Request for Proposal

Tender Reference Number: GVK EMRI/SCM/01/15-16  Date: 20-Jun-2015

Name of Work: Providing Security Services at GVK EMRI office, Secunderabad, Telangana.

Owner:

GVK Emergency Management and Research Institute
Devar Yamzel, Medchal Road, Secunderabad-500078
Telangana, India
T +91 40 2346 2222 / 2600  F + 91 40 2346 2178
www.emri.in
## DETAILS ABOUT TENDER:

<table>
<thead>
<tr>
<th>Name of the Organization</th>
<th>GVK Emergency Management and Research Institute, Telanagana</th>
</tr>
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<tbody>
<tr>
<td>Tender Reference no.</td>
<td>GVK EMRI/SCM/01/15-16</td>
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<tr>
<td>Name of work</td>
<td>Providing Security Services at GVK EMRI office, Secunderabad, Telanagana.</td>
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<tr>
<td>Period for services</td>
<td>1 year</td>
</tr>
<tr>
<td>Tender type</td>
<td>Open Tender</td>
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<td>Tender Currency Type</td>
<td>Indian Rupees</td>
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<td>Joint Venture</td>
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## AMOUNT DETAILS:

<table>
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<tr>
<th>Tender Document fees:</th>
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<tr>
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</tr>
<tr>
<td>EMD</td>
<td>Rs.200000/-</td>
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<td>EMD Payable to</td>
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## TENDER DETAILS:

<table>
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<tr>
<th>Tender document Sale start date</th>
<th>22-06-2015 Onwards</th>
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<tr>
<td>Pre- Bid Meeting</td>
<td>29-06-2015 at 14:00 Hrs</td>
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<tr>
<td>Last date for receipt of Tender</td>
<td>13-07-2015 up to 14:00 Hrs</td>
</tr>
<tr>
<td>Tender opening date</td>
<td>13-07-2015 at 15:00 Hrs</td>
</tr>
</tbody>
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**GVK Emergency Management and Research Institute**  
*(A Public Private Partnership between GVK Group and Government of Telangana)*  
Devar Yamzal, Medchal Road, Secunderbad – 500 078  
Phone No: 040-23462222,
INVITATION OF BIDS

Tender No: GVK EMRI/SCM/01/15-16
Dated: 20-06-2015

1. General brief about 1-0-8 Operations of GVK EMRI:

GVK Emergency Management and Research Institute (GVK EMRI) was established as a not-for-profit organization, Incorporated under the provisions of Andhra Pradesh Societies Registration Act, 2001, in February 2005 and it is providing Integrated Emergency Medical Response services free of cost through a toll free number ‘108’ to citizen of India under Public Private Partnership (PPP) framework. Vision of GVK EMRI is to support and build capabilities to save one million lives per annum nationally and establish GVK EMRI as a premier Research and Training Institute.

GVK EMRI, under the Public-Private-Partnership Mode, has made substantial progress over the last six years in providing Emergency Response Services across the country and presently operating over 7000 state-of-the-art ambulances in 14 States and 2 Union Territories viz Andhra Pradesh, Telangana, Tamil Nadu, Karnataka, Goa, Gujarat, Dadra Nagar Haveli Daman & Diu, Madhya Pradesh, Chhattisgarh, Assam, Meghalaya, Uttarkhand, Himachal Pradesh, Uttar Pradesh, Rajasthan and Kerala providing pre-hospital care, covering a population of 750 million. Everyday GVK EMRI is providing emergency services on an average of 15,000 emergencies (26 million emergencies attended since inception) and saving over 500 lives every day and cumulatively have saved more than 10 lakh lives since the launch of the services and provide direct employment to over 32,000 associates while continuing to be a not-for-profit organization.

2. GVK EMRI invites bids for providing Security Services at GVK EMRI office, Secunderabad, Telangana.

3. The list and detailed specifications of the services to be provided along with formats for furnishing the information required from bidders participating in tender are as per annexures attached.
   a. Annexure-I: Scope of Work and other Terms & Conditions
   b. Annexure-II: Proforma containing details of other organizations where security contracts are undertaken.
   c. Annexure-III: Declaration certificate.
   e. Annexure-V: Schedule of Rates (Price Bid).
   f. Annexure-VI: Vender Information Details.

4. The tender document with all the details is available in the website of GVK EMRI (www.emri.in) and can also be purchased in hard copy from the office of GVK EMRI, Secunderabad, on payment of Rs.2000/- (Two thousand rupees only) by way of a Demand Draft drawn in favor of “GVK Emergency Management and Research Institute” payable at Secunderabad/ Hyderabad.
Bidders who download the document from website have to submit the Demand draft of Rs.2000/- payable at Secunderabad/Hyderabad along with submission of tender documents.

5. **EMD amount (Earnest Money Deposit):** The bidder shall pay EMD amount i.e. Rs 200000 (Rupees Two Laks only) along with the technical bid in the form of Demand Draft in favor of GVK EMRI-Secunderabad. Bids received without Earnest Money deposit (EMD) shall stand rejected summarily and thus shall not be considered for evaluation etc at any stage.

6. The EMD amount without interest shall be returned to the unsuccessful bidders. For L2 Vendor, EMD would be returned after due acknowledgement (from L1) of the confirmation of PO. For L3 onwards, the EMD will be returned within 30 days from the date of opening of Bid.

7. **Performance Guaranty:** Successful L1 bidder has to furnish a PBG for 5% of annual contract value as per GVK EMRI standard PBG format within 15 working days from the data of intimation. The PBG shall be valid for one year. Failure to furnish PBG with in stipulated time by the selected bidder will automatically result in forfeiture of EMD without further notice.

8. **SUBMISSION OF BID:** The interested bidders are required to submit the technical and financial bids separately. The bids in Sealed Cover-I containing “Technical Bid” and another Sealed Cover-II containing “Financial Bid” should further be placed in a third sealed cover super scribed “Tender for Security Services” and should reach GVK EMRI by 14:00hrs on or before 13th July 2015. The bidders may send their bid(s) either through speed post or courier or alternatively they may also drop their bid document in the tender box kept at the Reception of the office by the last date and time.

I. **ENVELOPE-1 : TECHNICAL BID (In separate sealed Cover-I super scribed as Technical Bid).**

    **CONTENTS AND ELIGIBILITY CRITERIA**

    The Bidder shall have at least 03 years experience in these fields and shall submit the self attested copies of the following documents along with the tender documents:

    a. License under the Private Security Agencies (Regulation) Act, 2005 and the Rules framed there under by the respective state govt. *In case the license is applied for, the documentary evidence thereof may be submitted along with the reasons for not getting the license. In case the requirement is not applicable in respective state, documentary evidence in this regard to be submitted.*

    b. Tender Fee

    c. DD of EMD
2. Tender Fee:
   
   d. Copy of PF Registration certificate
   e. Copy of ESI Registration certificate
   f. Details of works of similar nature carried out in Central/State Govt. bodies/Department/PSUs/Autonomous bodies/industries/factories/or other similar organization in the last 3 financial years up to 31 March 2015 as per Annexure-II and copies of PO/Agreements/Work orders should be attached one for each year.
   g. The average annual turn-over of the bidder for the past three years shall be a minimum of **Rs.50 lakhs**. Copies of balance sheet, Income tax returns and Profit & Loss A/c of latest three financial years.
   h. Bidder should not have been convicted for any criminal/economics cases in India or Abroad. List of pending/dispose of arbitration cases should be specified.
   i. Copies of Pan and service tax registration certificates.
   j. Vender Information form as per Annexure-VI.
   k. Undertaking of the agency confirming the availability of the adequate Man power of requisite qualification and experience for deployment at GVK EMRI.
   l. Declaration certificate as per Annexure-III.

II. **ENVELOPE-2: Price BID.**

   This cover has to be super scribed “Price Bid” and shall contain price as per Annexure-V. Non-adherence to the format at Annexure-V will result in rejection of the bid. The quoted prices shall remain valid for acceptance for a period of one year after signing of rate contract agreement.

III. The Bid, complete in all aspects, duly page numbered and signed on all the pages, should be dropped in the box provided for this purpose at main reception of GVK Emergency Management and Research Institute, Devar Yamzal, Medchal Road, Secunderabad – 500 078, India on or before the date and time stipulated earlier in this documents. Outstation bidders sending the bids through courier should instruct the respective courier company to drop the sealed Tender document in the designated box kept at the reception. Bids received beyond the stipulated date and time will not be accepted.

9. Bids will be opened in the presence of Bidders/authorized representative(s) who choose to attend the bid opening on the specified date and time at the office of GVK EMRI at the address given above.

10. A maximum of two authorized representatives would be allowed to attend the bid opening. They must submit authorization letters issued by the Bidder at the time of opening of bid.
11. The person who is signing the tender document should be an authorized signatory of the respective supplier’s organization and shall carry an authorization letter on company’s letter certified by a person not below the rank of a General Manager/CEO/Director/Other Senior level position.

12. In the event of the last date specified for receiving and opening the bids being declared as a closed holiday for GVK EMRI’s office, the last date for submission of bids and opening of bids will be the following working day at the same venue and time.

13. The bid documents are non-transferable.

14. Counter Terms & conditions will not be accepted as also any additions/deletions or change in our format will not be allowed.

15. Bidders are advised to study carefully the tender documents and the conditions before quoting their bid. All the pages of the tender form should be signed by the bidder as a token of acceptance.

16. Before quoting the rates, every bidder is expected to inspect the site of the proposed work and to have satisfied himself as to the nature of all works. A bidder shall be deemed to have full knowledge of the works that he is bidding for in all aspects whether he inspects them or not before submitting the Offer.

17. Validity of tender price will be for 60 working days from the date of opening of Price bid.

18. PROCESS OF TENDER FINALISATION:

(A) At the specified Time and Date, technical bid (Envelop-1) will be opened and the documents will be scrutinized to ascertain the eligibility of the bidder to qualify himself for the opening of Price Bid. The price bid of those bidders who do not qualify in this Prequalification process will be returned without opening.

(B) The price-bid of those bidders who qualify in the Prequalification process will be opened in the presence of bidders/their representatives.

(a) If more than one bidder has quoted exactly the same price in their bids, and the price happens to be Lowest Bid (L1), the decision of GVK EMRI is final.

(b) If there is only one Bidder for a particular work, the price will not be disclosed. The committee will go ahead with shopping model.
(c) GVKEMRI reserves the right to renegotiate the L-1 prices in case it is found that L1 prices are not reasonable and higher than either previous prices or not as per prevalent market prices.

(d) Contract Agreement/Purchase order should be executed within 21 days of the issue of letter of acceptance. Non fulfillment of this condition of executing a contract by the contractor would constitute sufficient ground for annulment of the award and forfeiture of EMD.

Head, Supply Chain Management AP
For and on behalf of
GVK Emergency Management and Research Institute,
Annexure – I

Requirement

GVK EMRI is looking for Security Services with One Supervisor / Asst Security Officer, Three Head Guards and approximately 28 Guards (Male & Female) including Relievers, to provide 24X7, Security to at GVK EMRI, Secunderabd. The strength may be increased or decreased.

Security requirement is for the following facilities.

- About 40 acres of the campus (perimeter and access monitoring) consisting of:
  - 24X7 call center
  - Hostels for Boys & Girls
  - Administrative block
  - Training block
  - Class rooms
  - Approximately 500 employees and trainees
  - Ware house & Library

1. The total no of Security guards (tentative) to be required will be as follows.
   (a) Senior Security Supervisor - 01
   (b) Junior Security Supervisor - 01
   (c) Security Head Guard - 03
   (d) Security Guard (Including Male & Female) - 28

2. The strength may be increased or decreased as per the requirement.

3. Age should be between 25 to 40 years. Photo-age proof to be submitted.

4. The Staff should have good health and physique and not having any type of criminal cases against them any nature.

5. Minimum qualification of Security Personal should be:
   (a) 10th Class
   (b) Minimum 8 years experience for Senior Security Supervisor
   (c) Minimum 5 years experience for Junior Security Supervisor
   (d) Minimum 3 years experience for H.G
   (e) Minimum 2 years experience for Guards.
   (f) All the security personal should know the Fire fighting and fire alarm equipment operations
6. The bidder shall provide security guards and welcome security guards (Sherwani / Dharban) as may be required by GVK EMRI from time to time at various places as, may be indicated to them additional guards should be provided as per requirement with immediate notice from the concerned Officer.

7. The actual number of guards required and their deployment will be as per actual requirement and decision of the company from time to time.

8. The staff provided by the bidder will also be responsible for investigation of thefts, pilferage and fire etc. The bidder should also provide intelligence, information to the GVK EMRI.

9. The bidder has to provide Uniform, Lathi, Torches, minimum 2 metal detectors, minimum one four wheel glass detector etc. for the security staff.

**Scope of work:**

The successful bidder shall render the following security services at the premises of GVK EMRI, Secunderabad.

a. To provide and be responsible for Security Services 24X7 to GVK EMRI with Head office at Devar Yamzal Medchal Road, Secunderabad and at other locations like Company guest houses in Hyderabad.

b. To provide security for employees, GVK EMRI property like material/ equipment, installation and buildings other structure etc.,

c. To ensure that at all hour of the day and night, throughout the year, the property of the GVK EMRI whether movable or immovable is safe and free from any loss, harm or damage.

d. To ensure that doors/windows, electric bulbs, ACs, fans, water taps etc. are not left open after the working hours on working days as well as on off days, as the case may be.

e. Arrangement regarding maintenance and record of inward and outward movement of men and material and having proper check on the same as per the instructions given by the concern person of GVK EMRI from time to time.

f. Checking of all incoming/outgoing vehicles thoroughly to check and track movement of unauthorized items inside and outside GVK EMRI.

g. Ensure the entrance of only authorized persons (GVK EMRI employees and others personnel-engaged for providing services). Visitors may enter only through visitor slip as per approved procedure with proper entry at the gate and to meet concerned officials only. It should also be ensured that this duty is discharged sincerely with firm but decent behavior.

h. Physical search of Employees whenever required by GVK EMRI.
i. To keep all the keys of all vacant rooms.

j. To open the rooms only at the instructions of the concerned authorized person who is in charge of security or campus or any senior Official and to make entry of all such openings in a register.

k. To safeguard the materials in the stores.

l. Keeping proper watch on all employees and persons in GVK EMRI.

m. To open the stores only with a specific approval of the authorized persons, in the absence of the store keeper or on holidays, to lock the stores again with proper seal.

n. Firefighting in the event of a fire and immediately reporting of the same to the concerned office of GVK EMRI and Fire Brigade.

o. Provide the security guards at different location of GVK EMRI set up.

p. Every location should maintain record for vehicles, Visitors, material inward & outward and office staff.

q. Maintain Gate Pass (Material Outward & inward & Visitor’s)

r. Maintain Fire alarm & Access control operation.

s. Proper Checking of off role staff & vehicles moving in and out of GVK EMRI Campus.

t. Check for the Associate & Visitor ID cards.

u. All personal electronic items (Items not provided by the Company) like Laptops, USB’s, data Cards etc should be recorded.

v. Maintain Vehicle Register of cabs used for pick up & drop.

w. Control on all visitors entry & exit with the necessary register.

x. Control & check on movement of all casual & contract employees.

y. To ensure orderly parking of vehicles at specified parking area.

z. Not to allow persons to sleep in the building- either in reception, dining hall or in any of the rooms.

aa. To ensure that all items brought in by the vendors are duly entered in the records.

bb. To ensure all items brought by the vendors are mustered and Delivery Challans are stamped accordingly.

c. To ensure all items taken out of the office premises are only against the gate pass issued by the Security and are accounted for.
Terms and Conditions

2. The successful Bidder shall not sub-contract the Contract to any other party without prior permission of GVK EMRI and any breach of this condition shall result in forfeiture of security deposit and termination of contract without notice.

3. The successful Bidder shall be responsible for providing services round the clock for 24 hours and all days of the week at the office of GVK EMRI.

4. The successful Bidder will be required to make their own arrangement for the stay of their personnel outside the campus at their own cost.

5. The successful bidder shall ensure that the payment of wages to his workmen deployed for carrying out his contractual obligations shall not be less than the minimum wages prescribed by Government of state of Telangana / Andhra pradesh from time to time, as applicable during the contract period.

6. The successful bidder shall be responsible for payment of all/any Central Government/State Government taxes. He has to produce evidence that he has cleared all/any Governments dues. In case, the successful bidder fail to produce necessary documentary evidence regarding payment of Government dues the amount shall be deducted from the payable amount under the Bill.

7. In case GVK EMRI objects in writing to deployment of any individual at its premises the successful bidder shall forthwith replace him. The procedure of deployment as stated, in the foregoing clauses will also be made applicable in case of such replaced personnel. Prior approval of Concerned Officer of GVK EMRI has to be obtained while employing/terminating duties of any staff deployed by the successful bidder.

8. The successful Bidder has to ensure that the workers engaged by him and deputed to carry out the work in the premises of the GVK EMRI are sufficiently experienced. For this purpose, the successful Bidder shall carry out regular visits to ensure that the staffs deputed by him in the GVK EMRI’s premises carry out their duties as required by the GVK EMRI. Personnel provided by the successful Bidder shall at all time, remain employees of the successful bidder and shall never claim any benefits that may normally be available to the employees of the GVK EMRI and the GVK EMRI shall, in no way, whether in law or at equity, be responsible or liable for their wages, salaries, bonus, gratuity and other allowances and/or any statutory benefits, interests and/or rights.

9. In case of any eventuality or emergency, the security services staff will help in running the water and electric supply and nourishing plantation.

10. The successful bidder shall maintain all registers under provision of various labour & other Laws, submitting regularly returns to the concerned authorities and copy must be marked to Concerned Person of GVK EMRI. The successful bidder shall maintain all records and returns pertaining to the contract at GVK EMRI and these are to be produced by the bidder at the time of Inspection of various authorities and also as and when demanded by the Concerned Dept.
11. All the staffs provided by successful bidder will work in close cooperation and liaison with our concerned officer or with such officers as may be designated by the GVK EMRI in this behalf from time to time and the supervisor shall periodically report all important incidents at GVK EMRI and in case of any incident involving loss or damage to the property of the GVK EMRI the same shall forthwith be reported to the concerned officer of the GVK EMRI.

12. In case of any incident during the period for which service of successful bidder was engaged, and if the successful bidder or their staff is called as witnesses in any proceedings, the successful Bidder shall arrange to attend the court or the office at which the proceedings are being held and otherwise render all assistances to the Unit in respect of such incidents.

13. The successful Bidder has to strictly follow safety norms.

14. The services provider shall be responsible for any misbehavior of his own staff and the person who misbehaved shall be terminated from the duty immediately.

15. The successfulBidder shall at all times indemnify the GVK EMRI against all claims for compensation under the provisions of any law in respect of the deployed personnel.

16. All levies, duties, outgoings including any penalties that may be levied by any competent / appropriate authorities or in relation to or arising out of contract, shall be borne by the Successful bidder and the GVK EMRI shall not be called upon to pay any of them. In the event the GVK EMRI is so called upon to pay any amount, the successful Bidder shall reimburse the same to the GVK EMRI and/or the GVK EMRI may deduct the same from any dues/outstanding payable to the Successful Bidder, whether at that time or in future.

17. In case of any difference or disputes arises during the period of Contract or in relation thereto will be referred to a committee appointed by the Chief Operating Officer, Telangana GVK EMRI & subject to Telangana Jurisdiction. The proceeding shall be held at Secunderabad, Telangana.

18. **UNIFORM AND GROOMING:** Successful bidder has to provide two pairs of uniform and one pair shoes to all staff annually. During duty hours every staff has to wear the uniform and he/she is to maintain proper grooming.

19. **PAYMENT TERMS:**
   a. Payments will be made within 15 days of the submission of monthly bills.
   b. The successful bidder should ensure payment of wages to his workmen on or before 5th of every succeeding month, irrespective of delay in payment of bill by the GVK EMRI for whatever reason.
20. The successful bidder shall bear all expenses regarding uniforms, preparation of their Identity card, compensations, wages and allowances (DA), PF, ESI, Bonus and Gratuity as applicable relating to security personnel engaged by him and abide by the provisions of various labour legislation including weekly off and working hours. Successful bidder shall submit workers EPF number and proof of submission of EPF, ESI etc as applicable every month for the last month with respect to all employees deployed by him at GVK EMRI, and in case of any difference in the amount for which documentary evidence has not been provided, GVK EMRI has the right to deduct the amount accordingly from the bills. While depositing the applicable ESI and EPF amount in the account of respective worker, it shall be the sole responsibility of the contractor to comply with all the prescribed provisions of Labour Rules/Laws and Act. Further, the security agency shall specifically ensure compliance of various Labour Laws/Acts including but not limited to with the following and their re-enactments/amendments/modifications. The GVK EMRI reserves its rights to withhold bills, if the contractor fails to produce proof for having remitted ESI/PF dues. The payment for successive months will be released on receipt of the evidence of deposition of ESI/PF in the worker’s account for previous month. The contractor should follow the essential norms laid down under below statutory Act.

a) The payment of wages Act 1936  
b) The Employees Provident Fund Act, 1952  
c) The Factory Act, 1948  
d) The Contract Labour (Regulation) Act, 1970  
e) The Payment of Bonus Act, 1965  
f) The Payment of Gratuity Act, 1972  
g) The Employees State Insurance Act, 1948  
h) The Employment of Children Act, 1938  
i) The Minimum Wages Act, 1948

21. REMOVAL OF SUCCESSFUL BIDDER FROM CONTRACT:

The Concerned Officer of GVK EMRI may recommend the removal of the Successful Bidder from the service, where:

a) Such successful Bidder was found to be involved in any corrupt practice in conducting its business.

b) Staff employed by him are frequently found to be involved in the commission of thefts or pilferages of the property of the GVK EMRI

c) In the opinion of the Concerned Officer of GVK EMRI it would not be safe to engage such successful Bidder for the services of Security to the Companies.

d) Successful Bidder has been declared insolvent or bankrupt.

e) It is found that the declaration(s) made by the successful Bidder at the time of
submitting Offer was false.

f) It is found that the successful Bidder is no longer in a position to provide the services for which he was hired.

g) During the period of the Contract the GVK EMRI shall have the right to terminate this agreement by giving 30 days notice in writing to the Successful Bidder and the Successful Bidder shall not be entitled to any compensation whatsoever arising out of the termination. The decision of the GVK EMRI shall be final and binding on the successful Bidder.

h) In the event of unsatisfactory service despite being formally warned, the GVK EMRI reserves the right to terminate the contract at any time with one day notice. In this case GVK EMRI will pay the dues as on that date less recoveries as applicable.

i) The concerned Officer of GVK EMRI shall, in the event of breach of any of the terms and conditions of this agreement or if the services provided by the bidder is generally considered to be unsatisfactory by the concerned Officer of GVK EMRI or for any other reason considered by concerned Officer of GVK EMRI sufficient to terminate this agreement, may terminate the agreement by giving one month’s notice in writing.

19. DURATION OF CONTRACT: The contract will be one year from the date of its execution, however, the contract period may be extended subject to concurrence of parties and terms and condition shall remain the same and binding to each other party.

20. PENALTY: Penalty will be levied in the event of following:

GVKEMRI shall have a right to forfeit to the Performance Guarantee/security deposit, if the successful bidder fails to undertake the Job awarded under the Tender/Contract.

(a) Deduction on account of Absence/late:

   Less than 30 minutes on 3 occasions will be treated as absence for half-a-day.

   More than 30 minutes but less than 2 hrs on 2 occasions will be treated as absence for half-a-day.

   Exceeding 2 hours but less than 4 hours will be treated as absence for half-a-day for each occasion.

   More than 4 hours will be treated as absence for the whole day.

   An amount of Rs.500/- will be deducted from Vendor in addition to deduction from individual for more than 5 incidents of late reporting.

(b) Damage to property/Theft.

   In case of any damage to property or theft, the vendor shall pay as per prevailing cost of the item or vendor shall replace/repair the item at his own cost. Disciplinary action also shall be taken against the defaulting staff.
(c) Successful Bidder shall be responsible for any loss, theft, damage, harm, injury to the GVK EMRI property, whether movable or immovable. The GVK EMRI shall be entitled to deduct the same from the monthly payments whether payable at that time or in future.

(d) In the event of poor performance of services depict at more than two occasions, thereafter each poor performance would be carried a penalty of Rs. 1000/-.
Annexure-II

(Please submit the below information on your company letterhead)

Details of other organizations where security contracts undertaken during last three years (enclose supporting documents).

Proforma containing details of other organization where security contracts were undertaken.

<table>
<thead>
<tr>
<th>Sl.No.</th>
<th>Name &amp; Address of the organization, contact No</th>
<th>No. of security personnel supplied</th>
<th>Period of contract</th>
<th>Whether Govt/semi Govt/Autonomous bodies/PSUs/Industries/NGOs etc. (pl specify)</th>
<th>Amount of contract</th>
<th>Reason for termination (if currently not valid)</th>
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This information to be given in “Envelope No. 1 Technical Bid”
Annexure-III

Declaration Certificate

Date:

To
GVKEMRI, Secunderabad
Telangana

Tender No: GVK EMRI/SCM/01/15-16

Dated:20-06-2015

Dear Sir,

We here by certify and declare that we have read and understood all the terms and conditions of the subject tender and all the terms and conditions are acceptable to us.

We further confirm that we accept to provide all the services quoted by us as per specifications of GVKEMRI and there are no deviations from the specifications indicated by GVKEMRI.

Thanking you,
Yours Sincerely,

(Authorized Signatory)
Name and Designation with company seal
Annexure-IV

Performance Bank Guarantee

To:
M/s GVK Emergency Management and Research Institute
Devar Yamzal, Medchal Road,
Secunderabad, Telangana – 500 078

WHEREAS………………... hereinafter called “Service provider” has undertaken, in pursuance of
Contract dated ..........to render services for providing Security at the Office Premises of GVK
Emergency Management and Research Institute hereinafter called “the Contract”.

AND WHEREAS
It has been stipulated by you in the said Contract that the service provider shall furnish you with a
Bank Guarantee from a bank for the sum specified therein as security for compliance with the
service provider’s performance obligations in accordance with the Contract.

AND WHEREAS
We have agreed to give the service provider a Guarantee:

WE, THEREFORE, hereby affirm that we are Guarantors and responsible to you, on
behalf of the service provider, up to a total of Rs ..........and we undertake to pay you, upon your first
written demand declaring the service provider to be in default under the Contract and without
cavil or arguments, any sum or sums within the limit of Rs ..........as aforesaid, without your needing to
prove or to show grounds or reasons for your demand of the sum specified therein.

This guarantee is valid until the........ day of ...........

Notwithstanding anything contained herein before, our liability under this guarantee is restricted
to Rs....... in the aggregate and it will remain in force till the .......... day of ............ Unless a claim or
demand in writing is made against us under this guarantee before ........ day of ............, all your
rights under the said guarantee shall be forfeited and we shall be relived and discharged from all
liability here under, irrespective of whether the original guarantee together with all extensions if
any, returned to us or not.

Signature and Seal of Guarantors
Date
Annexure-V
Schedule of Rates (Price-Bid)
(Please submit the quote on your company letterhead)

- Monthly Charges towards providing of security services at GVK EMRI. Secunderabad, Telangana

<table>
<thead>
<tr>
<th>S.N</th>
<th>PARTICULARS</th>
<th>Senior supervisor</th>
<th>Junior supervisor</th>
<th>Head Guard</th>
<th>Security Guard</th>
</tr>
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<tbody>
<tr>
<td>1</td>
<td>Basic Pay</td>
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<tr>
<td>2</td>
<td>VDA</td>
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<tr>
<td>3</td>
<td>Employee's State Insurance - Employer's Contribution</td>
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<td></td>
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<tr>
<td>4</td>
<td>Provident Fund - Employer's Contribution</td>
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<tr>
<td>5</td>
<td>Leave with Wages</td>
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<td>6</td>
<td>Pay on National Holidays</td>
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<tr>
<td>7</td>
<td>Gratuity</td>
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<td>8</td>
<td>Bonus</td>
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<tr>
<td>9</td>
<td>Uniform</td>
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<td>Administration charges</td>
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<td>12</td>
<td>Taxes</td>
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<td>Total Per Month</td>
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<td>Grand Total Per Month</td>
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Signature of the Tenderer with Designation & Office Seal
Date:
## Annexure-VI

### Vender Information Form

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<thead>
<tr>
<th>S.No</th>
<th>Particulars</th>
<th>Details</th>
</tr>
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<tbody>
<tr>
<td>1</td>
<td>Firm Name &amp; Address:</td>
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<tr>
<td>2</td>
<td>Telephone No.(s) of the firm:</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>24 Hours contact No:</td>
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</tr>
<tr>
<td>4</td>
<td>Name &amp; Address of Managing Director/Proprietor:</td>
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</tr>
<tr>
<td></td>
<td>Contact No.(s):</td>
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</tr>
<tr>
<td>5</td>
<td>Name of the Supervisor/Field officer:</td>
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</tr>
<tr>
<td></td>
<td>Contact No.(s):</td>
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<tr>
<td>6</td>
<td>Mobile No.(s) of other operations persons:</td>
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</tr>
<tr>
<td>7</td>
<td>PAN card No:</td>
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<td>8</td>
<td>Service Tax Registration No:</td>
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<td>Bank Details:</td>
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<tr>
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<td>Name of the account holder:</td>
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</tr>
</tbody>
</table>

Signature of the Tenderer with Designation &
Office Seal
Date