

## **HIGH COURT OF ORISSA : CUTTACK**

Notice No. 15988 Dated 21.10.2024

**NOTICE FOR PROVIDING SECURITY GUARD (WATCH AND WARD) (WITHOUT ARMS) AT MUSEUM OF JUSTICE, KILLA FORT, CANTONMENT ROAD, CUTTACK ON CONTRACT BASIS.**

<b>Name of work</b>	<b>Last date/Time of Submission of Tender Form</b>	<b>Date/Time of Opening of Technical Bid Document</b>
Tender for Annual Contract for providing Security Guard (Watch and Ward)(Without Arms) on contract basis at Museum of Justice, Killa Fort, Cantonment Road, Cuttack	<b>11.11.2024 upto 5 P.M.</b>	<b>13.11.2024 at 11.30 A.M.</b>

The competent Authorities of the Court reserve the rights to accept/reject any or all of the tender bids wholly or in part, without assigning any reason thereof.

Sd/-

Registrar (Judicial)

Orissa High Court, Cuttack

Memo No. 15989 dated 21.10.2024

Copy forwarded to :

1. Superintendent, Computer Section for uploading in the website of the High Court of Orissa, Cuttack.
2. Notice Board of the High Court of Orissa, Cuttack

Sd/-

Registrar (Judicial)

Orissa High Court, Cuttack

**Tender Document for Providing  
Security Guard (Watch and Ward)  
Without Arms  
on Contract Basis  
Museum of Justice, Killa Fort,  
Cuttack**



**THE HIGH COURT OF ORISSA, CUTTACK**

**THE HIGH COURT OF ORISSA, CUTTACK**  
**TENDER NOTICE**

**Bid Reference No.....Date .....**

Bids in sealed cover are invited under a two-bid system from reputed, well established and financially sound Security Service Providers to provide services of Security Guard (Watch and Ward) Without Arms on contract basis at Museum of Justice, Killa Fort, Cuttack. The details of the bidding process are as follows.

SI No.	Bidding schedule	Deadline
1.	Date of issue of Tender Document	21.10.2024
2.	Bid Due Date and Time	11.11.2024 upto 05 P.M.
3.	Opening of Technical Bids	13.11.2024
4.	Opening of Financial Bids of eligible Bidders	19.11.2024
5.	Likely date for commencement of deployment of Required manpower	24.11.2024

Bidders are required to submit the Technical and Financial Bids separately. The bids in sealed Cover-I containing “**Technical Bid**” and sealed Cover-II containing “**Financial Bid**” should be placed in a third sealed cover super-scribed “**Tender for Providing Security Guard (Watch and Ward) at Museum of Justice, Killa Fort, Cuttack**” must reach the undersigned on or before 5 P.M. of 11.11.2024 by *speed post / registered post / courier* & can also be directly submitted at the Admin. Diary Section of the High Court of Orissa, Cuttack.

The bid documents containing eligibility criteria, scope of work, term and conditions of the tender and draft agreement can be downloaded from the official website of The High Court of Orissa, Cuttack.

Complete address for submission of bid.

The Registrar (Judicial),

The High Court of Orissa, Cuttack

**By Order**  
**Sd/- P.K. Rajguru**

**REGISTRAR (JUDICIAL)**

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SECTION-I

**Instruction to Bidders**

**A. General Information:**

1. The High Court of Orissa requires the services of reputed, well established and financially sound Security Service Providers to provide services of Security Guard on contract basis at Museum of Justice, Killa Fort, Cuttack.
2. The period of contract for providing the aforesaid security services is likely to commence from **24.11.2024** and would continue till **23.11.2025**. The period of the contract may be further extended subject to satisfactory performance and mutual agreement. The period of contract may be curtailed/ terminated before **23.11.2025** owing to deficiency in service or sub-standard quality of security personnel deployed by the selected Service Provider or because of change in the Court's requirements. The High Court of Orissa, however, reserves the right to terminate the initial contract at any time after giving 30 days notice to the selected Service Provider.
3. The interested bidder may visit the location on any working day between the office hours to have a thorough knowledge of the work to be performed and submission of the bid.
4. The contract for providing security service shall be terminated if the selected bidder fails to deploy adequately trained experienced and well disciplined security personnel.
5. The High Court of Orissa presently has a tentative requirement of **13 (Thirteen) nos. of Security Guard and one Security Supervisor**. The number of persons may increase or decrease subject to future requirements of the Court.

## 6. Eligibility Criteria

SI No.	Eligibility Criteria	Supporting documents to be Furnished along with Technical bid.
1.	<p>The bidder should be registered under appropriate authority such as</p> <ul style="list-style-type: none"> <li>• Registered under the companies Act 2013</li> <li>• Registered under the Indian partnership Act 1932</li> <li>• Registered under the Indian Trusts Act 1882</li> <li>• Registered under the societies registration Act 1860</li> <li>• Registered under the Limited Liability partnership Act 2008</li> <li>• Registered under The Odisha Private Security Agencies Rules, 2009 (PSARA)</li> <li>• Labour License/ Registration under The Contract Labour (Regulation &amp; Control) Act, 1970</li> </ul>	Certificate of Incorporation / Registered
2.	The bidder must have at least <b>three years</b> in business (up to the last date of submission of bid) for providing security services to Central/ State Government / Autonomous Bodies/ Agencies / Societies/Corporate bidders)	Copies of the work order from the previous authorities.
3.	The registered office / branch office of the service provider must be located within the jurisdictional area of Odisha.	Valid address proof of the office. Please attach a copy of the electricity bill/land telephone/ Bank Passbook etc.
4	The bidders must have an average annual financial turnover of Rs. <b>60 lakh (Rupees forty Lakhs)</b> from security service business during the last <b>three</b> financial years as on 31.03.2024. (2021-22)(2022-23) (2023-24).	Copies of audited income/Expenditure statement & balance sheet for the concerned period.
5	The bidders must have its own bank account in any scheduled bank situated in Odisha.	Copies of the first page of passbook & transaction for the last six months.
6	The bidders should not have been black listed by any Central / State Govt. or any other public sector undertaking or corporation as on date of this RFP.	An undertaking to this effect to be furnished by the bidder as per the prescribed format
7	The bidders must not have any pending judicial proceeding for any criminal offence against the proprietor, Director / persons to be deployed by the service Provider.	An undertaking to this effect to be furnished by the bidder as per the prescribed format.
8	Other statutory documents.	Copies of <ol style="list-style-type: none"> <li>1. PAN Card</li> <li>2. GSTIN</li> <li>3. Copies of EPF &amp; ESI Registration Certificate</li> <li>4. IT returns for the last 3 Assessment years.</li> </ol>

**B. Submission of Bid**

The proposal complete in all respects as specified must be accompanied with a Non-Refundable amount of **Rs. 5,000/- (Five Thousand) Only** towards Bid Processing Fee & Earnest Money Deposit (EMD) of **Rs.1,43,596/- (Rupees One Lakh Forty Three Thousand Five Hundred Ninety Six Only)** in favour of **The Registrar(Judicial), The High Court of Orissa**, in shape of Demand Draft drawn in any **Nationalized Bank** failing which the bid will be out rightly rejected. The bid should be sent through speed post / registered post / courier & can also be directly submitted at the Admin Diary Section of the High Court of Orissa, Cuttack by **11.11.2024 up to 05.00 P.M.**

The authority will not be responsible for any postal delay. Bids without bid processing fee and EMD shall be rejected. Bids submitted after the due date will be summarily rejected. The EMD of unsuccessful bidders will be refunded without interest after the award of Contract.

The bid has been invited under two bid systems i.e. Technical Bid & Financial Bid. The bidders will submit two separate envelopes superscribing for **Technical Bid** and another for **Financial Bid**. Both sealed envelopes must be kept in a third sealed envelope super scribing “**Tender for Providing Security Guard (Watch and Ward) at Museum of Justice, Killa Fort, Cuttack**”.

Selected bidder will have to deposit a performance security i.e. **10%** of the contract value within seven working days of the award of contract in the form of Bank Guarantee from any Scheduled Bank situated in Odisha in favour of **The Registrar (Judicial), High Court of Orissa, Cuttack** as per proforma provided in the tender document for a period of Two months beyond the contract period ( i.e The performance bank guarantee must be valid from the date of effectiveness of the contract to a period of two months beyond the period of contract).

**In case of claiming any Exemption, Valid Certificate is necessary where the availability of exemption must be recorded in the said Certificate.**

Failure to comply with the requirements shall constitute sufficient grounds for forfeiture of the performance bank guarantee. The performance bank guarantee shall be released immediately after two months of expiry of the contract provided that there is no breach of contract on the part of the qualified bidder. No interest shall be paid on the performance bank guarantee. In case the contract is further extended beyond the initial contract period, the bank guarantee will have to be renewed accordingly by the selected service provider as per the existing terms & conditions of the tender.

### C. List of Documents for submission

**Bidders are required to furnish the following documents along with the Technical Bid:**

- 1) Covering letter along with power of attorney on the bidder's letter head.
  - 2) Demand draft in support of Bid processing fee as applicable.
  - 3) Demand draft in support of EMD as applicable.
  - 4) Copy of certificate of incorporation of the firm / agency.
  - 5) Copy of PAN/Aadhar/GIR
  - 6) Copy of GSTIN
  - 7) Copies of IT return for the last three financial years.
  - 8) Copies of EPF & ESI registration number
  - 9) Copy of valid labour licence.
  - 10) Copy of Bank Account Statement of the Agency for the last Six Months
  - 11) Copies of the Income / Expenditure statements along with the balancesheet for the last 3 years.
  - 12) Copies of the work orders from the previous organizations or continuing contract for providing security services during the last three years.
  - 13) Undertaking regarding non-black listing (on stamp paper)
  - 14) Undertaking regarding non-pending of any judicial proceedings against proprietor or contractor or firm (on bidders letter head)
  - 15) Copy of Valid address proof of the office like, copy of the electricity bill/land telephone, Bank Passbook etc.
  - 16) Copy of Valid Certificate for exemption in EMD & Performance Security (If any).
  - 17) Copy of Registration Certificate under Odisha Private Security Agencies Rule, 2009 (PSARA).
  - 18) Evidence of availability of training facility and service equipments and gadget in the form of an undertaking.
  - 19) Copy of Registration Certificate under Shop & Commercial Establishment Act.
1. Any deviation from the prescribed procedures / required information / formats / conditions shall result in outright rejection of the bid. Any conditional bid shall be outrightly rejected.
  2. All entries along with the pages in the bid document should be legible, filled in clearly and signed by the authorized representative. Interlineation, correction, eraser or over writing shall be treated as invalid. If the space for furnishing information is insufficient, a separate sheet duly signed by the authorized signatory should be attached.
  3. The Technical bids shall be opened on the scheduled date and time **at 11.30 A.M. on 13.11.2024**, in the New Conference Hall of the old building of High Court of Orissa in presence of the

Selection Committee and the representatives of the Security Service Providers, if any, who wish to be present on the spot at the time of opening of the Bids.

4. The EMD shall be forfeited if the successful bidder fails to undertake the work or fails to comply with any of the terms and conditions of the bid.
5. The bid shall be valid for a period of 90 days from the date of opening of the bids and no request for any variation in quoted rates and / withdrawal of bids on any ground by the bidder shall be entertained. Validity of the bids can be extended on mutual consent.
6. To assist in the analysis, evaluation and computation of bids, the authority may ask the bidders individually for clarification of their bids. The request for clarification and the response shall be in writing but no change in the price or substance of the bid offered shall be permitted.
7. The bidder having the lowest evaluated financial bid (L-1) would be considered for award of the contract subject to fulfillment of the terms & conditions of the bid documents. In case the lowest bidder is disqualified after selection for any reason, then negotiation will be made with the second lowest (L- 2) bidder for award of contract at L-1 price. If the negotiation with L-2 bidder fails, the Authority shall cancel the bidding process and re-invite the bids for the assignment. If more than one bidder is ranked L-1 or multiple L-1 bidders have quoted the same price, the selection amongst the L-1 bidders will be made through lottery.
8. The quoted rates shall not be less than the Minimum Wages fixed /notified by the Govt. of Odisha as per The Labour & ESI Department Notification No. 5308-LESI-LL1-III-0081-2017/LESI Dated 17.07.2024 and shall also include all statutory obligations.
9. The service provider shall be liable for all kinds of dues payable in respect of security personnel deployed / provided under the contract and the authority shall not be liable for any dues for availing the service of the personnel.
10. The Financial Bid of only those bidders will be opened who would be found successful in the Technical Bid. The Financial bids shall be opened at **11.30 A.M on 19.11.2024** in the New Conference Hall of the Old Building of High Court of Orissa in presence of the Selection Committee and the representatives of the Security Service Providers, if any, who wish to be present on the spot at the time of opening of the Bids.
11. The Competent Authority of the High Court of Orissa reserves the right to annul all bids without assigning any reason.

## SECTION-II

### SCOPE OF THE WORK

1. The High Court of Orissa requires the services of reputed, well established and financially sound Security Service Providers to provide services of Security Guards on contract basis at Museum of Justice, Killa Fort, Cuttack.
2. The service provider shall provide security services by deploying adequately trained experienced and well disciplined security personnel. They shall regulate entry and exit of any vehicle, person safeguard the premises, movable and immovable asset, equipments and also guard the Campus of the Museum of Justice, Killa Fort, Cuttack round the clock and guard against any thefts, pilferage or damage and also ensure safety of the employees or any other persons working therein.
3. The security personnel shall be deployed round the clock in 3 shifts at the Institute to work in the premises on 24 x 7 basis.
4. The service provider shall ensure proper inward and outward movement of men, materials and vehicles, etc as per instructions given from time to time by the Authority of the Institute. The service provider should be responsible for maintaining proper traffic of the incoming and outgoing vehicles and to ensure that there is no congestion whatsoever at any moment of time. Parking of Vehicles at proper place has to be ensured by Security Guards.
5. Controlling unauthorized entry or exit of vehicles in and around the Main Gate of Museum of Justice, Killa Fort, Cuttack.
6. To carry out surveillance of the allocated area.
7. Any other services on need basis as and when informed by the Authority of High Court of Orissa.
8. The security personnel deployed shall take regular rounds of the premises in and around the campus and should be vigilant and remain alert to avoid any unforeseen event.
9. The security personnel must have minimum knowledge on Fire Safety Operation
10. The service provider shall keep the Court Officer-cum-Assistant Registrar of the High Court of Orissa informed of all the matters relating to security and co-operate in the investigation of any incident relating to security.

### SECTION-III

#### GENERAL TERMS & CONDITIONS

1. The Agreement shall commence from **24.11.2024 and shall continue till 23.11.2025** unless it is curtailed or terminated by the authority owing to deficiency of service, sub- standard quality of security service provided, breach of contract etc. or change in requirements. The Agreement shall automatically **expire on 23.11.2025** unless extended further by the mutual consent of the Security Service Provider and Authority.
2. The Agreement may be extended, on the same terms and conditions or with some additions/deletions/modifications, for a further specific period mutually agreed upon by the Security Service Provider and Authority.
3. The Museum of Justice, Killa Fort, Cuttack, at present, has a tentative requirement of **13 (Thirteen) nos. of Security Guard and 01 (One) Security Supervisor** on contract basis. The requirement of the High Court may further increase or decrease, even during the period of initial contract and the agency would have to provide additional security services, if required, on the same terms and conditions.
4. For all intents & purposes, the service provider shall be the Employer within the meaning of different Rules & Acts in respect of persons deployed. The persons deployed by the service provider shall not have any claim whatsoever like employer and employee relationship against the authority under this agreement. The service provider shall make them known about their position in writing before deployment under the required service.
5. The service provider must employ personnel as per the criteria given in the tender schedule. Employment of child labour will lead to the termination of the contract. The personnel to be employed should be physically sound to perform the duties.
6. The service provider shall be overall responsible for the security personnel deployed for performing the service. The authority shall not be responsible for any financial loss or any injury to any person deployed by the service provider in the course of their performing the functions / duties or payment towards any compensation.
7. The service provider shall exercise adequate supervision to ensure performance of security personnel deployed to provide the services in accordance with the requirements. The service provider shall depute one Security Supervisor to supervise the work, and also overall management of the services to be rendered at the office of the authority.
8. The bidder should have adequate training facilities/faculties and requisite security training equipments (as per Odisha Security Agencies Rule,2009). An original affidavit to that effect be enclosed in the Technical Bid.

9. 9.The security guards must be trained in all facets of security work including fire fighting. Necessary documents in this regard are to be submitted at the time of deployment if any required by the Authority of High Court of Orissa.
10. The service provider shall be solely responsible for compliance to the provisions of various labour & Industrial laws, such as wages, allowances, compensation, EPF, ESI, Bonus, and Gratuity etc, relating to security personnel to be deployed by it at the authority's location.
11. Service providers shall maintain complete official records of disbursement of wages / salary showing details of all supporting documents such as ESI, EPF etc, in respect of security personnel deployed for the purpose.
12. The Service Provider shall maintain personnel file in respect of all the staff who are deployed in the office of the authority. The personnel file should contain the data like Name, address, date of birth, sex, residential address (temporary/permanent), Bank Account, EPF/ESI, etc.
13. The security personnel to be deployed by the Service Provider should not have any adverse police records/ criminal cases against them. The agency should make adequate enquiries about the character and antecedents of the persons whom they are recommending. An undertaking to this effect must be provided by the Security Service Provider prior to signing of the agreement.
14. The service provider will also ensure that the security personnel deployed are medically fit and will keep a record of their medical fitness. The service provider shall withdraw such security personnel who are not found suitable by this office for any reasons immediately on receipt of such a request.
15. The service provider shall ensure that the security personnel deployed by it are disciplined and do not participate in any activity detrimental to the interest of the authority.
16. The Service Provider shall provide uniform along with photo ID card to its personnel deployed at site at its own cost.
17. The deployed security personnel shall have minimum qualification of Matriculation so as to be able to read and write. The deployed security personnel should be of minimum 21 years of age and not exceeding 45 years of age.
18. The authority shall not be liable for any compensation in case of any fatal injury/death caused to any security personnel while performing/discharging their duties/for inspection or otherwise.
19. In case of any theft or pilferages, loss or other offences, the service provider will investigate and submit the report to the authority and maintain liaison with the police. FIR will be lodged by the authority, wherever necessary. If needed joint inquiry comprising of both parties shall be conducted and as per report responsibility will be fixed.

20. In case of any loss caused to the Authority due to lapse on the part of the personnel discharging duties, the same shall be borne by the service provider. Authority shall have the right to deduct an appropriate amount from the bill of the service provider. In case of frequent lapses on the part of the personnel deployed by the service provider, Authority shall be within its right to terminate the contract or take any other action without assigning any reason whatsoever.
21. In the event of any personnel being on leave / absent, the service provider shall ensure suitable alternative arrangements to make up for such absence. If a person leaves the job for any reason, the service provider is liable to provide the suitable replacement within 3 working days. The Authority will not pay an extra charge for the substitute.
22. The security personnel shall be deployed round the clock in 3 shifts at Museum of Justice premises on 24 x 7 basis.
23. There would be no increase in rates payable to the service provider during the contract period except reimbursement of the incremental wages paid by the Service Provider consequent upon revision of wages by the State Government.
24. The service provider will be responsible for deposit of EPF, ESI, GST and other statutory dues as applicable from time to time and submit the proof of deposit to authority for records.
25. The Service Provider shall not be allowed to transfer, assign, pledge or sub-contract its rights & liabilities under this Agreement to any other agency or organization. Subcontracting is not allowed under this agreement.
26. The Services Provider shall raise the bill in triplicate along with attendance sheet duly verified by the officer concerned in respect of the persons deployed and submit the same to the prescribed authority.
27. To ensure timely payment of wages, the billing cycle is proposed to be operative from 21st of every month to the 20th of the succeeding month. Absentee Statement shall be generated by the user agency/office latest by 21st of the month. The SPA shall submit the bills within the 23rd of each month. The Hiring Authority shall be under obligation to ensure passing of bills by 26th of the month and release of wages to the SPA latest by 28th of each month. The SPA shall be responsible for transfer of wages/remunerations within the next 48 hours and not later than the last day of every month. The timelines for billing cycle are given in the table below for better clarity:

ACTION	PRESCRIBED TIMELINE	RESPONSIBILITY	ACTUAL DATE OF COMPLIANCE
Date of submission of Absentee Statement	16th day of the month	Controlling Officer/ Registrar(Judicial)	
Submission of Bills by the SPA	20th day of the month	Service Provider Agency	
Approval of Bills by Department/Authority	25th day of the month	Registrar(Judicial)	
Transfer of funds to SPAs bank account	28th day of the month	Special Officer (Special Cell)	
Transfer of wages to Outsourced employee accounts by SPA.	30th/31st day of the month.	Service Provider Agency	

28. The Service Provider will have to deposit the wages of the deployed security personnel for the concerned billing period in their respective bank account through online transfer and submit the details to the authority for necessary records.
29. In case of delay in providing required replacement, the amount of penalty calculated at the rate 1% of the annual contract value per week on account of delay, shall be deducted from the monthly bills in the succeeding month.
30. In case of dispute resolution relating to rights / liabilities arising out of the agreement, the same shall be disposed off at the level of Administrative Departments.
31. The engagement of the security personnel shall be purely on contract basis. The service provider shall at all times make it absolutely clear to the security personnel hired through them. Any security personnel deputed can be removed any time by giving notice to the service provider.
32. The persons deployed by the Security Service Provider shall not claim nor shall be entitled to pay, perks and other facilities admissible to regular/confirmed employees during the currency or after expiry of the Agreement.
33. In case of termination of this Agreement on its expiry or otherwise, the persons deployed by the Security Service Provider shall not be entitled to and shall have no claim for any absorption in regular or other capacity.
34. The person deployed shall not claim any benefit or compensation or absorption or regularization of deployment with the office. Undertaking from the person deployed to this effect shall be required to be submitted by the Security Service Provider at the time of commencement of such deployment.
35. In the event of failure of Service Provider to provide Services as per the terms and conditions of the agreement, the Performance Security shall be forfeited. Any violation of instructions / agreement or suppression of facts will attract termination of contract with one month prior notice to the Service Provider.
36. The Service provider should ensure that persons to be deployed are not alcoholic, drug addict and not indulge in any activity prejudicial to the interest of the authority.
37. The authority reserves the right to withdraw or relax any of the terms and conditions mentioned above so as to overcome the problem encountered at a later stage.
38. In the event of any dispute arising in respect of the clauses of the agreement the same shall be resolved through negotiation. Alternatively the dispute shall be referred to the Registrar to be nominated by the Authority, High Court of Orissa for his decision and his decision shall be binding on all parties.
39. All disputes shall be brought under the jurisdiction of the court at the place where the headquarters of the authority, who has executed the agreement, is located.
40. The agreement can be terminated by either party by giving one month's notice in advance. If the agency fails to give one month's notice in writing for termination of the agreement then one month's wages etc. and any amount due to the service provider will be recovered by forfeiture of performance security.

41. In case of claiming any Exemption, Valid Certificate is necessary where the availability of exemption must be recorded in the said Certificate.
42. In case the Security Service Provider fails to comply with any liability under appropriate law and as a result thereof, the High Court is put to any loss/obligation, monetary or otherwise, the High Court will be entitled to get itself reimbursed out of the outstanding bills or the Performance Security Deposit of the Security Service Provider, to the extent of the loss or obligation in monetary terms.
43. The Technical Bid should be accompanied with Bid Security (EMD), failing which the tender shall be rejected out-rightly.
44. The contract is liable to be terminated because of non-performance, deviation of any terms and conditions of agreement, non-payment of remuneration of manpower deployed and non-payment of statutory dues. The Authority will have no liability towards non-payment of remuneration to the persons deployed by the Service Provider and the outstanding statutory dues of the service provider to concerned authorities.
45. The Security Service Provider will be bound by the details furnished to the authority while submitting the tender or at any subsequent stage Mis-representation of documents/ Information, leads to termination of agreement.
46. The successful bidder will enter into an agreement with the High Court for supply of suitable and qualified security personnel as per requirement of the High Court on the above terms and conditions.

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## **SECTION-IV**

### **DOCUMENTS TO BE PROVIDED WITH THE TECHNICAL BID**

1. Application - Technical Bid,
2. Self-Attested Copy of Registration of Agency,
3. Demand Draft of in support of Bid processing Fee,
4. Demand Draft of in support of EMD,
5. Self-Attested copy of the statement of Bank Account of the Agency for the last SixMonths,
6. Self-Attested copy of Aadhar/PAN/GIR Card,
7. Self-Attested copy of GSTIN registration certificate,
8. Self-Attested copy of the latest IT return filed by agency for last 3 years,
9. Self-Attested copy of the E.P.F. registration letter / certificate,
10. Self-Attested copy of the E.S.I registration letter / certificate,
11. Self-Attested Copy of valid labour licence.
12. Self-Attested documents in support of the financial turnover of the agency
13. Self-Attested documents in support of entries in column 8-12 of Technical Bid application
14. Authorization Certificate/ power of attorney of Agency
15. Copy of the document showing at least three years" experience in providing security service to Courts / Tribunals / Government Department, Public Sector Companies/Banks, etc.
16. Self-declaration that the agency is having no criminal antecedent/ no previous unsatisfactory service report/ previously not black listed by any organization.
17. Self-Attested Copy of Valid address proof of the office like copy of the electricity bill/land telephone etc.
18. Self-Attested Copy of Valid Certificate for exemption in EMD & Performance Security (If any),
19. Copy of the terms and conditions at pages in Tender Document with each page duly signed and sealed by the authorized signatory of the agency in token of their acceptance.
20. Copy of Registration Certificate under Odisha Private Security Agencies Rule, 2009 (PSARA).
21. Copy of Registration Certificate under Shop & Commercial Establishment Act.
22. Evidence of availability of training facility and service equipments and gadget in the form of an undertaking.

23. Format For Furnishing Experience

Sl. No.	Name of the Govt. Organization, Institute/Public Sector Undertakings	Period of Contract	Contract Value(Per Annum)	Nos. of Security Personnel Engaged (Category wise)	Page No. of Proof attached

Signature of Authorized Person  
(Name)  
(Seal of the Agency)

**NB:**

- i) Experience in Government Organizations, Institutes/PSUs situated in Odisha should only reflect.
- ii) Figure should be Year wise & Organization wise.

**SECTION-V**  
**TECHNICAL BID**  
**COVERING LETTER**  
(BIDDER LETTER HEAD) [Location, Date]

**To**  
**The Registrar(Judicial),**  
**High Court of Orissa, Cuttack,753002**

**Sub: Tender for Providing Security Guard (Watch & Ward) Without Arms at Museum of Justice, Killa Fort,Cuttack.**

Dear Sir,

I, The Undersigned, offer to participate in the tender process to provide services Security Guard in accordance with your Tender Notice No:....., Dt.....We are hereby submitting our proposal, which includes Technical Proposal and Financial Proposal sealed in separate envelopes.

I hereby declare that all the information and statements provided in the technical proposal are true and correct and I accept that any misinterpretation contained in it may lead to disqualification of our proposal. Our proposal will be valid for acceptance up to 90 days and I confirm that this proposal will remain binding upon us and may be accepted by you at any time before the validity of the bid.

I, hereby unconditionally undertake to accept all the terms and conditions as stipulated in the Tender document. In case any provision of this tender is found violated, then your office shall have the right to reject our proposal including forfeiture of the earnest money deposit absolutely.

Designation -

Yours faithfully,

Address of the Bidder -

Authorized Signatory With Date & Seal

**APPLICATION-TECHNICAL BID**

1.	Name of the Bidder	
2.	Details of Bid Processing Fee : (Demand Draft Details)	DD No.: Date: Amount: Drawn on Bank
3.	Earnest Money Deposit (Demand Draft Details)	DD No.: Date: Amount: Drawn on Bank
4.	Name of the Director	
5.	Full Address of Registered Office.	Postal Address:  Telephone Number. FAX No.: E-mail Address:
6.	Name & telephone number of the authorized person signing the bid	Name and Designation:  Mobile Number
7.	Bank Name	Account Number: Bank and Branch Name: IFSC Code
8.	PAN No. (Attach self attested copy)	
9.	GSTIN (Attach self attested copy.)	
10.	E.P.F Registration No. (Attach self attested copy)	
11.	E.S.I Registration No. (Attach self attested copy)	
12.	Labour License No. (Attach self attested copy)	
13.	PSARA registration certificate	

14.	Acceptance to all the terms & conditions of the tender (Yes/No).	
15.	Power of Attorney / authorization letter for signing the of bid documents	
16.	Please submit an undertaking that no criminal case is pending with the police at the time of submission of bid	
17.	Kindly mention the total number of pages in the tender document.	

17. Financial turnover of the Security Service Provider for the last 3(three) Financial Year:		
Financial Year	Amount in lakh	Remarks if any
2021-22		
2022-23		
2023-24		

18. Give details of the similar contracts handled by the tendering Security Service Provider during the last three years in the following format (if the space provided is insufficient, a separate sheet may be attached) :

Sl. No.	Name of client, address, telephone & Fax. No.	Manpower services provided		Contract amount(In INR)	Duration of Contract	
		Type of Security Service provided	No.		From	To

19. Additional information, if any (Attach separatesheet, if required)

Date:

Place

Signature of Authorized Person with Seal

Full Name-  
Mobile No.-  
e-mail.ID-

**DECLARATION**

1. I, \_\_\_\_\_ Son/Daughter/Wife of Shri \_\_\_\_\_  
Proprietor/ Partner/ Director/ authorized signatory of the service provider, mentioned above, and competent to sign this declaration and execute this tender document.
  
2. I have carefully read and understood all the terms and conditions of the tender and undertaken to abide by them.
  
3. The information/documents furnished along with the above application are true and authentic to the best of my knowledge and belief. I/we am/are well aware of the fact that furnishing any false information/fabricated document would lead to rejection of my tender at any stage besides liabilities towards prosecution under appropriate law.

**(Signature of Authorised Person with seal)**

Place:.....

Date:.....

**Enclosures:**

- Bid Processing Fee in the form Demand Draft in original,
- EMD in the form of Demand Draft in original,
- Copy of tender document (each page must be signed and sealed),
- Duly filled Technical Bid & Financial Bid.
- List of Documents as applicable.

**UNDERTAKING**

**[On the Stamp Paper of appropriate value in shape of affidavit from the Notary  
regarding non-blacklisting]**

I, hereby undertake that, our organization has not been blacklisted / debarred by any of the Central / State Government Department / Office or by any Public Sector undertaking (PSUs) and not blacklisted by any authority during the recent past.

**Yours sincerely,**

**Authorised Signature**

**Name and Designation of the Signatory:**

**Name of the Bidder and Address:**

**UNDERTAKING**

**[On the Bidder's Letter Head regarding not have any pending judicial proceedings  
for any criminal offences]**

I, hereby undertake that there is no criminal case pending in any Court of law against our company or against the Proprietor / Director / Persons to be deployed by our company.

I / we further certify that Proprietor / Director / Persons to be deployed by our company of my company have not been convicted of any offence in any Court in India during the recent past. I understand that I am fully responsible for the contents of this undertaking and its truthfulness.

Yours sincerely

Authorized Signature

**Name and Designation of the Signatory:**

**Name of the Bidder and Address:**

**Power of Attorney**

**(On Bidders Letter Head)**

I, \_\_\_\_\_, the \_\_\_\_\_ of (Name of the Agency) in witness whereof certify that <Name of The Person> is authorized to execute the attorney on behalf of <Name of The Organization>, <Designation of The Person> of the company acting for and on behalf of the company under the authority conferred by the <Notification/Authority Order No.> Dated. < date of reference> has signed this power of attorney at <Place> on this day of <Day><Month><Year>.

The signature of <Name of The Person> in whose favour attorney is being made under the attorney given below are hereby certified.

**Name of the Authorized Representative:**

\_\_\_\_\_

**(Signature of the Authorized Representative with Date)**

**CERTIFIED:**

**Signature, Name & Designation of person executing attorney:**

**Address of Bidder:**

## **TECHNICAL BID EVALUATION**

Technical evaluation of the bids will be done to determine whether the bids complied to the prescribed eligibility condition and the requisite documents / information have been properly furnished by the bidder or not. Bids qualified at the technical evaluation stage, will be considered for opening of the financial bids.

**SECTION-VI**  
**FINANCIAL BID COVERING LETTER**

(BIDDER LETTER HEAD)

(LOCATION, DATE)

To

**The Registrar (Judicial),  
High Court of Orissa, Cuttack, 753002**

**Sub: Tender for Providing Security Guard (Watch & Ward) Without Arms at Museum of  
Justice, Killa Fort, Cuttack.**

Sir,

I, the undersigned, offer to provide the services for 13(thirteen) nos. of Security Guard and one Security Supervisor on contract basis in accordance with your Tender No.-----Dated-----. Our attached financial price is [**Insert amount (s) in words and figures**] for the proposed service. This amount is inclusive of the taxes applicable as per GST Act. I do hereby undertake that, in the event of acceptance of our bid, the services shall be provided in respect to the terms & conditions as stipulated in the tender document.

Our financial proposal shall be binding upon us subject to the modifications resulting from contract negotiations, up to expiration of the validity period of the proposal of **90 days**. I have carefully read and understood the terms and conditions of the tender to provide the services accordingly.

I understand that you are not bound to accept any proposal you receive.

I remain,

Yours faithfully,

**Name and Designation of Signatory with Date and Seal:**

Authorized Signatory

[In full and initials]

**Address of the Bidder:**

<b>APPLICATION - FINANCIAL BID</b>			
FOR PROVIDING SERVICES OF 13 NOS. OF SECURITY GUARD (WATCH & WARD) WITHOUT ARMS & ONE SECURITY SUPERVISOR AT MUSEUM OF JUSTICE, KILLA FORT, CUTTACK			
Name of the Security Service Provider:			
	Charges per Security Guard (Semi Skilled)	Charges per Security Supervisor (Skilled)	Charges for 13 Security Guard & 01 Supervisor
Wages (Per Month)			
E.P.F (Per Month)			
E.S.I. (Per Month)			
Service Charge (Per Month)			
GST (Per Month)			
	<b>Total</b>	<b>Total</b>	<b>Total</b>
Total Charges for 13 security guard and one security supervisor for one year (For twelve months)			

**Date:**

**Signature of authorized person with seal**

**Place:**

**Full Name:**

**Telephone No/Mobile No.:**

**e-mail ID:**

Notes :

1. The total rates quoted by the Service Provider should be inclusive of all statutory tax liabilities in force at the time of entering into contract.
2. In case of any wrong calculation found in the total amount, the total price shall be considered.
3. **The minimum service charge to be quoted by the firm/agency shall not be less than 3.85% or exceed 7% in any case as per office memorandum No. 19595/F dated 11.07.2023 of Finance Department, Govt. of Odisha.**

**SECTION - VII**  
**BID SUBMISSION CHECK LIST**

Description	Submitted (Yes/No)	Page No.
TECHNICAL BID (ORIGINAL) Covering Letter in Bidders Letter Head		
Bid Processing Fee		
EMD		
Copy of Incorporation / Registration Certificate of the Bidder		
Copy of PAN/ Aadhar/GIR card		
Copy of GSTIN		
Copies of Income Tax Clearance Certificate for the last three Assessment years		
Copy of Valid EPF & ESI certificate		
Copy of valid labour license		
PSARA Registration Certificate		
Registration Certificate under Shop & Commercial Establishment Act		
TECHNICAL BID duly filled in		
Financial details of the bidder along with all the supportive documents showing Annual Turnover for the last 3 years.		
Power of Attorney in favour of the person signing the bid on behalf of the bidder.		
List of completed / on-going assignments of similar nature (Past Experience Details) along with the copies of work orders for the respective assignments from the authorities.		
Undertaking for not having been black-listed by any Central / State Govt. / any Autonomous bodies during the recent past.		
Undertaking for not having any Police case pending against the bidder		
Valid address proof of the Office		
Valid certificate for exemption (if Any)		

Bank Account Statement of the Agency for the last Six Months		
Evidence of availability of training facility and service equipments and gadget in the form of an undertaking		
<b>Financial bid (original)</b>		
Covering Letter in Bidders Letter head		
Duly Filled in Financial Bid		

It is to be ensure that:

- All information has been submitted as per the prescribed format only.
- Each part has been separately bound with no loose sheets and each page of all the three parts ispage numbered along with the Index page.
- All pages of the proposal need to be sealed and signed by the authorized representative.

Authorized Signatory [In full initials]: \_\_\_\_\_

Name and Designation with Date and Seal: \_\_\_\_\_

**SECTION - VIII**

**PERFORMANCE BANK GUARANTEE FORMAT**

To

**The Registrar(Judicial),  
The High Court of Orissa, Cuttack**

**WHEREAS** \_\_\_\_\_ (Name and Address of the Service Provider)(hereinafter called "the Service Provider") has undertaken, in pursuance of Contract

No. \_\_\_\_\_ Dated. \_\_\_\_\_ to undertake the service

.....(Description of services) (Hereinafter called "the Contract")

**AND WHEREAS** it has been stipulated by \_\_\_\_\_ (Name of the Authority) in the said contract that the service provider shall furnish you with a Bank Guarantee by a Scheduled Commercial Bank recognized by you for the sum specified therein as security for compliance with its obligations in accordance with the Contract.

**AND WHEREAS** we have agreed to give the Service Provider such a Bank Guarantee; **NOW THEREFORE** we hereby affirm that we are Guarantors and responsible to you, on behalf of the service provider up to a total of \_\_\_\_\_ (amount of the Guarantee in words and figures), and we undertake to pay you, upon first written demand declaring the Service Provider to be in default under the contract and without cavil or argument, any sum or sums within the limits of (amount of guarantee) as aforesaid without you needing to prove or to show grounds or reasons for your demand or the sum specified therein.

We hereby waive the necessity of your demanding the said debt from the Service Provider before presenting us with the demand.

We further agree that no change or addition to or other modification of the terms of the contract to be performed there under or of any of the contract documents which may be made between you and the service provider shall in any way release us from any liability under this guarantee and we hereby waive notice of any such change, addition or modification.

This performance Bank Guarantee shall be valid until the \_\_\_\_\_ day of \_\_\_\_\_ year. Our

Branch at \_\_\_\_\_ (Name & Address of the Bank) is

liable to pay the guaranteed amount depending on the filing of claim and any part thereof under this

Bank Guarantee only and only if you serve upon us at our \_\_\_\_\_ Branch on \_\_\_\_\_ or before

Dated. \_\_\_\_\_ otherwise the Bank shall be

discharged of all liabilities under this guaranty thereafter.

**(Signature of the Authorized Officer of the Bank)**

**CONTRACT**

**Engagement of Agency for providing 13 (Thirteen) Security Guard (Watch & Ward) Without Arms and 01 Security Supervisor on Contract Basis**

**BETWEEN**

**The Registrar(Judicial), The High Court of Orissa, Cuttack,**

**AND**

**Name of Service Provider**

This **CONTRACT** is made on the \_\_\_\_\_ between, **The Registrar(Judicial),Orissa High Court, Cuttack** (hereinafter called as the “**Authority**”) which expression shall where the context so requires or admits shall also include its successors or assigns of the **one part AND** \_\_\_\_\_, registered under with its principal place of business at (hereinafter called the “**Security Service Provider**”) of the 2<sup>nd</sup> Part represented by \_\_\_\_\_, which expression where the context so requires or admits shall also include its successors or assigns of the other part.

**WHEREAS** \_\_\_\_\_ (the Principal) issued Tender vide Letter No. \_\_\_\_\_ Dated. \_\_\_\_\_ to Security Service Provider for execution of **13 (Thirteen) Security Guard (Watch & Ward) Without Arms and 01 Security Supervisor on Contract Basis** offered its willingness to execute the work as per terms and condition of agreement vide its Letter No \_\_\_\_\_ Dated. \_\_\_\_\_

**AND WHEREAS** above stated offer and willingness conveyed under Letter \_\_\_\_\_ Dated \_\_\_\_\_ by the Security Service Provider has been duly accepted by the **Authority** vide its Letter No. \_\_\_\_\_ dated. \_\_\_\_\_ for execution and completion of facility related services subject to the fulfilment of the terms and conditions.

**NOW, THIS AGREEMENT WITNESSETH AS FOLLOWS:**

**Scope of Work:**

The Security Service Provider shall engage efficient and experienced personnel to render the required service of Security personnel at **Museum of Justice, Killa Fort, Cuttack.**

**1. Agreement Period:**

This Agreement shall remain valid for a period of **ONE** year effective from **24.11.2024 to 23.11.2025** (both days inclusive)..

There would be no increase in rates payable to the service provider during the contract period except reimbursement of the incremental wages paid by the Service Provider consequent upon revision of wages by the State Government. The service provider will be responsible for deposit of EPF, ESI, GST and other statutory dues as applicable from time to time and submit the proof of deposit to the Authority for Records.

- a) No other terms and conditions put forth by Security Service Provider shall be considered for acceptance during the contract period. However, the above terms of payment against the claimed bills shall be subject to deduction of Non- performance and the Authority is not bound to make the monthly bill within the stipulated deadline of payment on claimed monthly bill.

**2. Terms of Payment:**

**a) Security Deposit:**

The Security Service Provider shall have to deposit an amount of @10% of the **contract value** within seven working days of the award of contract in the form of Bank Guarantee from any Scheduled Bank situated in Odisha in favour of **The Registrar (Judicial), High Court of Orissa, Cuttack**. This will be treated as Security Deposit and shall be refunded after successful completion of the contract. It shall not carry any interest.

- b) The High Court of Orissa will make payment on the basis of monthly bills furnished by the Service Provider Agency duly certified by Designated Officer. To ensure timely payment of wages, the billing cycle is proposed to be operative from 21st of every month to the 20th of the succeeding month. Absentee Statement shall be generated by the user Agency/Office latest by 21st of the month. The SPA shall submit the bills within the 23rd of each month. The Hiring Authority shall be under obligation to ensure passing of bills by 26th of the month and release of wages to the SPA latest by 28th of each month. The SPA shall be responsible for transfer of wages/remunerations within the next 48 hours and not later than the last day of every month. The timelines for billing cycle are given in the table below for better clarity:

<b>ACTION</b>	<b>PRESCRIBED TIMELINE</b>	<b>RESPONSIBILITY</b>	<b>ACTUAL DATE OF COMPLIANCE</b>
Date of submission of Absentee Statement	16th day of the month	Controlling Officer/ Registrar(Judicial)	
Submission of Bills by the SPA	20th day of the month	Service Provider Agency	
Approval of Bills by Department/Authority	25th day of the month	Registrar(Judicial)	
Transfer of funds to SPAs Bank Account	28th day of the month	Special Officer (Special Cell)	
Transfer of wages to Outsourced employee accounts by SPA.	30th/31st day of the month.	Service Provider Agency	

1. **Authority Representative:**

- a) Any notice or intimation by either party to the other pursuant to this Agreement shall be signed by an Authorized Representative of the party giving such notice.
- b) The Security Service Provider shall carry out instructions and act upon any guidelines issued in pursuance of the Agreement, if and only if they are given / signed by an Authorized Representative of authority, whose names will be intimated by the said authority.

2. **Risk & Responsibility:**

- a. The Security Service Provider shall without limit to its obligations and responsibilities will ensure and keep insured its personnel so deployed at **Museum of Justice, Killa Fort, Cuttack** against all liabilities for death and injury whatsoever on account of any accident in the course of performing duty. The Authority will not be responsible and be held liable for any such death, injury or accident 'to the employees' and any other personnel deployed by the Security Service Provider. In the event the Authority is made liable to pay any damage or compensation in respect of such employees the Security Service Provider shall reimburse such damages or compensation on demand.
- b. The Security Service Provider shall comply with all the provisions of prevailing Labour Laws during execution of work. The personnel deployed shall be morally good and physically healthy to carry out the assignments to the satisfaction of the authority.
- c. The Security Service Provider shall provide qualified uniformed staff to perform the services. The employees of Security Service Provider entering the premises of the Authority shall have proper uniform and shall display identity proof on their person in the course of duty hour.
- d. The Security Service Provider shall conduct periodic general medical check-up of its employees at its own cost. In the event any of the staff is found to be suffering from any communicable disease, such employee(s) shall be replaced immediately providing substitute(s) immediately.
- e. The Security Service Provider shall deploy its authorized representatives and adequate supervisors to be present at the place of work during working hours to ensure satisfactory services under this Agreement. It shall further exercise due and adequate control over such personnel and ensure that appropriate instructions/ directions are issued to them in the course of the performance of the tasks under this Agreement.
- f. The Security Service Provider shall ensure that its employees; while carrying out their obligations under the Agreement observe all required standards of cleanliness, decency and decorum, safety and general discipline and such other instructions or guidelines as may be issued by the authorized representative of the Authority.
- g. "Right man to for Right Job" shall be followed to avoid accidents at the workplace. It shall be the duty of the Security Service Provider and Supervisor of the Security Service Provider to get the critical job done by the employees professionally and technically competent enough to perform the said particular task.

### **3. Statutory Compliances:**

- a) The Security Service Provider shall be responsible for compliance and coverage of its employees under all necessary statutory obligations under various statutes applicable such as Employees State Insurance (ESI), Provident Fund(PF), Workman Compensation Act, Minimum Wages Act, Contract Labour (Regulation & Abolition) Act, etc. the Security Service Provider shall maintain proper records & documents and produce them to the authorized representative of the **Authority** as and when required, in proof of compliance of all the relevant and connected laws enacted by the Central & State Govt. etc.
- b) The Security Service Provider shall obtain all requisite license, permissions, certificates, registrations, etc. to render the required service from all competent Client and shall furnish as and when demanded.
- c) The Security Service Provider shall alone be responsible for the payments of wages and all other statutory payments/legal dues to its employees deployed under this agreement. The payment/ consideration contemplated of this Agreement shall be released by the Authority only upon the Security Service Provider producing online PF & ESI deposits of the payment receipt for the preceding month. Without such a document, no bill shall be passed.
- d) The Security Service Provider shall provide First Aid facilities at the work place according to applicable laws.
- e) In the event of the Security Service Provider failing to comply with any of the provision of the statutes applicable to it resulting in the Principal incurring any expenditure thereafter including facing litigation, the Security Service Provider shall indemnify such expenditure and other damages, losses as may be estimated by the Authority. The Authority may take appropriate action to recover the same from the Security Service Provider, from 'its pending bills. If it does not suffice, the balance shall be recovered under ordinary common law through The High court of Orissa, Cuttack.

### **4. Liability and Indemnity:**

The Security Service Provider shall be responsible and liable for and shall indemnify the authority and keep the High Court of Orissa, Cuttack safe and harmless at all time against:

- a) any and all claims, liabilities, damages, losses, costs, charges. expenses, proceedings & actions of any nature whatsoever made or instituted against or caused to be suffered by the Authority directly or indirectly by reasons of.
  - I. any wrongful, incorrect, dishonest, criminals, fraudulent or negligent work default, failure, bad faith, disregard of its duties and obligation, act or omission by the Security Service Provider or its facility staff.
  - II. any theft, robbery, fraud or other wrongful action or omission by the firm and /or any of its facility staff.

5. **Limitation of Liability:**

In any case the liability of the service provider shall not exceed 10% per occurrence.

6. **Sub-Contracting:**

The Security Service Provider shall itself perform its obligations under this agreement and shall not assign or transfer or sub-contract any of its rights and obligations under this agreement to any third party without the prior written permission from competent Authority in case of emergency requirements.

7. **Loss/ Theft / Damage:**

The Security Service Provider shall be responsible for any losses, theft, damages caused to properties belongs to the Authority because of any act of negligence, commission or omission of its employees while discharging their duties.

8. **Exclusion of Consequential Loss:**

The Security Service Provider will not be liable for any consequential loss that may arise out of the performance of this Agreement.

9. **Breach of Agreement, Penalty & Termination of Agreement:**

a) **Breach of Agreement:**

In case of breach of Agreement or default by the Security Service Provider, the Authority shall have a right to forfeiture of security deposit, legal action for recovery of money with liberty to the Authority to terminate the agreement.

b) **Penalty:**

- i. A quality check procedure will be developed by the Authority against each service and feedback from the designated officer will be obtained for assessment of performance of the service rendered by the Security Service Provider.
- ii. Where there is non-performance/ unsatisfactory/ sub-standard performance of its obligation in the part of the Security Service Provider, the Authority shall give a written notice of the default and or omission or commission and the Security Service Provider shall submit its response within 7 (seven) days from the date of issue of such notice.
- iii. If the response/explanation is not found satisfactory or inadequate or partly satisfactory, the Authority shall have the right to deduct the following amount from the monthly bill of the Security Service Provider for non- performance/ unsatisfactory/ sub-standard performance of any part of services to be rendered operation as agreed between the parties.

c) **Termination of Agreement:**

Where in spite of these efforts, there is continuance of non-performance or improper performance of obligation, the Authority shall have the right to terminate the contract at any point of time with forfeiture of Security Deposit. Similarly, **the Security Service Provider** shall have the right to terminate the contract in case the Authority fails to pay the admissible more than 3 occasions in a calendar year.

**10. Force Majeure:**

Neither party shall be responsible for any damage caused by natural calamities like flood, earthquake, cyclone or any other Act of God, explosion, fire & riot etc. The later five events, whether occurred or not, shall be decided by the Authority and such decision can't be questioned in any court of law.

**11. Jurisdiction:**

The High Court of Orissa shall have jurisdiction to decide any disputes or litigations between the parties hereto.

**Documents:**

The following documents attached hereto shall be deemed to be form an integral part of this Contract:

1. Scope of Work (Section-II of Tender Document)
2. General Terms and Condition ( Section-III of Tender Document)
3. Payment Term

***Signature of Authorized Representative***

\_\_\_\_\_  
(Authority)

\_\_\_\_\_  
(Security Service Provider)

***Witnesses:***

**On behalf of Authority**

- 1.
- 2.

**On behalf of Security Service Provider**

- 1.
- 2.