



CIN – U40102OR2004SGC007553

**TENDER DOCUMENTS
FOR SELECTION
OF SECURITY AGENCY FOR
PROVIDING WATCH &
WARD SERVICE TO OPTCL**



ଓଡ଼ିଶା ବିଦ୍ୟୁତ୍ ଶକ୍ତି ସଂଚାରଣ ନିଗମ ଲି.ଟି.

ODISHA POWER TRANSMISSION CORPORATION LIMITED

(A Government of Odisha Undertaking)

Regd.Office: OPTCL TECH TOWER, Janpath, Saheed Nagar, Bhubaneswar-751007.

Website: www.optcl.co.in

CIN: U4102OR2004SGC007553

e-Tender Notice No. - HRD-04/2025-26

e- Tender is invited through Tender Wizard portal for “**Selection of Security agency for providing watch & ward service to OPTCL**” for a Period of two (02) Years. The bid documents are to be submitted by the bidders in accordance with the (i) General information (ii) Instruction to the Tenderers and (iii) Terms & Conditions of Contract etc.as detailed in the Tender Document.

S/d
Chief General Manager (CPC)

TENDER SCHEDULE

| Sl No | Particulars | Details |
|--------------|-----------------------------------|--|
| 1 | Tender Title | Tender for selection of security agency for providing watch & ward service to OPTCL. |
| 2 | Product Category | Service |
| 3 | Tender Value | Rs.53,43,63,744.00/- (Rupees Fifty Three Crores Forty Three Lakh Sixty Three Thousand Seven Hundred Forty Four) only per annum. |
| 4 | EMD | Rs.53,43,637/- (Rupees Fifty Three Lakh Forty Three Thousand Six Hundred Thirty Seven) only |
| 5 | Cost of Tender Document | Rs.29,500/- including GST |
| 6 | Tender Processing Fees | Rs.5,900/- including GST |
| 7 | Security Deposit | 10% of the Annual Contract Value |
| 8 | Tender Type | Service Contract (For 02 Years) |
| 9 | Availability of Bid Document | Date: 08.12.2025, Time: 12:00 hrs. |
| 10 | Start date of uploading by Bidder | Date: 08.12.2025, Time: 12:30 hrs. |
| 11 | Last Date of submission of Bid | Date: 29.12.2025, Time: 17:30 hrs. |
| 12 | Pre-bid meeting | Date :16.12.2025, Time : 16:30 hrs |
| 13 | Technical Bid Opening | Date: 29.12.2025, Time: 18:00 hrs (On or after) |

i. TENDER PARTICULARS

1. The bidders who want to submit bid(s), shall have to pay the tender paper cost (non-refundable) for amount **Rs 29,500/- (including GST @ 18%) online through e-payment gateway link provided in e-tender portal (by using Net Banking, Debit Card or Credit Card)**. The online payment can be made prior to last date & time of submission of online tender.
2. The bidders shall also have to pay a non-refundable amount of **Rs.5900/- (Rupees Five thousand Nine Hundred only inclusive of GST @ 18%)** towards tender processing fee to “K.S.E.D.C.Ltd, Bangalore” in e-payment mode. The e-payment of above amount is to be made to enable the bidder to download the tender documents in electronics mode.
3. The bidders are required to submit the EMD, tender processing fee, tender cost etc. on or before the scheduled date & time of submission of online tender.
4. The bidders shall scan the “Tender Cost” & “Tender processing fee” and upload the same in the prescribed form in **.gif** or **.jpg** format in addition to sending the original as stated above.
5. The prospective bidders are advised to register their user ID, Password, company ID from website www.tenderwizard.com/OPTCL by clicking on hyper link “Register Me”.

6. Any clarifications regarding the scope of work and technical features can be had from the undersigned during office hours.

Contact Persons Particulars

1. Name and Designation: Sri Ranjan Kumar Panigrahi, Chief General Manager (CPC), OPTCL
2. Address: OPTCL TECH TOWER, Janpath, Saheed Nagar, Bhubaneswar-751007
3. Email ID: cpc@optcl.co.in
4. Phone No: 9438907028

INDEX

| Sl. No. | Description of Contents | Page Number |
|--------------------|--|------------------------|
| | Tender Schedule & Tender Particulars | 3-4 |
| | Index | 5 |
| 1 | Scope of Work & Minimum Qualifying Criteria (MQC) | 6-9 |
| 2 | Instructions to Tenderers | 10-13 |
| 3 | General Conditions of Contract | 13-17 |
| 4 | Techno-Commercial Evaluation Criteria | 18-19 |
| 5 | Annexure-A | 20-21 |
| 6 | Scope of Security Services | 21-24 |
| 7 | Other Conditions | 24-26 |
| 8 | Duties of Security Personnel | 26-28 |
| 9 | Documents to be submitted by the bidder | 28-29 |
| 10 | Form T1 to T6 | 30-36 |
| 11 | Annexure B to F | 37-47 |

ii GENERAL INFORMATION

1. **SCOPE OF WORK:** For selection of security agency for providing watch & ward service to OPTCL for a period of Two (02) years as mentioned below:

| Name of the Work | Name of the Zones | Max. No. of Security Personnel to be engaged in one day | EMD (INR) 1% of the Total Estimated Value | Remarks |
|---|--|---|---|---|
| Deployment of Security Personal for watch & ward activity | Hqrs. Office, SLDC, PTC, Chandaka, Telecom Wing, Civil Wing, Stores, All Grid - Sub Stations, Project Offices, O&M Offices and other Offices throughout Odisha under jurisdiction of OPTCL | 2092 (Unarmed Security Guards) | Rs. 53,43,637/- (Rupees Fifty Three Lakh Forty Three Thousand Six Hundred Thirty Seven) only | Detail of deployment & Scope of tender annexed as Annexure -A. |

The requirement of security personnel may vary from time to time. There may be addition or deletion of number of security personnel as per requirement of OPTCL from time to time.

INFORMATION FOR TENDERERS/BIDDERS REGARDING MODE OF BID SUBMISSION

1. Submission of Bids: -

The bidder shall submit the bid in Electronic Mode only i.e www.tenderwizard.com/OPTCL. The bidder must ensure that the bids are received in the specified website of the OPTCL by the date and time indicated in the Tender notice. Bids submitted by telex/telegram will not be accepted. No request to collect the Bids in physical form will be entertained by the OPTCL.

The OPTCL reserves the right to reject any bid, which is not submitted according to the instruction, stipulated above. The participants to the tender should be registered under GST Laws.

1. For all the users it is mandatory to procure the Digital Signatures.
2. Contractors / Vendors / Bidders / Bidders are requested to follow the below steps for Registration:

- a. Click “Register”, fill the online registration form.
- b. Pay the amount of **Rs. 2,360/-** through e-payment in Favour of KSEDC Ltd. Payable at Bangalore. This registration is valid for one year.
- c. Send the acknowledgment copy for verification.
- d. As soon as the verification is being done the e-tender user id will be enabled.
3. After viewing Tender Notification, if bidder intends to participate in tender, he has to use his e-tendering User Id and Password which has been received after registration and acquisition of DSCs.
4. If any Bidder wants to participate in the tender, he will have to follow the instructions given below:
 - a. Insert the PKI (which consist of your Digital Signature Certificate) in your System.
(Note: Make sure that necessary software of PKI be installed in your system).
 - b. Click / Double Click to open the Microsoft Internet Explorer (This icon will be located on the Desktop of the computer).
 - c. Go to Start > Programs > Internet Explorer.
 - d. Type www.tenderwizard.com/OPTCL in the address bar, to access the Login Screen.
 - e. Enter e-tender User Id and Password, click on “Go”.
 - f. Click on “Click here to login” for selecting the Digital Signature Certificate.
 - g. Select the Certificate and enter DSC Password.
 - h. Re-enter the e-Procurement User Id Password
5. To make a request for Tender Document, Bidders will have to follow below mentioned steps.
 - Click “Un Applied” to view / apply for new tenders.
 - Click on Request icon for online request.
 - Enter the required fields including details of D.D for tender Processing fee.
6. After making the request Bidders will receive the Bid Documents which can be checked and downloaded by following the steps mentioned below:
 - Click to view the tender documents which are received by the user.
 - Tender document screen appears.
 - Click “Click here to download” to download the documents.
7. After completing all the formalities Bidders will have to submit the tender and they must take care of following instructions.
 - Prior to submission, verify whether all the required documents have been attached and uploaded to the particular tender or not.
 - Note down / take a print of bid control number once it displayed on the screen
8. Tender Opening event can be viewed online.
9. Competitors bid sheets are available in the website for all.
10. For any e-tendering assistant contact help desk number mentioned below.
 - **Bangalore – 080- 40482000.**
 - **Bhubaneswar - 09937040591**

2. MINIMUM QUALIFYING CRITERIA(MQC):

| SN | CRITERIA | REQUIRED SUPPORTING DOCUMENT |
|---------------------------|--|--|
| TECHNICAL CRITERIA | | |
| A | The bidder shall necessarily be a legally valid entity registered under the Companies Act 1956/2013, providing similar services i.e. providing security services. | Attested copy of Certificates of incorporation issued by the respective authority along with copy of MoA and AoA indicating business in similar services. |
| B | <p>i. Bidder should have experience of having successfully completed/ executed similar work i.e. providing security services during last 07 years, which shall be either of the following:</p> <ul style="list-style-type: none"> One similar completed services of annual value not less than Rs. 30 Crores. Two similar completed services of annual value not less than Rs. 20 Crores each. <p>ii. The Bidder must have 03 (three) years' experience in providing minimum 2000 Security personnel in a year during last 07 Financial Years ending on 31.03.2025 and out of which minimum 500 Security personnel should be in a single contract in Government Departments, Public Sector Undertaking, reputed corporate, organization or Autonomous body etc.</p> <p>(For the purpose of claiming experience in private organizations, only those private organizations shall be considered whose annual turnover is above INR 500 Crores during any financial year preceding three consecutive Financial Years ending on 31.03.2025)</p> | <p>Bidder shall submit proof with respect to the same a copy of Work Order/Contract along with respective Completion / Execution Certificate clearly showing the amount of work completed/executed and the document should be duly verified and certified by any of the following third party inspection agencies below.</p> <ol style="list-style-type: none"> 1. Société Générale de Surveillance (SGS) 2. Gulf Lloyds Industrial Services (India) Pvt. Ltd (GLISPL) 3. International Certification Services (ICS) 4. Bureau Veritas (Ind.) Pvt. Ltd (BVIS) 5. DNV GL 6. TUV Rheinland (India) Pvt. Ltd. 7. TÜV SÜD South Asia Pvt. Ltd. 8. TUV India Pvt. Ltd. (TÜV Nord Group) 9. Intertek India Pvt Ltd 10. Moody International (India) Pvt. Ltd. 11. RINA India Pvt. Ltd. 12. Competent Inspectorate and Consultants LLP 13. ABS Industrial Verification (India) Pvt. Ltd. <p>Copy of supporting work order, completion certificate as applicable along with copy of labour license (in Form-VI) under the CL (R&A) Act 1970 in support of engagement of 2000 Security personnel in a year and out of which minimum 500 Security personnel should be in a single contract.</p> |
| C | Bidder should be registered with the Income Tax, Goods and Services Tax and also | Copies of PAN, GSTIN, IT Returns of the last 03 years, EPF Registration, ESI |

| | | |
|---------------------------|---|--|
| | <p>registered with Employees Provident Fund Organization, Employees State Insurance Corporation.</p> <p>The Bidder must have license in Form-VI (License to engage in the business of private security agency) under Orissa Private Security Agencies Rules, 2021.</p> <p>The Bidder shall have registration with PSARA- Private Security Agency (Regulation) Act, 2005 for Odisha State.</p> | Registrations and valid License in Form-VI under PSARA to be submitted. |
| D | Bidder must not be under any declaration of ineligibility by any authority and should not be blacklisted with any of the government department/office and has no criminal case pending in any court of law as on date of proposal. | Undertaking needs to be provided in letter head of bidder. (Annexure – B) |
| E | The registered office / Branch office of the Service provider must be located within the jurisdictional area of Corporate office of OPTCL/locations where the security guards deployment is to be made. | Valid address proof of the office. |
| FINANCIAL CRITERIA | | |
| F | <p>The Bidder must have Minimum Average Annual Turnover (MAAT) of Rs.100 Crores or more during the last 03 consecutive Financial years from providing security services only.</p> <p>Net worth of the Bidder in each of the last 03 (three) financial years should be positive as per audited balance sheet.</p> <p>Three (03) Consecutive years shall be 2022-23, 2023-24 & 2024-25.</p> | <p>Certified copy from the Statutory Auditors / Chartered Accountant has to be provided certifying Organization's turn over from security services only during last three financial years with valid UDIN.</p> <p>Net worth Certificate shall have to certify by Chartered Account with valid UDIN.</p> |
| G | The Bidder must have their own Bank account. | Attested supporting Documents |
| H | The Bidder must be a regular IT return Filer, Copy of IT Returns Acknowledged. | Attested supporting Documents for last three (03) Assessment years. |
| I | The Bidder must have provided their Bank Details along with IFS Code, Branch Code, RTGS details along with a crossed cheque. | Self-attested supporting Documents. |
| J | The Bidder has to submit their Solvency Certificate. | Certificate in original issued by any Nationalised / Scheduled Commercial Bank. |
| K | The Bidder must duly authorize their signatory. | Notarized Power of attorney/ authorizations in non-judicial stamp paper must be enclosed along with the tender. |

iii. **INSTRUCTIONS TO THE TENDERERS**

1. The Tenderer is expected to examine all instructions, forms, terms and conditions etc. in the tender document. Failure to furnish any information or documentation required by the tender documents may result in the rejection of the tender.
2. Tender Notice & Document are also available at www.OPTCL.co.in.
3. Bids along with tender documents duly filled in, signed and sealed on all pages shall be submitted through Tender Wizard Portal only. OPTCL Authority may at its discretion extend the date and time for receipt of tenders. No bids by Telex / Telegraph / Fax will be accepted.
4. Document submitted shall be duly filled in, all schedules and annexure as required, signed and stamped in all pages as a token of acceptance of all the conditions mentioned in the document, while submitting the Tender online.
5. The acceptance of a Tender will rest with the OPTCL Authority who does not bind themselves to accept the highest Tender and reserves to themselves the authority to reject any or all the Tenders received without assigning any reason whatsoever.
6. The tenderer shall complete all the Schedules with all the information called for therein and sign with the date and seal on all the pages of the Tender Document and the Schedules. Any Tender not so complete is liable to be rejected. The Tenderer should not submit their offer with any conditions/ counter conditions anywhere in the Tender Document. The conditional Tenders, if any, shall be considered as non-responsive and shall be summarily rejected.
7. The Tender should be written legibly and free from erasures and over writings or conversions of figures. Correction where unavoidable should be duly attested by the signature (s) of the Tenderer (s) with dates.
8. **OPENING OF THE TENDERS:**
 - i. **Bid Opening – Technical Bid(s)** - Technical Bid(s) shall be opened online in the office of the CGM (CPC), OPTCL as per the date and time fixed in the schedule. If Bid submitted contains any deviation from the Bid Document then the Bid will be rejected and the Bidder will be informed accordingly. The Price Bid submitted in e- mode by such tenderers will not be opened.

The Technical bids would first be taken into consideration and only those bidders who qualify in the Technical bid would be considered for the Price Bids.
 - ii. **Bid Opening – Price Bid** - The Price bids shall be opened online only. The price bid of the qualified bidders only will be opened on a date intimated by OPTCL Authority.
9. The tender shall remain valid and open for acceptance for 180 days from the last date fixed for receiving the same. OPTCL reserves the right to extend the period of validity for a specific time as may be required by OPTCL. The request and response there to shall be made in writing by email.

However, in the event of the tenderer agreeing to the request, they will not be permitted to modify the Tender.

10. OPTCL will determine whether the tender is substantially responsive to the requirements of the "Tender Documents". For this clause, a substantially responsive tender is one which inter alia conforms to all the terms & conditions of the Tender Documents and technically suitable. The Tenderer shall carefully submit all the documents as required under the Tender, failing which the offer is liable to be treated as non-responsive.
11. To assist in the examination, evaluation and comparison of Tenders, OPTCL may ask Tenderers individually for clarification and response to the same by the Tenderer shall be in writing by email. However, no changes in price or substance of the Tender shall be sought, offered or permitted.
12. **DETERMINATION OF RESPONSIVENESS:** The Tender which does not satisfy the pre-qualification criteria shall summarily be rejected and shall not be considered for further evaluation. The Portal will scrutinize the Tenders to determine whether the Tender is substantially responsive to the requirements of the Tender Documents.
13. Canvassing in connection with the tender is strictly prohibited and the tenders submitted by the suppliers who resort to canvassing will be liable for rejection.
14. **ACCEPTANCE OF TENDER:**
 - i. **Price Bid:-**
 - a. Price bid would mean Cost Per Annum for deployment of Security personnel.
 - b. Applicable Goods & Services Tax (GST) as per actual shall be reimbursed on production of proof.
 - c. The Bidder would not be paid any other cost apart from above items.
 - d. The Tender is for selection of security agency for providing watch & ward service to OPTCL as per the Service Level Requirements.
 - e. Price quoted shall remain 'FIRM' during the contract.
 - ii. The tenders that do not fulfil any of the above conditions or are incomplete in any respect are liable to be rejected.
 - iii. It is not binding on the authority to accept the L1 tender. The management reserves the right to accept any tender or to reject any tender or all tenders without assigning any reasons thereof and the bidder shall have no right whatsoever, to challenge the same.
 - iv. The management of OPTCL the purpose reserves the right to reject the tender on receipt or on the evaluation of those tenderers whose past performance has been found not satisfactory. The decision of the management in this respect shall be final.
15. **AWARD OF CONTRACT:** Subject to other satisfactions of tender conditions, the OPTCL shall award the Contract to the Tenderer whose offer has been determined to be the L1 and is substantially responsive to the Tender. However, OPTCL Authority does not bind to accept the L1 bid or any bid and reserves the right to reject all or any bid without assigning any reason whatsoever. OPTCL

Authority reserves right to annul the bidding process at any time without assigning any reasons thereof.

16. **Tie Bidders:** In the event that 02 (two) or more technically qualified Bidders (the “Tie Bidders”) have submitted the lowest identical Price Bids, the Bidder having higher technical score shall be considered as the Preferred Bidder.
17. Before the expiration of the period of Tender validity or extended validity, the OPTCL shall notify the successful Tenderer, in writing, that his Tender has been accepted. The contractor shall sign an agreement within 05 days of receipt of the LOA, and after submitting the Security Deposit / Performance BG. Until a formal contract is prepared and executed, the notification of award and form of the tender shall constitute a binding contract. The contractor must commence the work within 05 days of receipt of the LOA. The contractor shall remit the security deposit within 05 days of receipt of LOA.
18. **LANGUAGE OF THE TENDER:** The Tender submitted by the Tenderer and all correspondence and documents relating to the Tender exchanged by the Tenderer and the OPTCL shall be written in ENGLISH LANGUAGE. Any printed literature, other than in the English language shall be accompanied by an English translation, in which case for purpose of interpretation of the Tender, the English translation shall govern.
19. **EARNEST MONEY DEPOSIT (EMD):** The Technical Bid should be accompanied with an Earnest Money Deposit (EMD) @ Rs. **53,43,637** (Rupees Fifty Three Lakh Forty Three Thousand Six Hundred Thirty Seven) only, which is refundable without interest, in the form of Demand Draft / Pay Order drawn in favour of “D.D.O (Head Qrs.), OPTCL, Bhubaneswar **failing which the tender shall be rejected” out rightly.**

The validity of the EMD in the form of Bank Guarantee shall be at least for 240 (Two Forty) days from the date of opening of tender failing which the tender will be liable for rejection.

The Earnest Money Deposit in respect of the Bidder /Agency who do not qualify in the Technical Bid (First Stage) / Financial Bid (Second competitive stage) shall be returned to them without any interest after finalization of the Tender. In case of successful Bidder, if the Bidder / Agency fail to deploy the required Security personnel against the initial requirement within 30 days from date of placing the order, the EMD shall stand forfeited without giving any further notice. In case of successful Bidder, the E.M.D amount / EMD BG will be returned to the bidder soon after the deposit of security deposit BG.

NOTE: There is no exemption of EMD for any category of bidder.

20. SECURITY DEPOSIT

- i. The successful bidder shall submit Performance Security @ **10% of the annual contract value**, in the form of Demand Draft in favour of DDO, OPTCL Hqrs. Office, payable at BBSR as interest-free Security Deposit for the proper fulfilment of the terms and conditions of the contract, immediately after the issue of LOA and before the execution of the agreement.
A Composite Bank Guarantee as per the Proforma enclosed at **Annexure-E** of the specification for **10% [ten percent]** of the total contract cost of the work order shall be furnished from any

nationalized/scheduled bank having a place of business at Bhubaneswar to the office of **Chief General Manager [Central Procurement Cell], OPTCL** within 15 days of issue of the purchase order. The BG shall be executed on non-judicial stamp paper worth of Rs.100.00 [Rupees one hundred] only or as per the prevalent rules, valid for a period of 2 months more than the contract period, for scrutiny and acceptance, failing which the supply order will be liable for cancellation without any further written notices. The BG should be accompanied by a confirmation letter from the concerned bank, and should have provision for encashment at Bhubaneswar, before the Bank Guarantee is accepted and all concerned intimated. The BG should be revalidated as and when intimated to cover the entire Guarantee Period.

- ii. No interest is payable on any kind of Bank Guarantee.
- iii. In case of non-fulfillment of contractual obligation, as required in the detailed work order/Specification, the composite Bank guarantee shall be forfeited.
- iv. Only on successful completion of the contract, the security deposit will be refunded to the Contractor without any interest whatsoever after deducting any amount due to OPTCL and or statutory payments due from the Contractor.

21. EXECUTION OF DOCUMENT

- i. **The tenderer shall be deemed to have full knowledge of all documents, visit the premises of OPTCL and the submission of a tender by a tenderer implies that he/she has read all the conditions and has made himself aware of the facilities premises of OPTCL and scope, specifications & other factors mentioned in the tender.**
- ii. The successful tenderer will be required to execute an agreement on non-judicial stamp paper of approximate stamp value for the due and proper fulfilment of the contract within 15 working days, on receipt of LOA and after submitting Security Deposit.
- iii. In case the successful tenderer fails to deposit the Security deposit / Performance BG and execute the necessary agreements within 15 working days from the date of receipt of letter of acceptance, OPTCL Authority would be entitled to terminate the contract and cancel the Order. In addition, OPTCL Authority will initiate action to suspend the Tenderer to participate in the Tenders invited by OPTCL Authority for a period of two years.

IV. GENERAL CONDITIONS OF CONTRACT

i. Documents forming the contract:

- a) General Information.
- b) Instructions to the bidders.
- c) Terms & Conditions of the contract.
- d) The Letters of Acceptance (LOA) for Providing Security Services at OPTCL issued by the OPTCL Authority to the successful bidder shall be an integral part of this contract.

- ii. **Initially, the duration of the contract will be for one year from the date of allotment, and only on satisfactory completion, the contract may be extended for another one year, which is the sole discretion of the OPTCL, and in such case the contractor shall execute a fresh agreement.**

iii. On the expiry of the terms of the contract, the contract will be terminated and the Contractor along with the workers employed by him/her shall vacate the premises.

iv. Termination of Contract

- a) Either party may terminate the contract by giving (30) days' notice to the other party without assigning any reasons, whatsoever. The contractor shall be liable to make good any loss or damage to such property on the date of such termination or within such reasonable time as may be determined by the appropriate authority.
- b) The contract may be terminated in terms of any provisions stipulated elsewhere in the contract or in case of any breach of any of the condition of the contract.
- c) Security Deposit will be forfeited in case the Contractor terminates providing services within 01 month's period from the award of the contract.
- d) Any breach of terms and conditions above shall result in the forfeiture of the security deposit amount in full and may terminate the contract.
- e) Any dispute out of contract would be referred to the CMD, OPTCL and the decision of the CMD, OPTCL, shall be final.

v. Resolution of disputes: (Arbitration Clause)

- a) The contract shall be governed by and interpreted in accordance with the laws of India for the time being in force. If dispute or difference of any kind shall arise between the OPTCL and the Contractor/agency in connection with or relating to the contract, the parties shall make every effort to resolve the same amicably by mutual consultations.
- b) If the parties fail to resolve their dispute or difference by such mutual consultation by either OPTCL or the Contractor/agency may give notice to the other party of its intention. In the case of a dispute or difference arising between the OPTCL and contractor/agency relating to any matter arising out of or connected with the contract, such dispute or difference shall be resolved within the Jurisdiction of the Hon'ble Court situated at Bhubaneswar.

vi. Force Majeure:

- a) For purposes of this clause, Force Majeure means an event beyond the control of the Contractor/agency and not involving the Contractor/agency's fault or negligence and which is not foreseeable and not brought about at the instance of the party claiming to be affected by such event. Such events may include, but are not restricted to, acts of OPTCL either in its sovereign or contractual capacity, wars or revolutions, hostility, acts of public enemy, civil commotion, sabotage, fires, floods, explosions, epidemics, pandemics, quarantine restrictions, strikes excluding by its employees, lockouts excluding by its management, and freight embargoes.
- b) If a Force Majeure situation arises, the Contractor/agency shall promptly notify OPTCL in writing of such conditions and the cause thereof within 07 (seven) days of occurrence of such event. Unless otherwise directed by OPTCL in writing, the Contractor/agency shall

continue to perform its obligations under the contract as far as reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event.

- c) If the performance in whole or in part or any obligation under this contract is prevented or delayed by any reason of Force Majeure for a period exceeding thirty days, either party may at its option terminate the contract without any financial repercussion on either side.
- d) In case due to a Force Majeure event, OPTCL is unable to fulfil its contractual commitment and responsibility, OPTCL will notify the Contractor/ agency accordingly and subsequent actions taken on similar lines described in above sub-clauses.

vii. Contract Documents and their interpretations:-

- a) The original agreement shall remain with the OPTCL while a photocopy thereof may be had by the contractor if it so wishes.
- b) The several documents forming the contract are to be taken mutually explanatory to one another and in case of any ambiguities or discrepancies, the interpretations of the same shall be communicated in writing by the OPTCL Authority through its competent authority to the contractor along with the directions, if any, and the same shall be deemed to be final and binding and shall not be open to question in court.

viii. Penal Provisions:-

- a) If the contractor / agency fails to provide Services at OPTCL as per quality, time schedules, deployable staffs and other terms and conditions incorporated in the contract and to the satisfaction of the competent authority of OPTCL, the latter shall, without prejudice to other rights and remedies available to it under the contract deduct a sum equivalent to 01% (one percent) of the taxable value of services supplied as per services Bill of Contractor/agency's Monthly Bill as liquidated damages per occasion of default from the contractor/agency's monthly bill. If the deductions exceed 06 % (six percent) of the total value of services supplied in any calendar month, OPTCL may consider termination of the contract and hiring of alternative service at risk and cost of the contractor/agency as per the Terms & Conditions of the contract. Where there is non-performance/unsatisfactory/sub-standard performance of its obligation in the part of the Service Provider, OPTCL shall give a written notice of the default and or omission or commission and the Service Provider shall submit its response within 07 (seven) days from the date of issue of such notice.
- b) If the response/explanation is not found satisfactory or inadequate or partly satisfactory, the OPTCL shall have the right to deduct 50% of the supervision charges from the monthly bill of the Service Provider for non-performance/ unsatisfactory/ sub-standard performance of any part of services to be rendered operation as agreed between the parties.

ix. PAYMENT TERMS:

- a) The agency shall maintain proper records of his security personnel attendance. A copy of the duty rotation duly signed, EPF deposit proof, ESI deposit proof shall be submitted along with invoice. However ESI contribution may be applicable if the work place is covered /

notified under ESI. If ESI is not applicable in the particular work place Insurance coverage under Employee Compensation Act, 1923 shall be insured.

- b) The agency shall maintain statutory register, submit return to the appropriate authority etc.
- c) The wage of all security personnel deployed by the agency at various locations shall be made through Bank only and credited by 7th of the succeeding month. The Bank Account particulars of all the security personnel shall be submitted to respective unit head.
- d) The agency will keep OPTCL indemnified against any claims/disputes arising between the agency and its Security personnel deployed at various locations. The agency and the Security personnel shall not be permitted to involve themselves in any type of strike, rally, bandh or dharana held during the contract period and in the event of any such involvement of the Security Agency and their Security personnel in such activities, action will be taken against the agency like removal of the agency from the list of the security providers/such security employees will not be taken further on duty/ contract will be terminated and consequential forfeiture of bid security already deposited against the contract.
- e) The agency shall submit a detailed check list and certificate along with each bill to the effect that payments have been made to the security personnel as per the approved wages, acquaintance roll and all Labor Laws /obligations have been complied. In order to confirm the correctness of payment, the agency has to submit adequate documentary proof of payment of wages through Bank, depositing EPF, ESI contribution and GST of preceding month to the concerned authority along with bills. Documentary proof of EPF, ESI contribution should be in individual name of security personnel. It is the responsibility of the security agency to issue wage Slip to the security personnel with full details in all respect as specified for the month they claimed for the payment.
- f) The payment of Bonus, Leave with wages and gratuity shall be made by the agency as per respective statutory labor laws (As amended from time to time) and shall reimburse the same, subject to submission of bills with supporting proof of documents.
- g) The agency shall ensure full compliance with Tax laws of India with regard to the contract and shall be solely responsible for the same.
- h) There would be no increase in rates payable to the AGENCY during the Contract period except reimbursement of the incremental wages, statutory dues & taxes paid by the agency consequent upon revision of wages, statutory dues & taxes by the appropriate Government.
- i) The agency shall be solely liable for all payment/dues of the security personnel employed and deployed by them. The agency shall fully indemnify OPTCL of the concerned units against all the payments, claims, and liabilities whatsoever incidental or directly arising out of or for non- compliance with or enforcement of the provisions of any of the labor or other laws to the extent they are applicable to establishment /work premises.
- j) The agency shall submit their Tax invoice as per the check list and certificate along with each Tax invoice to the effect that payment have been made to the employees as per the approved rate of wages, acquaintance roll and all Labor Laws / obligations have been complied.
- k) The contractor has to submit adequate documentary proof of payment of wages through Bank depositing EPF, ESI contribution and GST of preceding amount to the concerned authority along with bills. Documentary proof of EPF, ESI contribution should be in individual name of security personnel. **The contractor will submit an affidavit on non-judicial stamp paper of Rs. 100/-** that they have deposited the EPF and ESI Contribution of actual numbers of personnel in concerned authorities mention in the bill and all the security personnel have been issued with Wage Slip with full details in all respect as specified for the month they claimed for the payment.

- l) There shall be no increase in rates to the Bidder during the contract period expect reimbursement of the incremental wages and consequential statutory contributions payments, and taxes Deposits respectively made by the agency consequent upon revision of wages by the appropriate Government.
- m) The agency shall completely filled up the Check List for Statutory compliance (enclosed as above) and submit along with the bill.
- n) The agency shall submit professional tax challan and list if applicable.

x. Other Provisions

- o) The agency shall neither deploy nor withdraw any security personnel at any time without approval of HRD Department, OPTCL Hqrs, Bhubaneswar. In case of separation of any existing security person due to resignation/termination/death or any other reason whatsoever the same needs to be substituted as per eligibility criteria.
- p) A senior level representative of the Agency shall visit the site of deployment at least fortnightly/monthly and review the service performance of its personnel. During the weekly visit, Agency's representative will also meet the Unit Heads and Officer- in - charge of security for mutual feedback regarding the work performed by the personnel deployed and for removal of deficiencies, if any, observed in their working. Such mutual feedback must be documented diligently.
- q) In case of any loss to OPTCL due to lapse on the part of the security personnel discharging security responsibilities, such loss will be borne by the Agency and in this connection, the OPTCL shall have the right to recover the loss including by deducting appropriate amount from the bill of security agency to make good of such loss to the OPTCL besides imposition of penalty. In case of frequent lapses on the part of the security personnel deployed by the agency, OPTCL shall be within its right to terminate the contract forthwith or take any other action without assigning any reason thereof.
- r) The Bidder /Agency shall also supply Dress / Uniforms and other equipments to the Security personnel at its own cost and expenses.**

Techno- Commercial Evaluation Criteria

| SN. | CRITERIA | MARKING SCHEME | MAXIMUM MARKS | DOCUMENTS TO BE SUBMITTED IN THE TECHNO -COMMERCIAL BID /REMARKS |
|-----|--|----------------|---------------|--|
| 1 | Minimum Average Annual Turnover(MAAT) of the bidder in the last three FY from Security Services only | | | |
| | >=400 Crores | 20 | 20 | Audited Balance Sheet for the last 03 FY & Certificate from statutory Auditor certifying the last three years turn over from security services. Three (03) Consecutive year shall be 2022-23, 2023-24 & 2024-25 |
| | >=300 Crores & < 400 Crores | 15 | | |
| | >=200 Crores & < 300 Crores | 10 | | |
| | 100 Crores & < 200 Crores | 8 | | |
| 2 | No. of Security Guards in Bidder’s Payroll | | | |
| | 4001 or More | 20 | 20 | (1) Copy of latest EPF challan and ECR document to be enclosed. (2) Certificate from the Bidder’s statutory auditors certifying the number of Security guards on the Bidders payroll (as on date of tender) shall also be considered as valid supporting document. However, the Bidder shall submit the summary sheet of ECR/ Payment confirmation receipt. OPTCL may carry out verification of the same, if required. |
| | 3001 to 4000 | 15 | | |
| | 2000 to 3000 Nos. | 10 | | |
| 3 | Number of Security Contract(s) with Deployment of 500 Manpower in a year in a single contract in Government Departments, Public Sector Undertaking, reputed Corporate, Organization, and Autonomous body etc. as per Techno-commercial criteria at B (ii). | | | |
| | 10 or More Contracts | 15 | 15 | Documentary Evidence - Copy of Agreement / LOA / PO along with Client certificate clearly mentioning the number of manpower & duration for which the deployment is made |
| | 05 to 07 Contracts | 10 | | |
| | 01 to 04 Contracts | 07 | | |
| 4 | Deployment of Security Personnel in Multiple Locations i.e. Number of Districts | | | |
| | 20 or more locations | 10 | 10 | Documentary Evidence - Copy of Agreement / LOA / PO / Performance Certificate clearly mentioning the location/District wise deployment details. |
| | 10 to 15 locations | 07 | | |
| | 5 to 10 locations | 05 | | |
| | | | | |

| | | | | |
|--|---|-----|-----|--|
| | Training Capability of Bidder | | | |
| 5 | Availability of PSARA Certified Training Institute anywhere in India & Training Institute also available within Odisha in bidders own name | 15 | 15 | Documentary Evidence - PSARA Training Institute Recognition Certificate, Lease agreement - clearly stating the purpose for which the land has been leased, Tie UP MoU |
| | Availability of training institute in Bidders own name anywhere in India, other than Odisha | 10 | | |
| | Tie up with training institute within the state of Odisha | 05 | | |
| 6 | Quality Assurance | | | |
| | Any 05 and more certifications constantly renewed for past 03 years ISO 9001, 14001, 45001, 18788, 27001 and 8000. | 10 | 10 | Documentary Evidence - A valid copy of each of the ISO Certificates |
| | Any 04 certifications constantly renewed for past 03 years ISO 9001, 14001, 45001, 18788, 27001 and 8000. | 08 | | |
| | Any 03 certifications constantly renewed for past 03 years ISO 9001, 14001, 45001, 18788, 27001 and 8000. | 06 | | |
| | Any 02 certifications constantly renewed for past 03 years ISO 9001, 14001, 45001, 18788, 27001 and 8000. | 04 | | |
| | Any 01 of the certifications constantly renewed for past 03 years ISO 9001, 14001, 45001, 18788, 27001 and 8000. | 02 | | |
| | Total score (a) | 90 | 90 | |
| 7 | Presentation (b) The presentation should contain: 1. Company profile 2. Major Security contracts undertaken - having annual contract value greater than INR 20 crore. 3. Details of training infrastructure and facilities. 4. Employment of technology in ongoing contracts to enhance security services. 5. Awards and certifications | 10 | 10 | Only those Bidders who fulfill the requirements of the eligibility criteria would be asked to give a presentation on their approach & methodology. The venue of the presentation shall be the OPTCL Hqrs. office at Bhubaneswar. |
| | TOTAL Technical Score (a+b) | 100 | 100 | |
| Total Minimum qualifying Technical Marks in Techno-Commercial Evaluation : 60 out of 100 | | | | |

**TECHNICAL REQUIREMENTS FOR SECURITY PERSONNEL TO BE DEPLOYED BY
THE SUCCESSFUL AGENCIES IN OPTCL**

[As per provision of Section – 10 of the Private Security Agencies (Regulation) Act, 2005 & Rule– 09 of the Orissa Private Security Agencies Rules, 2021]

1. Must have above 18 years of age and not exceeding 50 years.
2. Must have possessed Physical Standards as indicated hereunder:-

(A) General /SEBC / SC Candidates:

- | | |
|----------------------|---------------------------------|
| 1. Height: | 160 centimeter |
| 2. Weight: | 55 K.G |
| 3. Chest: | 80 centimeter (Normal) |
| | 84 centimeter (Expanded) |
| 4. Eye Sight: | Sight Vision: Far – 6/6 |
| | Near – 0.6/0.6 |

(B) S.T Candidates:

- | | |
|----------------------|---------------------------------|
| 1. Height: | 155 centimeter |
| 2. Weight: | 50 K.G |
| 3. Chest: | 80 centimeter (Normal) |
| | 84 centimeter (Expanded) |
| 4. Eye Sight: | Sight Vision: Far – 6/6 |
| | Near – 0.6/0.6 |

- Besides that everyone should be free from knock knee, flat foot and be able to run one Kilo Meter in six minutes.
 - Free from any hearing defect and able to hear and respond to the spoken voice and alarms generated by security equipment.
 - Must be free from contagious or infectious disease. Must have dexterity and strength to perform searches, handle objects and use force for restraining the individuals in case of need.
 - The Agency shall ensure for submission of Physical fitness Certificate obtained by the Guards from Govt. Medical Practitioner's for deployment / engagement of Guards.
3. Must have in possession of Certificate in Form – VIII (under Odisha Private Security Agencies Rules, 2021) in support of successfully undergone the training prescribed for the purpose.

4. Must have in possession of Character Certificate in Form – VII (under Odisha Private Security Agencies Rules, 2021).
5. Must be able to speak, read and write Odia/English/Hindi.
6. Must have passed Matriculate examination.
7. Must be free from color blindness
8. Before deployment of any security guard/ supervisor the decision of OPTCL Management towards fitness of the security guard/ supervisor shall be final and binding upon the Agencies.
9. The Agency must produce photocopy of documents of Identity Card (Aadhaar Card/Voter ID/Driving License/PAN Card etc.)

Scope of Security Services:

Without prejudice to the generality of the responsibilities, liabilities and obligations attached to the Security arrangements for the OPTCL site / offices and other areas. Following shall *inter alia* be responsibilities, liabilities and obligations of the Security Agency: -

- i. The agency must be able to reinforce its manpower deployed at company's premises without any loss of time during any kind of disturbances, demonstrations, strike, and dharna or as and when required by the company, at sites/offices premises.
- ii. The agency shall maintain good relations with the local administration, Police and govt. agencies and shall act on behalf of the Company as and when required. The agency shall also file FIRs/ reports etc. with such govt. bodies on its own, as and when directed/desired by the company.
- iii. The security personnel shall be compulsorily screened and selected individually by the Security Agency as per the laid down physical standards. No personnel shall be deployed without such screening.
- iv. The agency shall keep watch on each and every visitor and to check if required, all incoming and outgoing personnel including the Company's employees, its security agency's employees and labourers, visitors etc.
- v. The agency shall keep vigil on and to check if required, all incoming and outgoing materials, vehicles including cars, truck, scooters, motor-cycles, bicycle etc. so as to ensure that there is no unauthorized entry or exit of men, materials and vehicles in the Company's premises.
- vi. The agency shall record and maintain the register of major and minor events occurring during the period of 24 hours and report the same to the Authorized officer of the OPTCL every day regularly in the form of daily report.
- vii. The agency shall maintain Registers, logbook & others documents for incoming and outgoing men, materials and vehicles etc. in such proforma as may be prescribed by the company from time to time.

- viii.** The agency shall issue gate-pass to visitors and to collect such passes at the time of exit and to maintain the record for the same.
- ix.** The agency shall inquire about any theft, pilferage, fire, disobedience, rowdies act, indiscipline, unauthorized activities and all other criminal activities in the OPTCL's premises and report the same to the Authorized officer to lodge the complaints to police authorities, if so desired by the company.

Any lapses on account of non-reporting of theft or any other untoward incident shall be treated as an offence. Necessary action as deemed fit shall be taken against the agency.
- x.** The armed guard may be deployed with the permission of the security in-charge, a report must be sent to the HR Dept. duly certified by agency's officials and the Chief Security Officer of the OPTCL.
- xi.** The agency shall provide necessary law and order assistance to the Company in case of fire, natural calamity, strike, mob, theft etc. in the OPTCL's premises or on any other occasion as may be directed by OPTCL.
- xii.** The agency shall deploy security personnel at strategic points and arrange for patrolling, round the clock and to check all locking devices in operation while on patrol.
- xiii.** The agency shall provide escort to the management executives, officers and staff and important visitors of the company as and when asked for by OPTCL.
- xiv.** The agency shall protect the OPTCL property and premises and property of its employees in the premises against all outside and inside forces including malicious acts of any person(s).
- xv.** They shall protect trees, shrubs, arboriculture and other horticulture plants in the premises.
- xvi.** Surprise checking shall be personally carried out by the Security agency to ensure effective services by the Security staff deployed by the Security agency in OPTCL's premises.
- xvii.** The agency shall provide intelligence services to OPTCL on regular basis on important events/developments concerning OPTCL's interest.
- xviii.** The agency shall undertake any such job/services/assignments etc. as desired by the company, concerning liaisoning/ security of the OPTCL premises/ other field offices.

In addition to the scope of work above, the Security Agency shall provide additional security cover for the occasion like visits of VIP, Social / Cultural / Sports programs or any other eventualities of OPTCL, for which sufficient advance intimation shall be given, whenever possible. The payments will be released as per the scheduled rates.
- xix.** The Agency shall provide security services for the protection of life and against theft, pilferage, fire etc.
- xx.** Ensure safety and security of men and material,
- xxi.** Guiding visitors to desired locations. Concerned officials / occupants.
- xxii.** Regulating entry of unwanted visitors / salesmen and maintenance of visitors register.

- Checking of gate passes and to regulate the entry and exit of vehicles / materials.
- xxiii.** Prevent entry of stray animals like cows, dogs etc.
 - xxiv.** Round the clock security service is required to safeguard property and personnel.
 - xxv.** Frisking and checking of visitors during and after operational hours.
 - xxvi.** Hand held metal detectors should be provided by the Security Agency at his own cost in case of Head Qrs. Office, for checking and frisking of visitors as well as their carry bags.
 - xxvii.** Checking of vehicles at entry and use inverted mirror detectors for checking vehicles.
 - xxviii.** The Bidder shall maintain records of inwards and outwards movement of men, materials and vehicles, etc. with proper check as per instructions given from time to time by Authority.
 - xxix.** Effective involvement during the crisis management like fire accidents and bomb threats and during periodical drills. Liaison with appropriate agencies in case of emergencies / Disaster & be well equipped with their update contact numbers.
 - xxx.** Visitors management in common, during events & exhibitions, and during other special occasions,
 - xxxi.** Having effective control on movement of materials in / out.
 - xxxii.** Physical guarding of entry / exit points.
 - xxxiii.** Screening / directing of visitors,
 - xxxiv.** Patrolling and guarding various common area and surroundings to ensure adequate safety and security.
 - xxxv.** Assisting the occupants during the emergency evacuation of the building.
 - xxxvi.** Rescue operation of passengers stranded in the lifts.
 - xxxvii.** Complete disaster management in case of emergencies / disasters.
 - xxxviii.** Providing of adequate security as per the requirement.
 - xxxix.** Ensuring and monitoring the operations of Boom Barriers & Access Control System.
 - xxxxi.** Lodging of complaints / FIRs in case of emergency / disaster on intimations,
 - xxxxii.** The Bidder shall provide a log book register for making entries by the security personnel of their presence at duty site.
 - xxxxiii.** The Bidder shall provide at his own cost:
 - Proper clean uniform and badges
 - Photo identity cards as laid down in the Orissa Private Security Agencies Rules 2021.
 - xxxxiv.** The Bidder shall have his own Establishment / Setup / Mechanism, etc. at his own cost to ensure correct and satisfactory performance of his liabilities and responsibilities under the contract. The Bidder shall get guards and supervisors screened for visual, hearing, gross

physical defects and contagious diseases and will provide a certificate to this effect for each personnel deployed. Authority will be at liberty to get anybody re-examined in case of any suspicion. Only physically fit personnel shall be deployed for duty. The Bidder shall bear all the expenses incurred on the following items i.e. required security devices, metal detectors, searching mirror, Walky-Talky, provision of torches and cells, lathis / ballams and other equipment to security staff, stationary for writing duty charts and registers at security check points and record keeping as per requirements.

The agency shall have to mention their buffer security personnel to execute the contract efficiently.

OTHER CONDITIONS:

- i.** The Security agency/contractor shall not deploy inter-state migrant workmen for watch & ward duty.
- ii.** The Security agency shall ensure that they will strictly follow the physical standards for the recruitment of Security Personnel
- iii.** All payments (excluding service charge and statutory dues) are directly payable by the security agency to the guards/gunmen (Armed guard) /Supervisors accounts through Bank Account only.
- iv.** All deployment of guards will be done only after clear instructions are given by the concerned authorized officer. If an untoward incident occurs, due to lapses on the part of security personnel, the OPTCL shall reserves the rights to deduct the service charges, directly in proportion to the gravity of the incident.
- v.** In case of any emergency like disturbances, demonstration, agitation etc. within the Office, GRID S/S installations, office premises and outside premises of OPTCL, the security personnel deployed by the OPTCL shall stand firm on their duties and assist the management and police authorities in maintaining law and order situation in such places. They should never desert the work spot under such situations.
- vi.** In case the security personnel deployed by the Security Agency go on strike, agitation, remain absent, or remain inactive in a manner not conducive to OPTCL's interest, the Security Agency shall immediately replace them by efficient persons. Failure to do so by the Agency, will invoke penalty clause. The Agency will also ensure that their personnel are not involved in any type of Union activity, Dharna/ Demonstration before any of the Offices of OPTCL.
- vii.** The security personnel deployed by the Security Agency in OPTCL should have thorough knowledge on right of private defense of personnel and property as provided under the Indian Penal Code.
- viii.** Whenever the Security Agency through their security personnel, deployed at any of the OPTCL's premises, notice or hear anything against the interest of OPTCL, they shall report the same immediately to the authorized officer of OPTCL.

- ix. The security agency manpower shall not engage themselves, directly or indirectly in any commercial activities or employment over & above their employment with the security agency.
- x. All security personnel deployed by the security agency shall be respectful & shall possess required tact and patience in performing their duties and shall discharge their duties in a most befitting manner, keeping honor and dignity of the Organization always high.
- xi. The Security Agency shall provide two sets of proper and attractive uniform, shoes & equipment to all the security personnel deployed by him at its own cost. All security personnel deployed shall keep smart, active and in impressive appearance and shall put on the uniform in washed, neatly pressed & tidy condition.
- xii. It shall be the responsibility of the security agency to issue the employment card/photo identity card to the security guards. The Agency shall take responsibilities to bring their employees to the spot every day and also to take them back at the end of each shift.
- xiii. The Security Agency shall rotate the security personnel deployed for the contract in every 03 months or as and when suggested by the Company.
- xiv. The Security Agency shall ensure that the security personnel observe code of conduct and discipline expected of a Security Force.
- xv. The Security Agency must visit the site to familiarize themselves with the site conditions.
- xvi. All guards should have Bank A/c and their monthly wages or advances will be directly credited to their Bank A/c by the agency. There will be no cash transaction for above purposes.
- xvii. **For non-coverage area of the ESI scheme, insurance of each guard and compensation policy as per Employees Compensation Act 1923 is a must.**
- xviii. Physical standard requirement of each guard is to be adhered to as specified in the tender document.
- xix. The Security Agency shall provide personnel for local liaison with the nearby residents, Govt. and Police Authorities without any additional cost.
- xx. Discipline will always be maintained by the security personnel on/off the duty.
- xxi. Every security personnel should have undergone Police verification.
- xxii. As per the contract, a predefined role of all security personnel would be submitted to Security in-charge (Resume sheet will be prepared for each individual) with photograph and ID proof.
- xxiii. Security agency shall make own arrangements for boarding, lodging and food for their employees/guards nearby the sites.
- xxiv. Any implication due to theft at site will be debited to Agency's account.
- xxv. The agency shall deploy women security personnel as and when required by OPTCL.
- xxvi. The agency is required to submit a certificate from the concerned unit head of concerned (O&M) Circle mentioning that there is no dues pending with respect to wages, bonus and leave salary

of security guards, if the agency has engaged security personnel at OPTCL.

- xxvii.** The agency is required to engage 01 supervisor for every 15 security guards engaged in OPTCL as per rule-10 of OPSA Rules, 2021.
- xxviii.** Successful bidder has to submit copy of certificate in form IV as per OPSA Rules, 2021 and copy of certificate in form VII as per Contract Labor(R&A) Rules, 1975.

DUTIES OF SECURITY PERSONNEL:

Duties of Security Guards (Main Gate):

Security Guards are posted on shift duty shall always be in full uniform. They are responsible for the security of the Grids/lines/offices where they are deployed. They have to assist their superiors in performance of their duties. While posted at main gate of the offices they will perform the following duties:

- i.** They will check the identity card / pass of all the persons entering in the offices and will not allow anybody to enter without I-card or pass. They will also check if required, the bags / briefcases etc. of the persons entering the premises and will direct them to meet the receptionist. They will not allow any unauthorized / suspicious person to enter the office premises. While on duty, the security guards will remain vigilant, alert and careful and sincere on their duty.
- ii.** At the time of the personnel going out, they will keep watch on persons if there is any suspicion of his carrying any material of OPTCL he may check the material.
- iii.** They will note down the no. of vehicles and name of the drivers entering in the offices in the log book / registers. In case any vehicle / person carrying any material he will check the gate pass/challans and help his superiors counting / checking the items mentioned in the gate pass/challans. No official material will be allowed to take out of the office premises without proper gate pass.
- iv.** They will also arrange to park / outgoing of the vehicles of the senior officers in the premises of the offices / corporate office of OPTCL.
- v.** Whenever any suspicious object is seen near the offices the matter should immediately be reported to his supervisor/senior officers.
- vi.** Any other duty assigned by the security supervisor or security in-charge on duty at the gate.

Duties of Security Guards (Stores) / Offices / Units / Establishments

Security guard posted at stores of OPTCL is an important functionary as a representative of the security staff. He is deputed in the stores mainly to ensure that no theft, pilferage, misappropriation and loss of company's properties take place. He will function under the direct supervision of the security supervisor. His duties are as under:

- i. He will check all the outgoing and incoming vehicles and will ensure that no material is taken out from the stores without proper gate pass / docket.
- ii. He will check the material as per the docket / gate pass and make the entries in the registers. He will also note down the vehicle no. carrying the material and put his signature on the register kept on the gate.
- iii. He will keep the dockets and gate passes in safe custody and shall enter them in the register.
- iv. He will sign on the back of the gate passes / dockets in token of having checked the materials.
- v. He will also maintain a register in which incoming materials is to be entered and proper records are to be kept. He will be responsible for getting the material weighed / measured / counted as the case may be in his presence in case of material is taken out or the material brought to the stores
- vi. In case of emergency the material may be allowed to go out by the security guard on duty by making entry in the Register after noting down full particulars of that person with I-Cards etc. with permission of security in-charge.
- vii. He will bring into notice of the Authorized officer through the supervisor regarding any mal-practices being followed in the stores/other offices of OPTCL.
- viii. He can be assigned any other duty by the security in-charge from time to time.

OUT BREAK OF FIRE

- i. On observing fire, shout -"Fire".
- ii. Try to extinguish fire by extinguisher.
- iii. Ask for help from people to fight fire.
- iv. Contact local fire station for immediate help.
- v. Inform the local police station for immediate help.
- vi. Inform security supervisor/ OPTCL official on given telephone number.
- vii. Assist fire-party in fighting fire
- viii. On extinguish of fire, record details in -security log book- and inform all concerned about the same, who were informed earlier
- ix. Resume normal security duty after extinguish of fire.

THEFT/ DISORDER

- i. Investigate at-site to identify & isolate the thief till arrival of supervisor/ police.
- ii. Inform security supervisor, OPTCL official & Chief Security Officer.
- iii. Inform local police station for immediate help.
- iv. Assist police/OPTCL official in investigation.
- v. Record details in security log book.
- vi. Continue to be alert & maintain discipline amongst security person.

DOCUMENTS TO BE SUBMITTED BY THE BIDDERS

DOCUMENTS TO BE PROVIDED WITH THE TECHNICAL BID

1. Technical Bid
2. Cost of tender paper in shape of demand draft/ pay order only
3. Attested copy of registration certificate of Agency /Firm /Company registered under The Companies Act,1956/2013;
4. Certified copy of the statement of bank account of agency for the last three years;
5. Attested copy of PAN / GIR Card;
6. Attested copy of the latest IT return filed by agency;
7. Attested copy of GST registration certificate;
8. Attested copy of the E.P.F. registration letter / certificate;
9. Attested copy of the E.S.I. registration letter / certificate;
10. Certified documents in support of the financial turnover of the agency;
11. Attested copy of the License obtained from the Home Department;
12. Copy of the Tender Document with each page duly signed and sealed in each page by the authorized signatory of the Bidder / Agency in token of their acceptance.
13. Annexure A, C, D, E and F
- 14. Performance certificate obtained from concerned Unit Head**
(If the agency has supplied manpower/security guards to OPTCL earlier)
15. Power of Attorney/authorization for signing the bid documents (in Form-T3)
16. An undertaking regarding blacklisting of the Firm/Company and on criminal case criminal case pending against the Director of the firm/Company/Agency participating in the tender (**Annexure –B**)
17. Evidence of availability of training facility and service equipment and gadgets
18. Letter of application on the Bidders letter head in Form-T1
19. Information about the Bidder in Form-T2

20. Experience of similar work in Form-T4
21. Existing commencements in Form-T5
22. Anti-collusion certificate in Form T-6

**DOCUMENTS TO BE SUBMITTED BY THE SUCCESSFUL AGENCY BEFORE
DEPLOYMENT OF SECURITY PERSONNEL**

1. List of Manpower shortlisted by the Bidder / Agency for deployment with OPTCL containing full details i.e. date of birth, blood group, marital status, address, Educational Qualification, PF UAN number, ESI IP number, photograph, ID proof etc. in soft & hard copy.
2. The details of standard pattern of Uniforms (summer, winter and Rainy) supplied By the Bidder / Agency.
3. Copy of Certificate in Form No. III, IV, V & VII under Odisha Private Security Agencies Rule, 2021).
4. Copy of the License in Form-VI & VII under Rule 25 (1) of The Orissa Contract Labour (R &A) Rules 1975.
5. Copy of 1st page of S/B account of each security personnel.
6. Valid EPF & ESI registration certificate.
7. Registration of worker in Form-A.
8. Issue of I-card to all the security guards engaged.
9. Notice of commencement to appropriate statutory authority.

FORM –T1: LETTER OF APPLICATION**(On the Bidder's Letter Head)****[Location, Date]****To,****Chief General Manager (EL)
CPC, HQ Office, BBSR****Sub: - Selection of Agency for Providing Watch & Ward Service to OPTCL****Sir,**

With reference to your Tender dated _____, I have examined all relevant documents and understood their contents, hereby submit our Technical and Financial Proposal for the proposed service [Name of the Service]

1. All information provided in the proposal and in the Appendices is true and correct and all documents accompanying such Proposal are true copies of their respective original document. This Statement is made for the express purpose of appointment as the Contractor for the aforesaid Assignment.
2. I shall make available to the Authority any additional information if any deemed necessary or required.
3. I acknowledge the right of the Authority to reject our application without assigning any reason or otherwise and hereby waive our right to challenge the same on any account whatsoever.
4. I certify that in the last three years, we or any of our Associates have neither failed to perform on any contract, as evidenced by imposition of a penalty by an arbitral or judicial authority or a judicial pronouncement or arbitration award against the Bidder nor been expelled from any project or contract by any public authority nor have had any contract terminated by any public authority for breach on our part.
5. I declare that:-
 - a. I have examined and have no reservations to the Tender Documents, including any Addendum issued by the Authority.
 - b. I do not have any conflict of interest in accordance with the prescriptions in the Tender Documents.
 - c. I have not directly or indirectly or through an agent engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice, as defined in the Tender

Document.

d. I hereby certify that we have taken steps to ensure that in conformity with the provisions of the Tender, no person acting for us or on our behalf will engage in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice.

6. I agree and understand that the proposal is subject to the provisions in the Tender Document. In no case, shall I / we have any claim or right of whatsoever nature if the Assignment is not awarded to me / us or our proposal is not opened or rejected.
7. I agree to keep this offer valid for 180 (One Hundred Eighty) Days from the Bid opening date.
8. In the event of my firm being selected as the Contractor, I agree to enter into an Agreement in accordance with the form which shall be provided by Client. We agree not to seek any changes in the aforesaid form and agree to abide by the same.
9. I agree and undertake to abide by all the terms and conditions in the Tender Document. In witness thereof, I/we submit this Proposal under and in accordance with the terms in the Tender Document.

Yours sincerely,

Authorized Signature [In full and initials]

Name and Title of Signatory

Name of Firm Address

FORM –T2 INFORMATION ABOUT THE BIDDER

A. BIDDER ORGANISATION

1. State the Status of the Bidders Organization namely public Limited Company / Private Limited Company etc.

2. State the following

- Name of the Company:
- Country of incorporation :
- Registered Address :
- Year of Incorporation :
- Year of commencement of business :
- Principal place of business :
- GSTIN :
- PAN:
- Brief description about the Organization including details of its main lines of business:
 - a) Name :
 - b) Designation:
 - c) Address:
 - d) Phone No. :
 - e) Fax No. :
 - f) E-Mail Address:

3. Details of individual (s) who will serve as the point of contact / communication for AUTHORITY within the Company.

- a) Name:
- b) Designation:
- c) Address:
- d) Telephone No. :
- e) E-Mail Address:
- f) Fax No. :

FORM –T3: POWER OF ATTORNEY

(On a Stamp Paper of relevant value)

**POWER OF ATTORNEY FOR AUTHORISED
SIGNATORY**

Know all men by these present, we _____ (name and address of the registered office) do hereby constitute, appoint and authorize Mr./Ms. _____ (name and address of residence) who is presently employed with us and holding the position of _____ as our attorney, to do in our name and on our behalf, all such acts, deeds and things necessary in connection with or incidental to our proposal for [security Service].

We hereby agree to ratify all acts, deeds and things lawfully done by our said attorney pursuant to this Power of Attorney and that all acts, deeds and things done by our aforesaid attorney shall and shall always be deemed to have been done by us.

Executant

Signature of Attorney

(Name, Title and Address of the Attorney) Attested.

Notes:

1. To be executed by the sole Bidder.
2. The mode of execution of the Power of Attorney should be in accordance with the procedure, if any, laid down by the applicable law and the charter documents of the executant (s) and when it is so required the same should be under common seal affixed in accordance with the required procedure.
3. Also, where required, the executants (s) should submit for verification the extract of the charter documents and documents such as a resolution / power of attorney in favour of the Person executing this Power of Attorney for the delegation of power hereunder on behalf of the Bidder.
4. In case the Proposal is signed by an authorized Director of the Bidder, a certified copy of the appropriate resolution / document conveying such authority may be enclosed in lieu of the power of Attorney.

FORM-T4: EXPERIENCE OF SIMILAR WORKS

Name of Bidder

A. Details of Projects Undertaken / completed for providing security service during the last three financial years.

| Sl. N o | Name of Project | Name of Client with address and contact numbers | Date of Award of assignment | Date of completion of assignment (for both completed and ongoing project) | Period of Service | Description of service provided | No of security personnel deployed/ provided | Total cost of work (in INR cr.) |
|---------|-----------------|---|-----------------------------|---|-------------------|---------------------------------|---|---------------------------------|
| (1) | (2) | (3) | (4) | (5) | (6) | (7) | (8) | (9) |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |

FORM –T5: EXISTING COMMITMENTS

Current Contract commitments / works in progress

Name of the Bidder:

| Sl. No | Name of Project | Name of Client with address and contact numbers | Date of Award of assignment | Period of Service | Description of service provided | No of security personnel deployed/provided | Total cost of work (in INR cr.) |
|--------|-----------------|---|-----------------------------|-------------------|---------------------------------|--|---------------------------------|
| (1) | (2) | (3) | (4) | (5) | (6) | (7) | (8) |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |

Bidders should provide information on their current commitments on all contracts that have been awarded, or for which a letter of intent or acceptance has been received, or for contracts approaching completion, but for which and unqualified, full completion certificate has yet to be issued.

FORM – T6 ANTI -COLLUSION CERTIFICATE

(On letter head of Bidder)

1. We certify that this proposal is made in good faith and that we have not fixed or adjusted the amount of the Proposal by, or under or in accordance with any agreement or arrangement with any other person. We also certify that we have not and we undertake that we will not, before the award of any contract for the work.

(i) (a) Communicate to any person other than the Authority / or person duly authorized by it in that behalf the amount or approximate amount of the Proposal, or Proposed Proposal, except where the disclosure, in confidence, of the approximate amount of the proposal was necessary to obtain premium quotations required for the preparation of the proposal.

(b) Enter into any agreement or arrangement with any person that they shall refrain from bidding, they shall withdraw any Proposal once offered or vary the amount of any Proposal to be submitted.

(ii) Pay, give or offer to pay or give any sum of money or other valuable considerations directly or indirectly to any person for doing or having done or having caused to be done in relation to any other proposal or proposed proposal for the work, any act or thing of the sort described at (i) (a) or (i) (b) above.

2. We further certify that the principles described in paragraphs (i) and (ii) above have been or will be, made on the basis of compliance with the above, principles by all parties.

3. We are not part of any “Anti-competitive practice” such as collusion, bid rigging or anti-competitive arrangement, or any other practice coming under the purview of the Competition Act, 2002 as amended from time to time, between two or more bidders, with or without the knowledge of the OPTCL (Authority), that may impair the transparency, fairness and the progress of the security service process or to establish bid prices at artificial, non-competitive levels.

4. In this certificate, the work “person” includes any persons or anybody or association, corporate or unincorporated, “any agreement or arrangement” includes any transaction, formal or informal and whether legally binding or not, and “the work” means the work in relation to which this proposal is made.

Dated thisDays of2023

Name of the Bidder.....

Signature of the designated person.....

Name of the designated person.....

Date of receipt of request for proposal.....

ANNEXURE- B**SELF-DECLARATION–NO BLACKLISTING**

(Date:)

To,
The CGM (CPC)
OPTCL, Hqrs. Office,
Bhubaneswar

Dear Sir/Madam,

Ref: Tender for Selection of Security Agency for providing watch & ward service to OPTCL

In response to the Tender Document for Selection of Security Agency for providing watch & ward service to OPTCL

I/We hereby declare that presently our Company/ firm/Agency _____ is having unblemished record and is not declared ineligible for corrupt & fraudulent practices either indefinitely or for a particular period of time by any State/ Central Government/ PSU/Autonomous Body. We further declare that presently our Company/ firm/Agency _____ is not blacklisted/debarred and not declared ineligible for reasons other than corrupt & fraudulent practices by any State/ Central Government/ PSU/ Autonomous Body on the date of Bid Submission. If this declaration is found to be incorrect then without prejudice to any other action that may be taken, my/ our **earnest money deposit/security deposit** may be forfeited in full and the tender if any to the extent accepted may be cancelled.

Thanking you,

Yours faithfully,

Signature of authorized person

Date:

Full Name:

Place:

Seal:

ANNEXURE- C**INDEMNITY BOND**

THIS INDEMNITY BOND is made thisday of2025 by _____ (herein after called as “Security Agency” which expression shall include its successors & permitted assigns) in favour of Odisha Power Transmission Corporation Limited, a Company incorporated under the Companies Act,1956/2013, having its Registered Office at Janpath, Bhubaneswar-751022, Odisha and having its offices throughout the State of Odisha (herein after called “OPTCL” which expression shall include its successors & assigns). We, _____ having a registered office at _____ have entered into a contract with ODISHA POWER TRANSMISSION CORPORATION LIMITED, vide agreement dated _____ to provide Security Personnel on outsourcing basis for different offices of ODISHA POWER TRANSMISSION CORPORATION LIMITED situated throughout Odisha. We do hereby indemnify and keep harmless, ODISHA POWER TRANSMISSION CORPORATION LIMITED, at all times, whether during the continuation of the aforesaid contract and at any time thereafter, in respect of any claim, demand, compensation, liability, penalty, fines, interests, suits etc. of whatsoever nature made, all actions and proceedings taken against the ODISHA POWER TRANSMISSION CORPORATION LIMITED, by any party, employee(s) or Security Personnel provided by us, on account of any delay, default, lapse, error or omission on our part, or of rules and regulations, as may be applicable under the said contract from time to time. We further undertake to indemnify and keep harmless, ODISHA POWER TRANSMISSION CORPORATION LIMITED, against any claim/compensation arising out of any non-payment or short payment of remuneration or compensation by whatever name called and compensation and claims arising on account of any accident, injury, death etc. during the course of their engagement by us for the purpose of this contract, or non-fulfillment of any obligation under any of the labour laws as applicable to the persons engaged by us for the purpose of this contract. We further declare and agree that this Indemnity Bond is an unconditional and irrevocable undertaking by us and is not restrictive in any manner.

For and on behalf of _____,

Authorized Signatory

Witness(s)

- 1. Signature:**
- 2. Name:**
- 3. Address:**

- 1. Signature**
- 2. Name:**
- 3. Address:**

ANNEXURE D**PRO FORMA OF BANK GUARANTEE FOR BID SECURITY (EMD)**

(To be stamped in accordance with Stamp Act and the Non-Judicial Stamp Paper of appropriate value should be in the name of Issuing Bank)

Ref No:

Bank Guarantee No.

Date:

BG Amount:

Validity Period:

This Guarantee Bond is executed this..... day of by us the..... Bank at , P.O..... , Dist....., State..... and Code No.....

Whereas the ODISHA POWER TRANSMISSION CORPORATION Limited, Janpath, Bhubaneswar, a company constituted under the Companies Act-1956 (hereinafter called OPTCL) has invited Tender vide e-NIT No..... Dated..... for the purpose of work under Package(s) No...../ purchase of ----- .

1. Now, therefore, in accordance with Notice Inviting Tender (e-NIT) No..... Dated of OPTCL, Ms/Shri.....Address..... Wish / wishes to participate in the said tender and as a Bank Guarantee for the sum of Rs. [Rupees in **words**-----] valid for a period ofdays is required to be submitted by the bidder, as per Tender Specification, we the _____) [indicate the name, Address & Code of the bank] [hereinafter referred to as “Bank”] at the request of Ms/Shri..... [hereinafter referred to as “Bidder”] do hereby unequivocally and unconditionally guarantee and undertake to pay during the above said period on written request by the <Tender Issuing Authority, Central Procurement Cell (CPC) ODISHA POWER TRANSMISSION CORPORATION Ltd. , Bhubaneswar an amount not exceeding Rs..... to OPTCL., without any reservation. The guarantee would remain valid up to [Date] and if any further extension to this is required, the same will be extended on receiving instruction from ----- on whose behalf this Bank Guarantee has been issued.

2. We, the _____ [indicate the name of the Bank, Address, Code] do hereby further undertake to pay the amounts due and payable under this guarantee without any demur, merely on a demand from OPTCL. Any such demand made on the Bank shall be conclusive as regards the amount due and payable by the Bank under this guarantee. However, our liability under this guarantee shall be restricted to an amount not exceeding Rs..... (Rupees in words.....)

3. We undertake to pay to OPTCL any money so demanded not withstanding any dispute or disputes so raised by the bidder in any suit or proceeding instituted/pending before any court or tribunal relating thereto, our liability under this present being absolute and unequivocal. The payment so

made by us under this bond shall be a valid discharge of our liability for payment thereunder and the bidder shall have no claim against us for making such payment.

4. We, the _____ Bank further agree that the guarantee herein contained shall remain in full force and effect during the aforesaid period of _____ days [in words]..... (as per Tender Specification) and it shall continue to be so enforceable till all the dues of OPTCL under or by virtue of the said Bid have been fully paid and its claims satisfied or discharged or till OPTCL certifies that the terms and conditions of the said Bid have been fully and properly carried out by the said bidder and accordingly discharges this guarantee. Unless a demand or claim under this guarantee is made on us or our Branch Office at Bhubaneswar <Mention Name, Address & Code of the Branch Office at Bhubaneswar of Issuing Bank> in writing on or before _____ we shall be discharged from all liability under this guarantee thereafter.

 5. We the _____ Bank further agree with OPTCL that OPTCL shall have the fullest liberty without our consent and without affecting in any manner our obligations hereunder to vary any of the terms and conditions of the said Bid or to extend time of performance by the said Bidder from time to time or to postpone for any time or from time to time any of the powers exercisable by OPTCL against the said Bidder and to forbear or enforce any of the terms and conditions relating to the said Bid and we shall not be relieved from our liability by reason of any such variation, postponement or extension granted to the Bidder or for any forbearance, act or omission on the part of OPTCL or any indulgence by OPTCL to the said Bidder or by any such matter or thing whatsoever which under the law relating to sureties would, but for this provision, have the effect of so relieving us.

 - 6 This guarantee will not be discharged due to the change in the name, style and constitution _____ of the Bank and/or of the Bidder.

 - 7 We _____ [indicate the name of Bank, Address & Code] lastly undertake not to revoke this guarantee during its currency except with the previous consent of OPTCL in writing .

 8. We, the _____ Bank (Name, Address & Code) further agree that this guarantee shall also be invocable at our place of business at ----- Branch of **Bhubaneswar** (indicate Name, Address & Code of the Branch at Bhubaneswar) in the State of Odisha.”
- “Notwithstanding anything contained herein”**
- a) Our liability under the bank guarantee shall not exceed Rs. ----- (Rupees in words-----) only.

 - b) This Bank guarantee shall be valid up to -----.

 - c) We or our Branch at Bhubaneswar <Mention Name, Address & Code.....> shall be liable to pay guaranteed amount or any part thereof under this guarantee only if you serve upon us at----- Branch of Bhubaneswar a written claim or demand on or before,

The Bank Guarantee is issued in paper form and Advice transmitted through SFMS with required details to the beneficiary's advising bank (ICICI Bank Bhubaneswar, IFSC Code ICIC0000061).

Dated, the _____ Day of _____

For _____ [Indicate name of Bank]

Signature
 Full name
 Designation
 Power of Attorney No.
 Date.....
 Seal of the Bank.....

WITNESS: (SIGNATURE WITH NAME AND ADDRESS)

(1)
 Signature
 Full name
 (2)
 Signature
 Full name

N.B.:

1. Name of the Bidder.:
2. BG No & Date :.....
3. Amount (In Rs.):.....
4. Validity up to :.....
5. E-NIT No.....
6. Package/Works No.....
7. Name, Address & Code of Issuing Bank:.....
8. Name, Address & Code Bhubaneswar Branch of the Issuing Bank:.....
9. The Bank Guarantee shall be accepted after getting SFMS advice as per details below.

Format for SFMS details
(The Unique Identifier for field 7037 is “OPTCL541405793”)

| Sl. No | PARTICULARS | TYPE | DETAILS |
|--------|-------------------------------|-----------|---------|
| 1 | Type of Bank Guarantee | Mandatory | EMD |
| 2 | Currency & Amount | Mandatory | |
| 3 | Validity Period(from—to --) | Mandatory | |
| 4 | Effective Date | Mandatory | |
| 5 | End date of lodgment of Claim | Mandatory | |

| | | | |
|----|---|-----------|--|
| 6 | Place of lodgment of claim | Mandatory | Bhubaneswar, Branch Name----- of Bhubaneswar Branch code----- of Bhubaneswar Branch Address ----- at Bhubaneswar |
| 7 | Issuing Branch IFSC Code | Mandatory | |
| 8 | Issuing Branch name & address | Mandatory | |
| 9 | Name of applicant and its details | Mandatory | |
| 10 | Name of Beneficiary and its details | Mandatory | |
| 11 | Beneficiary's Bank/Branch and IFSC Code | Mandatory | ICICI Bank Ltd IFSC Code-ICIC0000061 |
| 12 | Beneficiary's Bank/Branch name and address | Mandatory | ICICI Bank Ltd Bhubaneswar Main Branch, Bhubaneswar |
| 13 | Sender to receiver information | Mandatory | |
| 14 | Purpose of Guarantee | Mandatory | EMD |
| 15 | Reference/Description of the underlined tender/contract | Mandatory | NIT No |

ANNEXURE- E**PROFORMA OF BANK GUARANTEE FOR CONTRACT PERFORMANCE (CPBG)**

(To be stamped in accordance with Stamp Act and the Non-Judicial stamp paper of appropriate value should be in the name of the Issuing Bank.)

Ref No:-

Bank Guarantee No.

Date:

BG Amount:.....

Validity Period:.....

This Guarantee Bond is executed this..... day of by us the..... Bank at , P.O..... , Dist....., State..... and Code No.....

Whereas the ODISHA POWER TRANSMISSION CORPORATION Limited, Janpath, Bhubaneswar, a company constituted under the Companies Act-1956 (hereinafter called OPTCL) has issued Letter of Award (LOA) No..... Dated..... for the purpose of work under Package No..... (herein after called “the Agreement”) to M/s/Shri , Address..... (herein after called the “Contractor”) for **providing watch & ward service to OPTCL** under the above LoA and whereas OPTCL has agreed (1) to exempt demand of security deposit under the terms and conditions of the LOA (2) to release payment of the cost of the Contract Price to the Contractor on furnishing by the Contractor to OPTCL a Contract Performance Bank Guarantee (CPBG) of the value of 10% of the Contract Price of the said Agreement.

1. Now therefore, in accordance with the terms and conditions of LOA No. _____ dated _____ for the due fulfillment by the said Contractor of the terms and conditions contained in the said agreement, on production of a Bank Guarantee for Rs. _____ (Rupees _____) only, we the bank _____ [Indicate bank Name , Address & Code] (hereinafter referred to as “the Bank”) at the request of M/s/Shri _____ contractor do hereby undertake to pay to OPTCL, an amount not exceeding Rs. _____ (Rupees _____) only .

2. We, the _____ Bank [indicate the name of the Bank, Address & Code] do hereby undertake to pay the amounts due and payable under this guarantee without any demur, merely on a demand from OPTCL. Any such demand made on the bank shall be conclusive as regards the amount due and payable by the bank under this guarantee. However, our liability under this guarantee shall be restricted to an amount not exceeding Rs. _____ (Rupees-----
- In Words).

3. We, the Bank also undertake to pay to OPTCL any money so demanded not withstanding any dispute or disputes raised by the Contractor in any suit or proceeding instituted / pending before any court or tribunal relating thereto, our liability under this present being absolute and irrevocable. The payment so made by us under this bond shall be a valid discharge of our liability for payment thereunder and the Contractor shall have no claim against us for making such payment.

4. We, the _____ Bank further agree that the guarantee herein contained shall remain in full force and effect during the aforesaid period of _____ days and it shall continue to be so enforceable till all the dues of OPTCL under or by virtue of the said Agreement have been fully paid and its claims satisfied or discharged or till OPTCL certifies that the terms and conditions of the said Agreement have been fully and properly carried out by the said contractor and accordingly discharges this guarantee.

Unless a demand or claim under this guarantee is made on us or our Branch Office at Bhubaneswar <Mention Name, Address & Code of the Branch Office at Bhubaneswar of issuing Bank> in writing on or before (Date), we shall be discharged from all liability under this guarantee thereafter.

5. We, the _____ Bank [indicate the name of the Bank, Address & Code] further agree with the Board that OPTCL shall have the fullest liberty without our consent and without affecting in any manner our obligations hereunder to vary any of the terms and conditions of the said Bid or to extend time or performance by the said contractor(s) from time to time or to postpone for any time or from time to time any of the powers exercisable by OPTCL against the said contractor(s) and to forbear or enforce any of the terms and conditions relating to the said Bid and we shall not be relieved from our liability by reason of any such variation postponement or extension being granted to the said contractor(s) or for any forbearance, act or omission on the part of OPTCL or any indulgence by OPTCL to the said contractor(s) or by any such matter or thing whatsoever which under the law relating to sureties would, but for this provision, have the effect of so relieving us.

6. This guarantee will not be discharged due to the change in the name, style or constitution of the Bank and/or of the contractor(s).

7. We, the _____ Bank [indicate the name of the bank, Address & Code] lastly undertake not to revoke this guarantee during its currency except with the previous consent of OPTCL in writing.

8. We, the _____ Bank (Name, Address & Code) further agree that this guarantee shall also be invokable at our place of business at **Bhubaneswar** (indicate Name, Address & Code of the Branch at Bhubaneswar) in the State of Odisha.

“Notwithstanding anything contained herein”

a) Our liability under the bank guarantee shall not exceed Rs.------(Rupees in words-----) only.

b) This Bank guarantee shall be valid up to -----.

c) We or our Branch at **Bhubaneswar** <Mention Name, Address & Code.....> shall be liable to pay guaranteed amount or any part thereof under this guarantee only if you serve upon us at----- Branch of Bhubaneswar a written claim or demand on or before,

The Bank Guarantee is issued in paper form and Advice transmitted through SFMS with required details to the beneficiary's advising bank (**ICICI Bank Bhubaneswar**, IFSC Code ICIC0000061).

Dated, the _____ Day of _____
For _____ [Indicate name of Bank]

Signature.....

Full Name.....

Designation.....

Power Of Attorney.....

Dated.....

Seal of the Bank.....

WITNESS: (SIGNATURE WITH NAME AND ADDRESS)

1. Signature.....

Full Name.....

2. Signature.....

Full Name.....

N.B.:

1. Name of the Contractor.:
2. BG No & Date :.....
3. Amount (In Rs.):.....
4. Validity up to :.....
5. LOA No.....
6. Package No.....
7. Name, Address & Code of Issuing Bank:.....
8. Name, Address & Code of Bhubaneswar Branch of the Issuing Bank:.....
9. The Bank Guarantee shall be accepted after getting SFMS advice as per details below.

Format for SFMS details

(The Unique Identifier for field 7037 is “OPTCL541405793”)

| Sl. No | PARTICULARS | TYPE | DETAILS |
|--------|-------------------------------|-----------|----------------------|
| 1 | Type of Bank Guarantee | Mandatory | Contract Performance |
| 2 | Currency & Amount | Mandatory | |
| 3 | Validity Period(from—to --) | Mandatory | |
| 4 | Effective Date | Mandatory | |
| 5 | End date of lodgment of Claim | Mandatory | |
| 6 | Place of lodgment of claim | Mandatory | Bhubaneswar, |

| | | | |
|----|--|-----------|--|
| | | | Branch Name----- of Bhubaneswar Branch code----- of Bhubaneswar Branch Address ----- at Bhubaneswar |
| 7 | Issuing Branch IFSC Code | Mandatory | |
| 8 | Issuing Branch name & address | Mandatory | |
| 9 | Name of applicant and its details | Mandatory | |
| 10 | Name of Beneficiary and its details | Mandatory | |
| 11 | Beneficiary's Bank/Branch and IFSC Code | Mandatory | ICICI Bank Ltd IFSC Code-ICIC0000061 |
| 12 | Beneficiary's Bank/Branch name and address | Mandatory | ICICI Bank Ltd Bhubaneswar Main Branch, Bhubaneswar |
| 13 | Sender to receiver information | Mandatory | |
| 14 | Purpose of Guarantee | Mandatory | Contract Performance |
| 15 | Reference/Description of the underlined tender/contract | Mandatory | LOA No---- |

Note:

- 1. Contractor shall furnish single CPBG for the contract (providing watch & ward service to OPTCL).**
- 2. Strikeout the portion which are not required.**
- 3. In case a Contractor is a Joint Venture/Consortium, The CPBG shall be submitted by the Lead Partner mentioning the Name & Address of the Lead Partner & Other Partner.**

ANNEXURE- F**PROFORMA OF EXTENSION OF BANK GUARANTEE**

(To be stamped in accordance with Stamp Act and the Non-Judicial stamp paper should be in the name of the issuing Bank)

Ref No: - **Date:** -

Sub: Extension of Bank Guarantee No.for Rs. favouring yourselves, expiring onon account of M/s. in respect of LOA No. dated (herein after called original Bank Guarantee).

At the request of M/s., we..... Bank, branch office atand having its Head Office at do hereby extend our liability under the above mentioned Guarantee No. Datedfor a further period ofyears / months/ days from to expire onexcept as provided above, all other terms and conditions of the original Bank Guarantee No. dated shall remain unaltered and binding.

Please treat this as an integral part of the original Bank Guarantee to which it would be attached.

“ Notwithstanding anything contained herein”

a) Our liability under the bank guarantee shall not exceed Rs.------(Rupees in words-----) only.

b) This Bank guarantee shall be valid up to -----.

c) We or our Branch at **Bhubaneswar** <Mention Name, Address & Code.....> shall be liable to pay guaranteed amount or any part thereof under this guarantee only if you serve upon us at----- Branch of Bhubaneswar a written claim or demand on or before,

The Bank Guarantee extension is issued in paper form and Advice transmitted through SFMS with required details to the beneficiary's advising bank (ICICI Bank Bhubaneswar, IFSC Code ICIC0000061).

Dated this Day of20..... at

For[Indicate name of the Bank]

Signature.....

Full Name

Designation

Power Of Attorney No.....

Seal of the Bank.....