

# SAMBALPUR MUNICIPAL CORPORATION



## NOTICE INVITING REQUEST FOR PROPOSAL (RFP)

Sealed applications are invited for "Selection of registered Security Agency/Firm providing security guard on out sources basis to Sambalpur Municipal Corporation" in conformity with term and condition of the detailed RFP notice in two cover system i.e. Technical and financial proposal from intending applicants fulfilling the terms of eligibility laid down in the RFP document. Please refer to website [www.smcsambalpur.nic.in](http://www.smcsambalpur.nic.in) & [www.sambalpur.nic.in](http://www.sambalpur.nic.in) for complete details and downloading the document. The document shall be available on the website from 28.02.2023. The last date & time of submission of proposal is 20.03.2023 till 5PM. For any queries please contact [sambalpurm.hud@nic.in](mailto:sambalpurm.hud@nic.in)

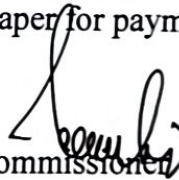
  
Commissioner

Sambalpur Municipal Corporation  
Sambalpur

Memo No. 1358 /SMC

dt. 27.02.2023

Copy submitted to [iprnews@gmail.com](mailto:iprnews@gmail.com) with the request to publish the matter in one odia daily and one English daily newspaper in one issue as per the prescribed I & PR rate and submit bills in duplicate along with publication paper for payment.

  
Commissioner

Sambalpur Municipal Corporation  
Sambalpur



# Sambalpur Municipal Corporation, Sambalpur

E-mail: [sambalpurm.hud@nic.in](mailto:sambalpurm.hud@nic.in) Ph: 0663-2411316

No 1359/Est./SMC

/Date. 28.02.23 SMC- 2022-23

## NOTICE INVITING REQUEST FOR PROPOSAL (RFP)

1. The Municipal Commissioner on behalf of the Sambalpur Municipal Corporation invites REQUEST FOR PROPOSAL (RFP) in Sealed Applications in **two-cover system i.e. Technical and Financial proposal** in conformation with detailed RFP Notice from qualified experienced and financially sound consulting Registered Agency/ Registered Firm/Manpower provider Contractors/Manpower Providing Agency for **"Selection of Registered Security Agency/ Registered security Firm for Providing Security Guard on Outsourced Basis to Sambalpur Municipal Corporation"** having license, registration certificate, ISO Certificate, GST, PAN income tax clearance certificate in conformation with the term and condition from intending applicants fulfilling the eligibility criteria and other qualifying requirement. Please refer to Website [www.smcsambalpur.nic.in](http://www.smcsambalpur.nic.in) & [www.sambalpur.nic.in](http://www.sambalpur.nic.in) for complete details and downloading the document.

Sl No	Scope of work	Cost of Document in Rs. (Non Refundable)	Earnest Money Deposit ( EMD) in Rs.
1	2	3	4
1	<b>Selection of consulting Registered Agency/ Registered Firm/Manpower provider Contractors/Manpower Providing Agency for Providing Manpower on Outsourced Basis to Sambalpur Municipal Corporation</b>	5,000/-	18,000/-

Last date for receipt of Technical and Financial proposals (Through Speed / Registered post or Courier)

**5.00PM of Date 16.03.2023**

Name and address of the office	<b>Municipal Commissioner, Sambalpur Municipal Corporation, Sambalpur- 768006 Email: <a href="mailto:sambalpurm.hud@nic.in">sambalpurm.hud@nic.in</a></b>
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2. Contract and other necessary documents can be seen in the website [www.smcsambalpur.nic.in](http://www.smcsambalpur.nic.in) & [www.sambalpur.nic.in](http://www.sambalpur.nic.in).



3. **Cost of RFP Document:** Non-refundable Proposal Document fee in shape of Demand Draft from any scheduled commercial bank in favour of "Commissioner, Sambalpur Municipal Corporation", payable at Sambalpur for Rs.5,000/- (Rupees five thousand only) towards cost of RFP document is to be furnished by the bidder along with the Technical Proposal. Proposals Without the requisite Document Fee shall be treated as non-responsive and rejected out rightly.

4. **Earnest Money Deposit(EMD):** The refundable EMD in shape of Demand Draft from any scheduled commercial bank in favour of "Commissioner, Sambalpur Municipal Corporation", payable at Sambalpur for Rs.18,000/- (Rupees eighteenthousand only) is to be furnished by the bidder along with the Technical Proposal. Proposals without the requisite EMD shall be treated as non-responsive and rejected out rightly.

5. The Bid documents will be available in the website [www.smcsambalpur.nic.in](http://www.smcsambalpur.nic.in) & [www.sambalpur.nic.in](http://www.sambalpur.nic.in) from 11.00 AM of dt.27.02.2023 to 5.00 PM of dt.16.03.2023.

6. RFP shall be received on or before 5.00 PM of dt.16.03.2023.

7. The RFP document shall contain copy of (a) Registration certificate, (b) PAN, (c) GST registration certificate, license and other document required and special condition if any.

Even if qualifying criteria are met, the applicant will be disqualified for the following reason

- If inquired and convinced by the department as to making a false statement or declaration in APPENDIX-A to F

8. Applicant should read the terms and conditions carefully before submission of proposal.

9. All original documents along with Affidavit of the bidder with highest score shall validated before issue of LoI order.

10. Bidder (Proprietors / Partners / Directors) must be Indian Nationals / deemed to have Indian Nationality.

11. The Authority reserves the right to cancel any or all the bids without assigning any reason thereof.

  
Commissioner

Sambalpur Municipal Corporation  
Sambalpur

Memo No. 1360 /SMC

dt. 27.02.2023

Copy submitted to the Copy submitted to the Director Municipal administration & Ex-Officio Additional secretary to Government, H & UD Deptt. Odisha, Bhubaneswar for information.

  
Commissioner

Sambalpur Municipal Corporation  
Sambalpur

Memo No. 1361 /SMC

dt. 27.02.2023

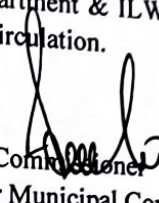
Copy submitted to the Dist. Magistrate & Collector, Sambalpur for information.

  
Commissioner  
Sambalpur Municipal Corporation  
Sambalpur

Memo No. 1362 /SMC

dt. 27.02.2023

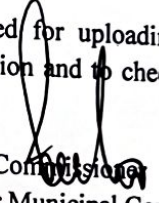
Copy submitted to the Chief Engineer- Cum – Addl. Secretary, H&UD Department & ILW, SMC for information & with a request to display this notice in his office notice board for wide circulation.

  
Commissioner  
Sambalpur Municipal Corporation  
Sambalpur

Memo No. 1363 /SMC

dt. 27.02.2023

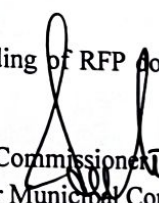
Copy to the office notice board/MIS, SMC for information and instructed for uploading of RFP documents in [www.smcsambalpur.nic.in](http://www.smcsambalpur.nic.in) & [www.sambalpur.nic.in](http://www.sambalpur.nic.in) for wide circulation and to check mail for any Pre-bid Query and Uploading of response to Pre-bid Query before timeline.

  
Commissioner  
Sambalpur Municipal Corporation  
Sambalpur

Memo No. 1364 /SMC

dt. 27.02.2023

Copy to the PIO, NIC, Sambalpur for information and instructed for uploading of RFP documents in [www.sambalpur.nic.in](http://www.sambalpur.nic.in) for wide circulation.

  
Commissioner  
Sambalpur Municipal Corporation  
Sambalpur

# **SAMBALPUR MUNICIPAL CORPORATION**



## **REQUEST FOR PROPOSAL**

**FOR**

**SELECTION OF REGISTERED SECURITY  
AGENCY/ REGISTERED  
SECURITY FIRM FOR PROVIDING OF  
SECURITY GUARDS ON OUT SOURCES  
BASIS AGENCY TO SAMBALPUR  
MUNICIPAL CORPORATION**

**SAMBALPUR MUNICIPAL CORPORATION,  
DURGAPALI, SAMBALPUR (ODISHA) -  
768006**

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## DISCLAIMER

The information contained in this Request for Proposal (hereinafter referred to either as “RFP”) document provided to the Bidders, by the Commissioner, Sambalpur Municipal Corporation, Sambalpur hereinafter referred to as SMC, or any of their employees or advisors, is provided to the Bidder(s) on the terms and conditions set out in this RFP document and all other terms and conditions subject to which such information is provided.

The purpose of this ‘RFP document is to provide the Bidder(s) information to implement the following assignment: **“Selection of a Registered Security Agency/ Registered Security Firm for providing security guards on Outsource Basis”**. This RFP document does not purport to contain all the information each Bidder may require. This RFP document may not be appropriate for all persons, and it is not possible for the SMC, their employees or advisors to consider the business/investment objectives, financial situation and needs of each Bidder who reads or uses this RFP document.

Each Bidder should conduct its own investigations & analysis and should check the accuracy, reliability and completeness of the information in this RFP document and wherever necessary obtain independent advice from appropriate sources. SMC, their employees and advisors make no representation or warranty and shall incur no liability under and law, statute, rules or regulations as to the accuracy, reliability or completeness of this RFP document.

SMC may, in its absolute discretion, but without being under any obligation to do so, update amend or supplement the information in this RFP document.

## **SECTION 1: Letter of Invitation**

From  
Commissioner  
Sambalpur Municipal Corporation,  
Sambalpur-

**Dear Agency,**

1. The Commissioner, Sambalpur Municipal Corporation (SMC), Sambalpur invites proposal from experienced agencies for **“Selection of a Registered Security Agency/ Registered Security Firm for providing security guards on Outsource Basis”**. The details of the required scope of work and services expected from the Agency are provided in the Section 4: Terms of Reference in this RFP Document.
1. An Agency will be selected as per Quality and Cost Based Selection (QCBS) criteria described in this RFP.
2. The RFP comprises the following sections:
  - Section 1 – Letter of Invitation
  - Section 2 – Definitions
  - Section 3 – Factsheet
  - Section 4– Terms of Reference
  - Section 5 – Instructions to Agencies
  - Section 6 – Technical Proposal – Standard Forms
  - Section 7 – Financial Proposal – Standard Forms

Commissioner  
Sambalpur Municipal Corporation



## Section 2: Definitions

- a) "SMC" means the *Sambalpur Municipal Corporation, Sambalpur*
- b) "Client" is the *Commissioner, Sambalpur Municipal Corporation, Sambalpur*
- c) "Agency" means any *entity or person that may provide or provides the Security Services* to the Client under the Contract.
- d) "Day" means *calendar day*.
- e) "Instructions to Agencies" means the document / information needed by the bidders to prepare their Proposals.
- f) "LoI" means the *Letter of Intent* being sent *by the Client*.
- g) "Personnel" mean security guards provided by the Agency to perform the desired Services.
- h) "Proposal" means *Technical Proposal* and the *Financial Proposal*.
- i) "RFP" means the *Request for Proposal* circulated *by the Client* for the selection of Agency(s).
- j) "Assignment/job" means the *work to be performed by the Agency* pursuant to the Contract.
- k) "Terms of Reference" (ToR) means the *information* included in the *RFP* which explain the *objectives, scope of work, activities, tasks to be performed, respective responsibilities of the Client and the selected Agency(s)*.
- l) "Competent Authority" means Commissioner, Sambalpur Municipality Corporation, Sambalpur

### Section 3: Factsheet

Request for Proposal (RFP) document made available to the applicants	27 <sup>th</sup> February' 2023 <a href="http://www.smcambalpur.nic.in">www.smcambalpur.nic.in</a> & <a href="http://www.sambalpur.nic.in">www.sambalpur.nic.in</a>
Last Date for Receiving of Queries	06 <sup>th</sup> March. 2023 by 5.00 P.M. to Email: <a href="mailto:sambalpurm.hub@nic.in">sambalpurm.hub@nic.in</a>
Last Date of Uploading of response to Pre-bid Query	07 <sup>th</sup> March.2023 by 5.00 P.M.
Last date for Receipt of Technical and Financial Proposals (Sealed Envelope)	16 <sup>th</sup> March' 2023 by 5.00 P.M.
Date of opening of Technical Proposals, Technical Presentation and Financial Proposal	17 <sup>th</sup> March'2023 at 11.00 A.M.
Letter of Award	To be intimated to selected Agency
Start Date	To be intimated to selected Agency
Method of Selection	QCBS
Ernest Money Deposit (EMD)	EMD in shape of Demand Draft from any scheduled commercial bank in favour of "Commissioner, Sambalpur Municipal Corporation", payable at Sambalpur for Rs.18,000/- (Rupees Eighteen thousand only) is to be furnished by the bidder along with the Technical Proposal. Proposals without the requisite EMD shall be treated as non-responsive and rejected out rightly.
Bid Cost	Proposal Document fee in shape of Demand Draft from any scheduled commercial bank in favour of "Commissioner, Sambalpur Municipal Corporation", payable at Sambalpur for Rs.5,000/- (Rupees five thousand only) towards cost of RFP document is to be furnished by the bidder along with the Technical Proposal. Proposals without the requisite Document Fee shall be treated as non-responsive and rejected out rightly.
Address for Submission of Proposals	Municipal Commissioner, Sambalpur Municipal Corporation, Sambalpur-768006
Mode Submission of Bid Document	Bid document are to be submitted by Speed Post / Registered Post/ Courier only.

Note:

1. The Client reserves the right to change the above schedule by due intimation / information to the intended agencies. Please visit the website [www.smcsambalpur.nic.in](http://www.smcsambalpur.nic.in) regularly for the updates.
2. If it is not possible to open the financial proposals on the same day of bid opening, the date of opening of financial proposal will be communicated to eligible bidder through correspondence.

Proposals must be submitted on or before the prescribed date, time and venue mentioned in the Fact Sheet. Proposals received after cut – off date will be summarily rejected.

#### **Section- 4. Term of Reference**

##### **1. Objective**

The Security Guard are envisioned to secure the Sambalpur Municipal Corporation office and operate the lift, DG sets and also work as lineman, it is imperative to have personnel who can provide security assistance and support to SMC. They will work bringing sustained improvement in municipal service delivery to effectively address the basic needs of citizens of the city.

##### **2. Duration of the Contract**

Contract will be for a period of 01 (One) years from the date of signing of the contract with SMC and extendable for another one year on satisfactory performance subject to the approval of the government.

##### **3. Scope of Work**

- a. The scope of work for the engaged security Guard shall broadly support and assistance in the following major areas which shall include but not limited to:
- b. Secure the SMC office
- c. Operation of DG sets and works as lineman.

##### **3.1. Team Composition:**

<b>Sl. No.</b>	<b>Category</b>	<b>Number of Resources Required</b>	<b>Qualification</b>	<b>Job Profile</b>	<b>Remark</b>
1	Security Guard (From the Registered Security Agencies)	02	Security Guard (With Gun) <b><u>Educational Qualification:</u></b> Passed HSC Examination with physically fit including gun license holder with experience of 2 years.	Night Security at the New SMC Building, Durgapali.	*Need based requirement *In case of the necessity, the requirement will increase or decrease with one month prior notice.

		04	Security Guard (Without Gun) <b><u>Educational Qualification:</u></b> Passed HSC Examination with physically fit with experience of 2 years.	Day Security at the New SMC Building , Durgapali	
		03	Security Guard-cum-Lift Operator <b><u>Educational Qualification:</u></b> Passed ITI-Electrician with physically fit and experience of 2 years.	Lift Operator-cum- Security Guard at New SMC Building , Durgapali	
		03	Security Guard-cum-Lineman-cum-DG Operator <b><u>Educational Qualification:</u></b> Passed ITI-Electrician with physically fit and experience of 2 years.	Security Guard-cum-Lineman-cum-DG Operator At New SMC Building as well as Old SMC Building and other facilities of SMC	

### 3.3 Fixed Remuneration to Experts:

Remuneration to security guards inclusive of EPF, ESI etc shall be paid by the organization and there shall be no liability in any form shall be payable by SMC to the security guards except the contract amount payable to the farm. The agency will claim the bill along with EPF/ESI Challan deposit confirmation Slip with copy of the ECRs of the security personnel against their name. The below table indicates the remuneration in respect of each security personnel which shall be paid by the organization. Service charges in percentage to be quoted by the Bidders which shall be the bidding parameter as per the Financial Bidding Format (Part-II). Service charges shall be on the fixed professional fee indicated. This should include expenses like providing dress & gun and other supportive materials to professional and communication expenses, Financing charges & overhead & Profit of Bidder. Service charges below 3.85% shall be rejected.

Sl No		Nos. of Security Guard to be engaged	Remuneration to Experts per month inclusive of EPF & ESI etc. in INR
1	Security Guard with Gunman	2	Wages will be provided as per <b>Skilled</b> category of Labour Commission, Odisha , Bhubaneswar
2	Security Guard without Gunman	4	Wages will be provided as per <b>Semi Skilled</b> category of Labour Commission, Odisha , Bhubaneswar
3	Security Guard-cum-Lift Operator	3	Wages will be provided as per <b>Skilled</b> category of Labour Commission, Odisha , Bhubaneswar
4	Security Guard-cum-Lineman-cum- DG Operator	3	Wages will be provided as per <b>Skilled</b> category of Labour Commission, Odisha , Bhubaneswar
	<b>Total Cost per Month</b>		<b>The cost will be including EPF, ESI , Service Charges etc.</b>

The dress code will be provided by the agency and wearing of dress code by security personnel is mandatory during the working hour.

N.B.: Monthly remuneration will vary with the change of wages in respective category with notification by the Govt. Any damages & loss of any municipal asset the agency will held responsible and recoveries will adjusted from their agencies monthly bill.

## Section 5: Instruction to Agencies

5.1 The Commissioner, Sambalpur Municipal Corporation, Sambalpur will select agencies in accordance with method of selection specified below.

**Name of the Client:** Commissioner, Sambalpur Municipal Corporation, Sambalpur

**Method of selection:** Quality and Cost Based Selection (QCBS).

### 5.2 The Proposal submission address:

Commissioner,  
Sambalpur Municipal Corporation,  
New SMC Building, Durgapali  
Post : Remed, Sambalpur  
Odisha, PIN- 768006.

5.2 The Proposal (Technical Proposal, Financial Proposal in separate sealed envelopes) must be submitted by registered/speed post only which should be received by the Client, not later than the following date and time:

**Date:** 16 March' 2023      **Time:** By 5 P.M.

### 5.3 Queries / Clarification:

- a) The Client shall invite queries from Agencies as per the details mentioned in the Fact Sheet of this document.
- b) The Applicants must ensure that their queries should reach SMC, Sambalpur, on or before last date mentioned in the Fact Sheet of this document only through the email of the Client i.e. [sambalpurm.hud@nic.in](mailto:sambalpurm.hud@nic.in) by 6<sup>th</sup> March.2023 (5 P.M.).
- c) The queries must be submitted in the following format:

Section/Page No	Content of RFP requiring clarification	Change/clarification requested	Remarks

- d) Client will not be responsible for non-receiving / delay in receiving of queries made by agency (s).
- e) Any queries for clarification, received after the cut-off date and time shall not be entertained by the SMC.
- f) However, the Client reserves the right to hold or re-schedule the process.



**Responses to Queries and Issue of Corrigendum:**

- a) The Authorized Representative of the Client will endeavor to provide timely response to the queries. However, no representation or warranty as to the completeness or accuracy of any response made in good faith, nor does undertake to answer all the queries that have been posed by the Applicants.
- b) At any time prior to the last date for receipt of proposals, the client may, for any reasons, whether at its own initiative or in response to a clarification requested by a prospective Applicant, modify the RFP Document by a corrigendum.
- c) The Corrigendum (if any) & clarification to the queries from all Applicants will be uploaded on the websites [www.smcsambalpur.nic.in](http://www.smcsambalpur.nic.in). Any such corrigendum shall be deemed to be incorporated into this RFP.
- d) In order to provide prospective Applicants reasonable time for taking the corrigendum into account, the Client may discretionally extend the last date for the receipt of proposals.

5.4 Agencies shall bear all costs associated with the preparation and submission of their proposals and contract negotiation. The Client is not bound to accept any proposal and reserves the right to annul the selection process at any time prior to contract award, without thereby incurring any liability to the Agencies.

**5.5 Conflict of Interest:**

- a) Client requires that Agencies shall perform the required services, provide professional, objective, and impartial advice and all times hold the Client's interest paramount, strictly avoid conflicts of interest with other assignments or their own interests and act without any consideration for future work. Without limitation on the generality of the foregoing, Agencies, and any of their affiliates, shall be considered to have a conflict of interest and shall not be engaged, under any of the circumstances set forth below.

**5.6 Conflicting Relationship:**

- a) An Agency (including its Personnel and Sub-Agencies) that has a business or family relationship with a member of the Client's staff who is directly or indirectly involved in any part of (a) the preparation of the terms of reference of the Assignment, (b) the selection process for such Assignment or (c) supervision of the Contract, may not be awarded a Conflict, unless the conflict stemming from this relationship has been resolved in a manner acceptable to the Client throughout the selection process and the execution of the Contract.

- b) Agencies have an obligation to disclose any situation of actual or potential conflict that impacts their capacity to serve the best interest of the Client, or that may reasonably be perceived as having this effect. Failure to disclose said situations may lead to the disqualification of the Agency(s) or the termination of its Contract.

#### **5.7 Unfair Advantage:**

If an Agency could derive a competitive advantage from having provided other services related to the assignment in question, the Client shall make available to all other Agencies together with this RFP all information that would in that respect give such Agency any competitive advantage over competing Agencies.

#### **5.8 Fraud and Corruption:**

It is required that Agencies participating in the project adhere to the highest ethical standards, both during the selection process and throughout the execution of a contract.

The Client:

- a) Defines the terms set forth below as follows:
  - i. "Corrupt practice" means the offering, giving, receiving or soliciting, directly or indirectly or anything of value to influence the action of a public official or members of the Evaluation Committee, in the selection process or in contract execution;
  - ii. "Fraudulent practice" means a misrepresentation or omission of facts in order to influence a selection process or the execution of a contract;
  - iii. "Collusive practices" means a scheme or arrangement between two or more Agencies with or without the knowledge of the Client, designed to establish prices, artificial, non-competitive levels;
  - iv. "Coercive practices" means harming or threatening to harm, indirectly, persons or their property to influence their participation in a procurement process or affect the execution of a contract;
- b) Will reject a proposal for award, if it determines that the Agencies recommended for award has, directly or through an agent, engaged in corrupt, fraudulent, collusive or coercive practices in competing for the contract in question:

#### **5.9 Only one Proposal:**

An Agency may only submit one proposal. If any Agency submits or participates in more than one the proposal, all such proposal shall be disqualified.

#### **5.10 Proposal Validity:**

Proposal must remain valid for 180 days from the last date of bid submission. During this period, agency shall maintain the availability of Professional staff nominated in the Proposal and fully committed to their financial proposal, unchanged. The client will make its best effort to complete negotiations within this period. Agency who do not agree, have the right to refuse to extend the validity of their Proposals, under such circumstances, the client shall not consider such proposal for further evaluation.

#### **5.11 Preparation of Proposals:**

- i. The Proposal as well as all related correspondence communicated by the Agencies and the Client, shall be written in English
- ii. In preparing their Proposal, Agencies are expected to examine in detail the documents comprising the RFP. Material deficiencies in providing the information requested may result in rejection of a Proposal.
- iii. The Proposal consists of two parts (i) Technical Proposal and (ii) Financial Proposal

#### **5.12 Minimum Eligibility Criteria:**

Agencies failing to meet criteria or not submitting requisite proof for supporting of minimum eligibility criteria are liable to be rejected summarily.

**Table No.1**

<b>Sl. No.</b>	<b>Criteria</b>	<b>Documentary Evidence to be Submitted in Technical Bid</b>
1	Name & Address of the Agency (Sole-Proprietorship/ Registered Partnership Firm / Pvt Limited Company)	The proprietor / Partner / Director must be an Indian National / Dimmed Indian nationality
2	Registration details: (Should have Income Tax, GST, EPF, ESI registrations and a current account in any PSU Bank or leading Private Bank)	<ul style="list-style-type: none"> <li>• Registration Certificate.</li> <li>• PAN Card</li> <li>• GST Registration Certificate</li> <li>• Bank Account &amp; RTGS details.</li> <li>• Registration of ESI,PF</li> <li>• PSARA License</li> </ul>
3.	Requisite clearance and filing testimonies from relevant tax authorities	<ul style="list-style-type: none"> <li>• EPF/ESI clearance certificate/ declaration</li> <li>• Valid Labour license</li> </ul>
4.	Minimum 5 years' experience in handling such type of assignments in Govt./ Private or Public Sector	Work Orders and Completion Certificates/Invoice issued by/to the Client

5.	Bidder should have deployed at least a total 100 Security guard in Govt./ PSUs / Leading Private sector average in last 3 years with satisfactory performance.	Work Orders / Experience certificate to substantiate the same. + At least one Satisfactory performance certificate from any Govt/ PSU or Leading Private sector to be submitted.
6.	The Agency should have Average annual turnover of Rs. 2Crore in last 3financial years(ending FY 2021-22).	IT Returns / Balance Sheet to submitted to validate the same. The Average turnover certificate should certify by a Chartered Accountant
7.	The agency should have sound financial health (must have made profit in last 3 years)	Submit annual report / balance sheet to substantiate this.
8.	Geographical Presence: The bidder should have an Office in Odisha.	Shop & Establishment certificate as a proof to be submitted.
9	The Agency should be ISO 9001 Certified organization	Self-certified ISO Certificate should be submitted
9.	Brief write-up of the relevant business activities undertaken and overview of the expertise/potential available with the Agency.	To be submitted
10.	The Agency should not have been blacklisted/ banned by the Central/State Governments or PSU.	To be furnished with stamp paper.
11.	Submission of undertaking for acceptance of Bid terms & conditions	Submission on letter head
12.	Earnest Money Deposit(EMD) Rs.18,000 (Rupees Eighteen thousand) only in the form of Demand Draft in favor of The Commissioner, Sambalpur Municipal Corporation, Sambalpur	To be submitted with Technical Bid Document.
13.	Bid Cost of Rs.5000 (Rupees five thousand) only in the form of Demand Draft in favor of The Commissioner, Sambalpur Municipal Corporation, Sambalpur	To be submitted with Technical Bid Document.

### 5.13 Technical Proposal Format and Content:

Applicant Agencies are required to fill the Technical Evaluation Form. The filled up Technical Evaluation Form and the corresponding Tech Form (in Section 7) should be enclosed in a separate envelop along with all necessary/supporting document to justify the minimum eligibility criteria. The supporting documents have to be produced in original by the Agencies, if and when demanded by the Client. Submission of the wrong type of Technical Proposal will result in the Proposal being deemed non-responsive.

The formats of the Technical Proposal (Section -6) to be submitted are:

- a) Form Tech 1: Letter of Proposal submission
- b) Form Tech 2: Agency's organization & experience
- c) Form Tech 3: Undertaking regarding any conflicting activities and information. A Technical proposal containing financial information shall be declared non-responsive.

#### **5.14 Financial Proposals**

The Financial Proposal shall be prepared using the attached Financial Proposal Form (in Section 7). The financial proposal shall not include any conditions attached to it and if received, then any such conditional financial proposal shall be rejected.

#### **5.15 Tender Fee/ Bid Cost**

A Bid Cost Rs. 5,000/- (Rupees five thousand) only in the form of Demand Draft (D.D.) made from any nationalized / scheduled bank in favor of "Commissioner Sambalpur Municipal Corporation" Payable at Sambalpur must be submitted along with the Proposal.

#### **5.16 Earnest Money Deposit:**

Bidder is required to deposit, along with its Bid, a bid security (EMD) of Rs 18000/- (Rupees eighteen thousand Only) refundable not later than 180 (One Hundred Eighty) days from the Bid Due Date except in the case of the preferred Bidder. The Bidders will have to pay Bid Security in form of Demand Draft from scheduled bank in favor of Municipal Commissioner, Sambalpur Municipal Corporation. The Bid shall be summarily rejected if it is not accompanied by the Bid Security. The Bid Security of successful bidder shall be converted into Performance Security. The bid security will be return to unsuccessful bidder within one month of award of contract.

#### **5.17 Performance Bank Guarantee**

SMC shall issue a letter of award (LoA) along with the Draft Contract Agreement to the selected Bidder within 07 days from the opening of the financial proposals. Within 07 days of such issuance, the selected Registered Agency/ Registered Firm/Manpower provider Contractors/Manpower Providing Agency is required to submit a Performance Security in the form of Bank Guarantee for an amount equivalent to 3% of the contract value and enter into the contract agreement with SMC and start the work on an immediate basis.

#### **5.18 Submission, receipt and opening of proposals**

- a. The proposal (Technical Proposal and Financial Proposal) shall contain no interlunation or overwriting except as necessary to correct errors made by the Applicant Agencies themselves. The under-signee person for the proposal must provide his initial beside such corrections.



Submission letters for the Technical Proposal and Financial Proposals should respectively be in the format specified.

- b. An authorized representative of the Applicant Agencies shall initial all pages of the original Technical and Financial Proposals. The authorization shall be in the form of a written power of attorney accompanying the Technical and Financial Proposals or in any other form demonstrating that the representative has been duly authorized to sign.
- c. The Tender Fee / Bid Cost, Declaration for EMD, including all the Tech Forms and supporting documents shall be placed in a separate sealed envelope clearly marked "TECHNICAL PROPOSAL".

Similarly, the Financial Proposal including the Financial Form shall be placed in a separate sealed envelope clearly marked "FINANCIAL PROPOSAL" All the three sealed envelopes shall be placed in an outer large envelope and sealed. This outer envelope shall bear the submission address and shall be clearly superscripted with **"Bid Documents for selection of Agency for providing security services to SMC, Sambalpur"**. The Client shall not be responsible for misplacement, loss or premature opening if the outer envelope is not sealed and/or marked as stipulated. The circumstances may also be deemed as fit case for Proposal rejection. If the Proposal is not submitted in separate sealed envelopes duly marked as indicated above, this will constitute grounds for declaring the Proposal non- responsive.

- d. The Proposals must be sent to the address indicated and received by the Client no later than the time and the date of submission, or any extension to this date in accordance with corrigendum. Any proposal received by the Client after the deadline for submission shall be returned unopened.
- e. From the time, proposals are opened to the time the Contract is awarded, the Agencies should not contact the Client on any matter related to its Technical and/or Financial Proposal, Any effort by Agencies to influence the Client in the examination, evaluation, ranking of proposals and recommendation for award of Contract may result in the rejection of the Agencies Proposal.
- f. Proposals are to be submitted through speed post / registered post only. Proposals submitted by any other means will not be accepted.

#### **5.18 Evaluation of Technical Proposal**

- a. A Bid Evaluation Committee (BEC) will be constituted by the Client for the purpose of evaluation the proposals.

- b. The BEC shall open & evaluate the Technical Proposals on the basis of their responsiveness to the Terms of Reference and by applying the evaluation criteria, sub-criteria specified in the Table No2. Each responsive Proposal will be given a Technical Score
- c. The Bid Evaluation Committee while evaluating the Technical Proposals shall have no access to the Financial Proposals until the technical evaluation process is concluded, and the competent authority accepts the recommendations.

**Table No.2**

**Criteria, sub-criteria and point system for the Detailed Evaluation of Technical Proposals are:**

- d. Agencies shall also submit the presentation along with the technical bid document on its relevant skill, competencies, past experiences including the plan and modalities for the

<b>Sl. No</b>	<b>Parameter</b>	<b>Total/ Maximum Marks</b>
<b>1</b>	<b>FINANCIAL CAPACITY OF BIDDER</b>	<b>20</b>
	Bidder's Average Annual Turnover for the last Three Financial Years (ending 31 March 2022) has to be at least INR 02Crore <ul style="list-style-type: none"> <li>▪Up to 02Crore– 15marks</li> <li>▪Additional 1crore caring 1 additional mark subject to maximum 5 Marks</li> </ul>	20
<b>2</b>	<b>PROOF OF EXPERIENCE IN THE LAST 5 YEARS</b>	<b>20</b>
	Experience for running security services at least for one year duration with ULBs/ any government entity in India, undertaken in the past 5 years with annual contact fee of above Rs. 10 Lakhs. For Each suchcontract5 marks subject to maximum 20 Marks.	20
<b>3</b>	<b>Institutional Strength</b>	<b>10</b>
	The Bidders must have of below mentioned domain security personnel on their Payroll: <ol style="list-style-type: none"> <li>1. Security Guard without Gun License</li> <li>2. Security Guard with Gun License</li> <li>3. Security Guard-cum-Lift Operator</li> <li>4. Security Guard-cum-Lineman-cum- DG Operator</li> </ol> (Scoring: 4 X 2.5)	<b>10</b>
	<b>Total</b>	<b>50</b>

assignment for evaluation of bid.

- e. A Proposal may be rejected at any stage if it does not respond to important aspects of the RFP and particular the Terms of Reference or if it fails to achieve the minimum technical score indicated below

- f. The Committee shall determine the approach and methodologies for the issues, which may arise during the evaluation exercise and have not been addressed in this RFP. The decision of the Committee shall be final and binding on all the Bidders

#### **5.19 Bid Evaluation Methodology:**

Evaluation of the Technical and financial proposals will be based on Quality cum Cost Based Selection mode. Those who qualify minimum eligibility criteria described at table -1 above will be evaluated as per table –II given above. Those who will secure minimum qualifying mark of 40, their financial proposal will be opened. If more than one bidder quoted the same price, then the bidder who secured more mark as per table-2 will be placed at L-1. However if the quoted price as well the mark are same then the L-1 will be selected through transparent lottery system.

- a. In the first phase the Technical Proposals shall be evaluated on the basis of eligibility criteria as mentioned in this RFP at Table-I.
- b. In the second phase the Registered Agency/ Registered Firm/Manpower provider which satisfy the eligibility criteria shall be given marks based on Table: 2 of this RFP. Accordingly, Registered Agency/ Registered Firm/Manpower provider Contractors/Manpower Providing Agencies will be ranked based on the marks allotted to them

#### **5.20 Negotiations:**

Negotiation will be held at the address indicated above. The invited Agency will, as a pre-requisite for attendance at the negotiations, confirm availability of all Professional staff. Failure in satisfying such requirements may result in the Client Proceeding to negotiate with the next-ranked Agency. Representatives conducting negotiations on behalf of the Agency must have written authority to negotiate and conclude a Contract.

##### **a) Technical Negotiations**

Negotiation will include a discussion of the Technical Proposal including the proposed approach and methodology, work plan, and organization and staffing, and any suggestions made by the Agency to improve the terms of reference. The Client and the Agency will finalize the Terms of reference, staffing schedule, work schedule, logistics, and reporting. These documents will then be incorporated in the Contract as “Description of Services”. Special attention will be paid to clearly defining the inputs and facilities requires from the

Client to ensure satisfactory implementation of the assignment. The Client shall prepare minutes of negotiations which shall be by the Client and the Agency.

**b) Financial Negotiations**

After the technical negotiations are over, financial negotiation will be carried out in order to discuss any change in financials due to change in scope of work or due to clarification on any aspect of the technical proposal during the technical negotiations. Under ordinary circumstances, the financial negotiation shall not result in an increase in the price originally quoted by the Agency. Unless there are exceptional reasons, the financial negotiations will involve neither the remuneration rates for staff nor proposed unit rates.

**c) Conclusions of Negotiation**

Negotiation will conclude with a review of the draft Contract. To complete negotiations the Client and the Agency will initial the agreed Contract. If negotiations fail, the Client will invite the next-ranked Agency to negotiate a Contract, if necessary.

**5.21 Award of Contract:**

- a) After completing negotiations, the Client shall issue a Letter of Intent to the selected Agency.
- b) The Agency will sign the agreement after fulfilling all the formalities/pre-conditions within 15 days of issuance of the letter of intent.
- c) The SMC, Sambalpur reserves the right to accept or reject any or all bids to cancel / withdraw the invitation or to annul the bidding process at any time prior to Award of Contract, without assigning any reason thereof. SMC, Sambalpur shall bear no liability whatever the consequent upon such a decision nor shall SMC, Sambalpur have any obligation to inform the affected bidder or bidders against any action.

**5.22 Confidentiality:**

Information relating to evaluation of Proposals and recommendations award shall not be disclosed to the Agencies who submitted the Proposals or to other persons not officially concerned with the process, until the publication of the award of Contract. The undue use by any Agency of confidential information related to the process may result in the rejection of its Proposal.

**5.23 Termination of the Contract:**

The competent authority may, by a written notice of termination to the Bidder, suspend/terminate the contract if the Bidder fails to perform any of its obligations under this contract (including the carrying out of the services) provided that such notice of suspension.

1. Shall specify the nature of the failure and
2. Shall request the Bidder to make good such failure within a specified period from the date of receipt of such notice of suspension by the Bidder.
3. The Competitive Authority at any point of time may terminate the contract by a notice of 30 days, if the agency fails to above stated clauses.

**5.24 Payment Terms & Conditions:**

- i. The payment will be made on monthly basis to the agency upon submission of invoice, subject to satisfactory performance.
- ii. In case of special event / necessities arises, the agency has to cover the event without extra payment.
- iii. TDS including TDS on GST as applicable will be deducted from the monthly invoice as per Income Tax Act. 1961.
- iv. GST will be paid extra as applicable from time to time to as per prevalent law. The bidder has to submit the proof of deposit the of GST paid by SMC with the appropriate authority, otherwise the same shall be recovered from the bidder' EMD.

**5.25 Data Security & Prevention of Fraud:**

The agency will undertake that all process and standards are being followed to ensure that the data is secured and is immune to any fraudulent activity.

**5.26 Legal matter, including copy rights of Content:**

Agency will have the responsibility of ensuring that all content featured / published on the basis of this assignment is free of legal encumbrance including of copy rights issue. SMC will not have any responsibility in this matter.

**5.27 Competent Authority:**

1. The Commissioner, Sambalpur Municipal Corporation shall be the competent authority for this project. The powers of the Competent Authority will be as under:
2. May amend RFP documents during the proposal evaluation process. Any amendments will be conveyed to the short-listed organization/Agency;



3. Modify scope of work at the time of the award of the contract. Such modifications will be discussed and agreed with the Agency.
4. At discretion during evaluation of bids, request an Agency for clarification on its proposal. This request will be in writing and the Agency should respond in writing. No change in price or substance of the bid shall be sought, offered or permitted at this stage.
5. The competent authority reserves the right to accept or reject any / all proposal partially or fully without assigning any reason thereof. The decision of the Competent Authority shall be final and binding on all the Bidders.
6. Any dispute in this regard subject to Sambalpur jurisdiction only.

## **Section 6 – Technical Proposal Forms**

<b>Sl. No.</b>	<b>Criteria</b>	<b>Documentary Evidence to be Submitted in Technical Bid</b>
1	Name & Address of the Agency (Sole – proprietorship / Firm / Company)	
2	Registration details:	<ul style="list-style-type: none"> <li>• Registration Certificate</li> <li>• PAN Card</li> <li>• GST Registration Certificate</li> <li>• Bank account &amp; RTGS details. <ul style="list-style-type: none"> <li>• ESI registration certificate</li> <li>• PF registration certificate</li> </ul> </li> </ul>
3	Minimum 3years' experience in handling such type of assignments in Govt./ Private or Public Sector	Work Orders/ Completion Certificates/Invoice issued by/to the Client
4	The Agency (Sole – proprietor / Firm / Company) should have minimum financial average annual turnover of Rs. 2crores/- forthelast3 years.	Filed IT return of last 3 years
5	Brief write up of the relevant business activities undertaken and man overview of the expertise /potential available with the Agency.	To be submitted (Tech Form – 2)
6	The Agency (Sole – proprietor / Firm / Company) should not have been blacklisted/banned by the Central/State Governments or PSU.	To be furnished with stamp paper. (Tech Form – 3)
7	Submission of undertaking for Bid terms & conditions acceptance.	Submission on letter head
8	Institutional Strength	To be submitted (Tech Form – 4)

9	EMD	Bid Cost of Rs18,000/-(Rupees eighteen thousand) only in the form of Demand Draft in favour of "Commissioner, Sambalpur Municipal Corporation, drawn on any Nationalized / Scheduled Bank, payable at Sambalpur.
10	Bid Cost of Rs 5000/-(Rupees five thousand) only in the form of Demand Draft in favour of "Commissioner, Sambalpur Municipal Corporation , drawn on any Nationalized / Scheduled Bank, payable at Sambalpur.	To be submitted with Technical Bid Document.

### Form – 1: Covering Letter

To,

The Commissioner,  
Sambalpur Municipal Corporation  
Sambalpur  
PIN: 768006

Dear Sir,

We, the undersigned offer to execute the assignment '**Provide security service to Sambalpur Municipal Corporation**' in accordance with your Request for Proposal No.\_\_\_\_\_ dated \_\_\_\_\_. We are hereby submitting our Proposal, which includes Pre-Qualification Documents, Technical Proposal and Financial Proposal, sealed in separate envelopes.

We hereby declare that all the information and statements made in this Proposal are true and accept that any misinterpretation contained in it may lead to our disqualification. Our Proposal is binding upon and subject to the modifications resulting from contract negotiations.

Thanking you.

Yours sincerely,

Authorized Signature  
Name and Designation of Signatory  
Name of Agency

**Form Tech 2 – Agencies/Organization and Experience**

[Provide here a brief description of the Agency's background including ownership details, date and place of registration, objectives etc. provide details of experience/assignments of similar nature including name of assignment, duration, contract amount, client details, staff involved, tasks carried and etc. Apart from this, also provide details and supporting information/documents under the eligibility criteria.

Note 1: Information provided in this form should sufficiently support/justify the criteria of the Technical Qualification Form.

Note 2: All the claims should be substantiated through production of originals, whenever demanded.

Authorized Signature [In full and initials]:

Name and Title of Signatory:

Name of Agency:

### **Form Tech 3: Undertaking Regarding any Conflicting Activities and Declaration Thereof**

Are there any activities carried out by your Agency which are of conflicting nature as mentioned in Para \_\_\_\_ of section \_\_\_\_ If yes, please furnish details of any such activities.

If no, please certify,

[We hereby declare that our Agency has not indulged in any such activities which can be termed as the conflicting activities under Para \_\_\_\_ of the section \_\_\_\_\_. We also acknowledge that in case of misrepresentation of the information, our proposals/ contract shall be rejected / terminated by the Client which shall be binding on us.]

Authorized Signature [In full and initials]:

Name and Title of Signatory:

Name of Agency:

**Tech Form-4 Institutional Strength:**

<b>S No</b>	<b>Name of the Expert</b>	<b>Qualification</b>	<b>Experience</b>
1)	Security Guard with Gunman		
2)	Security Guard without Gunman		
3)	Security Guard-cum-Lift Operator		
4)	Security Guard-cum-Lineman-cum-DG Operator		

FURNISH DETAIL CVS OF ABOVE EXPERTS/PERSONNEL

Authorized Signature [In full and initials]:

Name and Title of Signatory:

Name of Agency:

## Section 7 – Financial Proposal Submission Form

From:

Name of the Bidder: \_\_\_\_\_

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

To,

The Commissioner,  
Sambalpur Municipal Corporation, Sambalpur

Dear Sir,

We, the undersigned, offer to provide the services for the assignment of **“Provide security service to Sambalpur Municipal Corporation”** in accordance with your Request for proposal (RFP) No. \_\_\_\_\_ dated \_\_\_\_\_ and our Technical Proposal.

Our Financial Proposal is as per below mentioned:

Financial Proposal for Selection of a Consulting Registered Agency/ Registered Firm/Manpower provider Contractors/Manpower Providing Agency for Providing security services on Outsourced Basis to Sambalpur Municipal Corporation, Sambalpur.

Sl No	Name of the Professional	No of Professionals	FIXED FEE OF PROFESSIONALS per month inclusive of EPF & ESI, & Local conveyance
1	Security Guard with Gunman <b>Skilled</b> category of Labour Commission, Odisha , Bhubaneswar	02	
2	Security Guard without Gunman <b>Semi Skilled</b> category of Labour Commission, Odisha , Bhubaneswar	04	
3	Security Guard-cum-Lift Operator <b>Skilled</b> category of Labour Commission, Odisha , Bhubaneswar	03	
04	Security Guard-cum-Lineman-cum- DG Operator <b>Skilled</b> category of Labour Commission, Odisha , Bhubaneswar	03	
TOTAL			RS-----
SERVICE CHARGES IN PERCENTAGE –(TO QUOTE)-----%			RS-----
TOTAL WITH SERVICE CHARGES			RS-----
GST @ -----%			RS-----
GRAND TOTAL WITH GST			RS-----

Note: The service charges to be offered minimum 3.85% only other wise bid shall be rejected. The participating bidder will quote 3.85% or above as service charge will be considered.

We fully accept the proposed cost with reference to the RFP. The proposed cost per month (shall be calculated for **30.40** days in a month) binding upon us subject to the modification resulting from contract negotiations, if any, up to expiry of the validity period of the Proposal. GST shall be paid extra as applicable from time to time.

Thanking You,

Yours sincerely,

Authorized Signature  
Name and Designation of Signatory:

## **APPENDIX-A**

### **TECHNICAL PROPOSAL – STANDARD FORMS**

(To be submitted on letter head of the bidder duly signed by authorized signatory)

Date.

To,  
The Commissioner,  
Sambalpur Municipal Corporation,  
Sambalpur-768006, Odisha.

Subject: Selection of Registered Security Agency/ Registered security Firm for  
Providing Agency for Providing of Security guard on out sourced basis to Sambalpur  
Municipal Corporation, Sambalpur.

Sir,

We have examined in detail and have understood the terms and conditions stipulated for eligibility of the Applicant in the RFP Document issued by SMC. We agree and undertake to abide by all these terms and conditions. We hereby submit all the necessary information and relevant documents during submission of our RFP, we undertake, if our Proposal is accepted, to deliver services as specified in the RFP document. We acknowledged that we have not, during the last three years, failed to perform on any agreement, as evidenced by imposition of a penalty by an arbitral or judicial authority or a judicial pronouncement or arbitration award against us, nor been expelled from any project or agreement nor have had any agreement terminated for breach of contract. We are enclosing Document Fee of INR 5,000/- in the form of Demand Draft (DD No.....Dt..... drawn on ..... ) payable to the Commissioner, Sambalpur Municipal Corporation at Sambalpur. We are submitted Bid Security/EMD of Rs.18,000/- vide DD No. \_\_\_\_\_ Dt. \_\_\_\_\_ drawn on \_\_\_\_\_ payable to Commissioner, Sambalpur Municipal Corporation at Sambalpur.

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

Yours Faithfully,

Signature of Authorized Person and seal  
Name and Designation  
Name of the Company



## **APPENDIX-B**

### **BIDDER'S PROFILE**

1. Name of the Registered Agency/ Registered Firm:
2. Year of Establishment: (Registration Number & Certificate to be enclosed)
3. Registered address of Office:
4. PAN & GST No.:
5. Telephone No. & Fax No:
6. E. Mail Address:
7. Brief description of background of the Registered Agency/ Registered Firm Providing Agency for this assignment.
8. No. of years of proven experience of providing similar services.
9. Average Annual turnover of the Applicant (in INR) during the last three Financial Years. (Please attach copy of three Audited Financial Statements and annual Income Tax return Document of last three financial year)

<b>Financial Year</b>	<b>Annual Turnover (INR)</b>
2021-22	
2020-21	
2019-20	

Signature of Authorized Person and  
seal Name and Designation  
Name of the Company

## **APPENDIX-C**

### **PROJECT EXPERIENCE**

**THE BIDDER TO SUBMIT SYNOPSIS OF SIMILAR PROJECT  
EXPERIENCE AS UNDER AND ALSO GIVE DETAILS AS PER FORMAT  
GIVEN HERE**

<b>SN</b>	<b>Name of Client and Address</b>	<b>Project details</b>	<b>Total Value of Project FEE in Rs.</b>	<b>Work order issued/Agreement signed on (date) (Attach Work Order and Performance Certificate)</b>	<b>Financial Year of Implementation With contract date</b>

#### **DETAIL FORMAT FOR PROJECT TO BE GIVEN FOR EACH PROJECT**

Assignment Name:		Location:
Name and address of Employer:		
Start Date (Month / Year):	Completion Date (Month / Year):	Approx. Value of Services (Rs.):
Name of Associated Registered Agency/ Registered Firm security Providing Agencies, if any:		
Name of Senior Staff (Project Director / Coordinator, Team Leader) involved and Functions performed:		
Description of Project and services provided by your staff		

(Separate Sheet to be provided for each assignment and Copy of Appointment Letter and Agreement to be attached with this format)

Signature of Authorized Person and seal

**APPENDIX-D**

**INFORMATION REGARDING CURRENT LITIGATION, DEBARRING  
EXPELLING OF QUOTATIONED OR ABANDONMENT OF WORK BY THE  
QUOTATIONER**

1. Is the Quotationer currently involved in any litigation relating to the works Yes/ No

If yes: give details:

2. Has the Quotationer or any of its constituent partners been debarred! Yes/ No

Expelled by any agency in India during the last 5 years.

3. Has the Quotationer or any of its constituent partners failed to perform on any contract work in Sambalpur Municipal Corporation If yes, give details: Yes/ No

**Note:**

**If any information in this Appendix is found to be incorrect or concealed qualification application will be summarily be rejected.**

**Signature of the applicant**

## **APPENDIX-E**

### **CERTIFICATE OF NO RELATIONSHIP CERTIFICATE**

I/We hereby certify that I/we am/are related/not related to any officer of the Sambalpur Municipal Corporation in the rank of Deputy Commissioner or above. I/we am/are aware that if facts to be proved false my/our contract will be rescinded with forfeiture of EMD I/We shall be liable to make good loss or damage resulting from such cancellation.

#### **Full Name of the Applicant-**

1. Address for correspondence

Phone No-

Alternative phone No-

2. Permanent Native address

Village-.....

Post...../ Dist.....

Pin code.....

**Signature of the applicant**

**APPENDIX-F**

**FORMAT FOR CV**

**(Mentioning the position is mandatory)**

Name of the Registered security Agency/ Registered:

Name of the Staff:

Date of Birth:

Years of Relevant Exp:

Number of years with the Registered Agency/ Registered Firm/Manpower provider  
Contractors/Manpower Providing Agency:

Nationality:

Membership with Professional bodies:

Education:

(Summarize College / University and other specialized education of staff Member)

Educational Qualification:

Employment Record

(Starting with present position, list in reverse order every employment held)

Languages:

Signature