

# **TENDER DOCUMENT**

**Annual Contract for Campus Manning / Security Services  
at the**

**TROPICAL FOREST RESEARCH INSTITUTE,  
P.O. – R.F.R.C., Mandla Road, Jabalpur – 482 021.**

**ISSUED TO :**

**ON :**

**AT :**



**Tender Form will be received upto 12.00 AM on 18-06-2013**

**Tender Form will be opened at 3.15 PM on 18-06-2013**

**TROPICAL FOREST RESEARCH INSTITUTE,  
P.O. – R.F.R.C., Mandla Road, Jabalpur – 482 021.**

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उष्ण कटिबंधीय वन अनुसंधान संस्थान  
पो.क्रा.-आर.उफ.आर.सी., मण्डला रोड  
जबलपुर - 482 021 (म.प्र.)

विज्ञापन नं. उ.व.अ.सं./जबलपुर/सुरक्षा/1/2013-14, दिनांक 30/05/2013

निविदा सूचना

निम्नलिखित कार्यो हेतु उपयुक्त श्रेणी के पंजीकृत ठेकेदारों से दिनांक 18/06/2013 को दोपहर 03.00 बजे तक भावपत्र कार्यालय में आमन्त्रित हैं।

अ. क्र.	कार्य विवरण	अनुमानित मात्रा	प्रतिभूति राशि	निविदा प्रपत्र का मूल्य
1	उष्णकटिबंधीय वन अनुसंधान संस्थान, जबलपुर के परिसर की सुरक्षा कार्य। (through security agencies)	प्राकलन अनुसार	₹.70,000/-	₹.200/-

निविदा फार्म दिनांक 04.06.2013 दोपहर 02:30 से 18.06.2013 दोपहर 12:00 बजे तक किसी भी कार्यालयीन दिवस में संस्थान के प्रशासनिक भवन में स्थित सुरक्षा अधिकारी के कक्ष क्रमांक - (20) में ₹.200/- जमा कर प्राप्त किये जा सकते हैं। निविदाएं दिनांक 18.06.2013 को दोपहर 03:00 बजे तक जमा की जा सकेंगी तथा उसी दिन दोपहर 03:15 बजे खोली जावेंगी। उपरोक्त संबंध में अधिक जानकारी सुरक्षा अधिकारी से दूरभाष क्रमांक "0761- 2744131" पर प्राप्त की जा सकती है। निविदा संबंधी निविदा प्रपत्र एवं संपूर्ण जानकारी संस्थान के वेब साईट <http://tfri.icfre.gov.in> से डाउनलोड की जा सकती है। डाउनलोड किये गये निविदा प्रपत्र के साथ ₹.200/- का बैंक ड्राफ्ट **Director, TFRI, Jabalpur** के नाम जो **Jabalpur** में देय होगा संलग्न करना अनिवार्य होगा अन्यथा उक्त निविदा प्रपत्र अमान्य होगा।

  
निदेशक

उष्ण कटिबंधीय वन अनुसंधान संस्थान,  
जबलपुर

To  
The Director,  
Tropical Forest Research Institute,  
P.O. – R.F.R.C., Mandla Road,  
Jabalpur – 482 021, Madhya Pradesh.

**Sub:- Submission of Tender Document for Annual Contract for Campus Manning/Security Services at TFRI, Jabalpur – reg.**

**Ref:-**

Dear Sir,

We are submitting the tender document duly filled in along with the relevant documents as per details given below: -

S. No.	Particulars	March (✓)	Page No.
<b>A. Qualifying Bid</b>			
1	E.M.D. of Rs.70,000/- (in the form of FDR/DD/Banker's Cheque / Bank Guarantee from Nationalized bank)		
2	Company's / Society's Registration Certificate		
3	EPF Registration Certificate		
4	ESI Registration Certificate (if applicable)		
5	PAN		
6	EPF and ESI (if applicable) Chalan Certificate for the year 2013-2014		
7	Company/Society brochure showing the profile, if any		
<b>B. Financial Bid</b>			
1	Details of Expenditure		
2	Break-up and justification of Service /Administrative charge		

We agree with the terms and conditions of the tender.

Yours Sincerely,

**(Name & Signature of Bidder)**

**1. Tender Schedule: -**

**Schedule for invitation to tender:**

**a. Name of the client:** Tropical Forest Research Institute, Jabalpur

**b. Address at which bids are to be submitted:**

The Director,  
Tropical Forest Research Institute,  
P.O. – R.F.R.C., Mandla Road,  
Jabalpur – 482 021 (Madhya Pradesh)

**c. Sale of Tender Document:** From 1 August, 2013 to 31st July, 2014  
(9.00 AM to 5.30 PM) on all working days,

**d. Last Date for receipt of bids:** 18th June, 2013 (upto 3.00 PM),

**e. Opening of tenders: 18th June, 2013 (3.15 PM)**

**Venue: Conference hall (Near Biodiversity Division) TFRI**

## 2. Instructions for Bidders: -

- (a) The rates quoted in the attached Annexure V (page No.19-20) only will be considered and in no case any other rates shall be entertained. Rates with respect to the minimum wages payable to the different categories, as notified by Govt. of India, Ministry of labour New Delhi for the Madhya Pradesh State will be applicable.
- (b) While quoting the Administrative Charges in the financial bid, full justification with detailed break-up must be given. Tenders without proper breakup & justification of Administrative charges will liable to be rejected. Expenditure on account of tax liabilities, issuance of license, expenditure on account of uniform, torch, umbrella & other misc. items to be issued to the security staff, office expenditure, supervision charges, etc. should be incorporated in the calculation (break-up) of administrative charges.
- (c) The bidders may inspect the site location of TFRI campus during 10.00 AM to 4.00 PM on all working days till last date of sale of tender as given in the tender schedule. The TFRI shall not be liable for any cost incurred on inspection of site location visit done by the bidders. For inspection, Security In-charge Officer, T.F.R.I. may be contacted.
- (d) Bidders are advised to study the tender document carefully. Submission of bids shall be deemed to have been done after careful study and examination of the tender document with full understanding of its implications.
- (f) Any clarifications from TFRI or any changes in requirement will be posted on TFRI website. Hence before submitting the bids, bidders must ensure that such clarifications/changes have been considered by them. TFRI will not have any responsibility in case some omission is done by any bidders.
- (g) The Tenderer should have at least 5 years of experience in security work in State / Central Govt. establishment. They should also submit the copies of the work order / agreement and completion certificates of their experience along with the tender.
- (h)The duly filled in tender document is to be submitted on or before the last date and time of submission under sealed cover to:

**The Director,  
Tropical Forest Research Institute,  
P.O. – R.F.R.C., Jabalpur – 482 021,  
Madhya Pradesh.**

**Note:** TFRI shall not be responsible for non-receipt/non-delivery/late delivery of the bid documents due to any reason whatsoever.

**1. Checklist for the bidders: -**

*(Documents to be supplied in the order, in which these are mentioned below)*

- a) The **first envelop** must enclose following documents and must be marked in bold letter as **“QUALIFYING BID”**. Following documents should be enclosed alongwith Qualifying Bid: -
- i. E.M.D. of Rs.70,000/- (in the form of FDR/DD/Banker’s cheque/Bank Guarantee) from any Nationalized bank.
  - ii. Company’s / Society's Registration Certificate.
  - iii. EPF and ESI (if applicable) Registration Certificate.
  - iv. PAN.
  - v. EPF and ESI (if applicable) Chalan Certificate for the year 2013-2014
  - vii. Company brochure showing the profile, if any.
  - Viii. Experience of at least 5 years in State / Central Govt. establishment (Completion certificate/work order).
- b) The **second envelop** must enclose the financial proposal and breakup & justification for administrative/service charge and envelop must be marked in bold letters as **“FINANCIAL BID”**. Rates must be quoted in the **Annexure V** (Page No.19-20) as applicable.

**Note:** Please note that absence of any qualifying document as mentioned at Sl. No. (i) to (vii) will be considered as disqualification for opening of financial bids. Only those bids with all desired documents attached to the satisfaction of the committee will be opened for financial bids.

**2. Terms and conditions of the contract for Campus Manning/Security Services, at Tropical Forest Research Institute, Jabalpur.**

1. The agreement that will be met with shall be deemed to be an Agreement between the Director, Tropical Forest Research Institute, Jabalpur and the Contractor.
2. The successful tenderer hereinafter called as the contractor shall execute/perform the works contracted by him hereunder, to the satisfaction of the TFRI.
3. The Contractor shall seek instructions from the Security Officer / Estate Officer, Tropical Forest Research Institute (TFRI), Jabalpur or any other officer authorized by the Director, Tropical Forest Research Institute for the purpose, hereinafter referred to as the TFRI authority.
4. The Contractor shall be fully responsible for the security of the TFRI campus of the Tropical Forest Research Institute, Jabalpur (hereinafter called TFRI campus) or any other site / office attached to the Institute.
5. Besides the normal campus manning/security functions, the other functions required to be performed for the safety of TFRI campus includes the following:-
  - (i) To man security check post located at the main gates of the TFRI campus and at any other points specified by the TFRI authority.
  - (ii) Security personnel deployed by the Contractor shall check the material/property going out of the building/campus through the procedure of gate pass as laid down by the TFRI authority.
  - (iii) To perform watch and ward functions including night patrolling/day patrolling on all working days and during holidays, Saturday and Sundays.
6. The Contractor shall compensate in full the loss sustained by the TFRI or its campus inmates on account of any theft, burglary and any other kind of intrusion in the campus entrusted to him for security. The amount of loss to be compensated by the Contractor shall be determined by the **Director, TFRI** and the same shall be binding on the Contractor.
7. The Contractor shall also be fully responsible for any loss or damage of material, vehicle and any other property of the TFRI, attributable to the negligence or failure of the security personnel and other categories of personnel in complying with the prescribed procedure. The Contractor shall compensate all losses suffered by the TFRI on this account in full. The decision of the Director, TFRI in this regard shall be binding on the Contractor.
8. The rates payable to the Contractor as agreed for personnel to be deployed viz., Security Guards will be under the employment of watch and ward within the meaning of Minimum Wages Act, 1948. It shall be the responsibility of the Contractor to ensure that the security personnel deployed by him, at no point of time, will be paid less than the minimum rates of wages as prescribed by the Ministry of Labour & Employment, Govt. of India, office of the Deputy Chief Labour Commissioner (Central), Jabalpur and revised from time to time for the respective categories. Bill shall be raised by the



Contractor in accordance with the rates quoted on every last day of the month and submitted for payment to the TFRI authority. The number of security personnel required can vary subject to the requirements. The Contractor will further ensure that the personnel deployed by him are paid the wages/salaries for the previous month on or before the 7th day of the subsequent month.

9. The TFRI authority shall fix timings of the various duty shifts. A single duty shift will have a normal duration of 8 (eight) hours without rest intervals. The deployment of security personnel shall be as per details given in Annexure-II hereto.
10. The Contractor shall submit weekly duty chart of the security personnel to the TFRI authority prior to commencement of the month. He shall also submit the daily attendance sheet of the security personnel for the previous working day. The principle of “No Work – No Pay” shall be followed while making payment of wages/salaries to the personnel deployed by him.
11. The Contractor shall not replace the security and other personnel at random. This shall be done with the prior knowledge of the TFRI authority and full particulars of the security and other personnel so deployed shall be given to the TFRI authority along with their police verification certificate. In case any of the security and other staff is found to be posted without the previous knowledge of the TFRI authority, the TFRI shall not be liable to pay for such security personnel.
12. No leave of any kind to the security and other personnel shall be sanctioned by the TFRI authority. The Contractor shall be liable to make substitute arrangements in case of the absence or leave of the security personnel and other personnel. The Contractor shall man all the security check posts and other locations as specified by the TFRI authority on all the weekdays. No short leave or meal relief shall be permitted to the security personnel unless the Contractor provides suitable substitute without any extra payment. The contractor shall provide sufficient number of leave reserves, also. The Contractor shall ensure that at no time any security point is unmanned. The Contractor, at the main gate where round the clock, security personnel perform duty, for the purpose of taking/handing over the duty shall maintain a register. Performance of duty in two shifts by the same guard on a day shall not be permitted. However, in an emergent case exception can be made with the prior approval of the TFRI authority to the extent of one person in any one of the shifts but the payment to such a person for the extra shift shall be at the rates applicable for normal shift.
13. The Contractor shall arrange to dress all the security personnel, which require uniforms on duty smartly and neatly on the pattern of the uniformed services (Annexure I) and ensure their good behavior with the TFRI establishment and visitors. They shall abstain from taking part in any staff union and association activities. In case if any of the security personnel provided by the contractor is member of any union, he shall resign from the membership and submit certificate to this effect to TFRI authority. The Contractor shall provide as a part of dress, appropriate woollen garments to the security personnel as well as to the other categories of personnel which require uniform in winter season. The security personnel shall not be permitted to wear any

- old wrappings. The dress shall be of uniform colour and design. The Contractor shall ensure that during rainy season raincoat is given to the Security personnel along with umbrellas. The Security Personnel should always be standing at the gate to monitor the movement at the gates mentioned in Annexure – III. If at any point of time, any staff deployed by the Contractor is found lacking in his duty, a sum of Rs.500/- (Rupees five hundred only) shall be fined to the contractor for each complaint.
14. The TFRI shall not provide any residential accommodation to the security personnel. No cooking or lodging shall be allowed to the Contractor's personnel at any place inside the campus.
  15. The Contractor as envisaged in Annexure-I hereto shall bear expenses incurred on the following :
    - i) Providing torches and cells to the security guards on night patrol.
    - ii) Providing lathi and other implements to the security personnel.
    - iii) Stationary for writing duty charts and registers at the security checkpoints for making entries of the visitors, vehicles etc., the register used and those in use will be property of the TFRI.
    - iv) Barriers and Security bars provided at the security checkpoints after taking approval from the Security Officer, Tropical Forest Research Institute.
    - vi) All Security Guards shall be provided with nameplates, which shall be displayed at their chest.
  16. The TFRI authority reserves the right to change the deployment of security personnel. The TFRI authority also reserves the right to ask for replacement of particular security personnel deployed by the Contractor.
  17. The security personnel deployed by the Contractor shall be bound to observe all instructions issued by TFRI authority concerning general discipline and behavior.
  18. The TFRI authority has the right to check the various implements/torches etc. The Contractor shall maintain these items to the satisfaction of the TFRI authority.
  19. That for all intents and purposes the Contractor will be "Employer" within the meaning of all labour legislations as amended from time to time in respect of security personnel so deployed by him.
  20. The Contractor shall be responsible for recruitment and training of the personnel for the purpose of this contract, and the security personnel so recruited and deployed by him shall be in accordance to the PSA (Regulation) act 2005 and under his direct control/supervision.
  21. In case the security personnel deployed by the Contractor commit/commits any act of omission or commission constituting their/his misconduct or indiscipline or negligence of duty, the Contractor will be liable and responsible to take disciplinary action against the personnel, including suspension, dismissal from service etc. The Contractor will ensure that the security personnel deployed are in the best of their health, sound in character and should not be more than 50 years of age.

22. The Contractor will be responsible and liable for the implementation of all the statutory provisions as regards security and other personnel to be deployed by him in respect of minimum wages under Minimum Wages Act, 1948, Employees' Provident Funds, and Employees' State Insurance (if applicable) under EPF and ESI Act, Income Tax Act, Service Tax Act as and when they become applicable under the Law. The Contractor shall maintain all the statutory registers under the law. The Contractor shall produce the same on demand to the TFRI authority or any other authority under law. The Contractor shall produce the proof of deductions as well as remittances of EPF, ESI (if applicable) contributions or any other deposits of the employees to the TFRI authority. The Contractor should be registered with the below mentioned govt. Departments and should submit the license for providing security services from Ministry of Home (Central/State Govt.) under PSA (Regulation) Act, 2005; DGR, Ministry of Defence, Govt. of India (in case of security agencies owned by ex-servicemen), Labour Commissioner office (Central/State Govt.) under the Contract Labour (R&A) Act 1970, and produce a copy of the same along with the tender. In case, the Contractor fails to comply with statutory obligations under any labour Laws and the TFRI is put to any obligation, monetary or otherwise, the TFRI will be entitled to get itself reimbursed out of the bill or the security deposit of the Contractor or otherwise to the extent of obligation in monetary terms.
23. The TFRI shall not be responsible financially or otherwise for any injury or death to the security personnel or other categories of personnel in the course of their performing the security or other duties. In case, compensation is awarded by a Court of Law, payment of the same shall be the sole responsibility of the Contractor.
24. The Contractor shall not be permitted to transfer or assign his rights and obligations under this contract to any other person or organization.
25. Time shall be the essence of the contract and the duration of this contract shall be for a period of one year from the date of agreement. The term shall be extendable for further period after judging the performance of the contractor, as per terms and conditions specified. The Contract shall automatically expire on completion of one year unless extended further by mutual consent of the parties.
26. The Director, TFRI has the absolute right to terminate the contract at any time before the due date of expiry specified in clause 25 herein above, without assigning any reason by giving one month's notice in advance to the contractor in writing or by making equivalent payment thereof. The Director, TFRI shall also have the right to extend the contract in writing on the same terms and conditions for a further period of six months to one year or more until such time a new security agency takes over in the event of TFRI resorting to the process of appointing a fresh contractor.
27. The Contractor is bound by the details and documents as furnished by him to the TFRI while submitting the tender or at any other time. In case any of the details of such documents furnished by him, is found to be false at any stage this would be deemed to be a breach of the terms of contract making him liable for action under clause 29 hereof.

28. In case of breach of any of the terms of agreement, the security deposit of the Contractor is liable to be forfeited by the Director, TFRI. The Director, TFRI against any amount, which the Contractor may owe to the TFRI, can appropriate any sum of money due or payable to the Contractor including the security deposit refundable to him under the contract.
29. The Contractor shall be liable to be fined to the extent of Rs.1,500/- in each case for any theft in the premises, which are not covered in clauses 6 and 7 of the terms and conditions.
30. The Contractor will ensure that no unauthorized entry is permitted and the guards at the entry points should be able to categorize the legitimate residents and visitors without causing any embarrassment or discourtesy.
31. Entry of stray dogs and stray cattle into the campus is to be prevented.
32. It should be ensured that trees, flowers, plants and grassy lawns are not damaged either by the campus inmates or by outsiders.
33. All personnel employed by the Contractor shall be bound to provide full help in extinguishing any fire that breaks out anywhere in the TFRI campus.
34. In the event of any malpractice on the part of the Contractor or his employees, vis-à-vis any TFRI staff or otherwise, the contract shall be liable to be terminated.
35. The performance of security function and other services under the contract will be reviewed by the Director, TFRI at 3.00 p.m. on the second day of every month and the Contractor will remain present personally or through an authorized representative. In the event of the second day of the month being a holiday, the meeting shall take place on the next working day.
36. Income Tax will be deducted at source as per Income Tax Law and the TDS certificate to this effect shall be issued to the Contractor by the TFRI. The responsibility of paying the Service Tax at the prevailing rate (Govt. levy) will be on the contractor.
37. The Contractor shall submit an EMD of Rs.70,000/- (Seventy thousand only) in the form of DD / Bankers cheque from any nationalized bank in the favour of Director, TFRI along with the tender. Tenders without EMD will be liable to be rejected.
38. The successful Contractor will have to deposit security money of Rs.1,67,000/- (Rupees One lakhs sixty seven thousand only) in the form of bank guarantee or FDR for the entire contract period in favour of the Director, T.F.R.I., within 15 days of the award of contract. The Security Deposit shall be released in full only when complete handing over of security charge is made to the TFRI in the event of completion of the contract or otherwise and if no dues are recoverable from the Contractor.
39. The Contractor will execute an agreement with the Director, TFRI on non-judicial stamp paper worth Rs.100/- (Rupees one hundred only) to be provided by the Contractor.

40. The Contractor, if in any manner defaults in the performance or in making good any losses, damages or expenses or any part thereof, then it shall be lawful for the Institute to forfeit or dispose of said security deposit in and towards the liquidation of liability of the contractor in respect of such default. Further in case Institute is put to any monetary loss or liability as a result of any act of omission or commission of the contractor or personnel deployed by him, the Institute shall have the right to get it reimbursed to the extent of the liability or loss out of the bills and/or the security deposit.
41. The Tenderer should have at least 5 years of experience in security work in State / Central Govt. establishment. They should also submit the copies of the work order / agreement and completion certificates of their experience along with the tender.
42. Any dispute arising out of this agreement will be settled under the jurisdiction of Jabalpur Court (under High Court of Madhya Pradesh, Jabalpur).

Director,  
Tropical Forest Research Institute,  
Jabalpur.

## Annexure-I

The Contractor will pay the minimum wages as applicable within the meaning of Minimum Wages Act, 1948:

### 1. Security Guards (without arms) – under Employment of watch & ward

Minimum Wages Act, 1948 shall be applicable to all categories of security personnel deployed at the Institute. The Contractor will ensure that he pays minimum wages applicable to all his employees at all times alongwith statutory obligations like EPF, ESI (if applicable) and provide uniforms and other day to day requirement of the security guards like torches, cells, sticks etc.

2. Uniform: The Contractor will bear full responsibility of providing a smart uniform to the security personnel during the duty hours. The details of uniform to be provided per annum per personnel depending on the requirement of personnel are as follows:

- (a) One shirt and trouser
- (b) One pair of shoes
- (c) One jersey pullover
- (d) One jacket
- (e) Cap and Belt
- (f) Scarf, torch, cells, lathi, ballam, whistle and stationery etc.
- (g) Any extra warm clothing required in case of extreme cold of uniform pattern.
- (h) Rain coat

**ESTIMATED REQUIREMENT OF SECURITY PERSONNEL**

The deployment of security personnel by the contractor will be as furnished below:-

S. No.	Category	Nos.	Remarks
<b>A. CAMPUS MANNING:</b>			
1.	Security Guards (without arms)	(25)	Duty points for effective security coverage of different segments in the campus including necessary patrolling as given in Annexure – III. The number may vary according to the requirement.

**Note : a) Timings & shifts will be in accordance with labour laws prevailing.**

**b) Estimated manpower requirement may be changed, if needed.**

## **Distribution of Security Posts**

(i)	Institute Main Gate	..	Round the clock
(ii)	New Colony Main Gate	..	Round the clock
(iii)	Director's Colony	..	Round the clock
(iv)	Filter tank area	..	Round the clock
(v)	NWFP Nursery	..	5.00 PM to 9.00 AM
(vi)	Silviculture & Agroforestry Nuseries	..	5.00 PM to 9.00 AM
(vii)	Barah Experimental Area	..	Round the clock
(viii)	Old colony / Bank Gate	..	9.00 AM to 5.00 PM
(ix)	Rest House & Scientist / Scholar Hostel	..	Round the clock

**Note:** Above security post numbers and places may change as per requirement.



**Annexure-IV**

**Agencies/Private Limited Security Companies/firms are required to furnish following information along with the completed tender.**

1. Name of the Tenderer :

2. a. Postal Address:

b. Name of the Contact Person(s) with address:

c. Name, Designation and address of the person(s) authorized to sign on behalf of and responsible to the bidding Tenderer (herein after referred as bidder)

d. Telegraphic address of the Tenderer

3. Sample Signatures of the Bidder :

1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_

4. Date of registration of the Tenderer with Government and Registration No. if any  
(Attach certificate copies of the registration/license with the tender document)

5. Total no.of regular staff employed by the Tenderer

6. Name and qualifications (including professional qualifications and experience of the Tenderer).

7. Financial Turnover of the Tenderer for the past Five Years:

<b>Year</b>	<b>Amount (in lakhs)</b>
2005-2006	
2006-2007	
2007-2008	
2008-2009	
2009-2010	

**SIGNATURE OF THE BIDDER** \_\_\_\_\_  
**NAME OF BIDDER** \_\_\_\_\_  
**DESIGNATION OF BIDDER** \_\_\_\_\_  
**ADDRESS** \_\_\_\_\_  
\_\_\_\_\_

## FINANCIAL BID

### 1. Details of Expenditure:

S. No.	Particulars of Manpower	Requirement of manpower	Rate per person per month (26 working days)				Total Monthly Billing Amount (Rs)
			Wages	EPF	ESI	Total	
1	2	3	4	5	6	7	8
1	Security Guards (without arms)	25					
2	<b>Total</b>						
3	Service/Administration Charges (% age), (over Total of Column 7)						
4	Service Tax (% age)						
5	<b>Grand Total</b>						

### **TOTAL ANNUAL CONTRACTUAL AMOUNT**

**Rs.** \_\_\_\_\_ **(in figures)**  
**Rupees** \_\_\_\_\_ **only (in words)**

**(Signature of the Bidder)**

Rate quoted per person per month should be inclusive of all statutory requirements as per the Minimum Wages Act of 1948 and in accordance with statutory requirements laid down by all Labour Acts applicable or any other statutory requirement in force at the applicable time.

**(Signature of the Bidder)**

## **2. Break-up and Justification of Service / Administrative charge**

While quoting the Administrative Charges in the financial bid, full justification with detailed break-up must be given. Tenders without proper breakup & justification of Administrative charge will liable to be rejected. Expenditure on account of tax liabilities, issuance of license, expenditure on account of uniform, torch, umbrella & other misc. items to be issued to the security staff, office expenditure, supervision charges etc. should be incorporated in the calculation of administrative charge.

**(Signature of the Bidder)**