

**Tender Notification for**

**“PROVIDING SECURITY SERVICES IN VARIOUS OFFICES OF  
BYPL”**

**NIT No.: CMC/BY/21-22/RS/SvS/RD/26**

**Due Date and Time of Submission: 14.10.2021,15:00 HRS**

**BSES YAMUNA POWER LIMITED**

Shakti Kiran building, Karkardooma, New Delhi – 110032

Corporate Identification Number: U40109DL2001PLC111525

Telephone Number: +91 011 4124 9419/41247191

**BSES YAMUNA POWER LTD (BYPL)**

**INDEX**

<b>DESCRIPTION</b>	<b>PAGE NO.</b>
CHECK LIST	3
SECTION – I: REQUEST FOR QUOTATION	4
SECTION – II: INSTRUCTIONS TO BIDDER	10
SECTION – III: GENERAL TERMS AND CONDITIONS	17
SECTION – IV: SCOPE OF WORK	38
SECTION– V: BILL OF QUANTITY/PRICE BID FORMAT	58
SECTION–VI: BIDFORM	62
ANNEXURE-I: STATUTORY REQUIREMENTS:	63
ANNEXURE-II: EMD BG FORMAT	64
ANNEXURE-III : FORMAT FOR PERFORMANCE BANK GUARANTEE	65
ANNEXURE-IV : NON-DISCLOSURE AGREEMENT	67
ANNEXURE-V : SAFETY CLAUSES	69
ANNEXURE-VI: BIDDER DETAILS	75

**CHECK LIST**

<b>S. No</b>	<b>Item Description</b>	<b>Y/N</b>
<b>1</b>	INDEX	
<b>2</b>	COVERING LETTER	
<b>3</b>	EMD IN PRESCRIBED FORMAT	
<b>4</b>	BID FORM (UNPRICED) DULY SIGNED	
<b>5</b>	TECHNICAL BID	
<b>6</b>	FINANCIAL BID (IN SEPARATE SEALED ENVELOPE)	
<b>7</b>	POWER OF ATTORNEY	

**SECTION-I**

**REQUEST FOR QUOTATION**

1.1 GENERAL

BSES Yamuna Power Limited invites sealed tenders in 2 envelopes for “Providing Security Services in Various Offices of BYPL” The bidder must qualify the requirements as specified in clause 1.3 stated below. The sealed envelopes shall be duly superscribed as-

**“Providing Security Services in Various Offices of BYPL”**

**“NIT NO CMC/BY/21-22/RS/SvS/RD/26”**

- 1.1.1 BYPL invites sealed tenders from eligible Bidders for the above-mentioned Contract
- |                                      |  |
|--------------------------------------|--|
| Estimated cost of Contract:          | ₹ 18.50Crores (Annual Value)   |
| Earnest money Deposit:               | ₹ 18.50Lakh  |
| Cost of Tender (Non-Refundable):     | ₹ 1180/-   |
| Period of the Contract:              | Two years  |
| Date of Start of Contract:           | 01.12.2021 (Initially contract shall be awarded for 1 year and shall be renewed based on performance feedback) |
| Date & time of Pre Bid Meeting:      | 07.10.2021 at 11:30 HRS(For detail refer Cl. No. 1.4, Pre-Bid Meeting)   |
| Date & time of Submission of Tender: | 14.10.2021 till 15:00 HRS (For details refer Cl. No.1.4.1 BID SUBMISSION)                                      |
| Date & time of opening of Tender:    | 15.10.2021 at 15:00 HRS (Opening of technical bid)   |

The tender document can be obtained from address given below against submission of non-refundable demand draft of ₹ 1180/- drawn in favour of BSES YAMUNA Power Ltd, payable at Delhi:

**Head of Department  
Contracts & Material Deptt.  
BSES YAMUNA Power Limited  
Illrd Floor, ‘A’ Block  
Shakti Kiran Building  
Karkardooma  
Delhi-110032**

The tender document will be issued on all working days upto the date mentioned as above. The tender documents & detail terms and conditions can also be downloaded from the website [www.bsesselhi.com](http://www.bsesselhi.com). In case tender papers are downloaded from the above website, then the bidder has to deposit a separate demand draft covering the cost of bid documents.

**1.2 POINTS TO BE NOTED**

- 1.2.1 Contracts envisaged under this Tender are required to be executed in all respects up to the period of completion mentioned above.
- 1.2.2 Only those agencies, who fulfil the qualifying criteria as mentioned in clause 1.3 should submit the tender documents.
- Tender document consists of the following:
  - Request for quotation/ Notice Inviting Tender
  - Instructions to Bidders

- General Terms & conditions
- Scope of Work & specifications
- Bill of Quantities/ Price Format
- Formats and Annexures

1.2.4 The Contract shall be governed by the details listed in para 1.2.3 above.

- BSES YAMUNA Power Ltd reserves the right to accept/reject any or all Tenders without assigning any reason thereof and alter the amount and quantity mentioned in the Tender documents at the time of placing purchase/Work orders. Tender will be summarily rejected if:
- Earnest Money Deposit (EMD) of value INR ₹18,50,000/- is not deposited in shape of Fixed Deposit Receipts (FDR)/ BG/ DD/ Pay Order/ Banker's Cheque drawn in favour of BSES Yamuna Power Ltd. Payable at Delhi.
- Tender document is downloaded from website and tender fees are not submitted.
- Complete Techno-commercial details supported by relevant documents are not enclosed.
- Tender received after due date and time.

### 1.3 Qualification Criteria:

The prospective bidder must qualify all of the following requirements to be eligible to participate in the bidding.

- Bidder must have TEN years experience with knowledge and experience rendering such services to the institute of large government/ corporate establishment /reputed organization and awarded with one single contract with value minimum of ₹3 Crores during last financial year. Performance Certificate with order copy shall be submitted in this regard.
- Bidders must have a valid registration of PSARA Act (Delhi) 1st Dec 2021, as services required in Delhi only. Applied for will not be considered.
- The agency should have adequate present running experience and expertise in providing Security services at least three reputed industrial houses, private companies, government/semi government offices corporate office and the public Ltd companies
- Bidder must have executed the Contracts of like nature under single contract and having extensive experience of carrying out similar type of Contracts.
- Bidder should have an average "group" turnover of ₹ 20 Crores in the last three financial years FY 18-19, 19-20&20-21). A certificate from a Chartered Accountant Firm to be attached with the tender along with the copy of balance sheet pages related to the same.
- The agencies should submit a certificate confirming that no major penalties are imposed on them by any of its present employers for violation of terms and conditions of the contract. Agencies must also state whether they have worked for BSES in past and reason for any discontinuation of service

- Bidder should have valid Registration No. of GST, whichever is Applicable.
- Bidder should have valid PAN No & all statutory compliance i.e., PF, ESI registration which requires for providing such services.
- Entities that have been debarred / blacklisted in other utilities in India will not be considered; in this regard a written statement has to be provided along with other documents

The bidder shall submit all necessary documentary evidence to establish that the Bidder meets all the above qualifying requirements

**Please Note:**

- 1) Firms who are debarred/ blacklisted in other utilities in India will not be considered.
- 2) Company reserves the right to carry out technical/ commercial capability/ infrastructure assessment of the firms by inspection or by any other means and company's decision shall be final in this regard.

Also, the Firm shall furnish the following commercial & technical documents along with the Tender:

- Covering letter on Letter Head.
  - Notarized Power of attorney for signing of application
  - Agency's Profile
  - Financial capabilities of the firm:
  - Latest balance sheet
  - Detail of Banker & Cash Credit limit
  - Turnover certificate issued by C.A for the last three Financial Years.
  - Details of constitution of the company (Proprietary/ Limited/ Pvt. Ltd.)
  - Memorandum & Articles of Association of the Company/Partnership deed.
  - Organization Chart of the company
  - Details of resource engagement capability
  - Experience with credentials and performance certificates
  - Copy of ESI/PF Registration certificate
  - Copy of PAN/Service tax no.
  - Any pending litigations
  - Bidder & Vendor details as per Annexure V
- a) Premises Detail.
  - b) Copy of Electrical license or consortium agreement with any of the electrical contractor preferably registered with BYPL

**1.4 Pre-Bid Meeting:**

Topic: Schedule for Pre-Meeting of NIT No -CMC/BY/20-21/RS/SvS/RD/26 on below date

Time: 7<sup>st</sup> Oct'2021 at 11:30 Hrs India

Join Zoom Meeting ID –867 289 9211, Pass Word: 654321

Join Zoom Meeting - <https://us02web.zoom.us/j/8672899211>

All the queries related to this tender must reach to C&M BYPL at least one day before the date of pre- bid. All the queries shall be replied in the pre bid, in case any

change is required in the tender document the same shall be effected in the form of corrigendum to this tender. The bidder or their representative who intends to bid and who have either purchased tender documents or will pay tender fees for down loaded documents are invited to attend the pre-bid meeting. Bidders are advised to attend pre bid meeting, so as to get more clarity on tender.

Corrigendum, if any, to the tender document shall be hosted on the website subsequent to pre-bid meeting.

Bidders are requested to submit their offer strictly in line with this tender document. No deviation is acceptable.

#### **1.4.1 BID SUBMISSION:**

The bidders are required to submit the bid in 2(two) parts:

Hard copy of Tender documents shall be submitted at main gate in tender box.

Bidders will intimate through mail/SMS within 02 hours from the submission time to TPC and Concern Buyer

Bidder has to ensure that tender copy is dropped in correct box designated for tender submission only.

BYPL shall not be responsible for any wrong placement of tender document by bidder.

**Head of Department  
Contracts & Material Deptt.  
BSES Yamuna Power Ltd  
III Floor, "A" Block, Shakti Kiran Building,  
Karkardooma,  
New Delhi-110032**

**PART A: TECHNICAL BID:** First envelope shall contain: Technical documents and support document of PQR will submit in PEN/Electronic drive and commercial documents in paper form (hard copies) like bid form, commercial terms and power of attorney (if applicable) and envelope superscribing Techno commercial on it.

The details of technical bids are as following:

- EMD of requisite amount
- General information about bidder
- Documentary evidence in support of all the qualifying criteria
- Technical Literature if any.
- Tender document.
- Details of experience of works of same or similar nature. Copy of work orders and performance certificates.
- Power of attorney
- An undertaking that salary of deployed resource shall be as per applicable minimum wages in NCT of Delhi and all other statutory compliances. Also the salary shall be credited through ECS in the account of resource deployed.
- Deviations if any.
- Copy of all statutory Registration certificates like, ESI, PF etc.
- Any other relevant document

**PART B: FINANCIAL BID:** Second envelope shall contain: Price bids in paper form (hardcopies) in sealed envelope and envelope superscribing Price Bid on it

Both the envelopes are placed in bigger envelope superscribing Techno commercial and price bid and Tender no., bidder name, contact details on it. Comprising of Prices strictly in the Format enclosed in **SECTION V**

**TIME SCHEDULE**

The bidders should complete the following within the dates specified as under:

S. No.	Steps	Comprising of	Due date
1	Technical Queries, if any	All Queries related to RFQ	12.10.2021 03:00 PM
2	PART A Technical and Commercial Bid	Technical bid along with all documents as mentioned in this tender	Tender will be opened next day from the date of submission at time schedule by TPC
3	PART B Financial Bid	Price strictly in the Format enclosed (Section V)	Successful bidders will be intimated through website

This is a two part bid process. Bidders are to submit the bids in 2(two) parts

Both these parts should be furnished in separate sealed covers super scribing **NIT no. DUE DATE OF SUBMISSION**, with particulars as **PART-A TECHNICAL BID & COMMERCIAL TERMS & CONDITIONS** and **PART-B FINANCIAL BID** and these sealed envelopes should again be placed in another sealed envelope which should be super scribed with —“**Tender Notice No.& Due date of opening**”. The same shall be submitted before the due date & time specified.

**Part – A:** Technical Bid should not contain any cost information whatsoever and shall be submitted within the due date. After technical evaluation, the list of qualified bidders will be posted immediately on BSES website.

**PART B:** This envelope will be opened after technical evaluation and only of the qualified bidders and the date of opening of the same shall be intimated in due course of time.

Notwithstanding anything stated above, the Company reserves the right to assess bidders’ capability to perform the contract, should the circumstances warrant such assessment in the overall interest of the Company. In this regard the decision of the Company is final.

**1.4.2 Award Decision**

- a) Company intends to award the business on a lowest bid basis but should cover the cost of resources required to execute the work along with reasonable profit, so contractors are encouraged to submit the bid competitively. The decision to place order/LOI solely depends on Company on the cost competitiveness across multiple lots, quality, delivery and bidder’s capacity in addition to other factors that Company may deem relevant.



- b) The Company reserves all the rights to award the contract to one or more bidders so as to meet the execution requirement or nullify the award decision without assigning any reason thereof.
- c) In case any contractor is found unsatisfactory during the execution process, the award will be cancelled and BYPL reserves the right to award the work to other contractor(s) who will be found eligible/fit.
- d) The Contract shall initially be placed for a period of one year and shall be renewed for another one year based on performance of the vendor as reviewed by the officer-incharge from BYPL. The decision of officer incharge/competent authority in this regard shall be final and binding on the vendor.
- e) “Nil/Zero” Margin or Administrative Service Charges of Bidders will be considered as “Unresponsive”. Abnormally higher or abnormally lower bids shall not be considered with respect to estimated cost. The criteria decided by BYPL on this shall be final and binding on the bidders and will not be open for discussion under any circumstances. Therefore, the bidding firms are advised to quote their Margin / Administrative Service Charges accordingly.

### 1.4.3 Market Integrity

We have a fair and competitive marketplace. The rules for bidders are outlined in the Terms & Conditions. Bidders must agree to these rules prior to participating. In addition to other remedies available, we reserves the right to exclude a bidder from participating in future markets due to the bidder’s violation of any of the rules or obligations contained in the Terms & Conditions. Bidder(s) who violate the marketplace rules or engage in behaviour that disrupts the fair execution of the marketplace restricts a bidder to length of time, depending upon the seriousness of the and conditions violation. Examples of violations include, but are not limited to:

- Failure to honour prices submitted to the market place.
- Breach of the terms published in Request for Quotation/NIT

### 1.4.4 Confidentiality

All information contained in this RFQ is confidential and may not be disclosed, published or advertised in any manner without written authorization from BYPL. This includes all bidding information submitted.

All RFQ documents remain the property of BYPL and all bidders are required to return these documents to BYPL upon request. Bidder(s) who do not honour these confidentiality provisions will be excluded from participating in future bidding events.

### 1.5 Contact Information

Technical clarification, if any, as regards this RFQ shall be sought in writing and sent by post/courier to following address:

Address	Name/ Designation	E-mail Address
<b>Technical</b>		
Head Security. G Floor , ,BSES Yamuna Power Ltd, Shaktikiran Building, Karkardooma, Delhi, 110032	Major Vaibhav Yadav (Head – Security)	<a href="mailto:vaibhav.yadav@relianceada.com">vaibhav.yadav@relianceada.com</a> 011-4124 7693 8010936858
<b>Commercial</b>		
C&M Dept. 3rd Floor, A Block, BSES Yamuna Power Ltd Shaktikiran Building, Karkardooma, Delhi 110032	Mr. Rohit Dabre DGM – (C&M)	<a href="mailto:rohit.dabre@relianceada.com">rohit.dabre@relianceada.com</a> 011-4124 9419
	Mr. Santosh Srivastava Head – (Contracts)	<a href="mailto:santosh.v.srivastava@relianceada.com">santosh.v.srivastava@relianceada.com</a> 011-4124 9850
	Mr. Robin Sebastian Head – (C&M)	<a href="mailto:robin.sebastian@relianceada.com">robin.sebastian@relianceada.com</a> 011-4124 9230

**SECTION-II****INSTRUCTIONS TO BIDDERS****1.0 GENERAL**

BSES YAMUNA Power Ltd, hereinafter referred to as "The Company" is desirous for "Providing Security Services in various offices of BYPL" and it has now floated tender as notified earlier in this bid document

**2.0 SCOPE OF WORK**

The scope includes providing Security Services in various offices of BYPL. Detailed scope of work shall be as enumerated in Section IV

Manpower Detail in BYPL: **(8 HOURS DUTY ONLY)**

a)	Security Guards (Semiskilled Category)	:	332 No's
b)	Gun Man (Skilled Category)	:	61 No's
c)	Field Officer (Skilled Category)	:	12 No's
d)	Supervisor (Skilled Category)	:	12 No's
e)	Control Room Officer (Skilled Category)	:	04 No's
f)	Lady security Guard (Semiskilled Category)	:	42 No's
g)	Four Wheeler (For 24 Hrs) for 30/31 days		
	• AC Four Wheeler vehicle not older than 2017	:	01 No's
	• Two Wheeler (For 12 Hrs) for 30/31 day	:	07 No's

**3.0 DISCLAIMER**

3.01 This Document includes statements, which reflect various assumptions, which may or may not be correct. Each Bidder/Bidding Consortium (to the extent allowed) should conduct its own estimation and analysis and should check the accuracy, reliability and completeness of the information in this Document and obtain independent advice from appropriate sources in their own interest.

3.02 Neither Company nor its employees will have any liability whatsoever to any Bidder or any other person under the law or contract, the principles of restitution or unjust enrichment or otherwise for any loss, expense or damage whatsoever which may arise from or be incurred or suffered in connection with anything contained in this Document, any matter deemed to form part of this Document, provision of Services and any other information supplied by or on behalf of Purchaser or its employees, or otherwise arising in any way from the selection process for the Supply.

3.03 Though adequate care has been taken while issuing the Bid document, the Bidder should satisfy itself that Documents are complete in all respects. Intimation of any discrepancy shall be given to this office immediately.

3.04 This Document and the information contained herein are Strictly Confidential and are for the use of only the person(s) to whom it is issued. It may not be copied or

distributed by the recipient to third parties (other than in confidence to the recipient's professional advisors).

#### **4 COST OF BIDDING**

The Bidder shall bear all cost associated with the preparation, submission and processing of its Bid and the company will in no case be responsible or liable for the costs.

#### **5. BIDDING DOCUMENTS**

5.01 The Scope of Contract, Bidding Procedures and Contract Terms are described in the Bidding Documents. In addition to the covering letter accompanying Bidding Documents, the Bidding Documents include:

SECTION – I:	REQUEST FOR QUOTATION
SECTION – II:	INSTRUCTIONS TO BIDDER
SECTION – III:	GENERAL TERMS AND CONDITIONS
SECTION – IV:	SCOPE OF WORK
SECTION – V:	BILL OF QUANTITY/PRICE FORMAT
SECTION – VI:	BID FORM
ANNEXURES:	FORMATS FOR EMD AND BANK GUARANTEE ETC.

5.02 The bidder is expected to examine the bidding documents, including all Instructions, Forms, Terms and Specifications. Failure to furnish all information required by the bidding Documents or submission of a bid not substantially responsive to the bidding Documents in every respect may result in the rejection of the Bid.

#### **6.0 AMENDMENT OF BIDDING DOCUMENTS**

6.01 At any time prior to the deadline for submission of Bids, the Company may for any reason(s), whether at its own initiative or in response to a clarification requested by a prospective Bidder, modify the Bidding Documents by Amendment.

6.02 The Amendment shall be part of the Bidding Documents, pursuant to Clause 5.01, and it will be notified in writing by Fax/e-mail to the Bidders or by way of uploading the corrigendum on BSES website, and will be a binding.

6.03 In order to afford prospective Bidders a reasonable time in which to take the Amendment into account in preparing their Bids, the Company may, at its discretion, extend the deadline for the submission of Bids.

#### **7.0 PREPARATION OF BIDS**

##### **LANGUAGE OF BID**

The Bid prepared by the Bidder, and all correspondence, documents etc. relating to the Bid exchanged by the Bidder and the Purchaser, shall be written in the English Language. Any printed literature furnished by the Bidder may be written in another Language, provided that this literature is accompanied by a Hindi/English translation, in which case, for purposes of interpretation of the Bid, the Hindi/English translation shall govern.

#### **8.0 DOCUMENTS COMPRISING THE BID**

The Bid prepared and submitted by the Bidder shall comprise the following components:

- (a) Bid Form, Price & other Schedules (STRICTLY AS PER FORMAT) and Technical Data completed in accordance with Technical Specification.
- (b) All the Bids must be accompanied with the required EMD and Tender Fees against each tender.

## **9.0 BID FORM**

9.01 The Bidder shall complete "Original" Bid Form and submit it along with details mentioned in Technical bid (without filling price).

## **9.02 EMD**

Pursuant to Clause 8.0(b) above, the bidder shall furnish, as part of its bid, an EMD of requisite amount as already specified in the Section-I. The EMD is required to protect the Company against the risk of Bidder's conduct which would warrant forfeiture. The EMD shall be denominated in any of the following form:

- Fixed Deposit Receipts (FDR)/ DD/ Pay Order/ Banker's Cheque from a nationalized or scheduled bank in favor of BSES YAMUNA Power Limited valid for 90 days after the last date of receipt of tenders
- BG from a nationalized or scheduled bank in favour of BSES Yamuna Power Limited valid for 90 days after last date of receipt of tender

Earnest money deposit given by all the bidders except the successful bidder(s) shall be refunded within 4 (Four) weeks from the date of opening of price bid. The amount of EMD by the lowest bidder shall be adjustable in the security bank guarantee

The EMD may be forfeited in case of:

- (a) If the Bidder withdraws its bid during the period of bid validity specified by the Bidder in the Bid Form or
- (b) In the case of a successful Bidder, if the Bidder does not
  - (i) Accept the Purchase Order, or
  - (ii) Furnish the required performance security BG.

## **10.0 BID PRICES**

10.01 Bidders shall quote for the entire Scope of Contract with prices for individual items. The tenderer is required, at his expense, to obtain all the information he may require to enable him to submit his tender.

Prices quoted by the Bidder shall be "Firm" and not subject to any price adjustment during the performance of the Contract. A Bid submitted with an adjustable price/PVC will be treated as non-responsive and rejected.

## **11.0 BID CURRENCIES**

Prices shall be quoted in Indian Rupees Only.

## **12.0 PERIOD OF VALIDITY OF BIDS**

12.01 Bids shall remain valid & open for acceptance for a period of 90 days from the date of opening of the Bid.

12.02 Notwithstanding Clause 12.01 above, the Company may solicit the Bidder's consent to an extension of the Period of Bid Validity. The request and the responses thereto shall be made in writing and sent by Fax/post/courier

**13.0 ALTERNATIVE BIDS**

Bidders shall submit Bids, which comply with the Bidding Documents. Alternative Bids will not be considered. The attention of Bidders is drawn to the provisions regarding the rejection of Bids in the terms and conditions, which are not substantially responsive to the requirements of the Bidding Documents.

**14.0 FORMAT AND SIGNING OF BID**

14.01 The original Bid Form and accompanying documents (as specified in Clause 9.0), clearly marked "Original Bid", must be received by the Company at the date, time and place specified pursuant to Clauses 15.0 and 16.0.

14.02 The original copy of the Bid shall be typed or written in indelible ink and shall be signed by the Bidder or a person or persons duly authorized to sign on behalf of the Bidder. Such authorization shall be indicated by written Power-of-Attorney accompanying the Bid. All pages of the bid shall be initialled by the signatory accompanied with seal of the Agency.

14.03 The Bid shall contain no interlineations, erasures or overwriting except as necessary to correct errors made by the Bidder, in which case such corrections shall be initialled by the person or persons signing the Bid.

**D. SUBMISSION OF BIDS**

**15.0 SEALING AND MARKING OF BIDS**

15.01 Bid submission: One original (hard copies) of all the Bid Documents shall be sealed and submitted to the Company before the closing time for submission of the bid.

15.02 The Technical Documents and the EMD shall be enclosed in a sealed envelope and the said envelope shall be superscribed with – "Technical Bid & Commercial Terms & Conditions". The price bid shall be inside another sealed envelope with superscribed – "Financial Bid" Both these envelopes shall be sealed inside another big envelope. All the envelopes should bear the Name and Address of the Bidder and marking for the Original. The envelopes should be superscribed – "Tender Notice No. & Due Date of opening"

15.03 The Bidder has the option of sending the Bids in person. Bids submitted by Email/Telex/Telegram /Fax will be rejected. No request from any Bidder to the Company to collect the proposals from Courier/Airlines/Cargo Agents etc shall be entertained by the Company.

**16.0 DEADLINE FOR SUBMISSION OF BIDS**

16.01 The Original bid must be timely received by the company at the address specified in section –I

16.02 The Company may, at its discretion extend the deadline for the submission on of bids by amending the Bidding Documents in accordance with Clause 6.0, in which case all rights and obligations of the Company and Bidders previously subject to the deadline will thereafter be subject to the deadline as extended

**17.0 ONE BID PER BIDDER**

Each Bidder shall submit only one Bid by itself. A Bidder who submits or participates in more than one Bid will cause all those Bids to be rejected.

**18. LATE BIDS**

Any Bid received by the Company after the deadline for submission of Bids prescribed by the Company, pursuant to Clause 16.0, will be declared "Late" and rejected and returned unopened to the Bidder.

**19. MODIFICATIONS AND WITHDRAWAL OF BIDS**

The Bidder is not allowed to modify or withdraw its Bid after the Bid's submission.

**20. EVALUATION OF BID**

The bids will be evaluated technically on the compliance to tender terms and Conditions.

BYPL reserves the right to ask the bidders to provide breakup of the prices as quoted by them against line items. In case it is observed that the bidders have under quoted the prices against these line items in view of applicable minimum requirement of resources, BYPL reserves the right to out –rightly reject these bid(s).

**20.1 PROCESS TO BE CONFIDENTIAL**

Information relating to the examination, clarification, evaluation and comparison of Bids and recommendations for the award of a contract shall not be disclosed to Bidders or any other persons not officially concerned with such process. Any effort by a Bidder to influence the Company's processing of Bids or award decisions may result in the rejection of the Bidder's Bid.

**21.0 CLARIFICATION OF BIDS**

To assist in the examination, evaluation and comparison of Bids, the Company may, at its discretion, ask the Bidder for a clarification of its Bid. All responses to requests for clarification shall be in writing and no change in the price or substance of the Bid shall be sought, offered or permitted

**22.0 PRELIMINARY EXAMINATION OF BIDS / RESPONSIVENESS**

22.01 Company will examine the Bids to determine whether they are complete, whether any computational errors have been made, whether required sureties have been furnished, whether the documents have been properly signed, and whether the Bids are generally in order.

22.02 Arithmetical errors will be rectified on the following basis. If there is a discrepancy between the unit price and the total price per item that is obtained by multiplying the unit price and quantity, the unit price shall prevail and the total price per item will be corrected. If there is a discrepancy between the Total Amount and the sum of the total price per item, the sum of the total price per item shall prevail and the Total Amount will be corrected.

22.03 Prior to the detailed evaluation, Company will determine the substantial responsiveness of each Bid to the Bidding Documents including execution capability and acceptable quality of the services offered. A substantially responsive Bid is one, which conforms to all the terms and conditions of the Bidding Documents without deviation.

22.04 Bid determined as not substantially responsive will be rejected by the Company and may not subsequently be made responsive by the Bidder by correction of the non conformity.

**23.0 EVALUATION AND COMPARISON OF BIDS**

23.01 The evaluation of Bids shall be done based on the delivered cost competitiveness basis.

- 23.02 The evaluation of the Bids shall be a stage-wise procedure. The following stages are identified for evaluation purposes: In the first stage, the Bids would be subjected to a responsiveness check later on the Technical Proposals and the Conditional ties of the Bidders would be evaluated.
- 23.03 The Company's evaluation of a Bid will take into account, in addition to the Bid price, the following factors, in the manner and to the extent indicated in this Clause:
- (a) Contract completion schedule
  - (b) Conformance to Qualifying Criteria
  - (c) Deviations from Bidding Documents
  - (d) Conformity and compliance to the conditions/details provided in pre-bid meeting
  - (e) Change in the quantity from mentioned in the tender

The cost of all quantifiable deviations and omissions from the specification, terms and conditions specified in Bidding Documents shall be evaluated.

- 23.04 Any adjustments in price, which result from the above procedures, shall be added for the purposes of comparative evaluation only to arrive at an "Evaluated Bid Price". Bid Prices quoted by Bidders shall remain unaltered.

#### **24.0 AWARD OF CONTRACT CONTACTING THE COMPANY**

- 24.01 From the time of Bid opening to the time of contract award, if any Bidder wishes to contact the Company on any matter related to the Bid, it should do so in writing.
- 24.02 Any effort by a Bidder to influence the Company and/or in the Company's decisions in respect of Bid evaluation, Bid comparison or Contract Award, will result in the rejection of the Bidder's Bid.

#### **25.0 THE COMPANY'S RIGHT TO ACCEPT ANY BID AND TO REJECT ANY OR ALL BIDS**

The Company reserves the right to accept or reject any Bid and to annul the Bidding process and reject all Bids at any time prior to award of Contract, without thereby incurring any liability to the affected Bidder or Bidders or any obligation to inform the affected Bidder or Bidders of the grounds for the Company's action.

#### **26.0 AWARD OF CONTRACT**

The Company will award the Contract to the successful Bidder whose Bid has been Determined to be the lowest-evaluated responsive Bid, provided further that the Bidder has been determined to be qualified to satisfactorily perform the Contract. Company reserves the right to award order to other bidders in the tender, provided it is required for progress of project & provided he agrees to come to the lowest rate. The full or part of the contract may be awarded to other bidder(s) on differential rates.

#### **27.0 THE COMPANY'S RIGHT TO VARY QUANTITIES**

The Company reserves the right to vary the quantity i.e. increase or decrease the Numbers/ quantities without any change in terms and conditions during the execution of the Order. BYPL may increase or reduce the area/ scale of operations after starting of execution of the contract and the size of contract may be adjusted accordingly. BYPL also reserves the right to implement optimisation plan for resources required by way of improving productivity. Accordingly the contract size may be adjusted proportionately. No resource addition/replacement shall be allowed without prior written approval of BYPL's concerned department.

**28.0 LETTER OF INTENT/ NOTIFICATION OF AWARD**

The letter of intent/ Notification of Award shall be issued to the successful Bidder whose bids have been considered successful for award of work/order. The successful Bidder shall be required to furnish a letter of acceptance within 7 days of issue of the letter of intent /Notification of Award by Company.

**29.0 CORRUPT OR FRAUDULENT PRACTICES**

29.01 The Company requires that the Bidders observe the highest standard of ethics during the procurement and execution of the Project. In pursuance of this policy, the Company:

- (a) Defines, for the purposes of this provision, the terms set forth below as follows:  
"Corrupt practice" means behaviour on the part of officials in the public or private sectors by which they improperly and unlawfully enrich themselves and/or those close to them, or induce others to do so, by misusing the position in which they are placed, and it includes the offering, giving, receiving, or soliciting of anything of value to influence the action of any such official in the procurement process or in contract execution; and "Fraudulent practice" means a misrepresentation of facts in order to influence a award process or the execution of a contract to the detriment of the Company, and includes collusive practice among Bidders (prior to or after Bid submission) designed to establish Bid prices at artificial non competitive levels and to deprive the Company of the benefits of free and open competition.
- (b) Will reject a proposal for award if it determines that the Bidder recommended for award has engaged in corrupt or fraudulent practices in competing for the contract in question ;
- (c) Will declare a firm ineligible either indefinitely or for a stated period of time, to be awarded a contract if it at any time determines that the firm has engaged in corrupt or fraudulent practices in competing for, or in executing, a contract.

29.02 Furthermore, Bidders shall be aware of the provision stated in the Terms & Conditions of Contract.



**SECTION – III:**

**GENERAL TERMS AND CONDITIONS**

**1.0 General Instructions:**

- All the Bids shall be prepared and submitted in accordance with these instructions.
- Bidder shall bear all costs associated with the preparation and delivery of its Bid, and the Company will in no case shall be responsible or liable for these costs.
- The Bid should be submitted by the Bidder in whose name the bid document has been issued and under no circumstances it shall be transferred/ sold to the other party.
- The Company reserves the right to request for any additional information and also reserves the right to reject the proposal of any Bidder, if in the opinion of the Company, the data in support of RFQ requirement is incomplete.
- The Bidder is expected to examine all instructions, forms, terms & conditions and specifications in the Bid Documents. Failure to furnish all information required in the Bid Documents or submission of a Bid not substantially responsive to the Bid Documents in every respect may result in rejection of the Bid. However, the Company's decision in regard to the responsiveness and rejection of bids shall be final and binding without any obligation, financial or otherwise, on the Company.

**2.0 COMMERCIAL TERMS & CONDITIONS:**

**1. Definition:**

The following terms & expressions as used in this Tender Document shall have the meaning defined and interpreted here under:

**1.1. Company:**

The terms "Company" shall mean BSES YAMUNA Power Limited having its office at Shakti Kiran Building, Karkardooma and Delhi-110032 and shall included its authorized representatives, agents, successors and assignees.

**1.2 Contractor:**

Contractor shall mean the successful Tenderer / vendor to whom the contract has been awarded

**1.3 Rate:**

The unit rates for the Contract to be carried out at site shall be as per finalized unit rates through tender. The Invoice of the Contractor will be processed as per the actual Contract done and the quantities of each items performed by the Contractor as per the site requirement to be certified by Officer In-charge.

The finalized rates shall be firm for the entire duration of Contract to be carried out by the Contractor under the Contract order and are not subject to escalation for any reason whatsoever.

**1.4 Contract Order Specification:**

The terms "Contract order Specification" shall mean the Technical specification of the Contract by you and all such particulars mentioned directly/referred to or implied as such in the Contract order.

**1.5 Site:**

The terms "Site" shall mean the Contracting location mentioned in the Contract order.

**2. OFFICER-IN-CHARGE:**

The term "Officer In-Charge" shall mean the Company's nominated representative for the purpose of carrying out the Contract. The same shall be mentioned in the Contract.

**3. EXAMINATION OF SITE AND LOCAL CONDITIONS:**

The contractor is deemed to have visited all the sites comes under BYPL licensed area under the Contract order and ascertained therefore all site conditions and information pertaining to his Contract. The company shall not accept any claim whatsoever arising out of the difficulties at site/terrain/local conditions, if any.

**4. LANGUAGE AND MEASUREMENT:**

The Contract order issued to the contractor by the company and all correspondence and documents relating to the Contract order placed on the Contractor shall be written in English language. Metric System shall be followed for all dimension, units etc.

**5.0 VALUE OF THE CONTRACT ORDER:**

Value of Contract order will be contracted out on the basis of finalized rates. The rates shall remain firm and fixed for the period of contract. They shall not be subject to escalation and any increase in amount

The Contractor shall not be entitled to adjustment in the Service Fees during the term of this Agreement for increase due to (i) increased labour costs or costs related to cars or other equipments provided, (ii) changes in insurance premiums, and/or (iii) changes in legislations or regulations relating to the Service

**6.0 TAX & DUTIES:**

Prices will be inclusive of all taxes and duties, cess etc.(Except GST). However, as per applicable rate will be deducted from your bills as Tax Deduction at Source (TDS). Your letter head stating that you have deposited/or will deposit the Tax as per the applicable GST laws. The total order value shall not be adjusted on account of any upward variations in statutory taxes, duties & levies imposed by competent authorities by way of fresh notification(s) within the stipulated completion period or any change in interpretation of law except for GST. However, in case of reduction in taxes, duties & levies, the benefits of the same shall be passed on to BYPL.

**7.0 PERFORMANCE SECURITY BANK GUARANTEE:**

7.1 CONTRACTOR shall furnish the Security Performance Bank Guarantee in the prescribed format (Appendix I) within 15 days from the date of issue of Order for due performance of the provisions of Contract Order.

7.2 The Security Performance Bank Guarantee shall be of 5% of the total value of order and shall be valid till completion, plus three (3) months towards claim period

7.3 The Security Performance Bank Guarantee shall be issued from any nationalized bank as per company format.

7.4 The Company shall reserve the right to invoke the bank guarantee unconditionally and without recourse to the Contractor, if there is failure to perform any part of the Contract for whatsoever reason. This clause is pertaining to performance of contractual obligations and the decision of Company shall be final in this regard.

7.5 In the event, in Company's sole judgment, the Contractor has fulfilled all its obligations under this Contract, Company shall release the security performance bank guarantee without interest, within seven (7) days from the last date up to which the performance bank guarantee is to be kept valid or if it is assessed by the Company that Contractor has not fulfilled its obligation then the performance bank guarantee shall be extended by the Contractor till that period as requested by the Company.

- 7.6 Contractor shall ensure that the services are carried out in accordance with the terms and conditions of this service contract .If the services are not carried out to the satisfaction of BYPL, whose decision shall be final & binding , the bank guarantee shall be en-cashed and in addition the contractor shall be liable to pay and / or reimburse to the company a sum equal to Rs 1 Lakh & further the company reserves the right to terminate the service contract & with immediate effect the contractor shall not be liable for any compensation under the service contract. Non performance of the services may also lead to Blacklisting of Contractor.
- 7.7 If the Performance Bank Guarantee is or becomes invalid for any reason (other than its expiry), the Contractor shall immediately notify the Company and obtain within five (5) days a replacement Performance Bank Guarantee in the form set out in the Contract.

**8.0 TERMS OF PAYMENT:**

- 8.1 Service Provider shall submit correct monthly running bills to the concerned Officer-in-Charge, completed during the month.
- 8.2 Company shall make payments on the bills within 30 days from the date of submission of the bills duly verified and certified by Officer-in-Charge by quoting all the applicable clauses of agreement along with documentation in support of verification, at Vendor Support Cell, Shakti Kiran Building, Karkardooma, after deduction of taxes required by applicable laws to be deducted at source.

The Service Provider shall submit to the Company true copies of receipts of all such taxes paid within 30 days of making such payments. Invoices raised for work carried out under this order, in the manner indicated above, will be returned to the Service Provider by Engineer-in-charge within 3 days of its receipt, duly certified by Engineer-in-charge as under:

"Certified that work and the quantity for which this invoices (with No & Date) has been raised, has been duly verified and certify with reference to relevant documents and found to be correct, the terms and condition shall be satisfactorily completed by the Service Provider. Payment may be made as per Agreement rates".

- 8.3 In case of first bill, the billing period shall be till the end of the immediately following calendar month. The bills shall be made in favor of BSES Yamuna Power Ltd, Shakti Kiran Building, Karkardooma, Delhi.

The bill shall consist of the prescribed documents on standard stationary designed by the Company. Service Provider shall collect the details of such documents and formats from the Company.

- 8.4 Notwithstanding anything with the release/ payment of bills by the Company to the Service Provider, the Service Provider shall at all times ensure the due and timely payment of wages to all persons, including workmen, employed by the Service Provider pursuant to this Agreement and compliance with other applicable statutory requirements within time limits. Nothing contained herein shall establish any link between release / payment of the bill by the Company to the Service Provider and the payment of any salary, wages or any other dues whatsoever by the Service Provider to its employees, workmen and laborers.
- 8.5 Service Provider shall, at no point of time, claim or have the right to claim any additional fees, expenses or charges of any nature whatsoever, other than the Rates set out in clause no 5.

- 8.6 100% payment shall be released on submission of bill and certification of Contract completion by Officer In-charge. The bill shall be paid within 30 days on receipt of such bills at our office.
- 8.7 The contractor shall submit the invoice along with the checklist duly filled in. Invoice shall be processed and payment shall be made to contractor on certification of Officer In Charge for compliance to check points given in check list. The check list shall be provided by Officer In Charge.
- 8.8 The company may modify procedure for submission of bills. The vendor shall be obliged to submit its bill as per the procedure stipulated by the company time to time.

**9. STATUTORY OBLIGATIONS:**

- 9.1 The Service Provider shall take all steps, necessary or otherwise, to comply with the various applicable laws/rules/regulations/ notifications, including, but not limited to, the provisions of Contract Labour (Regulation & Abolition Act) 1970 as amended, Minimum wages Act, 1948, Workman Compensation Act, ESI Act, PF Act, Bonus Act and all other applicable laws and rules framed there under including any statutory approval required from the Central/State Governments, Ministry of Labor. Service Provider has to comply with all latest amendments/revisions made during the period of the Agreement in any of above laws/rules/regulations/notifications as stated above and shall provide proof to the Company, from time to time or as may be specifically requisitioned by the Company.
- 9.1A. The service provider acknowledges and agrees that the functions under this contract involves discharging statutory duties of enforcement related to theft as provided under the Electricity Act, 2003. Accordingly, the service provider shall ensure that all statutory measures are in place at its disposal so that there are no irregularities which would be contrary to the requirements of the statutory provisions provided in the 2003 act insofar as containing the theft of electricity and mandatory requirements to be followed.
- 9.2 The Service Provider shall, prior to commencement of the jobs under this Agreement, furnish to the Company the permanent Provident Fund Code numbers and ESI of its employees.
- 9.3 Service Provider shall bear the entire responsibility, liability and risk relating to coverage of its workforce under different statutory regulations including Workman's Compensation Act, ESI Act, Factories Act, 1948, the Contract Labor (Regulation and Abolition) Act 1970, as amended from time to time, and any other relevant laws/regulations as the case may be. Service Provider shall also be solely responsible for the payment of all benefits such as Provident Fund, Bonus, Retrenchment Compensation, Leave etc. applicable as per the various statutory laws/regulations and shall keep the Company indemnified in this regard against any claim. The Company shall entitled to deduct from any money due to or to become due to Service Provider any money paid or payable by way of compensation as aforesaid or cost or expenses in connection with any claims thereto and Service Provider shall abide by the decision of the Company to the sum payable by Service Provider under the provisions of this clause.

**9.4 STATUTORY REQUIREMENTS:**

The Contractor should obtain and must submit the following to Company before commencement of Contract and these shall renewed from time to time as and when required:

- 1A. Any special permission which may be required under the statutes or any other applicable laws before the commencement and implementation of the support services as contemplated under the present contract which are related to assisting the utility in the enforcement of theft of electricity which is a penal offense under the electricity act 2003
- a) PF Code No. and all employees to have PF A/c No. under PF every Act, 1952.
  - b) All employees to have a temporary or permanent ESI Card as per ESI Act.
  - c) ESI Registration No.
  - d) GST registration number.
  - e) PAN No.
  - f) Contract Tax Registration Number

The Contractor must follow:

- a) To follow Minimum Wages Act prevailing in the state.
- b) Salary / Wages to be distributed through ECS to all the deployed work force or in presence of Company's representative not later than 7th of each month.
- c) To maintain Wage-cum -Attendance Register.
- d) **The resource which is not covered under ESI should be covered by a suitable mediclaim policy including family floater of Minimum Value of ₹ 2.00 lacs**
- e) To maintain First Aid Box at Site. e) Latest P.F. and E.S.I. challans pertaining to the period in which Contract was undertaken along with a certificate mentioning that P.F. and E.S.I. applicable to all the employees has been deducted and deposited with the Authorities within the time limits specified under the respective Acts.
- f) **INSURANCE POLICY FOR LIFE COVER:**  
Contractor must take a GPA (Group Personal Accidental Policy) for staff deployed in BYPL for this work to insure against any loss of life which may occur during the contract period for the work of the BYPL. The Policy shall have coverage of ₹ 15 Lacs (Death+ Permanent Total Disability + Partial Permanent Disability)
- g). Antecedents verification of deployment  
Without limiting the foregoing terms of the present Order/ Contract the contractor shall, within two months of deployment of its employee at any of BYPL's offices/installations under the present Order/ Contract, conclude background check(s) of personal information including all documents, educational certificates, references, previous employment records, civil records, criminal records, general antecedents and any other relevant information, of all personnel appointed from the effective date. Contractor shall also conduct similar background check before deploying any new employee for any BYPL assignment. Such background check(s) shall be conducted with prior consent of the personnel. The Contractor further agrees to indemnify and keep BYPL indemnified against any action by any of its employee arising out of or against any such background check(s).
- h). In order to monitor the performance of each of the employees deployed by the contractor under the contract, contractor shall implement an effective measure, such as employee score card.  
To motivate his employees to achieve high level of performance standard, the contractor shall formulate and implement an appropriate R&R Policy based on aforesaid performance measure which will include advisory action also

**10. Penalty**  
**Penalties in case of Security Guards and Supervisors**

**NOTE: Invoice Amount from which penalties have to be deducted is excluded of GST**

- 1 Manpower skills

- 1.1 Required number security personnel are not provided at site:  
Below 1 Week:  
1 % of invoice amount per profile  
Above 1 week:  
2 % of invoice amount per profile
- 1.2 Total Number of Security personnel who were absent without intimation:  
1 time:  
For Supervisor: 2 % of invoice amount per profile  
For Guard: 2 % of invoice amount per profile  
  
More than once:  
For Supervisor: 5 % of invoice amount per profile  
For Guard: 5 % of invoice amount per profile  
  
The Contractor shall ensure that the absenteeism for the duty on planned basis does not exceed 5% of the total manpower deployed and not more than 2% for casual absence on monthly basis. If planned / casual absence exceeds the prescribed limit, for every percentage or part of it a penalty @ 5% of the monthly billing amount shall be deducted.
- 1.3 Total Number of Security personnel indiscipline cases / breach of Security / Breach of safety incidents reported:  
  
1 Incident:  
For Supervisor: 2 % of invoice amount per profile  
For Guard: 2 % of invoice amount per profile  
  
More than 1 Incident:  
For Supervisor: 5 % of invoice amount per profile  
For Guard: 5 % of invoice amount per profile
- 1.4 Manpower stays at the post after the duty:  
  
1 Incident:  
1 % of invoice amount per profile  
  
More than 1 Incident:  
2 % of invoice amount per profile
- 2 Statutory compliance and adherence to LL:
- 2.1 All the security personnel are provided with Security Agency ID No and laminated ID card.  
  
1 to 5 reported incidents:  
1 % of invoice amount per profile  
  
More than 5 incidents:  
2 % of invoice amount per profile
- 2.2 All the security personnel are provided with PF Number:  
  
Subject to legal consideration for revocation of Security Contract
- 2.3 All the security personnel are provided with ESIC Number and ESIC Card within 1

month of joining office:

Subject to legal consideration for revocation of Security Contract

- 2.4 All the security personnel, who do not fall under ESIC are covered under Workmen Compensation policy Insurance:

Subject to legal consideration for revocation of Security Contract

- 2.5 All the security personnel are provided with monthly salary slips along with their monthly PF accumulation statement.:

1 to 5 reported incidents:

1 % of invoice amount per profile

More than 5 incidents:

2 % of invoice amount per profile

- 2.6 Security Agency has sought the necessary Contract Labour license for the manpower deployed.

Subject to legal consideration for revocation of Security Contract

### 3 Security Administration

- 3.1 All the security personnel are provided with proper two sets of uniforms:

1 to 5 reported incidents:

1 % of invoice amount per profile

More than 5 incidents:

2 % of invoice amount per profile

- 3.2 All the security locations are provided with standardized stationary as mentioned in the document:

1 to 5 reported incidents:

1 % of invoice amount per profile

More than 5 incidents:

2 % of invoice amount per profile

- 3.3 All the security locations are visited by monthly one time by local vendor manager:

1 to 5 reported incidents:

1 % of invoice amount per profile

More than 5 incidents:

2 % of invoice amount per profile

### 4 Physical Security Operations

- 4.1 Number of Security Incidents reported from manned locations and resulting in damage / loss to Company property:

For each incident:

After joint investigation, if security personnel deployed is found accomplice:

Loss amount + 10 % admin charges

- 4.2 Number of customer complaints reported from Manned locations and resulting in damage / loss to Company property:  
For each incident:  
After joint investigation, if security personnel deployed is found accomplice:  
Loss amount + 10 % admin charges.
- 4.1 Penalty @Rs 500/- for 8 Hrs Duty per day shall be levied if age exceeds by 60 years.
- 4.2 Performing Continuous duty exceeding 8 hours , 8 Hrs to 12 Hrs by the same guard without prior approval will result in penalty of ₹ 1000/- per duty.
- 4.3 Performing continuous duty exceeding 12 hours, 12 Hrs to 24 Hrs by the same guard without prior approval will result in heavy penalty of ₹ 2000/- per duty.
- 4.4 Duty will be considered 8 hrs only & above deduction will be made.

**Penalties in case of Gunmen:**

Following Penalties will be levied on agency, if:

- 1 Any complaint recorded in the book maintained by the Officer-in-Charge shall have to be attended to, and rectified by the Contractor immediately. If the Contractor fails to attend to the complaint as provided herein, the Contractor shall be liable to pay a penalty of ₹ 1000/- per day, for every day of such non-attendance, at the discretion of the Officer-in-Charge, whose decision shall be final and binding on the contractor.
- 2 Any gunman deployed below prescribed height / health then equivalent to 2 days salary of per guard per incidence shall be deducted from the bill and such guards shall be removed immediately.
- 3 Any gunman found without valid armed license during duty hours shall be viewed an offence of Arms Act and shall be taken seriously. Action shall be taken as per officer in charge
- 4 If gunman is not possessing minimum required latest stock cartridges then a penalty equivalent to 2 days salary shall be levied per occurrence.
- 5 Any gunman found without proper dress & found sleeping during duty hours a penalty of amount equivalent to 2 days salary shall be levied for per occurrence.
- 6 If there is any theft of material from the location, where gunmen are deployed, the cost of the theft material shall be recovered from the current month billing.
- 7 If there is continuous duty of any gunman exceeding 12 hours, the a penalty of amount equivalent to 2 days salary shall be levied for per occurrence, besides recovering the cost of material if stolen due to the same.
- 8 The Contractor shall ensure that the absenteeism for the duty on planned basis does not exceed 5% of the total manpower deployed and not more than 2% for casual absence on monthly basis. If planned / casual absence exceeds the prescribed limit, for every percentage or part of it a penalty @ 5% of the monthly billing amount shall be deducted.
- 9 The Contractor have to proper use and maintenance of the Security Booth, Establishment and all other premises and all the fixtures, fittings, equipment, and furniture, (hereinafter referred to as the Fixtures). In the event that the Officer-in-Charge is of the view that the Contractor or any of its employees, workmen or agents



have misused any of the Fixtures, the Contractor shall pay an appropriate penalty as decided by in its sole discretion. In the event of breakage or impairment of any Fixture(s), even if such breakage or impairment does not result in total loss of the Fixture(s), the amount of penalty shall not be greater than the original market price of the Fixture(s) or the present market price of the Fixture, whichever is higher.

10 The Contractor shall ensure the deployment the manpower as per schedule, If Deployment is not completed as per the schedule, given by officer-in-charge a penalty of Rs. 250/- per guard per day shall be levied

**11.0 Penalty Clause on statutory:**

In the event of any non-compliance of statutory requirement under the various labour laws as stipulated in this work order/contract, by Agency and if the same is demanded from BYPL by the Statutory Authorities to pay any such amount, Agency is liable to pay back the said amount along with a penalty of 20% within 10 (ten) days of the written communication from BYPL. The imposition of the penalty is without prejudice to the BYPL's right to terminate the Contract."

The closure of the work and final settlement of the contract/work order shall be effected only after receiving NOC from BSES".

After completion of 1 year of contract period, vendor needs to disburse Leave Salary within 1 month from date of completion of earlier contract. Delay in disbursement of Leave Salary will attract appropriate penalty.

**12.0 Termination:**

Either party may terminate this agreement in the case the other party has committed a breach of any of the terms of this agreement and has not cured such breach within in a period of Thirty (30) days from the date of receipt of the notice from the aggrieved. Party requesting it to cure breach, provided that if and to the extent that the failure to perform its obligation under this agreement shall be caused by or arise from force Majeure, defined herein below, such failure shall not constitute a breach of this agreement. Either party may immediately terminate this Agreement by giving written notice, in the following circumstances:

- The other party makes an assignment for the benefit of its creditors: or
- The other party goes into liquidation, or a winding up order is made against it, or it suffers the appointment of a receiver, trustee or similar officer of the whole or parts of its business or assets, or it files a petition seeking reorganization, composition or a similar relief, or it takes any action under any law regarding insolvency;
- The representation and warranties made by the other party are false or misleading;
- Either party shall be entitled (without prejudice to any right of action accruing or already accrued to either party) to terminate this Agreement by giving to the other party not less than 30(THIRTY) days notice in writing to the same effect. However, Agency shall be entitled to receive payment against all its dues till the date of notice of termination so served by either side, within 7 (seven) days from the date of receiving such notice after deducting the amount authorized under this agreement which is accepted by Agency.
- BYPL also have special rights to terminate services under this contract immediately in case of non performance & gross violation of traffic laws & compliances.

**13.0 INDEMNITY:**

Contractor shall indemnify and save harmless COMPANY against and from any and all liabilities, claims, damages, losses or expenses arising due to or resulting from:

- a) Any breach non-observance or non-performance by contractor or its employees or agents of any of the provisions of the Contract.
- b) Any act or omission of contractor or its employees or agents.
- c) Any negligence or breach of duty on the part of contractor, its employees or agents including any wrongful use by it or them of any property or goods belonging to or by COMPANY.

Contractor shall at all times indemnify COMPANY against all liabilities to other persons, including the employees or agents of COMPANY or contractor for bodily injury, damage to property or other loss which may arise out of or in consequence of the execution or completion of Contracts and against all costs charges and expenses that may be occasioned to COMPANY by the claims of such person.

#### **14.0 EVENTS OF DEFAULTS:**

COMPANY may, without prejudice to any of its other rights or remedies under the Contract Order or in law, terminate the whole or any part of this Contract Order by giving written notice to the Contractor, if in the opinion of COMPANY, contractor has neglected to proceed with the Contracts with due diligence or commits a breach of any of the provisions of this Contract order including but not limited to any of the following cases:

- a) Failing to complete execution of Contract within the terms specified in the Contract order.
- b) Failing to complete Contracts in accordance with the approved schedule of Contract.
- c) Failing to comply with any reasonable instructions or orders issued by COMPANY in connection with the Contract.
- d) Failing to comply with any of the terms or conditions of this Contract order.

In the event COMPANY terminates this Contract order, in whole or in part, on the occurrence of any event of default, COMPANY reserves the right to engage any other subcontractor or agency to complete the Contract or any part thereof, and in addition to any other right COMPANY may have under the Contract order or in law including without limitation the right to penalize for delay under clause 14.0 of this Contract , the contractor shall be liable to COMPANY for any additional costs that may be incurred by COMPANY for the execution of the Contract.

- Failure on the part of the service provider to maintain its confidentiality obligations and or compromising its integrity which are required to be of highest standards in so far as the present scope of work is concerned.

#### **15.0 RISK & COST:**

If the Contractor fails to execute the Contract as per specification / as per the direction of Officer's In-charge within the scheduled period and even after the extended period, the contract shall got cancelled and company reserves the right to get the Contract executed from any other source at the Risk & Cost of the Contractor. The Extra Expenditure so incurred shall be debited to the Contractor.

#### **16.0 GOVERNING LAW AND ARBITRATION**

1. **Governing Law:** This Work Order shall be governed by the laws of India and each party submits to the exclusive jurisdiction of the courts in New Delhi.
2. **Dispute Resolution Mechanism:** All disputes and differences arising out of or in connection with this Agreement shall be resolved amicably by mutual discussion within 30 days. If the dispute cannot be resolved by mutual discussions and agreement the parties will take such dispute to an arbitral panel comprising of a sole arbitrator jointly appointed by both the parties herein. The party seeking to invoke arbitration shall give a notice of appoint of the sole arbitrator. The other party shall give its consent to the appointment of the sole arbitrator and intimate the same within thirty days of the receipt of the notice of arbitration. In the event that the parties do not agree to the name of the sole arbitrator within the specified period the Parties shall approach the High Court of Delhi for directions under the Arbitration and

Conciliation Act 1996 for nomination of a sole arbitrator by the High Court . The arbitration shall be conducted in New Delhi in accordance with the provisions of the Arbitration and Conciliation Act 1996. The award of the arbitral panel shall be final and binding on all parties. The arbitration proceedings shall be conducted in English.

**17.0 FORCE MAJEURE:****17.1 General**

An "Event of Force Majeure" shall mean any event or circumstance not within the reasonable control, of the Party affected, but only if and to the extent that:

- (i) Such event or circumstance, despite the exercise of reasonable diligence, could not have been prevented, avoided or reasonably foreseen by such Party;
- (ii) Such event or circumstance materially and adversely affects the ability of the affected Party to perform its obligations under this Contract, and the affected Party has taken all reasonable precautions, due care and reasonable alternative measures in order to prevent or avoid the effect of such event on the affected party's ability to perform its obligations under this Contract and to mitigate the consequences thereof. For the avoidance of doubt, if such event or circumstance would not have materially and adversely affected the performance of the affected party had such affected party followed good industry practice, such event or circumstance shall not constitute force majeure.
- (iii) Such event is not the direct or indirect result of the failure of such Party to perform any of its obligations under this Contract; and
- (iv) Such Party has given the other Party prompt notice describing such events, the effect thereof and the actions being taken in order to comply with Article 14.1

**(I) SPECIFIC EVENTS OF FORCE MAJEURE**

Subject to the provisions of Article 14.1, Events of Force Majeure shall include only the following to the extent that they or their consequences satisfy the above requirements:

1. The following events and circumstances:
  - a. Effect of any natural element or other acts of God, including but not limited to storm, flood, earthquake, lightning, cyclone, landslides or other natural disasters, and\
  - b. Explosions or fires or flood
  - c. Epidemics notified as such by Central Govt or GONCTD;
2. Public disorder, insurrection, rebellion, sabotage, riots or violent demonstrations of a local character;
3. Declaration of the Site as war zone.
4. Any order, regulation, directive, requirement from any Governmental, legislative, executive or judicial authority.

**(II) NOTICE OF EVENTS OF FORCE MAJEURE**

If a force majeure event prevents a party from performing any obligations under the Contract in part or in full, that party shall:

1. Immediately notify the other party in writing of the force majeure events within 2 working days of the occurrence of the force majeure event
2. Be entitled to suspend performance of the obligation under the Contract which is affected by force majeure event for the duration of the force majeure event
3. Use all reasonable efforts to resume full performance of the obligation as soon as practicable
4. Keep the other party informed of all such efforts to resume full performance of the obligation on a regular basis
5. Provide prompt notice of the resumption of full performance or obligation to the other party.

**(II) MITIGATION OF EVENTS OF FORCE MAJEURE**

The Agency shall:

- (i) Make all reasonable efforts to prevent and reduce to a minimum and mitigate the effect of any delay occasioned by an Event of Force Majeure, including applying other ways in which to perform the Contract;
- (ii) Use its best efforts to ensure resumption of normal performance after the termination of any Event of Force Majeure and shall perform its obligations to the maximum extent practicable as agreed between the Parties; and
- (iii) Keep the Company informed at regular intervals of the circumstances concerning the event of Force Majeure, with best estimates as to its likely continuation and what measures or contingency planning it is taking to mitigate and or terminate the Event of Force Majeure.

**(III) BURDEN OF PROOF**

In the event that the Parties are unable in good faith to agree that a Force Majeure event has occurred to an affected party, the parties shall resolve their dispute in accordance with the provisions of this Contract. The burden of proof as to whether or not a force majeure event has occurred shall be upon the party claiming that the force majeure event has occurred and that it is the affected party.

**(IV) TERMINATION FOR CERTAIN EVENTS OF FORCE MAJEURE**

If any obligation of any Party under the Contract is or is reasonably expected to be delayed or prevented by a Force Majeure event for a continuous period of more than 1 (one) month during the Term of the Contract the Contract shall be terminated at the discretion of the Company and neither Party shall be liable to the other for any consequences arising on account of such termination.

**18.0 SECRECY CLAUSE:**

The technical information, drawing and other related documents forming part of order and the information obtained during the course of investigation under this order shall be the COMPANY's exclusive property and shall not be used for any other purpose except for the execution of the order. The technical information drawing, records and other document shall not be copied in any form, transferred, or divulged and/or disclosed to third party in full/part, not misused in any form whatsoever except to the extent for the execution of the order. These technical information, drawing and other related documents shall be returned to the COMPANY with all approved copies and duplicates including drawing/plans as are prepared by the Contactor during the executions of this order, if any, immediately after they have been used for agreed purpose.

In the event of any breach of this provision, the contractor shall indemnify the COMPANY against any loss, cost or damage or claim by any party in respect of such breach.

**19.0 SAFETY CODE:**

The Contractor shall ensure adequate safety precautions at site as required under the law of the land to facilitate safe working during the execution of work and shall be entirely responsible for the complete safety of their workmen as well as other workers at site and premises during execution of contract.

The contractor shall observe the safety requirements as laid down in the contract and in case of sub-contract (only after written approval of company), it shall be the responsibility of main contractor that all safety requirements are followed by the employees and staff of the sub-contractor.

The contractor employing two hundred employees or more, including contract workers, shall have a safety co-ordinator in order to ensure the implementation of safety requirements of the contract and a contractor with lesser number of employees, including contract workers, shall nominate one of his employees to act as

safety co-ordinator who shall liaise with the safety officer on matters relating to safety and his name shall be displayed on the notice board at a prominent place at the work site.

The Contractor must ensure that all safety wears required during the execution of work such as safety shoes, safety helmets, hand gloves, safety belt, goggles etc are used by his employee/representative while executing COMPANY's work.

The contractor shall be responsible for non-compliance of the safety measures, implications, injuries, fatalities and compensation arising out of such situations or incidents.

In case of any accident, the contractor shall immediately submit a statement of the same to the owner and the safety officer, containing the details of the accident, any injury or casualties, extent of properly damage and remedial action taken to prevent recurrence and in addition, the contractor shall submit a monthly statement of the accidents to the owner at the end of each month.

## **20.0 ACCEPTANCE:**

Vendor confirms to have gone through the Policy of BYPL on legal and ethical code required to be followed by vendors encapsulated in the #Vendor Code of Conduct# displayed on the official website of BYPL ([www.bsesdelhi.com](http://www.bsesdelhi.com)) also, which shall be treated as a part of the contract/PO/WO.

Vendor undertakes that he shall adhere to the Vendor code of Conduct and also agrees that any violation of the Vendor Code of Conduct shall be treated as breach of the contract/PO/WO.

In event of any such breach, irrespective of whether it causes any loss/damage, Purchaser (BYPL) shall have the right to recover loss/damage from Vendor.

The Contractor/Vendor hereby indemnifies and agrees to keep indemnified the Purchaser (BYPL) against any claim/litigation arising out of any violation of Vendor Code of Conduct by the Contractor/Vendor or its officers, agents & representatives etc.

Acceptance of the CONTRACT implies and includes acceptance of all terms and conditions enumerated in the CONTRACT in the technical specification and drawings made available to Contractor consisting of general conditions, detailed scope of work, detailed technical specification, detailed equipment drawing and complete scope of work.

Contractor and Company contractual obligation are strictly limited to the terms set out in the CONTRACT. No amendments to the concluded CONTRACT shall be binding unless agreed to in writing for such amendment by both the parties.

## **21.0 WORKMEN COMPENSATION:**

The Contractor shall take insurance policy under the Workman Compensation Act to cover such workers who are not covered under ESI and PF by the VENDER however engaged to undertake the jobs covered under this order and a copy of this insurance policy will be given to Company for reference and records. This insurance policy shall be kept valid at all times. In case there are no worker involve other than those who are covered under ESI and PF by the VENDER, the VENDER shall certify for the same.

The VENDER shall keep the COMPANY indemnified at all times, against all claims of compensation under the provisions of Workmen Compensation Act 1923 as amended from time to time or any compensation payable under any other law for the

time being involving workmen engaged by the VENDER in carrying out the job involved and against costs and expenses, if any, incurred by the COMPANY in connection therewith and without prejudice to make any recovery.

The COMPANY shall be entitled to deduct from any money due to or to become due to the VENDER, moneys paid or payable by way of compensation as aforesaid or cost or expenses in connection with any claims thereto and the VENDER shall abide by the decision of the COMPANY as to the sum payable by the VENDER under the provisions of this clause.

**22.0 THIRD PARTY INSURANCE:**

The Agency shall, prior to commencement of the jobs under this Contract, take out a comprehensive insurance policy against any damage or loss or injury which may occur to any property or to any person or any employee or representative of any outside Agency/Company engaged or not engaged for the work of the Company, by or arising out the execution of the work or temporary work or in carrying out of jobs under this Work Order.

**23. NOTICE:**

Any notice or other formal communication to be given under this agreement shall be in writing and signed by or on behalf of the party giving it and shall be sent by registered post, A.D. to the addresses of Service Provider or BYPL as mentioned hereinabove or to any other addresses as agreed by the parties, in writing from time to time.

**24. REPLACEMENT OF RESOURCE(S)**

24.1 If the Company finds any employee of the Service Provider guilty of any misconduct, incompetence or negligence, the Service Provider shall, if so intimated by the Company shall at once remove such employee and replace him by a qualified and competent substitute.

24.2 Service Provider shall keep the Company informed of all resource replacements and all such data shall be submitted to the Officer-in-Charge along with personal & qualification details.

24.3 If any employee of the Service Provider found included in unfair practices or causing direct or indirect damage to Company Image / Property /Revenue immediate action to be taken by the Service Provider and Company to be suitably compensate for the loss incurred by the Company.

**25. HUMAN RESOURCE ISSUES:**

- i) The Contractor would execute these works through their own resources.
- ii) The Contractor shall bear all expenses/cost to be incurred towards salary, allowances, perks, travelling allowances, advances, insurance, safety measures, security, transportation and all other misc. expenses etc. of their employees/workmen during the currency of this Agreement. Also, the Contractor shall be sole responsible for making payment for Hospitalization, Compensation thereof in case of any accident & injury.
- iii) The Contractor to deploy their manpower immediately for carrying out the work as specified above.
- iv) The Contractor should ensure that there are no disputes regarding service, payment etc of the persons engaged by him, anytime during the currency of the contract. At no point of time during the currency of contract, the Contractor's employees shall insist

- upon the Company for employment, wages, and allowances or any other related matter, payment etc.
- v) The Contractor shall not deploy the resource below the age of 18 years and also shall not deploy the resource above the age of 60 years.
  - vi) The Manpower deployed by the contractor will be considered adequately qualified if they are skilled for the job
  - vii) The Contractor will arrange Training to the deployed employee, as and when it is desired by the Management. A Training Program must be prepared by the Contractor (At-least for 2 days), for the newly recruited employees before engaging them for the execution of work.
  - viii) The Contractor shall be directly responsible for any / all disputes arising between him and his persons and keep the Company indemnified against all losses, damages and claims arising thereof. The Contractor shall resolve any dispute of their manpower. All the legal dues of their manpower is to be paid on due date or within 8 days on the termination of manpower.
  - ix) All safety wears required for the Contractor's manpower during the execution of work must be provided by the Contractor at his own cost and he shall ensure that his employees regularly use such safety gears.
  - x) The Contractor shall be responsible for discipline of his manpower and shall adhere to the disciplinary procedure set by the Company. The Company shall be at liberty to object to the presence of any representative or employees of the Contractor, if in the opinion of the Company such manpower has done any act of misconduct or negligence or otherwise undesirable, then the Contractor shall remove such a person objected to and provide a competent replacement immediately.
  - xi) The Contractor shall give a written declaration / undertaking on or before 15th of the following month that he has complied with the following
    - has paid minimum wages to his manpower as per the rate notified from time to time by the Government of National Capital Territory of Delhi.
    - deduct and deposited ESI and PF contribution. Copies of the same shall be submitted.
  - xii) The Contractor shall submit a list of persons engaged by him for these work mentioning their qualifications, experience and residential address. In case of any revision, the same shall be informed to the COMPANY immediately in writing.
  - xiii) The Company reserves the right to demand the Contractor's services on holidays as well as beyond the normal working hours.
  - xiv) The Contractor will ensure that none of their person is engaged in any unlawful activities subversive of the Company's interest failing which suitable action may be taken against the Contractor as per the terms and condition of this order.
  - xv) The Contractor shall be liable for payment of all taxes and duties as applicable, to the State/ Central Govt. or any local authority.
  - xvi) The Contractor's employees shall not be treated as Company's employees / persons for any purpose whatsoever & facilities/ benefits applicable to the Company's employees shall not be applicable to Contractor's employees. If due to any reasons whatsoever the Company is made liable to meet any obligation under any of the laws

& enactment etc, for any reason whatsoever the same shall be recovered from the Contractor or from any of the bills payable to him or failing which it shall be recovered as per law.

- xvii) The Contractor shall be responsible and shall comply with the provision of all the STATUTORY ACTS APPLICABLE. Special attention of the CONTRACTOR is drawn towards the compliance of provision of the following statutes: (along with the latest amendments/additions):
- a) The Child Labour (Prohibition and Regulation) Act, 1986.
  - b) The Contract Labour (Regulation and Abolition) Act, 1970.
  - c) The Employee's Pension Scheme, 1995.
  - d) The Employee's Provident Funds and miscellaneous provisions Act, 1952.
  - e) The Employees State Insurance Act, 1948.
  - f) The Equal Remuneration Act 1976.
  - g) The Industrial Disputes Act, 1947.
  - h) The Maternity Benefit Act 1961.
  - i) The Minimum Wages Act, 1948.
  - j) The Payment of Bonus Act, 1965.
  - k) The Payment of Gratuity Act, 1972.
  - l) The payment of Wages Act, 1936.
  - m) The Delhi Shops & Establishment Act, 1954.
  - n) The Workmen's Compensation Act. 1923.
  - o) The Employer's Liability Act, 1938.
  - p) Public Liability Insurance Act 1991.
  - q) Fatal Accident Act, 1855
  - r) The Personal Injuries (Compensation Insurance) Act 1963.
  - s) Weekly Holidays Act 1942
  - t) Building and Other Construction Workers' Welfare Cess Act, 1996 and all rules there under.(If Applicable)
- xviii) The Contractor shall obtain all registration/permissions licenses etc., which are/may be required under any labour or other legislations for providing the services under this Agreement.
- xix) Contractor shall take insurance policy under the Workmen Compensation Act to cover workers, not covered under ESI Act 1948, engaged by it and Accident Liability Insurance for its employees for payment of compensation on account of injury, fatal or otherwise due to accident during service. Copies of these insurance policies will be submitted to company before claiming any payments for reference and records and these insurance policies shall be kept valid at all times.
- xx) Along with monthly bills contractor shall submit proper Challan for deposit of PF, ESI, EDLI, tax etc and a declaration stating therein that all the employee deployed under this job contract have been paid wages timely and not less than minimum wages applicable and also deposited/ paid the amount/ liabilities towards PF, ESI, bonus, Gratuity, EDLI, taxes etc with the appropriate/ concerned government authority by contractor and every statutory liabilities have been complied with. In case of any non-compliance discovered later on the same shall be borne by the contractor as company has discharge its liability/ responsibility fully.
- xxi) The contractor will pay to its employees their salaries/wages (working under this contract); only thru crossed cheque or ECS (Electronic Transfers in their respective Bank Accounts)



- xxii) The Contractor will maintain all the registers (Attendance, Wages etc) at the work site. These registers will be signed by the Officer-in-charge as per governing laws/rule/regulations.
- xxiii) Contractor will ensure that all manpower laws are complied with in all respect; e.g, (but not limited to) issuance of I-Cards, providing Wages Slip, PF Statement, Providing On-time Wages etc.

Employee not eligible under ESI scheme shall be covered under suitable mediclaim policy with family floater.

**26. Deployment of Resources:**

1. Number of resources to be deployed by the service provider is as mentioned in Price bid format, at all time.
2. In the event the contractor deposes lesser number of resources than as stated, then it shall be considered as a breach of this agreement and the company will claim damages from the contractor as stated & necessary deduction shall be made accordingly.
3. The contractor shall deploy adequate resources for the smooth execution of work assigned to him. The minimum resources shall be agreed upon in the beginning of this contract and the contractor shall provide complete details including name, address, and AadharCard number of resource deployed.
4. The contractor shall deploy qualified & experienced resources comprising engineers, supervisors, diploma holders, skilled, semi-skilled & unskilled staff in accordance with the requirements of electricity rules, safety laws and other applicable regulatory laws. The contractor shall also ensure to meet the requirements of performance standards as mentioned in this document. If at any stage, the COMPANY/Engineer In-Charge finds the resources not suitable or not up to the mark, the CONTRACTOR shall deploy the alternate resources immediately.
5. Distribution of electricity is an essential service as well as a public utility service. It is imperative to secure the electric network of our license area so that uninterrupted distribution of power supply to essential services like Delhi Metro, Police, hospitals, etc. is maintained. Proper security measures are essential due to the extremely sensitive and critical nature of these services. Therefore, Contractors shall be responsible for maintaining Personal Identification Data of all staff deployed by him at our premises in electronic or any other form as prescribed by the company. In addition to this, the Contractor shall also submit a record of his deployment in various locations to BSES on a daily basis to the Divisional In-charge.
6. The resource deployed by the contractor shall exercise highest level of integrity at work place and shall not involve in any type of malpractice. In case any resource of the contractor is found involved in any malpractice, the contractor shall indemnify the company for the loss incurred by the company on account of such malpractice/misconduct. Since this scope of work and the assistance contemplated under the present contract or in the nature of statutory assistance towards containing the theft of electricity under the provisions of the electricity act 2003 the integrity levels of the service provider and /or the agency which is awarded the contract is expected to be of the highest standards.
  - In case the contractor or the resource deployed by him unable to execute the work assigned to it as per satisfaction of the company or the workmen of the CONTRACTOR refuses to work, going on strike or for any other reason likely

to lead to loss of productivity, the company shall have right of engaging any other agency or resorting to any other suitable means without giving any reason and to recover the cost incurred out of the amount payable to contractor.

## **27. CONTRACTOR'S OTHER OBLIGATIONS**

- The Contractor shall also provide necessary proof of remittances of EPF, Pension amount and ESIC for the previous month, along with their invoices for the current month to COMPANY. Without such proof, the invoices will not be processed for payment.
- The employees deployed by the Contractor shall be employees of the Contractor.
- At no point in time shall any employee of the Contractor claim to be the employee of the Company.
- Subject to the terms of this Agreement, each party may request reasonable adjustments and/or additions to the Services by giving written notice thereof to the other party. Should such adjustments and/ or additions in Contractor's opinion require an adjustment, Contractor shall notify the Company of such required adjustments to the Service Fee. The parties shall negotiate in good faith on any and all requested adjustments and/or additions to the Services, the Service Fee or this Agreement. In order for any changes to the Services, Service Fees and/or this Agreement to be binding for the parties, all adjustments and/or additions must be agreed in writing with an authorized official of the relevant parties. For the purpose of clarity, Contractor's employees providing the Services are not entitled to agree to adjustments and/or additions to the Services unless it is agreed in writing between both parties. The Company shall be entitled to amend the Agreement in order to comply with public instructions, orders, rules and legislations applicable to the Services to be provided hereunder. Such amendments shall be deemed to have been accepted by the Contractor unless expressly opposed in writing within ten (10) days from their communication. In case of opposition, The Company shall be entitled to terminate the Agreement for good cause.
- The Contractor is committed to recruit and provide qualified, experienced, well-trained, physically & mentally fit personnel in accordance with the Company's standard, duly verified by the local police Station as regards their antecedents and backgrounds.
- The Contractor shall ensure that, the Contractor's personnel deployed at the COMPANY shall be in good health, shall have proper eyesight and shall not have any medical problems which may endanger his life and the life of the other COMPANY employees appointed at the said location. The Contractor shall ensure that, the Contractor's personnel deployed at the COMPANY shall be entirely responsible for the stock of the commodities stored at the said location. To ensure such safety, the Contractor shall, before deploying any employee in the premises, shall have him medically examined by a registered medical practitioner at its own cost and expenses and produce a certificate from him certifying that the said employee is medically fit. It is further agreed that without such medical certificate, COMPANY shall not permit any such Contractor's personnel to work in its premises. It is further agreed that COMPANY may, from time to time, call upon the Contractor to have all or any of its Contractor's personnel examined.
- The Contractor shall uphold the strictest disciplinary standards for all their personnel and any transgressions are dealt with immediately, and to the fullest extent that the law allows.

- The Contractor shall provide uniforms, issue identity cards bearing the name of the Contractor to the Contractor's personnel and shall provide an authority letter to the Contractor's personnel and the Contractor's personnel shall carry the same when they are on duty at the COMPANY.
- The Contractor shall deploy such number of Contractor's personnel for each location as specified by COMPANY. The timings of the shift may be changed by COMPANY depending on the circumstances and after due consultation with the Contractor.
- Whenever any Contractor's personnel goes on leave, the Contractor will arrange for a suitable replacement immediately.
- The Contractor's personnel are required to mark their attendance in the manual registers maintained at the COMPANY locations. Additionally, wherever COMPANY has installed manual/electronic attendance marking devices, the Contractor's personnel are required to mark their attendance in those devices also at the time interval decided by COMPANY. At the end of the month a copy of the attendance sheet along with the attendance cards of such devices should be forwarded to COMPANY for processing of payment to Contractor by COMPANY. Without such attendance proof, no payment would be made.
- The Contractor shall fully guide, supervise and monitor the Contractor's personnel deployed in COMPANY locations by its Supervisors.
- Supervisors will inspect every location at least once every 15 days during day/night to check the level of control exercised by Contractor's personnel. The Supervisors will take digital photographs of Contractor's personnel in the location during their inspection. The photographs will contain date and time stamp to identify the date the photographs are taken and send the photographs to COMPANY along with their inspection report on weekly basis.
- The Contractor agrees & undertakes to provide compensation to COMPANY for every dereliction of duty like unauthorised absence from duty, reporting to duty without name badge, sleeping during duty hours etc, reported by COMPANY staff and the compensation amount shall be equivalent to the one day payment made to the Contractor's personnel concerned for every occurrence of such reporting.
- If more than 2 such reporting of dereliction of duty is reported from the same location in the same month, COMPANY reserves the right to cancel the arrangement in that location.
- The Contractor shall ensure that the Contractor's personnel posted by him at the COMPANY CMP observe discipline and good conduct. In the event of COMPANY finding any Contractor's personnel not observing proper discipline and / or proper conduct and / or committing misconduct, COMPANY shall direct the Contractor to forthwith withdraw such Contractor's personnel from the COMPANY and upon COMPANY directing the Contractor to remove such Contractor's personnel, such personnel shall be forthwith removed and the decision of COMPANY in this behalf shall be final.
- The service provider undertakes to provide required resources to maintain desired service level. In case of any failure in services due to paucity of resources. BYPL shall be within its rights to make necessary deductions".

**28. NON-EXCLUSIVITY:**

The award of this agreement to the Service Provider shall not preclude the Company from awarding the same agreement for similar services at the same rates, or on any terms and conditions to other party or parties. The Company at its discretion places the order on any other party.

**29. SEVERABILITY:**

If any provision of this Agreement is or becomes invalid or unenforceable by the courts of any jurisdiction to which it is subject, such invalidity or unenforceability shall not prejudice the remaining provisions of this Agreement, which shall continue in full force and effect.

**30. Reports and Information**

The contractor shall be obliged to submit or furnish to COMPANY, all or any information as desired by company, in the form of a report or otherwise. The report may be required at regular interval as specified by company or at Company's behest. The information shall be provided in a format to be specified by the company to the contractor. However, company, reserves the right to revise this format which would be communicated to the contractor and it shall be valid and binding obligation of the contractor to submit the desires information in the revised format. The contractor acknowledges and agrees that the submission of reports and information are a part of its statutory and contractual obligation to maintain complete confidentiality.

**31. Waiver of Rights:**

No delay or forbearance by either party in exercising any right or power under this Agreement shall be construed as a waiver of such right or power, nor shall any single or partial exercise of such right or power preclude any further exercise of such right of power

**32. THE COMPANY'S RIGHT TO VARY QUANTITIES**

The Company reserves the right to vary the quantity i.e. increase or decrease the Numbers/ quantities without any change in terms and conditions during the execution of the Order. BYPL may increase or reduce the area/ scale of operations after starting of execution of the contract and the size of contract may be adjusted accordingly. BYPL also reserves the right to implement optimisation plan for resources required by way of improving productivity. Accordingly the contract size may be adjusted proportionately. No resource addition/replacement shall be allowed without prior written approval of BYPL's concerned department.

**33. RATE ESCALATION:**

The Rates are firm and fixed for a period of one year from the Effective Date of the Agreement. The Rates shall not be subject to escalation or increases on an account / reason(s) whatsoever.

**34. LIQUIDATED DAMAGE:**

34.1 Service Provider shall ensure that the jobs are carried out in accordance with the terms and conditions of this Agreement. If the jobs are not carried out to the satisfaction of the Officer-in-Charge, whose decision will be final and binding, including events of delay for reasons attributable to the Service Provider, the Service Provider shall be liable to pay and / or reimburse to the Company a sum

i.) Equivalent to charges plus 30% over head charges will be recovered from the Service Provider's bill;

ii.) Equivalent to 0.5 % of the order value for each week or part thereof on delayed part or unexecuted part thereof until the actual date when the job is completed up to a maximum deduction of 5% of order value. Once the maximum deduction is reached the Company may consider termination of Agreement, at its sole discretion, without any liabilities to the Company.

34.2 The parties agree that the above amounts, including the amounts set out in the provisions relating to penalty, are a reasonable estimate of the additional expenses required to be incurred by the Company due to the breach by Service Provider of the

terms of this Agreement. The Company shall be entitled to set off the entire amounts due from the Service Provider against the Rates payable by Company to the Service Provider.

**35. SUBLETTING:**

The Service Provider shall not, without Company's prior consent in writing assign or sublet or transfer any portion of services awarded to the Service Provider as envisaged herein provided that any such consent shall not relieve the Service Provider from any obligation, responsibility or duty under this Order.

**36. PERIOD OF MOBILISATION:**

Service Provider shall mobilize its resources to carry out the assigned services under this Agreement immediately so that services are made available from the date of start

**37. ENVIRONMENTAL, HEALTH and SAFETY PLAN:**

Agency will ensure that the Environment, Health and Safety (EHS) requirements are clearly understood and faithfully implemented at all levels at site as per instruction of Company. Agencies must comply with these requirements:

- (i) Comply with all of the elements of the EHS Plan and any regulations applicable to the work. At least 2 times medical check up (i.e. BP, Sugar, Hb and weight) during the contract period of employees engaged in C&M as a preventive measure from any sudden disease.
  - (ii) Comply with the procedures provided in the interests of Environment, Health and Safety
  - (iii) Ensure that all of their employees designated to work are properly trained and competent
  - (iii) Ensure that all plant and equipment they bring on to site has been inspected and serviced in accordance with legal requirement and manufacturer's or suppliers' instructions
  - (iv) Make arrangements to ensure that all employees designated to work on or visit the site present themselves for site induction prior to commencement of work
  - (v) Provide details of any hazardous substances to be brought onsite
  - (vi) Ensure that a responsible person accompanies any of their visitors to site
- All agencies' staff is accountable for the following:
1. Use the correct tools and equipment for the job and use safety equipment and protective clothing supplied, e.g. helmets, goggles, ear protection, etc. as instructed
  2. Keep tools in good condition
  3. Report to the Supervisor any unsafe or unhealthy condition or any defects in plant or equipment
  4. Develop a concern for safety for themselves and for others
  5. Prohibit horseplay
  6. Not to operate any item of plant unless they have been specifically trained and are authorized to do so.

**SECTION IV**

**SCOPE OF WORK**

**1. GENERAL SCOPE (For Security Guards and Supervisors)**

Without prejudice to the generality of the responsibilities, liabilities and obligations attached to the security arrangements for the Company-s site / offices and other areas, following shall inter-alia be the responsibilities, liabilities and obligations of the Contractor:

- 1.1.1 Keep vigil on, and to check, if required, all incoming and outgoing persons including the Company-s employees, its contractor-s employees and labourers, visitors etc.
- 1.1.2 Keep vigil on and to check if required, all incoming and outgoing materials, vehicles including cars, trucks, scooters, motor-cycles bicycles etc so as to ensure that there is no unauthorized entry or exit of men, materials and vehicles in the Company-s premises.
- 1.1.3 Record and maintain the register of major and minor events occurring during the period of 24 hours and report the same to the authorized officer of the company every day regularly in the form of daily report.
- 1.4 Maintain Registers, Logbook & other documents for incoming and outgoing men, materials and vehicles etc. in such Performa as may be prescribed by the Company from time to time.
- 1.5 Prepare and issue gate-passes for business visitors, etc. and to collect such passes at the time of exit and to maintain the record for the same.
- 1.6 Inquire into any theft, pilferage, fire, disobedience, rowdies, indiscipline, unauthorized activities and all other criminal activities in the Company-s premises and report the same to the Officer-in-Charge and to lodge the complaints to police authorities, if so desired by the Company.
- 1.7 Any lapse on account of non-reporting of report of theft or any other untoward occurrence shall be treated as offence.
- 1.8 Provide necessary law and order assistance to the Company in case of fire etc in the Company-s premises or on any other occasion as may be directed by the company.
- 1.9 Deploy security personnel at strategic points and arrange for Circle/District /zonal patrolling, round the clock and to check all locking devices in operation while on patrol.
- 1.10 Provide escorts to the management executives, officers and staff and important visitors of the Company as and when asked for by the Company.
- 1.11 Protect the Company property and premises against all outside and inside forces including malicious acts of any person(s).
- 1.12 Protect trees, shrubs, arboriculture and other horticulture in the premises.
- 1.13 Carry out surprise checking personally by the Contractor or the Security Agency-s senior officers to ensure effective services by the security staff deployed by the Contractor in the Company-s premises.

- 1.14 Provide intelligence services to the Company on regular basis on important events / developments concerning the Company-s interest.
- 1.15 Any other job / services concerning security of the Company.
- 1.16 To perform various checks related to product and material dispatch.
- 1.17 To provide criminal intelligence information on call basis.
- 1.18 Supervision of the operations of vehicles and transport.
- 1.19 Provide operational support to consoles.
- 1.20 To guide business / official visitor of Company to correct offices.
- 1.21 To carry out official correspondence with other offices of Company by Email / letter / phone as per the direction of the authorised officer of Company.
- 1.22 To prevent fire, disobedience, rowdies, indiscipline, unauthorized activities & any other such activities in Company-s premises & report the same to the authorised officer of Company. To provide security work and watch and ward work to the Company with respect to the Property, Establishments, Premises and Personnel of Company and its Affiliates. The property & premises and personnel of Company and its affiliates shall be protected against all outside & inside forces including malicious acts of any person(s).
- 1.23 To monitor the access control of men, materials, vehicles etc.
- 1.24 Verification of character and antecedents of the employees of or candidates selected / short listed by Company as and when asked for.
- 1.25 To liaison with local law and order authorities.
- 1.26 The agency shall record the attendance of its employees as per the method directed by the Officer In Charge deployed by BYPL
- 1.27 **ADDITIONAL JOBS / DEPLOYMENT:** In addition to the Scope of Service mentioned here, the Security Agency shall provide additional security / supplementary office support for the occasion like visits of VIP, Annual General Meetings of Company, social / cultural / sports programs or any other eventualities, for which sufficient advance intimation shall be given, whenever possible. Necessary compensation shall be made based on Pro Rata Basis.

**a. GENERAL SCOPE(For Gunmen)**

- 2.1.1 The Contractor shall establish all relevant and necessary practices relating to the Services to be provided at the Establishment.
- 2.1.2 The Contractor shall deploy & organize the manpower accordingly.
- 2.1.3 The Contractor shall be fully responsible for the smooth running of the security Services with the requisite number of the Manpower to meet the desired performance level up to the Company satisfaction.
- 2.1.4 The Contractor shall provide the Services in accordance with these terms, in full

compliance with statutory provisions and the schedules and provide adequate employee (including supervision) fully trained and well equipped and equipments.

- 2.1.5 The Services shall be provided as per instruction by Officer in charge.
- 2.1.6 The Contractor shall ensure that it shall at all time conduct within the parameters of laws and shall not commit, abet or permit the commission of any illegal act while working in the course of this agreement and in the event of any such illegal act being committed or abetted, Contractor shall be liable for all such consequences arising out thereof including the termination of contract and BYPL shall not in any way be liable either directly or indirectly for such acts.
- 2.1.7 The Gunmen shall have valid Armed Licence in their possession during duty hours.
- 2.1.8 The weapon should be in proper working condition and gun man should possess minimum twelve live cartridges of latest stock.
- 2.1.9 The Gun Men shall keep the gun in their own safe custody after completion of duty.

## **2.2 Selection of Contractor's Employee:**

- 2.2.1 The Contractor shall select employee to render the BYPL Services who are major, known to them and in respect of whom character and employment references have been checked to ensure that they are reliable, discreet and honest. He shall provide the list of the names of the entire employee working at company, their duties, and all changes in the employee replacement.
- 2.2.2 The contractor shall get the work done through his employees only and shall not hire any person on behalf of the Company neither shall act as an authorized agent of the company.
- 2.2.3 The contractor shall provide the information of employees to be deployed at BYPL in advance.
- 2.2.4. The contractor shall deploy authorized and experienced-armed guards who are able-bodied persons, as per specifications provided in Annexure-II
- 2.2.5. The contractor shall ensure the duty hours of each Gunman shall not exceed 8 hours in one shift during a day (24 hours) i.e. one guard shall be allowed to be on duty only for 8 hours in a day. Any duty hours beyond 8 hours shall have prior approval of Officer in charge.

## **2.3 Health and Safety Policy:**

The Contractor shall ensure that its employee working in the company are made fully aware of and comply with BYPL's security procedures and do not take bags other than small handbags onto the site. The Contractor acknowledges that it is under a duty to ensure so far as is reasonably practicable the health, safety and welfare at work of all its employees and other persons who are affected by its business activities.

- 2.3.1 So far as it affects its employee, the contractor shall safeguard their health, safety and welfare at work under this agreement, bring to their notice the safety policies of both the company and itself, provide all necessary information, training and supervision in safe working practices and need to work safely.
- 2.3.2 The contractor has to maintain a comprehensive list setting out details of its



employee functioning at the company.

- 2.3.3 In case extra manpower or material is required for reasons of improving the quality and nature of services, the contractor shall arrange for the same immediately at its own cost.
- 2.3.4 The contractor shall promptly provide replacements of its employee on its cost as soon as possible.
- 2.3.5 Contractor shall not use the name of BYPL in any manner for credit arrangement or otherwise and it is agreed that BYPL shall not in any way be responsible for any debts, liabilities or obligations of Contractor or its employee.
- 2.3.6 The Contractor shall ensure due compliance with the provisions of the relevant labour laws i.e. Minimum Wages Act, payment of wages act, Workmen's Compensation Act, Provident Fund, Contract Labour (Regulation and Abolition) Act, Payment of Bonus Act, etc. (including all amendments) and shall not indulge in any unfair labour practices.
- 2.3.7 All the other statutory responsibility and liability, including payment of wages and other emoluments to the Employee shall be that of the Contractor. Similarly, the matters of earned leave, sick leave, and other facility to be given shall be a matter between the Contractor and his Employee and he agrees to indemnify and keep indemnified BYPL against any claim, loss, cost, charges and expenses incurred or suffered by BYPL on that account.
- 2.3.8 The Employee engaged by the Contractor shall be treated as the employees of the Contractor and all the liabilities on account of the said Employee/employees shall be that of the Contractor.
- 2.3.9 The Contractor shall open a bank account with a nationalized bank for the purposes of receiving payments under this Agreement and provide such account number and all other relevant details to BYPL.
- 2.3.10 The Contractor shall at all times ensure the due and timely payment of wages to its entire employee engaged in BYPL Services.
- 2.3.11 The Contractor shall appoint a supervisor, as per instruction of the Security Head. Such supervisor shall submit a daily report to Officer-in-Charge, including but not limited to, the entire arm's person deployed, detailing, inter alia, daily activity undertaken by the Contractor and progress made by the Contractor.
- 2.3.12 The contractor shall issue Identity cards to all security Guards & supervisors duly endorsed by the company.

**2.4. The Contractor Shall:**

- 2.4.1. Ensure that gunman/ supervisors are not a member of any union of BYPL's organization.
- 2.4.2. For the planned absence at least a 7 Days advance notice shall be given to the company for the concerned gunman and suitable replacement acceptable to the company shall be provided.
- 2.4.3. For the casual absence it shall be ensured by the Contractor that the no post should remain vacant.

- 2.4.4. Promptly provide replacements of manpower if, in the opinion of the Company, such manpower does not perform its duty sincerely, according to the SOP. However, in the event of voluntary replacement by the Contractor prior written intimation of such replacements shall be made to Officer-in-Charge.
- 2.4.5. Ensure periodic rotation of its manpower on every 3 months basis.
- 2.4.6. Ensure that its manpower adheres to good industry practices, and always carry out Services in accordance with this Service Contract.
- 2.4.7. At its own cost procure medical examination of its manpower once in every 12 months.
- 2.4.8. Abide by the rules and regulations made by the State as well as Central Government and local authorities.
- 2.4.9. Be entirely and wholly responsible for any firing operated by its employees during any situation or for any purpose whatsoever.
- 2.4.10 In the event of replacement of its Manpower, comply with all the pre and post requisite details of deployment, including but not limited to, furnishing of all the required registrations, licenses and medical examinations.
- 2.4.11 Conduct fire mocks drills once in a month having duration of 1 Hour at various locations in the presence of co-officials and shall submit report as per Annexure-XII.

**2.5. The Contractor shall provide at its own cost the following:-**

- 2.5.1 Gadgets of approved make to record attendance at interval of ½ hour at each location.
- 2.5.2 Motorbikes to patrolling supervisor along with mobile phone.
- 2.5.3 Bicycle to its guard, wherever required.
- 2.5.4 Drinking water pot.
- 2.5.5 Four Cell torch to each guard.
- 2.5.6 All stationary items are required to be provided by the security agency and maintained as per instructions from Head-Security.
  - - Daily Attendance Register,
    - Material In / Out register,
    - Returnable Material Register
    - Vehicle In / Out register
    - Night checking register
    - Report on Mock / emergency drill
    - Daily Activity Report Register (Occurrence Report)
    - Weekly Activity Report
    - Monthly Activity Report
- 2.5.7 Gun to all Gun-man deployed. All expenses related to providing the Guns, Ammunition & maintenance thereof shall be borne by the Agency itself.

- 2.5.8 The Contractor himself shall ensure to conduct at least biweekly surprise night

checking between 0100 to 0400 Hours to ascertain whether its gunman are on constant guard and report the same to Officer-in-Charge.

2.5.9 The Contractors shall provide such uniforms as approved by the Company and as set out in Annexure-I, to its entire manpower, and shall ensure that, at all times, the manpower adheres to all conditions as set out in Annexure-I.

2.5.10 The Contractor shall ensure that the payment to its guards/ supervisors is not below the prescribed minimum wages as per applicable law.

**2.6 The Contractor shall maintain:**

2.6.1 A comprehensive list of its employees deployed at the Establishment.

2.6.2 Attendance register of its employees deployed for the work entrusted under the contract, in the format as per Annexure -XIII.

2.6.3 Register of shift schedule specifying allocation of duties to such persons deployed.

2.6.4 In case, if the Company is of the opinion, after due consultation with the Security Agency, that extra manpower or material is required for reasons of improving the quality and nature of Services, the Contractor shall arrange for the same immediately at the same rates specified in the Service Contract.

2.6.5 The contractor shall co-ordinate with local police and local administration.

2.6.6 The Contractor submit an integrated Security master plan for approval covering Head Office, Circle wise, District Office, cash collection, stores, Grid substations.

**2.7. The Contractor shall ensure:**

2.7.1 Judicious and economical use of resources of the Company, including, but not limited to resources such as space, water and electricity.

2.7.2 Employees of the Contractor shall carry out only those functions that are stipulated under the terms of this Service Contract and shall not do any other job for reward or otherwise, except than those stipulated.

2.7.3 In case of accident of whatsoever nature in the Company campus where the employee of the Contractor gets injured or dies, it would be the sole responsibility of the Contractor to settle claims or otherwise and indemnify BSES for any such incident.

2.7.4 Keep vigil on, and to check, if required, all incoming and outgoing persons including the Company's employees, its contractor's employees and labourers, visitors etc.

2.7.5 Keep vigil while movement of Cash from Cash Counter to Cash Chest or Bank. The Security Agency shall be responsible for any untoward incident.

2.7.8 Inquire into any theft, pilferage, fire, disobedience, rowdies, indiscipline, unauthorized activities and all other criminal activities in the Company's premises and report the same to the Officer-in-Charge and to lodge the complaints to police authorities, if so desired by the Company.

2.7.9 Any laps on account of non-reporting of report of theft or any other untoward occurrence shall be treated as offence.

2.7.10. The gunmen would be deployed with the permission of the Officer in Charge and

daily a report duly certified by the Officer in Charge must be sent to the Corporate Office.

- 2.7.11 Provide necessary law and order assistance to the Company in case of fire etc in the Company's premises or on any other occasion as may be directed by the company.
- 2.7.12 Deploy security personnel at strategic points and arrange for Circle/District /zonal patrolling, round the clock and to check all locking devices in operation while on patrol.
- 2.7.13 Provide escorts to the management executives, officers and staff and important visitors of the Company as and when asked for by the Company.
- 2.7.14 Protect the Company property and premises against all outside and inside forces including malicious acts of any person(s).
- 2.7.15. Protect trees, shrubs, arboriculture and other horticulture in the premises.
- 2.7.16 Carry out surprise checking personally by the Contractor or the Security Agency's senior officers to ensure effective services by the security staff deployed by the Contractor in the Company's premises.
- 2.7.17 Provide intelligence services to the Company on regular basis on important events / developments concerning the Company's interest.
- 2.7.18. Any other job / services concerning security of the Company.

**2.8 Performance Standards:**

Any person designated by Officer-in-charge shall at all times have access to any site where contractor is performing any of the Services and such person shall have the right to inspect such performance thereto at such site. Company, through its authorized representatives, shall be absolutely entitled to, without any hindrances whatsoever, to search the body and property of any manpower of the Contractor and shall also be entitled to seize any item on such manpower's person which, in Company's opinion, such manpower was not entitled to carry. In the event that the authorized representative of Company finds any such item with such manpower, Contractor shall immediately remove such manpower from the rendering of Services to Company and Company shall be entitled to prohibit the entry of such manpower in its Premises.

**2.9 Additional Scope/ Work**

Any additional work beyond the scope enumerated here shall be carried out by the Contractor only after written confirmation from the signatory of the Work Order. The Company shall not entertain any claim or increase in the order value due to execution of such additional work beyond the scope defined in the Work Order. Any such claim shall stand automatically null and void unless accompanied with a formal amendment to the Work Order. In addition to the Scope of Service mentioned here, the Security Agency shall provide additional security / supplementary office support for the occasion like visits of VIP, Annual General Meetings of Company, social / cultural / sports programs or any other eventualities, for which sufficient advance intimation shall be given. Necessary compensation shall be made based on Pro Rata Basis.

**2.10 OTHER OBLIGATIONS/CONDITIONS:**

The Contractor shall provide and maintain such vehicle in such numbers as may be specified by the Company of good condition and make these available to his

supervisory staff for efficient discharge of their duties.

1. In case of any emergency like disturbances, demonstration agitation etc. within the Project offices, Plants / Installations and / or other premises of the Company, the security personnel deployed by the Company shall stand firm on their duties and assist the management and police authorities, in maintaining law and order situation at such places.
2. In case of security personnel deployed by the Contractor go on strike, go for agitation or remain absent or remain inactive in a manner not conducive to Company-s interest, the Contractor shall promptly replace them by such effective and efficient persons.
3. The security personnel deployed by the Contractor in the Company should possess thorough knowledge on right of private defense of personnel and property as provided under the Indian Penal Code.
4. Whenever the Contractor through his security personnel, deployed at any of the Company-s premises, notice or hear anything against the interest of the Company, he shall report the same promptly to the authorized officer of the Company.
5. The Security Agency-s Manpower shall not engage themselves, directly or indirectly, in any commercial activities or employment over & above their employment with the Security agency.
6. All security personnel deployed by the Contractor shall be respectful and shall possess required tact and patience in the performance of their duties and shall discharge their duties in a most befitting manner keeping honor and dignity of the Company as high as possible.
7. The Contractor shall provide at his cost proper and attractive uniforms & equipment all the security personnel deployed by him. However, before such uniform is prescribed, the Contractor shall obtain the opinion of The Company in this regard. All security personnel deployed shall keep smart, active and impressive appearance and shall put on the uniform in well washed, pressed neat and tidy condition. On Independence Day, Republic Day, Special events relevant to the Area and other similar occasions the Security Agency shall provide at its own cost, proper & ceremonial uniforms to all the personnel deployed by it if so desired by the Security Head from BYPL
8. The Contractor shall rotate the security personnel deployed for the contract at suitable intervals or as and when suggested by the company.
9. The Contractor shall ensure that the security personnel observe code of conduct and discipline expected of a Security Force.
10. For providing administration, supervision & control as well as to maintain liaison with Company & other outside agencies, the Security Agency shall maintain to the satisfaction of the authorised officer of Company, required organizational set up at Company-s site.
11. Whenever Security Agency through its personnel, deployed at any of Company-s premises, notice or hear anything against the interest of Company, it shall report the same promptly to the authorised officer of Company.
12. The Security Agency shall issue uniform sets every year to maintain standard appearance. The Security Agency shall also provide the rain wear and winter wear.
13. The Security Agency shall, on the request of the company, ensure availability of one of its senior representative all the time in its office to be maintained near Company-s site / within a radius of 3 (three) kilo meters, from Company-s site who will, in his capacity as the authorised representative of the Security Agency, liaise with Company-s officer in charge of office support activities.
14. Field Officers shall be provided with motorcycle

## **2.11. PROVISION FOR PENALTY:**

- 2.11.1 In case of any theft, pilferage, loss or damage to Company-s properties & persons, attributable to the negligence or omission in duty on the part of the personnel deployed by the Security Agency, Company at its sole discretion shall be entitled to

levy an appropriate penalty on security agency as it deems fit for each such case, which shall be accepted by the Security Agency without raising any dispute. Whether any such loss is attributed to the negligence or any such act on the part of the Security Agency personnel or not will be decided by Company after holding necessary inquiry in the matter. In case of any dispute in this regard, the same will be referred to the Head of Security of Company whose decision shall be final & binding on the Security Agency.

2.11.2 The Service Fee referred to in the Contract is for satisfactory performance & for fulfillment of the requirement in an adequate manner by the Security Agency as per the Scope of Services described herein above in this appendix. In case of any unsatisfactory performance or any inadequacy noticed in a particular month by Company, the Service Fee for that month shall be liable to reduction as per appendix I; however, the decision of the Head of Security of Company shall be final in this regard.

2.11.3 The Company shall impose and deduct applicable penalties as per appendix I

## **2.12 Statutory Penalty:**

In the event of any non-compliance of statutory requirement under the various labour laws as stipulated in this work order/contract, by Agency and if the same is demanded from BYPL by the Statutory Authorities to pay any such amount, Agency is liable to pay back the said amount along with a penalty of 20% within 10 (ten) days of the written communication from BYPL. The imposition of the penalty is without prejudice to the BYPL-s right to terminate this contract."

The closure of the work and final settlement of the contract/work order shall be affected only after receiving NOC from BSES".

## **2.13 Standard Operating System (SOP)**

### **DUTY SECURITY GUARD ON TAKING OVER DUTY**

- Report 5 minutes before duty time
- Obtain exhaustive briefing from outgoing guard
- Sign duty log book as having understood & taken over duty
- Take charge of duty

### **DURING DUTY**

- Maintain strict vigil over the entire allocated duty area
- Remain properly dressed along with head-gear at all times
- Keep the baton, whistle & torch in working order throughout
- Do not leave duty area without being properly relieved
- Remain at your politest best with visitors without compromising security
- Ensure that vehicles are parked at designated locations, systematically
- Keep main gate always locked & open the same when required
- Keep records of contractor-s workers entering the premises.
- Keep strict vigil on touts & anti-social elements
- Ensure that incoming material is inspected and recorded in
- Incoming material registers- & put the official stamp on the associated bill/challan
- Ensure that outgoing material is inspected & permitted only after verification of the associated gate-pass signed by authorized signatory. Make entry in outgoing material register-

- Ensure that visitors are allowed only after obtaining -okay- from the company official being visited. Enter details in the -visitors register- & allocate the visitors-pass
- Guide the visitor to the destination without leaving the post
- In case of dead-lock with the visitor, ask intervention of security supervisor/company official to resolve the matter
- Respect all company officials and extend courtesy without compromising security
- Record all unusual occurrences in security log book & inform supervisor/company official
- Do not gossip while on duty

#### ON HANDING-OVER DUTY

- Do not leave post without being relieved
- Brief relieving guard on the occurrences as well as special requirements
- Make entry in the -security log book about having briefed & handed over duty to incoming guard by name) & sign at the respective column
- Take proper rest at home, to be fit for next day-s duty

#### SECURITY SUPERVISORS OF AGENCY/INSPECTORS OF BSES Yamuna POWER LIMITED

- Keep record of all guards, locations & their duty timings
- Supervise performance & maintain data bank of the same
- Conduct surprise checks to ensure coverage of each location at least once a week during day & once a month during night
- Record the above checks in -security check register- & obtain signatures of ASO & Dy. SO
- Maintain effective and routine liaison with local police & fire organization at least once a month & record the visit details in -liaison/ coordination register- & obtain signatures of ASO & Dy. SO
- Maintain liaison with various BYPL offices under the jurisdiction to ensure effective, friendly & fail-safe security
- Ensure provisioning of relievers from security agencies as absentee replacements
- Plan the leave of BYPL security employees in a manner that there is no conflict or shortfall throughout the year
- Maintain discipline amongst security staff & initiate action against defaulters. Apprise supervisor, ASO /Dy.SO & Security Manager.
- Check status of fire fighting extinguishers & initiate action for their serviceability with ASO / Dy. SO & Security Manager

#### ASST. SECURITY OFFICER (ASO)/SECURITY MANAGER OF BSES/ MANAGER OF AGENCY

- Be responsible for all security matters in the area of responsibility
- Conduct surprise checks in order to cover each location at least once a month during day & once in three months during night (1 a.m. to 4 a.m.)
- Record the above checks in -ASO security check register & obtain signatures of Dy. SO
- Maintain liaison with local police & fire fighting stations at least once a month for each district. Record the same in -ASO liaison/coordination register-
- Maintain liaison with various location heads in order to ensure fail-safe, friendly and effective security services
- Collect intelligence information & forward to Dy. SO
- Review the security deployment every month & suggest reduction where possible
- Ensure interchange of locations of guards to ensure that no guard stays at same for more than 3 months

- Maintain data bank of security employees with regards to their proficiency, conduct & effectiveness
- Maintain discipline & initiate disciplinary action amongst staff

**Dy. SECURITY OFFICER / SECURITY MANAGER OF BSES/ DIRECTOR OF AGENCY:**

- Be responsible for security & fire fighting for BYPL
- Review security deployment every month & suggest possible reduction
- Conduct surprise checks to ensure that at least one location is covered in each district at least once a month
- Record the above check details in Dy. SO check / inspection register-
- Maintain liaison with BMs(d) to ensure a fail-safe, friendly & efficient security service
- Maintain data bank of all security personnel with regards to their professional standing, bearing & conduct
- Ensure interchange of locations of all security personnel every 3 months
- To keep record of attendance of all security staff

**OUT BREAK OF FIRE:**

- On observing fire, shout “Fire, Fire, Fire”
- Try extinguishing it on your own
- Ask for help from people to fight fire
- Contact local fire station on Tel for immediate help
- Inform the local police station on Tel
- Inform security supervisor/ company official on Tel
- Assist fire-party in fighting fire
- On extinction of fire, record details in -security log book- and inform all concerned about the same, who were informed earlier
- Resume normal security duty

**THEFT/ DISORDER ACTION BY SECURITY GUARD:**

- Investigate at-site to identify & isolate the thief till arrival of supervisor/ police
- Inform security supervisor & company official Mr..... on Tel  
“.....Mob”
- Inform local police station for immediate help on Tel: -.....
- Assist police/investigation party
- Record details in “security log book”
- Continue to be alert & on guard
- Maintain discipline amongst security staff & initiate disciplinary action against defaulters
- Collect & compile intelligence inputs & put up to HOD (HR/Admin/Head-Security)
- Maintain close liaison with regional police & fire fighting departments once a month & record this in liaison log register
- Maintain data bank of all the BYPL locations and their associated police & fire-fighting departments, including names of Officer in-charges, postal addresses, telephone nos., and mobile no. fax no. ,etc & display the same at respective sites
- Maintain close liaison with outsourced security agencies/BYPL officials for optimum & most judicious utilization
- Receive & retain i-cards of retiring officials and accord “no objection”/ clearance from security (only for Dy. SO)
- Conduct security briefs / de-briefs of the ASO s and supervisors every month for strengthening the security network & functioning further



**AREA**

Protection of BYPL offices / Ware houses spread across South – East Circle , North – East Circle & Central Circle and all premises, tangible or intangible including men & machinery and providing administrative & office support services as per the Scope of Services provided in Appendix A to this Contract

**QR (QUALITATIVE REQUIREMENT) FOR SECURITY PERSONNEL**

**1.0. Basis for Manpower Selection:**

- A) Age of the security personnel should not be more than 60yrs.
- B) Character of the security personnel should be "Good"

Additionally, specified manpower will be provided depending on Area/Site needs, with necessary qualification like:

- i. Security Guard & Gunmen must be at least 10<sup>th</sup> Pass.
- ii. Security Supervisor and Security Field Officers must be 12<sup>th</sup> Pass.
- iii. Security Control Room Operators - Graduate and Computer literate

**COMPLIANCE CHECK LIST CUM CERTIFICATION**

SL. No.	Check Points	Agency	Verification	
			Co. Zone/ Region EIC	Central Security Head/In charge
1.	Date of invoice Submission:	_ / _ / _		
2.	Attendance sheet duly verified by Security In charge is enclosed			
3.	PF challan copies of previous month enclosed - (self attested by Authorised person of security Vendor)	Y N	<input type="checkbox"/>	<input type="checkbox"/>
4.	ESIC challan copies of the previous month enclosed –(self attested by Authorised person of security Vendor)	Y N	<input type="checkbox"/>	<input type="checkbox"/>
5.	GST payment challan copies of the previous month enclosed - (self attested by Authorised person of security Vendor)	Y N	<input type="checkbox"/>	<input type="checkbox"/>
6.	Specification of Manpower All the Manpower deployed are as per the specification of the Contract.	Y N	<input type="checkbox"/>	<input type="checkbox"/>
7.	Payment of Wages (As per clause 6.4 of Master Agreement) Payment to all the personnel for providing Services under this Contract has been made as per the relevant statute. The proof of the same such as copy of Bank statement/ summary of wage sheet as a proof has been shown. Form XIII as per Contract Labor Act (R&A) with addition and left details should be submitted along with Wages Register monthly. (Form XIII will give details of Security personnel deployed in BYPL locations)”	Y N	<input type="checkbox"/>	<input type="checkbox"/>
		Y N	<input type="checkbox"/>	<input type="checkbox"/>
8.	Vacancy on account of absenteeism (Clause No,6.3.2 of Master Agreement) No post has been remain vacant during the billing month, except those as mentioned in attachment along with the invoice - Enclosure 1	Y N	<input type="checkbox"/>	<input type="checkbox"/>
		Y N	<input type="checkbox"/>	<input type="checkbox"/>
9.	Rotation Program (As per clause 6.3.3 of Master Agreement) Rotation program effected as per the rotation program during the billing month as per the attachment along with the invoice - Enclosure 2	Y N	<input type="checkbox"/>	<input type="checkbox"/>
10.	Bank Guarantee (As per clause 14 of Master Agreement) We have submitted the Bank Guarantee of Rs. ____ as per the terms of the Contract. The expiry date of the BG is _____	Y N	<input type="checkbox"/>	<input type="checkbox"/>
		Y N	<input type="checkbox"/>	<input type="checkbox"/>
11.	MIS The MIS as per the Contract/or as intimated by Company has been submitted to the security department on daily / weekly/monthly basis	Y N	<input type="checkbox"/>	<input type="checkbox"/>
		Y N	<input type="checkbox"/>	<input type="checkbox"/>
12.	Complaints (Clause 15.5 of Master Agreement) There is no complaints regarding unsatisfactory service, behavior of manpower & damage to Company-s property etc., except those enumerated in the attachment along with invoice – Enclosure 3	Y N	<input type="checkbox"/>	<input type="checkbox"/>
		Y N	<input type="checkbox"/>	<input type="checkbox"/>
13.	Other Terms & Conditions All the other terms & conditions of the Contract are complied with.	Y N	<input type="checkbox"/>	<input type="checkbox"/>
		Y N	<input type="checkbox"/>	<input type="checkbox"/>
14.	Deductions (As per SLA) The applicable deductions on account of the non-compliances as per the attachment along with the invoice - Enclosure 4 Authorised Signatory	Y N	<input type="checkbox"/>	<input type="checkbox"/>
		Y N	<input type="checkbox"/>	<input type="checkbox"/>
14.	Name Title Date			



**ENCLOSURE 2**

***ROTATION PROGRAM***

<b>SL. No.</b>	<b>Particulars</b>	<b>No. of employees</b>
1	No. of Security Personnel deployed in the previous Month	
2	No. of Security Personnel rotated during the month (Internal / External)	
3	Balance Security Personnel to be rotated	

(Note –The replaced Security Personnel are as per the specification of the Contract)

(Authorised Signatory)

Name:

Title:

Date:

**ENCLOSURE 3**

**COMPLAINTS**

<b>SL. No.</b>	<b>Location / Post</b>	<b>Particulars of Complaints</b>	<b>Details of Corrective action</b>	<b>Time taken</b>

(Authorised Signatory)

Name:

Title:

Date:

**NON EXHAUSTIVE GUIDELINES FOR COMPLIANCE OF LABOUR LAWS BY THE SECURITY AGENCY GENERAL**

The Security Agency, shall be solely responsible for the strict compliance at its own expenses of all labour laws, industrial laws & such other laws, which are applicable from time to time including but not limited to, notifications, amendments or additions / corrigendum, which are made / issued by competent authorities and shall keep Company indemnified in respect thereof for a period of 5 (Five) years after the expiry/termination of this Contract.

The Security Agency shall also be responsible for various taxes / levies of the State Government/ Central Government & other statutory bodies on or in connection with the Services and Security Personnel.

The Security Agency shall not deploy / engage any person, who has not completed the age of 18 (eighteen) years on the date of his deployment / engagement.

Security Agency, before deploying any persons for working, shall issue identity cards with photo to every person engaged by it, which shall be duly countersigned by the nominated officer of Company.

The Security Agency, at its own cost, shall provide all safety appliances & such other personal protective gear to Security Personnel, which are required for safe working.

Medical Examination: As per the statutory provisions of the applicable Labour Laws medical examination of each person deployed at the site and at least once in every six months shall be the duty of the Security Agency.

The Security Agency at its own cost shall provide all amenities / facilities for welfare of Security Personnel as required under the provisions of the Contract Labour (R&A) Act / Inter State Migrant Workmen (Regulation of Employment and Conditions of Service) Act, 1979 and other such Applicable Laws.

The Security Agency shall display notices in English & Local language at conspicuous places in the establishment showing.

- Rates of wages
  - Hours of work
  - Wage period
  - Date of wages payment
  - Name & address of the Inspector having jurisdiction under the Act &
  - The date of payment of unpaid wages.
- & will send copies of such notices to the Inspector from time to time

Security Agency will maintain its office at the place designated by Company at site or in the nearest convenient building within the vicinity of the work place or at a place within a radius of 3 (three) kilometers & will maintain up to date & complete all register & records required to be maintained under

labour laws, industrial laws & such other applicable laws & rules. Security Agency will also keep an appropriate person knowledgeable on statutory compliances & maintain all statutory records as in-charge of that office. Such records & registers shall be made available by Security Agency at any time for inspection by the nominated / authorised officer of Company if so required.

Some of the major statutory liabilities & obligations of the Security Agency arising out of various labour laws, industrial laws & such other laws are given below. In the event of any amendment of the laws pertaining to any of the requirements, the requirement mentioned herein shall be deemed to have been modified to correspond to the laws as amended from time to time.

Before commencement of Services under this Contract, Security Agency shall submit

following documents to Security Head and, in his absence to HR Department of Company:

- A copy of the letter of intent / work order issued to it by Company.
- An attested copy of the document showing the legal status of its firm / company.
- An attested copy of the document showing allotment of PF code number to comply with its firm / company by the Regional Provident Fund Commissioner.
- A copy of the receipt or cover note or insurance policy taken by it to comply with the provisions for the Workman Compensation Fund Commissioner.
- A copy of the license from the competent authority under the Contract Labour (R&A) Act.

•  
A copy of the license from the competent authority from the state, from which the Security Agency has recruited or arranged the Security Personnel & also a copy of license from the commissioner of labour of the state where it is deploying the Security Personnel, under the Inter State Migrant Workmen Regulation of Employment and Conditions of Service) Act, 1979, if the Security Agency has recruited any personnel from a state other than state of deployment & has deployed such employee at the site of Company for execution of the Services. Indemnity Bond shall be executed by Security Agency on non judicial stamp of requisite value duly notarized & completed in all respect.

#### CONTRACT LABOUR (REGULATION & ABOLITION ACT), 1970

The Security Agency shall obtain & maintain a valid license as required under the provisions of the Act during the term of the Contract.

In case, the license expires during the term of the Contract, Security Agency shall get it renewed from the competent authority well before its expiry.

The Security Agency shall ensure that the number of workmen deployed by it does not violate the license.

The Security Agency shall, within 3 days of the deployment, issue an ID card to each of the workmen.

The Security Agency shall send the notice of commencement & notice of completion of assigned work under Form No. VI (A) within 15 days of the event in both the cases to the Licensing Authority.

The Security Agency shall, one day before the disbursement of the wages, issue wage slip in Form No. XIX to each of its workmen.

The Security Agency shall give paid leave to such of its workmen, who have worked for 240 days or 2 / 3 of total number of working days during the previous calendar year @ 1 leave for every 20 working days. Security Agency shall issue Leave Card in Form No. XIX to each of such employees.

The Security Agency shall display the abstract of the Act & the rules made there under in English & Local language at conspicuous & convenient place in the establishment.

The Security Agency shall provide various facilities such as drinking water, canteen, rest rooms, First aid boxes, etc., to the workmen as applicable under the provisions of Sections 16 to 19 of the Act.

#### INTER STATE MIGRANT WORKMEN (REGULATION OF EMPLOYMENT AND CONDITIONS OF SERVICE) ACT, 1979

If the Security Agency plans to recruit any person(s) from the state other than the state of deployment at Company site, Security Agency shall obtain a licenses under Rule 7 (I) of the Rules (Central) made under the Act from the licensing authority of the state from where Security Agency plans to recruit the person (s) & also from the licensing authority of the state of deployment, where the establishment is situated under Rule 7 (b).

The Security Agency shall issue a passbook to every Migrant Workman (employee).

The Security Agency shall furnish particular in respect of Migrant Workman if person is recruited from outside the state in which he is deployed.

The Security Agency shall provide to the Migrant Workmen various facilities specified under the Act such as suitable residential accommodation of specified area, medical facilities (free of charge), protective clothing etc.

The Security Agency shall notify every fatal accident & serious accident sustained of the concerned employee.

**THE EMPLOYEES- PROVIDENT FUND & MISCELLANEOUS PROVISIONS ACT, 1952:**

The Security Agency shall cover each of its employees/personnel under the Provident Fund Act from the every first day of his employment with it.

The Security Agency shall deduct employees contribution, will add employers matching contribution toward PF, Family Pension Scheme, Deposit Linked Insurance scheme, administrative charges etc. at the rates fixed by the government authorities from time to time & shall deposit both these contribution by 15th of every month or on such earlier date as may be required under law from time to time.

The Security Agency, every month, shall submit a copy of the challan to the Engineer-In-Charge together with a statement showing the name of workman / employee, amount of wages paid, amount of employees contribution deducted, amount of employers contribution & total amount, so deposited.

The Security Agency by 16th of every month shall display on the notice board a copy of the statement giving the details of Provident Fund amount deposited by it for its employees as mentioned above for information of employees.

The Security Agency shall, within 2 months from the close of the financial year i.e. by end of May every year, arrange to obtain the Provident Fund Slip for each of its employees, shall hand it over to the employee after obtaining his receipt & shall send a written intimation to that effect to the Engineer-In-Charge by 15th June every year together with the list of employees for whom the Provident Fund Slips are given.

**MINIMUM WAGES ACT, 1948:**

Security Agency shall pay to its employees the minimum wages fixed by the appropriate authority or at the rate prescribed under the Contract for different items of Services, if any, whichever is higher.

**PAYMENT OF WAGES ACT, 1936:**

Security Agency shall pay wages to each of its employees before the expiry of 10th day of the succeeding month.

Security Agency shall disburse the payment of wages to its employees during the working hours of the work-site at a pre-notified designated place.

The Security Agency shall display notices on its notice board, showing the rates of wages, hours of work, wage period, date of payment of wages, name and address of the inspector under the Minimum Wages Act having jurisdiction. Notice shall be displayed in the language understood by the majority of the employees and also in the regional language.

The Security Agency shall maintain various registers such as advance register, over time register etc. required under the Act and make them available for inspection to Company-s authorized officer / authorities under the Act, when asked for.

Where the employment of any of its employees is terminated / retrenched by the Security



Agency, it shall ensure that the employee is paid his wages and all other statutory dues before expiry of the 2nd working day.

The Security Agency shall ensure that wages are paid by it to its employees directly without intervention of any other middle agency / person such as Jamadars / Agents / Thekedars etc. and that no amount by way of commission or otherwise is deducted from the wages of the employees.

**WORKMEN COMPENSATION ACT / EMPLOYEES STATE INSURANCE ACT:**

The Security Agency shall take the ESI code number if applicable and should ensure that all its employees are identified with an insurance number such as to facilitate the payment of ESI contributions. The Security Agency is liable to pay its contribution in respect of every employee and deduct employee-s contributions as per the specified rates to the corporation within stipulated time.

Or in case ESI Act is not applicable then the Security Agency shall make payment of compensation in case of accident / injury in accordance with the provisions of Workmen Compensation Act.

Till the Employees State Insurance Act is made applicable by the competent authority to the area of the establishment, the Security Agency shall insure all its employees/personnel under the Workmen Compensation Act by taking an insurance policy to cover itself against all claims and shall extend it to the legal heir within the specified time.

The Security Agency shall submit a copy of insurance policy to the Security Head and keep it renewed from time to time during the tenure of the Contract. First RA bill of the Security Agency will be cleared only after receipt of the workmen compensation policy by the Security Head..

While making such payment through insurance policy, Security Agency shall not recover any amount given/spent by it for the concerned employee for any expenses, except half-monthly compensation, if paid during treatment.

The Security Agency shall submit accident report in Form No. 1 to the Security Head immediately within 24 hours in case of fatal accident and within 2 days in case of non-fatal accident

**INDUSTRIAL DISPUTES ACT, 1947:**

The Security Agency shall make payment of retrenchment compensation to employees, who have completed one year of service with the Security Agency @ 15 days average pay for every year of service or any part therefore in excess of six months.

The Security Agency, while retrenching any employees, shall also give one-month notice in writing to such employees or one month-s pay in lieu of notice.

The Security Agency shall furnish a list of employees, whom it intends to retrench along with their date of joining, wages and other details to Security Head. The date, time and place of payment of full and final dues to such employees shall also be intimated by the Security Agency to Security Head.

**PAYMENT OF BONUS ETC:**

The Security Agency shall also pay Bonus to its employees/personnel, if any from time to time

**SECTION-V**

**Commercial Bid/Price Format**

Sr. No.	Category	Qty (Nos)	Monthly Rate (Rs.)	Monthly Rate (Rs.)	Total (Rs.)
<b>1</b>	<b>SECURITY (8 Hrs Duty with 26 days duty)</b>				
1.1	Security Guard (Semi skilled)	2			
1.2	Gunmen with Gun (Skilled)	41			
1.3	Security Supervisor (Skilled)	1			
1.4	Lady Security Guards (Semi skilled)	42			
<b>2</b>	<b>SECURITY (8 Hrs Duty with 30/31 days duty)</b>				
2.1	Security Guard (Semi skilled)	330			
2.2	Gunmen with Gun (Skilled)	20			
2.3	Security Supervisor (Skilled)	11			
2.4	Security Field Officers (Skilled)	12			
2.5	CRO (Skilled)	4			
<b>2</b>	<b>Patrolling Vehicle( For 24 Hrs) for 30/31 days)</b>				
2.1	Four Wheeler	1			
2.2	Two Wheeler	7			

Note :

- a) Above mentioned quantities are tentative. Actual order quantity may vary as per BYPL requirement
- b) GST will be extra
- c) Order may be splitted as per BYPL requirement
- d) Four wheeler cost inclusive of fuel, driver, insurance, maintenance of vehicle and related cost.
- e) Two wheeler cost inclusive of fuel, insurance, maintenance of vehicle and related cost
- f) STRICTLY 8 hrs 26 days duty will be applicable. More than 8 hrs deployment without approval, no payment for extra time will be payable and a penalty will be levied as per contract agreement per additional duty.
- g) Adequate security staff relievers will be provided by the agencies to cover for the duties on off days. The relievers will be based in 1 reliever manpower on every 6 regular security manpower.
- h) Total manpower cost will be including of current Minimum wages, and other statutory compliances like PF, ESI, Bonus, Leave Salary act and Agencies Margin.
- i) The rates for manpower are subject to increase/decrease as and when the minimum wages of the applicable category are revised by Govt. of NCT Delhi during the contract period

The Services Fees includes:

- a. Salary of persons working at our site. You will ensure that you shall cover the Provisions of the Minimum Wages Act.
- b. Salary and perquisites of your supervisors,
- c. ESIC, PF, Bonus, Profession Tax and any other statutory compliance's required
- d. Leave entitlement
- e. 2 set of Uniforms, Shoes.
- f. License costs for contract labour license, including retainers paid to your labour / legal consultant.
- g. Training in safety, hygiene and equipment handling
- i. All equipment charges whether rental's or capital costs, and consumables
- j. All applicable taxes, levies and service charges excluding.
- k. GST will be extra
- l. Submit the details of CTC breakup of your quoted rates in each category. (Each component of minimum wages & agency service charges)

### Rate Breakup Format (8 Hrs Duty with 26 days duty)

S.NO	Description			Security Guard (Semi-Skilled)	Gunman (Skilled)	Supervisor / Security Field Officers /CRO (Skilled)
1		-Basic as per Current Min wages of Delhi				
2		-Gun man Allowances		NA	800	NA
3	<b>Sub Total (A) (Sr.No 1 to Sr. No 2)</b>					
4	Add:	EPF @ 13% of Minimum wages	13%			
5		ESI @3.25% as per provision of ESI act	3.25%			
6		Bonus (8.33% on minimum wages as per provision of payment of bonus act)	8.33%			
7		Leave Pay @4.81% on minimum wages	4.81%			
8		Uniform Cost		200	200	200
9	<b>Sub Total (B) (Sr.No 3 to Sr. No 8)</b>					
10		Agency Margin (including Admin charges, Contingencies etc) @..... % on (Sr.No.9)				
11	<b>Total COST to COMPANY (D)(Sr.9 to Sr No 10) Rate Per Month</b>					
12	<b>GST @18%</b>					
13	<b>Rate including GST for per Man per month</b>					

### Rate Breakup Format (8 Hrs Duty with 30/31 days duty)

S.NO	Description			Security Guard (Semi-Skilled)	Gunman (Skilled)	Supervisor / Security Field Officers /CRO (Skilled)
1		-Basic as per Current Min wages of Delhi				
2		-Other Allowances		NA	800	NA
3	<b>Sub Total (A) (Sr.No 1 to Sr. No 2)</b>					
4	Add:	EPF @ 13% of Minimum wages	13%			
5		ESI @3.25% as per provision of ESI act	3.25%			
6		Bonus (8.33% on minimum wages as per provision of payment of bonus act)	8.33%			
7		Leave Pay @4.81% on minimum wages	4.81%			
8		Uniform Cost		200	200	
9	<b>Sub Total (B) (Sr.No 3 to Sr. No 8)</b>					
10		<b>Reliever Charge on (B) on (Sr.no 09)</b>	16.67%			
11	<b>Sub Total C (Sr.No 9 to Sr.No 10)</b>					
12		Agency Margin (including Admin charges, Contingencies etc) @..... % on (Sr.No.11)				
13	<b>Total COST to COMPANY (D)(Sr.11 to Sr No 12) Rate Per Month</b>					
14	<b>GST @18%</b>		18%			
15	<b>Rate including GST for per Man per month</b>					

**Financial Bid must ensure detail information for above each service in following manner**

- a) Minimum Wages of Delhi (Security Guard as Semi Skilled, Gun Man and Supervisor as Skilled Category)
- b) EPF (13% of 100% of Min wages), ESI(3.25% of Min wages), Bonus(8.33% of Min wages), Leave(4.81% of Min wages), Uniform Charges on per month basis and Agency Margin in %.
- c) ACCIDENTAL INSURANCE POLICY FOR LIFE COVER:

Before commencing the execution of the work the CONTRACTOR shall take Accidental insurance policy for the staff engaged by him for this work to insure against any loss of life which may occur during the contract for the work of the COMPANY. The policy shall have coverage of Rs. 15 Lacs (Table CDeath + Permanent Total Disability + Partial permanent Disability due to externalaccidents). The Contractor shall be responsible for on the spot same day claim settlement with the victim's legal heirs without waiting for settlement by insurance

d) Insurance for Covid 19: Before commencing the execution of the work the CONTRACTOR shall take insurance policy for covering death against Covid 19 for the staff engaged by him for this work to insure against any loss of life which may occur during the contract. The contractor has to take "No fault liability policy" which shall have coverage of Rs. 10 Lacs per employee. The Contractor shall be responsible for on the spot same day claim settlement with the victim's legal heirs without waiting for settlement by insurance claim without any liability on BYPL. The contractor shall furnish copy of policy when demanded by BYPL. Premium charges per person per year for the coverage under this Covid policy will be reimbursed @Rs 1062/Plus GST per person per annum.

**SECTION-VI**

**BID FORM**

To  
Head of Department  
Contracts & Material Deptt.  
BSES YAMUNA Power Ltd  
IIIrd Floor, A Block  
Shakti Kiran Building, Karkardooma  
Delhi 110032

Sir,

- 1 We understand that BYPL is desirous of procuring of ..... in its licensed distribution network area in Delhi
  - 2 Having examined the Bidding Documents for the above named works, we the undersigned, offer to deliver the goods in full conformity with the Terms and Conditions and technical specifications for the sum of..... (figures.....) or such other sums as may be determined in accordance with the terms and conditions of the contract .The above amounts are in accordance with the Price Schedules attached herewith and are made part of this bid.
  - 3 If our Bid is accepted, we undertake to deliver the entire goods as per delivery schedule mentioned in Section IV from the date of award of purchase order/letter of intent.
  - 4 If our Bid is accepted, we will furnish a performance bank guarantee for an amount of 5% (Five)percent of the total contract value for due performance of the Contract in accordance with the Terms and Conditions.
  - 5 We agree to abide by this Bid for a period of 90 days from the due date of bid submission and it shall remain binding upon us and may be accepted at any time before the expiration of that period.
  - 6 We declare that we have studied the provision of Indian Laws for supply of equipments/materials and the prices have been quoted accordingly.
  - 7 Unless and until Letter of Intent is issued, this Bid, together with your written acceptance thereof, shall constitute a binding contract between us.
  - 8 We understand that you are not bound to accept the lowest, or any bid you may receive.
  - 9 There is provision for Resolution of Disputes under this Contract, in accordance with the Laws and Jurisdiction of Contract.
- Dated this..... day of..... 2021  
Signature..... In the capacity of .....  
.....duly authorized to sign for and on behalf of  
(IN BLOCK CAPITALS).....

**ANNEXURE -I**

**STATUTORY REQUIREMENTS:**

The Contractor should obtain and must submit the following to Company before commencement of Contract and these shall renewed from time to time as and when required:

- 1A. Any special permission which may be required under the statutes or any other applicable laws before the commencement and implementation of the support services as contemplated under the present contract which are related to assisting the utility in the enforcement of theft of electricity which is a penal offense under the electricity act 2003
- a) PF Code No. and all employees to have PF A/c No. under PF every Act, 1952.
  - b) All employees to have a temporary or permanent ESI Card as per ESI Act.
  - c) ESI Registration No.
  - d) GST registration number.
  - e) PAN No.
  - f) Contract Tax Registration Number

The Contractor must follow:

- a) To follow Minimum Wages Act prevailing in the state.
- b) Salary / Wages to be distributed through ECS to all the deployed work force or in presence of Company's representative not later than 7th of each month.
- c) To maintain Wage-cum -Attendance Register.
- d) The resource which is not covered under ESI should be covered by a suitable mediclaim policy including family floater of Minimum Value of ₹ 2.00 lacs
- e) To maintain First Aid Box at Site. e) Latest P.F. and E.S.I. challans pertaining to the period in which Contract was undertaken along with a certificate mentioning that P.F. and E.S.I. applicable to all the employees has been deducted and deposited with the Authorities within the time limits specified under the respective Acts.
- f) **INSURANCE POLICY FOR LIFE COVER:**  
Contractor must take a GPA (Group Personal Accidental Policy) for staff deployed in BYPL for this work to insure against any loss of life which may occur during the contract period for the work of the BYPL. The Policy shall have coverage of ₹ 15 Lacs (Death+ Permanent Total Disability + Partial Permanent Disability)
- g). Antecedents verification of deployment  
Without limiting the foregoing terms of the present Order/ Contract the contractor shall, within two months of deployment of its employee at any of BYPL's offices/installations under the present Order/ Contract, conclude background check(s) of personal information including all documents, educational certificates, references, previous employment records, civil records, criminal records, general antecedents and any other relevant information, of all personnel appointed from the effective date. Contractor shall also conduct similar background check before deploying any new employee for any BYPL assignment. Such background check(s) shall be conducted with prior consent of the personnel. The Contractor further agrees to indemnify and keep BYPL indemnified against any action by any of its employee arising out of or against any such background check(s).
- h). In order to monitor the performance of each of the employees deployed by the contractor under the contract, contractor shall implement an effective measure, such as employee score card.  
To motivate his employees to achieve high level of performance standard, the contractor shall formulate and implement an appropriate R&R Policy based on aforesaid performance measure which will include advisory action also

**ANNEXURE - II**

**FORMAT FOR EMD BANK GUARANTEE**

(To be issued in a Non Judicial Stamp Paper of Rs.100/-purchased in the name of the bank)  
Whereas [name of the Bidder] (herein after called the "Bidder") has submitted its bid dated[date of submission of bid] for the supply of [name and/or description of the goods] (here after called the "Bid"). KNOW ALL PEOPLE by these presents that WE [name of bank] at [Branch Name and address],having our registered office at[address of the registered office of the bank](herein after called the "Bank"),are bound unto BSES YAMUNA Power Ltd., with its Corporate Office at SHAKTI KIRAN BUILDING, KARKARDOOMA, Delhi 110032 ,(herein after called —the "Purchaser")in the sum of ..... (Rupees ..... only) for which payment well and truly to be made to the said Purchaser, the Bank binds itself, its successors, and assigns by these presents. Sealed with the Common Seal of the said Bank this\_\_\_\_\_ day of\_\_\_\_\_ 2021. The Conditions of this obligation are: If the Bidder withdraws its Bid during the period of bid validity specified by the Bidder on the Bid Form; or

2. If the Bidder, having been notified of the acceptance of its Bid by the Purchaser during the period of bid validity:

(a) Fails or refuses to execute the contract form, if required: or

(b) Fails or refuses to furnish the performance security, In accordance with the instructions to Bidders/Terms and Conditions.

We undertake to pay to the Purchaser up to the above amount upon receipt of its first written demand, without the Purchaser having to substantiate its demand, provided that is its demand the purchaser will note that amount claimed by it is due to it, owing to the occurrence of one or both of the two condition(s), specifying the occurred condition or condition(s). This guarantee will remain in force up to and including 90 days after the due date of submission bid, and any demand in respect thereof should reach the Bank not later than the above date.

(Stamp & signature of the bank)

Signature of the witness(s)



**ANNEXURE –III**

**FORMAT FOR PERFORMANCE BANK GUARANTEE  
(TO BE ISSUED ON RS 100/- STAMP PAPER)**

Bank Guarantee No.  
Place:  
Date:

To  
BSES YAMUNA Power Limited

Whereas BSES YAMUNA POWER LTD (hereinafter referred to as the "Purchaser", which expression shall unless repugnant to the context or meaning thereof include its successors, administrators and assigns) has awarded to M/s. with its

Registered/ Head Office at

(hereinafter referred to as the "Supplier" which expression shall unless repugnant to the context or meaning thereof, include its successors administrators, executors and assigns), a contract no. dated(the Contract);

And whereas the value of the Contract is Rs. ( The Contract Value).And

whereas it is a condition of the Contract that the Supplier shall provide a Performance Bank Guarantee for the due and faithful performance of the entire Contract for a sum equivalent to - % of the Contract Value to the Purchaser on or before

And whereas the Bank under instructions from the Supplier has agreed to guarantee the due performance of the Contract. Now it is agreed as follows:

1. we (Name of the Bank) having its Head Office at (hereinafter referred to as the Bank, which expression shall unless repugnant to the context or meaning thereof, include its successors, administrators, executors and assigns) shall indemnify and keep indemnified the Purchaser for, and guarantee and undertake to pay to the Purchaser immediately on written demand, a sum equivalent to % of the Contract Value

as aforesaid at any time upto (day/month/year) without any demur, reservation, contest, recourse or protest and/or without any reference to the Supplier, against all losses, damages, costs and expenses that may be caused to or suffered by the Purchaser by reason of any default on the part of the Supplier in performing and observing any and all the terms and conditions of the Contract or breach on the part of the Supplier of terms or conditions of the Contract.

2. The demand shall consist only of an original letter issued by Purchaser stating that the Supplier has failed to fulfill its obligations under the Contract. Such demand made by the Purchaser on the Bank shall be conclusive and binding notwithstanding any difference or dispute between the Purchaser and the Supplier or any difference or dispute pending before any Court, Tribunal, Arbitrator or any other authority.

3. The Bank undertakes not to revoke this guarantee during its currency without previous written consent of the Purchaser and further agrees that the guarantee herein contained shall continue to be enforceable during the period that would be taken for satisfactory performance and fulfillment in all respects of the Contract or in the event of any dispute between the Purchaser and Supplier until the dispute is settled (provided that the claim/ demand under this guarantee is lodged /referred

during the currency of this guarantee) or till the Purchaser discharges this guarantee whichever is earlier.

4. The Purchaser shall have the fullest liberty without affecting in any way the liability of the Bank under this guarantee from time to time to extend the time for performance of the Contract by the Supplier. The Purchaser shall have the fullest liberty, without affecting the liability of the Bank under this guarantee, to postpone from time to time the exercise of any powers vested in them or of any right which they might have against the Supplier, and to exercise the same at any time in any manner, and either to enforce or to forbear to enforce any covenants, contained or implied, in the Contract. or any other course or remedy or security available to the Purchaser. The Bank shall not be released of its obligations under these presents by any exercise by the Purchaser of its liberty with reference: to the matters aforesaid or any of them or by reason of any other act or forbearance or other acts of omission or commission on the part of the Purchaser or any other indulgence shown by the Purchaser or by any other matter or thing whatsoever which under law would, but for this provision, have the effect of relieving the Bank.

5. The Bank agrees that the Purchaser and its option shall be entitled to enforce this guarantee against the Bank as a principal debtor, in the first instance without proceeding against the Supplier and notwithstanding any security or other guarantee that the Purchaser may have in relation to the Supplier's liabilities.

6. Notwithstanding anything contained hereinabove the liability of the Bank under this guarantee is restricted

to a sum equivalent to % of the Contract Value ie.Rs.(Rupees) and it shall remain in force upto and including .Unless a demand to enforce a claim under this

guarantee is made against the Bank within 3 months from the the above date of expiry i.e. up to all the rights of the Purchaser under the said guarantee shall be forfeited and the Bank shall be released and discharged from all liabilities thereafter.

7. This Performance Bank Guarantee shall be governed by the laws of India.

Dated this Witness

day of 2021 at

1. For Bank

2. Signature Name Power of Attorney No:

Banker's Seal

Bank Details:

Name - BSES Yamuna Power Limited.

Bank Name - Axis bank

Cash Credit A/C No. -911030003596085

IFSC Code- UTIB0000055

**ANNEXURE - IV**

**NON-DISCLOSURE AGREEMENT**

THIS NON-DISCLOSURE AGREEMENT ("Agreement") is made and entered into at Delhi on the \_\_\_\_ day of \_\_\_\_\_, 2021

By And Between

\_\_\_\_\_, a company registered under the Companies Act, 1956 and having its registered office at \_\_\_\_\_ (hereinafter referred to as the "Disclosing Party" which expression shall unless repugnant to the meaning and context mean and include its successors and permitted assigns) of the FIRST PART

And

\_\_\_\_\_, a company incorporated under the Companies Act, 1956 and having its registered office at \_\_\_\_\_, (hereinafter referred to as the "Receiving Party" which expression shall unless repugnant to the meaning and context mean and include its successors and permitted assigns) of the OTHER PART

Disclosing Party and Receiving Party are hereinafter individually referred to as the "Party" and collectively as the "Parties".

WHEREAS the Disclosing Party is in discussions with the Receiving Party for Security Management Services ("Project") and the Disclosing Party may in conjunction with the aforesaid disclose to the Receiving Party information relating to their businesses which is confidential and sensitive in nature and the Receiving Party is willing to undertake to restrict the use and further disclosure of the information in accordance with the terms and conditions set out herein:

1. The "Receiving Party" acknowledges and confirms the confidential and sensitive nature of all information, documents and material relating to Persons and entities which may be accused of or related to the theft of electricity which is a penal offense under the provisions of the electricity act 2003As well as the various data and tools which may be available by way of documents as well as other modes of proof("Project") (i) that may be disclosed or made available to the Receiving Party by the Disclosing Party or its employees/ representatives/ advisors/ consultants; (ii)Receiving Party may gain or gather from any source; (iii) Receiving Party may process or arrive at during the course of the Project; (iv) Receiving Party may have come across during its discussions with any person in the course of the Project; and (v) all negotiations and discussions between the Parties relating to the Project (all the information referred to above is hereinafter referred to as the "Confidential Information").
2. Confidential Information is understood to include but is not limited to information made available in written, machine recognizable, graphic or sample form including, without limitation, drawings, photographs, models, design or performance specifications, its analysis, compilations, studies, notes and all other information and data disclosed orally or visually which has been developed / is exclusive to the Disclosing Party and includes information provided in various meetings.

Provided, however, that Confidential Information shall not include information which (a) is, or becomes, publicly known, otherwise than through a wrongful act of the Receiving Party or its representatives; (b) is in the possession of the Receiving Party prior to receipt from the Disclosing Party or its representatives without an obligation of confidentiality; (c) is independently developed by the Receiving Party, provided that it was not derived from the Confidential Information; (d) is furnished to others by the Disclosing Party without restrictions, similar to those herein on the rights of such

others to use or disclose; or (e) is approved in writing by the Disclosing Party for disclosure.

3. The Receiving Party shall not disclose the Confidential Information to any other person save and except with the express consent in writing given by the Disclosing Party. The Receiving Party, however, may disclose such part of the Confidential Information where (i) such disclosure is in response to a valid order of a court or any other governmental body having jurisdiction over this Agreement or (ii) such disclosure is otherwise required by law, provided that Receiving Party has given prior written notice to the Disclosing Party forthwith it came to learn about such disclosure requirement or the demand for such for disclosure and made all reasonable efforts to protect the Confidential Information in connection with such disclosure.
  - The Receiving Party shall with reference to the Confidential Information take all actions as may be necessary to (i) maintain the confidentiality thereof; (ii) limit its use of such Confidential Information solely for the purpose of the Project; (iii) avoid disclosure even to any of its employees that are not associated with the Project; (iv) avoid any dissemination or publication by any of its employees/ representatives associated with the Project; (v) avoid writing about sensitive information which is disclosed verbally and is sensitive to the operations; and (vi) safeguard the Confidential Information from being accessed by any unauthorized person. Such actions shall include but not be limited to obtaining appropriate non-disclosure undertakings from its employees directly or indirectly engaged in the Project.
  - The Receiving Party hereby agrees to indemnify and hold harmless the Disclosing Party and its directors and employees from and against any damage, loss, cost or liability (including all expenses and costs of enforcing rights under the Agreement) arising out of or resulting from (i) any use or disclosure by the Receiving Party of Confidential Information in violation of the Agreement; (ii) any leakage of the Confidential Information at the end of the Receiving Party or its employees/ representatives; and (iii) breach or violation of any of the other covenants herein.
  - The Receiving Party will, promptly upon the request of the Disclosing Party, deliver to the Disclosing Party, the documents comprising the Confidential Information or any part thereof and will destroy any copies, notes, or extracts thereof, without retaining any copy thereof, except that any portion of the Confidential Information that consists of analysis and any written Confidential Information not so requested and returned, shall be retained and kept subject to the terms of this Agreement, or upon the Disclosing Party's request destroyed (such destruction to be confirmed in writing).
  - The term of this Agreement is 1 years from the date of execution of this Agreement. However, the obligation to maintain confidentiality of the Disclosing Party's information shall survive the termination of this Agreement. Any violation of this agreement may lead to termination of all the relations with the Receiving party and black listing/ debarring of the Agency for future engagements.
  - This Agreement shall be governed by the laws of India. Any dispute, difference or claim related to or arising under, out of or in connection with this Agreement shall be resolved subject to the jurisdiction of Delhi Courts.

**ANNEXURE-V**

**SAFETY CLAUSES**

Safety Clauses as per direction of Head (Safety) BYPL on 14.05.19

- 1.00 All contractors have to observe safety day/ week on 4th March to 10th march every year with proper planning and record to create safety awareness inside their organization. A detail report of observing the same to be forwarded to safety department every year
- 2.00 Guidelines for Penalty Policy Implementation
  - 2.1 Penalty for not following SOP already circulated.  
  
A penalty of Rs. 500/- shall be levied on contractor for not following SOP and creating unsafe condition at work place.
  - 2.2 Penalty for Misconduct:
    - 2.2.1) A penalty of Rs. 10000.00 shall be levied on contractor for the first incident of misconduct.
    - 2.2.2) A penalty of Rs. 25000.00 shall be levied on contractor for the second incident of misconduct.
    - 2.2.3) A penalty of Rs. 50000.00 shall be levied on contractor for the third incident of misconduct & termination of the contractor.
    - 2.2.4) Depending upon the level of mal practice, Engineer In-Charge/Head (Civil) can take decision which will have on report of misconduct, the matter will be scrutinized at appropriate level and the complaint found genuine above Penalties shall be applicable.

**Safety Appreciation / Violation Memo**

DIVISION/Area: ----- Date & Time: -----

Name of Contractor: ----- Activity: -----

Name of EIC: -----

Appreciation/Penalty Memo#:

S.N	Safety Violation Details	Class (A/B/C)	No. of Violations	Penalty per Violation (Rs)	Penalty Amount (Rs)	Remarks
1						
2						

3

4

5

Safety Appreciation/Violation Note:

Recommended By: Name: ----- Designation: -----Sign/Date: -----

Approved By (EIC): Name: ----- Designation: ----- Sign/Date: -----

**Monthly Status - Accident / Incident**

Location/Area: ----- Date & Time: -----

Name of Contractor: -----

Table - 1: Summary of Accident /Incident / Near Miss / Dangerous Occurrences / First Aid:

S.N /Dangerous	Type of Accident /Incident Occurrences / First Aid	Person Injured Description	Brief	/Near	Miss
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1

2

3

4

5

Table - 2: Learning from Incidents:

S.N	Brief Description	Root Cause	Recommendation
-----	-------------------	------------	----------------

1

2

3

4

5

Table - 3: Summary of Person Injured:

S.N	Name of Employee Emp. ID / Designation	Type of Injury	Duration of Medical Rest From : To
-----	---	----------------	---------------------------------------

/PF no/ESI no

- 1
- 2
- 3
- 4
- 5

Table - 3 : Safety Inspections / Violation

S. No.	Date	Location	Discrepancies	Compliance
1				
2				
3				
4				
5				

Table - 4 : Health & Safety Complaints & Sugesstions :

S. No.	Date	Location	Complaints / Sugestion
1			
2			
3			
4			
5			

Measures to avoid recurrences for all above mentioned discrepancies (Attach relevant documents if required)

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Signature / Date #####.

**ANNEXURE-VI**  
**BIDDER DETAILS**

Please fill up the following details and submit along with bid documents.		
S.No.	Item	Description
1	<b>Company Name</b>	
2	BYPL Vendor Code (If Registered)	
3	Area of Specialization	
4	Company Founded Year	
5	Type of Company	
6	Constitution(Company Registration number )	
7	Name of Director / Mobile Number	
8	Name of other main person / Mobile Number	
9	Vendor Address	
10	Vendor Contact no	
11	Vendor Email ID	-
12	No. of Manpower on payroll (Executive/Skilled/Semi-Skilled/Un-skilled)	-
13	No. of Contractual Manpower (Executive/Skilled/Semi-Skilled/Un-skilled)	-
14	Other Office / Factory Address	
15	ISO certification	
16	PAN	
17	PF/ESI	
18	Shop Establishment Certificate (If Applicable)	
19	Electrical Licence Detail (If Applicable)	
20	GST	
21	GST Registration Date	
22	SSI	
23	MSME Registration Number (If Applicable)	
24	Turn Over FY 2017-18 (Rs. Lakhs)	
25	Turn Over FY 2018-19 (Rs. Lakhs)	
26	Turn Over FY 2019-20 (Rs. Lakhs)	
27	Turn Over FY 2020-21 (Rs. Lakhs)	
28	Profit after Tax FY 2017-18 (Rs. Lakhs)	
29	Profit after Tax FY 2018-19 (Rs. Lakhs)	
30	Profit after Tax FY 2019-20 (Rs. Lakhs)	
31	Profit after Tax FY 2020-21 (Rs. Lakhs)	
32	Networth (Rs Lakhs)	
33	Bank Guarantee Limit (in Lakhs)	
34	OverDraft/Cash Credit Limit (in Lakhs)	
35	Present Order Booking (Rs Lakhs)	
36	Order executed with Reliance ADA (Rs Lakhs)	
37	Name & Detail of relative working in BYPL	
38	Main Customer	
39	Details of orders executed / Under Execution	<b>Please submit the details as per the below format</b>



Reference List of Order Executed / under Execution by the Vendor (M/s .....)											
A) Major Orders Executed											
SN	Name of Project	Client name & address	Client contact Detail ( Person name, e-mail ID, Mobile & landline number)	Vendor's Scope of Work	Date Of Award	Value of Work (Rs in Lakhs)	Completion date as par Order	Actual Completion Date	LD / Penalty imposed, if any (Rs in Lakhs)	Litigation / Arbitration (Y/N) (If Yes, furnish details)	Remarks
1.											
2.											
3.											
4.											
5.											
6.											
7.											
B) Orders Under Execution											
SN	Name of Project	Client name & address	Client contact Detail ( Person name, e-mail ID, Mobile & landline number)	Vendor's Scope of Work	Date Of Award	Value of Work (Rs in Lakhs)	Completion date as par Order	Actual Completion Date	LD / Penalty imposed, if any (Rs in Lakhs)	Litigation / Arbitration (Y/N) (If Yes, furnish details)	Remarks
1.											
2.											
3.											
4.											
5.											
6.											
7.											

**Vendor Details**

Security Agency Name	Year of Incorporation	Substantive Experience In Similar Industry (Power Sector)	Valid Copy of Delhi NCR PSARA Certificate	Group Avg Turnover in last 3 financial Years	Last Year Annual Turnover	Total Staff Strength	Branches /office in Delhi	Statutory Compliance (PF, ESIC, GST Regn No.)	Any litigation, debarred, Black listing by any company or BSES	Agency In house training and development facility

Deceleration - This is to certify that the above data is correct and authentic, if found otherwise the bidders application for security tender will be cancelled.

Authorised Signatory.

**VENDOR DETAILS AT A GLANCE**

<b>COMAPANY DETAILS</b>		
<b>Sr. No</b>	<b>PERTICULARS</b>	<b>DETAILS</b>
1	Name of Company / Vendor	
a	Registered Office	
b	Corporate Office	
c	Telephone No	
d	Fax Number	
e	E- mail Id	
f	Contact Person Designation Mobile no. E-mail ID ,	
g	Name of the proprietor or directors Mobile no. E-mail ID ,	
h	Date of incorporation	
l	Name of the Auditors	
j	name of the Bankers	
2	Total Years of Experience in a field	
3	Type of Organization	
a	Sole Proprietorship Firm	
b	Partnership Firm	
c	Private Limited Company	
d	Public Limited Company	
4	Association with Reliance Group	
a	No existing relation	
b	1- 2 years	
c	Over 2 years	
5	Geographical Presence	
a	Localized/Regional	

b	All Metros	
c	Pan India	
d	Global	
6	List of Major Clients alongwith contact person and contact no. , nos. of manpower deployed with current order value ( As on date ) and since long	1 2 3 4 5  (Details to be attached)
8	Interested to take-up work other than specialized field	
a	Yes	
b	No	

Note : Vendor to provide necessary supporting documents for verification if required.

<b>STATUTORY COMPLIANCES</b>		
<b>Sr. No</b>	<b>PERTICULARS</b>	<b>DETAILS</b>
1	Shops & establishment Regn. Numbaer	
2	PF Regn. Number *	
3	ESIC Regn Number	
4	Professional tax Regn Number	
5	PAN Registration *	
6	Contract labour License No.	
7	GST Registration No *	
8	Other reg details if any	
9	Any Additional certification obtained	

Note : Vendor to provide necessary supporting documents for verification if required.

**COMPANY INFRASTRUCTURE**

<b>Sr. No</b>	<b>PERTICULARS</b>	<b>DETAILS</b>
1	<b>Total Manpower Strength</b>	
2	List of Office Locations/geographical spread	(Details to be attached)