

INDIAN INSTITUTE OF MANAGEMENT AMRITSAR

Punjab Institute of Technology Building,
Inside Government Polytechnic Campus,
Polytechnic Road PO: Chheharta, G.T. Road
Amritsar - 143105
Phone Number 0183- 2254538

NO: EST-II/S- /2018

Date: 27-09-2018

NOTICE INVITING TENDER FOR PROVIDING SECURITY SERVICES

- Nature of work : To provide Security services for Transit Campus, Hostels of IIM Amritsar at Punjab Institute of Technology Inside Government Polytechnic Compound Campus
- Earnest Money Deposit (EMD) : Rs.50,000/-
- Period : 12 Months
- Cost of Tender Schedule : Rs.1120/- (inclusive of GST)
- Last Date and Time for Receiving Tender documents : 22-10-2018, upto 3.00 PM
- Date and Time of Opening : 22-10-2018, at 4.00 PM
- Financial Bid (Envelope-3) : Will be intimated later on to the Qualified Contractors/Agency

Note:

EMD submitted by the successful bidder will be retained by the Institute as Security Deposit and the same will be refunded to the successful bidder, only on completion/termination of the contract after making required deductions, if any.

Certified that the tender document downloaded is replica of the document published by Indian Institute of Management Amritsar in its official website iimamritsar.ac.in and no alteration / addition has been made by me/us in the tender document.

]

Contractor

INDIAN INSTITUTE OF MANAGEMENT AMRITSAR

Indian Institute of Management Amritsar invites sealed tenders in two bid system (EMD & Tender Document cost, Technical Bid and Financial Bid) from Security Service providers who have at least 5 years of experience in providing security service to Central/State Govt./ educational institutions, public buildings, hotels and factories, on or before **22- 10-2018** (upto 3.00 PM).

1. Introduction

IIM Amritsar has started its first batch of Post Graduate Program (PGP) in Management from August, 2015. The institute has started functioning under the mentorship of Indian Institute of Management Kozhikode. IIM Amritsar is currently located within the transit campus of Government Polytechnic, Amritsar till it moves to its own campus (of approx. 61 acres) later.

The premises for which security service is required are (1) Transit Campus (2) Hostels

1.1 Transit Campus: The transit campus comprises of Administrative Office, Faculty Offices, Library and Classrooms. Total area = 1610 sq.m plus surrounding open space and garden area of around 300 Sq. M.

2. Nature and Scope of Work

2.1. Manning the transit campus, Hostels and surrounding areas of these locations including garden area round the clock (24 x 7 hours a week) by regulating, monitoring and recording the entry of all persons, materials and vehicles coming in and going out of the premises wherever necessary.

2.2. All the areas mentioned in 2.1 above are considered sensitive.

2.3. The security team should be cooperative, helpful and should create a sense of comfort for the Faculty and Staff members and visitors. They should conduct themselves in a professional manner while on duty.

2.4. Preventing unauthorized carrying in and out of any materials from the campus.

2.5. Maintaining logbook of events noticed or un-authorized materials found in possession while frisking of persons and vehicles of Facility management service providers and other persons notified by the officer in-charge at IIM Amritsar ensuring incoming / outgoing materials have been authorized by authorized signatory and have gate pass. Otherwise materials are neither allowed inside nor allowed to go out.

2.6. Maintenance of copy of all gate passes of material movements in appropriate files.

2.7. Admittance of personnel other than IIM Amritsar faculty and staff members and outsourced employees inside the building shall be at the discretion of the authorized officials of IIM Amritsar. The security officer / guard should ascertain the authorization of visitors, vendors and customers, etc. by telephonically calling the IIM officials for authorization for their entry.

- 2.8. Upon authorization, the security guard will request the above mentioned visitor to write his/her name with contact particulars and full address in the „Visitors Book“.
- 2.9. Excepting vehicles of the Institute and that of faculty and staff members, all vehicles coming to campus shall be entered in the book.
- 2.10. Vehicle speed inside the campus is restricted to 15 km / hr. Disciplinary action, in the form of not being allowed in the building thereafter, shall be taken against vehicles / drivers exceeding the speed limit.
- 2.11. Gate protocols for visiting dignitaries such as Govt. officials, distinguished guests of IIM Amritsar etc. shall be done with liaison officer as designated by the concerned representative.
- 2.12. Issuance of access card to the office complex after office hours and on holidays, at special request from IIM Amritsar officials, shall be done after capturing full particulars.
- 2.13. Round the clock (24 x 7 hours a week) monitoring of the Institute’s areas specified in para 2.1 above and taking immediate appropriate remedial action like personal inspection of the spot where there is any unusual movement or image noticed during monitoring and other related actions.
- 2.14. Drugs & Liquor are strictly prohibited inside the campus. The entire campus is declared as “**Smoking free zone**”. Strict disciplinary action will be initiated against offenders. The security personnel on duty should keep strict vigilance on that.
- 2.15. Reporting on malfunctions of IIM Amritsar assets, shortfalls noticed in facility management services or notice of untoward incidents to the officer-in-charge or the designated Helpdesk.
- 2.16. Answering all queries from visitors and telephone enquiries, especially during holidays.
- 2.17. Manning the vehicles parking area and safeguarding vehicles parked.
- 2.18. Managing fire-fighting equipment in an emergency during office and non-office hours.
- 2.19. Maintenance of complaint log book.
- 2.20. Switching off the lights in unoccupied areas
- 2.21. Frequent patrolling of the transit campus and Boys Hostel, especially during night times.
- 2.22. Safeguarding the assets of the Institute in the transit campus and hostels
- 2.23. Maintaining instructions register with details. The security guard on duty should, without fail, see this register and carry out instructions.
- 2.24. Stopping / monitoring of animals entering into campus, and hostels.

3. Service Equipment

The contractor should provide sufficient number of the following basic equipment required for the security staff deployed:

- 3.1. Batons (one number for each security staff)
- 3.2. Hand held search light/torch (one number for each security staff while on night duty)
- 3.3. Under-chassis inspection mirror – sufficient numbers
- 3.4. Metal detectors – sufficient numbers
- 3.5. First Aid Kit – three sets

4. Working Conditions

a) General

1. The Security Service is required to be carried out on all the days of month round the clock (24 x 7 hours a week).
2. Sufficient manpower is required to be provided to all areas of the Institute.
3. Strict discipline must be observed by the security personnel.
4. The security personnel put in duty must be provided with proper and full uniform to distinguish them from other staff.
5. The security personnel must be provided with identity card with the Institute's approval.
6. The supervisor under whom the security personnel work shall have to report daily to the concerned official of the Institute and take instructions.
7. The security personnel must be given one paid weekly off if he/she continuously works for six days in a week. Except for eligible weekly off days and 3 national holidays no payment will be made for non-working days. Proportionate deduction will be made if any item of work is not carried out on any day due to any reason.
8. The payment will be made after deducting necessary recoveries like Income Tax etc.

b) Qualification & experience required for Security staff

The personnel to be deployed by the bidder should meet the following requirements:

1. Should have passed at least Secondary School or equivalent exam
2. Should be between 24-45 years of age.
3. Should have at least 5 years' experience of the job in some vital institution
4. Should be medically fit for the job
5. Should have good working knowledge in handling of fire-fighting equipment with reasonable training and in basic operations of computer and electronic surveillance gadgets.
6. Should have good character
7. Should have been in the employment roll of the bidder for a minimum of one year before their deployment to the IIM Amritsar site. Proof towards this to be attached.
8. Should be able to read, write and speak in Hindi / English.
9. Should be young, having pleasing personality and should be smartly dressed (Uniform as approved by the IIM Amritsar).
10. Should have undergone training in self-defence and to attack, disarm, disable and capture any intruder.

c) Staff Discipline:

The Security personnel on duty should strictly adhere to the following disciplinary requirements:

1. Should be strictly in full security uniform with cap, shoes with socks, belt, security badge, name badge etc.
2. When the duty is over, should continue on duty in the duty place with full uniform till the next security guard comes in full uniform and takes charge.
3. Likewise, once taken charge of duty, should not leave the duty place except on an emergency, for which necessary permission should be obtained from the concerned official of IIM Amritsar. In that case, alternate security guard should be posted till the security guard who goes on emergency returns back or till the security guard of next duty takes charge, whichever is early.
4. Should possess torch while on night duty
5. Should not sleep during duty including night duty
6. Should not consume drugs & liquor nor come to duty with the influence of drugs liquor.
7. Should not smoke during duty.
8. Should not chit chat with any known/unknown person(s) during duty or with fellow security personnel on duty or with anybody on phone.
9. Non-obedience to any of the above conditions in the part of any security staff member will attract disciplinary action to be taken by the security agency, as recommended by the concerned official of IIM Amritsar. The disciplinary action may be in the form of wage-cut or suspension or dismissal from the job as deemed fit by the concerned official of IIM Amritsar

5. Working Hours Security Guards:

Shift-1	:	06.00 am to 02.00 pm
Shift-	:	02.00 pm to 10.00 pm
Shift-3	:	10.00 pm to 06.00 am

Security Supervisor:

Working hours for Security Supervisors should be in such a way that, they should be on duty during the time of change of shifts to monitor handing over and taking over of charge of Security Guards.

6. Anticipated No. of Security Personnel Required Per Day

Location	No. of Security Guards	No. of Security Supervisor	No. of Shifts	Total No. of Security Personnel
Transit Campus :				
a) Administrative Block/ School Block	3	-	3	9
b) Library	1	-	2	2
c) Hostel	1	-	3	3
Total Requirement of Security Personnel				14
Supervision *	1			1
Grand Total				15

* **Note:** The Security Supervisor should take care of frequent campus patrolling duty as well as surprise checking also.

7. Statutory Requirements

a) The contractor is responsible for meeting all the statutory requirements as per State/ Central Government rules such as implementing of the Minimum Wages Act, Workmen Compensation Act, EPF, ESI, Bonus Act etc. and should have proof for meeting these requirements. No additional payment shall be made by the Institute on any account. The Contractor should have registered with the following registration authorities by paying necessary fees, wherever required: -

- i. Registrar of Companies
- ii. Security Service License
- iii. Income Tax
- iv. EPF
- v. ESI
- vi. Special registration, if any, for security personnel employed by the contractor.
- vii. Any other registration which is required as per State / Central Government rules.

b) The contractor should produce proof for remittance of PF, ESI in each worker's name every month.

c) The contractor should issue ESI card to the security personnel.

d) The display board stating all details of the security persons, working time, name of the security supervisor etc. should be kept in the work place as per the labour act.

e) The contractor should have First-Aid box with necessary medicines etc. He should make necessary arrangements including care-taker for taking injured persons to clinic / Hospital in the event of emergencies.

8. Special Conditions

- a) The security service contractor should execute an agreement in the non-judicial stamp-incorporating the various terms and conditions.
- b) The contractor should make his own arrangements for providing all the service equipment required for the work.
- c) If the contractor's performance is not satisfactory, the contract shall be terminated by giving one month's notice.
- d) The contractor shall recoup to the employer the cost of any damage incurred by the contractor on account of any breach of the terms and conditions of the agreement.
- e) Attendance registers and the salary registers for the persons engaged for security service and other registers required as per acts and rules may be verified by any official of IIM Amritsar assigned for this purpose or other enforcing agencies during their inspection.
- f) Entire amount of the wages left out after deduction for statutory benefits should be paid in full to the persons engaged.
- g) Payment of wages to the security personnel must be made within ten days from receipt of payment for the bill submitted to the Institute. Payment of wages should be made in the presence of concerned official of IIM Amritsar. In the event of non-compliance of this condition, penalty will be imposed on the security agency. The penalty will be to the extent of deduction of 0.5% of the total monthly bill for each day of delay.
- h) A certificate for wages paid to the security personnel must be obtained from the official concerned and produced along with bills.
- i) The contractor should deploy the entire requirement of security guards and security supervisors for each of the duty as stated in Para 6 under "**Anticipated No. of Security Personnel Required Per Day**"
- j) The security personnel (security guards, security supervisors etc) deployed by the security agency are for all-purpose the employees of the security agency only and they cannot claim any of the privileges and benefits of the employees of the Institute. The security personnel shall have no claims directly or indirectly with regard to the employment and service conditions and any other benefits available to the employees of the Institute.
- k) The security supervisor must be provided with mobile phone and the mobile number must be given to the concerned official of IIM Amritsar. The security supervisor will also take care of frequent patrolling of the transit campus, Hostels, both during day time as well as during night time and also should do surprise checking also.
- l) The contractor must submit a report on Monday of every week giving details of the incidents happened during the past 7 days along with a detailed duty allocation chart for the next seven days. If Monday happens to be a holiday to the Institute the report must be submitted on the next working day. The above details should be submitted in duplicate – one copy to the concerned official and another copy to the Nominated Officer.
- (m) The successful Contractor will be required to submit a performance security in the form of a bank guarantee @ 10% of the accepted/agreed value within one month from the date of acceptance.

9. Eligibility Criteria: Contractors who fulfil the following criteria are eligible to submit tender.

- a) The contractor should have at least 5 years of experience in providing security service to educational institutions, public buildings, hotels and factories.
- b) Experience in having successfully completed security service contract undertaken as follows during the last 5 years from the last date prescribed for submitting the tender:

- i. Three similar completed services contract (at least one of them should be for Central/ State Government or Central / State Autonomous Bodies / Public Sector Undertaking) each billing not less than Rs.6 lakhs per year

OR

- ii. Two similar completed services (at least one of them should be for Central / State Government or Central / State Autonomous Bodies / Public Sector Undertaking) each billing not less than Rs.7.5 lakhs per year

OR

- iii. One similar completed service which should be Central/State Govt. or Central/State Autonomous Bodies/Public Sector Undertaking) billing not less than Rs. 12 lakhs per year

Note :

- Similar service under this clause means security service carried out to educational institutions, public buildings, hotels and factories.
- Billing of service for this clause shall mean bill for one year of service carried out under single contract.
- The date of starting and completion of the service should be indicated in the completion certificate.

- d) Should not have incurred any loss in more than two years during the last five years ending 31.03.2018. Copy of Audited Statements of Accounts for the last five financial years should be enclosed.

- e) Should have a solvency of Rs.5 lakhs certified by the bankers of the applicant

- f) The contractor should fulfil all the statutory requirements as per state/central Government rules such as to implement Minimum Wages Act, Workmen Compensation Act, EPF, ESI, Bonus Act etc. and should enclose proof for meeting these requirements.

- g) The contractor should have registered with the following registration authorities by paying necessary fees, wherever required:

- i. Registrar of Companies

- ii. Security Service License

- iv. Income Tax

- v. EPF

- v. ESI

- vi. Special registration, if any for security personnel employed by the contractor.

- vi. Any other registration which is required as per State / Central Government rules.

10. Processing of Tender (Applications)

- a) Applications received within the stipulated deadline containing EMD, cost of tender documents and the tender documents along with all the required enclosures only will be taken for consideration.

- b) Such of the applicants who satisfy the requirements as stated in (a.) above will be shortlisted for further consideration based on the eligibility criteria stipulated at clause 9.

- c) Only the pre-qualified applications will be taken up for evaluation

- d) The IIM Amritsar reserves the right to restrict the list of pre-qualified contractors to any number deemed suitable by it.

Method of selection:

1. Stage I – Technical Evaluation (Technical Bid)
2. Stage II – Financial Evaluation (Financial Bid)

11. Technical Evaluation (Technical Bid)

- a) The applicant should have sufficient number of employees for proper execution of the contract. The applicant should submit a list of his employees stating clearly how they would be involved in this work.
- b) The applicant should attach self-attested copies of performance certificates by previous client(s) in respect of completed service(s). For ongoing service(s), certificate(s) obtained from the concerned officer of the client(s) in sealed covers should be attached.
- c) The applicant should be financially sound. Copy of audited statements of accounts for the last three financial years should be enclosed.
- d) The applicant should have satisfied all the statutory requirements.

Even though an applicant may satisfy the above requirements, he would be liable to disqualification if he has:

- a. Made misleading or false representation or deliberately suppressed the information in the forms, statements and enclosures required in the qualification document.
- b. Record of poor performance such as, abandoning work, not properly completing the contract, or financial failures / weakness etc.

12. Financial Evaluation (Financial Bid)

The Financial Bid (Tender) should be submitted strictly in the prescribed Format – „FINANCIAL BID“ given in the last page of this document. Financial bids which are not submitted in the prescribed format will be summarily rejected. The Financial Bid should clearly contain the following details:

- a) Full break up of Daily wage and other statutory benefits quoted
- b) Total Monthly Wages for the security personnel mentioned under Para-6 (Anticipated No. of Security Personnel Required per Day) for the security service to be rendered by the security agency.
- c) Percentage of Fees for the Agency (Profit Margin) over the Total Monthly Wages quoted in (b) above.

The Financial Bid (Tender) of the applicants who have not been qualified in the Technical Bid shall not be considered. Only technically qualified tenders will be opened on the date and time to be intimated, in the presence of the technically qualified tenderers or their authorized representatives who may be present.

13. Instructions for Submission of the Tender:

Contractors are required to submit the Technical Bid and Financial Bid in the following manner:

- a) Desirous contractors may download prescribed applications from the official website of IIM Amritsar www.iimamritsar.ac.in
- b) The tenders should be accompanied by two crossed Demand Drafts – one for an amount of Rs.50,000/- towards Earnest Money Deposit (EMD) and another for Rs.1120/- inclusive of GST towards the Cost of Tender Documents both drawn in favour of IIM Amritsar and payable at . Tender documents received without EMD and Cost of Tender Documents shall be summarily rejected.
- c) The Tender should be submitted in three envelopes as detailed below:

(1) Envelope-1 – marked as „EMD & Cost of Tender Documents for Security Services at IIM Amritsar“ – This envelope shall contain the following:

- Two demand drafts – one for EMD and another for cost of tender documents as stated in (b) above.

(2) Envelope-2 – marked as „Technical Bid for Security Services at IIM Amritsar“ – This envelope shall contain the following:

- Various details regarding experience, financial standing etc. as detailed in enclosed Forms A to E-1.
- Letter of Transmittal as attached with the document
- Self-attested copies of the following:
 - i. Certificate of Incorporation
 - ii. Article/Memorandum of Association or Partnership Deed or an affidavit stating that it is a proprietary concern, as the case may be, of the Company/Firm/Agency.
 - iii. Security Service License of the Company/Firm/Agency
 - iv. PAN/GIR card of the Company/Firm/Agency
 - v. EPF Certificate of the Company/Firm/Agency
 - vi. ESI Certificate of the Company/Firm/Agency
 - vii. Special registration, if any, for security personnel employed by the contractor.
 - viii. Any other registration which is required as per State / Central Government rules.
 - ix. Experience Certificates, work orders etc.
 - x. IT returns filed by the Company/Firm/Agency for the last five financial years
 - xi. Audited balance sheet and profit & loss account statement of the company/Firm/Agency for the last five financial years.
 - xii. Tender document duly signed and stamped on all pages. At any point of time original documents may be asked for verification.
 - xiii. Registration certificate under GST.

(3) **Envelope-3** – marked as “Financial Bid for Security Services” – This envelope shall contain the Tender (Financial Bid) for the work.

(4) All the three envelopes shall be placed in an envelope written on the envelope as “Tender for Security Services at IIM Amritsar”.

- a) Director, IIM Kozhikode reserves the right to accept or reject any or all the tender offers without assigning any reason thereof.
- e) Completed “Qualification Documents” and Tenders should be submitted to the Nodal Officer at the following address on or before 22-10-2018 upto 1500 Hrs).

**Indian Institute of Management, Amritsar
Punjab Institute of Technology Building,
Inside Government Polytechnic Campus,
Polytechnic Road
PO: Chheharta,
G.T. Road
Amritsar - 143105
Phone Number 0183- 2254538**

Form – A

1. Financial Analysis

Details are to be furnished duly supported by figures in Balance Sheet / Profit and Loss a/c for the last five financial years duly certified by the chartered accountant, as submitted by the applicant to the Income-Tax Department (Copies to be attached).

Sl. No.	Details	Year ending 31 st March of				
		2014	2015	2016	2017	2018
1.	Gross annual turnover in security service provided					
2.	Profit (+) / Loss (-)					

2. Financial arrangement for carrying out the proposed work

3. Income Tax PAN Details

4. Details of Solvency certificate from Bankers of Applicant

Signature of Applicant (s)

Signature of Chartered Accountant with seal

Form – B

Additional Information for Completed Works

1. Name of work :

2. Location :

3. Client's Name and address :

4. Scope of work :

5. Details of equipment deployed :

6. Details of personnel deployed on the work :

7. Value of work :

Signature of Applicant(s)

Additional Information for Works under progress

1. Name of work :

2. Location :

3. Client's Name and address :

4. Scope of work :

5. Details of equipment deployed :

6. Details of personnel deployed on the work:

7. Value of work :

Signature of Applicant(s)

**Performance Report by the Clients for works referred to in Forms – B & C
(in a sealed envelope)**

1. Name of the work & Location :

2. Scope of work :

3. Agreement No. :

4. Tendered Cost :

5. Value of work done :

6. Date of Start :

7. Date of completion
 - a. Stipulated date of completion :
 - b. Actual date of completion :

8. Amount of compensation levied for delayed completion, if any :

9. Name and address with telephone no. of Officer to whom reference may be made :

10. Remarks (indicate whether any show cause notice issued or Arbitration initiated during the progress of work) :

10. Performance report based on Quality of work, time management and resourcefulness : Very Good / Good / Fair

Executive Engineer / Project Manager /Or Equivalent

Form – ‘E’

Structure and Organization

1. Name and address of the applicant :
2. Telephone No. / Fax No. / E-Mail address :
3. Legal Status (attach copies of original document defining the legal status) :
 - a) An individual
 - b) A Proprietary Firm
 - c) A Firm in Partnership
 - d) A Limited Company or Corporation
4. Particulars of registration with various Government bodies (attach attested photo-copy) :
 - a) Registration Number
 - b) Organization / Place of registration
5. Names and Titles of Directors and officers with designation to be concerned with this work with designation of individuals authorized to act for the organization.
6. Was the applicant ever required to suspend the security service for a period of more than six months continuously after the security service was commenced? If so, give the name of the project and give reasons thereof.
7. Has the applicant or any constituent partner in case of partnership firm, ever abandoned the awarded work before its completion?
8. Has the applicant or any constituent partner in case of partnership firm, ever been debarred / blacklisted for tendering in any organization at any time? If so, give details.
9. Has the applicant or any constituent partner in case of partnership firm, ever been convicted by a court of law? If so give details.
10. In which field of Security service, specialization and interest is
11. Any other information considered necessary but not included above

Signature of Applicant (s)

Form – ‘E-1’

Details of Key Technical and Administrative Personnel Employed by the Firm/Company

Sl No	Designation	Total No.	Names	Qualification	Professional Experience	Length of continuous service with the employer
1	2	3	4	5	6	7

Note: Additional information about technical personnel, if any, may be submitted on separate sheet

Signature of Applicant(s)

LETTER OF TRANSMITTAL

Date: __

To:

**The Director,
Indian Institute of Management, Amritsar
Punjab Institute of Technology Building,
Inside Government Polytechnic Campus,
Polytechnic Road, PO: Chheharta, G.T. Road
Amritsar - 143105**

Sub: Security Services for the Transit Campus and Hostels of IIM Amritsar for 12 months

Sir,

Having examined the details given in notice inviting qualification application and tender for the above work, I / we hereby submit the qualification application documents (Technical Bid) and the tender (Financial Bid) for the work duly filed.

1. I / we hereby certify that all the statements made and information supplied in the enclosed forms and accompanying statements are true and correct.
2. I / we have furnished all information and details necessary for deciding our eligibility to be qualified for taking part in the tendering process for the work. We have no further information to supply.
3. I / we submit the requisite solvency certificate and authorize the Director IIM Kozhikode or his authorized representative to approach the bank concerned to confirm the correctness of the certificate. I / we also authorize the Director, IIM Amritsar or his representative to approach individuals, firms and corporations to verify our competence and general reputation.
4. I / we submit the following certificates in support of our suitability, technical knowhow and capability for having successfully completed following works.

:

I am / we are aware that the tender documents (Financial bid) will not be opened if I am / we are not qualified to take part in the tendering process.

Seal of the Applicant

Date of submission

Signature(s) of the applicant(s)

FINANCIAL BID

1.	Nature of Security Service	To provide Security Services for Transit Campus , Hostels of IIM Amritsar at PIT Building Inside Government Polytechnic Compound, Amritsar.		
2.	Period of Service	12 months		
3.	No. of Security personnel to be engaged (including one supervisory staff per shift)	Security Guards	=	14
		Supervision *	=	01
		Total	=	15
4.	Wage Per Day Per Person (including statutory benefits with full break-up (Basic & VDA, ESI, EPF, Bonus Gratuity and others) (Minimum wages prescribed by the Minimum Wages Act of the Central Government should be protected. However, Bidders are at liberty to quote higher than the minimum wages.)	Detailed Break-up of Wages	Per Security Guard Rs.	Per Security Supervisor Rs.
		Basic Wages plus Variable Dearness Allowance (VDA)		
		Employees Provident Fund (EPF)		
		Employees State Insurance (ESI)		
		Bonus		
		Gratuity		
		Others:		
			Total	
	b. Monthly Wages Per Security Guard and Security Supervisor	Per Security Guard Rs.	Per Security Supervisor Rs.	
	c. Total Monthly Wages for 15 Security Personnel (Security Guards & Security Supervisors)	Rs.____		
5.	Percentage of Fees for the Agency (Profit Margin) over the Total Monthly Wages quoted in Item 4.c. above for providing Security service	_____ %		

I/We hereby undertake that the entire amount of wages left out after deduction for statutory benefits to the security personnel engaged will be paid to them in full.

Date:

NAME & SIGNATURE OF THE CONTRACTOR WITH

SEAL