

# NABFINS LIMITED

No.3072, 14<sup>th</sup> cross, K.R Road, BSK 2<sup>nd</sup> Stage  
Bengaluru 560070

Telephone: 080-26970500

Fax: 080-26970504

Email: [admin@nabfins.org](mailto:admin@nabfins.org)

## Notice Inviting Tender (NIT) for

Security Services at NABFINS, Head Office, Bengaluru -560070

NAME OF THE BIDDER: \_\_\_\_\_ ADDRESS: \_\_\_\_\_

### CALENDAR OF EVENTS

- i) Tender document will be available from 23<sup>RD</sup> September 2025 [accessible from NABFINS website (www.nabfins.org.)]
- ii) Pre Bid meeting 15.30 hrs. on 29<sup>th</sup> September 2025
- iii) Due date and time for submission of tender: 8th October 2025
- iv) Opening of tender (Technical Bid) 15.30 hrs on 9<sup>th</sup> October 2025
- v) Opening of Commercial bid will be intimated to technically qualified vendors

The Deputy General Manger

NABFINS Limited

## NOTICE INVITING TENDER

Ref No. NABFINS/2025-26/008

23<sup>rd</sup> September 2025

To,  
M/s .....

Dear Sir/Madam,

### **Tender for Providing Security Services at NABFINS Limited Head Office, Bengaluru-560070**

NABFINS Limited, [NABFINS] is a subsidiary of National Bank for Agriculture and Rural Development (Bank) with equity participation from NABARD, Government of Karnataka, Canara Bank, Union Bank of India, Bank of Baroda, Dhanalakshmi Bank and Federal Bank. It is a non-deposit taking NBFC registered with the Reserve Bank of India and is operating across India.

NABFINS Limited invites sealed tender for security service for Head Office Building located at #3072, 14th Cross, K. R. Road, Banashankari 2nd Stage, Bengaluru - 560 070, Karnataka, India under Two-Bid system from reputed agencies, either by themselves or as a joint venture/consortium/partnership having capacity to provide the required number of uniformed, trained manpower for the security services to its building situated at the above address.

Tender document can be downloaded from NABFINS website: "[www.nabfins.org](http://www.nabfins.org)". Only sealed cover tenders will be accepted which either would be deposited in the box kept in the office of NABFINS Limited, #3072, 14th Cross, K. R. Road, Banashankari 2nd Stage, Bengaluru-560070, Karnataka, for the said purpose or may be sent to this office by registered post/speed post. The tender deposited/received in any other mode like fax, e-mail, courier etc. will not be accepted.

Last date for submission/receipt of tender(s) is 8<sup>th</sup> Oct 2025 till 17.30 Hrs. and will be opened by the Tender / Local Purchase Committee in the presence of tenderers or their authorized representatives who wish to be present on the next day at 15.30 Hrs. in the Office of **NABFINS Limited**, # 3072, 14th Cross, K. R. Road, Banashankari 2nd Stage, Bengaluru - 560 070, Karnataka,. In case, any holiday on the day of opening, the tenders will be opened on the next working day at the same time but the tender box will be sealed on same day and time, as scheduled above. The tenders received after the above said scheduled date and time will not be considered.

sd/-  
Ipsa A  
Deputy General Manager,

## **Instructions to Bidders**

### **1. General:**

The present tender is being invited for round the clock Security Services under which the contractor shall provide Security Guards to safeguard NABFINS Head Office.

### **2. Eligible Bidders:**

2.1. The Bidder should be providing similar kind of services for at least last ten consecutive years and having average annual turnover of **Rs.50.00 lakhs** or above per year during the last three financial years for providing Security Services alone, out of which, at least **one** similar work costing not less than **Rs.25.00 Lakhs** in the book of accounts.

2.2. The bidder should have experience of executing similar works (i.e. providing security services through Security Guards) at Government Offices/installations namely NABARD/RBI/BFSI (Banking, Financial Service and Insurance)/ Any Government organization/Public Sector Banks/ PSUs, major airports, sensitive defense establishments or nuclear power plants by providing minimum **20 guards at least at one location(one unit/Branch)**.

2.3 Should have valid license from the Karnataka Government under Private Security Agencies Regulation Act, 2005 (PSAR Act, 2005).

2.4 The bidder should have 24\*7 control center with availability of Quick Reaction Team (QRT) Services/team for quick deployment if required.

2.5 Must have been awarded similar contracts in Karnataka to minimum of 3 parties, of which at least one must be a BFSI (Banking, Financial Services and Insurance) or Any Government Organization and the contacts must have been awarded during the preceding three years.

### **3. Qualification of the Bidders:**

3.1. The Bidder, to qualify for the award of contract, shall submit a written power of attorney authorizing the signatories of the bid to participate in the bid.

3.2. The bidder shall submit full details of his Agency / Firm or, if the bidder is a Proprietorship/Partnership or a Private Limited Company, full details of ownership and name of the directors.

3.3. Bidder shall submit a copy of PAN Card under the Income Tax Act and also GST Registration.

3.4. Bidder must submit copies of all documents asked for in this tender, duly self-attested along with technical bid of the tender.

3.5. Firm should have office in Bangalore.

3.6. Bidder is required to confirm and declare with his bid that no agent, middleman or any intermediary has been, or will be, engaged to provide any services, or any other item or work related to the award and performance of this contract. They will have to further confirm and declare that no agency commission or any payment which may be construed as an agency commission has been or will be paid and that the tender price will not include any such amount. If NABFINS, subsequently finds to the contrary, it reserves the right to declare the Bidder as non-compliant and declare any contract if already awarded to the Bidder to be null and void.

**4. ONE BID PER BIDDER:-**

Each bidder shall submit only one tender either by himself or as a partner in joint venture or as a member of consortium. If a bidder or if any of the partners in a joint venture or any one of the members of the consortium participate in more than one bid, the bids are liable to be rejected.

**5. COST OF BID:-**

The bidder shall bear all costs associated with the preparation and submission of their bid and NABFINS Limited, will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the tender process.

**6. VISIT TO PREMISES AT NABFINS BENGALURU:-**

The bidder is required to provide securities services to NABFINS Limited, at its Office Premises, and is advised to visit and acquaint himself with the site and operational system. The cost of visiting shall be borne by the bidder. It shall be deemed that the contractor has undertaken a visit to the site of NABFINS, is aware of the operational conditions prior to the submission of the tender documents.

**7. Tender Documents:**

**7.1. Contents of Tender Documents.**

The Tender Invitation Document has been prepared for the purpose of inviting tenders for providing Security Services. The Tender document comprises of:

- (a) Notice of Invitation of Tender.
- (b) Terms and Conditions.
- (c) Tender form for providing security services([Annexure-I](#))
- (d) Scope of Work([Annexure-II](#))
- (e) Check list for Pre-qualification Bid([Annexure-III](#))
- (f) Check list for Technical Evaluation([Annexure-IV](#))
- (g) Undertaking([Annexure-V](#))
- (h) Client's Report([Annexure-VI](#))
- (i) Schedule of Events ([Annexure VII](#))
- (j) Proforma of Integrity Pact ([Annexure-VIII](#))

(k) Price Bid for Security Guard ([Annexure -IX](#))

(l) Form of Agreement ([Annexure X](#))

7.2. The bidder is expected to examine all Instructions, Forms, Terms and Conditions in the Tender document. Failure to furnish all information required by the Tender document or submission of a tender not substantially responsive to the Tender document in every respect will be at the bidder's risk and may result in rejection of his bid.

7.3. The bidder shall not make or cause to be made any alteration, erasure or obliteration to the text of the Tender document.

## **8. Preparation of Bids**

### **8.1. Documents Comprising the Bid**

Tender document issued for the purposes of tendering as described in Clause 7.1 (d) Shall be deemed as incorporated in the Bid.

8.1.1. The bidder shall, on the dates given in the Notice Invitation to Tender, submit his bid in sealed envelopes super-scribed with the name of the bidder particulars Tender No, Title. The sealed envelope shall be addressed to the Deputy General Manager, NABFINS Limited #3072, 14th Cross, K. R. Road, Banashankari 2nd Stage, Bengaluru - 560 070, Karnataka and dropped in the tender box kept at head office.

8.1.2. One copy of this Tender document with each page signed and stamped shall be annexed to acknowledge the acceptance of the same.

8.1.3. The bidder shall deposit Bid Security / Earnest Money Deposit (EMD) of Rs. **25,000/-** in the form of an Account Payee Demand Draft/Bankers Cheque/ or The EMD can also be deposited online to SBI Bank "**NABFINS Limited**" A/c No. **32635856611** ISFC code: **SBIN0003286** Pay Order drawn in favor of "**NABFINS LIMITED**" issued by any Nationalized / Commercial Bank along with the Tender document. EMD/Bid security of the unsuccessful bidders will be returned to them at the earliest after the award of the contract without interest. The bidder shall give particulars of Bank account (name of the account holder, type of account, account number, address of the Bank) for drawing the cheque EMD amount in case of unsuccessful bidders.

8.1.4. The Bidder shall furnish the details regarding total number of executed & successfully completed contracts, as stated in Clause 2.1 & 2.2 and enclose copies of contract award letters and experience certificate.

## **8.2. Bid Prices:**

8.2.1. Bidder shall quote in the price bid, rates of wages for security personnel not less than the minimum wages as per current Minimum Wages Act, by giving break up of basic wages, including VDA, allowances, relieving charges, and other statutory liabilities as per central/state minimum wages. The prospective bidders who do not meet the statutory requirements are liable to be rejected.

8.2.2. Conditional bids/offers will be summarily rejected.

## **8.3. Form of Bid:**

The Form of Bid shall be completed in all respects and duly signed and stamped by an authorized representative of the Bidder.

## **8.4. Duration of Contract: - Three Years**

The contract shall be initially for 24 months and NABFINS Limited reserves the right to curtail or to extend the validity of contract on the same terms & conditions for such period as may be agreed to but not beyond five (03) years. However, if for any reason the contract is terminated by any of the parties, the contractor shall provide his services till NABFINS Limited makes another or alternate arrangement.

## **8.5. Bid Security:**

8.5.1. Any Tender not accompanied by **Bid Security / EMD of Rs. 25,000/-** shall be rejected.

8.5.2. Bid securities of the unsuccessful bidders will be returned to them at the earliest after expiry of the final bid validity including extension of validity, if any, and latest on or before the 30th day after the award of the contract. No interest shall be payable on the same.

8.5.3. Bid Security shall be forfeited if the bidder withdraws his bid during the period of Tender validity.

8.5.4. Bid Security shall be forfeited if the successful bidder refuses or neglects to execute the Contract or fails to deposit the security deposit within the time frame specified i.e. within a fortnight of award of contract which can be extended by NABFINS Limited up to a maximum of further two weeks on the written request of successful bidder.

## **8.6. Format and Signing of Bid:-**

8.6.1. The bid shall contain no alterations, omissions or additions except to correct errors made by the bidder, in which case such corrections shall be initialed/signed and dated by the person or persons signing the bid.

## 9. Submission of Bids: -

**9.1** The Agency should submit its bid in two parts. Each part should be submitted in a separate sealed cover as under: -

**(i)** Bid Guarantee (**Earnest Money**) should be placed in a separate cover and it should included the technical bid cover which super scribed “BID GUARANTEE FOR AWARD OF CONTRACT FOR PROVIDING SECURITY SERVICES”-

Technical Bid should be placed in a separate cover duly super scribed “TECHNICAL BID FOR PROVIDING SECURITY SERVICES”- (**Annexures I to VIII**)

Pre Contract-Integrity Pact- (**Annexure VIII**) subscribed as “INTEGRITY PACT”.

The sealed cover of **Technical Bid** should consist of the following documents: -

- (a) Self-attested copy of PAN No. card under Income Tax Act;
- (b) Self-attested copy of Goods and Service Tax Registration Number;
- (c) ) Self attested copy of Valid Registration No. of the Agency/Firm/Company;
- (d) Self-attested copy of Certificate of Registration under Contract Labor (Regulation& Abolition) Act1970.
- (e) Self-attested copy of valid Provident Fund Registration Number;
- (f) Self-attested copy of valid ESI Registration Number;
- (g) Proof of average Annual Turnover as stated in Clause 2.1 supported by audited Balance Sheets/ certification of Chartered Accountant for last three years.
- (h) Proof of experience as stated in Clause 2.2. Supported by documents from the concerned organizations.
- (i) Duly filled and signed **Annexure-I to VIII**.
- (j) Documents in support of PSAR Act 2005 as mentioned in Clause 2.3 above.

Apart from the above, Tenderer shall implement Integrity Pact (IP) in the prescribed format in all phases of contract. **Annexure-VIII**

**(ii)** Price Bid should be placed in a sealed cover duly super scribed “PRICE BIDFOR PROVIDING SECURITY SERVICES”.- (**Annexure IX**)

Above two envelopes should be placed in a big envelope, which shall form the main cover. This main cover must be super scribed “TENDER FOR PROVIDING SECURITY SERVICES 2025”.

The last date for submission of duly filled in tender forms is 26<sup>th</sup> AUG 2025 17:30 hrs.

**9.2.** All the sealed covers shall be addressed to the **Deputy General Manager, NABFINS Limited, Head Office #3072, 14th Cross, K. R. Road, Banashankari 2nd Stage, Bengaluru - 560 070, Karnataka** and dropped in the Tender Box available at Head office.

9.3. The tender shall remain valid and open for acceptance for a period of 120 days from the last date of submission of tender/extended date if any.

## **10. Bids**

### **10.1 Bid Opening: -**

10.1.1. The Prequalification/ Technical Bids will be opened by a Tender Opening Committee in the presence of the Bidders or of their authorized representatives who choose to attend at the appointed place and time.

10.1.2. The bid of any bidder who has not complied with one or more of the conditions prescribed in the terms and conditions will be summarily rejected.

10.1.3. Conditional bids will also be summarily rejected.

10.1.4. Financial bids of only the technically qualified bidders will be opened for evaluation in the presence of qualified bidders or their authorized representatives who choose to attend at the appointed place and time.

### **10.2 Right to accept any Bid and to reject any or all Bids: -**

10.2.1. NABFINS Limited is not bound to accept the lowest or any bid and may at any time terminate the tendering process without assigning any reason.

10.2.2. NABFINS Limited may terminate the contract if it is found that the contractor is blacklisted during last 5 years by the any of the Govt. Departments/Institutions/Autonomous bodies/Local Bodies/Municipalities/Public Sector Undertakings, etc.

10.2.3. NABFINS Limited may terminate the contract in the event the successful bidder fails to furnish the Security Deposit / Performance Security or fails to execute the agreement within specified period.

10.2.4. The bids which are not in consonance of Central Minimum Wages Act and any other Labour laws will be treated as invalid.

## **11 Award of Contract: -**

11.1 NABFINS Limited will award the contract to the successful, evaluated bidder whose bid is responsive, eligible, qualified, and offers the lowest rate to perform the contract satisfactorily as per the terms and conditions in the bidding documents.

11.2 NABFINS Limited will communicate the successful bidder by electronic mail confirmed by letter transmitted by Registered post that his bid has been accepted. (Hereinafter and in the condition of contract called the "Letter of Award")

11.3 The successful bidder will be required to execute an agreement within a period of 2 weeks from the date of issue of Letter of Award until extended by the NABFINS Limited up to a maximum of another two weeks.

11.4 The successful bidder shall be required to furnish a Performance Security in the form of Security Deposit within 15 days of receipt of 'Letter of Award' for an amount of Rs.50,000/- in the form of an Account Payee Demand Draft/ or The EMD can also be deposited online to SBI Bank A/c No. 32635856611 ISFC code: SBIN0003286. Pay Order/Banker Cheque issued from any Nationalized /Commercial Bank., in favor of "NABFINS Limited". The successful bidder can also apportion the EMD towards the security deposit. The Performance Security / Security Deposit shall be returned within two months after the expiry of contract and completion of all contractual obligations. In case the contract period is extended further, the validity of Performance Security shall stand automatically extended.

11.5 Failure of the successful bidder to comply with the requirements of above clauses shall constitute sufficient grounds for the annulment of the award and forfeiture of Bid Security.

11.6 All the columns shall be clearly filled in ink legibly or typed. The bidder should quote the rates and amount tendered by him/ them in figures and as well as in words. Alterations, if any, unless legibly attested by the bidder shall disqualify the tender. The bidder shall take care that the rate and amount may be written in such a way that interpolation is not possible. No blanks should be left which would otherwise make the tender liable for rejection.

## **12 Terms & conditions**

12.1 Contractor shall provide **04 Security Guards** uniformed, **trained and certified** personnel round the clock, to NABFINS Limited for providing safety, monitoring and surveillance services at its properties. The agency will quote the rates per shift of eight hours per person per day. **In case of revision in wage structure of Guards (if any) by the Central Government, the incremental wages as applicable, will be payable on being claimed by the bidder.**

The strength of the Security Personnel can be increased or decreased at any stage depending upon the actual requirements by NABFINS Limited.

12.2. The security personnel provided shall be the employees of the Contractor and all statutory liabilities will be paid by the contractor such as ESI, PF, Workmen's Compensation Act, etc. The list of staff going to be deployed shall be made available to NABFINS Limited and if any change is required on part of NABFINS Limited, fresh list of staff shall be made available by the agency after each and every change.

12.3. Contractor / Agency should provide the Police verification certificate / Background Verification (BGV) of the personnel who will be deployed in the NABFINE premises.

12.4. The contractor shall abide by and comply with all the relevant laws and statutory requirements covered under various laws such as Minimum Wages Act, Contract Labor (Regulation and Abolition) Act 1970, EPF Act, ESI Act and various other Acts as applicable from

time to time with regard to the personnel engaged by the contractor for NABFINS Limited.

12.5. The antecedents of security staff deployed shall be verified by the bidder from local police authorities and an undertaking in this regard is to be submitted to NABFINS Limited.

12.6. The Contractor will maintain an attendance register in which day to day deployment of personnel will be entered. While raising the bill, the deployment particulars of the personnel engaged during each month, shift wise, should be shown. The register shall remain available round the clock for inspection by the authorized representatives of NABFINS Limited.

12.7. All liabilities arising out of accident or death while on duty shall be borne by the contractor.

12.8. Adequate supervision will be provided to ensure correct & effective performance of the security services as per para 12.15 of this document and in accordance with the assignment instructions agreed upon between the two parties. The security personnel shall ensure that there is no unidentified/unclaimed/suspicious objects/person in the buildings/premises. The vehicles that enter into the premises must be identified, noted in the register and parked at designated places. For any visitor/guest coming to office, the Security Guard may first check with NABFINS Limited Staff and then only allow the visitor inside. All the material moving inside or outside of NABFINS Limited must be accompanied by gate pass or a letter from NABFINS Limited, which may be filed for official purpose. No charity/sales etc. person or activity should be allowed inside NABFINS Limited without a written permission from NABFINS Staff. A separate ingress/egress register to be maintained to note the details of all contract workers entering and exiting the premises.

12.9. The contractor shall do and perform all such Security services, acts, matters and things connected with the administration, superintendence and conduct of the arrangements as per the directions enumerated herein and in accordance with such directions the authorized representatives of NABFINS Limited may issue from time to time and which have been mutually agreed upon between the two parties. The Security personnel shall also be familiar with covid-19 protocols and should attend to the same.

12.10. NABFINS Limited shall have the right, within reason, to have any person removed that is considered to be undesirable or otherwise and similarly Contractor reserves the right to change the staff with prior intimation to NABFINS Limited.

12.11. The contractor shall be responsible to protect all properties and equipment of the NABFINS entrusted to it.

12.12. The personnel engaged by the contractor shall be smartly dressed in neat and clean uniform and are required to display photo identity cards, failing which it will invite a penalty of Rs.500/- each occasion. The penalty on this account shall be deducted from the Contractor's bills.

12.12 NABFINS will have liberty to decide the duty and location of any guard.

12.13 The rates quoted should meet the Minimum Wages Rules and rates prescribed for Central sphere for Area 'B' for watch and ward (without arms) category.

**12.14 The personnel engaged should be of robust physique and project an image of utmost discipline. They should be preferably between the ages of 21 and 60 yrs. old but not more than 60 years in any case. NABFINS Limited shall have right to have any person removed in case the security personnel is not performing the job satisfactorily. The contractor shall have to arrange the suitable replacement in all such cases.**

12.15. The eight hours shift will normally commence from 1) 0600 hrs. up to 1400 hrs. 2) 1400 hrs. up to 2200 hrs. 3) 2200 hrs. upto 0600 hrs. But the timings of the shift are changeable and can be fixed by the NABFINS Limited from time to time depending upon the requirements. Prolonged duty hours (more than 8 hrs. at a stretch) shall not be allowed.

**No payment shall be made by NABFINS Limited for double duty, if any. A fine of Rs.500/- is liable in such cases from the Contractor's bill. Authorized Manager must organize surprise visits, at least 3 visits during day and 2 during nights (between 12 midnights and 04 am) every week, to check the alertness and attentiveness of the security guards. A separate register to this effect should be kept at the premises and produced for inspection by the authorized representatives of NABFINS Limited. Failure to carry out the minimum prescribed checks as above, will attract penalty of Rs. 500/- per missed visit. The above will be closely monitored through Closed Circuit Television (CCTV) and false claims will lead to immediate termination of contract.**

12.16. The security personnel deployed by the Contractor shall work under overall supervision & direction of the Administrative Officer, NABFINS Limited. They shall specify the services of guards to be obtained in each shift.

12.17 During the course of contract, if any contractor's personnel are found to be indulging in any corrupt practices or causing any loss of property in NABFINS Premises, NABFINS Limited shall be entitled to terminate the contract forthwith duly forfeiting the contractor's Performance Guarantee (Security Deposit).

12.18 NABFINS Limited shall not be responsible for providing residential accommodation to any of the employee of the contractor.

12.19 NABFINS Limited shall not be under any obligation for providing employment to any of the worker of the contractor after the expiry of the contract. NABFINS Limited does not recognize any employee employer relationship with any of the workers of the contractor.

12.20 In the event of any breach/violation or contravention of any terms and conditions contained herein by the Contractor, the Security Deposit/EMD of the Agency shall stand forfeited.

12.21 Any liability arising out of any litigation (including those in consumer courts) due to any act of contractor's personnel shall be directly borne by the contractor including all expenses/fines. The concerned contractor's personnel shall attend the court as and when required.

12.22 The Contractor / Agency shall comply with the provisions of "Prevention of Sexual Harassment of women at work place (Prevention, Prohibition and Redressal) Act, 2013".

a) The contractor Agency shall be solely responsible for full compliance with the provisions of the "Sexual Harassment of Women at Workplace (prevention prohibition and Redressal) Act 2013" in case of any complaint of sexual harassment against its employee within the premises of NABFINS Limited, the complaint will be filed before the internal complaints committee constituted by the contractor/ agency and the contractor/ agency shall ensure appropriate action under the said act in respect of the complaint.

b) Any complaint of sexual harassment from any aggrieved employee of the contractor against any employee of NABFINS Limited shall be taken cognizance of by the Head office Internal Complaints Committee constituted by NABFINS Limited.

c) The contractor shall be responsible for any monetary compensation that may need to be paid in case the incident involves the employees of the contractor, for instance any monetary relief to NABFINS Limited employee, if sexual violence by the employee of the contractor is proved.

d) The contractor shall be responsible for educating its employee about prevention of sexual harassment at workplace and related issues.

e) The contractor shall provide a complete and updated list of its employees who are deployed within NABFINS Limited premises.

**12.23 Requirement of Secrecy** - The Agency shall not disclose directly or indirectly any information, materials and details of NABFINS Limited infrastructure / systems/ equipment's etc., which may come to the possession or knowledge of the Agency during the course of discharging contractual obligations in connection with this agreement, to any third party and shall at all times hold the same in strictest confidence. The Agency shall treat the details of the contract as private and confidential, except to the extent necessary to carry out the obligations under it or to comply with applicable laws. The Agency shall not publish, permit to

be published, or disclose any particulars of the works in any trade or technical paper or elsewhere without the previous written consent of NABFINS Limited. The Agency shall indemnify NABFINS Limited for any loss suffered by the NABFINS Limited as a result of disclosure of any confidential information. Failure to observe the above shall be treated as breach of contract on the part of the Agency and the NABFINS Limited shall be entitled to claim damages and pursue legal remedies. The Agency shall take all appropriate actions with respect to its employees to ensure that the obligations of nondisclosure of confidential information under this agreement are fully satisfied. The Agency's obligations with respect to non-disclosure and confidentiality will survive the expiry or termination of this agreement for whatever reason.

12.24 The contractor/agency shall ensure that all persons employed by it, for the purposes for rendering the services required by NABFINS Limited, are insured with authorized insurance companies, for which no extra payment will be made by the NABFINS Limited. NABFINS Limited will not be liable for any damages/injuries to persons as a part of execution of this contract. The Agency shall be responsible for any injury or damages to any persons, animals or any other things and any claims made on account thereof.

### **13. Payment**

13.1. The payment would be made on monthly basis for actual shifts manned/operated by the personnel supplied by the contractor and based on the attendance sheets duly verified by the Administrative officer of NABFINS Limited, attested by other supporting documents. No other claim whatsoever shall be entertained by NABFINS Limited. The Contractor will ensure that workers engaged by him must receive their entitled wages on time. In view of this, the following procedure will be adopted.

- a) Contractor shall pay their entitled wages as per the payment of wages act 1936; It shall not be linked to the payment of the bill.
- b) Payment must be made by the service providers through ECS/NEFT/any other electronic payment system. Under no circumstances payments will be made in cash. To ensure this, service provider will get a Bank account opened for every engaged employee.
- c) In order to ensure that such employee get their entitled wages as per payment of wages act 1936, the following schedule will be adhered to:
- d) The service provider must ensure that entitled wages of the employee are credited to their Bank account on the payment day of the month. Service provider will not be given any relaxation in this matter.
- e) While submitting the bill for the next month, the service provider must file a certificate certifying the following along with paid challans/returns.

i) Wages of employees were credited to their Bank accounts on (date

ii) ESI Contribution relating to workers amounting to Rs. \_\_\_\_\_ was deposited on (date) (copy of the challan enclosed)

iii) EPF contribution relating to workers amounting to Rs. \_\_\_\_\_ was deposited on (date) (copy of the challan enclosed)

iv) He is complying with all statutory Labour Laws including Minimum Wage Act.

f) The service provider should submit the bill in accordance with the above time schedule. In case, he fails to submit the bill by 10<sup>th</sup> of the month, even then he has to make the payment to the employees on the last working day.

g) The contractor shall compulsorily issue the salary slip to every security guards & supervisors an indicative format is provided below:-

Name of Employee's Designation

Month No. of Days present:-

SALARY STATEMENT

ESI No.

Payable paid PF No.

BASIC DEDUCTIONS AMOUNT

BONUS EPF (%)

HRA ESI (%)

GRATUITY SECURITY DEPOSIT OTHERS

ALLOW. TOTAL DEDUCTION:

ADD. ALLOW/LATE DUTY

GROSS WAGES

OT

GROSS WAGES + OT DEDUCTIONS

(TAXES AND ANY OTHER CHARGES)

NET PAYABLE (Rs.)

13.2 Any damage or loss caused by contractor's persons to NABFINS Limited in whatever form would be recovered from the contractor.

13.3. NABFINS Limited will brief the contractor about the security perception and its sensitivity to the personnel to be deployed by the contractor under the contract prior to 2 to 3 days of commencement of the Contract and this period will not be counted as shift operated by

contractor's personnel for the purpose of payment under the contract.

#### 13.4

**(a)** In case any of contractor's personnel deployed under the contract fails to report in time and contractor is unable to provide suitable substitute in time for the same it will be treated as absence and penalty of Rs. 500/- per vacant point for shift shall be deducted from the contractors bill. The Guards deployed should not be frequently changed. They should be deployed for at least a **minimum of 3 months**. NABFINS Limited will penalize the Contractor in case of frequent changes up to an amount of **Rs 1000** per guard relieved before 3 months (**except on short leave up to a maximum of 5 days with appropriate replacement on not more than one such occasion during the 3 months**)

**(b)** In case any public complaint is received attributable to misconduct/misbehavior of contractor's personnel, & is assessed as true by NABFINS Limited, a penalty of Rs. 500/- for each such incident shall be levied and the same shall be deducted from contractor's bill, and subsequently security Guard found involved in the incident shall be removed from the Premises immediately.

**(c)** In case the contractor fails to commence/execute the work as stipulated in the agreement or gives unsatisfactory performance or does not meet the statutory requirements of the contract, NABFINS Limited reserves the right to impose the penalty as detailed below:-

i) 1% of annual cost of order/agreement per week, up to four weeks' delay.

ii) After four weeks delay, NABFINS Limited reserves the right to terminate the contract and the contract get this job carried out from other contractor(s) in open market. The difference if any will be recovered from the defaulter contractor and his earnest money/security deposit may also be forfeited.

13.5. If as a result of post payment audit any over payment is detected in respect of any work done by the agency or alleged to have done by the agency under the tender, it shall be recovered by NABFINS Limited from the agency.

#### **14. Force Majeure**

If at any time during the subsistence of the contract, either party is subject to force majeure, which can be termed as civil disturbance, riots, strikes, tempest, acts of God etc. which may prevent either party to discharge his obligation, the affected party shall promptly notify the other party about the happening of such an event. Neither party shall by reason of such event be entitled to terminate the contract in respect of such nonperformance of their obligations. The obligations under the contract shall be resumed as soon as practicable after the event has come to an end or ceased to exist. If the performance of any obligation under the contract is prevented or delayed by reason of the event beyond a period mutually agreed upon, if any, or 21 days, whichever is more, either party may at its option terminate the contract.

## **15. Obligations of the bidder/contractor:**

15.1 The contractor shall have his/her own Establishment/Setup/Mechanism, etc. at his/her own cost to ensure correct and satisfactory performance of his liabilities and responsibilities under the contract.

15.2. If the contractor is a Registered Company / partnership of two or more persons, all such persons shall be jointly and severally liable to NABFINS Limited for the fulfillment of the terms of the contract. Such persons shall designate one of them to act as authorized signatory with authority to sign. The Company / partnership shall not alter the authorized signatory without the approval of NABFINS Limited.

15.3 The contractor shall not engage any such sub-contractor or transfer the contract to any other person in any manner.

15.4 The contractor shall indemnify and hold NABFINS Limited harmless from and against all claims, damages, losses and expenses arising out of, or resulting from the works/services under the contract provided by the contractor.

15.5 The bidder should submit attested copy of registration under the Contract Labour (Regulation Abolition) Act 1970 of any other employer for whom the Security Agency is currently undertaking the work through contract Labour.

15.6. The security agency shall employ manpower from the category of Security Guards not above the age of 60 years and below 21 years of age. Manpower engaged should be trained for providing security services at their training establishment and proof/certificate regarding the training shall be submitted.

15.7 The contractor shall get guards and supervisors screened for visual, hearing, gross physical defects and contagious diseases and will provide a certificate to this effect. NABFINS Limited will be at liberty to get anybody re-examined in case of any doubt. Only physically fit personnel shall be deployed for duty. Violation in this regard is liable to be penalized.

15.8 The contractor shall ensure that Security staff engaged by the contractor do not take part in any staff union and association activities.

15.9 The contractor shall bear all the expenses incurred on the following items i.e. Provision of uniforms(including name badges, belt and shoes), torches and cells, lathis/ballams and other such gadgets to driver staff, security staff, stationary for writing duty charts and registers at security check points and records keeping as per requirements.

15.10 The bidder shall provide the copies of relevant records during the period of contract or

otherwise even after the contract is over whenever required by NABFINS Limited etc.

15.11 The bidder will have to enclose the proof/copies of the challans/Bank Account statements showing payment of statutory dues for the previous month along with monthly bills.

15.12 The bidder should have its own quick response team (with vehicle) in Bengaluru to deal with emergency situations.

15.13 The bidder shall ensure full compliance with tax laws of India with regard to this contract and shall be solely responsible for the same. The bidder shall submit copies of acknowledgements evidencing filing of returns every year and shall keep NABFINS limited fully indemnified against liability of tax, interest, penalty etc. of the contractor in respect thereof, which may arise. The contractor shall also comply with all applicable statutory liabilities such as labour laws etc.

15.14 Contractor and its staff shall take proper and reasonable precautions to prevent loss, destruction, waste or misuse the areas of the premises for which security will be provided.

15.15 The contractor shall have his own Establishment and Mechanism to provide periodic training of guards deployed, to ensure correct and satisfactory performance of his duties and responsibilities under the contract. A record of such training should be maintained in a register and available for inspection at all times. The training officer to meet the Admin in charge once in a fortnight and debrief on the training imparted.

15.16 That in the event of any loss occasioned to NABFINS Limited, as a result of any lapse on the part of the contractor as may be established after an enquiry conducted by NABFINS Limited, such loss will be made good from the amount payable to the contractor. The decision of NABFINS Limited in this regard will be final and binding on the agency.

15.17 The contractor shall ensure that its personnel do not at any time, without the consent of NABFINS Limited in writing, divulge or make known any trust, accounts matter or transaction undertaken or handled by NABFINS Limited and shall not disclose any information about the affairs of NABFINS Limited. This clause does not apply to the information, which becomes public knowledge.

15.18 Dispute Resolution

15.19 Any dispute and or conflict arising out of or relating to this contract will be resolved through joint discussion of the authorized representatives of the concerned parties. However, if the disputes are not resolved by joint discussions, then the matter will be referred for adjudication to a sole Arbitrator appointed by the Deputy General Manager, NABFINS Limited, Bengaluru.

15.20 The award of the sole Arbitrator shall be final and binding on all the parties. The arbitration proceedings shall be governed by Arbitration and Conciliation Act, 1996 as amended from time to time.

15.21 The cost of Arbitration shall be borne by the respective parties in equal proportions. During the pendency of the arbitration proceedings and subsistence of contract, the Contractor shall not be entitled to suspend the work/service to which the dispute relates on account of the arbitration and payment to the contractor shall continue to be made in terms of the contract. Arbitration proceedings will be held at Bengaluru only.

#### 15.22 Jurisdiction of Court

15.23 The Courts at Bengaluru shall have the exclusive jurisdiction to try all disputes, if any, arising out of this agreement between the parties.

**TENDER FORM FOR PROVIDING SECURITY SERVICES IN  
NABFINS Limited OFFICE**

1. Names, address of firm/Agency/  
Company and Telephone  
Numbers \_\_\_\_\_  
\_\_\_\_\_
2. Registration No. of the firm/Agency \_\_\_\_\_
3. Name, Designation, Address  
and Telephone No .of  
Authorized person \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
4. Please specify as to whether  
Tenderer is sole proprietor/ \_\_\_\_\_  
-
5. Partnership firm/Private or Limited  
Company \_\_\_\_\_
6. Name, Address and  
Telephone No. of Directors/partners \_\_\_\_\_  
\_\_\_\_\_
7. Copy of PAN card issued by  
Income Tax Department and  
Copy of previous Financial  
Year's Income Tax Return. \_\_\_\_\_  
\_\_\_\_\_
8. Provident Fund Account No. \_\_\_\_\_
9. ESI Code Number \_\_\_\_\_
10. License number under  
\_\_\_\_Contract Labour(R&A)  
Act1970 of the Employer

10. Details of Bid Security/Earnest Money deposit:

(a) Amount:

(b) Demand Draft/ Pay Order / Bankers Cheque No.

(c) Date of issue:

(d) Name of issuing Bank:

11. Any other information:

12. Declaration by the bidder:

This is to certify that I/We before signing this tender have read and fully understood all the terms and conditions contained herein and undertake myself/ourselves to abide by them.

**(Signature of the bidder)**  
**Name and Address (With seal)**

**SCOPE OF WORK OF THE SECURITY AGENCY**

The contractor shall have to provide round-the- clock security services in NABFINS Limited Office.

The agency shall ensure protection of the property of NABFINS Limited, prevent trespass with/without arms, perform watch and ward functions including night patrol on the various points and to prevent the entry of stray dogs and cattle and anti-social elements, unauthorized persons and vehicle inside NABFINS Limited Office.

**DUTIES AND RESPONSIBILITIES OF SECURITY STAFF**

1. The Security Agency will be responsible for overall security arrangements of NABFINS Limited Office covered in the contract.
2. Security Agency will ensure that all instructions of the NABFINS Limited are strictly followed and there is no lapse of any kind.
3. No items are allowed to be taken out without proper Gate Passes issued by the competent officers as laid down in the contract or authorized by NABFINS Limited for in-out movement of stores. The specimen signatures and telephone numbers of the above stated officers will be available with the Security personnel.
4. Deployment of Guards/Security Supervisors will be as per the instructions of the authorities of NABFINS Limited from time to time and the security agency will be responsible for their optimum utilization.
5. The Security Supervisor/Guard will also take rounds of all the important and sensitive points of the premises as specified by NABFINS Limited.
6. Security personnel shall also ensure door keeping duties. They should also be familiar with covid-19 protocols checks to be made accordingly.
7. The Guards on duty will also take care of vehicles, scooters/motorcycles/bicycles parked in the parking sites located within the premises.
8. Entry of the street-dogs and stray cattle into the premises is to be prevented. They should be at once driven out.
9. The Guards on patrol duty should take care of all the water taps, valves, water hydrants, etc. installed in the open all over the premises.

10. It should be ensured that flower plants, trees and grassy lawns are not damaged either by the staff or by the outsiders or by stray cattle.

11. The Security Guards/Supervisors should be trained to extinguish fire with the help of fire extinguishing cylinders and other firefighting material available on the spot. They will also help the firefighting staff in extinguishing the fire or in any other natural calamities.

12. In emergent situations, security staff/supervisor deployed shall also participate and they should be sensitized for their role in such situations.

13. The Security Supervisor/Guards are required to display mature behavior, especially towards female staff, female and elderly visitors.

14. The Security Guard on duty shall not leave the premises until his reliever reports for duty.

15. Any other duties/responsibilities assigned by NABFINS Limited may be incorporated in the agreement. The same shall also be binding on the contractor.

## ANNEXURE-III

## CHECK-LIST FOR PRE-QUALIFICATION BID FOR SECURITY SERVICES

| Sl. No. | Documents asked for                                                                                                                                                                                                                                                                                             | Page number at which No. document is placed |
|---------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------|
| 1       | Earnest money                                                                                                                                                                                                                                                                                                   |                                             |
| 2       | One self-attested recent passport size photograph of the Authorized person of the firm/agency, with name, designation address and office telephone numbers. If the bidder is a partnership firm/private or limited company, name designation, address and office telephone numbers of partners/ Directors also. |                                             |
| 3       | Undertaking on a letter head (as per format prescribed in <a href="#">Annexure-V</a> ).                                                                                                                                                                                                                         |                                             |
| 4       | Self-attested copy of the PAN card issued by the Income Tax Department with copy of Income-Tax Return of the last financial year.                                                                                                                                                                               |                                             |
| 5       | Self-attested copy of Goods and Service Tax Registration No.                                                                                                                                                                                                                                                    |                                             |
| 6       | Self-attested copy of valid Registration number of the firm/agency.                                                                                                                                                                                                                                             |                                             |
| 7       | Self-attested copy of the License under Contract Labour (R&A) Act 1970, of the employer for whom the Security Agency is currently undertaking the work.                                                                                                                                                         |                                             |
| 8       | Self-attested copy of valid Provident Fund Registration number.                                                                                                                                                                                                                                                 |                                             |
| 9       | Self-attested copy of valid ESI Registration No.                                                                                                                                                                                                                                                                |                                             |
| 10      | Proof of experiences of last three financial years as specified in clause 2.2 of the NIT along with satisfactory performance certificates from the concerned employers.                                                                                                                                         |                                             |
| 11      | Annual turnover of last three financial year duly certified by the Statutory Auditors.                                                                                                                                                                                                                          |                                             |
| 12      | Any other documents, if required.                                                                                                                                                                                                                                                                               |                                             |

Signature of the Bidder  
(Name and Address of the Bidder)  
Telephone No.

## Checklist for Technical Evaluation

| Sr.No | Information to be provided                                                                                         | To be filled by For office the Bidder | For Office Use |
|-------|--------------------------------------------------------------------------------------------------------------------|---------------------------------------|----------------|
| 1     | Annual Turnover (in Lakhs) for the last financial year duly certified by the Statutory Auditors <b>Para 2.1)</b>   |                                       |                |
| 2     | Experience of running Security services (in years) <b>(Para 2.2)</b>                                               |                                       |                |
| 3     | Manpower on roll                                                                                                   |                                       |                |
| 4     | <b>Valid</b> License under PSAR Act, 2005 <b>(Y/N)</b>                                                             |                                       |                |
| 5     | Details regarding Experience                                                                                       |                                       |                |
| 6     | Bank Opinion Report Attached (Y/N)                                                                                 |                                       |                |
| 7     | Training Infrastructure <b>(Para 2.4)</b><br>Address and available area of the training establishment if available |                                       |                |
| 8     | No of Supervisor staff and Trained Security /EX- Servicemen on roll                                                |                                       |                |
| 9     | Has your Company ever been Blacklisted? (Y/N) <b>(Para 10.2.2)</b>                                                 |                                       |                |
| 10    | EMD Attached <b>(Para 8.1.3) (Y/N)</b>                                                                             |                                       |                |
| 11    | Documents <b>(as under 15.5)</b> attached (Y/N)                                                                    |                                       |                |
| 12    | Quick Reaction Team <b>(para 15.12)</b> (Y/N) and details of the same                                              |                                       |                |
| 13    | Integrity Pact Submission (Y/S)                                                                                    |                                       |                |

**Note:** Photocopies of all necessary documents duly self-attested must be attached for verification of the information provided.

**Signature of the Bidder**  
**(Name and Address of the Bidder)**  
**Telephone No.**

**(TO BE TYPED ON A LETTER HEAD OF THE SECURITY AGENCY) UNDERTAKING**

To  
The Deputy General Manager  
NABFINS Limited  
Bengaluru  
**Subject: Tender for providing security services**

Sir/Madam,

1. I/We hereby agree to abide by all terms and conditions laid down in tender document.
2. This is to certify that I/We before signing this bid have read and fully understood all the terms, conditions and instructions contained therein and undertake myself/ourselves abide by the said terms and conditions.
3. I/We abide by the provisions of Central Minimum Wages Act, Contract Labor Act and other statutory provisions like Provident Fund Act, ESI Act, Bonus, Gratuity, Leave, Relieving Charges, Uniform and Allowance thereof and any other charges applicable from time to time. I/We will pay the wages to the personnel deployed as per Central Minimum Wages Act as amended by the Government from time to time and shall be fully responsible for any violation.
4. I/We shall provide security services through Security Guards, Security supervisors or Ex-Servicemen Guards as and when required.
5. I/We do hereby undertake that complete security of NABFINS Limited shall be ensured by our Security Agency, as well as any other assignment considered by NABFINS Limited.

**(Signature of the Bidder)**  
**Name and Address of the Bidder.**  
**Telephone No.**

## ANNEXURE-VI

### Client's Report

(On Client's Letter Head) Performance

Details of the Firm: M/s Located at:

|   |                                                                                                     |                                                  |
|---|-----------------------------------------------------------------------------------------------------|--------------------------------------------------|
| 1 | Work order/reference No.                                                                            |                                                  |
| 2 | Gross Value of the Contract(in Rupees)                                                              |                                                  |
| 3 | Date of commencement of Contract                                                                    |                                                  |
| 4 | Whether the Service carried out as per agreement and the scope of the work entered with the Firm    |                                                  |
| 5 | Reason for delay (if any)and whether any penalty/liquidated damage, if any, was imposed on the firm |                                                  |
| 6 | <b>Comments on capabilities of the firm (indicate grading)</b>                                      |                                                  |
| a | Quality of Security provided by the firm                                                            | Outstanding/Very Good/<br>good/Satisfactory/Poor |
| b | Technical proficiency/competence                                                                    | Outstanding/Very Good/<br>good/Satisfactory/Poor |
| c | Integrity and reliability of the partners/proprietors of the firm                                   | Outstanding/Very Good/<br>good/Satisfactory/Poor |
| d | Integrity and reliability of the Personnel deployed                                                 | Outstanding/Very Good/<br>good/Satisfactory/Poor |
| e | Dealings in the execution of the work, adherence to schedule and time                               | Outstanding/Very Good/<br>good/Satisfactory/Poor |
| 7 | Did the firm go for arbitration?                                                                    |                                                  |
| 8 | Any other information in your view will help us in making our decision.                             |                                                  |

Signature of the Reporting Officer Place

(Office

Seal) Place:

Date:

## ANNEXURE VII

## SCHEDULE OF EVENTS

|                                                                   |                                                                                                                                                                                                                                                                        |
|-------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Bid Document Availability                                         | Bidding document can be obtained from our office or can be downloaded from<br>Website: <a href="http://www.nabfins.org/tenders.aspx">http://www.nabfins.org/tenders.aspx</a><br>From : 23 <sup>rd</sup> September 2025<br>To : 08 <sup>th</sup> October 2025 , 1730hrs |
| Last date for request clarification (optional)                    | Upto 1730 hrs. on 7 <sup>th</sup> October 2025                                                                                                                                                                                                                         |
| Pre - bid Meeting for clarifications to queries raised (optional) | On :29 <sup>th</sup> September2025<br>At:15.30 Hrs<br>Venue: NABFINS Limited,HO, Bengaluru.                                                                                                                                                                            |
| Last date of submission of Tender                                 | Up to 17:30 Hrs.on 8 <sup>th</sup> October 2025                                                                                                                                                                                                                        |
| Opening of Technical Bids                                         | On 23 <sup>rd</sup> September 2025, at 16.00 Hrs<br>Authorized representatives of vendors may be present during opening of the Technical Bids. However Technical Bids would be opened even in the absence of any or all of the vendors' representatives.               |
| Opening of Commercial Bids                                        | On a subsequent date, which will be communicated to such bidders who qualify the Eligibility Criteria and Technical Bid.                                                                                                                                               |
| Contact Details                                                   |                                                                                                                                                                                                                                                                        |
| Address for Communication and submission of bid.                  | NABFINS Limited,<br>No.3072, 14 <sup>th</sup> cross,<br>K R Road, BSK 2 <sup>nd</sup> stage<br>Bengaluru-560070                                                                                                                                                        |
| Telephone                                                         | 080-26970500                                                                                                                                                                                                                                                           |

**Proforma of Integrity Pact**  
**On non-judicial stamp paper of ₹200**

Between

**NABFINS Limited (NABFINS)**

hereinafter referred to as “The Principal”

And

..... hereinafter referred to as “The Bidder/Contractor”

**Preamble**

The Principal intends to award, under laid down organizational procedures, contract/s for supply and installation of furniture to NABFINS Ltd. The Principal values full compliance with all relevant laws of the land, rules, regulation, and economic use of resources and of fairness /transparency in its relations with its Bidder(s) and/or Contractor(s).

In order to achieve these goals, the Principal will appoint Independent External Monitors (IEMs) who will monitor the tender process and the execution of the contract for compliance with the principles mentioned above.

**Section 1 - Commitments of the Principal**

(1) The Principal commits itself to take all measures necessary to prevent corruption and to observe the following principles:-

a. No employee of the Principal, personally or through family members, will in connection with the tender for, or the execution of a contract, demand, take a promise for or accept, for self or third person, any material or immaterial benefit which the person is not legally entitled to.

b. The Principal will, during the tender process treat all Bidder(s) with equity and reason. The Principal will, in particular, before and during the tender process, provide

to all Bidder(s) the same information and will not provide to any Bidder(s) confidential / additional information through which the Bidder(s) could obtain an advantage in relation to the tender process or the contract execution.

c. The Principal will exclude from the process all known prejudiced persons.

(2) If the Principal obtains information on the conduct of any of its employees, which is a criminal offence under the IPC/PC Act, or if there is a substantive suspicion in this regard, the Principal will inform the Chief Vigilance Officer and in addition can initiate disciplinary actions.

## Section 2 - Commitments of the Bidder(s)/Contractor(s)

(1) The Bidder(s) / Contractor(s) commit themselves to take all measures necessary to prevent corruption. The Bidder(s) / Contractor(s) commit themselves to observe the following principles during participation in the tender process and during the contract execution:

a. The Bidder(s) / Contractor(s) will not, directly or through any other person or firm, offer, promise or give to any of the Principal's employees involved in the tender process or the execution of the contract or to any third person any material or other benefit which he/she is not legally entitled to, in order to obtain in exchange any advantage of any kind whatsoever during the tender process or during the execution of the contract.

b. The Bidder(s)/Contractor(s) will not enter with other Bidders into any undisclosed agreement or understanding, whether formal or informal. This applies in particular to prices, specifications, certifications, subsidiary contracts, submission or non- submission of bids or any other actions to restrict competitiveness or to introduce cartelisation in the bidding process.

c. The Bidder(s)/Contractor(s) will not commit any offence under the relevant IPC/PC Act; further the Bidder(s) / Contractor(s) will not use improperly, for purposes of competition or personal gain, or pass on to others, any information or document provided by the Principal as part of the business relationship, regarding plans, technical proposals and business details, including information contained or transmitted electronically.

d. The Bidder(s)/Contractor(s) of foreign origin shall disclose the name and address of the Agents/representatives in India, if any. Similarly, the Bidder(s)/ Contractors(s) of Indian Nationality shall furnish the name and address of the foreign principals, if any.

e. The Bidder(s) /Contractor(s) will, when presenting their bid, disclose any and all payments made, is committed to or intends to make to agents, brokers or any other intermediaries in connection with the award of the contract.

f. Bidder(s) /Contractor(s) who have signed the Integrity Pact shall not approach the Courts while representing the matter to IEMs and shall wait for their decision in the matter.

(2) The Bidder(s) /Contractor(s) will not instigate third persons to commit offences outlined above or be an accessory to such offences.

## Section 3 - Disqualification from tender process and exclusion from future contracts

If the Bidder(s) /Contractor(s), before award or during execution has committed a transgression through a violation of Section 2, above or in any other form, which put their reliability or credibility in question, the Principal is entitled to disqualify the Bidder(s) /Contractor(s) from the tender process.

## Section 4 - Compensation for Damages

(1) If the Principal has disqualified the Bidder(s) from the tender process prior to the award according to Section 3, the Principal is entitled to demand and recover the damages equivalent to Earnest Money Deposit/Bid Security.

(2) If the Principal has terminated the contract according to Section 3, or if the Principal is entitled to terminate the contract according to Section 3, the Principal shall be entitled to demand and recover from the Contractor liquidated damages of the Contract value or the amount equivalent to Performance Bank Guarantee.

#### Section 5 - Previous transgression

(1) The Bidder declares that no previous transgressions occurred in the last three years with any other Company in any country conforming to the anti-corruption approach or with any Public Sector Enterprise in India that could justify his exclusion from the tender process.

(2) If the Bidder makes an incorrect statement on this subject, he can be disqualified from the tender process

#### Section 6 - Equal treatment of all Bidders / Contractors/ Subcontractors

(1) In case of Sub-contracting, the Principal Contractor shall take the responsibility of the adoption of Integrity Pact by the Sub-contractor.

(2) The Principal will enter into agreements with identical conditions as this one with all Bidders and Contractors

(3) The Principal will disqualify from the tender process all bidders who do not sign the Pact or violate its provisions.

#### Section 7 - Criminal charges against violating Bidders(s) / Contractor(s) / Subcontractor(s)

If the Principal obtains knowledge of conduct of a Bidder, Contractor or Subcontractor, or of an employee or a representative or an associate of a Bidder, Contractor or Subcontractor which constitutes corruption, or if the Principal has substantive suspicion in this regard, the Principal will inform the same to the Chief Vigilance Officer.

#### Section 8 - Independent External Monitor

(1) The Principal appoints competent and credible Independent External Monitor for this Pact after approval by Central Vigilance Commission. The task of the Monitor is to review independently and objectively, whether and to what extent the parties comply with the obligations under this agreement.

The Independent External Monitor (IEM) appointed for NABFINS is

**Shri Jagdeep Kumar Ghai**, P&TA, FS (Retd) Flat 1032, A Wing, Vanashree Society, Sector 58 A&B, Palm Beach Road, Nerul, Navi Mumbai, Maharashtra - 400 706 Email: [jkgghai@gmail.com](mailto:jkgghai@gmail.com)

(2) The Monitor is not subject to instructions by the representatives of the parties and performs his/her functions neutrally and independently. The Monitor would have access to all Contract documents, whenever required. It will be obligatory for him / her to treat the information and documents of the Bidders /Contractors as confidential. He / she reports to the Chairman, NABFINS.

(3) The Bidder(s)/Contractor(s) accepts that the Monitor has the right to access without restriction to all Project documentation of the Principal including that provided by the Contractor. The Contractor will also grant the Monitor, upon his/her request and demonstration of a valid interest, unrestricted and unconditional access to their project documentation. The same is applicable to Sub-contractors.

(4) The monitor is under contractual obligation to treat the information and documents of the Bidder(s)/ Contractor(s)/ Sub-contractor(s) with Confidentiality. The Monitor has also signed declarations on 'Non-disclosure of Confidential Information and of 'Absence of Conflict of Interest'. In case of any conflict of interest arising at a later date, the IEM shall inform Chairman, NABFINS and recuse himself/herself from that case.

(5) The Principal will provide to the Monitor sufficient information about all meetings among the parties related to the Project, provided such meetings could have an impact on the contractual relations between the Principal and the Contractor. The parties offer to the Monitor the option to participate in such meetings.

(6) As soon as the Monitor notices, or believes to notice, a violation of this agreement, he/she will so inform the Management of the Principal and request the Management to discontinue or take corrective action, or to take other relevant action. The monitor can in this regard submit non-binding recommendations. Beyond this, the Monitor has no right to demand from the parties that they act in a specific manner, refrain from action or tolerate action.

(7) The monitor will submit a written report the Chairman, NABFINS within 8 to 10 weeks from the date of reference or intimation to him by the Principal and, should the occasion arise, submit proposal for correcting problematic situations.

(8) If the Monitor has reported to the Chairman, NABFINS, a substantiated suspicion of an offence under relevant IPC/PC Act, and the Chairman NABFINS has not, within the reasonable time taken visible action to proceed against such offence or reported it to the Chief Vigilance Officer, the Monitor may also transmit this information directly to the Central Vigilance Commissioner.

(9) The word 'Monitor' would include both singular and plural.

## Section 9 - Pact Duration

This Pact begins when both parties have legally signed it. It expires for the Contractor 12 months after the last payment under the contract, and for all other Bidders 6 months after the contract has been awarded. Any violation of the same would entail disqualification of the bidders and exclusion from future business dealings.

If any claim is made/lodged during this time, the same shall be binding and continue to be valid despite the lapse of this pact as specified above, unless it is discharge/determined by the Chairman of NABFINS.

## Section 10 - Other provisions

(1) This agreement is subject of Indian Law, Place of performance and jurisdiction is the Head Office of the Principal, i.e. Bangalore.

(2) Changes and supplements as well as termination notices need to be made in writing. Side agreements have not been made by all partners or consortium members.

(3) Should one or several provisions of this agreement turn out to be invalid, the remainder of this agreement remains valid. In this case, the parties will strive to come to an agreement to their original intentions.

(4) Issues like Warranty/Guarantee etc. shall be outside the purview of IEMs.

(5) In the event of any contradiction between the Integrity Pact and its Annexure, if any, the Clause in the Integrity Pact will prevail.

(For & On behalf (For & on behalf of the Bidder/contractor) of the Principal)

(Office Seal) (Office Seal)

Place: Date:

**PRICE BID**  
**Tender for security services**  
**Rates for security guards**

(To be submitted separately in a sealed envelope indicating Price Bid)

| Sl. No | Particulars                                                                                                 | Security Guard | Total |
|--------|-------------------------------------------------------------------------------------------------------------|----------------|-------|
| 1      | Wages including VDA per guard per day #                                                                     |                | --    |
| 2      | Requirement of guards per day (24 hrs)<br>(1 <sup>st</sup> Shift, 2nd Shift, Night Shift and General Shift) | 4              |       |
| 3      | Days of duty                                                                                                | All days       | --    |
| 4      | Wages including VDA for all guards for a month ( assuming 30 days in a month)                               |                |       |
| 5      | Relieving charges for all guards for a month ( assuming 30 days in a month) #                               |                |       |
| 6      | Employer contribution to ESI for all guards per month #                                                     |                |       |
| 7      | Employer contribution to EPF for all guards per month #                                                     |                |       |
| 8      | Agency charges per month                                                                                    |                |       |
| 9      | Any Other charges ( Please specify )                                                                        |                |       |
| 10     | Taxes ( as applicable as on the date of submission)                                                         |                |       |
|        | <b>Grand Total</b><br>(Row4+5+6+7+8+9+10)                                                                   |                |       |

# The rates quoted should meet the Minimum Wages act.

(Signature of the Bidder)  
Name and Address of the Bidder.  
Dated:-

## NABFINS Limited

Bengaluru - 560070

### FORM OF AGREEMENT

THIS AGREEMENT is made on the \_\_\_\_\_ day \_\_\_\_\_ (Month) \_\_\_\_\_ (Year) Between NABFINS Limited through the Deputy General Manager, NABFINS Limited, Head Office, Bengaluru (hereinafter called “NABFINS Limited”) of the one part AND \_\_\_\_\_ (Name and address of the contractor) through Shri \_\_\_\_\_, authorized representative (hereinafter called “the contractor” which expression shall, unless excluded by or repugnant to the context, be deemed to include his successors, heirs, executors, administrators, representatives and assigns) of the other part for providing Security services to NABFINS Limited, Bengaluru for providing safety, monitoring and surveillance of their Office, premises at No.3072, 14<sup>th</sup> cross, K R Road, BSK 2<sup>nd</sup> stage Bengaluru -560070.

NOW THIS AGREEMENT WITNESSETH as follows:-

1. In this Agreement, words and expression shall have the same meanings as are respectively assigned to them in the Terms and Conditions of contract hereinafter referred to.

2. The following documents shall be deemed to form and be read and constructed as part of this Agreement, viz:

- a. Letter of acceptance of award of contract;
- b. Terms and Conditions;
- c. Notice inviting Tender and the terms and conditions contained in the Tender;
- d. Bill of Quantities;
- e. Scope of work;
- f. Addendums, if any; and
- g. Any other documents forming part of the contract.

3. In consideration of the payments to be made by NABFINS Limited, Bengaluru to the Contractor as hereinafter mentioned, the Contractor hereby covenants with NABFINS Limited, Bengaluru to execute and the Security services w.e.f. \_\_\_\_\_ as per the provisions of this Agreement and the tender document.

4. NABFINS Limited, Bengaluru. hereby covenants to pay the contractor in consideration of the execution and completion of the works/services as per this Agreement and tender document, the contract price of Rs. \_\_\_\_\_ (Rupees in words \_\_\_\_\_)

5. Being the sum stated in the letter of acceptance subject to such additions thereto or deductions therefrom as may be made under the provisions of the contract at the times in manner prescribed by the contract.

6. In case, any dispute or issue arises regarding the interpretation of any of the clauses of this agreement or of any of the documents prepared or to be prepared in this regard, the contents of the Tender Documents shall prevail over this agreement and /or any other document.

IN WITNESS WHEREOF the parties hereto have signed the Agreement the day and the year first above written.

|                                                                               |                                                                             |
|-------------------------------------------------------------------------------|-----------------------------------------------------------------------------|
| (Signature of the Bidder)<br>Name and Address of the Bidder.<br>Telephone No. | Signature of the Authorized Signatory of<br>NABFINS Limited.                |
| (Signature of Witness 1) Name<br>of the Witness: Address of the<br>Witness:   | (Signature of Witness 1) Name of<br>the Witness: Address of the<br>Witness: |
| (Signature of Witness 2) Name<br>of the Witness: Address of the<br>Witness:   | (Signature of Witness 2) Name of<br>the Witness: Address of the<br>Witness: |