

No.ES/2/2022-ADM

Dated: 12.07.2023

**Invitation of Tender for Security Services of Oil Industry Development Board
Office Complex, OIDB Bhawan, Sector-73, Noida (UP)**

Oil Industry Development Board (OIDB) invites bids/tender for Security Services from DGR sponsored agencies as per the list attached for its Office Complex i.e. OIDB Bhawan, Sector-73, Noida. The description of the Tender as given below :

Sl.	Items	Description
(a)	Scope of Work	: Security Services of OIDB's Office Complex, OIDB Bhawan, Plot No.02, Sector-73, Noida.
(b)	Type of bid	: Two bid system: 1) Technical Bid 2) Financial Bid (as per Wage Sheet of DGR)
(c)	Availability of bid document	: Central Public Procurement Portal – https://eprocure.gov.in & OIDB Website – www.oidb.gov.in
(d)	Submission of bid document	: Only on Central Public Procurement Portal – https://eprocure.gov.in
(e)	Date of uploading of tender document	: 12.07.2023
(f)	Pre-bid meeting	: 20.07.2023 – 03:00 P.M.
(g)	Last date and time of submission of bid	: 02.08.2023 – 03:00 P.M.
(h)	Date and time for opening of bid	: 03.08.2023 – 04:00 PM
(i)	Contact person	: Sanjay Kashyap, Manager (P&A), OIDB Bhawan, Sector-73, Noida
(j)	Estimated Contract Value	: Rs. 4 .50 Crore Approx. for 2 years (Rs.2.25 crore appox. for one year)
(k)	Contract period	: 02 Years

[Manager (P&A)]

Tel: 0120-2594613

प्रधान कार्यालय :-
ओ.आई.डी.बी. भवन, 'सी' ब्लॉक, तीसरी मंजिल,
प्लॉट नं. 2, सेक्टर - 73, नोएडा-201301, उ.प्र.
फोन : 91-120-2594602, 603, 604 फैक्स : 91-120-2594630
वेबसाईट : www.oidb.gov.in

पंजीकृत कार्यालय :-
301, वर्ल्ड ट्रेड सेन्टर, तीसरी मंजिल, बाबर रोड, नई दिल्ली - 110 001
फोन : 91-11-23413540

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Main Office :-
OIDB Bhawan, 'C' Block, 3rd Floor
Plot No. 2, Sector - 73, Noida-201301, Uttar Pradesh
Phone : 91-120-2594602, 603, 604 Fax : 91-120-2594630
Website : www.oidb.gov.in

Registered Office:-
301, World Trade Centre, 3rd Floor, Babar Road, New Delhi - 110 001
Phone : 91-11-23413540

Bid Qualification Criteria

1. The bidder should be DGR Empaneled ESM Security Agency and duly sponsored by DGR.
2. Bidder should have registered/branch office in Delhi/NCR. In this regard, a document issued/registered by/ with appropriate Government Authorities before the date of publishing of bid must be submitted.
3. Bidder should have a License to operate as private security under "The Private Security Agency (Regulation) Act 2005" (PSARA-2005) valid for operation in Noida (UP). Bidder, however, will have to submit the PSARA license before opening of technical bids, failing which bidder will be declared unqualified.
4. Bidder will provide copy of discharge books along with police verification in respect of all Ex-Service Men (ESM) to be deployed as guards.
5. Bidder should have valid PAN, EPF, ESIC & GST Registration. Copies of these documents should be submitted.
6. Bidder should submit a copy of labour license or an undertaking that Labour license will be obtained within 30 days from date of Award of Contract .
7. Bidder should submit an undertaking regarding deployment of Ex Servicemen and wages of Security Personnel to be disbursed to the ESM as per DGR norms.
8. Bidders should not be on holiday list/negative of Central/State Government/OIDB/any other autonomous/attached/subordinate office/PSU. An undertaking to this effect is required to be submitted by the bidder.
9. All documents/information required at Sl. No 2 to 8 above should be submitted, failing which bidder will be declared unqualified.



Scope of Work

1. Job will entail round the clock guarding of office complex of OI DB Bhawan, Plot No.02, Sector-73, Noida (UP). Office complex is spread over a plot of 16000 Sq. Mtr. Approx. and constructed area of 24000 Sq.Mtr. approx. Besides this there are two basements meant for parking and housing the Utilities required for the upkeep of building. Building consists of 4 towers annexed to each other. Three Towers are of G+3 Storey constructions while the fourth tower is of G+ 9 Storey constructions.
2. Building and appurtenant land is bound by boundary wall and has two gates meant for entrance/exit to the office complex and a separate gate for exit from basement parking.
3. Security Guards have to man the gates, basements and floors on round the clock basis and all the days of week (24x7). Approximate requirement will be Thirty (30) guards and Three (3) supervisors for all days of week (24x7).
4. OI DB will have the sole discretion to increase and decrease the security personnel for OI DB Bhawan at any stage and agency should deploy security personnel as per the requirement/directions of OI DB.
5. Job involves monitoring, control with documentation for movement of men, material and vehicles along with surveillance. Agency will ensure surprise inspection of night/day patrolling through its supervisory staff at regular intervals. Building has another security set-up operating in an earmarked portion of OI DB Building occupied by Directorate General of Hydrocarbon (DGH) in G+9 tower. Agency will operate in close association with that set-up without creating conflicts.
6. Apart from other functions, Supervisor will manage roster of guards and will also act as a surveillance officer. Any unwanted happening or doubtful activity in the complex will be reported by supervisor to the appropriate authority of OI DB promptly. Similarly, any action requiring an urgent attention will be brought to the notice of appropriate authority of OI DB.
7. Building usually has the requirement of taking Material out/in including equipment/machinery/part/furniture etc. The material etc. will be allowed to be taken out only with the accompanying gate pass. Similarly when material is brought in the same will be entered in the record book/register.



- 8 Entry of visitors shall be allowed after proper verification and gate pass will be issued to the visitor.
- 9 Entry of vehicle inside building or basement will be checked. Only bonafide vehicles/OIDB sticker carrying vehicles will be allowed inside the complex.
- 10 Vigil will be kept in parking areas for any unlawful activity and the same will be reported to appropriate authority of OIDB promptly.
- 11 The security personnel deployed in the respective locations shall ensure switch on and off lights, fans, fixtures, gadgets etc. as may be assigned to them from time to time.
- 12 The security personnel deployed in the respective locations will keep keys, locks etc for the rooms, floors, common facilities etc. in its safe custody.
- 13 Contractor will submit complete bio-data, Photograph, Police verification and original discharge certificate of the security personnel to be deployed at OIDB site. In case, any change for deployment of security personnel, the same should be intimated to appropriate authority/in- charge of OIDB for deployment of new security personnel and also submit the requisite documents before deployment.
- 14 Supervisors deployed by the contractor should be highly skilled.
- 15 Security Guards/supervisors to be deployed shall not consume smoke, drink alcohol or chew pan, tobacco items etc. and any other types of intoxication during duty hours.
- 16 Physical fitness of guards shall be a top most requirement. Any guard/supervisor lacking physical fitness will not be deployed on duty. Contractor would be required to submit fitness certificate for the staff deployed.
- 17 Contractor will provide sufficient sets of uniform to each guard for winter and summer respectively. They will be provided with lathi, torches, raincoats, gumboots etc. Supervisor will ensure that the staff member's dress is clean and tidy.
- 18 Contractor will ensure that no security personnel leaves his duty in unauthorized way or without a replacement or without the knowledge of supervisor.
- 19 Security agency staff will ensure that stray animals do not enter the premises.



- 20 Any malfunctioning of any utilities harming property of OIDB will be brought to the notice of appropriate authority/in charge of OIDB immediately. Action required at security staff end will be taken prior to reporting.
- 21 Security Guards/supervisors to be deployed will be professionally active and polite to the visitors or the staff of OIDB and other institutions staff housed at OIDB Bhawan.
- 22 Security Guards/supervisors having doubtful character will not be deployed for the duties. Any Guard/supervisor found/caught to be conducting unlawful activities will be removed and suitable action would be taken under the law of land. Contractor shall be bound to prohibit and prevent its employees from any direct or indirect association with person(s) engaged in any anti-social activities, demonstration, riots or agitation.
- 23 Contractor will change the security personnel on OIDB's demand, if any of its staff is found to have committed unethical act like sleeping, intoxication, negligence in performing duty, disobedience, theft, dishonesty, indulging in illegal activities.
- 24 Timely deployment of staff is the responsibility of contractor.
- 25 The staff deployed will ensure an orderly parking of vehicle, entry of bonafide vehicles into the premises.
- 26 All the security guards/supervisors will be provided with Photo ID cards of agency and it would be incumbent on individual to wear it while on duty.
- 27 In the event of misconduct and report against any of the guard/supervisor, such person shall be removed immediately and it would be ensured that such person does not enter the premises of OIDB Bhawan.
- 28 Contractor will deploy personnel who are courteous, trained, well-mannered and disciplined.
- 29 In the event of leave / absenteeism of one or more security person, substitute will be provided. List/bio-data of such person(s) (substitute) will be shared with OIDB before their deployment and they, too, will be registered for bio-metric before their deployment.
- 30 Time to time coaching and lessons regarding security of complex will be conducted to keep the persons updated.



- 31 Supervisor/guards are expected to fight the fire in the complex. Guards should have an adequate training of firefighting so that same is performed by security guards in the eventuality of fire in building. Regular drill in this respect will be carried out by the contractor.
- 32 Age limit of Supervisor and guards to be deputed for services will be as per DGR norms. They will essentially be Ex Servicemen as per DGR norms.
- 33 All security/safety related items, stationery items and other miscellaneous items will be provided by the contractor to its security personnel for smooth operations of security services at OIBD Bhawan.

General Terms & Conditions:

1. The Contract will be valid for the period of two (02) Years as per DGR norms. However, OIBD reserves the right to terminate the contract at any stage as per requirement of OIBD or due to unsatisfactory performance of contractor determined by OIBD. OIBD will not be under any obligation for compensation on this account.
2. Successful bidder shall furnish Security Performance Deposit equal to 5% of total contract value within one month of placement of LOA. Security Deposit may be furnished in the form of A/c Payee Demand Draft / Fixed Deposit / Bank Guarantee as per **Annexure-A**. No interest will be paid on Security Performance Deposit. The Security Deposit should remain valid for a period of 60 days beyond completion of contract period and the same shall be refunded by OIBD after two months of successful completion of the contract without any interest etc to the contractor.
3. All the pages of tender document should be signed by the authorized signatory with stamp of the bidding firm as token of having accepted all the terms & conditions of the tender. Person signing the bid and other documents attached with tender must clearly write his/her name and also specify the designation as having accepted the provisions, conditions, scope of work etc.
4. Bidder must acquaint itself with the site and the conditions prevalent and systems operating there.
5. Validity of bids should be 90 days from the date of opening of bid.
6. Bidder will be required to enter into an agreement with OIBD on non-judicial stamp paper of Rs. 100/- cost of which is to be borne by the bidder, as per

the format enclosed at **Annexure -B** within 15 day of the receipt of the Letter of Acceptance (LOA).

7. OIDB will provide biometric attendance facility/machine. All the security personnel to be deployed at OIDB site by Agency will mark in/out attendance through bio-metric attendance machine.
8. Amendment to the NIT, if required, before submission of bids will be issued and displayed on OIDB's Website.
9. Security guard will be allowed a day of rest by the bidder after a continuous period of six days of work every week. None of the person will be allowed to work more than 8 hours a day. In exceptional circumstances a security guard/supervisor can be allowed to work for additional 8 hours per week with the prior permission of appropriate authority/in-charge of OIDB. Any violation of this condition will be treated as breach of contract and agency will be liable for any penalty and /or action.

2. Payment Terms:

- i. Contractor will make payment to the security personnel deployed at OIDB Bhawan latest by 7th of the following month through electronic mode. A proof thereof to be submitted to OIDB in the invoice of every month. Contractor will submit invoice in duplicate along with bio metric attendance sheet & wage sheet and payment will be made within 15 days from date of submission of invoice subject to providing of all requisites documents/information.
- ii. Contractor will maintain a separate account for EPF and ESIC for the staff deployed at OIDB and details of deduction shall be submitted to OIDB in the monthly bills.
- iii. Contractor shall have pay Bonus to the security personnel deployed at OIDB Bhawan which is mandatory as per the payment of Bonus act 1965, as amended from time to time by Govt. authority. A proof thereof to be submitted to OIDB.
- iv. In case of non-payment of wages or any other dues for security personnel deployed at OIDB Bhawan, OIDB reserves the right to encash security deposit as submitted by the agency to OIDB without any objection of the contractor. If contractor fails to deposit statutory contributions to the concerned authorities and also not adhere the labour & other applicable laws, OIDB reserves the right to take appropriate lawful action against the contractor. The matter shall also be referred to the concerned Government authorities for necessary action against the contractor.



- v. Contractor has to submit an undertaking along with monthly bill that it has complied with all statutory provisions of law applicable to the contract.
- vi. Price variation to the extent of change in wages notified /promulgated by DGR, MoD from time to time shall be allowed during the tenure of contract. The rates shall include all other statutory incidentals. GST or any additional/substituted tax will be paid to the extent of its applicability. Any statutory changes in GST/applicable tax will be reimbursed by OIBD.
- vii. OIBD shall not entertain any claim from contractor if payment gets delayed due to sorting out of the discrepancies, if any, in the bill. Payment will be released through Electronic mode into contractor accounts details of which will be provided before submission of monthly bills.
- viii. Income tax deduction shall be made from all payments as per provisions of Income Tax Act, 1961 as applicable from time to time. Contractor will indicate PAN & GST registration number on monthly bills.

3. Safety of persons: Contractor shall ensure the safety of persons deployed and contractor himself will be responsible for the same. Signing of Agreement will entail indemnifying OIBD. Contractor will separately indemnify OIBD for any mishap injury, accident to the persons deployed by the bidder for the job at OIBD. OIBD will not be responsible to pay any compensation in case any mishap injury, accident etc. happens to the security personnel deployed by the contractor at OIBD Bhawan.

4. Penalty: A penalty of Rs. 10,000/- can be imposed on contractor for every incidence of non- observance or for committing any breach or any default of any of the terms and conditions of the contract, at sole discretion of OIBD. This shall be in addition to OIBD's right to terminate the contract.

5. Arbitration & Jurisdiction: Dispute, if any, arising out of the contract, shall be settled by mutual discussion, failing which the dispute shall be referred to arbitrator to be appointed by the competent authority of OIBD and arbitration shall be considered as per Arbitration Act. Notwithstanding the place where the work under this contract is to be executed, the courts of Delhi alone shall have the jurisdiction overall matter concerning this contract.

6. Statutory Obligations: Contractor will take all necessary steps to adhere to statutory compliances and shall adhere to all laws, rules and regulations that

may be in force from time to time concerning the employment or service conditions of their employees.

7. **Termination of contract:** For premature termination of the agreement, one month notice from OIBD side and three month's notice from contractor's side shall be required in writing. The decision of the Competent Authority in OIBD shall be final and will be binding upon the contractor. OIBD reserve the right to terminate the contract without giving any notice in case the contractor commits breach of any of the terms of the contract. OIBD's decision in such a situation shall be final and shall be accepted by the contractor without any objection or resistance falling of which will result into the forfeiture of performance security deposit. Contractor will hand over all the equipment's/articles etc. provided by OIBD, in good working condition, back to OIBD at the time of completion/termination of contract.
8. The expression "agency" "contractor" "bidder" in this document shall mean and connote the same person who submits the bid and who may be awarded the contract.



ON NON JUDICIAL STAMP PAPER OF RS.100/-

To

M/s Oil Industry Development Board
3rd Floor, G+3 block, OIDB Bhawan
Plot No. 2, Sector-73
NOIDA-201301

Sub: Performance Bank Guarantee.

Dear Sirs,

M/s..... having its Registered Office at..... have been awarded contract for Security Services by Oil Industry Development Board (OIDB). As per the conditions of the contract M/s..... have to pay a sum of Rs..... (Rupees in words) as Performance Security Guarantee, in the form that includes guarantee executed by a Nationalized Bank undertaking full responsibility to indemnify Oil Industry Development Board, in case of default.

The said M/s.....(contractor) have approached us and at their request and in consideration of the promises we..... (bank), having our Head office at have agreed to give such guarantee as hereinafter mentioned.

1. We..... (bank) hereby undertake that if any default shall be made by M/s.....in performing any of the terms and conditions of the contract awarded to them or in payment of any money payable to Oil Industry Development Board, we shall on a demand by you pay to you, in such manner as you may direct the said amount of Rs./- (Rupees in words) or such portion thereof, not exceeding the said sum, as you may from time to time.
2. You will have the full liberty without reference to us and without effecting the guarantee, to postpone for any number time or from time to time the exercise of any of the powers and rights conferred or forebear from enforcing any powers or rights or by reason of time given to the said M/s.....(contractor) which under law relating to the sureties would but for the provision have the effect of releasing us.



3. Your right to recover the said sum of Rs..... (Rupees in words) from us in manner aforesaid will not be affected or suspended by reason of the fact that any dispute or disputes have been raised by the said M/s.....(contractor) and /or that any dispute or disputes are pending before any officer, Tribunal or Court.
4. The guarantee herein contained shall not be determined or affected by the liquidation or winding up, dissolution or change of constitution or insolvency of the said M/s.....(contractor) but shall in all respects and for all purpose be binding and operative until payment of all money due to you in respect of such liability or liabilities is paid.
5. Our liability under this guarantee is restricted to Rs.....(Rupees in words). Our guarantee shall remain in force until Unless a claim, under this guarantee is lodged with us tilli.e. within six months from the date of expiry of guarantee, all your rights under the said guarantee shall be forfeited and we shall be relieved and discharged from all liabilities there under.
6. We have power to issue this guarantee in you favour under our Memorandum and Articles of Association and the undersigned has full power to do under the Power of Attorney dated..... granted to him by the bank.

We.....(bank) lastly undertake not to revoke this guarantee except with your previous consent in writing.

Yours faithfully,

_____ Bank

By its constituted Attorney

Signature of a person duly Authorized

To sign on behalf of the Bank



Security Services at OIDB Bhawan, Sector-73, Noida

CONTRACT AGREEMENT

LOA.NO. _____ **Dated** _____

THIS AGREEMENT is made on between Oil Industry Development Board (hereinafter referred to as "Board" which expression unless excluded or repugnant to the context be deemed to include his successors and assigns), and whose principal place of office is at OIDB Bhawan, Sector 73, NOIDA of the One Part,

AND

M/s. _____ (Hereinafter referred to as "the Contractor") which expression shall unless excluded by or repugnant to the context be deemed to include his successors, heirs, executors, administrators, representatives and assigns of the other part for providing security services (as defined in the Bidding Document).

NOW THIS AGREEMENT WITNESSTH as follows:

I. WHEREAS the Board invited bids through online tender, vide Notice Inviting Tender No. _____ for availing Security Services (as defined in the Bidding Document) at OIDB Bhawan, Sector -73, NOIDA Under _____.

II. AND WHEREAS the Contractor submitted his bid vide No. _____ in accordance with the procedure mentioned along with the bid documents and represented therein that it fulfils all the requirements and has resources and competence to provide the requisite services to the Board.

III. AND WHEREAS the Board has selected M/s. _____ as the successful bidder ("the Contractor") pursuant to the bidding process and awarded the Letter of Award (LOA) No. _____ to the Contractor for a total sum of Rs. _____.

IV. A. AND WHEREAS the Board desires that the Security Services at OIDB Bhawan (as defined in the Bidding Document)



be provided, performed, executed and completed by the Contractor, in accordance with terms & conditions mentioned in the Tender Document / LOA.

V. AND WHEREAS the Contractor acknowledges that the Board can enter into contract with other contractors / parties for the Security Services at OIDB Bhawan(as defined in the Bidding Document)in OIDB premises, in cases the Contractor breaches the terms and conditions as stipulated in the Tender Document and shall waive its claim whatsoever in this regard.

VI. AND WHEREAS the terms and conditions of this Contract have been fully accepted by the Contractor and the Board as parties of the competent capacity and equal standing.

VII. AND WHEREAS the Contractor has fully read, understood and shall abide by all the terms and conditions as stipulated in the Tender Documents for providing Security Services at OIDB Bhawan (as defined in the Bidding Document) in the Client's premises, failing which the Contract is liable to be terminated at any time, without assigning any reasons by the Board.

VIII. AND WHEREAS the OIDB and the Contractor agree as follows:

1. In this Agreement (including the recitals) capitalized words and expressions shall have the same meanings as are respectively assigned to them in the Contract documents referred to.
2. The following documents shall be deemed to form and be read and construed as part of this agreement
 - i. The Letter of Award (LOA) issued by the Board.
 - ii. The complete Bid, as submitted by the Contractor.
 - iii. The Corrigendum, if any, issued by the Board.
 - iv. Any other documents forming part of this contract agreement till date. (Performance Bank Guarantee, Bank Guarantee)
 - v. Services Charges Schedule annexed to this article of agreement
 - vi. Supplementary Agreements, if any, executed from time to time.
- 3 Any changes/modifications/amendments required to be incorporated in the Contract Agreement at a later stage shall be discussed and mutually agreed by both the parties and such supplementary agreements shall be binding on both the parties and shall form the part of this contract agreement.
- 4 Contractor shall fully responsible for compliance of all requirements under labour laws and other applicable laws and rules.



- 5 Board at their option, without prejudice to their rights, hereunder, may cancel the contract at any time by giving one month written notice in case the contractor does not comply with its obligations under this contract. The Board shall in that event forfeit the Security Deposit of the contractor and seek all expenses and damages that may be incurred by the Board for getting the remaining period of contractor executed/performed by another agency at the risk & cost of the contractor.
- 6 If any dispute or difference of any kind whatsoever arises between the contractor and Board in connection with the contract or arises out of the contract, the parties shall first make every effort to resolve amicably such dispute or difference by way of mutual consultation. If the dispute or any part thereof remains unresolved, then the same shall be referred to Secretary, OI&D who shall appoint an arbitrator in compliance of the provisions of Arbitration Act. The courts at Delhi shall have the jurisdiction to entertain any petition in this regard.
- 7 This contract shall be governed by and construed in accordance with laws of India. Each party hereby submits to the jurisdiction as set out in the Dispute Resolution Procedure in the condition of contract.
- VIII. IN WITNESS WHEREOF the parties hereto have caused this Agreement to be executed in accordance with the laws of India on the day, month and year indicated above.

Signed/stamped on behalf
of Contractor

(Authorized Signatory)

Signed/stamped on behalf of
Oil Industry Development Board

(Authorized Signatory)

Witness: (1)

Witness: (1)

Date:

Place: NOIDA



Security Services at OIDB Bhawan, Sector-73, Noida

Check Format

To be filled in by bidder/agency

1	Name of Work	Security Services at OIDB Bhawan, Sector-73, Noida
2	Bid No.	No.ES/2/2022-ADM
3	Office address of bidder/agency	
4	Tel No. & Mobile No.	
5	License No. / Registration for deployment of persons from Central Labour Commissioner	
6	EPF Registration No.	
7	ESIC Registration No.	
8	PAN No.	
9	GST No.	
10	DGR Empanelment No.	
11	Income tax return for last 03 years	
12	Confirm that you are not on holiday / negative list of GoI/OIDB/any PSUs	
13	Confirm, you agree to terms and conditions of NIT in full	

Note: All documents relating to the above information to be submitted.

Signature of Bidder
Address/Tel.No./Seal/Date



Security Services at OIDB Bhawan, Sector-73, Noida

Financial Bid

All components in the wage sheet is as per Notice of DGR (File No.1/5(6)/2023-LS-II dated 03.04.2023)

Wage Sheet as per Notice of DGR

Sl.	Description	Percentage	Security Guard without Arm	Supervisor	Remarks	Quote
(a)	Basic Wages plus VDA	Variable Dearness				
(b)	Employee State Insurance (ESI)/ /Medical allowance and workman compensation on areas not covered under ESI	3.25% of Basic + VDA				
(c)	Employees provident Fund (EPF)	12% of Basic + VDA				
(d)	Employees deposit linked Insurance (EDLI)	0.5% of Basic + VDA				
(e)	Admin. Charges EPF & EDLI	0.50% of Basic + VDA				
(f)	House Rent Allowance (HRA)	24% of basic + VDA or Rs. 5400/- (whichever is higher)				
(g)	ESI/Medical allowance on HRA	3.25% of HRA				
(h)	Annual Bonus	8.33% per month (Basic + VDA)				
(i)	Uniform outfit allowance	5% of Basic+ VDA				
(j)	Uniform washing allowance	3% of Basic + VDA				
(k)	Sub-total Sum of (a to j)					
(l)	Relieving charges (1/6th) of (k)	1 To be incorporated only when a reliever is provided on paid rest days 2 All mandatory deductions in respect of the reliever as applicable at serial (b), (c), (d) and (g) to be deposited with concerned Govt. Departments				
(m)	Total cost per head					
(n)	Service Charge	Upto max of 10% on Sl. 2(m) of DGR Notice No.1/5(6)/2023-LS-II dated 03.04.2023 as enclosed at Annexure-C of the bid. All ongoing contracts (i.e. not bid on Gem Portal will be @10% (fixed) on Sl. 2 (m) of DGR Notice as enclosed at Annexure-C of the bid.				
(o)	Sum total	Sum of (m) and (n)				
(p)	GST	As per prevailing rate				
	Grand Total					

Note:

- i) Bidder shall ensure to fill all the component in above wages sheet in accordance of DGR Notice No.1/5(6)/2023-LS-II dated 03.04.2023 as enclosed at Annexure-C of the bid.
- ii) Wages should be paid to the security personnel deployed at OIDB Bhawan as per DGR norms and subsequently revision made by DGR from time to time.
- iii) Bid will be evaluated based on the service charges (Column (n) of the wage sheet.

Signature of Bidder
Address/Tel.No./Seal/Date



List of agencies sponsored by DGR*

Sl. No.	Name of the Agencies sponsored by DGR
1	6640-Col Sangam Prasad Shukla M/s Sangam Prasad Shukla Shop No. 113 Upper Ground Floor Lekhraj Gold Complex Munshi Puliya Indra Nagar Lucknow (UP) 226016.
2	8435- Maj Reema Singh M/s Reema Singh, SA Shop No. 10, Cp-5 Sec – H, LDA Colony, Kanpur Road, Lucknow (UP) 226012.
3	8109- Brig Vikram Singh M/s Vikram Singh, SA Shop No. 3, 2 nd Floor, Hanuman Market, Harola, Sector 5, Noida, Gautam Budh Nagar, UP 201301.
4	8448- Col Mannu Chopra M/s Mannu Chopra CP-5, Sector-H, LDA Colony, Kanpur Road, Lucknow (UP) – 226012.

* Name of the agencies sponsored by DGR vide letter no. 4014/SA/OIDB/Noida/24
May 2023/Uttar Pradesh/6640/8435/8109/8448/res dated 24.05.2023 to OIDB



**DIRECTORATE GENERAL OF RESETTLEMENT MINISTRY OF DEFENCE
GOVERNMENT OF INDIA, WEST BLOCK IV RK PURAM, NEW DELHI 110068**



NOTICE OF REVISION OF MINIMUM WAGES FOR ONE DAY W.E.F. 01 Apr 2023

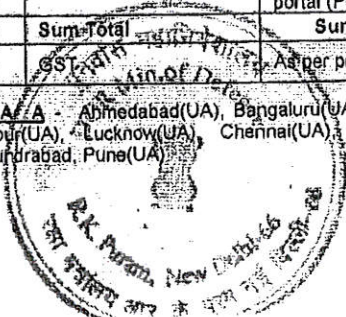
1. Reference Government of India, Ministry of Defence Office Memorandum No. 28(75)/2020-D (RES-I) Dated 13 May 2021 and Corrigendum dated 23 Jun 2021 regarding Guidelines for functioning of DGR Empanelled Ex-Serviceman Security Agencies.

2. Consequent to revision of Minimum Wages by Ministry of Labour and Employment, vide Government of India, the Ministry of Labour & Employment, Government of India Order File No. 1/5(S)/2023-LS-II dated 03 Apr 2023 for Employment of personnel of the Central sphere, for Watch and Ward Duties and ibid office memorandum. The under mentioned Minimum Wages for one Watch (8 hours) are the rates (All components) Below which the quotations at all stages of Tendering to the Principal Employer and payment to the guards & other staff employed will NOT be made by DGR sponsored security agencies/ Companies/ Corporations throughout the country with effect from 01 Apr 2023.

AREA A

S.No	Description	Percentage (To be read in conjunction with latest rules/ Acts/ regulations and policies promulgated by Competent Government Authority)	Security Guard without arms (skilled)	Security Guard with arms Gunman (Highly skilled)	Supervisor (Highly skilled)	Remarks
(a)	Basic Wages (BW) plus Variable Dearness Allowance (VDA)		897	973	1193.01	1. Centre or state wages, whichever is higher, is payable. 2. See Notes 1 & 5
(b)	Employees State Insurance (ESI)/Medical Allowance and Workmen Compensation in areas not covered under ESI	3.25% of Basic plus VDA		As Applicable		See Notes 2 & 10
(c)	Employees Provident Fund (EPF)	12% of Basic plus VDA		As Applicable		See Notes 9 & 10
(d)	Employees Deposit linked Insurance (EDLI)	0.5% of Basic plus VDA		As Applicable		or as notified from time to time
(e)	Administrative Charges (EPF & EDLI)	0.50 % of Basic plus VDA		As Applicable		or as notified from time to time
(f)	House Rent Allowance (HRA)	24% of Basic plus VDA or Rs 5400 (Whichever is higher)	215.28	233.52	286.32	See Notes 3, 9 & 10 or as notified from time to time
(g)	ESI/Medical Allowance on HRA	3.25% of HRA		As Applicable		See Notes 2, 9 or 10 as notified from time to time
(h)	Annual Bonus	8.33% per month (Basic+VDA)				See Notes 4, 9 & 10 or as notified from time to time
(i)	Uniform Outfit Allowance	5% of Basic plus VDA	44.85	48.65	59.65	
(j)	Uniform Washing Allowance	3% of Basic plus VDA	26.91	28.19	35.79	
(k)	SUB TOTAL Sum of (a) to (j)					Cost per Watch (8 Hours) for every Guard
(l)	Relieving Charges 1/6 th of serial (k) **	1. To be incorporated only when a reliever is provided on paid rest days. 2. All mandatory deductions in respect of the reliever as applicable at serial (b), (c), (d), (e) and (g) to be deposited with concerned Govt Departments.				
(m)	Total Cost Per Day					
(n)	Service Charge	1. 14% (fixed) Service Charges for Operational contracts (contracted before 13 May 2021) on Ser 2(m) 2. 10% (fixed) for contracts under negotiation/ contracted from 13 May 2021 onwards on Ser 2(m) till migration to GeM 3. Upto max of 10% on Ser 2(m) on competitive bidding on GeM portal (Post Migration)				1. Ref Para 11 (a) & (g) (II) of MoD OM dt 13 May 2021 and Amendments. 2. See notes 9 & 10
(o)	Sum Total	Sum of (m) and (n)				See Notes 7 & 8
(p)		As per prevailing rates				As notified

AREA A - Ahmedabad(UA), Bangaluru(UA), Kolkata(UA), Delhi(UA), Greater Mumbai(UA), Navi Mumbai(UA), Hyderabad(UA), Kanpur(UA), Lucknow(UA), Chennai(UA), Nagpur(UA), Faridabad Complex(M. Corp), Ghaziabad(UA), Gurgaon, Noida, Secunderabad, Pune(UA)

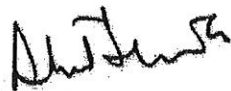


अतुल दीवान / Atul Dewan
कमोडोर / Commodore
प्रधान निदेशक (रोजगार) / PD (Emp)
पुनर्वास महानिदेशालय / Resettlement
रक्षा मंत्रालय / MoD
नई दिल्ली - 110068

AREA - B

S.No	Description	Percentage (This is to be read in conjunction with latest rules/ acts/ regulations and policies promulgated by Competent Govt. Authority)	Security Guard without arms (Skilled)	Security Guard with arms (Highly Skilled)	Supervisor (Highly Skilled)	Remarks
(a)	Basic Wages (BW) plus Variable Dearness Allowance (VDA)		816	897	1085.28	1. Centre or state wages, whichever is higher, is payable. 2. See Notes 1 & 5
(b)	Employees State Insurance (ESI)/Medical Allowance and Workmen Compensation in areas not covered under ESI	3.25% of Basic plus VDA		As Applicable		See Notes 2 & 10
(c)	Employees Provident Fund (EPF)	12% of Basic plus VDA		As Applicable		See Notes 9 & 10
(d)	Employees Deposit linked Insurance (EDLI)	0.5% of Basic plus VDA		As Applicable		or as notified from time to time
(e)	Administrative Charges (EPF & EDLI)	0.5% of Basic plus VDA		As Applicable		or as notified from time to time
(f)	House Rent Allowance (HRA)	16% of Basic plus VDA or Rs 3600 (Whichever is higher)	138.46	143.52	173.64	See Notes 3, 9 & 10 or as notified from time to time
(g)	ESI/Medical Allowance on HRA	3.25% of HRA		As Applicable		See Notes 2 & 9 or as notified from time to time
(h)	Annual Bonus	8.33% (Basic + VDA)	-	-	-	See Notes 4, 9 & 10 or as notified from time to time
(i)	Uniform Outfit Allowance	5% of Basic plus VDA	40.80	44.85	54.26	
(j)	Uniform Washing Allowance	3% of Basic plus VDA	24.48	26.91	32.56	
(k)	SUB TOTAL	Sum of (a) to (j)				Cost per Watch (8 Hours) for every Guard
(l)	Relieving Charges 1/6 th of total of serial (k) **	1. To be incorporated only when a reliever is provided on paid rest days. 2. All mandatory deductions in respect of the reliever as applicable at serial (b), (c), (d), (e) and (g) to be deposited with concerned Govt Departments.				
(m)	Total Cost Per Day	Sum of (k) to (l)				
(n)	Service Charge (14% of serial 'm')	1. 14% (fixed) Service Charges for Operational contracts (contracted before 13 May 2021) on Ser 2(m) 2. 10% (fixed) for contracts under negotiation/ contracted from 13 May 2021 onwards on Ser 2(m) till migration to GeM. 3. Upto max of 10% on Ser 2(m) on competitive bidding on GeM portal (Post Migration)				1. Ref Para 13 (a) & (g) (ii) of MoD OM dt 13 May 2021 and Amendments. 2. See notes 9 & 10
(o)	Sum Total	Sum of (m) and (n)				See Notes 7 & 8
(p)	GST	As per prevailing rates				As notified from time to time




 अतुल दीवान / Atul Dewan
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 पुनर्वास महानिदेशालय / Dir Gen Resettlement
 रक्षा मंत्रालय / Ministry of Defence
 नई दिल्ली-110068 / New Delhi-110068

AREA -B

S.No	Description	Percentage (This is to be read in conjunction with latest rules/ acts/ regulations and policies promulgated by Competent Govt Authority)	Security Guard without arms (Skilled)	Security Guard with arms (Highly Skilled)	Supervisor (Highly Skilled)	Remarks
(a)	Basic Wages (BW) plus Variable Dearness Allowance (VDA)		816	897	1085.28	1. Centre or state wages, whichever is higher, is payable. 2. See Notes 1 & 5
(b)	Employees State Insurance (ESI)/Medical Allowance and Workmen Compensation in areas not covered under ESI	3.25% of Basic plus VDA		As Applicable		See Notes 2 & 10
(c)	Employees Provident Fund (EPF)	12% of Basic plus VDA		As Applicable		See Notes 9 & 10
(d)	Employees Deposit linked Insurance (EDLI)	0.5% of Basic plus VDA		As Applicable		or as notified from time to time
(e)	Administrative Charges (EPF & EDLI)	0.5% of Basic plus VDA		As Applicable		or as notified from time to time
(f)	House Rent Allowance (HRA)	16% of Basic plus VDA or Rs 3600 (Whichever is higher)	138.46	143.62	173.64	See Notes 3, 9 & 10 or as notified from time to time
(g)	ESI/Medical Allowance on HRA	3.25% of HRA		As Applicable		See Notes 2 & 9 or as notified from time to time
(h)	Annual Bonus	8.33% (Basic + VDA)	-	-	-	See Notes 4, 9 & 10 or as notified from time to time
(i)	Uniform Outfit Allowance	5% of Basic plus VDA	40.80	44.85	54.26	
(j)	Uniform Washing Allowance	3% of Basic plus VDA	24.48	26.91	32.56	
(k)	SUB TOTAL	Sum of (a) to (j)				Cost per Watch (8 Hours) for every Guard
(l)	Relieving Charges 1/6 th of total of serial (k) **	1. To be incorporated only when a reliever is provided on paid rest days. 2. All mandatory deductions in respect of the reliever as applicable at serial (b), (c), (d), (e) and (g) to be deposited with concerned Govt Departments.				
(m)	Total Cost Per Day	Sum of (k) to (l)				
(n)	Service Charge (14% of serial 'm')	1. 14% (fixed) Service Charges for Operational contracts (contracted before 13 May 2021) on Ser 2(m) 2. 10% (fixed) for contracts under negotiation/ contracted from 13 May 2021 onwards on Ser 2(m) till migration to GeM. 3. Upto max of 10% on Ser 2(m) on competitive bidding on GeM portal (Post Migration)				1. Ref Para 13 (a) & (g) (ii) of MoD OM dt 13 May 2021 and Amendments. 2. See notes 9 & 10
(o)	Sum Total	Sum of (m) and (n)				See Notes 7 & 8
(p)	GST	As per prevailing rates				As notified from time to time



अतुल दीवान / Atul Dewan
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पुनर्वास महानिदेशालय / Dir Gen Resettlement
रक्षा मंत्रालय / Ministry of Defence
नई दिल्ली-110068 / New Delhi-110068

AREA-B

Agra	(UA)	Indore	(UA)	Ranchi	(UA)
Ajmer	(UA)	Jabalpur	(UA)	Saharanpur	(M. Corp)
Aligarh	(UA)	Jaipur	(M. Corp)	Salem	(UA)
Allahabad	(UA)	Jalandhar	(UA)	Sangli	(UA)
Amravati	(M. Corp)	Jalandhar Cantt	(UA)	Shilong	
Amritsar	(UA)	Jammu	(UA)	Siliguri	(UA)
Asansol	(UA)	Jamnagar	(UA)	Solapur	(M. Corp)
Aurangabad	(UA)	Jamshedpur	(UA)	Strinagar	(UA)
Bareilly	(UA)	Jhansi	(UA)	Surat	(UA)
Belgaum	(UA)	Jodhpur	(UA)	Thiruvananthapuram	(UA)
Bhavnagar	(UA)	Kannur	(UA)	Thrissur	(UA)
Bhiwandi	(UA)	Kochi	(UA)	Tiruchirappalli	(UA)
Bhopal	(UA)	Kolhapur	(UA)	Tiruppur	(UA)
Bhubaneswar	(UA)	Kollam	(UA)	Ujjain	(M. Corp)
Bikaner	(M. Corp)	Kota	(M. Corp)	Vadodara	(UA)
Bokaro Steel City	(UA)	Kozhikode	(UA)	Varanasi	(UA)
Chandigarh	(UA)	Ludhiana	(M. Corp)	Varanasi	(UA)
Coimbatore	(UA)	Madurai	(UA)	Vasai-Virar City	(M. Corp)
Cuttack	(UA)	Malappuram	(UA)	Vijaywada	(UA)
Dehradun	(UA)	Malegaon	(UA)	Vishakhapatnam	(M. Corp)
Dhanbad	(UA)	Mangalore	(UA)	Warangal	(UA)
Durgapur	(UA)	Meerut	(UA)		
Durg-Bhilai Nagar	(UA)	Moradabad	(M. Corp)		
Erode	(UA)	Mysore	(UA)		
Ferozabad		Nanded Waghala	(M. Corp)		
Goa		Nasik	(UA)		
Gorakhpur	(UA)	Nellore	(UA)		
Greater Vishakhapatnam	(M. Corp)	Panchkula	(UA)		
Gulbarga	(UA)	Patna	(UA)		
Guntur	(UA)	Port Blair	(UA)		
Guwahati	(UA)	Puducherry	(UA)		
Gwalior	(UA)	Raipur	(UA)		
Hubli-Dharwad	(M. Corp)	Raurkela	(UA)		
		Rajkot	(UA)		




अतुल दीवान / Atul Dewan
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 पुनर्वास महानिदेशालय / Dis Gen Resettlement
 रक्षा मंत्रालय / Ministry of Defence
 नई दिल्ली-110066 / New Delhi-110066

AREA-B

Agra	(UA)	Indore	(UA)	Ranchi	(UA)
Ajmer	(UA)	Jabalpur	(UA)	Saharanpur	(M. Corp)
Aligarh	(UA)	Jaipur	(M. Corp)	Salem	(UA)
Allahabad	(UA)	Jalandhar	(UA)	Sangli	(UA)
Amravati	(M. Corp)	Jalandhar Cantt	(UA)	Shilong	
Amritsar	(UA)	Jammu	(UA)	Siliguri	(UA)
		Jamnagar	(UA)	Solapur	(M. Corp)
Asansol	(UA)	Jamshedpur	(UA)	Srinagar	(UA)
Aurangabad	(UA)	Jhansi	(UA)	Surat	(UA)
Bareilly	(UA)	Jodhpur	(UA)	Thiruvananthapuram	(UA)
Belgaum	(UA)	Kannur	(UA)	Thrissur	(UA)
Bhavnagar	(UA)	Kochi	(UA)	Tiruchirappalli	(UA)
Bhiwandi	(UA)	Kolhapur	(UA)	Tiruppur	(UA)
Bhopal	(UA)	Kollam	(UA)	Ujjain	(M. Corp)
Bhubaneshwar	(UA)	Kota	(M. Corp)	Vadodara	(UA)
Bikaner	(M. Corp)	Kozhikode	(UA)	Varanasi	(UA)
Bokaro Steel City	(UA)	Ludhiana	(M. Corp)	Vasai-Virar City	(M. Corp)
Chandigarh	(UA)	Madurai	(UA)	Vijaywada	(UA)
Coimbatore	(UA)	Malappuram	(UA)	Vishakhapatnam	(M. Corp)
Cuttack	(UA)	Malegaon	(UA)	Warangal	(UA)
Dehradun	(UA)	Mangalore	(UA)		
Dhanbad	(UA)	Meerut	(UA)		
Durgapur	(UA)	Moradabad	(M. Corp)		
Durg-Bhilai Nagar	(UA)	Mysore	(UA)		
Erode	(UA)	Nanded Waghala	(M. Corp)		
Firozabad		Nasik	(UA)		
Goa		Nellore	(UA)		
Gorakhpur	(UA)	Panchkula	(UA)		
Greater Vishakhapatnam	(M. Corp)	Patna	(UA)		
Gulbarga	(UA)	Port Blair	(UA)		
Guntur	(UA)	Puducherry	(UA)		
Guwahati	(UA)	Raipur	(UA)		
Gwalior	(UA)	Raurkela	(UA)		
Hubli-Dharwad	(M. Corp)	Rajkot	(UA)		




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 रक्षा मंत्रालय / Ministry of Defence
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AREA-C

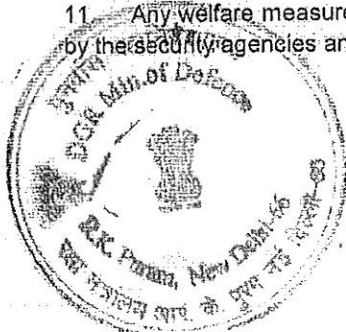
S.No	Description	Percentage (This is to be read in conjunction with latest rules/acts/regulations and policies promulgated by Competent Govt Authority)	Security Guard without arms (Skilled)	Security Guard (with arms)/ Gunman (Highly Skilled)	Supervisor (Highly Skilled)	Remarks
(a)	Basic Wages (BW) plus Variable Dearness Allowance (VDA)		695	816	924.35	1. Centre or state wages, whichever is higher, is payable. 2. See Notes 1 & 5
(b)	Employees State Insurance (ESI)/Medical Allowance and Workmen Compensation in areas not covered under ESI	3.25% of Basic plus VDA	22.59	-	-	See Notes 2 & 10
(c)	Employees Provident Fund (EPF)	12% of Basic plus VDA	As Applicable			See Notes 9 & 10
(d)	Employees Deposit linked Insurance (EDLI)	0.50% of Basic plus VDA	As applicable			or as notified from time to time
(e)	Administrative Charges	0.50% of Basic plus VDA	As applicable			or as notified from time to time
(f)	House Rent Allowance (HRA)	8% of Basic plus VDA or Rs 1800 (Whichever is higher)	69.23	69.23	73.95	See Notes 3, 9 & 10 or as notified from time to time
(g)	ESI/Medical Allowance on HRA	3.25% of HRA	2.25	-	-	See Notes 2, 9 & 10 or as notified from time to time
(h)	Annual Bonus (ref notes)	8.33% per month (Basic+VDA)	57.89	-	-	See Notes 4, 9 & 10 or as notified from time to time
(i)	Uniform Outfit Allowance	5% of Basic plus VDA	34.75	40.80	46.22	
(j)	Uniform Washing Allowance	3% of Basic plus VDA	20.85	24.40	27.73	
(k)	TOTAL					Cost per Watch (8 Hours) for every Guard
(l)	Relieving Charges 1/6 th of total of serial (k) **	1. To be incorporated only when a reliever is provided on paid rest days. 2. All mandatory deductions in respect of the reliever as applicable at serial (b), (c), (d), (e) and (g) to be deposited with concerned Govt Departments.				
(m)	Total Cost Per Day					
(n)	Service Charge	1. 14% (fixed) Service Charges for Operational contracts (contracted before 13 May 2021) on Ser 2(m) 2. 10%(fixed) for contracts under negotiation/ contracted from 13 May 2021 onwards on Ser 2(m) till migration to GeM 3. Upto max of 10% on Ser 2(m) on competitive bidding on GeM portal (Post Migration)				
(o)	Sum Total	Sum of (m) and (n)				1. Ref Para 13 (a) & (g) (ii) of MoD OM dt 13 May 2021 and Amendments. 2. See notes 9 & 10
(p)	GST	As per prevailing rates				See Notes 7 & 8 As notified from time to time

AREA-C: AREAS NOT COVERED IN AREA-A AND AREA-B

अतुल दीवान / Atul Dewan
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नई दिल्ली-110069 / New Delhi-110069

Notes:-

1. Wherever the state minimum wages are higher than the wages notified herein, the higher wages shall stand protected and would be payable.
2. **ESI** The employees employed in the watch & ward duties shall be covered under the Employees State Insurance Act 1948 as amended from time to time based on the gazette notifications by respective State Governments covering the areas under the ESI Act. Those areas which are not covered in the notification shall be covered under the Workmen Compensation Act 1923, as applicable.
3. **HRA** The classification of the areas for the purpose of calculation of HRA is to be taken as per the classification of areas for HRA promulgated by the Ministry of Finance, Govt. Of India.
4. **Bonus** Bonus is mandatory as per Payment of Bonus Act 1965 (as amended vide payment of bonus Amendment Act 2015), concerned month's wage as fixed by DGR or State Govt or Rs. 7000/- whichever is higher is payable to the security guard/supervisor w.e.f 01 April 2014.
5. **Paid Rest Day** The security guards are entitled to a paid rest day in every period of seven days. (Refer Section 13 (b) of the Minimum Wages Act, 1948 and Rule 23 of the Wages (Central) Rules, 1950). When a security guard is requisitioned by the Principal Employer to work for more than 48 hours in a week, he is entitled to wages on overtime rates for the additional period at double the ordinary rates in addition to the wages for the rest day.
6. **Leave** Payment for leave relief during the leave as mandated by Centre/State Govts. / Principal employer/Service recipient will also be admissible by the Principal Employer/Service Recipients.
7. **Additional Charges** Additional charges will be levied in case of service being provided in Central/ State Government Notified remote/disturbed/hazardous areas as Field Allowance @ 25 percent of Basic Pay plus VDA will be entitled to ESM security guards when working in remote/disturbed area such as Northern Eastern States, J&K etc, or when working in areas hazardous to health such as Coal Fields, Mines and Pipelines. The ESM Security Agency will be paid Service Charges including Additional Charges, if applicable.
8. The daily wages shall be the minimum wages below which the the employees employed in the watch & ward duties shall not be paid. The security agencies shall acquaint themselves with the relevant statutory provisions and carry out the market survey before bidding/ quoting the rates of basic daily wage including the variable dearness allowance but the same will not be below the minimum wages as given above.
9. Wages are subject to amendments as and when promulgated by concerned authorities from time to time.
10. Para 2(b), (c), (f), (g), (h), (i) and (n) of this Notice shall be calculated by the security agencies and PSUs/service recipients, as per the governing statutory provisions, as applicable.
11. Any welfare measures laid down by the Central/State Enactments shall be duly complied with by the security agencies and PSUs/Principal employers/service seekers.



Atul Dewan
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