

**THE STATE TRADING CORPORATION OF INDIA LIMITED**  
**(A GOVT. OF INDIA ENTERPRISE)**

**BHARATPUR HOUSE, CIVIL LINES, MG ROAD, AGRA-282002.**

**Telephone No. 0562-2529212, Fax: 0562-2850622.**

**Limited E-Tender Notice**

**NO: STC/AG/SECURITY/2019-2020/01**

**DATED: 04.06.2019**

**Sub:-Limited e-tender Notification for Security Services at The State Trading Corporation of India Limited, Bharatpur House, Civil Lines, MG Road, Agra-282002.**

**1. Request for Quotation (RFQ) :**

**STC** invites online bids (Limited e-Tender) under two bid system (Technical & Financial) from DGR sponsored security agencies for Security Services based on the terms & condition/instructions attached herewith.

The DGR sponsored agencies interested in responding to this RFQ must submit their bids online using e-Procurement portal of NIC ([eprocure.gov.in](http://eprocure.gov.in)) in the prescribed formats along with all necessary documents and information requested herein.

The date of uploading of Limited e Tender	- 06/06/2019
The start date of seeking the clarification	- 06/06/2019
The end date of seeking the clarification	- 07/06/2019
The start date of submitting the Limited e-Tender	- 07/06/2019
<b>The bids may be submitted latest by 03:00 PM On</b>	<b>- 12/06/2019</b>
The bid may be opened at 4.00PM on	- 14/06/2019

Financial bids for only those bidders will be opened who are declared qualified in technical evaluation. STC may seek any further clarification or documents as feel necessary but not obliged to do so.

All details regarding the subject RFQ are available on websites: [www.stclimited.co.in](http://www.stclimited.co.in) and [www.eprocure.gov.in/eprocure/app](http://www.eprocure.gov.in/eprocure/app). Any changes/modifications/corrigendum in connection with this RFQ will be intimated through one or more of these websites only. Prospective bidders are therefore, requested to visit above mentioned websites regularly to keep themselves updated. STC shall not be liable to send any individual information or issue a public notification.

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**02. Electronic Submission of Bids**

- i. Bids against this RFQ shall be received only electronically through the e-Procurement Portal of NIC ([eprocure.gov.in](http://eprocure.gov.in)). No bids shall be accepted in hard copy or in any other form.
- ii. For submission of e-bids, bidders are required to get themselves registered with [www.eprocure.gov.in/eprocure/app](http://www.eprocure.gov.in/eprocure/app) website using Digital Signature Certificate (DSC) essentially having signing certificate.
- iii. Bids should not contain any alterations/cuttings/mark of erasure etc. Such cuttings/alteration/mark of erasure etc. even if accompanied by signature shall be liable to be rejected on such grounds.
- iv. A bidder may modify, substitute or withdraw its e-bid after submission but before the last date and time of bid submission. No bids shall be modified, substituted or withdrawn by the bidder on or after the last date and time of bid submission.
- v. STC may ask the bidders to submit original of any / all the documents submitted as part of their bid anytime during the bid process.

**The bidders are required to upload soft copies of the following:**

- Technical Bid (prepared on Company's Letter head).
- Copy of PAN No. and GST No.
- Sponsorship and Registration Certificate provided by the D.G.R., New Delhi.
- Certificate/undertaking that the firm has not been blacklisted/debarred by any Govt. Department.
- Complete tender document (Page 1- 7) duly signed and stamped on each page by the bidder in token of having understood and agreed to the terms and conditions mentioned.
- Financial Bid (prepared on Company's Letter head ).
- A copy of Identity Card issued by HQ Command/RSB/ZSB.
- Provide by hand Three colour passport size photographs (with 80% face ) of each security guard duly self- attested .
- Copy of required Experience Certificate (Satisfactory Completion Certificate) .
- For any queries relating to the process of online bid submission or queries relating to CPP Portal ([eprocure.gov.in](http://eprocure.gov.in)), Bidder may contact CPP Portal Helpdesk of Tel No's: 0120-4200462, 0120-4001002, 0120-4001005, 0120-6277787, E-Mail: [support-eproc\[at\]nic\[dot\]in](mailto:support-eproc[at]nic[dot]in).

**03. Bid Details**

Bidders are required to furnish the rates including all taxes etc., strictly in the prescribed Proforma of Financial bid. Financial bid shall contain price only and no other documents shall be enclosed with the financial bid.

**04. Scope of Work: (As per Annexure-A)**

**05. Location**

Security service, are to be provided at the following office:-

**BHARATPUR HOUSE, CIVIL LINES, MG ROAD, AGRA-282002.**

**06. Deployment**

The present requirement is for 2 (two) Security Guards (without arms) to be deployed at The State Trading Corporation of India Limited, Bharatpur House, Civil Lines, MG Road, Agra. Two security guards each for 8 hours duty as under:-

1. First guard duty - 18:00 hours to 02:00 hours
2. Second guard duty - 02:00 hours to 10:00 hours

**07. Wages**

The STC will pay wages to the security guards deployed for the jobs as per guidelines of DGR, Ministry of Defence, Government of India, New Delhi. The rates will be offered to the DGR sponsored security agencies as notified by the DGR, New Delhi from time to time.

**08. Validity**

The validity of this contract will be for a period of one year from date of commencement & extendable as notified by the DGR as per Limited Tender norms at the sole discretion of STC on the same rates and terms and conditions, from the date of award of contract subject to satisfactory performance of the obligations under the contract by the contractor. However, if the performance is not found to be satisfactory during the contract period, the contract can be terminated at any time by serving one month's notice in writing. Even otherwise minimum one month's notice is required for of the contract from either side. In case of notice of termination given by the DGR sponsored security agency. STC will try to make efforts to appoint a new contractor within the notice period.

In case STC is unable to appoint a new contractor during the notice period, the contractor will be required to continue with the job till such time new arrangement is made.

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**09. Escalation**

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No escalation in cost will be permitted after the submission of the tenders during the currency or extended period of the contract except any such increase notified by DGR, New Delhi.

#### 10. Documents Verification

The original of all documents attached with the tender will have to be submitted for verification before the award of the contract.

#### 11. General Terms and Conditions

- i) The successful Bidder shall issue proper appointment letter to the personnel employed by him with copy thereof furnished to STC. Security Guards should be of strong healthy physique and below 50 years of age. All guards should be ex-servicemen and drawn from combatant group.
- ii) The DGR sponsored security agencies shall not engage any such sub-agency or transfer the contract to any other person in any manner.
- iii) The successful Bidder shall provide uniform and Identity cards to all personnel at his own cost and expense and also to provide for welfare, health and all other facilities as required under the Contract labour Regulation & Abolition Act, 1970 and rules framed there under. **Torches with batteries whistle and batons (lathis) should be provided to the guards on duty at no cost to the Corporation.** The successful tenderer shall provide the list of Security personnel along with their permanent and present address, photographs and discharge certificates. Character verification of all personnel should also be done by him from police at his own cost and the certificates issued by police to the effect be submitted to STC before deployment.
- iv) The successful tenderer shall abide by all laws, rules of DGR, New Delhi regulation and statutory requirements, such as wage rate approved by DGR, PF & ESI Acts, Shop's and Establishments Act, Contract Labour (Regulation & Abolition) Act, 1970, Workmen's Compensation Act and any other labour laws in force from time to time The EPF registration number of all DGR sponsored security guards deployed shall be submitted to STC before deployment.
- v) The successful tenderer shall make regular and full payment of wages at rates not less than the rates approved by DGR, New Delhi through NEFT/RTGS to the security guards' account on or before the 7<sup>th</sup> of each month irrespective of whether he has received payment from STC against his bills by that date or not and will submit documentary proof ( copy of payment through NEFT/RTGS ) to STC to this effect.

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- vi)** STC shall make regular and full payment of wages at rates not less than the rates approved by DGR New Delhi through NEFT/RTGS to the sponsored agency's account with 15 days from the date of submission of complete wages bill. The relevant documents of the bill duly signed and stamped on each page.  
In no case the cash disbursement of wages to security guards will be allowed.
- vii)** In case of any dispute about the interpretation of any clause, the decision of STC shall be final and binding on all parties.
- viii)** The security personnel should be reasonably educated, polite, courteous and well behaved and must have good moral character. They should be deployed by the security agency only after they are found medically fit for performance of their duties.
- ix)** In case of any loss, damages caused to the property of the STC/employees and business visitors due to negligence on the part of Security personnel the successful tenderer shall be fully responsible and liable for making good such loss/damages as may be decided by the STC. STC's decision in this regard including amount of such loss/damages for recovery shall be final conclusive and binding on the contractor.
- x)** The successful tenderer shall be responsible for safety and security of all the items/property/equipment's, etc. belonging to STC of India Limited, Bharatpur House, Civil Lines, MG Road, Agra in case of any loss or damage the tenderer shall have to compensate for the same.
- xi)** The Corporation shall reserve the right to recover from the successful tenderer or deduct such amount from his monthly bills, in-case the Corporation is put to any financial loss of any nature, whatsoever directly or indirectly by the action of any of the tenderer's employees.
- xii)** As per Govt. of India, Ministry of Defence (Department of Ex-servicemen Welfare ) office Memorandum, New Delhi dated 09 July,2012, the DGR sponsored ESM are not required to deposit Earnest Money (EMD). However, the ESM may be deposited Contract Performance Guarantee (CPG) or Bank Guarantee up to a maximum limit not exceeding 10 percent of One month's wage bill. The CPG will be deducted from the ESM's Monthly service charges in instalments as mutually agreed by the ESM and the Principal Employer.
- xiii)** The successful tenderer's representative shall maintain daily record of attendance of deployed employees and submit the report of the same to the authorized Manager of STC.

All security personnel must sign in the attendance record personally which should be submitted along with their monthly bills failing which the bills shall not be processed for payment. The authorized Manager of STC shall countersign the attendance register of each day in proof of his having checked the attendance on that date.

Security guards on duty will have to put their signature in the register maintained for the purpose in GAD of this office.

- xiv)** The successful tenderer shall comply with all instructions given by the authorized Manager of the STC from time to time. The STC shall conduct surprise checks of the Security personnel deployed at any time, and the successful tenderer shall facilitate this check.
- xv)** The successful tenderer shall attend all complaints of the authorized Managers of the STC and take appropriate action at the earliest. He will also be required to take disciplinary action against any personnel for any type of misconduct or lapses.
- xvi)** The successful tenderer shall ensure full discipline.
- xvii)** The deployment of security personnel in the premises will be made only after getting clearance from the respective Managers. In case, any Guard is not found suitable for the work, the successful tenderer shall remove the Guard as per instructions of the authorized Managers and provide replacement of such guard. In case, the tenderer fails to transfer/remove the unfit security personnel from the premises, action will be taken against the tenderer as decided by the authorized Managers.
- xviii)** The successful tenderer will ensure that no double duties are allowed. A Guard will be allowed **only one shift of 8 hours in a day**. No payment shall be made for double duties.
- xix)** Only the Guards on duty should remain in the Building and no unwanted or unauthorized person should remain/stay in the Building at any time. No Guard will be allowed to cook food while on duty or off duty.
- xx)** GST payable under this tender shall be reimbursed to the tenderer furnishing a copy of the challan (s) evidencing deposit with the concerned statutory authorities.
- xxi)** The contractor shall submit copies of challans of payments made to authorities for payment of PF and ESI contributions every month for our record.
- xxii)** The Successful tenderer shall produce Form V for countersigned/certification within one month from the date of award of contract for obtaining a license from the Labour Commissioner in respect of personnel deployed for STC, failing which the contract shall be terminated by the STC.
- xxiii)** The contract shall stand terminated :
  - (a) With immediate effect in case of any negligence or violation of tender terms on the part of the tenderer and/or
  - (b) After expiry of one month's notice period by STC for reason other than (a) above.

- xxiv) In case of mishap with any of the employee of the successful tenderer, the tenderer would be solely responsible for any sort of compensation.
- xxv) Each and every page of tender document must be duly signed and stamped by the tenderer as a token of his/their acceptance of the Terms & Conditions mentioned in the Tender Documents.
- xxvi) The documents as mentioned at Sl. No.02 must be submitted with the technical bid. Failure to submit all the required documents or submission of incomplete document will render the quotation liable to rejection.
- xxvii) In case the selected party backs out to the contract midstream or does not provide service to the full satisfaction of STC, the security deposit shall stand forfeited.
- xxviii) Information relating to evaluation of bids and recommendations concerning awards shall not be disclosed to the DGR sponsored agencies submitting the offers or to other persons not officially concerned with the process, until the contract is entered into with the selected bidder.

## **12. Indemnity Clause**

The Contractor shall at all times indemnify and keep STC indemnified against any claims in respect of any damages or compensation payable in consequences of any accident or injury sustained or suffered by its employees/workmen or by any other third Party resulting from or by any action, omission or operation

conducted by or on behalf of the DGR sponsored security agency.

The DGR sponsored security agency, shall at all times indemnify and keep STC, indemnified against any and all claims by workmen etc. employed engaged or otherwise working for the sponsored security agency, in respect of wages, salaries, remuneration, compensation or the like.

All claims regarding indemnity shall survive the termination or expiry of the Contract and shall be recoverable from Security Deposit in addition to any other means.

## **13. Right To Accept Any Bid And To Reject Any Or All Bids**

STC reserves the right to accept or reject any bid, and/or annul the bidding process and reject all bids, at any time prior to award of contract, without thereby incurring any liability from the affected bidder or bidders nor shall STC have any obligation to inform the affected bidder or bidders of the grounds for STC's action.

## **14. Jurisdiction**

The Courts at Agra shall have exclusive jurisdiction to try all disputes, if any, arising under or in connection with this Tender Documents.

**(M.B. CHIITTORIA)**  
**BRANCH MANAGER**

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## **Annexure-A**

### **SCOPE OF WORK TO BE ATTENDED BY SECURITY TENDERER**

1. To check all out-going items of office equipment and other articles and not allow, exit of any item/articles belonging to STC without proper authority/ challan to be issued by STC.
2. To check all Gate Passes and keep record for security as and when required.
3. To keep watch on all the incoming and outgoing persons and to check that no undesirable person enters in the STC's premises.
4. To maintain order and peace in the premises.
5. To check Identity Cards and Admission passes, if any.
6. To report any unusual occurrence, if any, to the Management/Authorized person immediately which may be at any time of the day or night. They should also ensure that only authorized vehicles enter the premises and to ensure that such vehicles are not parked haphazardly.
7. To bring to the notice or Management any emergency due to fire or any other cause in the premises and effectively to assist in such operation at any time of the day or night. In this connection, the Agency should also be responsible to contact the Management/Authorized person and their own Control Room to manage such eventuality by calling for more personnel, if required, for the operation.
8. To ensure that all the doors, windows and locks are properly closed and locked after office hours.
9. To ensure that all power/light switches are switched off in the whole office while the office is closed. The main switches should be switched off.
10. To bring to the notice of the Management any suspicious activity noted either during the office or after working hours and take appropriate action and inform the Management/Authorized person or their own Control Room.
11. The DGR Security staff will ensure that all visitors fill all the columns in the Register at the Reception properly and sign the Register before they are allowed to proceed to meet the Manager(s) concerned.
12. The DGR Security staff should be well experienced and trained with the operation of latest security devices/equipment.
13. The agency should have all the requisite qualification, experience, registrations, etc. as applicable by law in UP /India.

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**UNDERTAKING**

I/WE

.....

....., DO HEREBY UNDERTAKE

AND DECLARE

1. THAT I AM THE PROPRIETOR/DIRECTOR OF M/S.....  
ADDRESS.....

.....

2. AND THAT THE M/S .....HAS NOT BEEN  
DEBARRED/BLACKLISTED BY ANY GOVERNMENT DEPARTMENT OR PSU'S AND/  
OR ANY OTHER DESIGNATED/NOMINATED AGENCY FOR ANY REASON.

PROPRIETOR/ DIRECTOR  
SEAL OF THE COMPANY

**Quotation for Security work at**  
**The State Trading Corporation of India Limited,**  
**Bharatpur House, Civil Lines, MG Road, Agra-282002.**

**PART-A: TECHNICAL BID**

The Branch Manager,  
STC of India Limited,  
Bharatpur House Civil Lines, M.G. Road,  
Agra-282002.

Sir,

With reference to your Tender NO: STC/AG/SECURITY/2019-2020/01 Dt.: 04.06.2019, we submit below our Technical bid in response to the same.

1. Organization's Information:

Organizations'

Name: \_\_\_\_\_

Office Address : \_\_\_\_\_

\_\_\_\_\_

Telephone : \_\_\_\_\_ Fax: \_\_\_\_\_

Email : \_\_\_\_\_

Contact Person Name & Cell No. : \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Main line of Business: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**2. We are enclosing the following:**

<b>Sl. No.</b>	<b>Documents</b>	
i.	Cost of tender document of Rs. 590/- in form of Demand Draft/Pay Order in favor of "The State Trading Corporation of India Limited, Agra".	Yes/No
ii	Copy of PAN Number.	Yes/No Yes/No
iii	Copy of GST Number.	Yes/No
iv	Copy of DGR sponsorship certificate & Registration certificate	Yes/No
v	Certificate/undertaking that the firm has not been blacklisted/debarred by any Govt. Department.	Yes/No
vi	Complete tender document (Page 1- 7) duly signed and stamped on each page by the bidder in token of having understood and agreed to the terms and conditions mentioned.	Yes/No
vii	Copy of required Experience Certificate (Satisfactory Completion Certificate) .	Yes/No
viii	Financial Bid (In separate envelop)	Yes/No
ix	Copy of Identity Card issued by HQ Command/RSB/ZSB.	Yes/No
x	Three colour passport size photographs (with 80% face ) of each security guard	Yes/No

We agree to abide by all the terms and conditions of the STC's tender documents for Security work at The State Trading Corporation of India Limited, Bharatpur House, Civil Lines, MG Road, Agra-282002.

Signature: \_\_\_\_\_

Name \_\_\_\_\_

Rubber Stamp of the Organization: \_\_\_\_\_

NOTE : The sealed quotation should be super scribed "PART-A: TECHNICAL BID Providing Security Services at The State Trading Corporation of India Limited, Bharatpur House, Civil Lines, MG Road, Agra-282002

**FOR REFUND/PAYMENT THROUGH RTGS/NEFT**

Tenderer's Bank Name & Address \_\_\_\_\_

Type of Account and No. \_\_\_\_\_

Bank's IFC Code No. \_\_\_\_\_

Proforma for Bank Guarantee for Contract Performance

( To be stamped in accordance with Stamp Act )

Ref: Bank Guarantee No

Date: \_\_\_\_\_

The S.T.C. of India Ltd.,  
Civil Lines, Bharatpur House,  
M.G. Road,  
Agra-282002 ( UP )  
INDIA.

Dear Sir,

In consideration of STC of India Limited (hereinafter referred to as the "STC" which expression shall unless repugnant to the context or meaning thereof include its successors, administrators and assigns) having awarded to M/ s ..... a company/firm/proprietorship within the meaning of the Companies Act, 1956 and having its Head Office at ..... (Complete address) (hereinafter referred to as the 'Security agency awarded the contract' which expression shall unless repugnant to the context or meaning thereof, includes its successors, administrators, executors & assigns) a Contract of service/work by entering into an Agreement with 'Security agency awarded the contract' under Ref No ..... dated .....and the same having been unequivocally accepted by the ' Security agency awarded the contract' and consequently upon the terms of the NIT dated no..... agreed to provide a Performance Guarantee for the performance of the contract for which he has approached us to provide the bank guarantee to STC

AND as whereby we, ..... (Name & Address of Bank) having our Head Office at ..... (Complete address), (hereinafter referred to as the 'Bank' which expression shall unless repugnant to the context or meaning thereof, include its successors, administrators, executors & assigns), do hereby unconditionally and irrevocably guarantee and undertake to pay to the STC Rs.\_\_\_\_\_, on first demand any and all amounts payable by the 'Security agency awarded the contract' to the extent of Rs.\_\_\_\_\_ as aforesaid at any time without any demur, reservation, contest, recourse, or protest and/or without any reference to the 'Security agency awarded the contract' . Any such demand made by the STC on the Bank shall be conclusive and binding notwithstanding any dispute and difference between the STC and 'Security agency awarded the contract' or any dispute pending before any Court, Tribunal, Arbitrator or any other Authority. The Bank undertakes not to revoke this guarantee during its currency without previous consent of the STC

and further agrees that this guarantee herein contained shall continue to be enforceable within its validity. The STC shall have the fullest liberty without affecting in any way the liability of the Bank under this guarantee, from time to time to extend the time for performance of Contract by the SERVICE PROVIDER. The STC shall have the fullest liberty, without affecting this guarantee to postpone from time to time the exercise of any of the powers vested in them or of any right which they might have against the Security agency awarded the contract , and to exercise the same at any time in any manner, and either to enforce or to forbear to enforce any covenants, contained or implied in the contract between the STC and the SERVICE PROVIDER or any other course of remedy or security available to the STC.

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The Bank shall not be released of its obligations under these presents by any action taken by the STC of its liberty with reference to the matters aforesaid or any of them or by reason of any other act or forbearance or other acts of omission or commission on the part of the STC or any other indulgence shown by the STC or by any other manner or thing whatsoever which under law would, but for this provision, have the effect of relieving the Bank.

The guarantee herein contained shall not be affected by any change in the constitution of the said SP/STC/Bank. This Guarantee will be governed by Indian Laws and will be subject to the jurisdiction of court/tribunal/forums situated in Agra.

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

Notwithstanding anything contained hereinabove our liability under this guarantee is restricted to..... and it shall remain in force up to and including ..... dated this .....day of .....at .....

It is further hereby declared that the above official of the bank has the authority under the terms of the guidelines of the bank to sign this bank guarantee.

SIGNATURE .....

NAME .....

OFFICIAL ADDRESS .....

DESIGNATION.....

**Witness (1):**

SIGNATURE .....

NAME.....

OFFICIAL ADDRESS .....

.....

DESIGNATION.....

**THE INSTRUCTION FOR FILING THE E-BID (LIMITED E-TENDER) ARE GIVEN AS UNDER :**

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1. Bid are invited via limited e-tender process for providing security services at The State Trading Corporation of India Limited situated at Bharatpur House, Civil Lines, M.G.Road, Agra-282002.
2. Bids have to be uploaded on line only via <https://eprocure.gov.in/eprocure/app> (the e- procurement portal of NIC (eprocure.gov.in/eprocure). No bids shall be accepted in hard copy or any other form.
3. For submission of e bids, bidders are required to get them registered with NIC's Central Public Procurement (CPP) portal (<http://eprocure.gov.in/eprocure>) using class-II/Class –III digital signature certificate. All the details mentioned during registration / enrolment process should be correct and true. Bidders have to abide by all the terms and conditions mentioned during registration process.
4. The details of financial instrument (proof of tender fee) needs to be uploaded during the e-bid submission and it should tally with the amount received as required, otherwise, the bid may be rejected.
5. The bidders are required to upload soft copies of all relevant documents.
6. Bidders are advised in their own interest to upload the on line bids well before the bid document submission end date and time (as per server system clock of CPP). STC shall not be responsible for any delay or the difficulties encountered during submission of bids at the eleventh hour due to any technical or other problems.
7. For any queries relating to the process of online bid submission or queries relating to Procurement Portal (eprocure.gov.in), the bidders may contact CPP Portal Helpdesk on Tel No's.: 0120-4200462, 0120-4001002, 0120-4001005, 0120-6277787 , E-Mail: support-eproc(at)nic(dot)in
8. Bidders may regularly visit STC website for any information / clarification / addendum / corrigendum etc. related to this bid, processing of bids received, award of job, pre bid meet decisions etc. STC shall not be liable to send individual information or publish a public notice for any further information regarding this bid in newspapers.
9. Portal for Online Submission [www.eprocure.gov.in](http://www.eprocure.gov.in)

10. Scanned copy of all the documents as required for bid submission have to be uploaded online only. No physical submission of documents will be required for bid submission.
11. STC may ask the bidders to submit any or all the documents in original as part of their online bid anytime during the bid process.
12. It shall be the bidder's responsibility to ensure that adequate documentary proof is provided in the bid for each of the technical evaluation criteria. Bidder has to satisfy STC for ensuring sufficiency of documents necessary for tender evaluation at his cost if so desired by STC.
13. The bid document available on e- procurement portal shall be taken as final. STC reserves the right to ask for more document as "Clarification/supporting" only for verification of the uploaded documents. Decision of STC will be final and binding in this regard.

## **PRICE BID**

1. BOQ (PRICE BID) UPLOADED BY STC TO BE USED ONLY FOR SUBMISSION OF PRICE.
2. BOQ TEMPLATE MUST NOT BE MODIFIED/REPLACED BY THE BIDDER AND THE SAME SHOULD BE UPLOADED AFTER FILLING THE RELEVANT COLUMNS, ELSE THE BIDDER IS LIABLE TO BE REJECTED FOR THIS TENDER. BIDDERS ARE ALLOWED TO ENTER THE BIDDER NAME AND QUOTED PRICE PER ANNUM WITH GST @ 18% ONLY.
3. AT THE TIME OF UPLOADING OF BOQ BY BIDDER, THE FILE NAME FOR UPLOADING THE BOQ (PRICE BID) SHOULD REMAIN THE SAME AS IT WAS DOWNLOADED FROM THE CPP PORTAL.
4. GOODS AND SERVICE TAX SHALL BE PAID BY THE STC OF INDIA LIMITED TO THE CONCERNED AUTHORITY AS PER RULES.
5. NO OTHER FORMAT OF PRICE SUBMISSION SHALL BE ACCEPTED.
6. THE BIDDER IS REQUIRED TO QUOTE THE RATES FOR THE SUPPLY OF TWO UNARMED SECURITY GUARDS.
7. NO OVER WRITING IS ALLOWED, OVER WRITING SHALL BE SUMMARILY REJECTED.
8. IN CASE OF DISCREPANCY BETWEEN WORDS AND FIGURE, IN RATE QUOTED, THE RATES QUOTED IN WORDS SHALL BE FINAL.
9. BIDDER/CONTRACTOR HAS TO QUOTE THE FINAL RATES ONLY.
10. THE OFFER SHALL BE VALID FOR 60 DAYS FROM THE DATE OF BID OPENING.
11. LEAVING AN UNFILLED ENTRY IN THE PRICE BID AGAINST ANY TERM SHALL MEAN AS ZERO COST AND THE BID SHALL BE EVALUATED ACCORDINGLY.
12. KYC INFORMATION HAS TO BE PROVIDED BY THE CONTRACTOR BEFORE THE EXECUTION OF THE AGREEMENT.
13. BONUS WILL BE PAYABLE @ 8.33% BETWEEN RS. 3500/- (MINIMUM WAGES ) TO RS. 10,000/- (MAXIMUM WAGES )