

## **REQUEST FOR BID**

**(Open Tender)**

**OPEN TENDER FOR PROVIDING SECURITY SERVICES  
TO  
GREEN WORLD COOPERATIVE HOUSING SOCIETY, GAT NO.  
242, HISSA NO. 1, NEAR PATNI COMPUTERS (IGATE), THANE-  
BELAPUR ROAD, DIGHA, NAVI MUMBAI. PIN – 400 708.**

**Tender Ref No:** Green World CHSL/ Security Services /01/ 2025-26

**Date:** 11<sup>th</sup> January 2026

**Issued by:**

**Chairman/Secretary**

**Green World CHSL, Thane-Belapur Road, Digha, Navi Mumbai - 400708.**

Email: [info@greenworldchs.org](mailto:info@greenworldchs.org)

**Telephone:** +91 22-49649975

## **DISCLAIMER**

- 1 The Chairman/Secretary, Green World CHSL, Thane-Belapur Road, Digha, Navi Mumbai., has issued this Notice Inviting Tender (hereinafter referred to as the Tender Documents or Bid) for selection of service providers to provide Services as per “Scope of work and services as attached herewith” to Green World CHSL, Thane-Belapur Road, Digha, Navi Mumbai. Pin – 400 708. (Herein referred as GWCHSL)**
- 2 Sealed tenders are invited from competent service providers (Herein referred as Service Provider) by Tender Inviting Authority (Herein referred as TIA).**
- 3 TIA:- The Chairman or the Secretary or employees of GWCHSL or any committee of members, nominated or authorized as a TIA for any specific work or service of Green World CHSL, Thane-Belapur Road, Digha, Navi Mumbai. (Herein referred as GWCHSL) registered under Maharashtra Cooperative Societies Act, 1960.**
- 4 This tender document has been prepared with an intent to invite prospective applicants/service providers and to assist them in making their decision of whether or not to submit a bid. It is hereby clarified that this tender is not an agreement and the purpose of this tender is to provide the service provider(s) with the information to assist them in the formulation of their bids. This tender document does not purport to contain all the information service providers may require. This tender may not be appropriate for all persons or entities and it is not possible for the TIA to consider the investment objectives, financial situation and particular needs of each service provider.
- 5 TIA has taken due care in preparation of information contained herein. However, this information is not intended to be exhaustive. The interested service providers are required to make their own inquiries so that they do not solely rely on the information contained in this tender document in submitting their bids. This tender document includes statements, which reflect various assumptions and assessments arrived at by the TIA in relation to the project. Such assumptions, assessments and statements do not purport to contain all the information that each service provider may require.
- 6 This tender is not an agreement by or between the TIA and the prospective service providers or any other person and the information contained in this document is provided on the basis that it is non-binding on the TIA, any of its authorities or agencies, or any of their respective officers, employees, agents, or advisors. The TIA makes no representation or warranty and shall incur no liability under any law as to the accuracy, reliability or completeness of the information contained in the tender document. Each service provider is advised to consider this document as per his understanding and capacity. The service providers are also advised to do appropriate examination, enquiry and scrutiny of all aspects mentioned in this document before bidding. The service providers are also requested to go through this tender document in detail and bring to notice of the TIA, any kind of error, misprint, inaccuracies, or

omission in the document. The TIA reserves the right not to proceed with the project, to alter the timetable reflected in this document, or to change the process or procedure to be applied. It also reserves the right to decline to discuss the project further with any party submitting a bid.

- 7 No reimbursement of cost of any type will be paid to persons or entities submitting a bid. The service provider shall bear all costs arising from, associated with or relating to the preparation and submission of its bid including but not limited to preparation, copying, postage, delivery fees, expenses associated with any demonstrations or presentations which may be required by the TIA or any other costs incurred in connection with or relating to its bid.
- 8 This issue of tender does not imply that the TIA is bound to select any technically qualify bids or to appoint the selected service provider, as the case may be, for the society and it reserves the right to reject all or any of the bids without assigning any reasons whatsoever.
- 9 The TIA may, in its absolute discretion but without being under any obligation to do so, update or amend the information contained in this tender document before bid submission deadline.
- 10 The TIA, its employees and advisors make no representation or warranty and shall have no liability (for any cost, damage, loss or expense which may arise from or is incurred or suffered on account of anything contained in this tender document or otherwise, including but not limited to the accuracy, adequacy, correctness, completeness or reliability of the tender document and any assessment, assumption, statement or information contained therein or deemed to be part of this document or arising in any way with eligibility of service provider for participation in the bidding process) towards any Applicant or service provider or a third person, under any law, statute, rule, regulation or tort law, principles of restitution or unjust enrichment or otherwise.
- 11 The TIA also accepts no liability of any nature whether resulting from negligence or otherwise caused arising from reliance of any service provider upon the statement contained in this tender document.

## 1. Invitation of Bid

- a. Green World CHSL, Thane-Belapur Road, Digha, Navi Mumbai is registered under Maharashtra Cooperative Society Act, 1960. (MCS Act, 1960)
- b. TIA, invites bids from eligible service provider to provide Services as per Work Scope Attached.
- c. The service providers are advised to study this tender document carefully, before submitting their bids in response to this Notice Inviting Tender. The submission of a bid in response to this tender shall be deemed to have been done after careful study and examination of this document with full understanding of its terms, conditions and implications. The main objective is to obtain a competitive price and ensure that the successful service provider Services As per Work Scope Attached for Green World Cooperative Housing Society Ltd, Thane-Belapur Road, Digha, Navi Mumbai as per the qualification criteria.
- d. A Two (2) envelope selection procedure shall be adopted.
- e. The service provider's (authorized signatory) shall submit their offer in formats for Technical and Financial bids. The tender document fees, and Earnest Money Deposit (EMD) should be submitted through DD or Pay order as per the details provided in the bid document.
- f. The TIA will not be responsible for any delay or error in submission due to any reason. For this, service providers are requested to submit the complete required bid documents well in advance. For queries related to bid submission, the service providers may contact to Manager, Green World CHSL.

## 2. Key Events and Dates

Sl. No.	Information	Details
1.	Bidding Document No.	Green World CHSL/ Security Services /01/ 2025-26
2.	Name of Work	<b>Security Services</b> As per Work Scope stated in the tender
3.	Sale Period of Tender/Bid Documents	From 11 <sup>th</sup> Feb 2026 at 3:00pm to 20 <sup>th</sup> Feb 2026 at 3:00pm.
4.	Last date & Time of submission of Bids	On or before 25 <sup>th</sup> Feb 2026 by 5.00 pm

5.	Address for Submission of Bids	Society Office, Green World, Gat No. 242, Hissa No. 1, Near Patni Computers (IGATE), Thane-Belapur Road, Digha, Navi Mumbai. Pin - 400708.
6.	Date & Time of opening of Bids (Technical Envelope)	28 <sup>th</sup> Feb 2026 at 11:30 a.m. or in case delayed, shall be informed by mail.
7.	Date & Time of opening of Bids (Financial Envelop)	The date and time will be communicated via email within two (2) weeks of the Technical Bid opening.

### 3. Other Important Information related to Bid

Sl. No.	Information	Details
1.	Tender Fee (Non-Refundable)	Rs. 1000/- (Rupees One Thousand only) to be paid through DD or Pay order at the time of Tender documents purchase / at the time of submission
2.	Earnest Money Deposit (EMD) (to be paid through DD or Pay order)	Rs. 1, 20,000/- (Rupees One lakhs Twenty Thousand only) to be paid at the time of submission of the tender.
3.	Bid Validity Period	90 days from the date of opening of the technical bid
4.	Performance Security	10% of the total value of the contract
5.	Last date for furnishing Performance Security in the form of Bank Guarantee or Demand Draft by the successful service provider	Within one week from the date of supply order. The Performance Security shall be valid for 30 days after the completion of contract for non-warrantee items and for warrantee items 30 days from the end of the warrantee obligation.
6.	Last date for signing the contract	As intimated in Letter of Intent by the <i>Tender Inviting Authority (TIA)</i>

**Sd-**

**Chairman  
Green World CHSL**

## **Instructions to Service providers /bidder**

This section includes all the important information required to bid for this project.

### **4.1 General Information and Guidelines**

- a. The TIA invites bids from eligible service providers as per the Scope and Technical Criteria mentioned in this tender document.
- b. Any contract that may result from this bidding process will be effective from the date of Signing of Contract and shall, unless terminated earlier in accordance with its terms, continue up to one year which may be extended as per the need and on the performance of the service provider.
- c. The TIA reserves the right to extend the term on mutually agreed terms at the sole discretion of the TIA, subject to any obligations under applicable law.
- d. All information supplied by the service providers may be treated as contractually binding on the service providers, on the successful award of the assignment by the TIA on the basis of this tender document.
- e. No commitment of any kind, contractual or otherwise shall exist unless and until a formal written contract has been executed by or on behalf of the TIA. Any notification of preferred service provider status by the TIA shall not give rise to any enforceable rights by the service provider. The TIA may cancel this public procurement at any time prior to a formal written contract being executed by or on its behalf.
- f. This tender document supersedes and replaces any previous public documentation & communications, and the service providers should place no reliance on such communications.
- g. All figures of costs, project values and others should be mentioned in English language and in Indian Rupees only
- h. No service provider shall submit more than *one Bid* for this tender.

### **4.2 Consortium Conditions: Not Applicable.**

### **4.3 Tender Fees**

The service providers are requested to pay a Tender fee as mentioned in the clause 3 through the DD or Pay order. The Tender fee is non-refundable.

#### 4.4 Earnest Money Deposit (EMD)

The service providers are requested to deposit the EMD as mentioned in the clause 3 through the Demand Draft (DD) or Pay order.

- a. The EMD shall be denominated in Indian Rupees only. No interest will be payable to the service provider on the amount of the EMD.
- b. The EMD should be valid for 45 days from the date of technical bid opening.
- c. The bids submitted by service providers without the prescribed EMD, will be rejected.
- d. The Unsuccessful service provider's EMD will be returned without any interest within 45 days from the date of opening of the financial bid.
- e. The EMD of successful service provider / bidder company will be returned after the award of contract and submission of the Performance Security in the form of Bank Guarantee / Demand Draft within specified time and in accordance with the format given in the tender document.
- f. The EMD may be forfeited:
  - (i) If a service provider withdraws his bid or increases his quoted prices during the period of bid validity or its extended period, if any.
  - (ii) If successful service provider fails to sign the Contract or to furnish Performance Security in the form of Bank Guarantee / Demand Draft within specified time in accordance with the format given in the tender document.
  - (iii) If during the bid process, a service provider indulges in any such deliberate act as would jeopardize or unnecessarily delay the process of bid evaluation and finalization. The decision of the TIA regarding forfeiture of the EMD shall be final and binding upon service providers.
  - (iv) If during the bid process, any information is found false/fraudulent/mala fide, then the TIA shall reject the bid and, if necessary, initiate action.

#### 4.5 Contact Details

For any clarifications & communication with regards to the tender document, the service providers are expected to communicate at the contact information provided below:

S. No.	Description	Details
1.	Name	Mr. Amit Gaikar
2.	Designation	Manager, Green World CHSL
3.	Email. ID	<a href="mailto:info@greenworldchsl.org">info@greenworldchsl.org</a>
4.	Phone	+91 22-49649975 ; +91 9930020078

#### **4.6 Completeness of Response**

- a. The service providers are advised to study all instructions, forms, terms, requirements and other information in the tender document carefully. Submission of bid shall be deemed to have been done after careful study and examination of the tender document with full understanding of its implications.
- b. The response to this tender should be full and complete in all respects. Failure to furnish all information required by the tender document or submission of a bid not substantially responsive to the tender document in every respect will be at the service provider's risk and may result in rejection of its bid

#### **4.7 Bid Preparation Cost**

The service provider shall be responsible for all costs incurred in connection with participation in the tender process, including, but not limited to, costs incurred in conduct of informative and other diligence activities, participation in meetings/discussions/presentations, preparation of bid, in providing any additional information required by the TIA to facilitate the evaluation process, and in negotiating a definitive Service Agreement (SA) and all such activities related to the bid process. This tender document does not provide any kind of commitment on behalf of the TIA, to award a Contract or to engage in negotiations. Further, no reimbursable cost may be incurred in anticipation of award of the Contract for implementation of this project.

#### **4.8 Right to Termination**

The TIA may terminate the bid process at any time and without assigning any reason. The TIA makes no commitments, expressed or implied that this process will result in a business transaction with anyone. This tender document does not constitute an offer by the TIA. The service provider's participation in this process may result in the TIA selecting the service provider to engage towards execution of the contract. In the event of such termination, EMD of all service providers shall be returned, without any interest.

## 5. Bid Submission Instructions

### 5.1 Bid Submission

The bids submitted, shall comprise of the following 2 envelopes: A Two (2) envelope/ cover system shall be followed for the bid:

- a. **Envelope A:** Technical Bid (Refer Section 5.3 for documents to be submitted as per the annexure-2 and annexure-3 and the format specified in this tender document)
- b. **Envelope B:** Financial Bid shall include the following documents:

<b>Table: Documents Required</b>			
<b>Sl. No.</b>	<b>Description</b>	<b>Details</b>	<b>Submission</b>
<b>Technical Bid: Envelope – A</b>			
<b>1.</b>	Tender Fee	Original receipt of purchase of tender documents	Yes
<b>2.</b>	EMD	Demand Draft / Pay order in favor of Green World co. op. housing society Ltd. payable at Navi Mumbai.	Yes
<b>3.</b>	Technical Bid	Technical Bid shall be prepared and submitted in accordance with the requirements specified in the Section 5.2 & 5.3, Annexure-2 and Annexure-3 of this tender document	Yes
<b>Financial Bid: Envelope – B</b>			
<b>4.</b>	Financial Bid	Financial Bid shall be prepared in accordance with the requirements specified in this tender document and in the format prescribed in Annexure-4.	Yes

1. The service provider should ensure that all the required documents, as mentioned in this tender document, are submitted along with the bid and in the prescribed format only.
2. Non-submission of the required documents or submission of the documents in a different format / contents may lead to the rejection of the bid submitted by the service provider.

3. It shall be the sole responsibility of the service provider to ensure that all the documents required for the Technical Bid including all annexures, technical specification, compliance sheet and Financial Bid etc. are submitted along with technical BID or well within time as and when demanded by TIA. The TIA shall not entertain any representation from any service provider, who fails to submit the requisite documents within the stipulated time and date on account of any technical issue or any reason whatsoever. Therefore, the service providers are notified that they must read the instructions / information given on the tender document carefully and must submit tender documents well in advance.
4. The service providers should note that the bids will be evaluated on the basis of documents referenced against evaluation criteria of the pre-qualification, annexure, technical bid and compliance to technical specification only.
5. The TIA will not accept the delivery of the bids and any other supporting documents, in any manner, other than that specified in this tender document. Any bid delivered in any other manner shall be treated as defective, invalid and rejected.
6. It is required that all the bids submitted in response to this tender document should be unconditional in all respects, failing which the TIA reserves the right to reject the Bid.
7. It shall be the responsibility of the service provider to re-check that each page of the requisite document submitted as a part of the bid is stamped and duly signed by an authorized signatory of service provider.
8. Modification and Withdrawal of Bids -
  - a. Modification of bid's documents shall not be allowed after submission in tender box/Society office at GWCHSL society office.
  - b. Resubmission of bid shall not be allowed after submission in tender box/Society office at GWCHSL society office.
  - c. The Service provider can withdraw its bid before the closure date and time of receipt of the bid by submitted copy of a letter addressing to the TIA, citing reasons for withdrawal. It will not be allowed for any withdrawal after expiry of the closure time of the bid.

## **5.2 Eligibility Criteria**

The Service Provider shall fulfill all of the following eligibility criteria independently, as on the date of submission of bid.

Sl. No.	Description of the Eligibility Criteria
1	The service provider / bidding company must be a Limited OR Private Limited Company duly registered under the Companies Act; The entity must be in full compliance with all applicable statutory and regulatory requirements of the Government.
2	The service provider / bidding company must have a minimum average annual turnover of Rs. 7 to 8 crores in last financial year FY 2024-2025. Copies of Audited Balance Sheet, Profit & Loss A/c & Income Tax Return Particulars of Previous 3 Financial Years (2024-2025, 2023-2024, and 2022-2023) should be attached in technical bid.
3.	The service provider / bidding company must have Registration certificate of PASARA License, issued by Govt. of Maharashtra.
4.	The service provider / bidding company should be registered under GST, Professional Tax and PAN
5.	The service provider / bidding company must have a minimum of 7 (Seven) years of experience in providing security services as per the scope of the tender as on the date of submission of the tender.
6.	The service provider / bidding company should have min. 500 plus Security Guards on their roll or deployed at various site of clients with compliance as on the date of submission of the tender.
7.	The service provider / bidding company must have relevant experience of working with residential housing societies of similar size and scale of the Green World CHSL.
8.	Must possess a valid license from the Labour Commissioner to employ contract labor under the Contract Labour (Regulation & Abolition) Act.
9	Registration certificate under Employees Provident Act,
10.	Registration under Employees State Insurance Act
11.	The service provider / bidding company should not have any objection to reference check via third party (Back ground check party).
12	Management reserves the right to disqualify any bidder based on negative performance evaluations from current or past clients. The TIA further reserves the right to annul the tender process at any stage without assigning any reason
13	The bidder shall submit the quotation strictly in the prescribed format as per the Annexure - 4
14	The Management Fee must be quoted in percentage (%) terms only, and not as a lump sum amount.
15	Service provider has not been found guilty and has not been blacklisted or debarred by any State Government or Central Government Department/ Union Territory/ Local Authority/ Central and State Government Undertaking or Government Organizations/ Cooperative Housing Societies for providing as on the date of submission of bid and

	also it should not have any ongoing criminal proceeding against any of the key officials of the company.
16.	The Service Provider shall assume sole and absolute liability for any claims arising from accidents, injuries, or fatalities involving personnel deployed on-site during the performance of their duties. The Service Provider further agrees to indemnify and hold harmless Green World CHSL against any such claims or legal actions. Furthermore, the timely disbursement of all salaries, wages, and statutory dues to the deployed personnel shall remain the exclusive responsibility of the Service Provider; Green World CHSL shall have no liability or obligation in this regard.

**Note:**

- 1 It is mandatory to submit the specified required documents in support of the above eligibility criteria and the company/firm/agency is likely to be disqualified should it fail to provide any of the specified required documents.
- 2 For the purpose of the above-mentioned Eligibility criteria, the proofs and relevant valid certificates of only the bidding entity will be considered. All documents and certificates should be valid at the time of submission of bid. Turnover or any other documents of any parent, subsidiary, associated or other related entity will not be considered.

**5.3 Technical Bid (Envelop - A)**

**Submission of Technical Bid:** The Technical Bid must be enclosed in a sealed envelope, clearly superscribed as '**Technical Bid**' (Envelope A). This bid must be submitted in strict accordance with the instructions provided in this tender document. The following documents are mandatory and **MUST BE ARRANGED IN THE SEQUENTIAL ORDER specified in Annexure-2 and Annexure-3**. Failure to adhere to this sequence may result in disqualification.

- a. Tender Form as per **Annexure-1**.
- b. The service provider / bidding company must be a Limited OR Private Limited Company duly registered under the Companies Act; The entity must be in full compliance with all applicable statutory and regulatory requirements of the Government.
- c. Turnover certificate issued by chartered accountant firm for the FY 2024-2025, 2024-2023 and 2023-2022. This should be from the audited financial statement only. Copies of Audited Balance Sheet, Profit & Loss A/c & Income Tax Return Particulars of Previous 3 Financial Years should be attached in technical bid.

- d. Service provide/bidder company details (Annexure-2) & Performance statement for last 5 years in the format given in Annexure-3 supported by copies of purchase orders/satisfactory certificates issued by the clients.
- e. Work Orders / Agreement Copies of existing top 5 Housing Societies Clients.
- f. Certificate of PASARA License, issued by Govt. of Maharashtra
- g. PAN Card Copy
- h. Certificate of Goods & Service Tax.
- i. Certificate of Profession Tax
- j. An Affidavit on non-judicial stamp paper of Rs.100/- specifying that the service provider has not been found guilty and has not been blacklisted or debarred by any State Government or Central Government Department/ Union Territory/ Local Authority/ Central and State Government Undertaking or Government Organizations for providing as on the date of submission of bid.
- k. License from Labour Commissioner to employ contract labour under the Contract Labour Act.
- l. Proof of existing top 5 housing societies clients where similar type of services is provided in the form of work Orders / Agreement Copies or any other relevant documents or evidence to verify the data. TIA will keep the information confidential.
- m. Registration certificate under Employees Provident Act,
- n. Registration under Employees State Insurance Act

#### **5.4 Financial Bid (Envelop - B)**

- a. Financial/price offer must be submitted as per the instructions in this tender document.
- b. Rates should be quoted in the financial Bid format as per Annexure-4 of this tender document and in accordance to the details and terms and conditions as mentioned in this tender document (hence, the service provider is expected to understand the tender in all respects).
- c. Quoted price shall be inclusive of all legal dues applicable as per the law/rules prevailing for

the workplace for providing Services As per Work Scope Attached inclusive of all expenses and overheads but excluding service tax/ GST.

- d. Price shall be quoted for all item together in INR and in English language.
- e. The Financial Bid **MUST BE SUBMITTED IN THE PRESCRIBED FORMAT** provided in **Annexure- 4** ; please note that failure to adhere to this format may result in the immediate disqualification of the bid.

### **5.5 Validity of Bid**

The bid shall be valid for a period mentioned in clause 3 from the date of opening of the technical bid. A bid valid for a shorter period may be rejected as non-responsive. In exceptional circumstances, at its discretion, the TIA may solicit the service provider's consent for an extension of the validity period. The request and the responses thereto shall be made in writing or by email.

### **5.6 Corrections / errors in Financial Bid**

- a. The service providers are advised to exercise adequate care in quoting the prices. No excuse for corrections in the quoted figures will be entertained after the last date for submission of bids.
- b. The quoted price shall be corrected for arithmetical errors by TIA.
- c. In cases of discrepancy between the prices quoted in words and in figures, amount written in words shall be considered.
- d. The amount stated in the financial bid, adjusted in accordance with the above procedure and as stated in Annexure-4 of this tender document, shall be considered as binding on the service provider for evaluation.

### **5.7 Language**

The bid should be submitted by the service provider / bidder in English language only. If any supporting documents submitted are in any language other than English or any statutory certificate submitted are in any language other than English, Marathi or Hindi, translation of the same in English language is to be duly attested by the service providers. For purposes of interpretation of the bid, the English translation shall govern. If any documentary evidence for 'Experience' is in other languages other than English, Hindi or Marathi, a true translation of the copy into English, attested by Notary shall be enclosed.

## **5.8 Conditions under which Tender is issued**

- a. This tender document is not an offer and is issued with no commitment. The TIA reserves the right to withdraw the tender document and change or vary any part thereof, at any stage. The TIA reserves the right to disqualify any service provider, should it be so necessary at any stage.
- b. The timing and sequence of events resulting from this tender document shall ultimately be determined by the TIA.
- c. No verbal conversations or agreements with any official or committee member or employee of the TIA shall affect or modify any terms of this tender document and any alleged verbal agreement or arrangement made by a service provider with any agency, official or committee member or employee of the TIA shall be superseded by the definitive agreement that results from this tender process. Verbal communications by the TIA to service providers shall not be considered binding on it, nor shall any written materials have provided by any person other than the TIA.
- d. Neither the service provider nor any of the service provider's representatives shall have any claims whatsoever against the TIA or any of their respective officials or employees arising out of or relating to this tender document or these procedures (other than those arising under a definitive service agreement with the service provider in accordance with the terms thereof).
- e. Until the Contract is awarded and during the validity of the Contract, service providers shall not, directly or indirectly, solicit any employee of the TIA to leave the office or any other officials involved in this tender process in order to accept employment with the service provider, or any person acting in collusion with the service provider, without prior written approval of the TIA.

Residents of Green World Cooperative Hosing Society Ltd shall not eligible for this tendering process.

## **5.9 Right to the content of Bids**

All bids and accompanying documentation of the Technical bids will become the property of the TIA and will not be returned after opening of the Technical bids. The TIA is not restricted in its rights; to use or disclose any or all of the information contained in the bid and can do so without compensation to the service providers. The TIA shall also not be bound by any language in the bid indicating the confidentiality of the bid, or any other restriction on its use or disclosure.

## **5.10 Non-Conforming Bid**

A bid may be construed as a non-conforming bid and ineligible for consideration if:

- a. It does not comply with the requirements of this tender document.
- b. It does not follow the format requested in this tender document or does not appear to address the requirements as specified by the TIA.

## **5.11 Disqualification**

The bid is liable to be disqualified in the following cases or in case the service provider fails to meet the requirements as indicated in this tender document:

- a. The bid is not submitted in accordance with the procedure and formats prescribed in this document or treated as non-conforming bid.
- b. During the validity of the bid, or its extended period, if any, the service provider increases the quoted prices.
- c. The service provider qualifies the bid with own conditions.
- d. The bid is submitted in an incomplete form and not quoted for all the items/services.
- e. The information submitted in the Technical bid is found to be misrepresented, incorrect or false, accidentally, unwittingly or otherwise, at any time during the processing of the Contract (no matter at what stage) or during the tenure of the Contract including the extension period, if any.
- f. The Financial bid is enclosed with the Technical bid.
- g. The service provider tries to influence the bid evaluation process by unlawful/corrupt/fraudulent means at any point of time during the tender process.
- h. Management reserves the right to disqualify any bidder based on negative performance evaluations from current or past clients. The TIA further reserves the right to annul the tender process at any stage without assigning any reason
- i. The service provider fails to deposit the Performance Security in the form of Bank Guarantee or Demand Draft or fails to enter into a Contract within specified period mentioned in the letter of Intent or within such extended period, as may be specified by the TIA.
- j. Any form of canvassing / lobbying / influence / query regarding short listing etc. will be treated

as disqualification. While evaluating the bids, if it comes to the TIA's knowledge expressly or implied, that some service providers may have colluded in any manner whatsoever or otherwise joined to form an alliance resulting in delaying the processing of bid, then the service providers so involved are liable to be disqualified for this Contract as well as for a further period of four years from participation in any of the tenders floated by the TIA.

- k. If the Technical bids contain any information on price, pricing policy, pricing mechanism or any information indicative of the financial aspects of the bid.

#### **5.12 Acknowledgement of Understanding**

By submitting the bid, each service provider shall be deemed to acknowledge that service provider has carefully read all sections of this tender document, including all forms, schedules, annexure, corrigendum and addendums (if any) hereto, and has fully informed itself as to all existing conditions and limitations.

### **6. Bid opening and Evaluation process**

#### **6.1 Bid Opening**

The date and time will be communicated as per details given in Key Events and Dates and following procedure will be adopted for opening of tender for which bidder is free to attend himself or depute an authorized officer as his representative.

#### **6.2 Opening of Envelop – 'A' (Technical Bid)**

Envelope No. 'A' (Technical bid) of the bidder will be opened as per details given in Key Events and Dates

#### **6.3 Evaluation of Technical Bid**

The evaluation of the technical bids will be carried out in the following manner:

- a. The service providers' technical bid will be opened by the management/ TIA in absence of the bidder and will be evaluated as per the requirements and evaluation criteria as spelt out in Section 5.2 of this tender document. The service providers are required to submit all required documentation in support of the criteria specified as per the formats specified in this tender document, along with sample of offered product, as required for technical evaluation.
- b. In any case, in the event of any deviation from the factual information provided by the service provider in technical bid, the deviation can reject the bid and also ban the service provider from participation in any future tenders in the Green World CHSL.
- c. At any time during the bid evaluation process, the TIA may seek verbal / written clarifications

from the service providers. The TIA may seek inputs from their professional experts in the evaluation process.

- d. The TIA reserves the right to do a reference check of the past experience stated by the service provider. Any feedback received during the reference check shall be considered during the technical evaluation process.
- e. Financial bid shall be opened for only technically qualified service providers/ bidders.

#### **6.4 Opening of Envelop – ‘B’ (Financial Bid)**

The Financial Bids of technically qualified bidders shall be opened in the presence of the bidders or their authorized representatives, in accordance with the prescribed tendering procedure. The specific date and time for the opening of Financial Bids will be intimated via email or telephone exclusively to those service providers who meet the technical eligibility criteria.

#### **6.5 Award Criteria**

The TIA will evaluate technical and financial proposals of the agencies and TIA will award the contract based on the technical financial evaluation report. TIA reserves the right to cancel the award of contract or the tender process at any stage without intimation to bidders.

#### **6.6 Right to accept any Bid and to reject any or all Bids**

The TIA reserves the right to accept or reject any bid, and to annul the tendering process and reject all bids at any time prior to award of Contract, without thereby incurring any liability to the affected service provider(s) or any obligation to inform the affected service provider(s) of the grounds for the TIA’s action.

#### **7. Notification of Award**

1. Before expiry of the bid validity period, the TIA will notify the successful service provider(s) in writing, by registered / speed post or by fax or by email that its bid has been accepted by the Tender Inviting Authority.
2. The successful service provider, upon receipt of the acceptance letter, shall furnish the required performance security in the form of Bank Guarantee or Demand Draft and submit an agreement in the prescribed format within (15) Fifteen days, failing to pay EMD will be forfeited and the award will be cancelled.
3. In case cancellation of award of contract with selected service provider, TIA may call next most suitable service provider and may further negotiate rates before award of contract.

The Notification of Award shall constitute the formation of the Contract

### **8. Contract Period**

The initial contract shall be for a **period of one year**, effective from the date of the signed agreement following the notification of award. Further extensions of **two or four years** may be granted at the discretion of the prevailing society management, based on the service provider's performance. If both parties mutually agree to an extension, the terms will be documented in a formal agreement.

### **9. Signing of Contract**

The Contract will be signed as per tender document, after selection of the service provider. **Management/TIA reserves the right to finalize the manpower headcount and the initial scope of work within the parameters defined in the tender document during the signing the agreement.** The service provider must take note of and comply with these requirements. The successful service provider will have to execute an agreement in a non-judicial stamp paper of value Rs.500/- in favor of Chairman, Green World Cooperative Housing Society Ltd.

If the successful service provider fails to execute the agreement and payment of Performance Security within the time specified or withdraws the tender, the successful service provider is unable to undertake the contract, the Earnest Money Deposit of the successful service provider shall stand forfeited. Such service provider(s) will also be liable for all damages sustained by the TIA by reasons of breach of tender conditions. Such damages shall be assessed by the TIA whose decision shall be final.

### **10. Failure to agree with Terms and Conditions of this Tender**

Failure of the successful service provider to agree with the terms & conditions of the tender document shall constitute sufficient grounds for the annulment of the award, resulting which the TIA may call for new bids and at the same time, invoke the performance Security of the successful service provider.

### **11. Performance Security**

The selected service provider shall deposit the Performance Security as follows:

- a. The successful service provider shall at his own expense, deposit with the TIA, a Performance Security in the form of Bank Guarantee or Demand Draft of value equal to 10 % of the total value of the tender for the period of one year.
- b. The Performance Security should be furnished within 14 Working Days from the date of issue of Letter of acceptance.
- c. The Performance Security may be discharged/returned by the TIA upon being satisfied

that there has been due performance of the obligations of the successful service provider under the contract. However, no interest shall be payable on the Performance Security.

- d. The TIA shall also be entitled to make recoveries from the Performance Security on the following grounds:
- i. Any amount imposed as a fine for irregularities Committed by the service provider.
  - ii. Any amount which the TIA becomes liable to the Government /Third party on behalf of any default of the service provider or any of his/her/their agent/ employees or staff.
  - iii. Any payment/fine made under the order/judgment of any court/consumer forum or law enforcing agency or any person working on his behalf.
  - iv. Any other outstanding amount.
- e. Once the amount under this clause is debited, the service provider shall reimburse the performance security to the extent the amount is debited within 15 days of such debit by the TIA failing which it will be treated as breach of agreement and may lead to termination of agreement with forfeiture of all amounts including interest free Performance Security in favor of the TIA.
- f. The Earnest Money deposited at the time of bid submission would be given back to the service provider on payment of Performance Security in the form of Bank Guarantee or Demand Draft as per the details specified in this tender document

## **12. Payment Terms**

The payment will be made on monthly basis within 15 working days from the original receipt of correct tax invoice duly certified by the Green World CHSL authority or any other officer authorized by committee of Green World CHSL. If there is any error in invoice, within 7 working days service provider will be communicated that error.

Deduction towards Income Tax as applicable under the Income Tax Act, 1961, shall be made from all payments made to the service provider and in respect of such deductions necessary certificates of Tax Deduction shall be given.

## **13. General Condition of Contract:**

### **a. Governing Law**

The Contract shall be governed by and interpreted in accordance with the laws of land. The civil court having original civil jurisdiction at Mumbai 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.

**b. Settlement of Disputes**

All disputes or differences of any kind whatsoever that may arise between TIA and the Service Provider in connection with or arising out of the contract or subject matter thereof or the execution of works, whether during the progress of works or after their completion, whether before or after determination of contract shall be settled as under:

**Mutual Settlement**

All such disputes or differences shall in the first place be referred by the Service Provider to TIA in writing for resolving the same through mutual discussions, negotiations, deliberation etc. associating representatives from both the sides and concerted efforts shall be made for reaching amicable settlement of disputes or differences.

Conciliation / Arbitration of disputes to settle shall not be commenced unless an attempt has first been made by the parties for such disputes through mutual settlement

If the Service Provider is not satisfied with the settlement by TIA on any matter in question, disputes or differences, the Service Provider may refer the dispute to the TIA in writing to settle such disputes or differences through Conciliation or Arbitration provided that the demand for Conciliation or Arbitration shall specify the matters, which are in question or subject of the disputes or differences as also the amount of claim, item wise etc. as the case may be Only such dispute(s), or difference(s) in respect of which the demand has been made, together with counter claims, if any, by TIA shall be referred to Conciliator or Arbitrator as the case may be and other matters shall not be included in the reference.

The TIA may himself act as Sole Conciliator/Sole or TIA may at his option appoint another person as Sole Conciliator or Sole Arbitrator, as the case may be. In case the TIA decides to appoint a Sole Conciliator / Sole Arbitrator, then a panel of at least three names will be sent to the Service Provider. Such persons may be working / retired Government employee who had not been connected with the work. The Service Provider shall suggest minimum two names out of this panel for appointment of Sole Conciliator / Sole Arbitrator. TIA or Chairman/Secretary of GREEN WORLD CHSL will appoint Sole Conciliator / Sole Arbitrator out of the names agreed by the Service Provider.

In case, the Service Provider opts for settlement of disputes through Conciliation at first stage and if the efforts to resolve all or any of the disputes thorough Conciliation fails, the Service Provider may refer to the TIA for settlement of such disputes or differences through Arbitration. The appointment of Sole Arbitrator shall be done by the TIA as per the procedure described above. No disputes or differences shall be referred to Arbitration after expiry of 60 days from the

date of notification of failure of Conciliation.

The Conciliation and / or Arbitration proceedings shall be governed by the provisions of the Indian Arbitration and Conciliation Act 1996 or any statutory modification or re- enactment thereof and the rules made there under and for the time being in force shall apply to the conciliation and arbitration proceedings under this clause.

The language of proceedings, documents or communications shall be in English and the award shall be made in English in writing.

The conciliation/arbitration proceedings shall be held at a place decided by Conciliator /Arbitrator. The fees and other charges of the Conciliator / Arbitrator shall be as per the scales fixed by TIA and shall be shared equally between TIA, Green World CHSL. and the Service Provider.

**Settlement through Court:**

It is a term of this contract that the Service Provider shall not approach any Court of Law for settlement of such disputes or differences unless an attempt has first been made by the parties to settle such disputes or differences as stated above.

**Suspension of work**

The obligations of TIA or Green World CHSL, and the Service Provider, as the case may be shall not be altered by reasons of conciliation / arbitration being conducted during the progress of works. Neither party shall be entitled to suspend the work on account of conciliation / arbitration nor shall payments to the Service Provider continue to be made in terms of the contract. The award of the Sole Arbitrator, unless challenged in court of law, shall be binding on all parties. Jurisdiction of courts for dispute resolution shall be Navi Mumbai only.

**c. Taxes and Duties**

The service provider shall be entirely responsible for all taxes, charges, stamp duties, license fees, and other such levies imposed. GST amount will be paid by Green World CHSL. upon submission of tax invoice.

**d. Confidential Information**

The TIA and the successful service provider shall keep confidential and shall not, without the written consent of the other party hereto, divulge to any third party any documents, data, or other information furnished directly or indirectly by the other party hereto in connection with the Contract, whether such information has been furnished prior to, during or following completion or termination of the Contract.

The TIA shall not use such documents, data, and other information received from the successful service provider for any purposes unrelated to the Contract. Similarly, the successful service provider shall not use such documents, data, and other information

received from the TIA for any purpose other than the design, procurement, or other work and services required for the performance of the Contract.

**e. Change in laws and Regulation**

Unless otherwise specified in the Contract, if after the date of the Invitation for Bids, any law, regulation, ordinance, order or bylaw having the force of law is enacted, promulgated, abrogated, or changed that subsequently affects the Contract Price, then such Contract Price shall be correspondingly increased or decreased, to the extent that the successful service provider has thereby been affected in the performance of any of its obligations under the Contract.

**f. Force Majeure**

The successful service provider shall not be liable for forfeiture of its Performance Security, liquidated damages, or termination for default if and to the extent that it's delays in performance or other failure to perform its obligations under the Contract is the result of an event of Force Majeure. Force Majeure shall not cover the price fluctuation of components.

For purposes of this Clause, Force Majeure means an event or situation beyond the control of the successful service provider that is not foreseeable, is unavoidable, and its origin is not due to negligence or lack of care on the part of the successful service provider. Such events may include, but not be limited to, acts of the TIA in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions, and freight embargoes.

If a Force Majeure situation arises, the successful service provider shall promptly notify the TIA in writing of such conditions and the cause thereof. Unless otherwise directed by the TIA in writing, the successful service provider shall continue to perform its obligations under the Contract as far as it is reasonably practical and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event.

**g. Termination**

The TIA may, without prejudice to any other remedy for breach of Contract, terminate this Contract in case of the occurrence of any of the events specified below:

- (i) If the successful service provider does not remedy a failure in the performance of their obligations under the Contract, within one week after being notified or within any further

period as the TIA may have subsequently approved in writing.

- (ii) If the successful service provider becomes insolvent or goes into liquidation or receivership whether compulsory or voluntary.
- (iii) If the successful service provider, in the judgment of the TIA has engaged in corrupt or fraudulent practices in competing for or in executing the Contract.
- (iv) If the successful service provider submits to the TIA, a false statement which has a material effect on the rights, obligations or interests of the TIA.
- (v) If the successful service provider places itself in a position of conflict of interest or fails to disclose promptly any conflict of interest to the TIA.
- (vi) If the successful service provider fails to provide the quality services as envisaged under this Contract, the TIA may make judgment regarding the poor quality of services, the reasons for which shall be recorded in writing. The TIA may decide to give one chance to the successful service provider to improve the quality of the services.
- (vii) If the successful service provider fails to comply with any final decision reached as a result of arbitration proceedings.
- (viii) If, as the result of Force Majeure, the successful service provider is unable to perform a material portion of the Services for a period of not less than 60 days.
- (ix) In any event, the TIA is entitled to terminate if and only if the breach is not remedied within a stipulated time period.
- (x) TIA shall be entitled to terminate the agreement without giving any prior notice and also without assigning any reason in writing in the exceptional circumstance such as natural calamity or act of God or in the opinion of TIA the act of contractor or its agent or its staff warrants immediate termination of contract and the contractor shall not be entitled to any compensation in the event of such termination. However, in normal course, either side can terminate the agreement by giving one months' notice period by TIA or 3 months' notice period by service provider/bidder

In the event, the TIA terminates the Contract in whole or in part, it may procure or hire, upon such terms and in such manner as it deems appropriate, services similar to those undelivered or not performed, and the successful service provider shall be liable to the TIA for any additional costs for such similar services. However, the successful service provider shall continue performance of the Contract to the extent not terminated.

**h. Assignment**

The successful service provider shall not assign, in whole or in part, their obligations under this Contract, to any other party.

**i. Power to waive Fines**

The power to waive fines and penalty vests with the TIA.

**j. Indemnification**

The successful service provider shall indemnify the TIA against all actions, suit, claims and demand or in respect of anything done or omitted to be done by successful service provider in connection with the contract and against any losses or damages to the TIA in consequence of any action or suit being brought against the successful service provider for anything done or omitted to be done by the successful service provider in the execution of the contract.

**k. Saving Clause**

No suits, prosecution or any legal proceedings shall lie against the TIA or any person for anything that is done in good faith or intended to be done in pursuance of tender.

**l. Notices**

For the purpose of all notices, the following shall be the address of the Purchaser and Supplier.

**m. Tender Inviting Authority:**

The Chairman or the Secretary or employees of GWCHSL or any committee of members, nominated or authorized as a TIA for any specific work or service of Green World Cooperative Housing Society LTD.(GWCHSL), Thane-Belapur Road, Digha, Navi Mumbai. registered under Maharashtra cooperative societies Act, 1960, GWCHSL.

**n. Service Provider:** To be filled during contract signing.

**14. Special Condition of contract:** Shall be decided mutually **prior to issuing the work order.**

**14.1 Obligation of Service Provider**

a. If the performance of the any employee / personnel is unsatisfactory, Chairman/

Secretary or any other nominated committee member of GREEN WORLD CHSL shall give a notice of one week to the Service Provider to take necessary action to improve the performance of personnel and the performance does not improve even after one week of such Communication, the Service Provider shall provide a replacement acceptable to Green World CHSL. Within one week time.

- b. In case the services of the Service Provider are not found satisfactory, or there is a breach of any of the terms & conditions of the contract and/or fails/neglects to carry out any instruction issued to it by TIA from time to time the same can be terminated by TIA on giving of a notice of one month. In case of unsatisfactory performance of the contract, a warning letter will be issued to the Service Provider. In case corrective action is not taken, TIA shall have the right to terminate the agreement without any further notice.
- c. The Service Provider will, for the purpose, aforesaid continuously monitor the Services being rendered by it to ensure that these are up to the performance standards required by TIA or Green World CHSL.
- d. The Service Provider would comply with the statutory requirements; rules and regulations applicable to Services As per Work Scope Attached/ engaged by TIA and shall obtain all necessary registrations, licenses, approvals and sanctions under the laws applicable. The Service Provider shall obtain appropriate PASARA License, issued by Govt. of Maharashtra, license under the Contract Labour (Regulation and Abolition) Act, 1970 and the Rules as amended up to date and shall comply with all terms and conditions thereof strictly, and shall keep such license duly validated and/or renewed from time to time throughout the currency of this Contract.
- e. The Service Provider provides adequate cover to the deployed personnel for death, disability, sickness etc. TIA or Green World CHSL. shall not be liable to pay or bear any premium / compensation at any stage in respect of Insurance made by Service Provider to cover the risk (death, disability, sickness) etc. service Provider shall submit the copies of such policies and their renewal receipts as well as documentary evidence of payment of premiums to Green World CHSL and shall act all times to keep the requisite policies validated.
- f. No relationship of employer and employee shall be entertained between the TIA or Green World CHSL. and the personnel engaged by the Service Provider. The Service Provider shall ensure that all persons employed by them shall be efficient, skilled, honest and conversant with the nature of work as required.
- g. The Service Provider alone shall have the right to take disciplinary action against any person(s) engaged/employed by them; while no right whatsoever shall vest in any such person(s) to raise any dispute and/or claim whatsoever against the TIA or Green World CHSL. The TIA or Green World CHSL. shall, under no circumstances be deemed or treated as employer in respect of any person(s) engaged/employed by the Service Provider for any purpose whatsoever nor would the TIA or Green World CHSL be liable

for any claim(s) whatsoever of any person(s) of the Service Provider and Service Provider shall keep Green World CHSL totally and completely indemnified against any such claim(s).

- h. The Service Provider shall maintain all registers required under various Acts, which may be inspected by the Green World CHSL as well as the appropriate authorities at any time.
- i. The Service Provider shall not engage any person from the residents from Green World CHSL and existing or old staff engaged by B. G. Shirke Construction Technology Pvt. Ltd or previous service provider for Green World CHSL without proper permission in writing from TIA.
- j. Notwithstanding anything herein contained, the Service Provider will be liable to adequately compensate Green World CHSL for any loss or damage occasioned by any act, omission or lapse on the part of the Service Provider or of any persons deployed by it pursuant to the Contract.
- k. The Service Provider must also be able to arrange for the replacement of the person/Security Guard/ Supervisor as per the instructions of Green World CHSL.
- l. The outsourced person shall at all-time maintain absolute integrity and devotion to duty and conduct himself/herself in a manner conducive to the best interests, credits and prestige of Green World CHSL.
- m. No separate weekly off will be provided. Service provider to arrange reliever as per the requirement to manage weekly off, leaves of manpower at their own cost and risk.

#### **14.2 Obligation of TIA or Green World CHSL**

TIA or Green World CHSL will, subject to compliance of this contract and all statutory requirements and the provision of services to its satisfaction by the Service Provider and subject to deduction of Tax at source under the Income Tax Act, 1961 or any other provision of the law for the time being in force, ensure timely payments for the services as provided in this contract.

#### **15. General Conditions**

- a. The TIA reserves the right to reject any or all tenders without assigning any reasons thereof. The quality of the services provided by the contractor will also be taken into consideration in this regard.
- b. The number of employees to be appointed will be as stated in form for manpower details OR as negotiated.
- c. The contractor shall keep, at a conspicuous place a complaint registers in which complaints and suggestions, if any, could be recorded and the complaint register shall

be open to inspection by the officers of the TIA so deputed by him. The officer will take such action in respect of each complaint or suggestion as the case may be and the contractor shall be obliged to take remedial measures as instructed by the officer.

- d. In case of any default or failure on the part of the contractor to comply with all or any of the terms and conditions the TIA reserves the right to take appropriate action including forfeiture of compensation payable to the contractor. TIA may also levy additional penalty of an amount at its discretion and / or take any remedial measures including legal recourse to recover its loss. The TIA also reserves its right to terminate the contract.
- e. The contractor shall maintain regular accounts and other records adequate to reflect the true and fair results of the business with the TIA and pay all taxes, cess and duties, fees etc. to concerned authorities. It is clarified here that all incidence of taxes such as GST and similar such taxes shall be borne and paid by contractor only.
- f. The contract shall stand automatically terminated in the event of insolvency, death or mental disorder of the contractor / change in the status of the contractor.
- g. TIA reserves right to add or omit any of the work mentioned in the scope of work.
- h. On the expiry or earlier termination of this agreement the contractor shall vacate the premises immediately and peacefully and remove himself and his employee's servants and agents from the premises and all articles belonging to him, or to his employees or agent. The contractor shall, however, ensure that the contractor's action does not cause any damage to the said premises or any property therein belonging to the TIA.
- i. The permission to the contractor to run the Security Services is personal in character and cannot be assigned, transferred by the contractor to any person either by intervenes or by operation of law. Notwithstanding various facilities provided by the TIA, the contractor shall be merely a supplier of Security Services to the residents of the TIA on sale basis. He or his staff shall not be treated as servant or under direct or indirect employment of the TIA for any purpose whatsoever. Subcontract will be not allowed
- j. The workmen of the contractor shall not stay in the premises of TIA beyond duty hours assigned to them and except during the period they are on duty.
- k. If any dispute arises on any matter concerning the contractor, then the decision of the Chairman TIA shall be final and binding on the contractor in respect of such dispute.
- l. TIA will have right to decrease or increase manpower strength up to 25 % as per requirement. Terms and conditions shall remain as it is for revised quantity of manpower.

## 16. Penalties

If the Security guards fail to perform any of the duties as mentioned in above it would be considered as deficiency in providing the services and shall attract fine/penalty mentioned below. The decision of TIA or society management in this regard shall be final and binding.

Sl. No.	Nature Of Deficiencies In Services	Penalty Clause
1.	<b>Absent</b> (without replacement) without advance permission.	Days wage + Rs.200/-
2.	<b>Absent</b> (without replacement on more than 3 occasions in a month)	Days wages + Rs.200/- for every occasion over 3
	<b>Negligence</b>	
3.	Sleeping on duty	200/- per occasion
4.	Late for duty by more than 0.5 hours – other than replacement	More than three late one day salary will be deducted.
5.	Under influence of alcohol	1000/- per occasion and termination from the duty
6.	Above (3), on more than 3 occasions	Removed from duty
7.	Improper uniform	200/- per occasion
8.	Disobedience of orders – by Society Manager/Office Manager and committee members.	200/- per occasion
9.	Attendance and other registers not complete	500/- per occasion
10.	Dirty cabins	200/- per occasion
11.	Not wearing valid ID card	200/- per occasion per person
12.	Bribe	1000/- per occasion and termination from the duty

## 17. SCOPE OF WORK AND SERVICES TO BE PROVIDED BY THE SERVICE PROVIDER

Throughout the contractual period, the Service Provider shall remain fully responsible for all security services. All personnel must meet the required physical fitness standards and possess a valid police verification report prior to the commencement of their duties. The scope of work for providing 24-hour security services to GWCHSL is outlined below:

### 1. BMS OPERATORS: 02 NOS

Sl.No.	Criteria	Requirement
1	Education	Graduate or 12th pass with mobile and computer knowledge
2	Experience	6 to 8 years, equal size housing societies or commercial complex
3	Age	25 years to 40 years
4	Height	172 cm
5	Chest	80 – 85 cm
6	Weight	Proportionate to age and height
7	Build	Robust, athletic build with a commanding presence
8	Language	Basic knowledge of Marathi, Hindi and English
9	Work Expectation /SoW	<p><b>1. Operational Oversight:</b> The Security Office shall be solely responsible for all security services within the premises, including the comprehensive management and supervision of all security staff.</p> <p><b>2. Surveillance &amp; BMS Management</b> Personnel shall manage the Building Management System (BMS) and CCTV, Fire, Electricals Safety and monitoring is critical. They must report any suspicious activity immediately and initiate rapid response protocols as required.</p> <p><b>3. Commercial Area Enforcement</b> The security team shall maintain vigilant monitoring of the commercial areas to prevent and immediately halt any unauthorized encroachment, illegal vending, or prohibited activities.</p> <p><b>4. Crisis Management &amp; Liaison</b> The supervisor office is responsible for crisis management at the main gate and throughout the premises. This includes acting as the primary point of contact for government authorities (e.g., Police, Municipal Corporation, etc.). The security team shall work in close coordination with the Society Manager and the Management Committee to ensure seamless operations and regulatory compliance.</p> <p><b>5. Fire Fighting and Electrical Safety Management:</b> Acts as the primary lead for fire and electrical safety protocols. Ensures</p>

		<p>rapid, decisive response and coordination during emergency situations.</p> <p><b>6. Staff Training and Readiness:</b> Conducts regular safety, security, and physical fitness training to ensure the entire security team remains peak-operational and prepared for any incident.</p>
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## 2. SECURITY SUPERVISORS : 06 NOS

Sl.No.	Criteria	Requirement
1	Education	Graduate or 12th pass with mobile and computer knowledge
2	Experience	4 to 6 years, equal size housing societies or commercial complex
3	Age	25 years to 45 years
4	Height	172 cm
5	Chest	80 – 85 cm
6	Weight	Proportionate to age and height
7	Build	Robust, athletic build with a commanding presence
8	Language	Basic knowledge of Marathi, Hindi and English
9	Work Expectation /SoW	<p><b>1. Technical Proficiency:</b> Basic mobile application and computer literacy are essential.</p> <p><b>2. Site Responsibility:</b> The individual shall be responsible for the overall security of their assigned area and the supervision of their team.</p> <p><b>3. Incident Management:</b> The individual shall be held accountable for any security issues or breaches occurring during their assigned shift.</p> <p><b>4. Strategic Deployment:</b> Security personnel must be deployed at strategic locations in strict accordance with the guidelines provided by TIA or the GWCHSL Management Committee.</p> <p><b>5. Crisis Management &amp; Liaison</b> The supervisors are responsible for crisis management at the main gate and throughout the premises.</p> <p><b>6. Fire Safety &amp; Emergency Response:</b> Ensure immediate response in the event of a fire by implementing appropriate fire-fighting protocols and evacuating residents safely. This responsibility includes performing emergency lift rescue operations as required.</p> <p><b>7. Staff Training and Readiness:</b> Conducts regular safety, security, and physical fitness training to ensure the entire security team remains peak-operational and prepared for any incident.</p>

### 3. SECURITY GUARDS: 42 NOS

Sl.No.	Criteria	Requirement
1	Education	12th pass with mobile and computer knowledge
2	Experience	2 to 4 years, equal size housing societies or commercial complex
3	Age	25 years to 50 years
4	Height	170 cm
5	Chest	75 – 85 cm
6	Weight	Proportionate to age and height
7	Build	Robust, athletic build with a commanding presence
8	Language	Basic knowledge of Marathi, Hindi and English
9	Work Expectation /SoW	<p><b>1. Technical Proficiency</b> Essential proficiency in basic mobile applications and computer operations for daily reporting and monitoring.</p> <p><b>2. Visitor &amp; Access Management</b> Security personnel shall manage all visitor access at the main gate and individual building entrances. It is mandatory to monitor all entry and exit movements while maintaining a professional, polite, and firm conduct at all times</p> <p><b>3. Relocation Management (Move-In/Move-Out)</b> Supervise all resident move-in and move-out activities. Personnel must maintain a focus on authorized lift usage and provide immediate support in the event of technical issues or damage.</p> <p><b>4. Emergency Lift Response</b> Mandatory knowledge and certified training in emergency lift rescue operations to ensure resident safety during malfunctions.</p> <p><b>5. Fire Safety &amp; Prevention</b> Mandatory knowledge of fire safety protocols. Personnel must be prepared to take immediate action, including the use of fire-fighting equipment, in the event of an emergency.</p> <p><b>6. Surveillance &amp; Vigilance</b> Responsible for rigorous entry checks and maintaining a vigilant watch for any suspicious, unauthorized, or abnormal activity within the premises.</p> <p><b>7. Conflict Resolution</b> Proactive management and resolution of incidents that disturb the peace, privacy, or safety of residents.</p> <p><b>8. Traffic &amp; Safety Oversight</b> Maintain a close watch on children's safety within the premises. Manage vehicle flow by enforcing speed limits and ensuring vehicles are parked strictly within designated areas.</p> <p><b>9. Coverage Area</b> These responsibilities apply to the entire society premises, all building receptions, common areas, the clubhouse, podium area, parking levels, and commercial area.</p>

## **18. Deployment of Guards.**

- a. As per deployment structure provided by TIA.
- b. **Security Officer** : The service provide will employ/provide 2 supervisors and they will work in two shift and each shift will be of 12 hours from 08:00 to 20:00, second shift from 20:00 to 08:00 on day2, In each shift 1 supervisor officer will work.
- c. **Supervisors** : The service provide will employ/provide 6 supervisors and they will work in two shift and each shift will be of 12 hours from 08:00 to 20:00, second shift from 20:00 to 08:00 on day2. In each shift 3 supervisors will work.
- d. **Security Guards**: The agency will employ/provide 42 security guards for entire premises including all gates. They will work in two shift and each shift will be of 12 hours. First shift from 08:00 to 20:00, second shift from 20:00 to 08:00 on day2. Security supervisors and security guards to ensure the security of entire Complex comprising of 10 buildings, TIA office premises, entire Club house, podium area, commercial area, open space all covered and including parking area of society, open parking of commercial area, podium level parking and parking under the building of the residents must be covered and monitored property.
- e. The initial manpower deployment shall be jointly discussed and agreed upon by both parties. The finalized headcount will be formally documented in the contract. Any future requirements for additional security guards shall be provided at the same rates specified herein and will be requested by Management as needed.
- f. Management/TIA reserves the right to finalize the manpower headcount and the initial scope of work within the parameters defined in the tender document during the signing the agreement after award of the tender.

## **19. Personnel Credentials and Mandatory Compliance Checks**

- a. No manpower will be below 21 years age.
- b. All manpower should have police verification certificate and physical fitness certificate.
- c. Adequate sets of Uniform with Agency Logo and name plate (not less than 2 sets per person) shall be provided by the service provider. All manpower. Supervisors and Security Guards shall wear proper daily polished shoes during duty time. Uniform should be well cleaned and pressed.
- d. Smart turnout of Security staff is to be ensured.
- e. No security person, while on duty, should be under influence of liquor or any other intoxicant.

- f. The Security staff at duty point is to be polite/courteous to the residents/visitors but firm in duty at same time
- g. All Security Cabins to be kept neat and clean all the times. Shaded cover provided at the gates to be cleaned periodically. Only Security staff is to sit in the Security Cabins.
- h. All society property such as Table, Chairs, Telephone instruments, clock etc, & keys as per list are to be handled carefully. Agency shall reimburse for any damage to society property due to mishandling
- i. If required, The Service provider shall make all arrangements for accommodation, medical, food etc. for the staff deployed for duty. The Society management in no way shall be responsible to provide such facilities.
- j. Agency is to provide police verification and physical fitness of staff deployed prior to their deployment in the society (verification to include name, fathers name, local address, permanent address, photo, Adhar card etc.) A copy of Aadhar Card and PAN card and other requisite details of the staff deployed for providing security services is to be submitted.
- k. Biometric attendance will take by the TIA.

## **20. Proficiency Level**

- a. The Security staff should have basic knowledge of English, Hindi and / or Marathi.
- b. Staff should be able to make entries / check passes of maids, workers and vendors etc.
- c. Entire staff must have knowledge / experience of using the society gate tool like MyGate or no broker or any other
- d. The Staff deployed should be conversant with the usage of intercom system (Telephone), TAB, Smart phone.
- e. Security staff should be able to attend lift operations, in case of power failure, valve closing etc.
- f. First aid and Firefighting basic knowledge is necessary.

## **21. Operational**

- a. Security Supervisor to have a mobile phone during his duty issued by agency.
- b. No 'Security guard shall be allowed to perform duty more than 12 hours ( i.e. in 2 consecutive and continuous shifts) .
- c. The Guards/Supervisors are to be provided, proper gear, whistle, stick and two powerful torches (preferably with supervisors for night shift) while on duty by the security agency.
- d. The Guards posted at the Gate of the society are to maintain record in various mandatory

register kept at all gates for vehicle and visitor's movement.

- e. The Guards posted at building they should maintain the visitor movements.
- f. All items in the security posts i.e. emergency lights, fans, pedestal fans are to be looked after and proper handing / taking over be completed at the time of changeover of duty as per list.
- g. Security guards to see that nobody plucks flower.
- h. No hawkers /salesman etc. are to be allowed inside without proper permission from the office.
- i. Encroachment- Security staff to ensure no encroachment takes place along the perimeter wall of the society / No stall is put up along the wall. If it happens, the same to be removed immediately and office to be informed about the same. The Agency also to ensure no posters/banners is placed on the boundary wall of the society.
- j. Interior work in Flats Security staff to ensure that No casual labour is present / work of any nature is carried out beyond the specified timings.
- k. Security is to ensure that children play only at the designated areas and that the lights at the lawn tennis court are switched off as per the timeline .
- l. The Guards are to report immediately to society office, Supervisor and the Manager if any abnormalities are observed in their area of duty such as overflowing of water tanks, electric lights are on during day time.
- m. Guard on patrolling duty is to check and ensure that terrace grills are locked and no damage to property / unauthorized / illegal activity takes place.
- n. Guard on patrolling duty is also to inspect all toilets of parking areas, lift rooms, Generator set room, office rooms/toilets etc. A register / note book is to be maintained for remarks and observations. All untoward incidence observed during their duties to be reported by the supervisor to estate manager
- o. **Parking of vehicles:** The vehicles with valid society stickers/RFID only are to be allowed inside society premises. The registration numbers of the vehicles not having stickers/ RFID may be noted and information is to be passed on to the society office. During night shift, Security guard on patrolling duty is to check vehicles which are wrongly parked. The report of wrong /unauthorized parking is to be given to the Manager every morning at 1000hrs in society office.
- p. **Visitor's Management**
  - i. The visitors Guest passes are to be issued to all the visiting Guests, at the time of the entry are to be taken back at the time of exit duly signed by the person being visited.
  - ii. The visitor vehicles are to be allowed to be parked at the designated area only.
  - iii. Visitors/ Vehicle entry should be entered and approved through the Visitor

Management Application.

- q. **Water Management** - Water tank entry and exist to be managed and noted carefully as per the process at the main gate in case of any issues, must be reported to the society Manager and security head. Special attention is to be given to monitor water flow or tank overflow to avoid wastage of water.
- r. **Movement of Resident on Vacation/ Occupation**
  - i. Any tenant moving IN/OUT of the society premises is to be reported to the society office and pass to be checked.
  - ii. The tenant must have no dues certificate from the society office at the time of leaving the society premises. Without no-dues certificate the tenants are not to be allowed to take out their belongings from the society premises.
  - iii. The Security guards are not to allow any loading/unloading activities or movement of goods after 7 p.m.
  - iv. The Loading/unloading activities are to be allowed in the presence of Security guard on patrolling duty only.
  - v. The security Guards at each building to ensure pupation of records of new tenants/ owners in the register and safety of lift.
- s. A daily report shall be submitted by the Security Supervisor by 10 AM in the society office coverage the following-
  - i. Passes checked & Wrong Parking Details,
  - ii. Details of cars & motor cycles / scooters without proper society stickers
  - iii. Physical checking of Fire Hydrant and other society property.
  - iv. Any untoward incident occurred during the last 24 hours
  - v. Any unauthorized work is going on in building/ Flats.
  - vi. Any unlike incident happened in the last 24 hours.
- t. The Supervisor is to inform the following in case of any untoward incident in the society immediately to following persons.
  - i. Manager
  - ii. Chairman
  - iii. Secretary
  - iv. Treasurer
  - v. Joint Secretary
  - vi. Joint Treasurer
  - vii. Member – Security
- u. A written report is also to be submitted to the society office within 12 hrs. of occurrence of the incident. The Security agency should have very good co-ordination with local Police, Fire brigade, PMC & MSEB and MTNL. Security Supervisor is to accompany Manager of TIA for

lodging complaint etc, if situation demand.

## **22. Change of Guards/ Supervisors**

- a. The agency is to submit to society office list of guards/supervisors who would be deployed at the society catering to all kinds of all absenteeism.
- b. The Security Guards/Supervisor shall not be changed without prior information/permission of the society.
- c. If any other guard/ s is deployed than those mentioned in the list, it shall be considered a deficiency in providing the services and shall attract fine as deemed fit by the managing committee of the society.
- d. TIA may imply biometric or any equivalent process for attendance and payment shall be linked to attendance record.

## **23. Training**

- a. Training is to be imparted, once in two weeks to the Security Staff at the premises. The Security Guards are to muster it the main gate while changeover of duty every day for briefing (both shifts).
- b. The agency shall conduct Fire Fighting mock drills twice in one year (Jan and Jul first week) for readiness of Security Guards to face any such eventuality.
- c. Training register is to be put up to member- security by 10th of every month.
- d. Behavioral and soft skill development and communication part should be covered under the training program.

## **24. Payment Terms**

- a. **Rate-** Rate is all inclusive (weekly off, bonus, travelling allowance, EPF contribution, uniform allowance etc.) excluding GST or any other statutory taxes only. Principal/ TIA employer will not responsible for any legal issue.
- b. The Service Provider shall provide **a fixed rate schedule** for bouncer services at the time of the contract execution. These services must be provided on an as-needed basis throughout the contract term, with the rates remaining fixed as per the initial agreement.
- c. The necessary deduction on account of Income Tax or other taxes at source will be made as per Indian Income Tax or other Acts as applicable.
- d. Copy of Service tax receipt will be provided by the service vendor along with invoices of the next month.
- e. The Security agency shall provide additional guards, at the same rate and conditions, if so

requested by the society, for special functions/occasions such as Ganpati Festival, Holi, Diwali, New Year celebration, Annual General Body Meeting etc.as demanded by GWCHSL management.

- f. The Contractor shall submit bill/invoice every month for claiming against the services rendered in the previous month. The payment shall be made within 15 working days after receipt of the bill accepted. However, GWCHSL management will try to make payment as early as possible if all bills and documents are in order. If there will be error in bill, it will be communicated to service provider with 7 days for the bill submission and ask them to submit correct bill. Payment shall be made through a/c payee cheque. The same may be collected in person by the authorized representative of the agency or will be dispatched by post on the agency address.

## **25. Special Instructions to Security Staff**

- a. Gate opening/closing management shall be decided by TIA.
- b. Domestic help (maids) and drivers are to be permitted only through 'main' gate.
- c. Delivery Management & Speed Control: Strictly manage all delivery personnel at the main gate and individual building entrances. Security must maintain constant vigilance over delivery movements and strictly enforce vehicle speed limits within the premises
- d. No laborer is to be permitted inside the society without Temporary pass issued by Society office.
- e. No courier Boys and other service providers are to be permitted without photo ID cards issued by their organizations. In case of doubt, ascertain from the residents concerned.
- f. The security guard must ensure that the vehicles are parked at the designated parking areas only. The security guard will assist the visitors to park their vehicles at the designated visitors parking area.
- g. The barrier at all gate should invariably be kept '**DOWN' POSITION'** and should be opened to vehicles with 'TIA' stickers only. Visitor's vehicles may be permitted inside only after ascertaining their purpose from the resident, concerned and recording full details of Visitors and vehicles. Taxis and Auto- Rickshaw may be allowed to drop the residents up to their residents.
- h. The supervisor should go around parking areas at night and ensure that no vehicle without 'sticker is parked overnight inside the society.
- i. Supervisor and guards must be attentive and vigilant whilst on duty and ensure that no unauthorized person enters the premises or any untoward incident takes place within the residential complex.

- j. Security personnel / staff shall not agree with any resident. Matter is too informed to Manager.

**26. Other Terms and Condition of Services**

- a. During the period of the agreement the contractor shall be fully responsible to provide security services as per contract agreement. The competent authority may ask to provide
- b. additional Security Services for society work on the basis of terms and conditions to be mutually agreed upon.
- c. Supervisor and Security Guard will work in tow sift they will not allowed do the overtime. If any emergency situation they want do the overtime that time service provider should inform to the Manager.
- d. Mobile facility should be provided to Security Services by contract for office work.
- e. In case, emergency medical care is required for any staff, the contractor shall arrange for a doctor to attend to the staff immediately or arrange to take the staff to the nearby hospital or clinic if required. The cost in such an emergency will be borne by the contractor.
- f. Qualified supervisor and security guard with all required tools should do the duty.
- g. The contractor shall provide competent and well-trained work force as mentioned above.
- h. The work force shall be provided with A Cell Phone with Digital Camera, uniform, Cap, Safety shows, ID Card, Flashlight, Security Guard Belt, Security gadgets, A Mini-First Aid Kit, at the contractor's cost and the workers should wear uniform, Cap, Shows and identity card during their period of duty in Green World CHSL Premises.

## Annexure – 1: Tender Form

(To be submitted on the letterhead of the service provider)

**To**

**Date:**

Chairman/Secretary,  
Green World Cooperative Housing Society Ltd  
Hissa no. 1, Near Patni Computers (IGATE), Thane-  
Belapur Road, Digha, Navi Mumbai.  
Pin – 400 708, Maharashtra

Dear Sir,

Having examined the tender document, the receipt of which is hereby acknowledged, we, the undersigned, offer to provide **Security Services** to Green World CHS, Hissa no. 1, Near Patni Computers (IGATE), Thane-Belapur Road, Digha, Navi Mumbai. Pin – 400 708 under the above-named contract in full conformity with the said tender document and our financial offer in the Price schedule submitted in Envelop No. B which is made part of this tender.

If our tender is accepted, we undertake to submit the performance security deposit in the form, in the amounts, and within the times specified in the tender document.

We agree to abide by this tender, for the Tender Validity Period specified in the tender document and it shall remain binding upon us and may be accepted by you at any time before the expiration of that period.

Until the formal final Contract is prepared and executed between us, this tender together with your written acceptance of the tender shall constitute a binding Contract between us. We understand that you are not bound to accept the lowest or any tender you may receive.

Sign: Date:

In the Capacity Of:

Duly authorized to sign this bid for and on behalf of

**Signature & Seal of Service provider**

**Annexure – 2**  
**Service Providers Information & Documentation (Envelope A)**  
 (ALL DOCUMENT AND COMPLIANCE SHOULD BE VALID TILL DATE OF SUBMISSIN OF BID)

Sl. No.	Particulars	Details
1	Name of service provider, name of the authorized person with full address, telephone number and email ID	
2	The service provider / bidding company must be a Limited OR Private Limited Company duly registered under the Companies Act; The entity must be in full compliance with all applicable statutory and regulatory requirements of the Government.	
3	Annual Turnover for the Financial Years (2024-2025, 2023-2024, and 2022-2023) must be submitted.	
4	Work Orders / Agreement Copies of existing top 5 Housing Societies Clients.	
5	Certificate of PASARA License, issued by Govt. of Maharashtra	
6	PAN Card Copy	
7	GST Certificate of Goods & Service Tax.	
8	Profession Tax Number	
9	License from Labour Commissioner to employ contract labour under the Contract Labour Act.	
10	EPF Registration Number	
11	ESI Registration Number	
12	Profession Tax Number	
13	Year of Experience in the Security Services	
14	An Affidavit on non-judicial stamp paper of Rs.100/- specifying that the service provider has not been found guilty and has not been blacklisted or debarred by any State Government or Central Government Department/ Union Territory/ Local Authority/ Central and State Government Undertaking or Government Organizations for providing as on the date of submission of bid.	

**Annexure – 3**  
**Performance Statement (Envelope A)**

(ALL DOCUMENT AND COMPLIANCE SHOULD BE VALID TILL DATE OF SUBMISSIN OF BID)

Give details of professional Security Service provided on contract basis during the last 5 years to top 5 customers of housing societies, in the following format and the documents in the form of work Orders / Agreement Copies or any other relevant documents or evidence to verify the data.

Sr. No	Client name and address	Contract Number and Date	Number Employees deployed	Details of service provided	Duration of contract		Remark
					From	To	
1							
2							
3							
4							
5							

Above data shall be kept confidential and shall not be disclosed by TIA.

**Signature and seal of the Service provider**

**Note:**

In support of above statement, enclose the copies of supply orders, Work order or Agreement, and client's satisfactory certificates.

**Annexure – 4**  
**Format for Financial Bid (Envelope B)**  
(On service provider’s letter head)

**To**

**Date:**

Chairman/Secretary,  
Green World Cooperative Housing Society Ltd  
Hissa no. 1, Near Patni Computers (IGATE), Thane-  
Belapur Road, Digha, Navi Mumbai.  
Pin – 400 708, Maharashtra

**Subject:** Submission of Financial Bid to provide Security Services to Green World CHSL,  
Thane-Belapur Road, Digha, Navi Mumbai. Pin – 400 708.

**Dear Sir,**

We hereby submit our Financial Quote for the provision of Security Services in accordance with the defined Scope of Work and Eligibility Criteria. This proposal covers a total strength of 50 personnel, comprising 42 Security Guards, 6 Supervisors, and 2 BMS Operators. This bid is governed by the terms and conditions set forth in the tender document. The Financial Bid **MUST BE SUBMITTED IN THE PRESCRIBED FORMAT** provided below; please note that failure to adhere to this format may result in the immediate disqualification of the bid.

**A. Cost Sheet (Summary)**

Sl. No.	Particular	Number of Staff	Rate	Total Cost in INR
1	BMS Operator	02 no’s		
2	Security Supervisors	06 no’s		
3	Security Guards	42 no’s		
	Subtotal Total			
	GST as applicable			
	Total Cost in INR			

**B. Working Cost in INR.**

SR. NO.	PARTICULAR	BMS Operators (12 hrs)	Security Supervisor's (12 hrs)	Security Guards (12 hrs)
1	Basic Pay			
2	Special Allowance (D.A.)			
3	<b>Total (Basic + DA)</b>			
4	<b>HRA</b>			
5	<b>Gross Salary per Month</b>			
6	<b>Less compulsory deductions from salary</b>			
7	Provident Fund EPF 12%			
8	ESIC (0.75% on Gross)			
9	Any Other - Prof. Tax			
10	<b>Total of compulsory deductions</b>			
11	<b>Net Salary to be paid per month</b>			
12	<b>Contractors' obligation for statutory benefits</b>			
13	Provident Fund 12%			
14	EPF Admin + EDLI 1 %			
15	ESIC (3.25% on Gross)			
16	Bonus	NA	NA	NA
17	Labour Welfare Fund			
18	Payment for four Compulsory National Holiday			
19	<b>Total of Contractors obligation for statutory Benefits</b>			
21	<b>SUB-TOTAL COST (5+19)</b>			
22	1/6th Relieving Charges for Weekly Offs			
23	<b>TOTAL COST</b>			
24	Management Fees (%)			
25	<b>GRAND TOTAL</b>			

**Note:** The quotation must comply with the latest applicable salary structure (Minimum Wages, ESIC, PF, Paid Leave and etc) and all necessary equipment (Uniforms, Safety Gear, Torches, Batons, etc.) and GST will be as applicable

We agree to provide the services as per the attached Scope of Work for **Green World CHSL** under the terms and conditions of this tender. Furthermore, we certify that our firm has not engaged in any collusive bidding or bribery and remains committed to a transparent procurement process.

**Date:**

**Seal:**

Authorized Signature of the Service Provider

**Annexure –5:**

**DECLARATION FORM**

I / We .....having my/our..... office at do declare that I / We have carefully read all the terms & conditions of tender of the Green World CHSL., Thane-Belapur Road, Digha, Navi Mumbai. 708 for providing Services As per Work Scope Attached. The approved rate will remain valid during the contract period. I will abide with all the terms & conditions set forth in the tender document.

I/We do hereby declare I/We have not been convicted by any court of Law nor I/We are derecognized/blacklisted by any State Government or Central Government Department/ Union Territory/ Local Authority/ Central and State Government Undertaking or Government Organizations or Housing societies for participating in the tender process as on date. I/We agree that the Tender Inviting Authority can forfeit the Earnest Money Deposit and or Performance Security Deposit and blacklist me/us for a period of three (3) years, if any information furnished by us proved to be false at the time of inspection/verification and not complying with the Tender terms & conditions.

**Date:**

**Seal**

**Authorized Signature of the service provider**

**Annexure –6**

**TECHNICAL AND FINANCIAL BID ENVELOPE CHECKLIST**

(ALL DOCUMENT AND COMPLIANCE SHULD BE VALID TILL DATE OF SUBMISSIN OF BID.)

**ENVELOPE No. A**

Sl.No.	Particulars
1	Name of service provider, name of the authorized person with full address, telephone number and email ID
2	Registration Certificate: The service provider / bidding company must be a Limited OR Private Limited Company duly registered under the Companies Act; The entity must be in full compliance with all applicable statutory and regulatory requirements of the Government.
3	Annual Turnover for the Financial Years (2024-2025, 2023-2024, and 2022-2023) must be submitted.
4	Work Orders / Agreement Copies of existing top 5 Housing Societies Clients.
5	Certificate of PASARA License, issued by Govt. of Maharashtra
6	PAN Card Copy
7	GST Certificate of Goods & Service Tax.
8	Profession Tax Number
9	License from Labour Commissioner to employ contract labour under the Contract Labour Act.
10	EPF Registration Number
11	ESI Registration Number
12	Profession Tax Number
13	Year of Experience in the Security Services
14	An Affidavit on non-judicial stamp paper of Rs.100/- specifying that the service provider has not been found guilty and has not been blacklisted or debarred by any State Government or Central Government Department/ Union Territory/ Local Authority/ Central and State Government Undertaking or Government Organizations for providing as on the date of submission of bid.

**ENVELOPE No. B**

Sl.No.	Documents
1	Financial Bid as per the format given in <b>Annexure -4</b> including point A and Point BB

*Note: Documents in the **Technical Bid** must be submitted in the specified order, and the **Commercial Bid** must follow the prescribed format. Please note that failure to adhere to the required sequence or format may result in immediate disqualification.*