



Ref No: ITI/NAINI/HR/2026/2803

Date: 31/03/2026

Expression of Interest (EOI) For

Engaging of DGR EMPANELLED STATE ESM CORPORATIONS for providing Security Services and manpower for Firefighting at ITI Factory/Township/Doorvaninagar Colony, ADA Naini Allahabad (Prayagraj).

ITI Ltd. Naini (ITI) invites expression of interest (EOI) from eligible agencies for engaging of **DGR EMPANELLED STATE ESM CORPORATIONS** for providing Security Services and Firefighting at ITI Factory/Township/Doorvaninagar Colony ADA Naini, Prayagraj (Allahabad), for its factory/township and ADA colony Doorvaninagar Naini, Prayagraj (Allahabad) area which is spread across in approximately 177.606 acres. From experienced and reputed Contractors, agencies/firms engaged in Security, manpower for Fire fighting and Surveillance Services having experience in the field empanelled by DGR /DGR sponsored between: **01/04/2026 to 21/04/2026 (up to 10:00 AM only)**, in all working days.

The EOIs are being invited for above job through EWIZARD (<https://itilimited.ewizard.in>)/CPPP. All the instructions of EWIZARD/CPPP bidding are applicable. EOI must be submitted through EWIZARD/CPPP only. The bid received in physical mode shall not be considered at all. Detailed information regarding the items, application / EOI forms, EMD details, specifications, terms and conditions can be downloaded from the following websites: www.itiltld.in, CPP.

Any corrigendum to this EOI will be notified through the aforesaid websites only. The undersigned reserves the right to accept or reject any or all the bids without assigning any reason at any stage.

Sl.No	Description	Information
1	Reference No. of EOI document	ITI/NAINI/HR/2026/2803 Date: 31/03/2026
2	Availability EOI document	From 01/04/2026 to 21/04/2026(up to 10:00 hrs) The EOI document can be downloaded from ITI website. www.itiltld.in and (https://itilimited.ewizard.in)/EWIZARD/CPPP Portal
3	Estimated Cost for One year contract	2.50 Crore (Approx.) However, ITI Limited Naini does not confirm to have any obligations of meeting such targets. The



		estimate may vary depending upon the requirement, which may be abnormally high or low. However, Service Charges agreed will remain the same even in case of abnormal reduction of the estimated cost due to any reason and, any claim of relaxation in the agreed Service Charges will not be considered by ITI Limited, Naini.
4	Last date & time for submission of bids	Date: 21/04/2026 Timing: 10:00 Hrs.
5	Date & time of opening of technical bids	Date: 21/04/2026 Timing: 10:30 Hrs.
6	Opening of Financial Bids	Will be intimated later to all technically qualified bidders.
7	Earnest Money Deposit (EMD) in the form of Demand draft.	Rs 1,00,000/- (Rs One Lakh only) in form of demand draft drawn on any schedule bank in favor of "ITI Limited, Naini, Allahabad" payable at Allahabad. Cash/money order will not be accepted. The bank draft must be attached to technical bid of the EOI and original should be send at the address of ITI Limited Naini. EOI not accompanied with requisite earnest money shall summarily be rejected. Earnest money of the unsuccessful bidder shall be refunded after finalization of the EOI and shall bear no interest.
8	Validity	The bids submitted shall remain valid for a period of 120 days from the date of opening the Technical bid.



INTRODUCTION:

ITI Limited, Naini, Prayagraj (Allahabad) (hereinafter referred to as 'ITI' or 'Company' is a Schedule "A" Central Public Sector undertaking, under the administrative control of Ministry of Communications, Department of Telecommunication, Government of India. ITI is a leading Telecom equipment manufacturer, solar panel manufacture and solution provider in India. The major customers are BSNL, MTNL, Defence, Paramilitary forces and Railways etc.

Instruction to Bidders

1. **Name of Work:** Providing Security Services and manpower for Fire fighting for ITI Factory/ Township/Doorvaninagar ADA Colony Naini for its area spread across in approximately 177.606 acres the premises at Naini, Prayagraj (Allahabad).
2. ITI Ltd (ITI) invites bids by EOI system in two bid system (Technical & Financial Bid) from experienced and reputed Contractors, agencies/firms engaged in Security and Surveillance Services having minimum **"five years"** experience in the field and empanelled by DGR/DGR Sponsored.
3. Not more than **one EOI** shall be submitted by one contactor or contractors having business relationship. Under no circumstance father and his son(s) or other close relations who have business relationship with one another (i.e. when one or more partner(s)/director(s) are common) be allowed to EOI for the same contract as separate competitors. A breach of this condition will render the EOIs of both parties liable to rejection.
4. **Procedure for submission of bids:**
The bids shall be submitted as under: -
 - i. "Technical Bid for Security Services and Fire Fighting" consisting of complete Bid document, all Annexure, except Financial Bid Annexure, any other relevant supporting documents duly signed, stamped with date as token of acceptance of the terms & conditions of bid documents.
 - ii. "Financial Bid for Security Services and Fire fighting" consisting only of the financial bid in the format at **Annexure-B** duly signed, stamped with date.
 - a) All Bid documents must be submitted duly signed, stamped with date by authorized person.
 - b) The bids are to be submitted on or before **10:00 hrs on 21/04/2026.**



5. **Opening of Technical Bids:** Technical Bid will be opened on **21/04/2026 at 10:30 hrs.**
6. **Opening of Financial Bids:** After opening of Technical bids, if the firm which fulfills the technical criteria, their financial bid will be opened after intimation.
7. The financial bids shall be opened after evaluation of the technical bids of the eligible bidders, only.
8. **Presence during opening of bids:** If desired, applicants may participate through online as per schedule date.
9. **Validity of bids:** EOI submitted by Bidders shall remain valid for acceptance for a minimum period of 120 days (One Hundred and Twenty days) Validity period from the last date of submission of bid.
10. **ITI reserves the right to reject any or all the offers without assigning any reasons thereof.** *Conditional bids or revocable bids would be summarily rejected.*
11. **Criteria for Qualification:**

The eligibility criteria for pre-qualification of bidder are as under: -

- a) The agency should have sound financial background with profitability for the last 3 years. Audited certified copy to be attached along with the technical bids. Average Annual financial turnover during the last year, ending March 31, 2026 should be at least Rs. 5 Crore.
- b) The Contractor/Agency should also submit **proof of Empanelled under DGR/DGR sponsorship and its validity period shall be Minimum two years.**
- c) The agency should be registered with the concerned authorities.
- d) The bidder should have a Registered Office/Branch in Prayagraj or Lucknow (Uttar Pradesh).
- e) The bidder should submit detailed profile of the Organization, (giving list of works in hand and carried out during the last 3 years, names & addresses of the clients, value of work, number of manpower deployed and such other details in respect of works, along with testimonials and other relevant documents, i.e. Proof of Organization, ESI and PF Registration Code, Company Registration No., GST, ITR and PAN etc.)
- f) 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 EOI shall not be considered. **An Undertaking to this effect should be submitted.**



- g) ITI reserves the right to request for any documents/ certificate/ clarification from the bidder/contractor relevant to above qualifying criteria and the same must be submitted immediately on receipt of any such communication from ITI.
- h) After opening of Technical bids, if the firm fulfills the technical criteria, their financial bid will be opened.
- i) The bidder shall be summarily disqualified in case of non-submission of required documents.

12. Award of Work:

ITI reserves the right to award the work to agencies/bidders subject to the work experience and fulfillment of other terms & conditions and specifications.

13. Acceptance / Rejection of Bid:

- i. ITI will not accept bids received from the contractor blacklisted by ITI in the past.
- ii. ITI also reserves the right to accept or reject any EOI in part or full without assigning any reason whatsoever.
- iii. ITI also reserves the absolute right to reject any or all the Bids at any time solely based on the past unsatisfactory performance by the bidder(s). The opinion/decision of ITI regarding the same shall be final and conclusive.

14. In case no bid or insufficient bids are received, or for any other reason whatsoever, ITI may at its sole discretion to cancel the whole EOlting process or extend the last date and time of submission of the bid.

15. Any separately submitted discount letter on the financial price shall not be considered by ITI and shall be a ground for disqualification. Evaluation of financial bid shall be considered only on the quoted price in the financial bid submitted by the bidders.

16. Contact Person: In case of any query, you may contact any of the following officials through Email Only adil_nni@itilttd.co.in; amita_nni@itilttd.co.in; ohrer_nni@itilttd.co.in; rajeshprasadrai_nni@itilttd.co.in :

17. Earnest Money Deposit(EMD): Bidder should pay specified amount towards Earnest Money deposit as follows:

- i. Rs.100,000/- (Rupees One Lakh Only) in the form of Demand Draft on any Nationalized /Schedule bank in favour of "ITI Limited Naini, Allahabad" Payable at Allahabad.
- ii. EMD will not carry any interest.
- iii. EMD will be refunded to the unsuccessful bidders after finalization of the bid and EMD of successful bidder shall be returned after execution of Contract



Agreement and submission of security deposit or adjust against the security deposit.

- iv. The Earnest Money Deposit submitted by the bidder may be forfeited if,
 - a) Successful bidder fails to execute an Agreement within specified time as per intimation/request of the ITI Limited Naini.
 - b) Successful Bidder withdraws his EOI or backs out after acceptance,
 - c) Bidder withdraws his EOI before the expiry of validity period stipulated in the bidding document,
 - d) Bidder violates any of the terms and conditions of the EOI,
 - e) Bidder is found to have indulged in fraudulent practices in the bid submission process.

18. Corrections: No corrections or overwriting will be entertained in the financial bid.

19. Firm Rates: The Service charges quoted by bidder shall remain firm till completion of contract. It is, however, clarified that the contractor shall ensure wages (DGR wage Notification) to persons deployed at ITI Limited Naini as and when revised by the concerned authority.

20. Site Inspection: Before submission of offer, the bidders are advised to inspect the site of work and the environment and be well acquainted with the actual working and other prevalent conditions, facilities available, position of material and labour, means of transport and access to site, accommodation, etc. No claim will be entertained later on the grounds of lack of knowledge of any of these conditions.

21. Scope of Work Providing round the clock security services and manpower for Fire fighting that would include factory premises, Township, Doorvaninagar ADA Colony Naini, Prayagraj (Allahabad) area is spread across in approximately 177.606 acres. The detailed scope of work mentioned herein below **at serial No. 30** of this document. The following minimum criteria are to be adhered to for carrying out the duties/works as per requirement:

a) SECURITY SERVICES :

Chief Security Officer

Desired Qualifications	Responsibilities
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<ol style="list-style-type: none">1. Should be Ex-service man2. Should be in a position to organize the security force, suggest improvement in all matters of policy in respect of security as an adviser.3. Should be in a position to analyze security needs, identify possible security threats, establishing necessary security parameters; and deciding on the best security measures available and organizing the security force. Should also be having knowledge regarding manpower for Fire fighting operations.4. Minimum Experience of 3 years.5. Should be minimum a Graduate.6. Should be a retired JCO or Equivalent from Army, Navy, IAF, Paramilitary Forces, and Central Police Forces.7. Should have knowledge of security related matters, industrial safety and allied functions.8. Below 60 Years of age.	<ol style="list-style-type: none">1. Overall responsible for all security, vigilance, manpower for Fire fighting activities and related documentation.2. Establishing security protocols and policies, as well as designing security plans to protect ITIs assets.3. Creating a set of rules and security standards; designing policies to protect the ITIs' interests,4. Implementing security measures, providing technical supervision and advice as required.5. skilled driver(desirable)
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Security Supervisor (highly skilled)

Desired Qualifications	Responsibilities
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<ol style="list-style-type: none"> 1. Minimum Experience of 3 years 2. Should be minimum a Graduate. 3. Should be a retired JCO or Equivalent from Army, Navy, IAF, Paramilitary Forces, and Central Police Forces. 4. Should have knowledge of security related matters, industrial safety and allied functions. 5. Should be able to exercise command and control over the security personal deployed. 6. Physical standards and medical fitness as per PSARA Act and Rules. 7. Below 60 Years of age. 	<ol style="list-style-type: none"> 1. Should be required to carry out supervision of all security related activities in the organization as well as advice and assist security guards and other security related persons in carrying out their duties. 2. Should be able to carry out or supervise protocol activities of receiving, escorting, seeing VIPs to and to liaise with police and other investigating agencies as and when required. 3. Should be available in shift on working days. 4. skilled driver(desirable)
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Armed Security Guard (highly skilled)

Desired Qualifications	Responsibilities
<ol style="list-style-type: none"> 1. Good physique and personality fulfilling requirements of physical standards and medical fitness as per PSARA Act and Rules. 2. Minimum 10th pass. 3. Should have knowledge of Hindi or English and local language. 4. Minimum Experience 3 years. 5. Should be Ex-service man. 6. Should have a valid gun license. 7. Should have knowledge of Security related matters. 8. Below 60 Years of age. 	<ol style="list-style-type: none"> 1. Working shifts round the clock. Should be a skilled driver 2. Carry out activity of protecting the premises from any unauthorized entry, robbery, theft etc. 3. The duties of a private security guard are to provide private security to another person or property or both. 4. To render necessary assistance to the police in the process of any investigation pertaining to the activities of the agency in which he is employed. 5. To bring to the notice of his supervisor the violation of any law noticed by him during the course of discharge of his duties. 6. skilled driver(desirable)



Unarmed security Guard (skilled)

Desired Qualifications	Responsibilities
<ol style="list-style-type: none">1. Good physique and personality fulfilling requirements of physical standards and medical fitness as per PSARA Act and Rules.2. Minimum 10th pass.3. Should have knowledge of Hindi or English and local language.4. Minimum Experience 3years.5. Should be Ex-service man.6. Should have a valid gun license.7. Should have knowledge of Security related matters.8. Below 60 Years of age.	<ol style="list-style-type: none">1. Working shifts round the clock. Should be a skilled driver2. Carry out activity of protecting the premises from any unauthorized entry, robbery, theft etc.3. The duties of a private security guard are to provide private security to another person or property or both.4. To render necessary assistance to the police in the process of any investigation pertaining to the activities of the agency in which he is employed.5. To bring to the notice of his supervisor the violation of any law noticed by him during the course of discharge of his duties.6. skilled driver(desirable)

Fire Supervisor

Desired Qualifications	Responsibilities
<ol style="list-style-type: none">1. Should be minimum a Graduate.2. Should have knowledge of Hindi or English and local language.3. Minimum experience 3 year.4. Should be Ex-service man.5. Back ground ,experience and valid certificate of firefighting ,fire safety and handling emergency management6. Fulfilling requirements of physical standards and medical fitness as per PSARA Act and Rules.	<ol style="list-style-type: none">1. Work in shifts round the clock.2. Overall responsible for all operations related to firefighting , conforming to fire safety regulations ,checking preparedness of premises for Fire fighting ,vigilance including maintenance of documents.3. skilled driver(desirable)



7. Below 60 Years of age.

The number of Security Supervisor, security guards required at Factory, Township, Doorvaninagar ADA Colony Naini, Prayagraj (Allahabad) is tabulated below:

Sr. No.	Particulars (Area)	Chief Security Officer	Armed Guards	Security Supervisor(Unarmed and for 01 for FIRE)	Unarmed Guard
1	Factory Area- ITI & Township	01	07	04	29
2	Doorvaninagar ADA Colony Naini	00	01	00	03

Grand total - 45

- Shift 0600hrs to 1400 hrs-1st shift
- Shift 1400hrs to 2200hrs – 2nd shift
- Shift 2200hrs to 0600hrs- 3rd shift
- Any other shift timings, if any would be intimated by ITI

b) Special Dress: 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 your guards required for special VIP duties. During rainy and winter seasons Rain coats, Overcoats, Six feet long bamboo sticks, High power torches, Whistles etc.) Should 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 and no separate recovery from the salary of security guard by contractor towards uniform expenses or any other expenses.

c) The above services are required on 24 hours basis for 365 days a year including Sundays, Festivals, National Holidays/ Holidays **without any overtime**. The above services are required on monthly job basis. Adequate number of personnel would be deployed by the contractor in suitable shift duties. Exact working hours will be fixed in consultation with Officer-in-Charge of ITI. ITI reserves the right to modify the requirements of personnel on need basis from time to time. **The monthly payment shall be made on the basis of actual deployment of manpower at site.**



d) A list of persons deployed, together with their qualification, experience and copies of the appointment letters have to be submitted to ITI. The contractor has to arrange for the latest police verification of Civilian Security Guard from the parental police station of the employee as well as from the present residential address police station of the persons deployed within one month of the award of work and would issue name badges and I-Cards to the deployed personnel. Any subsequent changes in the deployment of personnel shall be notified in advance.

e) The contractor will maintain an inventory at above mentioned premises/ areas, with regard to above services.

f) **Additional responsibilities**

In addition to roles and responsibilities indicated above, following shall also be part of responsibilities of security manpower.

1 To provide security services for protection of life, security against theft, pilferage, fire etc for man and material at the premises of Buyer.

2 Physical guarding of entry/ exit points or designated locations. Responsibilities towards checking of the visitors during office/ duty hours, screening/ directing of visitor's, visitor management in general and during special occasions.

3 Responsibilities towards regulating entry and guidance of visitors to concerned official's/ office. Control the access of persons/ vehicles in to and out of the complex and regulating entry of unwanted visitors/ salesman and maintenance of visitor register.

4 Checking of gate passes, allowing the entry and exit of material and regulating the entry and exit of vehicles accordingly. Record of all inward and outward movement of men, material, vehicles etc to be maintained with proper checking as per instructions given from time to time by the Buyer Department.

5 Patrolling and guarding designated areas and surroundings to ensure adequate safety and security. Preventing entry of stray animals like cow, dogs etc. Undertake patrolling of sites during duty hours. Ensure that boom barriers and access control systems are monitored.

6 Assisting the occupants during emergency evacuation of building. Effective involvement during the crisis management like accidents and bomb threats. Involve in frequent drills for preparation for emergencies. Handling of disaster management in case of emergencies and disasters

7 Render assistance in rescue operation of passengers if stranded in lifts. Help occupants in any accidents or medical emergencies, handling of situation in case of fire.

8 Render assistance and liaison with appropriate agencies in case of disaster and emergencies and keep excellent liaison and contact with all such agencies



9 Assist in lodging of Complaints/ FIR in case of any crime or violence and assist the police and other security agencies in their investigation in any related matter.

24 IMPORTANT NOTE:

- a) **No consortium will be allowed in this NIT (EOI).**
- b) "Similar work" means providing Security, manpower for Fire fighting and Surveillance Services work in office building in PSUs/PSU Banks/Financial Institutions/MNCs/Corporate etc.
- c) The bidder shall submit signed and scan copy of EOI Acceptance Letter (Annexure-1).
- d) The bidder should submit signed and scan copy of detailed profile of the Organization, (giving list of works in hand and carried out during the last 5 years, names & addresses of the clients, value of work, number of manpower deployed and such other details in respect of works, along with testimonials and other relevant documents, i.e. Proof of Organization, ESI/PF Registration Code, Company Registration No., GST Registration Certificate, ITR and PAN etc.)
- e) List of Category-wise number of manpower employed on the rolls of the contractor be submitted. The manpower to be deployed on our premises should be from the regular rolls of the contractor. An undertaking to this effect should be submitted.
- f) The bidder should submit signed and scan copy of partnership firm/partnership deed, if any.
- g) The Bidder should be having adequate manpower; equipment etc. to smoothly execute the work.
- h) ITI reserves the right to request for any further documents/certificate/ clarification from the bidder/contractor relevant to above qualifying criteria and the same must be submitted within stipulated time of receipt of any such communication from ITI, failing which suitable action shall be taken by ITI.
- i) The contractor should sign Bidders Information (Annexure-A) along with supporting documents.
- j) After opening of Technical bids, if a firm/Company fulfills the technical criteria, its financial bid will be opened.
- k) The bidder may be summarily disqualified in case of non-submission of required documents.

25. 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. In the event of extension of contract, the service charges shall be the same as that quoted by the bidder for the year and all other terms and conditions will remain unchanged. The performance of the service provider/Contractor will be evaluated and the extension /renewal of contract will be based on performance evaluated by ITI.

26. GENERAL CONDITIONS OF CONTRACTS:



I. Downloading Bid document from the website: The Bidder may download EOI Document along with terms and conditions from ITI website www.itilttd.in home page by navigating to “EOIs-Eoi”. Bidder must keep track of any corrigendum and/ or addendum or any change in the schedule or any other relevant information issued in respect of the subject EOI by ITI.

II. Amendment to Bid documents: At any time prior to the deadline for submission of Bids, ITI may, for any reason, whether at its own initiative or in response to a clarification sought by any prospective bidder, modify the bidding documents by amendment / addendum/corrigendum. The corrigendum/amendment will be issued /published in website. Bidders shall be solely responsible to check the web site for the amendment issued in shape of Corrigendum and/or Addendum up to last date of submission of bid.

III. Clarification on Bids:

a) To assist in the examination, evaluation and comparison of the technical bids, ITI may, at its discretion, ask the Bidder for a clarification on its Bid. No change in price of the Bid shall be sought, offered or permitted. If required, ITI reserves the right to ask the bidders to submit supplementary documents to support the documents already submitted by the bidder.

IV. Execution of Contract Agreement: The successful bidder’s responsibility under this contract commences from the date of issue of the Letter of Intent /work order by ITI. The Bidder shall submit an unqualified acceptance to the Letter of Intent/Work order within the period stipulated therein. The successful bidder shall be required to execute an agreement in the prescribed form, on a non-judicial stamp paper of Rs.500/- within 15 days from the issue of LOI/Work Order. The contract agreement shall be signed by a person duly authorized/empowered by the bidder. The bidder shall pay for all stamps duty and legal charges, incidental expenses, if any.

V. Abnormal Rates: The bidder is expected to quote its service charge after careful analysis of cost involved considering all specifications and conditions of contract. In case it is noticed that the rates quoted by the bidder are unusually high or unusually low, it will be a sufficient ground for rejection of the EOI unless the reasonableness of the rates is convincing. If required, ITI may request the bidder to submit supporting documents to ascertain reasonableness of the rates. The same shall be furnished by the bidder expeditiously on ITI’s demand. Rejection shall be at the sole discussion of ITI.

VI. The contractor shall ensure trouble free and smooth operation. All complaints have to be attended to, in minimum agreed time, as per industry norms/practice, failing which, ITI will be at liberty to get the work done on its own/another agency and recover the costs incurred from your running bills/security deposit.



VII. Necessary records of the services\work carried out will be maintained and the same has to be countersigned by the officer-in-charge of ITI whenever asked by ITI.

VIII. The contractor shall keep proper upkeep of all areas under the contract.

IX. ITI will not be responsible for any lapse on the part of the Contractor in enforcing of provisions of any Labour Acts /Laws, viz., Payment of Wages Act, Minimum Wages Act, Contract Labour (Regulation & Abolition) Act, 1970 and (Central) Rules, 1971 / Industrial Disputes Act, 1947 and (Central) Rules 1957, Gratuity Act 1972, Employee's State Insurance Act, 1948 (ESI), Employee's Provident Funds and Miscellaneous Provisions Act, 1952 EPF), Gratuity, Workmen Compensation Act, Bonus Act, GST etc. It will be the contractor's responsibility to abide by all Statutory Laws/Regulations applicable to the contract labour engaged by him on the Contract Work. Receipt of any complaints on this ground viewed seriously. It is expressly understood that the manpower deployed by the contractor are not on the rolls of ITI and no legal relationship of whatsoever subsists between ITI and such personnel employed by the contractor.

X. This being a pure works contract, the personnel engaged by the contractor and deployed by him at ITI premises will be in no way be deemed as working under employment of ITI and there shall not exist any employer-employee relationship between ITI and the contractor or his personnel deployed by him. The Contractor or personnel shall have nothing to do with ITI either in respect of wages/salary or such other statutory benefits or compensation etc. under the Labour Laws and other related Laws i.e. Gratuity, Bonus or Workmen Compensation Act or any other law in force. The contractor shall obtain an appropriate/adequate Policy so as to meet any obligation in any eventuality.

XI. The Contractor will be responsible for providing benefits like ESI, PF, Bonus, Group Insurance Scheme etc. under the relevant rules/laws of the State and Central Government. The Contractor shall be solely liable for any dispute that might arise in any matter in future for violation/non-compliance of Labour Laws/regulations and ITI will have no responsibility, whatsoever.

XII. Checking of employees of the contractor during duty would be done by security officers of ITI.

XIII. The employees of the contractor will work strictly under the direction and administrative control of the contractor's CSO. However, the contractor's CSO will have to execute the work through their employees according to the requirement, need and instructions of the designated officers of ITI. It is clarified that if ITI is not satisfied with the services / conduct of any of the deployed personnel, the same shall be brought to the notice of the CSO and the said guard shall



be replaced immediately to the satisfactory of ITI. ITI reserves the right to review performance of the deployed personal and recommend location of posting/shift.

XIV. The employee of the contractor will ensure strict discipline and behavior and diligent performance of their duties most befitting and the employees of the contractor shall not in any manner cause any interference, annoyance, nuisance etc. to ITI staff or its business or working and will be liable for immediately replacing/relocating the individual employee if the services rendered by him are not found to be satisfactory.

XV. In case of any damage to ITI's property/premises for which contractor is accountable through joint investigation team, the contractor will be liable to pay the compensation to ITI as may be advised by ITI. The contractor shall also take full responsibility and compensate ITI for any loss/damage/breakdown caused to the installation due to negligence of his workers proven by joint investigation team.

XVI. ITI will not be responsible for any injury/death caused to the employees provided by the contractor at site. It will be the responsibility of the contractor to abide with the all the provisions of the Gratuity Act 1972, Workmen Compensation Act, 1923 and no compensation shall be paid by ITI in this regard.

XVII. The workforce deployed by the contractor should be adequately covered under appropriate Insurance Plan.

XVIII. Dispatch Instructions-

a) The General Conditions of Contract form part of the EOI specifications. All pages of the EOI documents shall be numbered and duly signed by hand of the authorized representative, stamped and submitted along with the offer in token of complete acceptance thereof. The information furnished shall be complete by itself. The bidder is required to furnish all the details and other documents as required in the following EOI Forms (Annexure-A).

b) Bidders are advised to study all the EOI documents carefully. Any submission in EOI shall be deemed to have been done after careful study and examination of the EOI documents and with the full understanding of the implications thereof. If the bidder have any doubt about the meaning of any portion of the EOI Specification or find discrepancies or omissions in the scope of work or the EOI documents issued are incomplete or shall require clarification on any of the technical aspect, the scope of work etc., bidder shall at once, contact the authority inviting the EOI well in time (so as not to affect last date of submission) for clarification before the submission of the EOI. Bidder's request for clarification shall be with reference to Sections and Clause numbers given in the EOI documents. The specifications and terms and conditions shall be deemed to have been accepted by the bidder in his offer. Non-compliance with any of the requirements and instructions of the EOI enquiry may result in the rejection of the EOI.



c) Integrity Pact (IP) shall be applicable for all EOIs / contracts as indicated in EOI document. This integrity pact (Annexure-7) shall be issued as part of the EOI documents and shall be submitted by the bidder along with Technical bid duly filled, signed and stamped by the authorized signatory who signs the bid. Only those vendors / bidders who have entered into such an IP with ITI shall be considered qualified to participate in the bidding. Entering into this pact shall be a preliminary qualification.

XIX. Documents to be enclosed

Full information shall be given by the bidder in respect of the following. Non submission of this information may lead to rejection of the offer.

a) Income Tax Permanent Account Number: Certified copies of Permanent Account Numbers as allotted by Income Tax Department for the Company/Firm/Individual Partners, EOI Acceptance Letter etc. shall be furnished along with EOI.

b) An attested copy of the Power of Attorney/Authorization letter, in case the EOI is signed by an individual other than the sole proprietor.

c) Proof of Turnover

d) Proof of Registration Number for PF, ESI, GST Registration No. PAN Etc.

e) Evidence of minimum five years' experience.

f) In Case of Companies: Date and place of registration including date of commencement certificate in case of Public Companies (certified copies of Memorandum and Articles of Association are also to be furnished) Nature of business carried on by the company and the provisions of the Memorandum relating thereof.

g) **Proof of empanelment of DGR**

XX. Language

a. The bidder shall quote the rates in English language and international numerals. These rates shall be entered in figures as well as in words. For the purpose of the EOIs, the metric system of units shall be used. All entries in the EOI shall either be typed or written legibly in ink. Erasing



and over-writing is not permitted and may render such EOIs liable for rejection. All cancellations and insertions shall be duly attested by the bidder.

XXI. Price Discrepancy: In the case of financial bid opening, if there are differences between the rates given by the bidder in words and figures or in amount worked out by him, the following procedure for evaluation and award shall be followed: if there is any difference between the amount in figures and in words, the amount quoted by the bidder in words shall be taken as correct.

XXII. Evaluation of Bids

- a) Technical bids submitted by the bidder will be opened first and evaluated for fulfilling the Pre-qualification criteria and other conditions in NIT/EOI documents, based on documentary evidences submitted along with the offer.
- b) In case the qualifying experience is claimed by private organizations based on work order and completion certificates from another private organization, ITI reserves the right to ask for further proofs including submission of TDS certificates for the said job.
- c) Conditional bids may be rejected by ITI. The technical evaluation shall be made strictly on the basis of the documents submitted by the bidders in support of the eligibility, the technical and commercial response. All the required information shall be furnished strictly in prescribed schedules/Annexure only. Any information indicated other than prescribed schedules/Annexure shall not be entertained. The financial evaluation shall be made on the basis of the total price/charges as indicated in the schedule of rates/ financial. In case, the two or more firms offer the same rates, such firms shall be asked to submit sealed revised offer but the revised quoted rates should not be higher than their respective original rate quoted already at the time of submission of EOI. The lowest EOI shall be decided on the basis of revised offer.

XXIII. Security Deposit/Contract Performance Guarantee:

Upon acceptance of EOI, the successful Bidder is required to deposit an amount Rs. 2, 50,000/- (Rupees Two Lakh Fifty 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 favour of "ITI Limited, Naini, Allahabad" payable at Allahabad/FD/PBG.
- 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.

XXIV. Return of Security Deposit/PBG:

Security Deposit/PBG shall be refunded/released to the Contractor within 03 Months after completion of Contract Period after deducting all expenses /other amounts due to ITI.

XXV. Validity of Offer: The rates in the EOI shall be kept open for acceptance for a minimum period of 120 (One Hundred and Twenty) days from last date of offer submission (including extension, if any). In case ITI calls for negotiations, such negotiations shall not amount to cancellation or withdrawal of the original offer which shall be binding on the EOIs.

XXVI. Rejection of EOI and Other Conditions:

- a. ITI reserves the right to accept or reject the EOIs without assigning any reason whatsoever.
- b. Conditional EOIs, unsolicited EOIs, EOI which are incomplete or not in the form specified or defective or have been materially altered or not in accordance with the EOI conditions, specifications etc., are liable to be rejected.
- c. EOIs are liable to be rejected in case of unsatisfactory performance of the bidder with ITI or blacklisted by ITI in the past or bidders who do not comply with the latest guidelines of Govt. of Uttar Pradesh/Ministry/ Commissions of Govt. of India. ITI reserves the right to reject a bidder in case it is observed that they are overloaded and may not be in position to execute this job as per the required schedule. The decision of ITI will be final in the regard.
- d. If a bidder who is a proprietor expires after the submission of his EOI or after the acceptance of his EOI, ITI may at their discretion, cancel such EOI. If a partner of a firm expires after the submission of EOI or after the acceptance of the EOI, ITI may then cancel such EOI at their discretion, unless the firm retains its character.
- e. ITI will not be bound by any Power of Attorney granted by changes in the composition of the firm made subsequent to execution of the contract. They may, however, recognize such power of attorney and changes after obtaining proper legal advice, the cost of which will be chargeable to the contractor concerned.
- f. If the bidder gives wrong information in his EOI, ITI reserves the right to reject such EOI at any stage or to cancel the contract if awarded and forfeit the Earnest Money/Security Deposit/any other money due.



g. Canvassing in any form in connection with the EOIs submitted by the Bidder shall make his offer liable to rejection.

h. In case the proprietor, Partner or Director of the Company/Firm submitting the EOI, has any relative or relation employed in ITI, the authority inviting the EOI shall be informed of the fact as per specified format as per relevant annexure attached along with the offer.

i. The successful bidder should not sub-contract part or complete work detailed in the EOI specification undertaken by him.

j. Discount letter, if any on financial price shall not be considered by ITI.

XXVII. Cancellation of Contract in Full or in Part:

ITI at its sole discretion can terminate the contract at any time during the period of contract, If the Contractor:

a) At any time makes default in proceeding with the works with due negligence and continues to do so even after a notice in writing from the ITI Ltd.; or

b) Commits default in complying with any of the terms and conditions of Contract or provide poor performance and services are not improved as desired by ITI and does not remedy it or take effective steps to remedy it within 07 days after a notice in writing is given to him in that behalf by the ITI Ltd.; or

c) Fails to monthly /quarterly performance evaluation of the service provider/contractor by ITI; or

d) Salary to all Security personnel is to be made on or before 7th of every month by Security agency. Recovers or deducts any charges from the salary of security personnel which is not acceptable to ITI.

e) Violates any of the terms and conditions stipulated in the agreement/EOI document.

f) ITI may validate wages paid by the contractor with concerned authority and if it is found in violation of wages then the contract may be terminated by ITI.

g) Termination of contract before normal validity:

a. In case service provider commits defaults in terms of the agreement other than those specified warranting cancellation without notice, it shall be lawful for the buyer to issue a notice of termination of the contract by giving 15 days time to service provider. Service provider can make a representation during the notice period and takes steps to remedy the defaults and if buyer is satisfied with the same, buyer can take decision to withdraw the



notice .The agreement shall automatically terminate on expiry of the notice period if same is not withdrawn by buyer.

- b. The termination notice shall be issued by buyer to the address of the service provider as shown in the agreement.
- c. However in case of instances such as not deploying resources within agreed time, serious security lapses, irregularities in service provider operations, expiry of validity of required licenses such as PSARA, **expiry of validity of required registration / approval of DGR** and in case cumulative penalty for violations of clauses reaches more than 10% contract can be terminated with immediate effect and no notice is required to be issued.
- d. In case of termination of the contract and buyer engage the services of another service provider for the remaining part of contract the same shall be at risk and cost of the service provider besides other actions such as encashment of performance security and administrative actions etc

Penalties and Termination

The Service Provider shall be responsible for faithful compliance of the terms and conditions of this agreement. In case of noncompliance of Service obligations, penalty per default will be imposed as per SLA and in case of three Consecutive defaults against same events, the contract will be liable to be cancelled. However non delivery of service in time, not starting work in time, violation of existing laws and statutory requirements will be considered as a major default and the contract will be cancelled immediately without giving any further notice

1	Absence/Missing from duty point	Rs 500/- on each occasion per person
2	Security personnel not found displaying photo id or not in proper uniform per head per shift	Rs 100/- on each occasion
3	Not disbursing the salary through bank accounts	Rs 5,000/-on each occasion
4	Non-Compliance(s) of any other provision of labour laws and other laws pointed out by employer or their representative(for each noncompliance informed in writing, under the contract)	Rs 5,000/- on each occasion



5	Each manpower shall be deployed for not more than One duty (8 Hrs) per day. Accordingly, ITI will not be liable to pay overtime and shall charge penalty per person per shift and amount shall be deducted from the bill of Contractor.	Rs 1000/- on each occasion
6	If the employee of service provider is found to have misconduct or misbehaved in any manner or resort to any violent behaviour etc with public or employees of buyer organization or other employees of service provide	Replacement of security personnel and Rs 500 fine on the service provider on each occasion
7	Security personnel indulging in drinking/sleeping	Immediate removal of the security personnel apart from deduction of salary for 1 day and penalty of Rs 1000 on the service provider on each occasion

XXVIII. Law Governing the Contract and Court Jurisdiction:

The contract shall be governed by the law for the time being in force in India. The civil court having original civil jurisdiction at Prayagraj (Allahabad) shall have an exclusive jurisdiction in regard to all claims in respect of the Contract. No other civil court shall have jurisdiction in case of any dispute, under this contract.

XXIX. Issue of Notice:

a) Service of notice on contractor: Any notice to be given to the contractor under the terms of the contract shall be served by sending the same by Registered Post/Speed Post/E-mail/Hand Delivery to or leaving the same at the Contractor's last known address of the principal place of business (or in the event of the contractor being a company, to or at its Registered Office). In case of change of address, the notice shall be served at changed address as notified in writing by the Contractor to ITI. Such posting or leaving of the notice shall be deemed to be good service of such notice and the time mentioned to the condition for doing any act after notice shall be reckoned from the date so mentioned in such notice.

b) Service of notice on ITI: Any notice to be given to ITI under the terms of the Contract shall be served by sending the same by post.



XXX. Use of Office Space: No space belonging to ITI shall be occupied by the contractor without written permission of ITI.

XXXI. Commencement of Work

a. The contractor shall commence the work as per the time indicated in the Letter of Intent/Work Order from ITI and shall proceed with the same with due expedition without delay.

b. If the contractor fails to start the work within stipulated time as per LOI/Work Order or as intimated by ITI at its sole discretion will have the right to cancel the contract. The Earnest Money and/or Security Deposit with ITI will stand forfeited without any further reference to him without prejudice to any and all of ITI's other rights in this regard.

c. All the work shall be carried out under the direction and to the satisfaction of ITI.

XXXII. Rights of ITI:

ITI reserves the following rights in respect of this contract during the original contract period or its extensions if any, as per the provisions of the contract, without entitling the contractor for any compensation.

a. To terminate the contract or get any part of the work done through other agency or deploy ITI's own/hired/otherwise arranged resources, at the risk and cost of the contractor after due notice period of one week by ITI in the event of:

- (i) Contractor's continued poor performance.
- (ii) Failure to pay wages to the deployed personnel as declared by appropriate authority from time to time.
- (iii) Salary of security personnel is made in cash instead of bank accounts through NEFT/RTGS/Cheques.
- (iv) Salary to all Security Guards and Supervisor is to be made on or before 7th of every month after receipt from ITI.
- (v) Recovers and deducts any charges from the salary of security personnel which is not acceptable to ITI.
- (vi) The Contractor not submitting adequate documentary proof for payment of each component of minimum wages.
- (vii) Withdrawal from or abandonment of the work before completion of the work.
- (viii) Contractor's inability to progress the work for completion as stipulated in the contract
- (ix) Poor quality work
- (x) Corrupt act(s) of the Contractor.



- (xi) Insolvency of the Contractor.
- (xii) Persistent disregard to the instructions of ITI.
- (xiii) Assignment, transfer, sub-letting of contract without ITI's written permission
- (xiv) Not fulfilling one or more contractual obligations.

b. To affect recovery from any amounts due to the contractor under this or any contract or in any other forms, the moneys ITI is statutorily forced to pay to anybody, due to contractor's failure to fulfil any of his obligations. ITI shall levy overheads of 5% on all such payments.

c. In the event of poor performance of the contractor or in the event that ITI incurs physical or financial damages on account of acts of the personnel deployed by the contractor, ITI shall be at liberty to get repairs / work done through other agencies and the expenses shall be recovered from the monthly payment due to the contractor. If the expenses / damages incurred exceed the monthly billing of the contractor, the contractor shall make good the balance amount to ITI.

XXXIII. Responsibilities of the contractor in respect of local laws, employment of works etc.

The contractor shall fully indemnify ITI against any claims of whatsoever nature arising due to the failure of the contractor in discharging any of his responsibilities. The following are the responsibilities of the contractor in respect of observance of local laws, employment of personnel, payment of taxes etc.:

- a) 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 Labour (Regulation and Abolition) Act 1970, Payment of Bonus & Gratuity Act and other Acts, Rules and Regulations for labour 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.
- b) The Contractor shall obtain independent License under the Contract Labour (Regulations and Abolition Act, 1970) as required from the concerned Authorities.
- c) The Contractor shall pay all taxes, stamp duty, fees, license charges, deposits, tolls, royalties, commission or other charges which may be liable on account of his operations in executing the contract.
- d) Contactor shall be responsible for provision of Health and Sanitary arrangements (more particularly described in Contract Labour Regulation & Abolition Act), Safety precautions etc. as may be required for safe and satisfactory execution of contract.
- e) The contractor shall be responsible for provision of potable drinking water for the deployed personnel.



- f) The Contractor shall be responsible for proper accommodation including adequate medical facilities for personnel employed by him.
- g) The Contractor shall ensure that no damage is caused to any person/property of other parties working at site. If any such damage is caused, it is responsibility of the contractor to make good the losses or compensate for the same.
- h) The Contractor shall arrange, coordinate his work in such a manner as to cause no hindrance to other agencies working in the same premises.
- i) All safety rules and codes applied by the ITI at site shall be observed by the contractor without exception. The contractor shall be responsible for the safety of the equipment/material and works to be performed by him and shall maintain all light, fencing guards, slings etc. or other protection necessary for the purpose. Contractor shall also take such additional precautions as may be indicated from time to time by the Engineer with a view to prevent pilferage, accidents, fire hazards. Due precautions shall be taken against fire hazards and atmospheric conditions. Suitable number of Clerical staff, watch and ward, store keepers to take care of equipment/materials and construction tools and tackles shall be posted at site by the contractor till the completion of work under this contract.
- j) The contractor shall arrange for safety devices as are necessary.
- k) Contractor has to ensure the implementation of Health, Safety and Environment (HSE) requirements as per directions given by ITI.
- l) The contractor will be directly responsible for payment of wages to his workmen.
- m) In case of any class of work for which there is no such specification as laid down in the contract, such work shall be carried out in accordance with the instructions and requirements of ITI.

XXXIV. Maintenance of Registers and forms:

The contractor shall be responsible to maintain the registers/forms as required under the prevalent labour laws in force from time to time. The contractor shall maintain the above neatly, completely and legibly for inspection by various statutory authorities and the company officials even at short notice.

XXXV. Insurance:

a. It is the sole responsibility of the contractor to insure his materials, equipment, workmen, etc. against accidents and injury while at work and to pay compensation, if any, to workmen as per Workmen's compensation Act. The work is carried out in protected area and all the rules and regulations of the ITI in the area of project which are in force from time to time will have to be followed by the contractor.

b. If due to negligence and or non-observation of safety and other precautions by the contractors, any accident/injury occurs to the property/manpower belong to third party, the



contractor shall have to pay necessary compensation and other expense, if so by the appropriate authorities.

c. The contractor will take necessary precautions and due care to protect the material, while in his custody from any damage/loss due to theft or otherwise till the same is taken over by ITI or customer. The contractor will submit necessary documents for lodging/processing of insurance claim. ITI will recover the loss from the contractor, in case the damage /loss is due to carelessness / negligence on the part of the contractor. In case of any theft of material under contractor's custody, matter shall be reported to police by the contractor immediately and copy of FIR and subsequently police investigation report shall be submitted to ITI for taking up with insurance. However this will not relieve the contractor of his contractual obligation for the material in his custody.

d. All security man power engaged by the service provider shall however render necessary assistance to the police or to such authority in the process of any investigation pertaining to the activities of that agency. If violation of any law is noticed by any security manpower during the course of discharge of duties, he/she shall bring it to the notice of Chief Security Officer, who in turn shall inform the police either through service provider or on his own.

XXXVI. Strikes & Lockout:

a. The contractor will be fully responsible for all disputes and other issues connected with his labour. In the event of the contractor's labour resorting to strike or the Contractor resorting to lockout and if the strike or lockout declared is not settled within a period of seven days, ITI shall have the right to get the work executed through any other agencies and the cost so incurred by ITI shall be deducted from the Contractor's bills/deposits. Further, ITI reserves the right to terminate the contract in case of any strike/lockout of the contractor.

b. For all purposes whatsoever, the employees of the contractor shall in no case be deemed to be in the employment of ITI.

XXXVII. Monthly Payment

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. Daily attendance sheet with nominal roll of all employed manpower for that month duly signed by the employed security personnel. The same shall be countersigned by the Service Provider. In case bio matrix has been provided by the Buyer Department, then the bio matrix attendance Sheet. 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. The payment shall be made on submission of the following documents to the satisfaction to the ITI:

- a. Certificates with regard to payment made in accordance with the latest Rates of Wages as fixed from time to time as per the DGR. The Contractor shall furnish photo copies of monthly Wages Payment Sheet duly signed by individual employees along-with bills.
- b. Photo copies of Bank Challans of previous month for the amount deposited in the bank for ESI and PF along with certificate and list of employee whose ESI and PF has been deposited.
- c. Security guard wise statement of ESIC and PF deposited with concerned authority for the previous month to be submitted along with bill to ITI.
- d. Salary should be paid by service provider in the bank account of security guards through NEFT/RTGS/Cheque and cash payment will not be allowed.
- e. The Contractor will furnish every month a certificate along-with bill to the effect that all statutory obligation/ requirements have been complied with in regard to wages; contribution to PF/ ESI/ Gratuity etc to their staff and ITI will not assume any responsibility thereto.
- f. In case of Non-compliance with any of the above condition ITI shall return the bill submitted by contractor and payment shall be released after compliance by the contractor.
- g. Attested photocopy of NEFT/RTGS/Cheque, Demand Draft w.r.t. payment of salary to security personnel, and PF, ESI and other statutory dues shall be submitted to along with monthly bills.
- h. Invoice generated by the contractor should be GST compliant/taxes applicable and should be as per requirement of ITI.
- i. Salary to all Security Personnel is to be made on or before 7th of every month.
- j. The contractor shall compulsorily issue the salary slip to every security personnel and the Contractor shall pay the manpower components stipulated under Wages notified by the appropriate authority from time to time. **It is further clarified that each manpower shall be deployed for not more than one duty per day.** Accordingly, ITI shall not be liable to pay overtime.



XXXVIII. Force Majeure

The following shall amount to Force Majeure:

- a) Acts of God, act of any Government, War, Sabotage, Riots, Civil commotion, Police action, Revolution, flood, Fire, Cyclones, Earth quake and Epidemic, Sale of building by ITI and other similar causes over which the contractor has no control.
- b) If the contractor suffers delay in the due execution of the contractual obligation due to delays caused by force majeure as defined above, the agreed time of completion of the job covered by this contract or the obligations of the contractor shall be extended by a period of time equal to period of delay, provided that on the occurrence of any such contingency, the contractor immediately reports to ITI in writing the causes of delay and the contractor shall not be eligible for any compensation.

XXXIX. Arbitration & Reconciliation:

- a. In case amicable settlement is not reached in the event of any dispute of difference arising out of the execution of the contract or the respective rights and liabilities of the parties or in relation to interpretation of any provision by the contractor in any manner touching upon the contract, such dispute or difference shall (except as to any matters, the decision of which is specifically provided for therein) be referred to the sole arbitration of the arbitrator appointed by ITI.
- b. The award of the Arbitrator shall be binding upon the parties to the dispute.
- c. Subject as aforesaid, the provisions of Arbitration and Reconciliation Act 1996 (India) or statutory modifications or re-enactments thereof and the rules made there under and for the time being in force shall apply to the arbitration proceedings under this clause. The venue of the arbitration shall be held at Naini, Prayagraj (Allahabad) and the language of the proceedings shall be in English. Subject to the above, the Courts at Prayagraj (Allahabad) alone shall have the jurisdiction to deal any disputes between the Parties pertaining to the contract.
- d. The cost of arbitration shall be borne equally by both the parties.
- e. Work under the contract shall be continued during the arbitration proceedings.
- f. Failure to comply with any of the above conditions can result in termination of the contract, forfeiture of the security deposit, penalty as may be decided by ITI and future blacklisting of the contractor.



XL. General Conditions of the Contract EOI form and Special Conditions of the Contract will form the part of the contract.

XLI. All Annexures are to be submitted with the bids duly signed.

27. Special Conditions of the Contract:

i. Manpower: The Contractor shall deploy adequate manpower including relievers at ITI premises and other sites of ITI to the satisfaction of ITI in appropriate shift duties (at least the stipulated number in EOI document) with requisite qualifications, professional competency and work experience in respective areas of their duties as outlined above in Scope of Work. The services of the personnel deployed at sites, shall be made available round the clock including Sundays and holidays as leave relief charge is applicable. ITI will not be responsible for any overtime payments to the personnel deployed by the contractor for any reason whatsoever. Duty allocation and roaster control shall be the contractor's responsibility. Exact working hours will be fixed in consultation with officer-in-charge of ITI. ITI reserves the right to advise replacement/change in the manpower deployed by the contractor, if his service is not found satisfactory. In case the proposed manpower deployed by the Contractor is reduced, the monthly charges will also be reduced proportionately. Similarly, the charges for extra deployment would be modified based on the applicable rates quoted in the bid.

ii. The contractor shall also deploy a qualified and experienced Security Supervisor (as above) at site, who should have worked with the contractor for a minimum period of one year and already handled similar job in a office building of an organization of repute. The supervisor shall be responsible for liasioning the activities at site.

iii. The contractor has to provide at least two proper sets of uniform with his organization's name/logo, shoe, raincoat, umbrella, torch, canes, communication sets (walky talky) and I-card etc. to the manpower deployed at ITI.

iv. ITI reserves the right to terminate the contract without assigning any reasons whatsoever giving one month notice to the contractor in writing. Similarly the contractor will have to give one month notice in case contractor wants to discontinue the contract in writing.

v. The rates quoted by the bidder for service charges will remain firm during the currency of the contract. However, as and when wages are revised by the DGR same shall be revised by ITI and revised minimum wages shall be paid by ITI.

vi. The contractor shall be liable for indemnifying the ITI from any liability on account of his employees and/or meeting any Statutory Obligations required under labour Laws of the Central/State Government(s). ITI will therefore not assume any responsibility thereto.



vii. The contractor have to note that all the moveable and immoveable assets existing in the premises are to be taken care of him/Security Agency In this connection, contractors have to maintain a stock register at the site.

viii. If the security guards deployed by the contactor are not suitable due to negligence or any other reasons of whatsoever nature, he has to change the security guards immediately. The contractor has to depute their Supervisor on daily basis to the above site to monitor the guards on duty.

ix. ITI reserves the right to reject any of the offers at technical/financial stage, if the same is not up to the expectation of ITI without assigning any reason.

x. The employee of contractor will ensure strict discipline and behavior and diligent performance of their duties most befitting to the decor of the most modern mechanized building and the employees of contractor shall not in any manner cause any interference, annoyance, nuisance etc. to ITI staff or its business or working and will be liable for immediately replacing the individual employee if the services rendered by him are not found to be satisfactory.

xi. The security guards proposed to be posted at our office premises must be in appropriate uniform, well-behaved, trust-worthy, honest, sincere, vigilant and competent enough to safe guard the premises. The police verification certificates in respect of the guards to be deployed at our premises should be furnished to us, in photocopy, for our record.

xii. ITI is not responsible for any injury/death caused to the employees provided by contractor at ITI. It will be the responsibility of contractor to abide with the all the provisions of the Workmen Compensation Act, 1923 and no compensation, whatsoever shall be paid by ITI in this regard.

30. DETAIL SCOPE OF WORK: (This shall be part and parcel of agreement)

The Agency shall provide:

Sr. No.	Particulars (Area)	Chief Security Officer	Armed Guards	Security Supervisor(Unarmed and Fire Supervisor)	Unarmed Guard
1	Factory Area/Township	1	7	4	29



2	Doorvaninagar ADA Colony Naini	NIL	1	Nil	3
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Total Manpower - 45

The above manpower is required for factory/Township/Doorvaninagar ADA Colony Naini, Prayagraj (Allahabad). Security Personnel may vary depending upon the requirement.

On a working schedule of 8 Hours a day and on 7 days a Week basis (round the clock) with following Shift timings:

1st Shift - 06:00 Hrs to 14:00 Hrs

2nd Shift - 14:00 Hrs to 22:00 Hrs

3rd Shift - 22:00 Hrs to 06:00Hrs

Any other shift timings, if any would be intimated by ITI.

The Security personnel(s) shall be reported **30 Minutes** prior to the commencement of their respective shifts.

Security office will be established by Security Agency. The security agency will maintain their own records on their own cost.

SCHEDULE OF RESPONSIBILITIES:

1) PATROLLING GUARD:

Patrolling and guarding various common areas and surroundings to ensure adequate safety and security. Preventing entry of stray animals like cow, dogs etc. Round the clock patrolling of sites. Ensuring that barriers and access control systems are monitored and are in operational condition.

2) Unit Head Bungalow:-

He is responsible for controlling of all visitors to the residence with the permission of Unit Head. He will ensure safety and security of all the premises and will carry out periodic rounds in the compound and surrounding areas. He will be responsible to close the gate and open the gate. He should not leave the post until a replacement has come to his post. He also should report any incident around the bungalow to shift supervisor by phone.

3) Mirzapur Road, Main gate: - This is very vulnerable and important post in the factory, only smart and capable guard will be posted. He will be responsible to control the entire traffic through this gate. Heavy lorry, trucks, trailers not to be permitted unless authorized. Private vehicles including buses/tempo/school buses are to be allowed after checking ITI issued passes. The gate will be closed all 24 hrs on all days. It will be opened as and when required.



He should ensure to stop the movement of unauthorized persons. Any incident takes place it should be immediately reported to shift supervisor/officer. The security agency will ensure the maintenance of the records/ documents/registers/relating to the transaction and movement of personnel, material and visitors. Frisking through physical checks/ searches of all persons, materials and vehicles entering or exiting the aforesaid premises of the ITI Ltd , Naini, Prayagraj(Allahabad) shall entirely be the responsibility of the security agency

- 4) **Sandwa Gate:-** The gate will be closed all 24 hrs on all days. It will be opened as and when required. He should ensure to stop the movement of unauthorized persons. Any incident takes place it should be immediately reported to shift supervisor/officer. The security agency will ensure the maintenance of the records/ documents/registers/relating to the transaction and movement of personnel, material and visitors. Frisking through physical checks/ searches of all persons, materials and vehicles entering or exiting the aforesaid premises of the ITI Ltd, Naini, Prayagraj(Allahabad) shall entirely be the responsibility of the security agency
- 5) **Old admin Gate/New admin Gate/TED Gate:-** The gate will be closed and it will be opened for the person after checking the ITI employee ID/visitor pass.
- 6) **TID Gate:-** The gate will be closed all 24 hrs on all days. It will be opened as and when required. He should ensure to stop the movement of unauthorized persons. Any incident takes place it should be immediately reported to shift supervisor/officer. The security agency will ensure the maintenance of the records/ documents/registers/relating to the transaction and movement of personnel, material and visitors. Frisking through physical checks/ searches of all persons, materials and vehicles entering or exiting the aforesaid premises of the ITI Ltd, Naini, Prayagraj (Allahabad) shall entirely be the responsibility of the security agency.
- 7) **Guest House:-** He should patrol around Guest House, ITI Officers Club and their surrounding area and ensure that no damages done to the Company property. At Guest House frequent Visiting of VIPs will be there, he should be very vigilant while on duty. The guard should switch on and off the building Security lights around the building everyday evening and morning. Any incidents to be reported to the Shift Supervisor /CSO.
- 8) **Hospital Premises:-** He should patrol inside the hospital, surrounding area. Any incidents to be reported to the Supervisor.
- 9) **Transport:** - He will ensure the safety and security of the transport department and their surrounding areas.



- 10) **Inside the Company/Plant premises/Production/Colony area:-** Agency will ensure the safety and security of plant premises/ production area and all the materials, machines/ equipments, spare items , scrap etc. Any incident take place, it should be immediately report to shift supervisor.
- 11) **Fire Fighting:-** to Look after firefighting, Fire Alarm Panel, Smoke Detectors, operation of fire systems, extinguishers and emergency evacuation procedures.
- 12) **ADA Colony, Doorvaninagar:-** To ensure the safety and security of quarters and their surroundings area of Doorvaninagar, ADA Colony, Naini, Prayagraj (Allahabad). Any incident will report to security supervisor/CSO.
- 13) Blowing of hooters at the specified time.
- 14) Opening of Hangars/offices at prescribed office hours and closing them after office hours, checking that all doors, windows, ventilators in the case of office building are properly closed after office hours. Locking main doors at night, checking that the electrical light and air conditioners electrical gadgets are properly switched off whenever necessary.

GENERAL INSTRUCTIONS:

Apart from the above all the Guards should be prompt in the duty timings with good turnout and discipline. They should not allow any outsiders to roam around in the colony and should question persons with suspicious movements. They should always be vigilant to protect the Company property and advised to seek the help of other nearby guards or Shift Supervisor in case of emergency. They should control and regulate the vehicle movements on the Township roads. They should not allow any Vendors, Sellers etc., to move around the colony without permission of competent authority. They should not allow the display of any publicity materials in the Township area without proper permission. **It may be noted that the above responsibilities enumerated above are neither total nor final. Instructions of the ITI Security Officers / HR Head given from time to time will be implemented in full.** The required total number of Guards will be provided in full always and on all days. All efforts made to maintain a high profile and a high standard of turnout and performance.

31. Disclaimer

The issue of this document does not imply that the COMPANY is bound to select a Bidder or to appoint the Selected Bidder, as the case may be, for the Project and the Company reserves the right to reject all or any of the Bidder or Bids without assigning any reason whatsoever.



The Bidder shall bear all its costs associated with or relating to the preparation and submission of its Bid including but not limited to preparation, copying, delivery fees, expenses associated with any demonstrations or presentations which may be required by the Company or any other costs incurred in connection with or relating to its Bid. All such costs and expenses will remain with the Bidder and the Company shall not be liable in any manner whatsoever for the same or for any other costs or other expenses incurred by a Bidder in preparation for submission of the Bid, regardless of the conduct or outcome of the Bidder Process.

HR Head

**ITI Limited Naini Plant,
Prayagraj(Allahabad) – 211010.**

Mb. Phone: 0532- 2687379

Mail: amita_nni@itilttd.co.in



EOI FORMS

ANNEXURE – A

Ref: ITI/NAINI/HR/2026/2803

Date 31/03/2026

SUB: CONTRACT FOR PROVIDING SECURITY SERVICES AND manpower for Firefighting AT ITI FACTORY/ TOWNSHIP / Doorvaninagar ADA Colony Naini IN PRAYAGRAJ (ALLAHABAD)

Security Agency should furnish its Company profile including details as under. Copies of the relevant certificates such ESI, PF code nos., existing Contract License, Experience Certificate, IT returns for three preceding years to be enclosed.

01	Name of the firm/agency	
02	Address of the office premises	HQ :
		Office in Uttar Pradesh
03	Telephone no./FAX/Email address	
04	Is the Company a) Public Limited Company b) Private Ltd Company c) Proprietary d) Others (please specify) Year of establishment of the company	
	If proprietary, details of the owners along with copy of their Aadhaar card to be provided.	
05	Details of license number under contract labor (Regulation & Abolition Act 1970) and the rules thereon	
06	Empanelled number under DGR	
07	Enclose latest Income tax certificates, PAN copy	
08	Indicate the ESI registration Code No. and enclose a copy of the same	
09	Indicate the PF registration Code No. and enclose a	

Signature of Bidder with Company Seal

Page 34



	copy of the same	
10	No. of Guards presently employed with the agency. Provide copy of the manpower status	
11	Training facilities available with the company	
12	If Company, CIN Number	
13	GST registration Certificate Copy	
14	List of clients with their addresses and details of security guards employed with each client in Prayagraj(Allahabad) and other cities	
15	A certificate signed by authorized signatory of the company stating that all terms and conditions mentioned in this bid document are acceptable	
16	A certificate signed by authorized signatory of the company that they have not been blacklisted by any client till the date of this bid.	
17	Letter on the agency letterhead declaring that the bidder is the proprietor/authorized person of the agency and is authorized to sign / negotiate this bid offer.	
18	Details of any litigation history, if any	
19	Details of EMD enclosed	
20	Last three financial years Turnover (Rs in Lakhs) 2023-24, 2024-25 and 2025-2026	

I / we certify that we have furnished all the information to the best of our knowledge and the information is true. It is understood that the information furnished above will be treated as confidential and will not be divulged to any unauthorized persons.

Signature of the agency



Annexure-B
(On the letter head of the Bidder)

Financial Bid

We have carefully read and understood all the terms and conditions of the EOI ITI/NAINI/HR/2026/2803 Dated- 31/03/2026 and understand that total **number 45 with Reliever** as per AREA (B) w.e.f. 01/10/2025 – In view of this we Quote rate as detailed below :-

(Amount in Rupees)(Per Month)(Per Head)

Sl.NO	Wages	CSO	Security Supervisor(Unarmed)	Armed Guards	Unarmed Guards
1	Basic + VDA@26 days	1518.10	1187.69	981.00	893.00
		39470.60	30879.94	25506.00	23218.00
2	ESI @ 3.25%(on Sl.No.1)	0	0	0	0
3	EPF+EDLI+Admn charge@ 13%	1950.00	1950.00	1950.00	1950.00
3	HRA @ 16% of Basic +VDA or 3600/- (whichever is higher)	6315.30	4940.79	4080.96	3714.88
4	ESI /Medical Allowance @ 3.25% of HRA	205.28	160.58	132.63	120.73
5	Bonus 8.33% on Basic + VDA	3287.90	2,572.29	2,124.64	1,934.06
6	Uniform Outfit Allowance @ 5% of Basic + VDA	1973.53	1544.00	1275.30	1,160.9
7	Uniform Washing Allowance @ 3% of Basic + VDA	1184.12	926.40	765.18	696.54
9	Sub Total A	54,386.73	42,974.00	35,834.71	32,795.11
10	Leave Relief Charges 1/6 th of serial 9	9,064.46	7,162.33	5,972.45	5,465.85
11	Sub Total B	63,451.19	50,136.33	41,807.16	38,260.96
12(a)	Service Charge				



	(in %)(in words also)				
12(b)	Service Charge on B (in Rs)(in words also)				
13	Sub Total C				
14	GST @ 18%				
15	Grand total (in Rs.)				

Total Amount for 45 Security personnel as per requirement of ITI

Description	Total Amount of 45 Security personnel as per requirement (in Rs. Per Month)
Grand total (in Rs.)	

NOTE:

- The service charge quoted shall not be less than the TDS liability as per Income Tax Act.
- The selection of the vendor will be decided on the basis of **service charge quoted by the bidder which should remain same for all kind of security personnel as well** as other parameters like minimum wages, ESI Contribution, EPF Contribution (Employer share), and GST etc are as per Statutory Provisions.
- All blank spaces should be filled with relevant information.
- HRA will not be admissible, if quarter allotted and other charges (electricity and water charges) will be deducted from the bills.

Place:

Date:

Signature of authorized person



Annexure -1
EOI ACCEPTANCE LETTER
(To be given on Company Letter Head)

Date:

To,
The HR-HEAD,
ITI Limited Naini
Prayagraj (Allahabad)-10

Sub: Acceptance of Terms & Conditions of EOI Ref: ITI/NAINI/HR/2026/2803 Date 31/03/2026

Name of EOI / Work: - For engaging of registered Security Agencies empanelled by DGR/State Ex-servicemen security corporation for providing Security Services and manpower for Firefighting at ITI Factory/ Township/Doorvani Nagar ADA Colony Naini, Allahabad (Prayagraj)

Dear Sir,

1. I/ We have downloaded / obtained the EOI document(s) for the above mentioned 'EOI/Work' from the EWIZARD/CPPP Portal as per advertisement, given in the above mentioned website.
2. I / We hereby certify that I / we have read the entire terms and conditions of the EOI documents of all pages (including all documents like annexure(s), schedule(s), etc.), which form part of the contract agreement and I / we shall abide hereby by the terms / conditions / clauses contained therein.
3. The corrigendum(s) issued from time to time by department/ organization has also been taken into consideration, while submitting this acceptance letter.
4. I / We hereby unconditionally accept the EOI conditions of above mentioned EOI document(s) / corrigendum(s) in its totality / entirety.
5. I / We do hereby declare that our Firm has not been blacklisted/ debarred by any Govt. Department/Public sector undertaking/Private organization.
6. I / We certify that all information furnished by the our Firm is true & correct and in the event that the information is found to be incorrect/untrue or found violated, then department/ organization shall without giving any notice or reason therefore or summarily reject the bid or terminate the contract, without prejudice to any other rights or remedy including the forfeiture of the full said earnest money deposit /Security deposit or both absolutely.

Place:

Date:

Signature of authorized person

Signature of Bidder with Company Seal

Page 38



Annexure -2

OFFER FORWARDING LETTER/EOI SUBMISSION LETTER

(To be typed submitted in the letter Head of the Company/firm of Bidder)

The HR-HEAD
ITI Limited Naini,
Prayagraj (Allahabad)-10

Dear Sir,

Sub: Submission of Offer against EOI No. Ref: ITI/NAINI/HR/2026/2803 Date 31/03/2026

I/We hereby offer to carry out the work detailed in the EOI Specification issued by ITI Limited, in accordance with the terms and conditions thereof.

I/We have carefully perused the following listed documents connected with the EOI documents and shall abide by the same.

- i. Amendments/Clarifications/Corrigenda/Errata/etc issued in respect of the EOI documents by ITI.
- ii. Notice Inviting EOI (NIT)/ (Technical Bid)
- iii. Financial Bid
- iv. Documents referred to in EOI document
- v. Forms and Procedures

Should our Offer be accepted by ITI for Award, I/we further agree to furnish 'Security Deposit' for the work as provided for in the EOI Conditions within the stipulated time as may be indicated by ITI.

I/We further agree to execute all the works referred to in the said EOI documents upon the terms and conditions contained or referred to therein and as detailed in the appendices annexed thereto.

I/We have deposited/depositing herewith the requisite Earnest Money Deposit (EMD) as per details furnished in the EOI document.

Date:

Authorized Representative of Bidder



Annexure -3

DECLARATION BY AUTHORISED SIGNATORY OF BIDDER

(To be typed submitted in the letter Head of the Company/firm of Bidder)

The HR-HEAD
ITI Limited Naini,
Prayagraj (Allahabad)-10

Dear Sir,

Sub: Declaration by Authorized Signatory against EOI No. Ref: ITI/NAINI/HR/2026/2803 Date 31/03/2026 and all other pertinent issues till date

I/We hereby certify that all the information and data furnished by me with regard to the above EOI Specification are true and complete to the best of my knowledge. I have gone through the specifications, condition, stipulations and other pertinent issues till date, and agree to comply with the requirements and Intent of the specification.

I further certify that I am authorized to represent on behalf of my company/firm for the above mentioned EOI and a valid Power of Attorney/Authorization letter to this effect is also enclosed.

Yours faithfully,

(Signature, Date & Seal of Authorized
Signatory of the Bidder)

Enclosed: Power of Attorney/Authorization letter



Annexure -4

DECLARATION CONFIRMING KNOWLEDGE ABOUT SITE CONDITIONS
(To be typed submitted in the letter Head of the Company/firm of Bidder)

The HR-HEAD
ITI Limited Naini,
Prayagraj (Allahabad)-10

Dear Sir,

Sub: Declaration confirming knowledge about Site conditions and all other pertinent issues till date

I/We _____ hereby declare and confirm that we have visited the site as referred in ITI EOI Specifications and acquired full knowledge and information about the site conditions including Wage structure, Industrial Climate, the Law & Order and other conditions prevalent at and around the site. We further confirm that the above information is true and correct and we shall not raise any claim of any nature due to lack of knowledge of Site conditions.

I/We, hereby offer to carry out works as detailed in above mentioned EOI Specification, in accordance with Terms & Conditions thereof.

Yours faithfully,

(Signature, Date & Seal of Authorized
Representative of the Bidder)



ANNEXURE -5

NO DEVIATION CERTIFICATE

(To be typed submitted in the letter Head of the Company/firm of Bidder)

The HR HEAD
ITI Limited, Naini,
Prayagraj (Allahabad)-10

Dear Sir,

Sub: Declaration by Authorized Signatory and all other pertinent issues till date

We hereby confirm that we have not changed/modified/materially altered any of the EOI documents as downloaded from the website/issued by ITI and in case of such observance at any stage, it shall be treated as null and void and his EOI shall deemed to be cancelled.

We also hereby confirm that we have neither set any Terms and Conditions nor have we taken any deviation from the EOI conditions together with other references applicable for the above referred NIT/EOI Specification.

We further confirm our unqualified acceptance to all Terms and conditions, unqualified compliance to EOI Conditions, Integrity Pact (if applicable) and acceptance to Reverse bidding process.

We confirm to have submitted offer in accordance with EOI instructions and as per aforesaid reference.

Thanking you,

Yours faithfully,

(Signature, Date & Seal of Authorized
Signatory of the bidder)



Annexure -6

DECLARATION FOR RELATION IN ITI

(To be typed and submitted in the Letter Head of the Company/Firm of Bidder failing which the offer of Bidder is liable to be summarily rejected)

The HR HEAD
ITI Limited, Naini
Prayagraj (Allahabad)-10

Dear Sir,

Sub: Declaration for relation in ITI against EOI No. Ref: ITI/NAINI/HR/2026/2803 Date
31/03/2026

I/We hereby submit the following information pertaining to relation/relatives employed in ITI.

Tick(✓)any one as applicable:

1. The Proprietor, Partner(s), Director(s) of our Company/Firm DO NOT have any relation or relatives employed in ITI

OR

2. The Proprietor, Partner(s), or Director(s) of our Company/Firm have relation/relatives employed in ITI and their particulars are as below:

(i)

(ii)

(iii)

Signature of the Authorized Signatory

Note:

1. Attach separate sheet, if necessary.

2. If ITI Management comes to know at a later date that the information furnished by the Bidder is false, ITI reserves the right to take suitable action against the Bidder/Contractor.

(Signature, Date & Seal of Authorized
Signatory of the bidder)

Signature of Bidder with Company Seal

Page 43



Annexure -7

NON DISCLOSURE UNDERTAKING (INTEGRITY PACT)

(To be typed and submitted in the Letter Head of the Company/Firm of Bidder)

NON DISCLOSURE UNDERTAKING (INTEGRITY PACT)

I/We understand that ITI is committed to Security Policy.

Hence, I/We M/s _____ who are submitting offer for providing services to ITI against EOI No. ITI/NAINI/HR/2026/2803 Date 31/03/2026, hereby undertake to comply with the following in line with Security Policy of ITI, as applicable from time to time.

To maintain confidentiality of documents & information this shall be used during the period of the Contract.

The documents & information shall not be revealed to or shared with third party which shall not be in the business interest of ITI.

(Signature, date & seal of Authorized Signatory of the bidder)



Annexure -8

DECLARATION

(TO BE TYPED ON A LETTER HEAD OF THE COMPANY/ FIRM)

The HR HEAD
ITI Limited, Naini,
Prayagraj (Allahabad)

Sub: Declaration against EOI No. Ref: ITI/NAINI/HR/2026/2803

Date 31/03/2026

Dear Sir,

1. We have carefully read and understood all the terms and conditions of the EOI and hereby convey our acceptance to the same.
2. The information / documents furnished along with the above offer are true and authentic to the best of my knowledge and belief. We are well aware of the fact that furnishing of any false information / fabricated document would lead to rejection of our EOI at any stage besides liabilities towards prosecution under appropriate law.
3. We have apprised our self fully about the job to be done during the period of agreement and also acknowledge bearing consequences of nonperformance or deficiencies in the services on our part.
4. We have no objection, if enquiries are made about the work listed by us.
5. We have not been blacklisted by ITI or any other organization where we have worked. Further, if any of the partners/directors of the organization /firm is blacklisted or having any criminal case against them, our bid shall not be considered. At any later point of time, if this information is found to be false, ITI may terminate the assigned contract immediately.
6. We have not been found guilty by a court of law in India for fraud, dishonesty or moral turpitude.
7. We agree that the decision of ITI in selection of Bidders will be final and binding to us.

Date:

Place:

Signature of authorized person

Full Name & Designation:

Company's Seal:

N.B: The above declaration, duly signed and sealed by the authorized signatory of the company, should be enclosed with Technical Bid.

Signature of Bidder with Company Seal

Page 45