - Office/Commercial/Institutions/ Residential; Security Supervisor , Security Manpower Service (Version 2.0) - Office/Commercial/Institutions/ Residential; Unarmed Security Guard
Contract Period/अनुबंध अवधि	1 Year(s)
Minimum Average Annual Turnover of the bidder (For 3 Years)/बिडर का न्यूनतम औसत वार्षिक टर्नओवर (3 वर्षों का)	85 Lakh (s)
Years of Past Experience Required for same/similar service/उन्हीं/समान सेवाओं के लिए अपेक्षित विगत अनुभव के वर्ष	3 Year (s)
Past Experience of Similar Services required/इसी तरह की सेवाओं का पिछला आवश्यक अनुभव है	Yes
MSE Exemption for Years Of Experience/अनुभव के वर्षों से एमएसई छूट/ and Turnover/टर्नओवर के लिए एमएसई को छूट प्राप्त है	Yes
Startup Exemption for Years Of Experience/अनुभव के वर्षों से स्टार्टअप छूट/ and Turnover/ टर्नओवर के लिए स्टार्टअप को छूट प्राप्त है	Yes

Bid Details/बिड विवरण

Document required from seller/विक्रेता से मांगे गए दस्तावेज़	Experience Criteria,Bidder Turnover,Additional Doc 1 (Requested in ATC),Additional Doc 2 (Requested in ATC),Additional Doc 3 (Requested in ATC),Additional Doc 4 (Requested in ATC) *In case any bidder is seeking exemption from Experience / Turnover Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer
Do you want to show documents uploaded by bidders to all bidders participated in bid?/	No
Bid to RA enabled/बिड से रिवर्स नीलामी सक्रिय किया	No
Type of Bid/बिड का प्रकार	Single Packet Bid
Time allowed for Technical Clarifications during technical evaluation/तकनीकी मूल्यांकन के दौरान तकनीकी स्पष्टीकरण हेतु अनुमत समय	2 Days
Floor Price/न्यूनतम मूल्य	This bid has been created/published with floor price(minimum value) selected by the Buyer. Service Providers are advised to quote above the minimum floor value.
Estimated Bid Value/अनुमानित बिड मूल्य	5654728
Evaluation Method/मूल्यांकन पद्धति	Total value wise evaluation
Arbitration Clause	No
Mediation Clause	No

EMD Detail/ईएमडी विवरण

Advisory Bank/एडवाइजरी बैंक	State Bank of India
EMD Amount/ईएमडी राशि	282736

ePBG Detail/ईपीबीजी विवरण

Advisory Bank/एडवाइजरी बैंक	State Bank of India
ePBG Percentage(%) /ईपीबीजी प्रतिशत (%)	5.00
Duration of ePBG required (Months)/ईपीबीजी की अपेक्षित अवधि (महीने).	14

(a). EMD EXEMPTION: The bidder seeking EMD exemption, must submit the valid supporting document for the relevant category as per GeM GTC with the bid. Under MSE category, only manufacturers for goods and Service Providers for Services are eligible for exemption from EMD. Traders are excluded from the purview of this Policy./जेम की शर्तों के अनुसार ईएमडी छूट के इच्छुक बिडर को संबंधित कैटेगरी के लिए बिड के साथ वैध समर्थित दस्तावेज़ प्रस्तुत करने हैं। एमएसई कैटेगरी के अंतर्गत केवल वस्तुओं के लिए विनिर्माता तथा सेवाओं के लिए सेवा प्रदाता ईएमडी से छूट के पात्र हैं। व्यापारियों को इस नीति के

दायरे से बाहर रखा गया है।

(b). EMD & Performance security should be in favour of Beneficiary, wherever it is applicable./ईएमडी और संपादन जमानत राशि, जहां यह लागू होती है, लाभार्थी के पक्ष में होनी चाहिए।

Beneficiary/लाभार्थी :

REGIONAL DIRECTOR

Regional Office Jaipur, Employees State Insurance Corporation, Employees State Insurance Corporation, Ministry of Labour and Employment

(Esic Fund Account No 1)

UIN Number NCTGC2415P

MII Compliance/एमआईआई अनुपालन

MII Compliance/एमआईआई अनुपालन	Yes
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MSE Purchase Preference/एमएसई खरीद वरीयता

MSE Purchase Preference/एमएसई खरीद वरीयता	Yes
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1. If the bidder is a Micro or Small Enterprise as per latest definitions under MSME rules, the bidder shall be exempted from the requirement of "Bidder Turnover" criteria and "Experience Criteria" subject to meeting of quality and technical specifications. If the bidder is OEM of the offered products, it would be exempted from the "OEM Average Turnover" criteria also subject to meeting of quality and technical specifications. In case any bidder is seeking exemption from Turnover / Experience Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer.
2. If the bidder is a Startup, the bidder shall be exempted from the requirement of "Bidder Turnover" criteria and "Experience Criteria" subject to their meeting of quality and technical specifications. If the bidder is OEM of the offered products, it would be exempted from the "OEM Average Turnover" criteria also subject to meeting of quality and technical specifications. In case any bidder is seeking exemption from Turnover / Experience Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer.
3. The minimum average annual financial turnover of the bidder during the last three years, ending on 31st March of the previous financial year, should be as indicated above in the bid document. Documentary evidence in the form of certified Audited Balance Sheets of relevant periods or a certificate from the Chartered Accountant / Cost Accountant indicating the turnover details for the relevant period shall be uploaded with the bid. In case the date of constitution / incorporation of the bidder is less than 3-year-old, the average turnover in respect of the completed financial years after the date of constitution shall be taken into account for this criteria.
4. Years of Past Experience required: The bidder must have experience for number of years as indicated above in bid document (ending month of March prior to the bid opening) of providing similar type of services to any Central / State Govt Organization / PSU. Copies of relevant contracts / orders to be uploaded along with bid in support of having provided services during each of the Financial year.
5. Purchase preference to Micro and Small Enterprises (MSEs): Purchase preference will be given to MSEs as defined in Public Procurement Policy for Micro and Small Enterprises (MSEs) Order, 2012 dated 23.03.2012 issued by Ministry of Micro, Small and Medium Enterprises and its subsequent Orders/Notifications issued by concerned Ministry. If the bidder wants to avail the Purchase preference for services, the bidder must be the Service provider of the offered Service. Relevant documentary evidence in this regard shall be uploaded along with the bid in respect of the offered service. If L-1 is not an MSE and MSE Service Provider (s) has/have quoted price within L-1+ 15% of margin of purchase preference /price band as defined in the relevant policy, then 100% order quantity will be awarded to such MSE bidder subject to acceptance of L1 bid price. The buyers are advised to refer to the OM No.1 4 2021 PPD dated 18.05.2023 for compliance of Concurrent application of Public Procurement Policy for Micro and Small Enterprises Order, 2012 and Public Procurement (Preference to Make in India) Order, 2017. Benefits of MSE will be allowed only if the credentials of the service provider are validated on-line in GeM profile as well as validated and approved by the Buyer after evaluation of submitted documents.
6. Estimated Bid Value indicated above is being declared solely for the purpose of guidance on EMD amount and for determining the Eligibility Criteria related to Turn Over, Past Performance and Project / Past Experience etc. This has no relevance or bearing on the price to be quoted by the bidders and is also not going to have any impact on bid participation. Also this is not going to be used as a criteria in determining reasonableness of

quoted prices which would be determined by the buyer based on its own assessment of reasonableness and based on competitive prices received in Bid / RA process.

7. Past Experience of Similar Services: The bidder must have successfully executed/completed similar Services over the last three years i.e. the current financial year and the last three financial years(ending month of March prior to the bid opening): -

1. Three similar completed services costing not less than the amount equal to 40% (forty percent) of the estimated cost; or
2. Two similar completed services costing not less than the amount equal to 50% (fifty percent) of the estimated cost; or
3. One similar completed service costing not less than the amount equal to 80% (eighty percent) of the estimated cost.

Additional Qualification/Data Required/अतिरिक्त योग्यता /आवश्यक डेटा

Scope Of Work For the Service:[1742879643.pdf](#)

Security Manpower Service (Version 2.0) - Office/Commercial/Institutions/ Residential; Security Supervisor (1)

Technical Specifications/तकनीकी विशिष्टियाँ

Specification	Values
Core	
Type of Establishment / Area	Office/Commercial/Institutions/ Residential
Category of Profile	Security Supervisor
Category of Skills	Skilled
Gender	Male
Duty Hours in a day	8
Qualification	High School
Ex Servicemen	Yes
Age Limit	Up to60 years
Years of Experience	0 - 3 years
Additional Requirements for the Security Personnel	READ AND WRITE
Addon(s)/एडऑन	
Additional Details/अतिरिक्त विवरण	
Title For Optional Allowances 1	HRA
Title For Optional Allowances 2	UNIFORM OUTFIT
Title For Optional Allowances 3	UNIFORM WASHING

Additional Specification Documents/अतिरिक्त विशिष्टि दस्तावेज़

Consignees/Reporting Officer/परेषिती/रिपोर्टिंग अधिकारी

S.No./क्र. सं.	Consignee Reporting/Officer/ परेषिती/रिपोटिंग अधिकारी	Address/पता	Number of resources to be hired	Additional Requirement/अतिरिक्त आवश्यकता
1	Devender S Shekhawat	302001, Employees State Insurance Corporation Regional Office Bhawani Singh Road Jaipur	1	<ul style="list-style-type: none"> • Number of working days in a month : 26 • Tenure/ Duration of Employment (in months) : 12 • Basic Pay (Minimum daily wage) : 1154.44 • Provident Fund (INR per day) : 69.23 • EDLI (INR per day) : 2.88 • ESI (INR per day) : 0 • EPF Admin charge (INR per day) : 2.88 • Bonus (INR per day) : 0 • Optional Allowance 1 (in Rupees) : 184.71 • Optional Allowance 2 (in Rupees) : 57.72 • Optional Allowance 3 (in Rupees) : 34.63

Security Manpower Service (Version 2.0) - Office/Commercial/Institutions/ Residential; Unarmed Security Guard (9)

Technical Specifications/तकनीकी विशिष्टियाँ

Specification	Values
Core	
Type of Establishment / Area	Office/Commercial/Institutions/ Residential
Category of Profile	Unarmed Security Guard
Category of Skills	Skilled
Gender	Male
Duty Hours in a day	8
Qualification	High School
Ex Servicemen	Yes
Age Limit	Up to 60 years

Specification	Values
Years of Experience	0 - 3 years
Additional Requirements for the Security Personnel	READ AND WRITE
Addon(s)/एडऑन	
Additional Details/अतिरिक्त विवरण	
Title For Optional Allowances 1	HRA
Title For Optional Allowances 2	UNIFORM OUTFIT
Title For Optional Allowances 3	UNIFORM WASHING

Additional Specification Documents/अतिरिक्त विशिष्टि दस्तावेज़

Consignees/Reporting Officer/परेषिती/रिपोर्टिंग अधिकारी

S.No./क्र. सं.	Consignee Reporting/Officer/परेषिती/रिपोर्टिंग अधिकारी	Address/पता	Number of resources to be hired	Additional Requirement/अतिरिक्त आवश्यकता
1	Devender S Shekhawat	302001, Employees State Insurance Corporation Regional Office Bhawani Singh Road Jaipur	9	<ul style="list-style-type: none"> • Number of working days in a month : 30 • Tenure/ Duration of Employment (in months) : 12 • Basic Pay (Minimum daily wage) : 868 • Provident Fund (INR per day) : 69.23 • EDLI (INR per day) : 2.88 • ESI (INR per day) : 0 • EPF Admin charge (INR per day) : 2.88 • Bonus (INR per day) : 72.3 • Optional Allowance 1 (in Rupees) : 138.88 • Optional Allowance 2 (in Rupees) : 43.4 • Optional Allowance 3 (in Rupees) : 26.04

Buyer Added Bid Specific Terms and Conditions/क्रिस्ता द्वारा जोड़ी गई बिड की विशेष शर्तें

1. Generic

OPTION CLAUSE: The buyer can increase or decrease the contract quantity or contract duration up to 25 percent at the time of issue of the contract. However, once the contract is issued, contract quantity or contract duration can only be increased up to 25 percent. Bidders are bound to accept the revised quantity or duration

Disclaimer/अस्वीकरण

The additional terms and conditions have been incorporated by the Buyer after approval of the Competent Authority in Buyer Organization, whereby Buyer organization is solely responsible for the impact of these clauses on the bidding process, its outcome, and consequences thereof including any eccentricity / restriction arising in the bidding process due to these ATCs and due to modification of technical specifications and / or terms and conditions governing the bid. If any clause(s) is / are incorporated by the Buyer regarding following, the bid and resultant contracts shall be treated as null and void and such bids may be cancelled by GeM at any stage of bidding process without any notice:-

1. Definition of Class I and Class II suppliers in the bid not in line with the extant Order / Office Memorandum issued by DPIIT in this regard.
2. Seeking EMD submission from bidder(s), including via Additional Terms & Conditions, in contravention to exemption provided to such sellers under GeM GTC.
3. Publishing Custom / BOQ bids for items for which regular GeM categories are available without any Category item bunched with it.
4. Creating BoQ bid for single item.
5. Mentioning specific Brand or Make or Model or Manufacturer or Dealer name.
6. Mandating submission of documents in physical form as a pre-requisite to qualify bidders.
7. Floating / creation of work contracts as Custom Bids in Services.
8. Seeking sample with bid or approval of samples during bid evaluation process. (However, in bids for attached categories, trials are allowed as per approved procurement policy of the buyer nodal Ministries)
9. Mandating foreign / international certifications even in case of existence of Indian Standards without specifying equivalent Indian Certification / standards.
10. Seeking experience from specific organization / department / institute only or from foreign / export experience.
11. Creating bid for items from irrelevant categories.
12. Incorporating any clause against the MSME policy and Preference to Make in India Policy.
13. Reference of conditions published on any external site or reference to external documents/clauses.
14. Asking for any Tender fee / Bid Participation fee / Auction fee in case of Bids / Forward Auction, as the case may be.
15. Any ATC clause in contravention with GeM GTC Clause 4 (xiii)(h) will be invalid. In case of multiple L1 bidders against a service bid, the buyer shall place the Contract by selection of a bidder amongst the L-1 bidders through a Random Algorithm executed by GeM system.

Further, if any seller has any objection/grievance against these additional clauses or otherwise on any aspect of this bid, they can raise their representation against the same by using the Representation window provided in the bid details field in Seller dashboard after logging in as a seller within 4 days of bid publication on GeM. Buyer is duty bound to reply to all such representations and would not be allowed to open bids if he fails to reply to such representations.

All GeM Sellers / Service Providers are mandated to ensure compliance with all the applicable laws / acts / rules including but not limited to all Labour Laws such as The Minimum Wages Act, 1948, The Payment of Wages Act, 1936, The Payment of Bonus Act, 1965, The Equal Remuneration Act, 1976,

The Payment of Gratuity Act, 1972 etc. Any non-compliance will be treated as breach of contract and Buyer may take suitable actions as per GeM Contract.

This Bid is governed by the General Terms and Conditions/सामान्य नियम और शर्तें, conditions stipulated in Bid and Service Level Agreement specific to this Service as provided in the Marketplace. However in case if any condition specified in General Terms and Conditions/सामान्य नियम और शर्तें is contradicted by the conditions stipulated in Service Level Agreement, then it will over ride the conditions in the General Terms and Conditions.

In terms of GeM GTC clause 26 regarding Restrictions on procurement from a bidder of a country which shares a land border with India, any bidder from a country which shares a land border with India will be eligible to bid in this tender only if the bidder is registered with the Competent Authority. While participating in bid, Bidder has to undertake compliance of this and any false declaration and non-compliance of this would be a ground for Immediate termination of the contract and further legal action in accordance with the laws./जेम की सामान्य शर्तों के खंड 26 के संदर्भ में भारत के साथ भूमि सीमा साझा करने वाले देश के बिडर से खरीद पर प्रतिबंध के संबंध में भारत के साथ भूमि सीमा साझा करने वाले देश का कोई भी बिडर इस निविदा में बिड देने के लिए तभी पात्र होगा जब वह बिड देने वाला सक्षम प्राधिकारी के पास पंजीकृत हो। बिड में भाग लेते समय बिडर को इसका अनुपालन करना होगा और कोई भी गलत घोषणा किए जाने व इसका अनुपालन न करने पर अनुबंध को तत्काल समाप्त करने और कानून के अनुसार आगे की कानूनी कार्रवाई का आधार होगा।

---Thank You/धन्यवाद---



Dated : /03/2025

**TENDER DOCUMENT FOR PROVIDING EX SERVICEMEN UNARMED SECURITY
SERVICES TO ESIC REGIONAL OFFICE, JAIPUR (RAJASTHAN)**

The Tender Document consists of the following parts shown in the Index.

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कर्मचारी राज्य बीमा निगम
(श्रम एवं रोजगार मंत्रालय, भारत सरकार)
EMPLOYEES' STATE INSURANCE CORPORATION
(Ministry of Labour & Employment, Govt. of India)



क्षेत्रीय कार्यालय/ Regional Office
पंचदीप भवन, भवानी सिंह मार्ग, जयपुर-302001
Panchdeep Bhawan, Bhawani Singh Road, JAIPUR-302001
Phone: 0141-2989581 Email : rd-rajasthan@esic.nic.in
Website : www.esic.nic.in / www.esic.in |

Notice Inviting Tenders

TENDER ENQUIRY DOCUMENT FOR PROVIDING SECURITY SERVICES TO ESIC REGIONAL OFFICE, JAIPUR(RAJASTHAN)

Tender invited for providing the Ex Servicemen Unarmed Security Services at ESIC Regional Office, Jaipur (list enclosed) as per given instructions and details,

Sl.	Item	Detail
1.	Name of work	Providing Security Services as per the Scope of the Work under given Term and Conditions.
2.	Period of Contract	The Contract shall be initially for a period of One year and may be extended further for one-year subject to satisfactory performance, as per the rate and same terms and conditions with mutual consent.
3.	No of the Guards	Security Supervisor – 1 (One) Security Guards – 09 (Nine)
4.	EMD/Security Deposit (SD)	The bidder have to deposit the Earnest Money Deposit(EMD) of amount equivalent to 5% of the total contract value, if applicable as per bid details on GEM Portal and Performance Security deposit of amount equivalent to 5% of the Value of the contract to be deposited on allotment of work order. It may be obtained in the form of insurance surety bonds, account payee demand draft, banker's cheque, or bank guarantee (including e-bank guarantee) from any of the commercial banks or payment online in an acceptable form.
5.	Tender Document	Tender document along with necessary documents and all annexure in prescribed manner must be upload on GEM.
6.	Cost for Tender Document	Not Applicable

GEM BID NOTICE

E-tender are invited from eligible Security agencies having experience of handling the Security Services work in reputed organizations in Government or public sector for at least three year and providing Certificates of Satisfactory Performance from such Client to be enclosed.

The bidder have to deposit the **Earnest Money Deposit(EMD)** of amount equivalent to **5%** of the total contract value, if applicable as per bid details on GEM Portal and **Performance Security deposit** of amount equivalent to **5%** of the Value of the contract to be deposited on allotment of work order.

It may be obtained in the form of insurance surety bonds, account payee demand draft, banker's cheque, or bank guarantee (including e-bank guarantee) from any of the commercial banks or payment online in an acceptable form.

The interested bidder should upload duly filled signed bid form and their bid along with scanned copies of all the relevant certificates, documents etc. in support of their bids- all duly signed on the GEM portal within the stipulated/last date of BID.

-Sd-
Regional Director

ELIGIBILITY CRITERIA:

1. The bidder must have minimum of **three-year experience** in the field of Security Services and documentary evidence with copies of **satisfactory work completion certificate** for **security work** shall be enclosed. Any other work experience will not be acceptable. The Service provider should have carried out following **Security work** in any Central Govt./State Govt./Attached offices/statutory Bodies/PSU Banks with following description during the period of last **3 financial years** before the ending date of bid:
 - a. **One similar work** of Annual value equals to 80% of the value of total tender value or
 - b. **Two similar works** of Annual value equals to 50% of the value of total tender value or
 - c. **Three similar works** of Annual value equals to 40% of the value of total tender value.
2. Average Annual turnover of the agency in Security work during each of three financial years(2021-22, 2022-23 and 2023-24) should be Rs. **84,82,100 (Rupees Eighty-Four lakh Eighty Two Thousand One Hundred only)** of this bid. The **average annual turnover** certificate of bidder must be duly certified by the appropriate **CA /any other agency**.
3. The bidder should have to provide a certificate that the firm/agency have not been indicated for any criminal, fraudulent or anti-competitive activity and not been blacklisted by any Govt. Department/CPSUs and PSUs or otherwise any false statement could result in automatic disqualification. **The undertaking must also include that their firm/agency has no criminal case pending under the court of law.** The bidder should indicate the details of litigations, if any, they are involved in at the time of bidding itself.
4. Copies of the following documents should be mandatorily submitted along with the Technical Bid: -
 - (a) Registration/Incorporation certificate of firm.
 - (b) **GST** Registration Certificate.
 - (c) PAN No. of firm.
 - (d) ESI Registration and EPF Registration. .
 - (e) Valid **PSARA Acknowledge / License** for operation of the Security Agency in the **Rajasthan State issued by Rajasthan Government only.**
 - (f) Valid Certificate of Registration under the **Shop and Commercial Establishments Act,1958.**
 - (g) The **average annual turnover** of three financial years(2021-22, 2022-23 and 2023-24) certificate of bidder must be duly certified by the appropriate **CA /any other agency**.
 - (h) **Audited(As applicable) Profit & Loss Account, Balance Sheet/ITR & other financial documents** of last three financial years i.e. 2021-22, 2022-23 and 2023-24.
 - (i) **Satisfactory** work completion certificate/report of year 2021-22, 2022-23 and 2023-24 in support of eligibility conditions number 1 above. **Satisfactory Work Completion** certificate/report shall be considered for determining the work experience of the bidder(Period of contract, No. of security guards provided and gross amount of contract). **(Work orders, agreements, GeM purchase orders etc. are not acceptable, only Satisfactory** work completion certificate is acceptable).
 - (j) Acceptance of Terms and Conditions(ATC), Non blacklisting declaration, Bid security declaration and declaration for non conviction any labour law.(Format attached).
 - (k) Bid Document containing all terms and conditions of the bid duly Signed and Stamped by the bidder
5. The bidder/tenderer should have **the Registered / Branch Office/ Site Office in Rajasthan** on the date of submission of bid.

Instruction to Bidders

- All tenderer are requested to read the tender document carefully including the terms and conditions, the procedures to fill the tender form and tender assessment criteria
- The technical bid should contain the information in Performa per instructions.
- The Instructions to Bidder / Tenderer have been Distributed in Two Part, which follows in details-

No.	Part	Subjects
1	A	Detailed information Related to Tender Submission (Tender Document along with Necessary Papers)
2	B	Other / General Instructions

Part - A**For Submission of required necessary Documents for Award of contract**

- 1) The set of documents should be prepared in following manner for submission.

Sl	Documents List	Confirm(Yes / No)
1	Tender document signed and stamped (Terms & Conditions and other instructions etc.)	
2	EMD deposit details	
3	Documents in support of claiming exemption with regard to EMD, Experience and Annual Turn Over (Start up/ MSME registration with only relevant code of Security Services.)	
4	Attested Photo copy of Registration/Incorporation certificate with respect to nature of Agency / Party / Firm	
5	Attested Photo copy of shop and commercial establishment act,1958 Registration	
6	Attested Photo copy of PSARA Ackn. / License issued by the govt. of Rajasthan only.	
7	Proof of Registered office/ Branch Office in Rajasthan.	
8	Attested Photo copy of PAN Card	
9	Attested Photo copy of GST Registration Certificate	
10	Attested Photo copy of ESIC Registration Certificate	
11	Attested Photo copy of EPFO Registration Certificate	

12	Undertaking / Declaration form. (Acceptance of ATC, Bid Security declaration, Non black listing declaration & Non conviction declaration under labour law)	
13	Copies of audited Annual Balance Sheets(if applicable)/P&L account/ITR etc and CA certificate turnover certificates of the financial years years 2021-22, 2022-23 and 2023-24	
14	Copies of only Security work completion(Experience) certificate of the financial years 2021-22, 2022-23 and 2023-24 (with period, contract value, and satisfactory). no other documents like GeM Contracts, agreements, Work orders will be considered.	

Part – B

Other instruction to Tenderer

1) General Instruction:

1. Contractors who are interested to quote for the above services are advised to,
 - (a) Study carefully the various clauses contained in the terms and conditions before submitting their tender bids.
 - (b) To visit the ESIC Regional Office, Jaipur and physically inspect the site and acquaint themselves with the facilities available, the nature and quantum of the work before submitting the tender bid.
2. The Tender incomplete in any form or conditional tender will be rejected out rightly.
3. The tenderer shall quote for all segments, failing which the bid shall be considered non-responsive.
4. The successful tenderer will have to deposit a Performance **Security Deposit** as per given instruction.
5. The successful Tenderer will have to commence the work from the stipulated date. In case of failure the contract will be rewarded through GeM and this office will take necessary action including the black listing of defaulter firm.

TERMS AND CONDITIONS OF BID

1. **Estimated Bid value:** The estimated tender value is Approximately Rs. 56,54,727.83/- (Rupees Fifty Six lakh fifty four thousand seven Hundred twenty eight only) inclusive of all rates & Taxes for one year.
 2. **Period of Contract:** The Contract shall initially be valid for a period of **one year** and may be extended further for a period of one year subject to satisfactory performance, on the same terms and conditions. The rates quoted by the bidder shall remain unchanged during the period of contract. ESIC, however, reserves the right to terminate the contract by serving 07 days notice, in writing. The Contract may be terminated by contractor by giving two months notice in writing.
 3. **Earnest Money Deposit (EMD) :** The bidder have to deposit the **Earnest Money Deposit(EMD)** of amount equivalent to **5%** of the total contract value, if applicable as per bid details on GEM Portal and **Performance Security deposit** of amount equivalent to **5%** of the Value of the contract to be deposited on allotment of work order. It may be obtained in the form of insurance surety bonds, account payee demand draft, banker's cheque, or bank guarantee (including e-bank guarantee) from any of the commercial banks or payment online in an acceptable form. Firm registered under **MSME for security work** will be exempted from EMD as per existing guidelines.
 4. Last date of submission: Last date of uploading of Bid is stipulated on GeM portal.
 5. Date of opening of Bids: Technical Bid will be opened on stipulated date and time on GeM portal.
 6. The Agency must be registered with the following statutory bodies such as **ESI, EPF, Income Tax and GST.**
 7. The Bidder should have a **registered office / Branch office in Rajasthan.**
 8. The bidder firm should not have been indicted for any criminal, fraudulent or anti- competitive activity and not been blacklisted by any Government Departments.
 9. Registrations under shop and commercial establishment act.
 10. Only agencies having valid registration **shop and commercial establishment act,1958** , ESI, EPF and other statutory law required for providing Security services shall apply.
 11. Certified translated copy of supporting documents should be uploaded in Hindi/English, in case of documents available in Regional language.
 12. A certified copy of **PSARA license issued by govt. of Rajasthan** must be attached.
- The EMD must be submitted to The Regional Director, ESIC, Regional Office, jaipur in a sealed cover, before the last date of submission of tender as per Gem Portal.

OTHER TERMS AND CONDITIONS

1. The Bidders are required to upload Technical bid as per Bid Specification uploaded on GEM Portal.
2. Each and every page of attached document should be signed and stamped by bidder or its authorized representative of Bidders.
3. The competent authority of ESIC reserves the right to reject all or any Bid in whole, or in part, without assigning any reason thereof.
4. The earnest money shall be refunded to the unsuccessful Bidders after finalization of the contract. It shall be refunded to the successful Bidder on receipt of performance security deposit. No interest is payable on the EMD and performance security deposit.
5. The bid shall be valid for 180 days from the date of opening.
6. Bids which are incomplete or Conditional in any form shall be rejected out rightly.
7. In case the successful Bidder declines the offer of Contract, for whatsoever reason(s), their EMD shall be forfeited.
8. A formal contract shall be executed/ entered into with the successful Bidder. In this contract, the successful Bidder shall be defined as Contractor.

Performance Security Deposit :

The successful Bidder will have to deposit a Performance Security Deposit as per Bid Details on GEM in the form of insurance surety bonds, demand draft/banker's cheque/ Fixed Deposit in favour of "ESIC Fund Account No. 1" or bank guarantee (including e-bank guarantee) from any of the commercial banks or payment online in an acceptable form. The successful Bidder will have to deposit the Performance Security Deposit and execute the contract within 15 days of acceptance of Bid. The Performance Security Deposit should remain valid upto a period of 60 (sixty) days beyond completion of all contractual obligations of the contractor.

GENERAL CONDITIONS OF CONTRACT (GCC)

1. The Agency should engage all guards from the category of **Ex-Servicemen** not above the age of **60 years**. As per DGR norms 90% of the total guards needs to be deployed must be Ex-Servicemen and balance 10% of the guards can be Non-ESM.
2. Only the retired/released personnel from Indian Army, Indian Navy and Indian Air Force are to be considered as Ex-servicemen (ESM). Peronnel from CPMF- Central Para military Forces (CRPF,BSF,CISF,ITBP and SSB etc) don't fall under ESM Category. These People can be employed under civilian category and their number should not exceed 10% of the total number of Security Guards.
3. The Contractor shall provide satisfactory proof i.e PPO or Discharge Book/Certificate in respect of Ex-Servicemen status of the Security Guards before their deployment in order to ensure that 90% of the total number of security guards are Ex-Servicemen. The Security agency shall not employ any person below the age of 21 years and above the age of 60 years. Agency shall ensure imparting of prescribed training and skills to its security guards and supervisors.
4. The rate quoted shall be responsive and the same should be inclusive of all statutory obligations such as Minimum wages(As per DGR rates), ESI, PF contributions, bonus, service charges, all kind of taxes etc. The offers of those prospective bidders which do not meet the statutory requirements of applicable minimum wages, ESI&PF and Bonus are liable to be rejected.
5. Minimum wages as fixed and revised from time to time by the office of **the Directorate General of Resettlement(DGR), Ministry of Defence, Govt. of India, New Delhi** as applicable to "WATCH AND WARD" – "without arms" should be paid by the contractor.
6. Whenever Minimum wages is revised by the respective Labour authorities, it shall be duty of the contractor to immediately pay such revised minimum wages to the contract personnel deployed and then re-imburement may be claimed from The Regional Director, ESIC, Regional Office, Jaipur.
7. The Agency shall comply with Contract Labour (R&A) Act, PF provisions, ESI provisions, Payment of Bonus Act etc. whichever applicable and all other statutory payments will be the liabilities of the Security Agency, applicable from time to time.
8. The Security Guards should be of sound Health and preferably having education up to 10th standard. Their character antecedents must be verified from the concerned Police Station by the Security Agency and a proof thereof should be submitted to the Regional Office authorities before their deployment. The Agency Shall be fully responsible for ensuring the authenticity/correctness of the documents submitted by the personnel.
9. The Contractor must provide all necessary items to the Security staff /supervisors/managers. The staff shall be in proper uniform as approved by ESIC and with their identity card properly displayed.
10. The Guards whose services are provided by the Agency will at all times and for all purposes, be the employees of the Agency who will be responsible for necessary service benefits to them.

The Regional Office authorities shall have the right for removal of a person of the Agency who is not discharging his duties satisfactorily or his role is found dubious in nature.

11. The Agency shall not engage any sub-contractor or transfer the contract to any other person.
12. The approximate number of persons required to be engaged will be **09 Security Guards and 1 Security Supervisor**. However, the Regional Director has the right to change the number of Guards at his/her discretion at any time and the agency shall be bound to provide the amended numbers required.
13. The **Eight Hours Shift** will normally commence from **0600 hrs to 1400 hrs, 1400 hrs to 2200 hrs and 2200 hrs to 0600 hrs (where reliever required)** and would be called Morning, Evening and Night Shifts respectively **and as per office timing (where reliever not required)** . But the timings of the shift are changeable and can be fixed by this office from time to time depending upon the requirements. Prolonged duty hours (more than 8 hours at a stretch) shall not be allowed. No payment shall be made by this office for double duty, if any.
14. **Weekly Day of Rest:** An employee/Reliever (Security Guard) in a scheduled employment in respect of which minimum rates of wages have been fixed under the Act, shall be allowed a day of rest every week (hereinafter referred to as "the rest day") which shall ordinarily be Sunday, but the employer may fix any other day of the week as the rest day for an employee. Hence, in a month of 30 days, an employee shall work for not more than 26 days while in a month of 31 days same employee can work for 27 days.
15. Attendance of personnel will be maintained by the Service Provider. All the contractual employees engaged through agency/Service provider must mark their attendance in "**Aadhar Enabled Biometric Attendance System(AEBAS)**". The Contractor should ensure that all the contractual employees engaged by them mark their attendance in **AEBAS** mandatorily and copy of the attendance sheet should be provided along with their monthly salary bills to the office of the ESIC. The Caretaker/Branch Manager of the RO/BO should verify the monthly attendance sheet. Payment of monthly salary bills should be released only after compliance of the same.
16. On any given day, if any of contractor's personnel(s) deployed under the contract is (are) absent or fails to report in time, the contractor must provide a suitable substitute in time, for this purpose the contractor must monitor on a daily basis the sanction of leave to the staff deployed.
17. **The administrative issues like leave, weekly off, discipline etc., of the Security personnel are responsibility of the contractor.**
18. The Agency shall deploy security personnel after medical examination at its own cost and medical certificate is to be submitted to the Regional Office authorities at the time of deployment.
19. The Agency shall provide a certificate that the manpower deployed is medically/physically/mentally fit to discharge their duties/work.
20. The list containing the names, verified addresses, affixing a photograph along with the signature of each employee appointed by the Agency shall be made available to the Regional Office authorities with their Bio-data before commencing the contract.

21. The changes in the personnel deployed will not be allowed without prior approval/permission of the Regional Director or any other authorized officer.
22. The security supervisor and security guard must be in proper Uniform and displaying Photo Identity Card.
23. No enhancement in the agreed rates will be allowed during the Contract period except statutory revision of rates duly notified from time to time by the competent authority.
24. The Agency will submit the proof of deposit of EPF and ESI within three weeks from the disbursement of wages every month, to the Regional Office authorities. Copy of the Challans vouchers in relation to ESI & EPF subscription deposit with the Bank should be submitted every month with certified copy of list of deployed security guards against whom the amount is deposited. Certified copy of returns submitted to the ESI & EPF authorities should be produced periodically.
25. The bill for each month shall be presented in triplicate by the Agency by 7th of every following month duly pre-receipted. The security Agency will pay the wages to their workers latest by 07th of every month irrespective of the date of payment of current bill by ESIC. There must be no deviation whatsoever in this regards. Payment of wages shall be done through bank account only by electronic clearance system(ECS)/NEFT/RTGS. The payment to workers is not linked with payment of bill by ESIC. All statutory payment claimed in the bill must be with duly deposited proof of concerned payment. Further, the agency/contractor shall submit the bill along with following documents:
 - A. **The contractor shall produce copy of the Bank Statement of salary deposit through ECS/NEFT/RTGS duly signed and authenticated by bank along with the bill for succeeding month.** The agency shall highlight transaction in respect of each worker deployed and will also assign them serial numbers in accordance with serial number mentioned in the bank statement.
 - B. **The Contractor shall submit copies of ESI/EPF Challans along with employee wise details of ESI/EPF contribution paid.** It should mention insurance numbers and PF numbers of all the employees.
 - C. **The bill should accompany a certificate to the effect that all statutory laws/dues including minimum wages as per relevant Acts and Rules are being compiled with.**
26. The Performance security deposit shall be returned to the Agency on the expiry of the contract period on furnishing usual clearance/No Demand Certificate. The Security Deposit shall be returned on the expiry and termination of the Contract subject to conditions that the Security Agency has indemnified the 1st Party (Regional Director) for all payments to the staff. The Security Agency while requesting for release of the Performance Security Deposit shall certify that all payments including Labour Laws obligations have been fulfilled and that the ESI Corporation authorities shall not be responsible for such payments to the staff arising out of the decision of the Labour court, if any.
27. The Contract shall come into force from the date of Agreement signed by both the parties. In case the Agency fails to execute the job after signing the Agreement Deed or leave the job before completion of the period of Contract at their own accord, the Regional Director shall have the right to forfeit the Performance Security Money Deposited by the Agency for execution of the Contract.

28. The Agency shall comply with the Labour laws applicable and this Regional Office shall not be responsible for any litigation/default from Agency-side.
29. The Regional Director shall have the full powers to terminate the tender process at any stage, without assigning any reason. The Regional Director's decision in this regard will be the final.

PENALTY CLAUSE

1. In case of any loss/theft of property, the Regional Director will consider the circumstances leading to the loss/theft and if the responsibility is fixed upon the Agency by the Regional Director, the Agency will make good the loss within a specified period or else deduction of the cost will be made from the security bill of the following month.
2. For any breach of contract, the Regional Director shall be entitled to impose a penalty to the extent of **Rs.1,000/-** on the 1st occasion upon the Agency in the event of breach, violation or contravention of any of the terms and conditions contained herein brought to the notice of the Regional Director. Maximum penalty shall not be more than 10% of the tender value.
3. Some of the instances in which penalty would be imposed, are enumerated below. But these are not exhaustive and penalty may be imposed on any violation, breach or contravention of any of the terms and conditions as well as assigned duties and in following conditions:-
 - a. If the personnel are not found in proper Uniform and displaying Photo Identity Card.
 - b. If the personnel found indulging in smoking/drinking(alcohol)/sleeping during duty hours.
 - c. If the personnel found performing double Duty within 24 hours without prior approval.
 - d. The Agency is supposed to provide **10** Security Guards including supervisor per day. If the Agency is not able to provide the required number of personnel, a penalty for shortage of attendance will be imposed.
 - e. Penalty will also be imposed if the behavior of personnel found discourteous.
 - f. If any Guard found performing duty, submitting a fake name and address.
 - g. No persons other than the persons mentioned in the approved list supplied by the agency should be engaged for duty.

MANPOWER

1. Any misconduct / misbehavior on the part of the manpower deployed by the Contractor will not be tolerated and such person will have to be replaced by the Contractor at his own costs, risks and responsibilities immediately, with written intimation to ESIC.

2. The contractor should ensure to maintain adequate number of manpower. In case the available manpower is less when compared to the required, a penalty of Rs.500/- per day will be deducted from the bill.
3. The Contractors shall employ adult labour only. Employment of child labour will lead to the termination of the contract. The contractor shall be responsible for payment by following the Minimum wages Act(DGR), ESI Act, PF Act, Bonus Act as applicable and also of obeying all existing Labour laws.
4. The number of manpower required is likely to increase or decrease depending upon the actual requirement.

Sr. No.	Place	Number of Security Personnel required	Reliever required(Y/N)	Area (B/C)
1.	REGIONAL OFFICE, JAIPUR	1 (Supervisor)	NO	B
		6 (Security Guard)	YES	B
2.	E.S.I. COLONY, JAIPUR	3	YES	B
	TOTAL NUMBER OF GAURDS PER DAY	1(SUPERVISOR)+ 09(SEcurity GAURDS) including Reliever		

Termination clause:

During the period of agreement if it is found that the agency is not providing proper services or charging by fraudulent manner or otherwise, the whole security deposit, deposited with ESIC or part thereof shall be forfeited.

DUTIES AND RESPONSIBILITIES OF SECURITY STAFF :-

1. The Agency shall be responsible for overall security measures and arrangements to safeguard the movable and immovable property and prevention of theft within the premises.
2. Controlling the crowds.
3. Protection of persons and property.
4. Evacuation of occupants in case of the fire or natural calamities.
5. Prevention of unauthorized entry of personnel including all types of outside vendors in the entire campus.
6. The vehicles that enter into the premises must be identified, noted in the Register and parked at designated places. Trolley mirrors, wherever required may be provided for the inspection of four wheelers/other vehicles.
7. The Agency staff shall work on duty and they will be deployed in three shifts i.e. **6 AM to 2 PM / 2 PM to 10 PM / 10 PM to 6 AM. (where reliever required)** The guard of the previous shift will submit the attendance of the incoming guard within 15 minutes of the commencement of the shift to the caretaker on duty for verification.
8. The Agency shall provide proper uniform, whistle, baton for the day shift workers and five cell Torch Light and 5 ft. long stick for staff on night duty.
9. The Agency shall be fully responsible for the performance and fitness on their duty of their personnel (Guards). For this, the Agency will have to keep close liaison with the Regional Office authorities, Caretaker and Officer in-charge.
10. The Agency shall have to maintain a round-the-clock Control Room with Telephone No., Mobile No., names of persons manning the Control room in their office for any urgent communication regarding any extra-ordinary situation.
11. The Agency shall conduct surprise Night Patrolling at all the projects and shall submit written report to the Regional Director, Regional Office, ESIC, Jaipur periodically at least twice a month.

12. The agency shall provide their own communication system to their staff for the coordination with Officers/officials of Regional Office.
13. The Agency shall undertake any other work of similar nature assigned to them by the Regional Director from time to time.
14. The security personnel shall watch that there are no unidentified /unclaimed /suspicious objects /persons in the buildings/premises.
15. The security personnel shall also ensure that all the electrical equipment/instruments/ lights and fans must be switched off at the time of closure of the office or part of the office.
16. The security guards must be deployed in such a way that no part of the building /premises remains unnoticed /unattended.
17. **The security personnel should not leave the point unless and until the reliever comes for shift duties.**
18. The security supervisor will maintain all the registers, which are kept at the main gate and other points.
19. To check people on entry/exit base on production identity cards system, issue of passes, etc., and maintain visitor's record.
20. Thorough checking of incoming and outgoing material against proper Gate pass duly signed by the authorized signatory.
21. To ensure that no hawkers, marketing persons or vendors are allowed into the campus without permission.
22. The security guards must take round of the buildings at fixed intervals.
23. Collecting intelligence about anti-social and other subversive elements in the crowd, and also be alert in tackling the mischief – mongers trying to gain entry in the campus.
24. The security personnel must have the telephone numbers of the nearest Police Station, Fire Station, Ambulance, etc. for the sake of emergency if any.
25. The Agency shall have to provide the Mobile Phone Nos. of all the security guards for records.

DISPUTE SETTLEMENT :

It is mutually agreed that all difference and disputes arising out of or in connection with this Agreement shall be settled by mutual discussions and negotiations and if such disputes and differences cannot be settled and resolved by discussions and negotiations then the same shall be referred to the Sole Arbitrator appointed by the Regional Director, Regional Office, Jaipur, whose decision shall be final and binding on both the parties. The arbitration proceeding's shall be governed by Indian Arbitration and Conciliation Act 1996 as amended from time to time.

The cost of Arbitration shall be borne by the Contractor. During the pendency of the arbitration proceeding and currency of contract, the contractor shall not be entitled to suspend the work/service to which the dispute relates on account of the arbitration and payment to the contractor shall continue to be made in terms of the contract. Arbitration proceedings will be held at jaipur only.

The Courts at Jaipur shall have the exclusive jurisdiction to try all disputes, if any, arising out of this agreement between the parties.

TECHNICAL BID For Security services in ESIC**Technical Bid Page: 1**

The above format may be used to provide requisite details.

1.	Name of the Company / Firm	
2.	Name of Owner / Partners/ Directors	
3.	Full Particulars of Office	
	Address	
	Telephone No.	
	Fax No.	
	E-Mail Address	
4.	Full particulars of the Bankers of Company / Firm / with full address/ Tel. No.	
	Name of the Bank	
	Address of the Bank	
	Account Number	
	IFSC code	
5.	Registration Details :	
	(a) PAN No.	
	(b) GST Registration No.	
	(c) E.P.F. Registration No.	
	(d) E.S.I.C Registration No.	
	(e) A certified copy of registration under shop and commercial establishment act,1958	
	(f) A Certified copy of PSARA license issued by govt. of Rajasthan must be attached.	
6.	Details of Earnest Money Deposit	
	Amount(Rs.)	
	D.D. / P.O. No. & Date	
	Drawn on Bank	
	Valid upto	

Signature of Owner/Managing Partner/Director

Date :

Full Name :

Place:

Company's Seal:

DETAILS OF FINANCIAL STATEMENT, PROFIT AND LOSS STATEMENT
DURING LAST THREE YEARS

Sl.No	Financial Year	Income in Rs.	Expenditure in Rs.	Net Profit/Loss in Rs.
1	2021-2022			
2	2022-2023			
3	2023-2024			

Details of value of contract as per eligibility criteria in the following proforma

Sl. No.	Name and Address of the organization	Details regarding the contract including manpower deployed	Value of Contract (Rs.)	Duration of Contract	
				From	To
				dd/mm/yy	dd/mm/yy
1					
2					
3					
	Additional information, if any				

The above format may be used to provide requisite details.

Signature of Owner/Managing Partner/Director

Date :
Place :

Full Name :
Company's Seal :

DECLARATION

I, _____
 _____ Son/Daughter of Shri _____

Proprietor/ Partner/Director/ Authorized Signatory

of _____ am competent to sign this declaration and execute this tender document.

- a) **This is to certify that I / We, before signing this Bid / Tender Document, have read and fully under stood all the terms, conditions and instruction contained therein and undertake myself / ourselves to abide by the said terms and conditions and will follow all instructions.**
- b) I hereby undertake to provide the service as per directions given in the tender document within stipulated period.
- c) I/We hereby declare that all payments pertaining to GST,ESIC,EPF or any other statutory payment have been paid up to date.
- d) I/We give the rights to Regional Director, ESIC, Jaipur to forfeit the Security money deposit by me/us if any delay or default occur on my/Agency part or fail to provide the requisite and desired security services to the office/dispensary or any violation of the Term and condition.
- e) **There is to declare and certify that the neither myself nor my firm has ever been blacklisted by any Govt./Semi Govt./Public/Private Institution.**
- f) I/We hereby certify that the firm poses all the required license/ certification to perform the work.
- g) I/ We will deploy the security personnel as per instruction and will pay the wages to the personnel deployed as per wage rates prescribed by DGR. I/ we shall be fully responsible for any violation in this regard.
- h) I / We shall provide security service through Ex-servicemen Security Guards and Security Supervisor as per the terms and conditions of the Tender guidelines.

I / We do hereby undertake that complete security of the Offices/Dispensaries shall be ensured by our Security Agency, as well as any other assignment considered by the Administration.

Signature:

Name:

Designation:

Date:

Place:

Signature of Owner/Managing Partner/Director

FORMAT OF UNDERTAKING, TO BE FURNISHED ON COMPANY LETTER HEAD WITH
REGARDS TO BID SECURITY DECLARATION

UNDERTAKING REGARDING BID SECURITY DECLARATION

To,

The Regional Director,
Employees' State Insurance Corporation,
Regional Office,
Jaipur-302001.

I/We hereby accept that I/We may be disqualified from bidding for any contract with you for a period of five years from the date of notification if I/We-

- A) Withdrawn or modify the Bid during the period of bid validity specified in the form of bid;
or
- B) Fail or refuse to furnish the Performance Security, in accordance with the Instruction to Bidders.

Seal & Signature:

Name:

Name of Company:

Date:

Place:

FORMAT OF UNDERTAKING, TO BE FURNISHED ON COMPANY LETTER HEAD WITH
REGARDS TO BID SECURITY DECLARATION

UNDERTAKING REGARDING NON-BLACKLISTING/NON-DEBARMENT

To,
The Regional Director,
Employees' State Insurance Corporation,
Regional Office,
Jaipur-302001.

I/We hereby confirm and declare that I/We, M/s.....
Is not blacklisted/De-registered/ debarred by any Government department/ Public undertaking/ Private
Sector/ or any other agency for which we have executed/under work/services and that no criminal case
is pending in court of law against the firm.

Seal & Signature:

Name:

Name of Company:

Date:

Place:

FINANCIAL-BID

Name of the Bidder: _____

TABLE-A**Manpower charges Security Guards & Security Supervisor (Un-skilled) per month**

Sl. No.	DESCRIPTION	PERCENTAGE	SECURITY SEPERVISER AREA-B	SECURITY GUARD AREA-B (WITHOUT ARMS)
	Basic Plus VDA(Per Day)		1154.44	868
1.	Basic Plus VDA(26Days)		30,015.44	22,568
2	Employees State Insurance ESI	3.25% of Basic + VDA	—	—
3	Employees Provident Fund(EPF)	12% of Basic + VDA (Maximum 1800/-)	1800.00	1800.00
4	Employees Deposit Linked Insurance(EDLI)	0.5% of Basic + VDA	75.00	75.00
5	Administrative Charges	0.5% of Basic + VDA	75.00	75.00
6	House Rent	16% Basic Plus VDA or Rs 3600(Whichever is higher)	4,802.47	3611.00
7	ESI on HRA	3.25% of HRA	--	--
8	Bonus	8.33% of Basic Plus VDA	--	1879.91
9	ESI on Bonus	3.25% of Bonus	--	--
10	Uniform outfit Allowance	5% of Basic Plus VDA	1500.77	1128.4
11	Uniform Washing Allowance	3% of Basic Plus VDA	900.46	677.04
	SUB TOTAL		39,169.14	31814.35
12	Relieving Charges 1/6 of Total		--	5302.39
13	TOTAL MONTHLY WAGES PER PERSON		39,169.14	37,116.74

14	TOTAL MONTHLY WAGES		A= 39,169.14	B= 37116.74*9(Person) B=3,34,050.66
15	Yearly wages		A*12= 39,169.14 *12 4,70,029.68	B*12=40,08,607.92
		Grand total	470029.68 + 40,08,607.92 = 44,78,637.60	
16	GRAND TOTAL of Tender (including GST)= {(A+B)*12+ 18%GST}		<u>52,84,792.36</u>	

- Relieving charges @ (1/6) of wages will be paid on actual basis.

Service Charge :

Description	Service Charge In terms of percentage (%)	Service Charge in terms of Amount in Rs.	Total Amount (Inclusive of Service Charge)
SERVICE CHARGE ON GRAND TOTAL OF ROW 15 (excluding GST) IN TABLE-A OF FINANCIAL BID			

Note:

1. The minimum Service charge may be fixed as **3.85%** (3% profit plus transaction charges, which are 0.85% at present) as proposed by GeM and such charges should not exceed 7% (including transaction charges) as office memorandum date 06th January, 2023 of Ministry of Finance.
2. The selection of the vendor will be decided on the basis of Service Charge quoted by the bidder as other parameter like minimum wages, ESI Contribution, EPF Contribution (Employer Share), GST etc. are as per statutory provision.
3. Annual Bonus to be paid on **monthly** basis and the same will be reimbursed on production of documentary evidences.
4. Service Charges quoted by bidder should include all Administrative Charges, Supervisory Charges and Charges for running Establishment to the manpower to be deputed at Regional Office.
5. GST applicable will be reimbursed on actual basis on production of documentary evidence with bill.
6. The minimum wages shall be paid as per the structure issued from time to time by the **the Directorate General of Resettlement(DGR), Ministry of Defence, Govt. of India, New Delhi** and Ministry of Labour & Employment, Govt. of India.

Signature of Owner/ManagingPartner/Director

Date :

Full Name :

Place :

Company's Seal :

CHECK LIST OF THE DOCUMENTS TO BE UPLOADED

All interested Bidders are requested to please ensure to upload the following documents/ information on the GeM portal :-

SI	Documents List	Confirm(Yes / No)
1	Tender document signed and stamped (Terms & Conditions and other instructions etc.)	
2	EMD deposit details, if applicable	
3	Documents is support of claiming exemption with regard to EMD, Experience and Annual Turn Over (Start up/ MSME registration with only relevant code of Security Services.)	
4	Attested Photo copy of Registration/Incorporation certificate with respect to nature of Agency / Party / Firm	
5	Attested Photo copy of shop and commercial establishment act,1958 Registration certificate.	
6	Attested Photo copy of PSARA Ackn. / License issued by the govt. of Rajasthan only.	
7	Proof of Registered office/ Branch Office in Rajasthan.	
8	Attested Photo copy of PAN Card	
9	Attested Photo copy of GST Registration Certificate	
10	Attested Photo copy of ESIC Registration Certificate	
11	Attested Photo copy of EPFO Registration Certificate	
12	Undertaking / Declaration form. (Acceptance of ATC, Bid Security declaration, Non black listing declaration & Non conviction declaration under labour law)	
13	Copies of audited Annual Balance Sheets(if applicable)/P&L account/ITR etc and CA certificate turnover certificates of the financial years 2021-22, 2022-23 and 2023-24.	
14	Copies of only satisfactory Security work completion (Experience) certificate of the financial years 2021-22, 2022-23 and 2023-24 (with period, contract value, and satisfactory). no other documents like GeM Contracts, agreements, Work orders will not be considered.	
15	Technical Bid	
16	Financial Bid	