

# **REQUEST FOR PROPOSAL**

## **SELECTION OF AN AGENCY FOR DEPLOYMENT OF SECURITY PERSONNEL FOR COMPREHENSIVE SECURITY SERVICES IN BDA**



Akash Shova Building, Pandit Jawaharlal Nehru Marg  
Bhubaneswar - 751001, Odisha

## Schedule of Bidding Process

- Period of availability of RFP document:** 06. 07. 2019 to 30. 07. 2019  
(Downloadable from website: <http://bdabbsr.in>  
/ www.bda.gov.in)
- Pre-bid Meeting:** 15. 07. 2019 at 4.00 P.M in the conference hall of  
BDA
- Last date for receipt of Proposals:** 30. 07. 2019 till 4 P.M.  
(Through Speed Post /Registered post/ courier.  
No drop box facility available and hand  
delivery is not allowed)
- Place of submission of RFP:** Secretary  
Bhubaneswar Development Authority  
Akash Shova Building,  
Pt. Jawaharlal Nehru Marg,  
Bhubaneswar-751 001
- Technical Bid Opening &Evaluation:** 30.07.2019 at 4.30 P.M.
- For further information:** Secretary  
Bhubaneswar Development Authority  
Akash Shobha Building,  
Pt. Jawaharlal Nehru Marg,  
Bhubaneswar-751 001  
e-mail:pmu.bdabbsr@gmail.com

## **DISCLAIMER**

Bhubaneswar Development Authority (BDA), Govt. of Odisha has prepared this document to give the interested parties the background information on Selection of an Agency for deployment of security personnel for comprehensive security services in BDA.

While BDA has taken due care in the preparation of the information contained herein and believe it to be accurate, neither BDA nor any of its authorities or agencies nor any of their respective officers, employees, agents or advisors give any warranty or make any representations, express or implied as to the completeness or accuracy of the information contained in this document or any information which may be provided in association with it.

The information is not intended to be exhaustive. Interested parties are required to make their own inquiries and respondents will be required to confirm in writing that they have done so and they do not rely on the information given in this document in submitting the RFP.

BDA reserves the right not to proceed with the selection process at any point of time during the bidding process or to change the configuration of the project to alter the timetable reflected in this document or to change the process or procedure to be applied.

It also reserves the right to decline to discuss the matter further with any party expressing interest. No reimbursement of cost of any type will be paid to persons or entities requesting for proposal.

## PROJECT INFORMATION AND GENERAL CONDITION OF CONTRACT

### PROJECT INFORMATION

#### 1. Background and Objective

Bhubaneswar Development Authority (BDA) is in the process of selecting a Security Agency for providing comprehensive security services and watch & ward at different work sites, parks, offices, markets and head office of BDA as per requirement from time to time.

#### 2. Broad Scope of Work:

Comprehensive security services and watch & ward at different work sites, parks, offices, markets and head office of BDA as per requirement from time to time in order to ensure inter alia the following objectives:

- a) Detection & prevention of unauthorized entry and exit of men, materials, vehicles and other tangible and intangible assets.
- b) Regulation of authorized access of the personnel and visitors.
- c) To identify protection arrangements, contingency plan and recommendations for reinforcement at the time of emergencies, safety of lives and compliance to laid down regulations.
- d) The agency selected to this purpose shall require to deploy 300 (approx) nos. Security Guards fulfilling the criteria mentioned in Clause 31.
- e) Deployment of personnel may be decreased or increased as per requirement.
- f) The Agency will provide proper uniforms, arms and ammunitions, long range lights, whistle, lathis, shoes, hat as required at their own cost.
- g) Rotation of guards shall be ensured periodically within the various security points.
- h) The duties and responsibilities of the guards shall be as detailed at Clause 32.
- i) Prevention of theft and pilferage of the BDA's property at different location.
- j) Manning of gates, posts and patrolling at work sites, parks/ office.
- k) Prevention of fire hazards.
- l) Protect BDA's property from sabotage and damage.
- m) Prevent unauthorized entries.
- n) To assist police in law and order duties, natural calamities and other exigencies of work whenever required.

- o) Protect encroachment of BDA's property and report about unauthorized construction in BDA's land.
- p) To report about actions against the interest of BDA, Bhubaneswar to the superior authorities from time to time.
- q) During watch and ward duties, proper dress code is mandatory. No slippers allowed during duty hour.
- r) Proper etiquettes to V.I.Ps.
- s) Any other duties as may be assigned by BDA from time to time.

### 3. Period of Services

The Contract period with the selected Agency shall be valid for a period of **2 (Two) year** from the date of execution of the contract agreement. However, BDA shall review the performance of the Agency after 2 years of operation and if found satisfactory the Agency shall be allowed to continue for another year at the same rate quoted by the Agency. BDA may terminate the Agreement with the Agency at any point of time during the contract period giving one month notice period to the Agency without citing any reasons thereof.

### 4. Cost of RFP document

The technical proposal must be accompanied with a non-refundable Document Purchase Fee of **INR. 11,800/-** (Rupees Eleven Thousand Eight Hundred only) (including GST @ 18%) in the form of Demand Draft payable in favor of "Bhubaneswar Development Authority" payable at "Bhubaneswar" drawn from any scheduled commercial bank.

### 5. Earnest Money Deposit (EMD)

The technical proposal must be accompanied with a refundable EMD of **INR.1,00,000/-** (Rupees one lakh only) in shape of **Demand Draft** drawn from any scheduled / commercial bank in favor of BDA, Bhubaneswar, payable at Bhubaneswar. No interest will accrue on the Earnest Money. Proposals without prescribed earnest money will be rejected. The earnest money will be refunded in case the selection process is cancelled by BDA. The earnest money deposit of successful agency, if awarded with work, will be refunded within 30 days from the signing of the contract agreement with BDA. The earnest money deposit of the un-successful agencies will be refunded immediately without interest after the execution of the contract agreement with the selected agency. The EMD will be forfeited in the event of following, **(i)** If the Agency refuses to take up the work at the quoted price, **(ii)** and if any agency withdraws after proposal due date, and **(iii)** if the Bidder is found to be engaging in fraudulent practices.

## 6. Performance Security

The successful bidders shall furnish the Performance Bank Guarantee from any Scheduled commercial Bank, a sum equivalent to **10% of the annual contract value** before signing of the Contract Agreement with BDA.

## 7. Letter of Award

BDA shall send the Letter of Award to the selected Agency **within 7 (seven)** days from the date of approval from competent authority.

## 8. Signing of Agreement

The selected Agency shall execute a Contract Agreement in non-judicial stamp paper of adequate denomination with BDA **within 7 days** from Issuance of Letter of Award.

## 9. Issuance of Work Order

BDA shall send Work Order to the selected Agency **immediately** after the signing of the Contract Agreement.

## 10. Minimum Eligibility Criteria

- a. **Experience and Performance Certificates from the client, of one or more than one security contracts of engagement of 300 or more security personnel (for a period of 1 year) during the last 3 (three) calendar years (2016, 2017, 2018) from any Central, State Government, Public Sector Undertaking organizations, Privately Owned Firms or Corporations (work of similar nature)**
- b. The agency shall have at least Three hundred (300) Security personnel, including female personnel on its pay roll (supporting documents to be furnished).
- c. The agency ought to have minimum average annual turnover, as per audited accounts equivalent to an amount of INR 3.5 (Three point five) Crores during last three financial years i.e., 2018-2019, 2017-2018 and 2016-2017.
- d. The agency must have experience of at least 5 (five) years in field of providing private security services to one or more State/Central Govt./PSU Organization, Privately Owned Firms or Corporations to be evidenced by attachment of copy of the experience certificates from the clients.
- e. The agency ought to have a valid EPF Code, ESI and GST Registration in its name.
- f. Undertaking in the Bidder's letter head to the effect that the Bidder has not been blacklisted/debarred by any State/Central Govt. PSU Organizations/Privately Owned Firms or Corporations at any point of time.
- g. The Bidder having ISO Certification will be given preference.
- h. The registered office or one of the branch offices of the security service provider should be located within the jurisdiction of the user office, i.e. Bhubaneswar Development

Authority. The agency should procure a valid registration certificate duly certified by District Labor Officer, Bhubaneswar for carrying on business of commercial purpose.

- i. The Agency should be able to furnish registration certificate under the Private Security Regulation Authority (PSRA) Act of 2005.
- j. Solvency Certificate in the name of the Company/Director/Partners for minimum of Rs. 50, 00,000/- (Fifty Lakhs), from any nationalized and reputed private Bank.

#### Note

1. Authenticated copies of the above documents to be produced along with the Bid with an undertaking to produce all original documents as and when necessary
2. Submission of any forged document will attract legal action including the rejection of Tender or cancellation of contract at the risk and cost of the agency, if awarded.
3. All documents along with the tender shall be self-attested by the authorized signatory of the Bidder with official seal.
4. Similar nature of work means the agency must have deployed at least 300. no.s of security personnel through **one or more work orders** to any One Central Govt./ State Govt./Public Sector Undertakings/Reputed Private Organizations/Privately Owned Firms/Corporations for a continuous period of at least one year
5. Any Bidder seeking a clarification with regard to the RFP may address the request in writing to BDA, at **pmu.bdabbsr@gmail.com** or raise its queries during the Pre-Bid Meeting. All e-mail queries or clarification requests should be received on or before the last date for receiving queries, as specified in the Bid Schedule.

#### 11. Submission of Proposal - Packing, Sealing and Marking

The proposal shall be submitted in two parts -

- Part A - Technical Proposal
- Part B - Financial Proposal

The proposal shall be typed or written in indelible ink and shall be signed by the bidder or a person or persons duly authorized. Any interlineations, erasures or overwriting shall be valid only if they are initialed by the person or persons signing the proposal prior to opening of the same. The medium of language to be used in the proposals is English.

The **Technical proposal (Part A)** and **Financial Proposal (Part B)** must be inserted in separate sealed envelopes, along with bidder's name and address on the envelope and clearly marked as follows

**Part-A:**  
**Technical proposal for**  
**“SELECTION OF AN AGENCY**  
**FOR DEPLOYMENT OF SECURITY PERSONNEL FOR COMPREHENSIVE**  
**SECURITY SERVICES IN BDA”.**

**Part-B:**  
**Financial Proposal for**

**“SELECTION OF AN AGENCY  
FOR DEPLOYMENT OF SECURITY PERSONNEL FOR COMPREHENSIVE  
SECURITY SERVICES IN BDA”.**

Both the above envelopes i.e. envelope for **Part-A** and envelope for **Part-B** must be packed in a separate sealed outer cover and clearly marked with the following on the top of the envelope:

**Proposal for**

**“SELECTION OF AN AGENCY  
FOR DEPLOYMENT OF SECURITY PERSONNEL FOR COMPREHENSIVE  
SECURITY SERVICES IN BDA”.**

The Bidder's Name & address shall be mentioned on the outer envelope.

The inner and outer envelopes shall be addressed to Bhubaneswar Development Authority (BDA), Bhubaneswar at the following address:

**Secretary  
Bhubaneswar Development Authority  
Akash Sova Building, Pandit Jawaharlal Nehru Marg  
Bhubaneswar - 751 001**

If the outer envelope is not sealed and marked as mentioned above, then Bhubaneswar Development Authority (BDA) will assume no responsibility for the proposal's misplacement or premature opening.

Telex, cable or facsimile proposal will be rejected.

**12. Documents to accompany the proposal:**

**PART - A (Technical Proposal)**

The bidder must submit the following particulars / documents along with the Technical proposal failing which the proposal may be treated as non-responsive.

- a) Non-refundable Document Purchase Fee of **INR.11,800/-** (Rupees Eleven Thousand Eight Hundred only) (including GST) in the form of Demand Draft payable in favor of "Bhubaneswar Development Authority" payable at "Bhubaneswar" drawn on any scheduled commercial bank.
- b) Refundable Earnest Money Deposit of **INR. 100,000/-** (Rupees One Lakh only) in the form of a **Demand Draft** as bid security in favor of "Bhubaneswar Development Authority" payable at "Bhubaneswar" drawn on any scheduled commercial bank.
- c) The agency shall submit their own valid EPF Code Certificate issued by RPFC, GOI, Odisha either in original or true copy along with the tender document, ESI Registration Certificate with latest deposit challan copy, firm registration certificate, photocopy of PAN Card, GST Registration & copy of the labor license issued by the competent Authority.



- d) An undertaking that the agency will be able to deploy the requisite man power at the allotted location, of the given age as per the terms and conditions of the contract agreement and immediately after execution of the contract agreement between BDA and the selected agency.
- e) Balance sheet duly certified by Chartered Accountant indicating the annual turnover.
- f) All the page of the tender document shall be initialed with date by the Agency at the lower left hand corner.
- g) The Agency failing to submit all the specified documents shall be summarily rejected.

### **PART - B (Financial Proposal)**

**The bidder must submit the Form Annexure: F as the format for the Financial Proposal. Value of each component of the Monthly Fee quoted in the Financial Proposal, i.e. Minimum Wages, Service Charges, and Statutory Dues, has to be explicitly mentioned in the Proposal.**

#### **13. Number of Proposals**

A bidder is eligible to submit only one proposal for this project.

#### **14. Validity of Proposal**

Proposal shall remain valid for 180 days from the last date of submission of Proposal. A Proposal valid for a shorter period shall be rejected as non-responsive.

#### **15. Acknowledgement by Bidder**

It shall be deemed that by submitting the Proposal, the firm has:

- a. made a complete and careful examination of the project concept, general condition of contract, submission formalities and evaluation mechanism;
- b. received all relevant information requested from BDA;
- c. acknowledged and accepted the risk of inadequacy, error or mistake in the information provided in this invitation document or furnished by or on behalf of BDA
- d. satisfied itself about all matters, things and information necessary and required for submitting the proposal and performance of all of its obligations there under;
- e. acknowledged that it does not have a conflict of interest with any of the other Firm; and
- f. agreed to be bound by the undertaking provided by it under and in terms hereof.

The BDA shall not be liable for any omission, mistake or error on the part of the firm in respect of any of the above or on account of any matter or thing arising out of or concerning or relating to this invitation document or the selection process, including any error or mistake therein or in any information or data given by the BDA.

#### **16. Right to reject any or all Proposals**

Notwithstanding anything contained in this invitation document, the BDA reserves the right to accept or reject any Proposal and to annul this selection Process and reject all proposals, at any time without any liability or any obligation for such acceptance rejection or annulment, and without assigning any reasons thereof.

The BDA, also, reserves the right to reject any Proposal if:

- a. at any time, a material misrepresentation is made or uncovered, or
- b. the firm does not submit sufficient information as being asked for

## **17. Disputes**

All legal disputes are subject to the jurisdiction of Bhubaneswar court only.

## **18. Addendum / Corrigendum / Notice**

Any Addendum / Corrigendum / Notice etc. for this assignment issued by Bhubaneswar Development Authority will be hosted only on the website <http://bdabbsr.in> / [www.bda.gov.in](http://www.bda.gov.in)

## **19. Language**

The Proposal and all communications in relation to or concerning the Selection Process shall be in English language and strictly on the formats provided in this invitation document.

## **20. Late Submission**

Proposal received after the deadline for submission prescribed by BDA will not be entertained and be rejected.

## **21. Modifications and Withdrawal of Proposals**

No modifications to the Proposals shall be allowed once it is received by BDA, Bhubaneswar.

## **22. Bid Evaluation Methodology:**

Evaluation of the Technical and financial proposals will be based on **Quality cum Cost Based Selection mode with weighted average of 70:30 for technical and financial proposals respectively.**

## **23. Evaluation of Technical Bid**

The technical proposals shall be evaluated in three phases.

In the first phase the Technical Proposals shall be evaluated on the basis of minimum eligibility criteria as mentioned in this RFP.

In the second phase, the firms which satisfy the minimum eligibility criteria shall be given marks based on Table: 1 of this RFP. Accordingly, firms will be ranked based on the marks allotted to them.

**Table: 1**

Sl. No.	Evaluation Criteria	Maximum Score
1	Similar nature of work.	<ul style="list-style-type: none"> <li>➤ 20 marks for 1 similar nature of work and</li> <li>➤ 10 marks for every additional similar nature of work <b>in the last 3 calendar years(2016, 2017, 2018)</b></li> <li>➤ Subject to maximum marks of <b>50</b></li> </ul>
2	Number of Security personnel on the pay roll of the Agency.	<ul style="list-style-type: none"> <li>➤ 10 marks for having 300 nos of security personnel on the payroll of the Agency and</li> <li>➤ 5 marks for every additional 50 no. of such security personnel</li> <li>➤ Subject to maximum marks of 20</li> </ul>
3	Minimum Average Turnover of the Agency	<ul style="list-style-type: none"> <li>➤ 10 marks for having minimum average turnover of <b>INR 3.5 crores in the last 3 financial years (2016-17, 2017-18, 2018-19)</b>and</li> <li>➤ 5 marks for every additional INR 1 crore</li> <li>➤ Subject to maximum marks of <b>15</b></li> </ul>
4	Presentation	<b>Total 15</b>
<b>TOTAL</b>		<b>100</b>

In the third phase the top 5 ranked firms shall be short listed and will be invited for presentation in BDA. The presentation format is elaborated in Table No. 2

**Table: 2**

Sl. No.	Evaluation Criteria	Maximum Score
1	Agency profile, Experience of One Similar nature of work in the past.	10
2	Service standard delivery	5
<b>TOTAL</b>		<b>15</b>

The Technical marks of participants shall be as per the point scoring methodology. The bidders shall be invited for a PowerPoint presentation in front of the committee.

**Technical Score (Ts):** The Technical scores of other proposals will be computed as follows:

$$Ts = 100 \times T1 / TM1$$

(T1 = Technical score of the proposal under consideration; TM1 = Highest Technical Score Given)

## 24. Opening of Financial Proposal

The financial proposals of the top three bidders ranked after the presentation shall be opened.

**Financial Score:** The lowest financial proposal will be given a financial score of 100 points. The financial scores of other proposals will be computed as follows:

$$F_s = 100 \times FM1/F1$$

(F1 = amount of Financial Proposal as proposed by the bidder; FM1 = Lowest financial quote)

## **25. Combined and Final Evaluation**

Proposals will finally be ranked according to their combined technical (Ts) and financial (Fs) scores as follows:

$$S = T_s \times T_w + F_s \times F_w$$

(Where S is the combined score, and Tw and Fw are weights assigned to Technical Proposal and Financial Proposal that shall be **0.70** and **0.30** respectively).

The Selected Applicant shall be the First Ranked Applicant (having the highest combined score). The Second and third Ranked Applicant shall be kept in reserve and may be invited for negotiations and they shall be considered for engagement at the rate agreed by the selected agency in event of withdrawal , failure of the selected agency or on the event of increase in volume of work, or for any other reason.

## **26. Award of Work**

After selection, a Letter of Award (the "LOA") shall be issued, in duplicate, by BDA to the selected bidder and the bidder shall, within 7 (seven) days of the receipt of the LOA, sign and return the duplicate copy of the LOA in acknowledgement thereof. In the event the duplicate copy of the LOA duly signed by the selected firm is not received by the stipulated date, unless it consents to extension of time for submission thereof, the right to signing of the agreement would be forfeited by BDA and the next eligible firm may be considered for the project. As and when required BDA may ask the second and third ranked agencies to operate at the rate offered by First ranked applicant.

## **27. Proprietary data**

All documents and other information provided by BDA or submitted by the bidder to BDA shall remain or become the property of BDA. The bidders are to treat all information as strictly confidential. The BDA will not return any Proposal or any information related thereto. All information collected, analyzed, processed or in whatever manner provided by the Bidders to BDA in relation to the Assignment shall be the property of BDA.

## **28. Coordination of Work**

The Sr. Administrative Officer / Establishment Officer will co-ordinate the Security Management work of the Agency engaged at site. It is the responsibility of the agency to execute the work strictly as per instructions of concerned officials.

**29. Sub-letting of work in whole or part**

The agency shall not assign the job or any part thereof, any share of interest therein, or money due there under, or sub-let the work /job or any part thereof or allow any person to become interested in the work /job or a portion thereof, in any manner whatsoever. The contract is liable to be rejected at the option of BDA, should such a contingency take place.

**30. Labor Relations:**

Any action taken by the agency in relation to handling of security personnel shall not adversely affect the existing labor relations of BDA, Bhubaneswar.

**31. Eligibility Criteria for Security Personnel:**

Security Guard: - Must be within 20-35 years of age. Must have passed Class-X essentially with Industrial Security training certificate from registered training institutes.

**32. Duties and Responsibilities of the Security Personnel:**

**The duties of security personnel shall include.**

- (a) Prevention of theft and pilferage of the BDA's property at different location.
- (b) Manning of gates, posts and patrolling at work sites, parks/ office.
- (c) Prevention of fire hazards.
- (d) Protect BDA property from sabotage and damage.
- (e) Prevent unauthorized entries.
- (f) To assist Police in law and order duties, natural calamities and other exigencies of work whenever required.
- (g) Protect encroachment of BDA property and report about unauthorized construction in BDA's land.
- (h) To report about actions against the interest of BDA, Bhubaneswar to the superior authorities from time to time.
- (i) During watch and ward duties, proper dress code is mandatory. No slipper is allowed during duty hour.
- (j) Proper etiquettes to V.I.Ps.
- (k) Any other duties as may be assigned by the Authority from time to time.

**33. GENERAL CONDITIONS:**

- I. No security personnel deployed by the Agency shall be paid at any time less than the minimum wages as prescribed by Govt. from time to time. In the event of revision of the minimum wages by GoO / GoI, the fee for each personnel per day shall be revised proportionately.
- II. The working hours of the engaged personnel/security guards should be in line with the applicable laws.
- III. **EPF, ESI and other statutory dues subject to changes as per government notifications, shall be given to each security personnel by the Agency. Any dispute with respect to the payment of wages, dues, contributions and deductions shall be the sole responsibility of the Agency. Bhubaneswar Development Authority shall not be held responsible in any manner with respect to any claim whatsoever as referred to above.**
- IV. Income tax, Surcharge and Education Cess, etc. as applicable will be recovered at source on the billed amount.
- V. BDA, Bhubaneswar will make onetime payment to the Agency for the services rendered and the Agency will bear / pay all other benefits / statutory dues etc.
- VI. No TA/DA or any other expenditure shall be borne / reimbursed by BDA, Bhubaneswar towards movement or such other activities of the security personnel.
- VII. The agency is required to submit the detailed Bio-Data of the Security Personnel to be deployed at different sites at the time of deployment.
- VIII. The agency is required to comply with all the provisions as stipulated under Odisha Private Security Regulation Act'2005 and Odisha Private Security Agency Rule'2009 before signing of the agreement.
- IX. The agency ought to have a valid EPF Code, ESI in its name.

**N.B: Agencies not submitting the documents as specified in the Annexures of this RFP shall be summarily rejected. Proposals shall be properly sealed, signed and spiral bound otherwise, BDA shall not be responsible for any loss of document/paper/information.**

**Covering Letter**  
**(On the letter head of the Agency)**

To,

**The Secretary,  
Bhubaneswar Development Authority  
Akash Shobha Building,  
Pandit Jawaharlal Nehru Marg  
Bhubaneswar - 751 001**

Date:

Dear Sir,

**Sub: TECHNICAL PROPOSAL FOR SELECTION OF AN AGENCY FOR DEPLOYMENT OF SECURITY PERSONNEL FOR COMPREHENSIVE SECURITY SERVICES IN BDA.**

I / We \_\_\_\_\_(Name of the firm) offer to provide services of deployment of security personnel as per the terms and conditions indicated in the RFP documents and hereby bind myself / ourselves to execute the work as per the scope stipulated in the RFP Documents.

I / We have read the conditions of the RFP document and agree to abide by such conditions.

We are enclosing Document Purchase Fee of INR 11,800/- (including applicable GST) in the form of Demand Draft, \_\_\_\_\_ dated \_\_\_\_\_ drawn from \_\_\_\_\_ bank, payable to the "Bhubaneswar Development Authority" at "Bhubaneswar".

We are enclosing EMD of INR 100,000/- in the form of Demand Draft/ Pay Order (DD/ PO no. \_\_\_\_\_ dated \_\_\_\_\_ drawn on \_\_\_\_\_) payable to the "Bhubaneswar Development Authority" at "Bhubaneswar".

As per RFP the validity of the proposal is 180 days from the last date of submission of proposal and we agree that the proposal is unconditional. We understand that BDA reserves the right to reject any application without assigning any reason thereof.

**Duly signed by the Authorised Signatory of the Agency**  
**(Name, Title and Address of the Authorised Signatory)**

**Information of Agency**

*(To be submitted on the letterhead of the Agency)*

1. (a) Name:  
(b) Country of incorporation:  
(c) Date of incorporation and/or commencement of business:
2. Brief description of the company including details of its main lines of business and proposed role and responsibilities in this assignment:
3. Shareholding of the Bidder, if applicable
4. List of directors
5. Particulars of the Authorised Signatory of the Bidder:
  - (a) Name:
  - (b) Designation:
  - (c) Address:
  - (d) Telephone Number:
  - (e) E-Mail Address:
  - (f) Fax Number:

**Duly signed by the Authorised Signatory of the Agency  
(Name, Title and Address of the Authorised Signatory)**



<b>S.No</b>	<b>Item</b>	<b>Documentary Proof</b>	<b>Page No.</b>
1	Registration certificate		
2	EPF Code		
3	ESI Registration Certificate with latest deposit challan copy		
4	PAN Card		
5	GST Registration		
6	Copy of the labour license issued by the competent Authority.		
7	Balance sheet duly certified by Chartered Accountant for the last three financial years		
8	Annual I.T. return for the last three financial years		
9	Supporting documents for - 300 no. of Security Personnel in the payroll of the Agency.		

**Duly signed by the Authorised Signatory of the Agency  
(Name, Title and Address of the Authorised Signatory)**

**Certificate**

This is to certify that We M/s \_\_\_\_\_, *(name of the Agency)* A firm / Company Incorporated under \_\_\_\_\_ Act Yr \_\_\_\_\_, having its registered office at \_\_\_\_\_ *(Address)* have \_\_\_\_\_ numbers of *(should be more than 300 numbers)* of Security personnel in our Payroll i.e direct employee of the company / Firm as on date.

**Duly signed by the Authorised Signatory of the Agency  
(Name, Title and Address of the Authorised Signatory)**

**Signed and Sealed by a Chartered Accountant  
Membership No**



**Format for Turnover**

S.No	Financial Year	Turnover (in INR)
1.	2018-19	
2.	2017-18	
3.	2016-17	
<b>Average Turnover</b>		

**N.B:** The bidders shall attach Audited Balance Sheets for the last three financial years along with this format.

**Duly signed by the Authorised Signatory of the Agency  
(Name, Title and Address of the Authorised Signatory)**

**Signed and Sealed by a Chartered Accountant  
Membership No**

## FINANCIAL PROPOSAL

To,

**The Secretary**  
**Bhubaneswar Development Authority**  
**Akash Shobha Building, Sachivalaya Marg**  
**Bhubaneswar - 751 001**

Dear Sir,

**Sub: FINANCIAL PROPOSAL FOR SELECTION OF AN AGENCY FOR DEPLOYMENT OF SECURITY PERSONNEL FOR COMPREHENSIVE SECURITY SERVICES IN BDA.**

We, the undersigned, offer to provide the security personnel for the above scope of services in accordance with your RFP. Our total financial quote is as given below,

Sl. No.	Item	Financial quote (in INR) Rs. Per Person per Day
1	Applicable Minimum Rate of Wage in Scheduled Employment under the Minimum Wages Act in the State of Odisha for semi - skilled person	Rs. 320.00 Per Day
2	ESI contribution by the Agency	
3	PF contribution by Agency	
4	Minimum Statutory Bonus	
5	Annual Leave with Wages	
6	Gratuity / Superannuation	
7	Any other statutory fees / charges / levis / taxes as per applicable laws (Please indicate in details if any)	
8	Management Fee, Overheads, Service Charges, Supervision Fee, Insurance, Transport, cost of consumables / uniform / other facilities, Sundries, etc.	
<b>Total Fee for per Security Personnel per day (inclusive of all).</b>		<b>Rs. /-</b>
		<b>Rupees _____ Only (both in words and figures)</b>

Our Financial Proposal shall be binding upon us for the assignment and this proposal would be valid up to 180 days from the last date of submission of proposal.

This financial proposal covers remuneration for all personnel cost, all incidental manpower expenses. The Financial Proposal is without any condition.

**N.B:** In no case the agency shall pay less than the minimum daily wages as applicable to the category fixed by the Government.

Yours faithfully,  
For and on behalf of (*Name of Applicant*)

**Duly signed by the Authorised Signatory of the Applicant**  
**(Name, Title and Address of the Authorised Signatory)**