



रेल दावा अधिकरण
Railway Claims Tribunal
एरणाकुलम न्यायपीठ
Ernakulam Bench
कोच्चि / Kochi - 682016
फोन / Phone - 0484 2998950

ईमेल / email - rctern@gmail.com वेबसाइट / website - <http://rct.indianrail.gov.in>

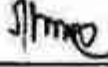
Dated.05/08/2021

No.RCT/ERS/42/Security/2021

NOTICE INVITING BID/TENDER FOR HIRING SECURITY SERVICES

1. The Railway Claims Tribunal, Ernakulam Bench invites sealed tenders for 3(three) numbers of Security Guard from eligible Security Agencies having at least three years of experience in providing Security Services in Government Organizations/ Semi-Government Organizations/ Government Undertaking/ Reputed Banks for supply of Security Services as per Terms and Conditions of this bid document.
2. Tender documents can be collected from the office of the Railway Claims Tribunal, Ernakulam Bench on all working days from 06.08.2021 to 02.09.2021 till 12.00 PM on payment of ₹500/- (Rupees Five Hundred only) in the form of Demand Draft only drawn on any Nationalized Bank in favour of the Additional Registrar, Railway Claims Tribunal, Ernakulam Bench payable at Ernakulam. The tender documents can also be downloaded from <http://rct.indianrail.gov.in>. In case of downloaded form, Demand Draft drawn on any Nationalized Bank in favour of the Additional Registrar, Railway Claims Tribunal, Ernakulam Bench payable at Ernakulam for an amount of ₹500/- (Rupees Five Hundred only) to be furnished with the 'Technical Bid' document.
3. Tender should be submitted in 2 (two) bid pattern, i.e. Technical Bid containing Technical and other details as per Annexure-I and Financial Bid as per Annexure-III. Both the bids in the prescribed formats along with other required documents as prescribed should be placed in separate sealed envelopes and be superscribed as "Tender for providing Security Guards Technical Bid" and "Tender for providing Security Guards - Financial Bid" as the case may be. Both the envelopes should be placed in a single sealed cover and superscribed as "Tender for hiring Security Guards by Railway Claims Tribunal, Ernakulam Bench" and should be submitted to the Additional Registrar, Railway Claims Tribunal, Ernakulam Bench, Railway Station, Near Kochi Metro Cantilever Bridge, Ernakulam Junction, Kochi-682016.
4. The bids will be opened on 03.09.2021 at 11AM at the office of the Additional Registrar, Railway Claims Tribunal, Ernakulam Bench. Bidders or their authorized representative may remain present there at the time of opening of the Tenders. Bid documents incomplete or deficient in any respect may be rejected at the discretion of the Tender Committee. The valid Technical Bids will be scrutinized by the Tender Committee constituted for this purpose to shortlist the eligible Bidders. Financial Bids of such shortlisted Bidders will only be opened.

Encl: - General Terms and condition
Annexure-I, II, III & IV


Additional Registrar
Railway Claims Tribunal
Ernakulam Bench 05/8/21

Copy for information to: -

1. Notice Board

2. The Information Commission, CRIS, Delhi for uploading the above tender notice on the RCT website.



**TENDER DOCUMENT FOR HIRING THE SERVICES OF PRIVATE SECURITY GUARD FOR RAILWAY
CLAIMS TRIBUNAL, ERNAKULAM**

SECTION-I

Name of Work	Providing Security Guards round the clock for Railway Claims Tribunal, Ernakulam Bench, Near Kochi Metro Cantilever Bridge, Ernakulam Junction, Kochi-682016
Period of Contract	For a period of 24 months from the date of commencement of contract
Earnest Money Deposit	₹15,000/- (Rupees fifteen thousand only) by the Bidders in the form of DD drawn on any Nationalized Bank in favour of the Additional Registrar, Railway Claims Tribunal, Ernakulam Bench
Time and Date of Opening of Technical Bid	03.09.2021 at 11AM
Place of Opening of Technical Bid	Railway Claims Tribunal, Ernakulam Bench, Near Kochi Metro Cantilever Bridge, Ernakulam Junction, Kochi-682016
Time and Date of Opening of Financial Bid	06.09.2021 at 11AM
Place of Opening of Financial Bid	Railway Claims Tribunal, Ernakulam Bench, Near Kochi Metro Cantilever Bridge, Ernakulam Junction, Kochi-682016
The tender documents can be obtained from	Office of the Railway Claims Tribunal, Ernakulam Bench, Near Kochi Metro Cantilever Bridge, Ernakulam Junction, Kochi-682016
Tenders to be addressed to	Additional Registrar, Railway Claims Tribunal, Ernakulam Bench, Near Kochi Metro Cantilever Bridge, Ernakulam Junction, Kochi-682016



SECTION-II

TERMS AND CONDITIONS

1. This Invitation for Bids is open to the Security Agencies fulfilling the eligibility criteria as stated below:-
 - a) The Applicant Contractor (Security Agency) should have been in the business of providing security guards and services for minimum of 3 years.
 - b) The Annual Turnover of the Applicant Contractor should not be less than ₹20, 00,000/- (Rupees Twenty Lakhs).
 - c) The Applicant Contractor should be in possession of requisite license from the State Government or other Competent Authority for running security agency.
 - d) Guards should have their antecedents verified from the local Police Station, the instance of the Contractor and a copy of such verification reports should be submitted within 15 days from the date of contract without fail. In case of default, the contractor shall be liable to fine / penalty of ₹200/- for each day of default in compliance.
 - e) The Applicant Contractor should have complied with all the legal provisions pertaining to his/ its line of business.
 - f) The Applicant-Contractor should have a reputed client list.
 - g) The Applicant Contractor should be in a position to supply the requisite number of Security Guards within 7 days of execution of agreement i.e. the Guards should take their positions at the premises of the Railway Claims Tribunal, Ernakulam Bench at appropriate time.
2. The Bidder is expected to examine all instructions, forms, terms and conditions and specifications in the bidding document. Failure to furnish information required by the bidding document or submission of a bid not substantially responsive to the bidding document in every respect will result in rejection of the bid.
3. The Bidder is required to fill up the profile of its Organization and other details in the Format given as per Annexure-II of the Bid Document.
4. The bids are to be submitted in two parts in separate sealed envelopes i.e. Technical Bid and Financial Bid.
5. The Technical Bid (Annexure-I) submitted by the bidder shall include the following:-
 - a) Full Particulars of Government or other organizations where the Applicant Agency has carried out security services contract in last 3 years (self-attested copies of the relevant work orders are to be enclosed).
 - b) Documentary proof showing the annual turnover.
 - c) A copy of Permanent Account Number (PAN) Card.
 - d) Copy of the Registration with the Central Labour Commissioner having jurisdiction over the territory in which services are sought to be provided by the Agency under this Contract.
 - e) A Copy of valid GSTN Number.
 - f) AADHAR Card Number of the Proprietor/Partners/Directors of the firm.
 - g) Demand Draft for an amount of ₹15,000-(Rupees Fifteen Thousand only) in favour of "Additional Registrar, Railway Claims Tribunal, Ernakulam" should be invariably enclosed as Earnest Money Deposit (EMD) by the firms along with the Technical Bid in the sealed envelope without which the Bid will be rejected. The said amount shall be forfeited, if the successful bidder fails within the time fixed by this office to sign the contract on the Terms contained in the Bid Document.
6. Sealing and Marking of Bids.
 - a) The Technical Bid along with EMD instrument and requisite documents (listed in Para- 5 above) shall be placed in one sealed envelope super scribed "Technical Bid". The Financial Bid shall be kept in a separate sealed envelope super scribed "Financial Bid". Both the envelopes shall then be placed in on single sealed envelope super scribed "Tender for hiring Security Guards by Railway Claims Tribunal, Ernakulam Bench" and should be submitted to the Additional Registrar, Railway Claims Tribunal, Ernakulam Bench, Near Kochi Metro Cantilever Bridge, Ernakulam Junction, Kochi-682016. The Bidder's name, telephone number and complete mailing address shall be indicated on the cover of the outer envelope.
 - b) Both the inner envelopes super scribed Technical Bid and Financial Bid shall have the name and address of the bidder so that if required, they may be returned to the bidder without opening them.



- c) If for any reason, it is found that the Technical Bid reveals the Financial Bid related details in any manner whatsoever, or the Financial Bid is enclosed in the envelope super scribed "Technical Bid", the Bid document will be summarily rejected in the first instance itself.

7. **Deadline for Submission of Bids:**

- a) Bids must be received by the Railway Claims Tribunal, Ernakulam Bench, at the address specified not later than the time and the date specified in the tender document.
- b) Any bid received after the deadline for submission of bids prescribed in the bid document will be rejected and will not be received.
- c) No modification or substitution of the submitted bid shall be allowed.

8. **Validity**

Bids shall remain valid for 90 days after the date of Bid opening. A bid valid for a shorter period shall be rejected by the Railway Claims Tribunal, Ernakulam Bench as non-responsive.

9. **Opening and Evaluation of Technical Bids:**

- a) The Tender Committee appointed by the competent authority of Railway Claims Tribunal, Ernakulam Bench will open all Technical Bids in the first instance on the fixed date, time and venue.
- b) During evaluation of the Bids, the Railway Claims Tribunal, Ernakulam Bench at its discretion, may ask the Bidder for clarification of its bid. The request for clarification and responsive shall be in writing.
- c) All Bidders are strongly advised to furnish all material information in the bid itself.

10. **Opening and evaluation of Financial Bids.**

- a) Financial Bids of such shortlisted Bidders whose Technical Bids are found to be complete and valid in all respects will be opened on the fixed date, time and venue.
- b) The results of the bid will be communicated in writing to the qualifying bidder. The unsuccessful bidders will be notified separately.
- c) The rates quoted in the Financial Bid (Annexure-III) shall be inclusive of all, i.e. Minimum wages, dues as per Labour laws applicable, etc., Service Charges and all other levies etc. that are applicable under relevant statutory provisions from time to time, including the Service Tax. The Railway Claims Tribunal, Ernakulam Bench would not bear any additional liability to this account over and above the agreed amount.
- d) The Railway Claims Tribunal, Ernakulam Bench shall however, deduct such tax at source as per the rules and issue necessary certificates to the Agency. The prices once accepted by the Railway Claims Tribunal, Ernakulam Bench shall remain valid till the contract remains in force. The Railway Claims Tribunal, Ernakulam Bench shall not entertain any request / plea to increase in the prices during the period.

11. The successful bidder will submit a **Performance Security Deposit** in the form of **Bank Guarantee (As per Annexure-IV)**, within 15 days after the receipt of letter of Intent @ 5% of the total value of contract. The Performance Security Deposit will be returned to the Agency on successful completion of contract period without interest after deducting liabilities if any. For other bidders, the Earnest Money instrument will be returned within 15 days of the completion of the financial evaluation of the tenders. The earnest money of the successful bidder will be returned after receipt of Performance Security Deposit. No interest shall be payable on the Earnest Money Deposit.

12. In the event of bid being accepted, a contract will be entered into with the successful bidder, which will be governed by the terms and conditions given in the bid document.


13. No Bid will be considered unless and until all the pages of the documents comprising the Bid are properly signed and stamped by the person authorized to do so.



14. The Agency shall acknowledge that it has made itself fully acquainted with all the conditions and circumstances under which services required under the contract will have to be provided and the terms, clauses and conditions, specifications and other details of the contract. The Agency shall not plead ignorance on any matter as an excuse for deficiency in service or failure to perform or with a view to asking for increase of any rates agreed to the contract or to evading any of its obligations under the contract.

15. Payment Terms.

The contract payment shall be made as per the payment schedule mentioned below:-

- 
- a) Monthly bill which should be submitted in duplicate by the agency for the security services rendered in the preceding month, shall be paid after submission of bill in duplicate duly complete in all respects. The payment for the work will be released only after production of attendance records, log register and or any other control records prescribed, duly certified by the Supervisor. Inadequate supply of Security Guards will attract deduction at pro-rata basis from the work bill towards compensation. The decision of the Railway Claims Tribunal, Ernakulam Bench shall be final and binding in this regard.
- b) If the performance of the security services by the agency is not found satisfactory, the Railway Claims Tribunal, Ernakulam Bench shall have power to terminate the contract with one month's notice. Upon such termination, the security deposit of the Agency shall be liable to be forfeited and shall be absolutely at the disposal of the department.
- c) If at any time during the period of contract, the SCOPE OF WORK for which this job has been awarded is reduced/ abandoned, the payment value of this job order shall be reduced on pro-rata basis by the Railway Claims Tribunal; Ernakulam Bench and this decision of the Railway Claims Tribunal, Ernakulam Bench shall be binding on the Agency.

16. The Railway Claims Tribunal; Ernakulam Bench, without assigning any reasons, reserves the right to accept or reject any bid, and to annul the bidding process and reject all bids at any time without thereby accepting any liability to the affected bidder or bidders or any obligations to inform affected bidder or bidders of the grounds for the action of the Railway Claims Tribunal; Ernakulam Bench.

17. The bidder shall sign his bid with the exact name of the concern to which the contract is to be awarded. Any change in the constitution of the Agency shall be notified forthwith by the Agency in writing to the Railway Claims Tribunal; Ernakulam Bench and the bidder shall ensure that such change shall not relieve any former member of the concern from any liability under the contract.

18. The bid document filed by the bidder shall be typed or written in indelible ink. No over-writing cutting shall be permitted.

19. The Railway Claims Tribunal, Ernakulam Bench reserves the right to reject the bid having deviations from the prescribed terms and conditions.

20. The bidder shall not subcontract or permit anyone other than himself to perform any of the work, service or other performance required of the vendor under the contract.

21. Prior to the submission of bid, the bidder/ authorized representative may personally inspect the place/ office/ property of the Railway Claims Tribunal, Ernakulam Bench and facilities specified in the bid at his own cost and under prior intimation to the Railway Claims Tribunal, Ernakulam Bench. This is necessary to enable the bidder to gather all the information, so as to prepare the bid accurately after taking into consideration all the relevant factors. Submission of the bid will, therefore, be considered as meeting the requirements of bidder having fully read and understood the tender document and the scope of work prescribed therein.

22. Making misleading or false representation in the bid document will lead to disqualification of the bidder at any stage. At any time during the pendency of the contract, if it comes to the notice of the Railway Claims Tribunal, Ernakulam Bench that the Agency has misled it by giving false/ incorrect information, the contract will be annulled and Performance Security Deposit will be forfeited.

23. The Agency will be responsible for the conduct of all workers deployed by it and will be legally liable for any harm or loss arising to any person whomsoever, in whatever form, from any misconduct or any act of negligence, omission or commission, whether intentional or otherwise, of the Agency or any of the workers agents and other deployed by the Agency in the course of providing any services stated in this contract, and will bear full responsibility and cost of the same. The Railway Claims Tribunal, Ernakulam Bench will not be liable for any loss or harm to any person within or outside the Railway Claims Tribunal, Ernakulam Bench from any act of omission or commission of any of workers, agent or any others deployed by the Agency in the course of providing any services stated in this contract.

24. Where the bid has been signed by the Authorized Representative on behalf of the concern, the bidder shall submit a certificate of authority and any other document consisting of adequate proof of the ability of the signatory to bind the bidder to contract. The Railway Claims Tribunal, Ernakulam Bench may outrightly reject any bid, which was not supported by adequate proof of the signatory's authority. The Railway Claims Tribunal, Ernakulam Bench shall not be liable for any compensation, claim or damages etc. due to any accident, injury or harm to any person deployed by the agency or death due to accident or otherwise, which may arise out of any circumstances related or unrelated with their duties at the Railway Claims Tribunal, Ernakulam Bench.
25. Without prejudice to the preceding term of contract, the Agency will be liable to reimburse the Railway Claims Tribunal, Ernakulam Bench of any cost or legal liability, penalty, fine, etc. imposed on the Railway Claims Tribunal, Ernakulam Bench by any authority, because of any misconduct or any act of omission or commission, whether intentional or otherwise, of the Agency or any of the workers deployed by the Agency in the course of providing any services state in this contract.
26. It shall be the responsibility of the Agency to comply with the provisions of all Labour Laws including Minimum Wages Act (as applicable by Central legislation or Kerala state legislation, whichever is beneficial to the guards) along with statutory contributions. The Agency shall faithfully discharge all the liabilities under all labour laws.
27. The agency shall comply with all statutory liabilities and obligations of State and Central Government. The Railway Claims Tribunal, Ernakulam Bench shall not be liable for any contravention/ non-compliance on the part of the Agency. Any contravention/ non-compliance on the part of the Agency would be construed as a sufficient ground for termination of the contract at the discretion of the Railway Claims Tribunal, Ernakulam Bench. Notwithstanding, in the event of the Railway Claims Tribunal, Ernakulam Bench being imposed with any penalty/fine etc. by any agency/ authority due to the non-compliance/ contravention on the part of the Agency to any statutory laws/ rules/ regulations etc., the Railway Claims Tribunal, Ernakulam Bench reserves the right to recover such fine/ penalty etc., from the Agency by way of recovery from the bills raised by the Agency or by any other means.
28. The Railway Claims Tribunal, Ernakulam Bench may discontinue the contract at any point of time, by giving a notice of 30 days before the intended date of disconnection, and will not be liable to any additional charges or compensation payable to the Agency or any other person.
29. The Agency may discontinue the contract at any point of time, by giving a notice at least 60 days prior to the intended date for discontinuation. However, it will lead to forfeiture of its Performance Security Deposit submitted by it. In case of discontinuation without a notice or a notice less than 60 days prior to the intended date of discontinuation, the Railway Claims Tribunal, Ernakulam Bench will have the right to claim damages, and recover them from the payments due to the Agency or by any other means, in addition to forfeiting the Security Deposit of the Agency.
30. The workers employed by the Agency will not be treated as the employees of the Railway Claims Tribunal, Ernakulam Bench for any purpose whatsoever.
31. In the event of any dispute or differences arising as to the execution of the contract or as to the respective rights or liabilities of the parties hereto or interpretation of any of clause thereof on any condition of agreement (except as to any matters the decision of which is specially provided for or the specially condition) the dispute shall be resolved in accordance with the provisions of the Arbitration & Conciliation Act, 1996 and the Rules there under and any statutory modifications thereof, for the time being in force, shall be deemed to apply to the arbitration proceedings. The award of the Arbitrator shall be final and binding on parties to the agreement.
32. In case of non-compliance of the above terms and conditions of contract, a penalty may be levied on the basis of certificate signed by the Controlling Authority.



SECTION-III

Scope of work

1. The Agency shall provide round the clock security services at the premises of the Railway Claims Tribunal, Ernakulam Bench with requisite security guards on all days including Saturdays, Sundays and National holidays for a period of 24 months from the date of commencement of contract.
2. The Agency shall provide round the clock on a 24x7 basis on all the days to safeguard the premises and assets of the Railway Claims Tribunal, Ernakulam Bench. The agency shall ensure full security to the premises and its property from pilferages and maintain the standard security norms to protect the above premises from other insecurities.
3. The Agency shall check proper locking of premises, common area etc. In case of any theft, breakage, pilferage of any fixture and/ or fittings, furniture, equipment etc., the responsibility shall be of the security personnel and the security personnel shall report the same to the Controlling Authorities immediately. If after a departmental enquiry, it is found the loss has occurred due to the negligence of the security guard/ guards on duty, the Railway Claims Tribunal, Ernakulam Bench will have full power to recover the loss in full or adjust from the dues of the agency.
4. The Agency shall submit bio-data along with identity proof, address proof of each security guards duly verified, before commencement of the contract. No person below the age of 18 years shall be deployed on security work by the Agency.
5. The Agency shall provide proper uniforms, identity cards, badges, whistle, lathi, emergency lamps, torch, umbrellas, rain coats etc. to supervisor and guards deployed at the premises of the Railway Claims Tribunal, Ernakulam Bench. The expenses on uniforms, other accessories, rain-wear etc. shall be borne by the contractor.
6. During surprise checks by any of the authorized officer of the Railway Claims Tribunal, Ernakulam Bench, if a particular guard is found negligent/ sleeping/ drunk on duty, the agency will have to replace the guard.
7. The Agency shall ensure immediate communication to Controlling Authority for any reportable incident.
8. The Agency shall maintain proper register/ log book of security personnel.
9. The Security guards should maintain utmost vigil and shall be on rounds in the duty area allotted at frequent intervals of time. Any shortcomings in this issue will be dealt with seriously and action will be initiated which may include termination of contract.
10. The behavior of the deployed manpower by the Agency for the security duty so awarded shall be of decent nature and they should cooperate with the officials, visiting guests etc. In case of report of any complaint on this issue, or of any breach in this aspect, the said guard/ supervisor shall be instantly removed from duty by the Agency and the decision of the Controlling Authorities will be final & binding on the Agency.
11. No accommodation shall be provided to the security guards or supervisor inside the complex. The Agency may arrange suitable accommodation for their stay in nearby area.
12. The Performance Security Deposit shall be kept in the custody of the Railway Claims Tribunal, Ernakulam Bench till the expiry of the contract & will bear no interest. The Performance Security Deposit will be refunded to the Agency after deducting any financial liabilities, which the Agency owes to the Railway Claims Tribunal, Ernakulam Bench. If the financial liabilities are more than the Performance Security Deposit, the Agency will be legally bound to pay the balance liability within 7 days from the date of issuance of notice for discontinuance of the contract so awarded.
13. The guards must report to duty strictly for eight hours (in each shift), seven days a week as per the roster or duty schedule to be prepared in this regard. This shall exclude the half hour lunch break, turn by turn. A log sheet, specifying daily reporting and relieving time of security guards shall be maintained for each guard. The contractor should submit the duly filled in log sheet, signed by the controlling officer, along with the bill, on monthly basis.
14. In case of security guard remaining absent from duty, a substitute shall be provided by the contractor immediately. In case a substitute is not provided, proportionate contract charges are liable to be deducted from the contract charges payable. In addition to above, prorata penalty may also be levied for late reporting/ non-reporting of guards.



TECHNICAL BID

(On the letter of the concern submitting the bid)

To,

Additional Registrar,
Railway Claims Tribunal, Ernakulam Bench,
Near Kochi Metro Cantilever Bridge,
Ernakulam Junction, Kochi-682016

Sir,

I/ we hereby undertake to provide the Security Guards at the premises of the Railway Claims Tribunal, Ernakulam Bench, as specified in the bid/ tender document and agree to hold this offer open for a period of 90 days from the date of opening of the tender. I/ we shall be bound by the communication of acceptance issued by you.

I/ we have understood the Scope of Work and the Terms and Conditions of Contract as enclosed with the invitation to the tender and have thoroughly examined the specifications of services to be rendered and are fully aware of the nature of the services to be rendered and my/ our offer is to supply the services strictly in accordance with the requirements.

Certified that I/ we have the experience of more than.....years in providing security services and related works. Certified copies of at least one work-order pertaining to each of the last two years are enclosed with this bid.

A detailed profile of the organization as filled in as prescribed in the Annexure-II of the bid document is enclosed with this bid. Other details required to be submitted with this bid as per the bid documents are also enclosed as follows:-

- a) Copy of valid Empanelment Certificate from appropriate authority for undertaking security services contract.
- b) List of reputed Clients along with documentary evidence (Self-attested copies of the relevant work orders are to be enclosed).
- c) A copy of PAN Card.
- d) Copy of Registration with the Labour Commissioner having jurisdiction over the territory in which services are sought to be provided by the Agency under this contract. In case the agency is exempted from obtaining such Registration of approval or order from the Labour Commissioner, the agency is required to produce an affidavit signed by the authorized signatory of the agency that their firm is exempted and is not required to obtain any such Registration or approval or order from the Labour Commissioner.
- e) Copy of Registration Certificate from the concerned State Government or any other Competent Authority for operating Private Security Agency as required under the Private Security Agencies (Regulation) Act, 2015. In case the agency is exempted from obtaining such Registration or approval or order from the said Competent Authority, the agency is required to produce an affidavit signed by the authorized signatory of the agency that their firm is exempted and is not required to obtain any such Registration of approval or order from the concerned State Government/ Competent Authority.
- f) Note on compliances of liabilities & obligations of State and Central Government viz. Minimum Wages Act, and other statutory obligations.
- g) Information regarding any litigation, current or during the last three years in which the bidder was/ is involved, the opposite party(s) and the disputed amount.

- h) Details regarding any work order that was abandoned at any stage, prematurely terminated or resulted in inordinate delay along with reasons for the same (copies or relevant documents to be enclosed).
- i) Details of Earnest Money Deposit (EMD) of ₹15,000/- (Rupees Fifteen Thousand only) by means of demand draft drawn in favour of the Additional Registrar, Railway Claims Tribunal, Ernakulam Bench payable at Ernakulam.

We do hereby undertake that, until a formal notification of award, this bid, together with your written acceptance thereof shall constitute a binding order between us.

Dated this.....day of.....of 2021

Telephone/ Fax..... Mobile No.

E-mail.....

.....Company Seal.

Yours faithfully

Signature and stamp of the
Bidder or Authorized Signatory

ANNEXURE-II**PROFILE OF ORGANIZATION**

Sl.No	Particulars	Information/ Documents
1.	Name of the Firm/ Company/ Concern:	
2.	Address with email, Phone, Fax, Mobile Nos:	
3.	Name and address of the Proprietor/ Partners/ Directors and their PAN/ADDHAR No	
4.	Details of Registration with Labour Commissioner having jurisdiction over the territory of exemption certificate, if any. (Copy to be enclosed)	
5.	Years of Establishment of the Firm/ Company/ concern and experience in the execution of security services contracts (copy of document to be enclosed):	
6.	PAN (enclose copy):	
7.	Service Tax No. (Copy of Certificate to be attached):	
8.	GST Registration No.(Copy of certificate to be attached):	
9.	Provident Fund Registration No. (Copy of Certificate to be attached):	
10.	ESI Registration No. (Copy of certificate to be attached):	
11.	Copy of License for operating Private Security Agency as required under the law:	
12.	Annual turnover (Documentary proof to be attached):	
13.	List of Reputed clients (along with documentary evidence):	
14.	List of similar work undertaken/ in hand at present (Proof documents):	
15.	Whether sufficient number of guards in each category is available with the Applicant Contractor (Furnish Documentary evidence):	
16.	Details of Demand Draft in respect of Earnest Money:	

Note: Please attach extra sheet in support of your information, if space in the column is insufficient. It is requested to visit the site and ascertain the quantum of work before submitting the tender with prior appointment from the authority of Railway Claims Tribunal, Ernakulam Bench.

Date:

Place:

Signature & Seal of bidder

ANNEXURE-III

FINANCIAL BID FOR HIRING SECURITY GUARDS

1. Name of the bidder company/Firm/Agency:
2. Full Address (with Tel. & Fax No.):
3. Rate of Payment for each Security Guard for 08 hours of duty:

Description	Rate (In Rupees – In Figures))	Rate (In Rupees – In Words))
Daily wage		
PF contribution (Employer)		
ESI Contribution (Employer)		
GST		
Total		

4. Service Charge claimed (in percentage):-
5. Total amount (in Rupees) payable including service charges per Guard for 08 hours of duty:-

In figures: _____

In Words: _____

Date:
Place:

Name & Signature of the Authorized signatory

FORM FOR PERFORMANCE SECURITY DEPOSIT
(BANK GUARANTEE)

(In Connection with Hiring of Security Services by Railway Claims Tribunal, Ernakulam Bench)

To

The President of India

WHEREAS.....(Name & address of the contractor.....
.....(Hereinafter called 'the contractor') has undertaken, in pursuance of the
contract.....dated.....to supply Security Services.

And whereas it has been stipulated by you in the said contract that the contractor shall furnish you with a bank guarantee by a scheduled commercial recognized by you for the sum specified therein as security for compliance with its obligations in accordance with the contract:

AND WHEREAS we have agreed to give the contractor such a bank guarantee:

Now therefore we hereby affirm that we are guarantors and responsible to you, on behalf of the contractor, up to a total of(amount of the guarantee in words and figures), and we undertakes to pay you, upon your first written demand declaring the contractor to be in default under the contract and without cavil or argument, any sum or sums within the limits of (amount of guarantee) as aforesaid, without your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

We hereby waive the necessity of your demanding the said debt from the contractor before presenting us with the demand.

We further agree that no change or addition to or other modification of the terms of the contract to be performed there under or of any of the contract documents which may be made between you and the contractor shall in any way release us from any liability under this guarantee and we hereby waive notice of any such change, addition or modification.

This guarantee shall be valid until the.....day of, 20.....

(Signature of the authorized officer of the Bank)

Name and designation of the officer

Seal, name & address of the Bank and address of the Branch

(Bank's common seal)