

ITI Limited
Sultanpur Road, Doorbhash Nagar
Raebareli, U.P. 229010

Ref No.: ITI/RB/HR/Security/ NIT/2025

Date: 08-04-2025

Notice Inviting Tender (NIT)

Engaging of **DGR sponsored** Security Agency for providing security services, at ITI Limited, Raebareli in Factory Area and Township/ Doorbhash Nagar Colony Area.

ITI Limited, Raebareli urgently needs to deploy 71 Nos. of Security Personnel on job contract basis initially for a period of 12 months/01 Year (Extendable with the approval of ITI Management for one year based on satisfactory performance) from agencies/firms engaged in Security and Surveillance Services and having sponsorship from DGR Central, Lucknow. Interested bidder (DGR Sponsored for ITI Limited, RB only) may send their offer in two bid system clearly mentioning technical bid and financial bid for the above job contract in a sealed envelope super scribed on the top of envelope “Tender for security services at ITI Raebareli Unit” on or before **25/04/2025 (up to 4:00PM)**, on all working days through registered/speed post only. In case of any delay in the post or transit, ITI will not be responsible. The rates to be quoted in financial bid shall be of monthly basis.

Deputy General Manager- HR
ITI Limited
Sultanpur Road, Doorbhash Nagar
Raebareli U.P. 229010

The tender documents can be downloaded directly from our web site: www.itiltd.in. In case of downloaded tender,

Sl. No	Description	Information
1	Reference No. of tender document	ITI/RB/HR/Security/ NIT/2025
2	Availability tender document	From 11/04/2025 to 25/04/2025 (up to 16:00 hrs) The tender document can be downloaded from ITI website. www.itiltd.in .
3	Cost of tender document	NILL (Since DGR sponsored agencies are only eligible)
4	Last date & time for submission of bids	Date: 25/04/2025 Up to 16:00 Hrs.
5	Date & time of opening of technical bids	Date: 25/04/2025 Up to 16:30 Hrs Venue: Office of DGM-HR, ITI Limited, Raebareli, U.P 229010.
6	Opening of Financial Bids	Financial; bid will be opened only for technically suitable candidates. Tentative schedule for financial bids opening is 26-04-2025 11:00 Hrs.
7	Estimated Cost of the tender (approx)	Rs 25,00,000/- (Rupees Twenty Five Lakhs only) per month excluding GST.

8	Earnest Money Deposit (EMD) in the form of Demand draft.	Rs 2,00,000/- (Rs Two Lakh only) in form of demand draft drawn on any schedule bank in favor of "ITI Limited, Raebareli, payable at Raebareli. Cash/money order will not be accepted. The bank draft must be attached to technical bid of the tender. Tender not accompanied with requisite earnest money shall summarily be rejected. Earnest money of the unsuccessful tenderer/bidder shall be refunded after finalization of the tender and shall bear no interest.
9	Contact Person for queries (between 10AM to 15.30 hrs on working days only)	AM (HR-Security & Fire) ITI Limited Doorbhash Nagar, Raebareli, U.P 229010 Phone: 0535-2287073/ 07309430183 E-mail: unitplanning_rbl@itild.co.in
10	Address for Bid Submission	DGM-HR, ITI Limited, Doorbhash Nagar, Raebareli, U.P 229010
11	Validity	The bids submitted shall remain valid for a period of 60 days from the date of opening the Technical bid.

The service requirements are as follows:

Sr. No.	Particulars (Location of the service)	Asst Commandant cum Supervisor	Security Supervisor	Armed Guard	Security Guard
1	Factory & Township Area, ITI Limited Raebareli 229010, Area "C" as per DGR criteria	1	5	23	42

Grand Total – 71

TIMINGS

- Shift 0600hrs to 1400 hrs 1st shift
- Shift 1400hrs to 2200 hrs 2nd shift
- Shift 2200hrs to 0600 hrs 3rd shift
- Shift 09:00 hrs to 5:00 hrs G shift or Any other shift timings, if any, would be intimated by ITI

Eligibility Criterion:

- The contractor/agency/firm must DGR sponsorship from DGR central in favour of ITI Limited Rae Bareli for a minimum one year.
- The agency should submit **DGR Empanelment Letter** from DGR, Any Registration Certificate from DGR, **PAN** of the security Agency/company, **Aadhar & address** details, Self-certified copies of all above documents to be attached along with the technical bids.
- Offers of Bidders who are under suspension/banned/black-listed by any PSU/Govt. Department /PSU Banks/ or otherwise shall not be considered. Further, if any of the partners/directors of the contractor's organization /firm is blacklisted or having any

criminal case against him, his tender shall not be considered. **An Undertaking** to this effect should be submitted.

4. The contractor shall comply with all applicable State and Central Laws, Statutory Rules, Regulations etc. such as Payment of Wages Act, Minimum Wages Act, Workmen Compensation Act, Employer's Liability Act, Industrial Dispute Act, Employers Provident Act, **Employees State Insurance Scheme**, Contract Labor (Regulation and Abolition) Act 1970, Payment of Bonus & Gratuity Act and any other applicable Rules and Regulations for labor as may be enacted by the Government during the tenure of the Contract and having force or jurisdiction at Site. The Contractor shall also give to the local Governing Body, Police and other relevant Authorities all such notices as may be required by the Law.

The duties performed by security agency would be:

1. Safeguarding the lives and property of ITI Limited Raebareli and its staffs/ customers/ visitors against robbery, dacoit, vandalism, mischief etc within the factory premises and Township of ITI Limited, Raebareli.
2. To watch the movement (entry and exit) of personnel, visitors and material in the aforesaid premises of ITI Limited Raebareli and proper maintenance of relevant records for submission of report to ITI when required.
3. To liaison with Local Police and Administrative authorities.
4. To pass on relevant vigilance information to ITI.
5. To conduct searches as and when required as per the instruction of the competent authority.
6. Blowing of hooters at the specified time.
7. To carry out joint locking and unlocking of departments, hangers, stores etc as per scheduled procedure.
8. An armed guard having a License of Pistol/Revolver/Rifle/Gun for all U.P shall be provided by the security agency to escort the Head of the unit.
9. Any other duties assigned by ITI management from time to time.

Contract Period: The Contract will be initially for a period of **One year** with a provision of one-year extension subject to evaluation of the performance of service provider/Contractor by ITI before end of first year contract.

Payment Terms:

The payment shall be released on monthly basis after the close of each month against the invoice provided by the contractor through e-payment mode. The invoice for each Month shall be prepared on the basis of actual working hours of personnel deployed and subject to verification by ITI. The monthly bill for the above said contract shall be submitted by the contractor by the 7th day of the following month and payment shall be released upon satisfactory performance, **after adjusting any cost borne by ITI due to any damages / unfavorable situations caused by the contractor or his employees.** Income tax and other taxes and surcharge at source, as applicable will be deducted from payments at the prevailing rates. DA as revised time to time (06 monthly Basis) by Ministry of Labour & Employment /DGR shall be implemented accordingly.

Special Terms and Conditions:

1. No consortium will be allowed in this tender.
2. Asst. Commandant (Head-Supervisor) will report directly to Security Officer of ITI. In case of any theft or loss to property of ITI, if the loss is up to Rs 50,000/- then settlement of claim will be at Security officer level and above Rs 50,000/- up to Rs 5.0 Lakhs, claim settlement will be at HR Head level and for above Rs 5.0 Lakhs, Management Officers headed by Head Unit will decide the settlement of the claim.
3. Security agency should liaison with ITI administration, District administration and in case of theft or damage to the property or any dispute; the security agency will lodge the FIR in local police station with the consent of Security Officer.
4. If any of the security personnel is found absent from the duty or found negligent while performing duties, then appropriate punishment will be decided by the surveillance officer on duty and wages will be deducted accordingly as per recommendation of officer on duty or HR Head/ITI Management.
5. Ceremonial items (Leather Belts, Caps Peak, White spades for boots, Line yard, Muffler/Tie, Ankle leather boots) to be provided to guards for special duties without any extra charges to ITI to be issued to guards required for special VIP duties. During rainy and winter seasons Rain coats, Overcoats, bamboo/plastic sticks, Torch, Whistles etc.) shall be provided to the guards without any extra charges to ITI who perform duties at Building/premises. Cost of uniform and other items provided to Security Guards shall be part of services charges & other allowances and no separate recovery from the salary of security guard by contractor towards uniform expenses or any other expenses.
6. Unfurnished accommodation will be provided to security officials by ITI Limited Raebareli free of cost.
7. All other terms & conditions applicable as per DGR/Govt. guidelines.
8. Security Deposit/ Performance Guarantee:
Upon acceptance of Tender, the successful Bidder is required to deposit an amount Rs. 2,00,000/- (Rupees Two Lakh Only), as Security Deposit. The Security Deposit should be furnished before commencement of the work by the contractor. Security Deposit may be furnished in any one of the following forms: -
 - a. Demand Draft in favor of "ITI Limited, Raebareli" payable at Raebareli
 - b. The Security Deposit shall not carry any interest.
 - c. ITI reserves the right of forfeiture of Security Deposit in addition to other claims and penalties in the event of the Contractor's failure to fulfill any of the contractual obligations or in the event of termination of contract as per terms and conditions of contracts with ITI.
 - d. Security Deposit shall be refunded/ released to the Contractor after deducting all expenses /other amounts due to ITI, after completion of the contract + three months.

ITI Limited, Raebareli reserves the right to make changes/modifications in the tender document/terms and conditions and the bidder is required to abide by the decision of the ITI Limited Raebareli management.

DGM-HR
ITI Limited Raebareli