



**Securities and Exchange Board of India
Lucknow Local Office
3RD Floor, Eldeco Corporate Chambers II,
Vibhuti Khand, Gomti Nagar,
Lucknow-226010**

Prequalification of agencies for security guard services

Securities and Exchange Board of India invites applications from reputed agencies for availing the services of security guards at SEBI's Local Office in Lucknow.

The agencies should be responsible for guarding SEBI's Local Office in Lucknow for providing the services of the security guards for SEBI's Local office in Lucknow.

The agencies who had provided/providing similar type of services such as providing security guards at various offices of PSUs, PSU Banks, Financial Institutions would be preferred.

The agencies should satisfy the following criteria:-

- 1) Preference would be given to the agencies who have empanelled with the Directorate General of Resettlement, Ministry of Defence, Government of India.
- 2) The agency should have at least seven years of experience in providing security guards to various office premises.
- 3) The agency should necessarily have operations in Lucknow.
- 4) The agency should have full fledged office set up in Lucknow wherein the agency can be contacted.
- 5) The agency should have satisfactorily completed any of the following works :-
 - a) Should have atleast carried out one similar job for a minimum value of Rs. 6.40 lacs per annum. OR
 - b) Should have atleast carried out two similar jobs each costing atleast Rs. 4.00 lacs per annum OR
 - c) Should have atleast carried out three similar jobs each costing atleast Rs. 3.20 lacs per annum

Preferably for Public Sector Undertakings / PSU Banks/ Financial Institutions/ Autonomous Bodies during the last seven years. (The period of seven years for the purpose of having completed similar works shall be from 01/04/2010 to 31/03/2017)

- 1) The agency should have an average annual turnover of at least Rs. 4.00 lacs during the last three years.

Similar job means providing security services for office premises. The agency must have all statutory registrations like:

- a. Registration with the labour office and Incorporation Certificate.
- b. Registration with the office of Provident Fund
- c. Service tax registration
- d. Registration with the office of ESIC
- e. PAN registration
- f. TDS registration
- g. Any other registration which is required as per State/Central Government rules

The contractor should fulfill all the statutory requirements as per state/central Government rules such as to implement Minimum Wages Act., Workmen Compensation Act, EPF, ESIC, Bonus Act etc. and should have proof for meeting these requirements.

The agency should be responsible for guarding SEBI's office premises in Lucknow on round the clock basis.

The agencies shall be prequalified based on the performance of their security services rendered by them. SEBI also reserves the right to inspect some of the office premises being escorted by the agency before shortlisting the agencies.

The decision of SEBI regarding the shortlisting of the agencies shall be final and binding on all concerned.

The tender documents to invite price bid and the terms and conditions for appointing the Security Agency for providing security guards to our office premises in Lucknow shall be issued to the shortlisted agencies only.

The applicants meeting the above criteria and willing to provide the same to SEBI can obtain the application forms from the office of Securities and Exchange Board of India, Lucknow Local Office, 3RD Floor, Eldeco Corporate Chambers II, Vibhuti Khand, Gomti Nagar, Lucknow-226010 Or can download the application forms from SEBI website www.sebi.gov.in. The duly filled in forms in a sealed cover shall be submitted at the above address so as to reach his office within 15 days from the date of the publication of the aforesaid advertisement in the newspapers.

SEBI reserves the right to accept or reject any or all the applications without assigning any reason thereof. The decision of SEBI shall be final and binding on all concerned.

For further details, please contact Deputy General Manager of the Board at Telephone No. 0522-4017192-93

**PREQUALIFICATION OF AGENCIES FOR AVAILING
THE SERVICES OF SECURITY GUARDS**

Name of the applicant : _____

Last date for submission : _____

The application form duly filled in shall be submitted in a sealed envelope super subscribing “**Prequalification of agencies for availing the services of security guards**” addressed to:

**SECURITIES AND EXCHANGE BOARD OF INDIA
Lucknow Local Office
3RD Floor, Eldeco Corporate Chambers II,
Vibhuti Khand, Gomti Nagar,
Lucknow-226010**

Dear Sir,

I/We have read and understood the instructions and the terms and conditions contained in the application form. I/We do hereby declare that the information furnished in the application and in the supplementary sheets from pages _____ to _____ is correct to the best of my/our knowledge and belief. The undersigned is fully authorized to sign and submit this application form on behalf of the organization, he / she represents.

Signature _____

Name _____

Designation _____

Address _____

Place _____

Date _____

Seal of the applicant.

Part II – Information to be furnished by the applicant for prequalification

1.	Name of the Applicant / Organization	:	
2.	Address	:	
2a	Name of Contact Person: Mobile No: Email ID: Fax no:		
3.	Type of the Organization (Whether sole / Proprietorship / Partnership / Private Ltd/ Ltd. or Co-operative body etc.) Whether registered with the Registrar of companies / Registrar of firms. If so, mention no. and date and attach a copy of registration.	:	
4.	Name of the Proprietor / Partners / Directors of the Organization / Firm (a) (b) (c) (d)	:	
5.	Year of Establishment	:	
6.	Experience in the field of providing the services of security guards to various office premises	:	_____ Years

Signature of the Applicant

7.	Similar Works carried out during last seven years by the firm. The full address of the clients for whom the works have been executed including name of contact persons and telephone nos.	:	Details to be furnished in the prescribed Proforma (Statement I)
8.	Details of similar works on which the firm is engaged at present. The full address of the clients, along with the name of the contact person and telephone no. shall be indicated against each work.	:	Details to be furnished in the prescribed Proforma (statement II)
9.	Whether working with any of the Government / Semi-Government. Under -taking/s as approved contractors and if so, furnish details like copies of work orders issued, etc.	:	
10.	Yearly turnover of the firm during last 3 financial years (Year wise). Please attach certified copies in this regard. (a) 2015 - 2016 (b) 2014 - 2015 (c) 2013 - 2014 The average annual turnover of the contractor should not be less than Rs. 4.00 lacs for the last three years.	:	
11.	Whether any civil suit / litigation arisen in the contracts executed during the last 3 years / being executed. If yes, please furnish the name of the work, employer, nature of work, work order value and date and brief details of litigation.	:	

Signature of the Applicant

12	<p>Profit /Loss to the firm during last 5 financial years (Year wise). Please attach certified copies in this regard.</p> <p>(a) 2015-2016</p> <p>(b) 2014-2015</p> <p>(c) 2013-2014</p> <p>(d) 2012-2013</p> <p>(e) 2011-2012</p> <p>The agency should not have incurred losses in more than two consecutive years during the last five years ending 31.03.2016</p>	:	
13	<p>Whether any civil suit / litigation arisen in the contracts executed during the last 3 years / being executed. If yes, please furnish the name of the work, employer, nature of work, work order value and date and brief details of litigation.</p>		
14	<p>Whether the agency or proprietor or any constituent partner in case of partnership firm, ever abandoned the awarded work before its completion? If yes, give name of the project and reasons for abandonment</p>		
15	<p>Whether the agency or proprietor or any constituent partner in case of partnership firm, ever been debarred / black listed for tendering in any organization at any time? If so, give details</p>		
16	<p>Whether the agency or proprietor or any constituent partner in case of partnership firm, ever been convicted by the court of law? If so, give details</p>		

Signature of the Applicant

Statement - I

Previous Experience

List of similar works undertaken by the firm during last seven years costing Rs. 3.20 lacs and above (01/04/2010 to 31/03/2017)

Sr. No	Name of work and location	Nature of work involved in the contract:	Name of client. Whether Central Govt./ Semi Govt. / Public Sector Undertaking/Autonomous Body/ Private Body with address and name of the official from the client's side (with phone no.)	Work order value for care-taking services	Amount of the work order towards the said services	Period of the contract	Whether the work was left in between or contract was terminated from either side. Give full details.	Any other relevant information regarding details of penalty imposed/ litigations, if any.
1	2	3	4	5	6	7	8	9

Signature of the Applicant

Statement - II

List of similar works IN HAND costing Rs 3.20 lacs and above

Sr. No.	Name of work and location	Nature of work involved in the contract:	Name of client. Whether Central Govt./ Semi Govt. / Public Sector Undertaking/ Autonomous Body/ Private Body with address and name of the official from the client's side (with phone no.)	Contract Amount	Period of the contract	Any other relevant information

Signature of the Applicant

Check List for Enclosures

Please state whether following enclosures has been enclosed or not.

Sr. No.	Description of Items	Enclosed	Not Enclosed
1.	Necessary documents in support of having completed works as per the prequalification criteria mentioned in the advertisement.		
2.	Certificate in support of average annual turnover for the last three years not less than Rs. 4.00 lacs.		
3.	Copies of Audited Balance Sheet and P & L statement for past 3 years ending 31/3/2015		
4.	Certificate of registration with EPF Office		
5.	Certificate of registration with ESIC Office		
6.	Certificate for Service Tax registration		
7.	Certificate of Registration from any Government / Public Bodies.		
8.	Copy of power of attorney to sign the application on behalf of the tenderer.		
9.	Basic information and statements I – II		
10.	Any other important information		

I / We hereby agree to abide by the decision of SEBI in all matters related to this pre-qualification.

For.....

Seal

Authorised Signatory

**SECURITIES AND EXCHANGE BOARD OF INDIA
LUCKNOW LOCAL OFFICE**

**Instructions to the Applicants for furnishing
information as part of pre-qualification**

1. The Board is in the process of pre-qualifying reputed agencies for providing security guards at its Local Office in Lucknow. The work involves providing security guards to perform jobs related to guarding of office premises. The aforesaid work is purely temporary in nature. The number of security guards to be engaged may vary as per the requirement of office.
2. Only agencies who have carried out satisfactory works as indicated in the tender preferably for central Government / State Government / Public Sector undertaking / Autonomous body during the last seven years will be considered for pre-qualification. The period of seven years for the purpose of having completed similar works shall be from 01/04/2010 to 31/03/2017
3. Intending applicants are required to submit their full bio-data giving details about their organization, experience, key personnel in their organization, competence and adequate evidence of their financial standing, etc., in the enclosed statements which will be kept confidential.
4. While deciding upon the selection of contractors, emphasis will be given on the ability and competence of applicants to do good quality work. **The Board may decide to visit office of the organizations where the security guards are being provided by the security agency, before taking final decision in respect of their prequalification.** If any information furnished by the applicant is found incorrect at a later stage, the applicant will be liable to be debarred from being empanelled as Security Agency for SEBI.
5. Decision of the Board in regard to prequalification of Security Agency for issue of tender documents will be final. The Board is not bound to assign any reason therefore.
6. Each page of the application shall be signed by person / persons on behalf of the organization having necessary authorization / Power of Attorney to do so. A certified copy of the same shall be submitted along with the duly filled in application form.
7. The evaluation of the application would be as follows:-
The initial prequalification criteria as prescribed in the application form in respect of similar nature of works completed, bidding capacity, financial strength, relevant experience, performance of the works, key personnel and office setup etc. will be scrutinized and the contractors eligibility for the work shall be determined. The agencies who are found suitable after detail scrutiny shall only be considered for prequalification.

Signature of the Applicant

8. If the space in the proforma is insufficient for furnishing full details, the information shall be supplemented in separate sheets of paper stating therein the part of the statement and serial number and should be duly signed and sealed. Separate sheets shall be used for each part.
9. Applications containing false and / or inadequate information are liable for rejection. Applicants shall be disqualified at any stage at their risk and cost if they are found to have "Made untrue or false representation in the forms, statements and attachments submitted in proof of qualification and requirements".
10. While filling up the application form with regard to the list of important works carried out or in hand, the applicants shall include only those works which individually cost not less than Rs. 3.20 lakh for providing security services only.
11. SEBI reserves the right to reject any or all the applications without assigning any reason whatsoever. SEBI also reserves the right to restrict number of applicants for prequalification / tendering at its sole discretion. SEBI decision in this regard shall be binding on all concerned.
12. The date of collection of tender papers will be intimated to those firms only whose prequalification is approved by the competent authority.
13. The applicants are requested to obtain any information for the services to be rendered by contacting Board's Officials attached to Securities and Exchange Board of India, Lucknow Local Office, 3RD Floor, Eldeco Corporate Chambers II, Vibhuti Khand, Gomti Nagar, Lucknow- 226010 during working hours on the following numbers:

Contact Person: Deputy General Manager
Telephone Number: 0522- 4017192-93
14. The Applicants are requested to submit pre-qualification application form duly filled in along with all the relevant information, duly signed on all pages on the above address within the specified date.

Address

Signature of the Applicant

**SECURITIES AND EXCHANGE BOARD OF INDIA
LUCKNOW LOCAL OFFICE**

Nature and scope of work , working conditions for the security guards

Nature and Scope of Work

1. Manning the Office Premises round the clock (24*7 hours a week) by regulating, monitoring and recording the entry of all persons, materials and vehicles coming in and going out of the premises wherever necessary.
2. The security team should be co-operative, helpful and should create a sense of comfort for the staff members and visitors. They should conduct themselves in a professional manner while on duty.
3. Preventing unauthorized carrying in and out of any materials from the Office Premises.
4. Maintaining logbook of events noticed or un-authorized materials found in possession while frisking of persons and vehicles of staff members and other persons notified by the officer in-charge at SEBI ensuring incoming/outgoing materials have been authorized by authorized signatory and have gate pass. Otherwise materials are neither allowed inside nor allowed to go out.
5. Maintenance of copies of all gate passes of material movements in appropriate files.
6. Admittance of personnel other than staff members and outsourced employees inside the building shall be at the discretion of the authorized officials of SEBI. The security officer/guard should ascertain the authorization of visitors, vendors and customers, etc. by telephonically calling the SEBI officials for authorization for their entry.
7. Upon authorization, the security guard will request the above mentioned visitor to write his/her name with contact particulars and full address in the 'Visitors Book'.
8. Round the clock (24x7 hours a week) monitoring of the office premises and taking immediate appropriate remedial action like personal inspection of the spot where there is any unusual movement or image noticed during monitoring and other related actions.
9. Drugs, Liquor and chewing of tobacco / pan are prohibited inside the office premises and guest house. The entire office premises and guest house is declared as "No Smoking zone". Strict disciplinary action will be initiated against offenders. The security personnel on duty should keep strict vigilance on that.
10. Managing fire-fighting equipment in an emergency during office and non-office hours.
11. Maintenance of complaint log book.

12. Day to day upkeep and maintenance of fire alarm, fire security, CCTV systems and other emergency systems.
13. Switching off the lights in unoccupied areas.
14. Frequent patrolling of the Office Premises during night times.
15. Safeguarding the assets of the SEBI .
16. Maintaining instructions register with details. The security guard on duty should, without fail, see this register and carry out instructions.

Working Conditions

a) General

1. The Security Service is required to be carried out on all the days of month round the clock (24*7 hours a week).
2. Strict discipline must be observed by the security personnel.
3. The Security personnel must be provided with proper and full uniform to distinguish them from other staff.
4. The payment will be made after making necessary deductions as applicable.

b) Qualification & experience required for Security staff

1. Should have passed at least Secondary School or equivalent exam. Should be able to read, write and speak in Hindi and English with fluency.
2. Should have at least 5 years' experience of the job.
3. Should be medically fit for the job.
4. Should have good working knowledge in handling of fire-fighting equipment with reasonable training and in basic operations of computer and electronic surveillance gadgets.
5. Should have good character. Should be smartly dressed (Uniform as approved by SEBI).