



NORTHERN POWER DISTRIBUTION COMPANY OF TS LIMITED  
CORPORATE OFFICE, VIDYUTH BHAVAN,  
# 2-5-31/2, Nakkalagutta, Hanamkonda, Warangal – 506 001.

**Tender Document**

**Tender Notice No. 05 / 2014-15**

**Name of the work:** *Tender for providing of 35Nos. Ex-Serviceman (Security Guard) through Registered Contractor/Security Agencies for the security of various District stores of five operation circles and Corporate Office Building, Vidyut Bhavan, TSNPDCL Warangal.*

Tender Specification No.CGM(OP)/NPDCL/WGL - 01 / 2014 -15

***Issued to:***

M/s. \_\_\_\_\_.

\_\_\_\_\_.

\_\_\_\_\_.

**Cost of the Tender schedule: Rs.2,290-00**

**Schedule cost details: DD.No.....,Dt.....**

**Bank.....**

**Chief General Manager  
Operation/NPDCL/Warangal**

**(The Specification contains (24) pages including the cover page)**



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# **Technical Bid**



NORTHERN POWER DISTRIBUTION COMPANY OF TS LIMITED  
CORPORATE OFFICE, VIDYUTH BHAVAN,  
# 2-5-31/2, Nakkalagutta, Hanamkonda, Warangal – 506 001.

**TENDER FORM**

TENDER NOTICE No. 05 /2014-15 of CGM(OP)/NPDCL/WGL.

Specification No. 01 /2014-15.

Name of the Work:-Tender for providing of 35Nos. Ex-Serviceman (Security Guard) through Registered Contractor/Security Agencies for the security of various District stores of five operation circles and Corporate Office Building, Vidyut Bhavan, TSNPDCL Warangal.

To  
The Chief General Manager  
Operation, TSNPDCL;  
Nakkalagutta, Hanmakonda,  
Warangal.

1. I/We, .....have read the all the conditions to tender, attached herewith and hereby agree to abide by said conditions. I/We also agree to keep this tender open for acceptance for a period of 120 days, from the date fixed for opening the same and in default thereof, I/We will be liable for forfeiture of my Bid Security Amount. I/We offer to do the work at the rates quoted in the attached schedule with plus or minus tender percentage and hereby bind myself /ourselves to complete the work in all respects within the period prescribed as mentioned in the work order/purchase order with respect to work assigned.

2. I/We also hereby agree to abide by the General Conditions of contract, corrected up to date and carry out the work according to special conditions of contract and specifications laid down by NPDCL, in the annexed special conditions/ specifications.

3. A sum of Rs..... (In words Rupees.....) is herewith enclosed as EMD vide DD No. .... Dt. -01-2015.

The total value of Bid Security shall stand forfeited without prejudice to any other right or remedies in case my/our tender is accepted and if

a) I/We do not execute the contract documents within 15 days after receipt of Notice issued by NPDCL that such documents are ready and

b) I/We do not commence the work within 15 days after receipt of orders to that effect.

4. Any notice required to be served on me/us is hereunder shall be sufficiently served on me/us if delivered to me /us by post (Registered/Ordinary) or left at my/our address given therein, such notice shall, if sent by post be demand to have been served on my/us at the time wherein due course of post it would be delivered at the address to which it is sent. I/we fully understand that the written agreement to be entered in to between me/us and the NPDCL shall be foundation of the right of the both parties and contract shall not be deemed to be completed until the agreement has first been signed by me /us and by proper officer or authorized to enter.

5. Until a formal agreement is prepared and executed acceptance of this tender shall constitute a binding contract between us subject to modifications, as may be mutually agreed to between us and indicated in the letter of acceptance of my/our offer for this work.

Full postal Address of the Bidder

Name of the firm:

Names of the partners:

Address: H.No.

Name of the city:

District:

Pin:

Authorized Signatory:

Signature of Bidder



**NORTHERN POWER DISTRIBUTION COMPANY OF TS LIMITED.**  
**CORPORATE OFFICE, VIDYUTH BHAVAN,**  
**# 2-5-31/2, Nakkalagutta, Hanamkonda, Warangal – 506 001.**

**NOTICE INVITING TENDER**

Sealed tenders are invited in two separate sealed covers Super scribed technical bid and price bid from DGR Registered Contractors/Security Agencies and who has executed works successfully as mentioned in Qualification requirement criteria given in the tender document.

Tender Schedules will be sold to eligible Registered Contractors/Agencies with their written representation along with cost of Rs.2,290.00 in the form of Demand Draft in favour of Pay Officer/TSNPDCL/Warangal.

<b>Sl. No.</b>	<b>Name of Work</b>	<b>Estimated Cost.</b>	<b>EMD</b>	<b>Tender Fee in Rs.</b>	<b>Time period</b>
1	Tender for providing of 35Nos. Ex-Service man (Security Guard) through Registered Contractor/Agency for the security of various District stores of five operation circles and Corporate Office Building, Vidyuth Bhavan, TSNPDCL Warangal.	<b>104.50 Lakhs</b>	<b>1,04,500.00</b>	<b>2,290.00</b>	<b>Two Years</b>
	Last date of submission of the tender		04.02.2015		13:00 Hrs
	Date of opening of the tender (technical bid)		<b>04.02.2015</b>	15:00	If possible
	Validity of tender :		120 days from the date of opening of technical bid.		

Bidders are requested to remain in touch with our website: [www.tsnpdcl.in](http://www.tsnpdcl.in) for extension in date, corrigendum etc. for the above tenders till opening of technical bid. No tender shall be accepted/opened in case of receipt after due date and time of tender, irrespective of delay due to any other reasons and the NPDCL shall not assume any responsibility for late receipt of tender.

The tenders are to be submitted by the intending bidders with forwarding letter on their letter head showing list of documents attached with the tender duly signed by Authorized Person of their firm, affixing stamp of their firm, in single envelop with two separate sealed and super scribed envelopes as listed below:

Envelope No.1: "Technical bid and Pre-Qualification bid data, details specification".

Envelope No.2: "Price Bid"

Technical and pre-qualification bid details specification (envelope No.1) will be opened first and subject to evaluation based on the qualification criteria contained in the individual bid document.

Price bids (Envelope No.2) of bidders who are assessed and declared as substantially technically responsive on evaluation of the technical bid (evaluation as per procedure of TSNPDCL guidelines) will be opened for further commercial evaluation.

The Earnest Money Deposit and tender fee will be accepted by Demand Draft on any Nationalized bank and payable at "HANAMKONDA", drawn in favor of "PAY OFFICER/TSNPDCL/WARANGAL". The technical bid should be submitted with demand draft for EMD amount. Tenders received without EMD shall be rejected.

The NPDCL reserves the rights to reject any or all tenders or accept any tender without assigning any reason thereof.

The tenderer must invariably submit following documents along with tender document (technical bid).

1. The intending party must have Registration under the DGR, New Delhi.
2. Professional Tax Number.
3. Party shall have to submit the Latest Bank Solvency Certificate of the at least 20% of estimated cost. (Not more than one year old).
4. Certified copy of P.F. Code Number is to be submitted.
5. Party shall have to submit the List of available Ex-Serviceman for execution of subjected works i.e. list 35 nos. of Ex-servicemen for subjected tender in following format.

Sl. No.	Name security person	Age as On 01.09.2013	Ex-serviceman	Date of appointment your firm	Weight into	Chest	Police Record	Remark

6. Certified copy of Group Insurance Policy
7. Party shall have to certify that the submitted Tender is "UN CONDITIONAL".
8. Income-tax Number & Certified copy of PAN Number.
9. Certified copy of Labour License Number.
10. Certified copy of Service Tax Registration Number.
11. Certified copy of last executed order for the same work.
12. DGR Registration number & Certificate.
13. Experience Certificate.
14. ESI Number.

The NPDCL reserves the right to award the work to one or more bidders, considering their technical and financial capacity OR to reject any or all tenders or accept any tender without assigning any reason thereof.

Tender schedule will be sold to intending bidders on payment of Tender schedule fee in form of Demand Draft during schedule time on any working day. Tender papers & specifications are to be submitted along with Earnest Money Deposit (EMD) cover for the respective tender.

All the Bidders, in respect of Tender item must have DGR Certificate and other documents mentioned in our Terms and Conditions, prior to the date of opening of Technical Bid of the Tender, otherwise their Bids will not be considered eligible for Technical Scrutiny and as such, their Technical Bids will not be opened.

**Signature of Bidder/Tenderer**  
With seal and date

**Chief General Manager**  
Operation/NPDCL/Warangal

**IMPORTANT:-**

1. All the relevant documents as per requirement of the Tenders are to be submitted along with the EMD amount in Sealed cover on or before the due date and time. Otherwise the offer will not be considered and no any further communication in the matter will be entertained.
2. Any deviation found in Data/Documents sold to bidder and physically submitted documents (Tender EMD amount, Vender Registration, Technical and Commercial documents, etc.) of Bidder, offer of the same Bidder will not be considered and no any further communication in the matter will be entertained.
3. Mode of Payment of Tender Fee :-  
Tender fee will be accepted in the form of Demand Draft drawn on any Nationalized Bank in favour of Pay Officer/TSNPDC/ Warangal, payable at Hanamkonda and No cash payment shall be accepted.
4. Mode of payment of Earnest Money Deposit & Security Deposit :-
  - i. Earnest Money Deposit and Security Deposit should be paid by Crossed Demand Draft drawn on any Nationalized Bank in favour of Pay Officer/TSNPDC/ Warangal, payable at Hanamkonda. Earnest Money Deposit may be accepted in the form of Bank Guarantee specified in the Govt.G.R.No. EMD-SD/102006/108/DMO, Dtd: 30.03.2012.
  - ii. No interest will be allowed on any of the above deposit.
  - iii. Earnest Money will be liable to be forfeited if (1) Tender which is to be withdrawn during validity of the Offer or before the Tender received formal intimation as to the decision taken in regard to his tender; and (2) The Tenderer fails to deposit the Security Deposit.

**PREQUALIFICATION CONDITION (Technical Bid)**

The tenderer/bidders have to furnish/enclose the following documents for subjected work along with the Technical Bid of their offer otherwise their offer will liable to be ignored without any reference/correspondence.

1. The intending party must have Registration under the DGR, New Delhi.
2. Professional Tax Number.
3. Party shall have to submit the Latest Bank Solvency Certificate of the at least 20% of estimated cost. (Not more than one year old).
4. Certified copy of P.F. Code Number is to be submitted.
5. Party shall have to submit the List of Ex-Servicemen for execution of subjected works i.e. list 35 nos. of Ex-servicemen for subjected tender in following format.

Sl. No.	Name security person	Age as On 01.01.2015	Ex-serviceman	Date of appointment your firm	Weight into	Chest	Police Record	Remark

6. Certified copy of Group Insurance Policy
7. Party shall have to certify that the submitted Tender is "UN CONDITIONAL".
8. Income-tax Number & Certified copy of PAN Number.
9. Certified copy of Labour License Number.
10. Certified copy of Service Tax Registration Number.
11. Certified copy of last executed order for the same work.
12. DGR Registration number & Certificate.
13. Experience Certificate
14. ESI Number.

**Signature of Bidder/Tenderer**  
**With seal and date**

**Chief General Manager**  
**Operation/NPDCL/Warangal**



## SPECIAL TERMS AND CONDITIONS

1. The Contract will be initially for a period of 2 years from the date of starting the assignment, subject to further extension for one year or as per requirement of the NPDCL. The NPDCL can terminate the contract by giving fifteen days' notice over during the currency of the contract, if the performance of the contractor is found unsatisfactory and also if the contractor violates any of the conditions of the contract mentioned therein.
2. The Contractor upon receipt of the order shall have to supply all the Guards as per order. In case Contractor's failure to provide the required guards as per order, Rs. 1,000/- per day shall be deducted as a penalty and the same shall be continued till he supplies all the Guards as per order.  
Nature of duties to be performed by Security Guards provided by the Contractor shall be as under.  
***"To provide security at different points to safeguard NPDCL's properties, buildings, materials, installations etc. situated at various area of the premises, as per the directives of the Security Head/Office head of TSNPDCL."***
3. The Contractor has to engage personnel from the group of ex-servicemen as specified by DGR. New Delhi, retired personnel from Indian Army, Indian Air Force & India Navy only. Agency is expected to provide 100% Ex-army personnel, in the event of non - providing the same, the Bidder/agency will be penalized as per above clause 2.

Category	Agency	Requirement of Guards	Rate
Ex-servicemen	Director General of Resettlement (New Delhi)	35 nos. (Ex-servicemen)	As per schedule-B

4. Physical fitness & Age Criteria :

For Ex-service men as specified by DGR (New Delhi)

Age limit : Minimum 20 years, Maximum 60 years.

Height : Minimum 5'-6"

Weight : Not less than 50 kg

Chest : Minimum 32"

Education : Minimum 10<sup>th</sup> Std. pass and should be able to read & write Telugu Language

Eligibility : Ex-servicemen as specified by DGR, New Delhi are retired personnel from Indian Army, Indian Air Force & Indian Navy only.

BMI : i.e. Body Mass Index – Maximum 26

They should be physically fit and mentally alert and should be able to run a kilometer in three minute.

5. Appointment Order:

The Agency shall provide the personnel meeting with the NPDCL's requirement as shown herein and the Agency will have to furnish a copy of appointment order issued by them to the individual ex-service Security Guard as and when deployed for the assignment of the NPDCL.

The Contractor should also submit character certificate of all personnel at the time of engaging and police verification for each personnel within one month. Discharge book of all ex-servicemen should be submitted duly verified before starting the security contract.

6. Payment to Contractor: Payment will be made on monthly basis upon raising bill by the contractor which shall be recorded in MB & RA bill by Authorized Officer of NPDCL. Payment will be made by the concern office of the NPDCL after fulfillment of above.
7. All the persons engaged by Contractor shall be on the Contractor's payroll and the Contractor shall have to disburse wages through Banks to the personnel engaged as per prevailing rates. The contractor should also indicate the names along with the wages paid to them and submit on copy of the payment sheet and Xerox copy of the register as proof for record.
8. The Agency shall provide the daily attendance sheet of such guards to the Authorized officer of the NPDCL. The Contractor will be paid only for the period his staff remains present as per the attendance statement given to the NPDCL's responsible officer. The charges of the staff will have to be reduced for the number of days of absence from duty.
9. The contractor shall have to make his own arrangement for residential accommodation, conveyance, dress code, furniture etc. for his Security Staff. The NPDCL will not make any payment for such arrangements during the stay of the personnel at the Headquarter.
10. Security Deposit: The contractor shall deposit with NPDCL an amount equivalent 5% of the total order value as Security Deposit by DD or by Bank Guarantee of Nationalized Banks as per Govt. GR No. EMD-SD/102006/108/DMO Dtd. 30.03.2012 and also have to submit an Indemnity Bond in the prescribed format within one month of receipt of order, as per NPDCL's rules.
11. NPDCL shall be at liberty to deny the entry to the Contractor's person/persons in the premises of the company if there is complaint against person/persons for whatever reason including non-integrity, misconduct, non-committing, misbehavior displayed, and in that case, such type of person/persons should be withdrawn immediately from NPDCL's assignment on written request from the Authorized Officer.
12. NPDCL shall not be liable to pay any charges other than agreed upon in this contract. Weekly off reliever or substitute or overtime or any kind of financial burden will not be paid by NPDCL whatsoever it may. All such payments, i.e. overtime etc. as per statutory provisions of Act should be borne by the Contractor, if the Contractor engages any security personnel for more than eight hours on the day, no any escalation will be paid by the NPDCL.
13. The Contractor shall deploy his staff as per requirement, which may vary from time to time.
14. The Contractor shall have to reduce or increase the security personnel as per requirement of the work for the duration indicated from time to time and the payment will be made to the Agency for the actual number of personnel deployed at the same rates agreed by the company against this tender.
15. The Contractor shall have to provide security uniform, badges, clubs (Lathi), torches, shoes and required kits etc. in consultation with the Authorized Officer or the company for proper identification.
16. All other general terms and conditions of the NPDCL's general terms & condition of contracts shall be applicable to this contract also.
17. The Contractor should provide copies of Discharge/Release Certificate of ex-army personnel. Personal bio-data with photographs of all such ex-service personnel to be deployed before starting the contract activity.

18. The Security Head/Head of the concern office/Dept. concern, only will have the right to check the physical standards, educational qualifications and age limit, service records and antecedents before allowing a particular person retained by the Contractor for security. The party shall hand over copies of such records of security men at the commencement of the contract.
19. The Agency shall provide full information, to the company of the personnel to be deployed, which shall include :-
  - (i) Tamper proof photo copy of PAN Card;
  - (ii) Full name (photo copy of Ex-serviceman Card or photo copy of Retirement/Release order);
  - (iii) Details of his native place with proof of address;
  - (iv) Bank Account Number;
  - (v) Declaration of Guard that he was not dismissed from Military/Police Department.

Along with antecedents of each person as well as local police station where he was posted.

20. As the matter of Security Department is a crucial the Contractor's security men shall be deployed at given points after prior permission from the NPDCL. No contract security men will be shifted or inducted without prior permission and consent of Authorized Officer of the company.
21. Neither part of the contract nor any share of interest therein, shall in any manner or whatsoever, be transferred or assigned or subject to any person, firm by the Contractor directly or indirectly.
22. (a) The Contractor shall be responsible for proper behavior of the persons employed by him and exercise control over them. He shall also be bound to prohibit and prevent his employees for taking any direct or indirect interest and /or support, assistance, maintaining or helping any person or persons engaged in any anti-social activities, demonstrations, riots, agitations, which may in any way be detrimental or prejudicial to the interest of the company community, proprietors or occupiers in the neighborhood. In such events the Contractor not jeopardize the interest of the company i.e. by any commission and the company shall be indemnified by the contractor against any consequential claims, actions, suits, proceedings, loses, damages on any grounds whatsoever. The contractor shall be solely responsible and liable for any proceedings in the Court of Law against the company or claim for payment of damages/loss of property of any citizen.  
(b) All persons of the Contractor entering in the work premises shall be properly and neatly dressed and shall wear badges while working in the NPDCL premises including work site.
23. Any failure on the part of the company at any time of enforcement of strict observance of the performance of any of the terms and conditions of this contract, exercise of any right mentioned in the contract, shall not constitute a waiver of such terms and conditions of rights and shall not affect or deprive the company of exercising the same at any later date.
24. The contractor employing more than ten workmen on any day of the preceding six months as contract labour shall be required to obtain requisite license at his cost form the appropriate licensing officer before undertaking contract work. The Contractor shall be solely liable and responsible for short compliance with the requirements under the Contract Labour (Regulation and Abolition Act) 1970 and rules therein.
25. The Company shall not be liable in any respect for damages or compensation for any injury or for any occupational disease particular to the employment to any person engaged throughout the contract and the Contractor shall keep the company

- indemnified thereof by obtaining insurance of his security men.
26. The Contractor shall ensure that all persons are provided with the protective clothing like helmets, gloves, safety shoes etc. as may be required from safety point of view, and all his persons shall follow the instructions issued by the company from time to time in connection with safety and security.
  27. Each security guard provided by the contractor should display photo identity on his chest and should bear ex. Army badge on both arms and the same pattern worn by guards of regiments.
  28. In case of any default for more than three days in respect of supply of ex-servicemen in accordance with the requirements specified by the officer in charge, the company will have the right to engage the required number of persons from other sources at the risk and the cost of the contractor or terminate the contract and forfeit the security deposit etc. The contractor shall be liable to the company for all consequential losses/damages/additional expenses etc. incurred by the company on account of breach of contract.
  29. Final payment will be made only after satisfactory performance of the ex-servicemen provided by the contractor. Monthly bills shall be paid as per provisions contained in and subject to tender terms and conditions.
  30. For any reasons whatsoever and of which the company shall be sole judge, the company may terminate this contract by giving the notice of FIFTEEN DAYS and the contractor and his personnel shall vacate the site/work place on the expiry of such period. In the event of such termination of contract, the contractor shall be paid, for all the work executed up to the period of termination, including refund of security deposit, subject to deduction of any dues penalties, other recoveries etc. within a period of two months at the direction of the officer in charge.
  31. The contractor shall be liable to compensate for making good all the damages/losses arising out of theft, breakage, pilferage of any office furniture, equipment, fittings and fixtures whatsoever as may be caused directly or indirectly by the persons engaged through him.
  32. Contractor shall exclusively be liable for non compliance of any Acts, Laws, Rules and Regulations having over engagement of workers directly or indirectly or execution of work and contractor hereby undertakes to indemnify the company against all actions, suits, proceedings, claims, losses, damages etc. which may arise under payment of wages Act, Workmen's Compensation Act, Fatal Accident Act, Employees Provident Fund Act, Family Pension Scheme, Deposit Linked Insurance Scheme, or any other Act or statute herein non specifically mentioned, but having direct or indirect application for the persons engaged in this contract.
  33. During the period of contract, contractor himself or his authorized representative shall be required to remain present at site, so that he can be contacted in case of emergency.
  34. In case of any incident arises, pertaining to security, the contractor's security staff has to lodge police complaint, i.e. FIR and carry out other police procedures on behalf of the company and simultaneously the matter should be reported to the local officer in charge. Security staff has to give details of incident and police complaint along with copy of FIR to the DOS & CVO under the jurisdiction of the concerned police station area and other areas which are governed as notified areas.
  35. Contractor has to produce attested copies of the following documents in the name of the Agency issued by the Competent Authority.
    - 1) Registration Number
    - 2) Provident Fund Code Number
    - 3) Income Tax Number
    - 4) Professional Tax Number

36. Contractors should possess PF Code Number in the name of the Agency. Contractor who does not possess PF Code will not be considered for acceptance of Tender.
37. EXTENSION/TERMINATION OF THE CONTRACT: -This is the rate contract for Two years. The company reserves the right to terminate the contract at any time or to extend for further period from time to time on the basis of the same terms, conditions and rates of the original contract and it will be binding on the contractor. The performance of the Agency shall be observed for initial 03 (three) months & if would be found not up to the required standard, the same will be brought to an end by giving one month's notice in writing.
38. The company will release the payments of bill only after the contractor makes payment of wages through Bank to the security personnel and submits evidence thereof to the security personnel, deposits the provident fund and/or produces the Challan for the respective periods and performance certificate issued by the Competent Officer, so authorized by the Company every month.
39. The contract rates shall include any incidental and contingent work, although not specifically mentioned in the contract, but is necessary for its completion in an efficient and workman- like manner.
40. ARBITRATION: In case of any dispute arisen in this contract, the Arbitration can be nominated by the Chief Engineer of the company which will be binding to the security agency.
41. All other general terms and condition of the company, agreement shall be applicable to this contract also. During the tenure of the order, the company may impose terms and conditions for safety of the company's asset and men power.

***Signature of Bidder/Tenderer***  
**With seal and date**

**Chief General Manager**  
**Operation/NPDCL/Warangal**

## GENERAL CONDITIONS OF CONTRACT

1. Wages to be paid through banks to the employees deployed by the Contractor:
  - a) The contractors shall pay wages fixed under tenders to the guards. The wages shall be paid by him before the expiry of 7<sup>th</sup> day of the last day of the month in respect of which the wages are payable (i.e. wages of a month have to be paid by him in the first week of the next month). The payment shall be disbursed to the guards through banks. The agency shall have to submit the copy of a letter given to the Bank advising for crediting wages in individual account of the guard along with photo copy of the enclosed cheque showing total payment to be made to all such guards, whose accounts are operated in that Branch. (If there is more than one Branch, the agency will have to submit separately for each branch).
  - b) The contractor shall give his telephone number and address to the company so that in case of labour trouble etc. the contractor can be contacted. The contractor shall arrange to have his office outside the NPDCL premises and the contractor shall keep himself present throughout the work hours.
2. LABOURS LAWS:
  - a) Person below the age of 18 years shall not be employed for the work.
  - b) No female worker shall be employed in the night shift between 07:00pm to 06:00 am.
  - c) Contractor shall maintain a valid labour license under the contractor labour (Regulation and Abolition) Act for the employing necessary manpower to be required by him in the absence of such license the contractor shall be liable to be terminated without assigning any reasons thereof.
  - d) The contractor shall at his own expense, comply with all Labour Laws and keep the company indemnified in respect thereof. Some of the major liabilities under various Labour and Industrial Laws which the contractor shall comply with, are as under: -
    - i. Payment of contributing of way of employer's contribution towards provident fund, administrative charges etc. at the rates made applicable from time to time by the Government of Telangana/Government of India or other statutory Authorities.
    - ii. License as prescribed under the Contract Labour (Regulation and Abolition) Act and Rules framed there under depending upon the number of workman employed by the contractor, license is compulsory if ten or more labours engaged due date.
    - iii. Identity Cards as prescribed under the Factories Act/shops & Establishment Act (as the case may be) with photo affixed there to the same for identification.
    - iv. Payment of compensation in case of accidental injury.
    - v. Provident Fund. The contractor shall submit along with his bill (month wise) a statement regarding deductions against employees provident fund in respect of each concerned employees. The contractor's contribution and his worker's contribution towards Provident Fund and Family Pension Scheme shall be deposited by the contractor with the concern Regional Provident Fund Commissioner.
    - vi. Administrative Charges: Administrative charges for maintaining provident fund account shall be deposited by the contractor with the concern regional provident fund commissioner at the rates applicable.
    - vii. The contractor shall employ adequate number of experienced staff at site for daily supervision and for maintenance of various registers and records required under the law and contract. No payment for supervision shall be admissible.

3. The company will be entitled to deduct directly from the bills, to be paid to the contractor any sum payable by the contractor and which sum/sums the company is required to pay as a principal employer on account of contractor's default in respect of all liabilities referred to in above clauses.
4. Nothing in the contract document stated shall anyway constitutes any workman/employees of the contractor or any sub contractor as or to be workman employees of the owner or place obligatory liability in respect of any such workman/employee upon the company.
5. Office correspondence will be carried out in English and if at any time to facilitate the Contractor, Telugu Translation may be furnished if deemed fit. The English version will be the contract one and the same only will be held good for legal matter.
6. Contractor will be responsible and liable to pay difference in wages if any and or observe the revised service conditions that may be awarded by the Honorable Industrial Tribunal effective from the dated directed in the award.
7. In case of delay in execution of work the penalty as per clause no. 2 of tender and contract for work will be applicable.
8. Party shall have to provide at their own the required personal protective equipments of standard make (ISI approved) to their staff during work execution and it will be their responsibility to see that same are wear by them while at work.

***Signature of Bidder/Tenderer***  
**With seal and date**

**Chief General Manager**  
**Operation/NPDCL/Warangal**

**ANNEXURE – 1**

**INTEGRITY PACT OUR ENDEAVOUR**

To create an environment where business confidence is built through best business practices and is fostered in an atmosphere of trust and respect between providers of goods and services and their users for the ultimate benefit of society and the nation.

Company's commitment	Party's Commitment
Maintain the highest Technical standards in business and professions.	Not to bring pressure recommendations from outside company to influence its decision.
Ensure maximum transparency to the satisfaction of stakeholders.	Not to use intimidation, threat inducement or pressure of any.
Ensure to fill the terms of Agreement/ Contract and to consider objectively the viewpoint of parties.	To be prompt and reasonable in fulfilling the contract agreement legal obligations.
Ensure regular and timely release of payments on due dates for work done.	Provide goods and for services timely as per agreed quality and specifications at minimum cost to Company.
Ensure that no improper demand is made by employees or by anyone on our behalf.	Abide by the general discipline to be maintained in our dealings.
To give maximum possible assistance to all the Vendor/Tenderer/ Service provider and other to enable them to complete the contract in time.	To be true and honest in furnishing information.
To provide all information to Tenderer/ Contractors relating to contract/job which facilitate him to complete the contract/job successfully in time.	Not to divulge any information business details available during the course of business relationship to others without the written consent of Company.
Ensure minimum hurdles to Vendors/ Tenderes/Contractors in completion of Agreement / Contract/ Work order.	Not to enter into carter/Syndicate/ understanding whether formal/non-formal so as to influence the price.

Seal & Signature  
(Party's Authorized Person)

Name:

Seal & Signature  
(Company Authorized Signatory)

Name:  
Designation:  
Company Seal:



## ANNEXURE-2

(To be submitted by Tenderer along with Technical Bid)

### DETAILS OF THE TENDERER/AGENCY

[These details are necessary to create the database of TENDERER(S)]

Name of the TENDERER		
Within Telangana/Outside Telangana		
Pvt. Firm/Public Ltd./Sate Govt. Undertaking/Central Govt. Undertaking		
Registration Letter No. & Date (if registered and letter issued by the NPDCL)		
Registration Fee :	Paid / Not paid (tick any one, for new entrants)	
Registration Date		
Registration Validity Period	From Date _____ to Date _____	
DGR Registration No. & Date		
Address of Registered Office		
	Registered Office	Authorized Representative
Contact person name		
Designation		
Address		
City & Pin code		
State		
Country		
Phone Nos. (Office)		
Phone Nos. (Residence)		
Fax Nos.		
STD Code		
Mobile No.		
Web site address		
e-mail address		

***Signature of Bidder/Tenderer***  
**With seal and date**

**Chief General Manager**  
**Operation/NPDCL/Warangal**

**ANNEXURE – 3**

**(UNDERTAKING IN REGARD TO STOP DEAL/BLACKLIST THEREOF)**

All bidders will have to furnish the following undertaking duly filled in, signed and stamped for each quoted item of the Tender along with the Technical Bid.

I/We..... authorized signature  
of M/s..... hereby certify that  
M/s..... is not stop deal/black listed by  
NPDCL and or its any of the subsidiary company for the tendered item.

**APPENDIX – 1**

**(E.M.D. BANK GUARANTEE FORMAT)**

**(Bank Guarantee on Non-Judicial stamp paper of Rs.100/-)**

Messer's WHEREAS ..... (Name & Address of the Firm) having their Registered Office at ..... (Address of the firm's Registered officer) (Hereinafter called the 'Tendered') wish to participate in the Tender No..... for ..... Of ..... (Supply of manpower/) (Name of the work /material/equipment) for ..... (Location) of the NPDCL.

AND WHEREAS a Bank Guarantee for (hereinafter called the "Beneficiary") Rs.....(Amount of EMD) valid till ..... (Mention here date of validity of this Guarantee which will be 4 (Four) months beyond initial validity of Tender's offer) is required to be submitted by the Tenderer along with the Tender.

We, ..... (Name of the Bank and address of the Branch giving the Bank Guarantee) having our Registered Office at..... (Address of Bank's Registered Office) hereby give this Bank Guarantee No..... Dt..... and hereby agree unequivocally and unconditionally to pay immediately on demand in writing from the NPDCL or any officer authorized by it in this behalf any amount not exceeding Rs..... (Amount of EMD) (Rupees ..... (In words) to the said NPDCL on behalf of the Tenderer.

We..... (Name of the Bank) also agree that withdrawal of the Tender or part thereof by the Tenderer within its validity or Non submission of Security deposit by the Tenderer within one month from the date of Tender or a part thereof has been accepted by the NPDCL would constitute a default on the part of the Tenderer and that this Bank Guarantee is liable to be invoked and encashed within its validity by the Beneficiary in case of any occurrence of a default on the part of the Tenderer and that the encashed amount is liable to be forfeited by the Beneficiary. This agreement shall be valid and binding on this Bank up to and inclusive of ..... (Mention here the date of validity of Bank Guarantee) and shall not be terminable by Notice or by Guarantee change in the constitution of the Bank or the firm of Tenderer or by any reasons whatsoever and our liability hereunder shall not be impaired or discharged by any extension of time or variations or alternations made, given, conceded with or without our knowledge or consent by or between the Tenderer and the NPDCL.

NOTWITHSTANDING anything contained hereinbefore our liability under this Guarantee is restricted to Rs..... (Amount of EMD) (Rupees ..... (In words). Our Guarantee shall remain in force till ..... (date of validity of the guarantee)

Place :  
Date :

(Full Address of the Bank  
With Branch code, ph, fax etc.)

(Signature of the Banks Authorized  
Signatory with Office Seal)

**FORM OF BANKER'S UNDERTAKING (For SD & PG)**

**(Bank Guarantee on Non-Judicial stamp paper of Rs.100/-)**

We, Bank of ..... hereby agree unequivocally and unconditionally to pay immediately on demand in writing from the (NPDCL) or any officer authorized by it in this behalf any amount upto and not exceeding Rs..... (Rupees ..... (In words) to the said (NPDCL) on behalf of the M/s..... Who have entered into a contractor for the supply/works specified below:

A/T.No..... dated: .....

This agreement shall be valid and binding on this Bank up to and inclusive of ..... and shall not be terminable by Notice or by change in the constitution of the Bank or the firm of contractors/suppliers or by any other reasons whatsoever and our liability hereunder shall not be impaired or discharged by any extension of time or variations or alterations made, given, conceded or agreed with or without our knowledge or consent by or between parties to the said within written contract.

NOTWITHSTANDING anything contained hereinbefore our liability under this Guarantee is restricted to Rs..... (Rupees .....only). Our Guarantee shall remain in force untill .....

Place:  
Date:

# Price Bid

## **SCHEDULE - A**

**Name of work:-**

Tender for Providing of 35 Nos. Ex-Serviceman (Security Guard) through Registered Contractor/Security Agencies for the security of various District stores of five operation circles and Corporate Office Building, NPDCL, Hanmakonda, Warangal.

List of District store and Corporate Office for providing of security.

<b>Sl. No.</b>	<b>Name of the Dist. Store/Office</b>	<b>Name of the Circle</b>	<b>No. of Ex-Servicemen (Security Guard)</b>
1	Warangal	Warangal	5
2	Karimnagar	Karimnagar	5
3	Khammam	Khammam	5
4	Nizamabad	Nizamabad	5
5	Nirmal	Adilabad	5
6	Corporate Office	WARANGAL	10
<b>Total Persons</b>			35

***Signature of Bidder/Tenderer***  
**With seal and date**

**Chief General Manager**  
**Operation/NPDCL/Warangal**

## **SCHEDULE - B**

**Name of work:-**

Providing of 35 Nos. Ex-Serviceman (Security Guard) through Registered Contractor/Security Agencies for the security of various District stores of five operation circles and Corporate Office building, NPDCL, Warangal.

<b>Sl. No</b>	<b>Description of Work</b>	<b>Qty. in nos.</b>	<b>Rate in Rs</b>	<b>Unit</b>	<b>Amount in Rs.</b>
1	Providing of 35Nos.Ex-Serviceman (Security Guard) through Security Agency/Contractor for the security of various District stores of five operation circles and Corporate Office building, NPDCL, Warangal.	35	9,500	Per person per month	3,32,500.00
2	EPF @ 13.61 % on 3,32,500.00				45,253.25
3	ESI @ 4.75 % on 3,32,500.00				15,793.75
4	Service Tax @ 12.36 % on 3,32,500.00				41,097.00
	<b>Sub-Total</b>				<b>4,34,644.00</b>
5	Supervision charges on the work per month <b>(To be quoted in the range of 5.1% to 10.2% only)</b>			LS	
	<b>Amount for one month</b>				4,34,644.00
	<b>Amount for two years</b>				<b>1,04,31,456.00</b>
(Rupees One Four Lakhs Thirty One Thousand Four Hundred and Fifty Six only)					

- Note:** 1) Item Nos. 2,3,4 are to be reimbursed on production of the original receipt.  
2) Rates are inclusive of all other allowances.

***Signature of Bidder /Tenderer***  
**With seal and date**

**Chief General Manager**  
**Operation/NPDCL/Warangal**

## **FOOT NOTE TO SCHEDULE**

\*I/We have read and clearly understood the terms, conditions, Schedule 'B' and Technical specifications put by NPDCL.

\* I/We hereby accept all the conditions and specifications of this tender document, and accordingly, I/We \*am/are willing to carry out the work at \_\_\_\_\_ % (In words \_\_\_\_\_percentage) \* the estimated cost. Accordingly the total amount of my/our tender works out Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_)

(\*STRICK OUT WHICHEVER IS NOT APPLICABLE)

### **Conditions:-**

1. The rates indicated against each item are inclusive of all allowances.
2. The tenderer should quote his offer to do the work in terms of percentage in the range of 5.1% to 10.2% over the estimate contract value both in figures and in words. The percentage should be limited to two decimal digits.
3. If there is any discrepancy in between the words and figures in quoting the above percentage, the percentage quoted in words shall prevail.
4. If any tenderer fails to quote his tender percentage in both figures and words the tender will be treated as incomplete and his tender shall be rejected.
5. If any additions or alterations are made in the tender schedule of quantities, amounts and total amounts given, it will disqualify the tenderer.

***Signature of Bidder/Tenderer***

**Chief General Manager  
Operation/NPDCL/Warangal**