



Cost of Form: Rs. 5,000/-

RESERVE BANK OF INDIA
SAIFABAD, HYDERABAD-500004

S.NO. OF TENDER

:

Name of the party in whose favour
Tender form has been issued

:

(SEAL OF THE OFFICER)

.....



Reserve Bank of India (RBI), Hyderabad

Annual Service Contract for providing Sniffer Dog Services at RBI, Hyderabad.

PART – I

Name of the Agency: _____

Address: _____

Landline and Mobile: _____

Last date of Submission: Before 3 PM on August 04, 2017

Tender Form

To
The Regional Director,
HRMD,
Reserve Bank of India
Saifabad, Secretariat Road
Hyderabad, PIN 500004

Dear Sir,

Annual Service Contract for providing Sniffer Dogs services in RBI, Hyderabad for a period of one year from the date specified in the contract.

Having examined the requirements, conditions and schedule of quantities relating to the captioned work and having visited and examined the site of the work and also having acquired the requisite information relating thereto as affecting the tender, I/We hereby offer to take up the service contract for providing Sniffer Dog Services in RBI Hyderabad for a period of one year from the date specified in the contract, at the rates mentioned in the attached schedule of quantities and in accordance with the conditions of the tender and conditions of contract attached hereto.

2. Should this tender be accepted, I/we hereby agree to fulfill the terms and conditions of the contract and work as per the rate accepted by the Bank.

Date: _____ Signature and seal of the Agency/s

Place: _____ Landline/Mobile

List of Documents:

Agencies are requested to enclose the following documents in the order as given below in Part I for examining their qualification/suitability. Opening of Part II (Commercial Bid) will be subject to satisfying the prescribed eligibility criteria:

S. No	Description of the Document	Remark
1	In case of tender forms downloaded from website a banker cheque /DD of Rs.5000/- should be enclosed with tender form.	
2	Work experience/client certificate (copies of work orders and testimonials of satisfactory service from clients for executing similar works for Star Hotels or Major Airports or Establishments like Govt. Offices, Institutions of repute, etc.	
3	Solvency Certificate in prescribed pro-forma from the bank where the account is maintained	
4	Client list showing details of work carried out during last three years	
5	Composition of firm in details (whether a Partnership firm or a company, etc.) should be submitted along with name(s) and address (es) of the partners/Power of Attorney/other relevant documents.	
6	Copies of PAN,TIN, Provident Fund Registration code, ESI Registration Code, Firm Registration Number	
7	Address Proof in respect of their own office/Kennel in Hyderabad	
8	IT Returns of last three consecutive years, duly certified by a Chartered Accountant	

The Bank may obtain reports on past performance of the Agency from their clients and bankers and evaluate the said reports before opening of the Part II of the tender.

Registration Number:

Provident Fund Code Number:

ESI Code Number:

Date:

Place:

Annual Service Contract for providing Sniffer Dogs services in RBI, Hyderabad for a period of one year from the date specified in the contract.

General Instructions:

Reserve Bank of India Hyderabad, hereinafter referred to as ('the Bank') invites sealed quotations in the prescribed format from reputed agencies for providing round the clock sniffer dog services with handlers in Main Office Building, Reserve Bank of India, Saifabad, Hyderabad 500004 on all days of the week including Sundays and holidays. The contract will be valid for an initial period of twelve months with effect from the date that may be specified in the contract to be signed by the selected bidder with the Bank, as per laid down contractual obligations detailed in Para 2 below. The contract can be extended further annually, for another two years, on same terms and conditions, subject to satisfactory performance of sniffer dogs services and adherence to contractual obligations by the concerned .

2. Details of Services to be provided: The Agency awarded the tender will be required to provide services as follows:

- a. The Agency will provide the services of three sniffer dogs (Labradors) with 03 (Three) handlers to the Bank.
- b. The sniffer dogs will be deployed 24x7 in three shifts every day. At any point of time, one dog and its handler shall be on duty.
- c. The dogs should be within the age of 1 to 6 years and should be subjected to physical fitness and olfactory tests by a veterinary doctor.
- d. The dog should have undergone training initially for two months and thereafter dog and handler should undergo refresher training every six months.
- e. The dog should be put through simulated exercises on a regular basis for detecting explosive substance concealed on human beings, hidden inside vehicle etc. with the help of training aids.
- f. Each dog is required to conduct at least one practice search every month.
- g. The dogs should be available for duty as and when required by the Bank during the working hours or otherwise in case of urgency. The Bank may, if required, utilize the dogs for sanitizing Bank's premises.
- h. The grooming of dogs and maintenance/cleaning of kennel and litter, if any, on a daily basis shall be the responsibility of the Agency.
- i. The Agency shall submit medical certificates for the dogs as well as handlers before they are pressed into service, stating that they do not suffer any illness which will hamper their sufficient functioning and that the dogs are immunized.
- j. If a dog or handler is unable to attend duty due to sickness/ill health, the Agency shall provide suitable substitute with same capabilities and competence.

k. The dogs deployed should undergo periodic test and checks at the Agency's own cost and necessary test certificates as well as dog health certificate should be submitted to the RBI Hyderabad.

l. The Agency has to submit an undertaking to the effect that it is in compliance with the applicable provisions of Prevention of Cruelty to Animals Act, 1960.

m. The hiring charges shall include the remuneration of the dog handlers and reliever for weekly offs and leaves of the handlers. The Bank shall pay service tax/GST at applicable rates. It will be the responsibility of the Agency to ensure that payment to the handlers is as per the provision of the Minimum Wages Act.

n. The responsibility of providing food and water to dogs and meal/tea/coffee to handlers will be with the Agency. Dogs' food brands will be Royal canine/drools premium/pedigree premium

o. The sniffer dogs should be trained to detect all kinds of explosives, i.e., RDX, TNT, Gunpowder, PEK, etc. (the list is only indicative and not exhaustive).

p. The Agency has to submit the proof of local office address, contact no/names of officials handling the Contract.

q. A representative of the agency should visit monthly to carry a hygiene and sanitation inspection of the living area of handlers and kennel.

r. A veterinary doctor should be detailed by the agency to visit the bank at least once in a quarter to check the health and hygiene conditions of Dogs.

3. Scope of work

The Agency has to ensure smooth operation of the services as set forth in the Details of Services to be provided as in Para 2 above.

4. Eligibility Conditions

The Agency should satisfy the following conditions and are required to enclose the required documents in support of their claim while quoting.

a. Applying Agencies will have to satisfy the Bank with documentary evidence in support of their required eligibility and in the event of their failure to do so the Bank reserves the right to reject their bid.

b. The Agency should possess complete documentation confirming the breed and parental history of each sniffer dog deployed by it with the Bank.

c. Experience: The Agency should have minimum 3 years' experience for having provided similar services for Airports, hotels or establishments like Government offices or institutions of repute. The Bank may verify from such clients regarding quality of service provided by the Agency.

d. The Agency will also provide copies of work orders, client certificates for satisfactory work as documentary evidence for work done by them earlier.

e. The Bank's estimated cost of the contract is around Rs. 9 Lakhs per annum.

f. Solvency: Tendering Agency should provide a solvency certificate from its banker in the prescribed pro-forma for a sum of at least Rs. 9 Lakhs.

g. Net Worth - IT returns of last three consecutive years duly certified by a practicing Chartered Accountant should be enclosed by the Agency.

h. Proper Registration - Agencies should have applicable tax registrations (PAN, TIN, Service Tax, GST, ESI, etc.) supported by documentary evidence.

i. Tendering Agency should have current account in a scheduled bank and should give an undertaking that they are ready to receive the payments through electronic means (RTGS/NEFT).

j. Rates quoted by the Agency for handlers should be in accordance with the Minimum Wages Act, 1948. Tenders with quoted rates below the prescribed rates will be rejected. The rates should be all inclusive.

5. Getting information as to nature of work - The Agency must obtain for itself on its own responsibility and expenses, all the information which may be necessary for the purpose of making tender and for entering into a contract and must inspect the site of the work, acquaint himself with all local conditions, means of access to the work, nature of the work and all matters appertaining thereto and satisfy itself as regards the requirements of the work acquired and his capability to provide the same.

6. Documents of Experience - The Agency should submit the reports on past performance of his firm/company from at least two clients along with the report from its bankers with the quote. If any Agency is not found to possess the required eligibility for participating at any point of time and/or its performance reports received from its clients and/or its bankers are found not satisfactory, the Bank reserves the right to reject its offer. The Bank is not bound to assign any reason for rejecting the tender.

7. Two Part Tenders - Interested Agencies shall submit the tender in prescribed form in two parts. Part-I of tender will contain the Agency's covering letter, their additional conditions, if any, and be sealed (in duplicate) in one cover, marked as Part I, super scribing the name of relevant contract. Part II of the tender will contain no conditions but Bank's schedule of quantities and Agency's price bid only and be sealed (in duplicate) in a separate cover, marked as Part II, super scribing the name of relevant contract. Both these sealed covers should further be sealed in another envelope and addressed to The Regional Director, RBI, Saifabad, Hyderabad, Pin 500004. and submitted to the Bank on or before 3.00 PM on August 04, 2016 in the manner enumerated in the tender form.

8. Official Tender forms - The Agency must use only the tender forms supplied by the Bank or downloaded from Bank's web-site for submission of tender. Any addition/alteration in the text of the tender form made by the Agency shall not be valid and shall be treated as null and void. Tender Forms will be issued on all working days between 11 AM and 3 PM from July,10 2017 to July 28, 2017 in Protocol and Security Establishment, of the Bank at RBI Hyderabad for a price of Rs.5000/- per set. Tender forms downloaded from the web-site will be accompanied with a DD for Rs. 5000/- towards tender document cost. The cost of the tender document is not refundable.

9. Earnest Money Deposit (EMD) – All bidders will have to deposit an EMD for Rs 25,000/- to be paid by Demand Draft drawn on a Nationalized Bank/Commercial Bank in favour of "RESERVE BANK OF INDIA" and payable at Hyderabad. Failure to comply with this condition will render the tender void at the Bank's discretion. EMD of the successful bidder will be retained with the Bank as Security Deposit till the end of

contractual period. EMD will be forfeited if the successful Agency fails to execute the required agreement with the Bank and take up the tendered work. The EMD of the Agencies whose bid are not accepted will be refunded once the contract has been awarded. The EMD amount will not bear any interest.

10. Opening of Tenders - Part-I of the tenders will be opened at **1530 hours on August 04, 2017** in the presence of authorized representatives of bidders, who choose to be present. Part - II of the tender of only those bidders, who meet the requirement of the Bank specified in paragraph 4 above, will be opened on a date which will be advised to the bidders. The work will be awarded to the L1 (lowest) bidder as per total amount quoted at Serial No. 4 of price bid in Part II, subject to compliance with the criteria stipulated under paragraph 4 above. The Bank will have the sole right to terminate the contract and go to L2 (similarly L3, L4), in case L1 fails to fulfill its obligation.

11. Tenders to be filled in hand - The tender form must be filled in English or Hindi and all entries must be made by hand and written in ink. If any of the documents is missing or unsigned, the tender may be considered invalid by the Bank at its discretion.

12. Precautions for filling up tender - Rates should be quoted both in figures and words in columns specified. All erasures and alterations made while filling the tender must be authenticated by initials of the bidders. Overwriting of figures is not permitted. Failure to comply with either of these conditions will render the tender void at the Bank's option. No advice whatsoever, especially on change in rate specifications after opening of Part II of the tender, will be entertained.

13. Tenders to be signed - **Each page of the Tender Documents should be signed by the person or persons submitting the tender** in token of his/their having acquainted himself/ themselves with the conditions of contract, etc. as laid down. Any tender with any of the documents not so signed may be rejected.

14. Signature on Tender - The tender submitted on behalf of the firm shall be signed by all the partners of the firm or by a partner who has the necessary authority on behalf of the firm to enter into the proposed contract or by a person holding the power of attorney in the case of a company. Otherwise the tender may be rejected by the Bank.

15. Non-acceptance of tenders - The Bank does not bind itself to accept the lowest or any tender and reserves to itself the right to accept or reject any or all the tenders, either in whole or in part, without assigning any reasons for doing so.

16. Invalid Tenders - After prima facie scrutiny, if any of the bidders is found not satisfying the required eligibility criteria, the tender submitted by him will not be processed further.

17. Validity of tender - Tender shall remain valid for acceptance by the Bank for a period of three months from the date of opening of the tender, which period may be extended by mutual agreement and the bidders shall not cancel or withdraw the tender during this period.

18. Firm Quotation - The quoted service charges will be firm and not subject to Labour conditions, exchange variations or any other condition whatsoever. The Agency will be bound to pay handlers deployed by it in accordance with Telangana Minimum Wages Act, 1948 and Contract Labour (Abolition and Regulation Act), 1970 and rates should be

quoted accordingly. Tenders having 'quoted rates' below the minimum wages shall be rejected.

19. Payment Clause - The charges quoted will cover the cost of dogs and manpower deployed, material used and machinery/equipment deployed for efficient rendering of services and shall be payable on monthly basis subject to submission of invoice. The payment thereon will be made after the same is duly certified by the Bank's Officers that the services provided have been satisfactory and after deducting all statutory dues/taxes, etc. The payment would be made on monthly basis for actual shifts manned/operated by the personnel supplied by the contractor and based on the attendance sheets duly verified by the P&SO and other supporting documents. No other claim on whatever account shall be entertained by the Bank. The Contractor will ensure that handlers engaged by him must receive their entitled wages on time. In view of this, the following procedure will be adopted.

- a) Contractor shall pay their entitled wages on the last day of the month. It shall not be linked to the payment of the bill.
- b) Payment to such handlers must be made by the service provider through ECS/NEFT or any other electronic payment option. Under no circumstances payments will be made in cash. To ensure this, service provider will get a bank account opened for every engaged worker.
- c) In order to ensure that such handlers get their entitled wages on the last working day of the month, the following schedule will be adhered to:
 - i) Monthly bill cycle will be from 24th day of the previous month to 23rd day of the current month.
 - ii) Monthly bill as per above cycle, will be submitted by the service provider on 26th of the current month.
- d) The service provider must ensure that entitled wages of the handlers are credited to their bank account on the last working day of the month. Service provider will not be given any relaxation in this matter.
- e) While submitting the bill for the next month, the services provider must file a certificate certifying the following
 - i) Wages of handlers were credited to their bank accounts on (date)
 - ii) ESI Contribution relating to handlers amounting to Rs. _____ was deposited on (date) (copy of the challan enclosed)
 - iii) EPF contribution relating to handlers amounting to Rs. _____ was deposited on (date) (copy of the challan enclosed)
 - iv) He is complying with all labour laws including Minimum Wage Act., etc.
- f) The service provider should submit the bill in accordance with the above time schedule. In case, he fails to submit the bill by 26th of the month, even then he has to make the payment to the handlers on the last working day.
- g) The contractor shall compulsorily issue the salary slip to every security guards & supervisors in the following format:-

Name of Employee's Month	Designation No. of Days present:-
SALARY STATEMENT Payable paid	ESI No. PF No.
BASIC	DEDUCTIONS AMOUNT

BONUS HRA GRATUITY OTHERS ALLOW. ADD. ALLOW/LATE DUTY GROSS WAGES OT GROSS WAGES + OT DEDUCTIONS(TAXES AND ANY OTHER CHARGES) NET PAYABLE (Rs.)	EPF (%) ESI (%) SECURITY DEPOSIT TOTAL DEDUCTION:
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20. Charges to include statutory levies - The quoted service charges shall be inclusive of Insurance charges, Work Contract tax, Sales tax, GST, Excise duty, Octroi and any other tax and duty or other levy whether existing or future, levied by the Central Government or any State or Local Authority, as applicable, for which no separate claim shall be made. **Service Tax/GST will be payable separately.**

21. Registration/Licensing - The successful bidder shall depute required number of dogs and their handlers to render the services. The successful bidder shall commence the work only after entering into an agreement with the Bank as detailed below and furnishing to the Bank the following:

- a) Provident Fund Registration Certificate
- b) E S I Registration Certificate
- c) List of dog handlers
- d) Any other licenses/permissions for carrying out the work.

22. Obligation of the Agency - The successful Bidder/Agency shall

- a. Ensure that it deploys only adult, trained and competent persons who are physically fit and are not suffering from any chronic or contagious diseases for carrying out the Dog handling work and comply with provisions of Child Labour (Prohibition and Regulation) Act, 1986.
- b. Be responsible for and arrange to bear costs of such equipment, materials and other paraphernalia as Bank considers necessary for effectively rendering the services required by the Bank
- c. Be responsible and liable for payment of salaries as per Minimum Wages Act, 1948 and other legal dues to the persons who are employed by it for the purposes of rendering the services required by the Bank under this tender. Written records for having made these payments will be submitted to the Bank, at monthly intervals, for its verification.
- d. Maintain neat, complete and legible registers, records, reports and returns which shall be made available for inspection by various authorities at short notice.
- e. Provide information as required in respect of all its employees employed by it to enable the bank monitor compliance of P.F., ESIC, rules etc.

f. Ensure that all persons employed by it, for the purposes for rendering the services required by the Bank, are insured with authorized insurance companies, for which no extra payment will be made by the Bank. The Bank will not be liable for any damages/injuries to persons as a part of execution of this contract. The Agency shall be responsible for any injury or damages to any persons, animals or any other things and any claims made on account thereof.

g. Ensure that its employees, while on the premises of the Bank or while carrying out their obligations, observe the standards of cleanliness, decorum, security, safety, good behavior and general discipline laid down by the Bank or its authorized agents and the Bank shall be the sole judge as to whether or not the Agency and /or its employees have observed the same.

h. Personally supervise or employ sufficient supervisory personnel, exclusively to supervise the work of its employees so as to ensure that the services rendered are carried out to the satisfaction of the Bank.

i. Be liable for any damage caused to the Bank or its premises or any part thereof or to any fixtures or fittings thereof or any property of the Bank and therein by any act, omission, default or negligence of the Agency or its employees or agents.

j. Supply identity cards to its employees or agents who shall be doing the subject job at the Bank's premises. All the employees and agents should bear the identity card at all times while they are working in Bank's premises.

k. Provide distinct uniforms to its employees or agents different from the Bank's employees. The uniform should have logo of the Agency's firm/company and shall be kept neat, tidy and in a wearable condition.

l. Obtain Police Verification report on character and antecedents of its personnel and other details relating to age, educational qualification, name and permanent address which shall be provided under this contract along with their passport size photographs before engaging them for duty in Bank's Premises. Only able bodied, physically fit, well trained, literate, disciplined and honest personnel preferably between the age of 21 and 50 years shall be deployed. Bank may prescribe frisking of the personnel for security reasons.

m. The contractor/agency shall comply with the provisions of the sexual Harassment of Women at work place (prevention, prohibition and Redressal) Act, 2013. The contractor/ Agency shall solely responsible for full compliance with the provisions of "the Sexual Harassment of women at work place (prevention, Prohibition and Redressal) Act, 2013". In case of any complaint of sexual harassment against its employee within the premises of the Bank, the complaint will be filed before the Internal Complaints Committee constituted by the Agency and the Agency shall ensure appropriate action under the said Act in respect of the complaint.

n. Any complaint of sexual harassment from any aggrieved employee of the Agency against any employee of the Bank shall be taken cognizance of by the Regional Complaints Committee constituted by the Bank.

o. The Agency shall be responsible for any monetary compensation that may need to be paid in case the incidence involves the employees of the Agency, for instance any

monetary relief to Bank's employee, if sexual violence by the employee of the Agency is proved.

p. The Agency shall be responsible for educating its employees about prevention of sexual harassment at work place and related issues.

q. The Agency shall provide a complete and updated list of its employees who are deployed within the Bank's premises.

r. In case any of contractor's personnel deployed under the contract fails to report in time and contractor is unable to provide suitable substitute in time for the same it will be treated as absence and penalty of Rs. 500/- per vacant point for shift be deducted from the contractors bill. The resources deployed should not be frequently changed. They should be deployed for at least a **minimum of 3 months**. The Bank will penalize the Contractor in case of frequent changes up to an amount of **Rs 1000** per resource relieved before 3 months (**except on short leave up to a maximum of 5 days with appropriate replacement on not more than one such occasion during the 3 months**)

s. In case any public complaint is received attributable to misconduct/misbehavior of contractor's personnel, & is assessed as true by the Bank, a penalty of Rs.500/- for each such incident shall be levied and the same shall be deducted from contractor's bill. Besides the person found involved in the incident shall be removed from the Premises immediately.

t. In case the contractor fails to commence/execute the work as stipulated in the agreement or gives unsatisfactory performance or does not meet the statutory requirements of the contract, Bank reserves the right to impose the penalty as detailed below:-

i) 1% of annual cost of order/agreement per week, up to four weeks' delay.

ii) After four weeks delay the Bank reserves the right to cancel the contract and withhold the agreement and get this job carried out from other contractor(s) in open market. The difference if any will be recovered from the defaulter contractor and his earnest money/security deposit may also be forfeited.

u. If as a result of post payment audit any overpayment is detected in respect of any work done by the agency or alleged to have done by the agency under the tender, it shall be recovered by the Bank from the agency.

v. The contractor shall not engage any such sub-contractor or transfer the contract to any other person in any manner.

w. The contractor shall ensure that Security staff engaged by the contractor do not take part in any staff union and association activities.

x. The bidder shall ensure full compliance with tax laws of India with regard to this contract and shall be solely responsible for the same. The bidder shall submit copies of acknowledgements evidencing filing of returns every year and shall keep

the Employer fully indemnified against liability of tax, interest, penalty etc. of the contractor in respect thereof, which may arise. The contractor shall also comply with all applicable statutory liabilities such as Labour laws etc.

y. **Force Majeure**

If at any time during the currency of the contract, either party is subject to force majeure, which can be termed as civil disturbance, riots, strikes, tempest, acts of God etc. which may prevent either party to discharge his obligation, the affected party shall promptly notify the other party about the happening of such an event. Neither party shall by reason of such event be entitled to terminate the contract in respect of such performance of their obligations. The obligations under the contract shall be resumed as soon as practicable after the event has come to an end or ceased to exist. If the performance of any obligation under the contract is prevented or delayed by reason of the event beyond a period mutually agreed upon, if any, or seven days, whichever is more, either party may at its option terminate the contract.

23. The Bank may consider providing accommodation for the dogs and their handlers at its sole discretion but the Agency will not have any right in this regard.

24. Bank not liable for damages - In the event of termination of the contract for any reason whatsoever, the Agency/or persons employed by it shall not be entitled for any sum or sums whatsoever from the Bank by way of compensation or damages. The handlers deployed by the Agency for the services mentioned above shall be the employees of the Agency for all intents and purposes and the persons so deployed shall remain under the control and supervision of the Agency. In no case shall a relationship of employer and employee arise between the said persons and the Bank, implicitly or explicitly. It will be the responsibility of the Agency to ensure that no liability on this count should devolve on the Bank in respect of handlers deployed by it.

25. Applicability of Minimum Wages Act - The Agency shall ensure payment of wages as per Minimum Wages Act, 1948 to the workmen employed by it. It shall maintain a register of wages and shall issue a wage slip to every workman employed by it and obtain their signature or thumb impression on the wage slips in the presence of the Bank's authorized officer assigned for this work. The register shall be submitted to the Bank for inspection after every payment to the workmen. In addition, the Agency has to provide essential amenities like drinking water, first aid facility etc. to its employees as per the Contract Labour (Regulation and Abolition) Act, 1970 (CLRA Act). The selected Agency has to submit an undertaking on Non-Judicial Stamp Paper of applicable value before the award of the work that it undertakes to actually pay wages to all handlers to be engaged by it for the tendered work at the rate which is not less than the one prescribed as the minimum wages under CLRA Act and also keep the Principal Employee indemnified against all the actions that may be initiated against the Principal Employer by the Statutory Authorities for his failure to pay such wages and provide the essential amenities to its handlers, as statutorily required.

27. Bank to have no liability - The Agency shall indemnify and keep indemnified the Bank against all losses and claims, damages or compensation for breach of any provisions of the Payment of Wages Act, 1936, Minimum Wages Act, 1948, Contract Labour (Regulation and Abolition) Act, 1970 or any other Labour law/statute in force in this regard. The Agency should follow standard safety procedure and equipment and

ensure that none of its staff suffer any injuries. Any liability on this account will be entirely that of the Agency.

28. Renewal of contract - The contract can be considered for further renewal on same terms and conditions or on mutually agreeable terms, provided the Bank finds the services of the Agency satisfactory and if the Bank so desires. The Bank may consider a hike in the value of the contract at the time of renewal based on price inflation. The decision of the Bank in this regard will be final.

29. Agreement for contract - The successful Agency shall have to execute an Agreement with the Bank in this regard, in duplicate, on receipt of intimation from the Bank of the acceptance of its tender.

30. Termination of Contract - Without prejudice to what is contained herein above, the Bank shall at its sole and absolute discretion, be entitled to terminate the contract forthwith by written notice without assigning any reason and without payment of any compensation, if

a. In the opinion of the Bank (which shall not called in question by the Agency and shall be binding on the Agency) the Agency fails or refuses to implement the contract to the Bank's satisfaction and/or

b. The Agency commits a breach of any terms and conditions of the contract and/or

c. For any reason whatsoever, the Agency becomes disentitled in law to perform his obligation under the contract and/or

d. There is any variation in the ownership/partnership of the Agency or its business without the prior consultation in writing with the Bank and/or

e. The Agency is adjudged an insolvent or a compromise is entered by it with its creditors or if distress or execution or other process is levied upon or receiver is appointed for any part of the assets or property of the Agency.

In the event of termination of the contract for any reason whatsoever, the Agency or persons employed by it shall not be entitled for any sum or sums whatsoever from the Bank by way of compensation or damages.

31. Termination for Unsatisfactory Service - The Bank reserves the right of termination of the contract at any time by giving one month notice, if the services are found unsatisfactory and also has the right to award the contract to any other Agency at the cost, risk and responsibilities of Agency and excess expenditure incurred on account of this will be recovered by the Bank from the Performance Bank Guarantee or pending bill or by raising a separate claim.

32. Arbitration - If any dispute, difference or question shall, at any time, arise between parties as to the construction of this Agreement or concerning anything herein contained or arising out of this Agreement or as to the rights, liabilities and duties of the said parties and binding, the same shall be referred to sole arbitrator appointed by the Bank. In case the Agency do not agree to such appointment, both the parties will appoint an arbitrator each and the arbitrators then will appoint the Presiding Arbitrator. The provisions of Arbitration and Conciliation Act, 1996 or any statutory modification thereof shall be applicable and the decisions of the Arbitrator/panel of Arbitrators shall be final

and binding on both the parties. Further all disputes, difference or question, if any, shall be deemed to have arisen at Hyderabad and only courts in Hyderabad shall have jurisdiction to determine the same.

33. Stamp Duty - The Agency shall bear the stamp duty for execution of the agreement pursuant to award of the contract. The agreement shall be executed in duplicate and the Bank shall retain the original and the Agency shall retain the duplicate.

34. Requirement of Secrecy - The Agency shall not disclose directly or indirectly any information, materials and details of the Bank's infrastructure / systems/ equipment's etc., which may come to the possession or knowledge of the Agency during the course of discharging contractual obligations in connection with this agreement, to any third party and shall at all times hold the same in strictest confidence. The Agency shall treat the details of the contract as private and confidential, except to the extent necessary to carry out the obligations under it or to comply with applicable laws. The Agency shall not publish, permit to be published, or disclose any particulars of the works in any trade or technical paper or elsewhere without the previous written consent of the Bank. The Agency shall indemnify the Bank for any loss suffered by the Bank as a result of disclosure of any confidential information. Failure to observe the above shall be treated as breach of contract on the part of the Agency and the Bank shall be entitled to claim damages and pursue legal remedies. The Agency shall take all appropriate actions with respect to its employees to ensure that the obligations of nondisclosure of confidential information under this agreement are fully satisfied. The Agency's obligations with respect to non-disclosure and confidentiality will survive the expiry or termination of this agreement for whatever reason.

I/We hereby declare that I/We have read and understood all the above terms and conditions and the same will remain binding upon me/us in case the above mentioned Contract for providing services of sniffer dogs with handlers is entrusted to me/us.

I/we also note that this letter will form part of the contract document and that the contents of this letter shall be supplemental to the conditions in the tender and not in derogation thereof except to the extent specifically provided herein.

Signature and seal of the authorized representative of the Agency

Date :
Place:

Annex - I**Particulars of Company/Firm**

S No	Particulars	
1.	Name of the Company/Firm	
2.	Type of the Company whether Proprietorship, Partnership etc.	
3	Name and address of the Proprietor/Partners/Directors of the Company	
4	Registration (firm, company etc.)/ Registration Authority, Date, Number etc.	
5	Registered office address and telephone number & email address	
6	Provident Fund Registration code	
7	ESI Registration code	
8	Office address through which the work will be handled	
9	Experience in undertaking similar services to other organizations	Please attach
10	Total value of the services provided to other organizations for years 2014-15 2015-16 2016-17	Please attach
11	Balance sheet for the years 2014-15 2015-16 2016-17	Please attach
13	Whether deployed Sniffer dogs to any of the Govt. or semi Govt. undertakings, indicate details	
14	Indicate if involved in any litigation	
15	Any civil suits pending in any of the orders executed, give details	
16	Any other information	

Signature of the Tendering Agency with the seal

ANNEX-II

On the letterhead of the Bank

Ref.No.:

SECRET

To
The Regional Director,
HRMD, Reserve Bank of India
Saifabad, Secretariat Road
Hyderabad, PIN 500004

Fax:
Email:
Phone:

Dear Sir,

**ANNUAL SERVICE CONTRACT FOR PROVIDING SNIFFER DOG SERVICES -
BANKERS CERTIFICATE**

We confirm that M/s.....
(Address.....
.....) are banking with us. They may be considered financially sound for entrusting with any contract work of above type that may cost upto INR Lakh (Rupeesonly).

2. Other particulars are given below for your perusal and record:

NO	Particulars	Comments of the Bank
1	Composition of the firm (whether partnership/proprietorship/Public Ltd.)	
2	Turnover of the firm for the last three years 2014-15 2015-16 2016-17	In INR
3	Credit facility/overdraft facility enjoyed by them	Yes/no/up to INR.....
4	Dealings	
5	The period from which the firm has been banking with your Bank.	
6	Any other remarks	

3. This certificate is issued without any Guarantee or responsibility on the bank or any of its offices.

Yours faithfully

Signature
Authorized signatory of the Bank

Note:

1. Bankers' certificate should be sealed and addressed to Regional Director, Reserve Bank of India, Hyderabad 500004.
2. In case of partnership firm, certificate to include names of all partners as recorded with the Bank.

Seal of the Bank

Address, Telephone No. Fax No., email id of the banker (Printed on letterhead)

ANNEXE III**Client's Report**

(On Client's Letter Head)

Performance details of the Firm: M/s

Located at:

1	Work order/reference No. and Agreement Date	
2	Gross Value of the Contract(in Rupees)	
3	Date of commencement of Contract	
4	Whether the Service carried out as per agreement and the scope of the work entered with the Firm	
5	Reason for delay (if any)and whether any penalty/liquidated damage, if any, was imposed on the firm	
6	Comments on capabilities of the firm (indicate grading)	
a	Quality of Security provided by the firm	Outstanding/Very Good/ good/Satisfactory/Poor
b	Technical proficiency/competence	Outstanding/Very Good/ good/Satisfactory/Poor
c	Integrity and reliability of the partners/proprietors of the firm	Outstanding/Very Good/ good/Satisfactory/Poor
d	Integrity and reliability of the Personnel deployed	Outstanding/Very Good/ good/Satisfactory/Poor
e	Dealings in the execution of the work, adherence to schedule and time	Outstanding/Very Good/ good/Satisfactory/Poor
7	Did the firm go for arbitration?	
8	Any other information in your view will help us in making our decision.	

Signature of the Reporting Officer Place

(Office Seal)

Place:

Date:



Reserve Bank of India (RBI), Hyderabad

Annual Service Contract for providing Sniffer Dog Services at RBI, Hyderabad.

PART – II

Name of the Agency: _____

Address: _____

Landline and Mobile: _____

Last date of Submission: Before 3 PM on August 04, 2017

Price Bid

(To be given on Agency's letterhead)

Annual Service Contract for providing Sniffer Dog Services at RBI, Hyderabad.

Schedule of Quantity

S No	Description of work/duty	Amount (per month) in Rs.
1.	Deploying three sniffer dogs on a daily basis on 8 hourly duty	
2.	Deploying handlers for sniffer dogs, with provision for relievers and leave reserves (wages for semi-skilled workers)	
3	Service Charge *Please do not add Service Tax/GST which will be paid as per govt. norms	
4	Total	

*(Quotations for personnel have to be as per Minimum Wages Act and inclusive of all applicable statutory levies/taxes, excluding Service Tax/GST)

Amount in figure and words:

Rs. _____ (Rupees _____)

Signature and Seal of the Tendering Agency

Annexure IV

SCHEDULE OF EVENTS

Bid Document Availability	Bidding document can be obtained from our office or can be downloaded from website: From : 10 July 2017 11.00 hours. To : 27 July 2017 14.00 hours
Last date for requesting clarification (optional)	Up to 14.00 hours on 28 July 2017
Pre - bid Meeting for clarifications to queries raised. (optional)	On 28 July 2017 From 11.30 Hours to 13.30 Hours. Venue : RBI Hyderabad
Last date of submission of Tender	Up to 15.00 Hours on 04 August 2017
Opening of Technical Bids	15.30 on 04 August 2017 Authorised representatives of vendors may be present during opening of the Technical Bids. However Technical Bids would be opened even in the absence of any or all of the vendors' representatives.
Opening of Commercial Bids	On a subsequent date, which will be communicated to such bidders who qualify the Eligibility Criteria and Technical Bid.
Contact Details	
Address for Communication and submission of bid.	Protocol & Security Cell Reserve Bank of India Hyderabad-500004
Telephone	Landline : 040- 23267070 Fax : 040-23235309