

Dear Sir/Madam,

We are pleased to invite you to participate in the **Request for Quotation (RFQ) for Hiring of Security Personnel issued by Maahi Dairy.**

RFQ Overview

- **Project Name:** Hiring of Security Personnel
- **Tender Start Date & Time:** 08 Apr 2026, 3:00 PM
- **Tender Closing Date & Time:** 17 Apr 2026, 5:00 PM

Vendor Registration & Participation Process

Interested vendors are requested to email **services@ncdfimarket.com** at least **2 days prior to the bid closing date** with the following details:

- Company Name
- Contact Person Name
- Mobile Number
- Email ID
- NCDFI Registration Status (Yes/No)

The NCDFI eMarket team will provide necessary guidance regarding vendor registration and the bidding process.

Transaction Charges

NCDFI eMarket will deduct **transaction charges @ 0.4% (exclusive of GST)** from the successful bidder.

TDS Deduction

TDS u/s 194-O @ 0.1% will be deducted from the bidder's **EMD on the projected trade value** at the time of issuance of the Bid Evaluation Result.

Link for Bid Submission

⇒ <https://events.ncdfimarket.com/bidder/>

EMD (Earnest Money Deposit) Details

- **EMD Amount:** ₹ 81,000/-
- **Payment Mode:** NEFT / RTGS
- **Account:** NCDFI ICICI Escrow Account
- **Account Details:** Will be shared by NCDFI eMarket on the registered email ID

Post-Payment Confirmation

After transferring the EMD, bidders must send an email confirmation to:

- **vivek@ncdfimarket.com**
- **dhruv@ncdfimarket.com**

EMD Confirmation Email Format:

Bidder Name	Amount Paid (₹) (In Figures & Words)	Bank Name	UTR No. & Date
[Company Name]			

△ Important:

- The bid will be considered valid **only if the EMD amount is credited to NCDFI ICICI Escrow account on or before 17-04-2026 1 PM.**
- The RFQ will become visible to vendors **only after successful EMD deposit** into the NCDFI Escrow Account.

For Further Assistance

- **Shri Vivek Suthar:** +91 99786 01585
- **Shri Dhruv Patel:** +91 99786 03418

We look forward to your active participation.

Warm regards,
NCDFI eMarket Team

RFQ Ref: 2026-27/Gen/Security/01

Date: 07th April 2026

Hiring of Security Personnel

NOTICE FOR INVITING RFQ

Sub: Inviting RFQ for Hiring of Security personnel for our various locations in Gujarat State as per **Annexure - A**.

Sealed RFQ are invited for awarding contract for hiring of Security personnel on monthly basis as well as on call basis for various locations in Saurashtra & Kutch region of **Maahi Milk Producer Company**

Limited. Interested firms who fulfill the terms and conditions as laid down in **Annexure-I** may online bid through NCDFI portal with rates in **Annexure-II** duly filled in online portal submission

1	Yearly estimated RFQ amount	Rs. 81,00,000/-
2	Earnest money deposit (EMD)	Rs. 81,000/- (1% of Estimated)
3	Performance security	Total 5% of annual RFQ value in DD / Performance Bank Guarantee
4	Issuance date of RFQ Document	From 08/04/2026 in NCDFI Portal
5	Last date of submission of RFQ	17/04/2026 at 17.00hrs. (5 PM)

Earnest money deposit will be deposit at NCDFI ICICI Escrow account. RFQ received without Earnest Money deposit will not be considered.

Annexure-I
Terms & Conditions for the award of contract for providing Security Personnel as per annexure – A.

Submission of RFQ: Sealed RFQs bids in the form prescribed in Annexure-II contained – **“RFQ for Hiring of Security Personnel”** addressed to “Admin Block, Animal Feed and Nutrition Unit, Rajkot- Jamnagar Highway, Village Khandheri, Taluka- Paddhari, District – Rajkot, Gujarat, India, 360110 through NCDFI portal by 05.00 PM on or before 17th April 2026.

- 1. RFQ document download- date and timing:** RFQ Document can be obtained from NCDFI Portal accompanied with 500 DD as RFQ fee in favor of Maahi Milk Producer Company Limited payable at Rajkot.
- 2. Period:** The contract to be awarded will be for a period of one year and the rates at which the contract is awarded will be valid throughout the period of contract except revision in minimum wages by the concerned authority. No claims whatsoever on account of food, accommodation, transportation charges etc. shall be entertained. It will be the responsibility of contractor to bear such expenses.
- 3. Personnel:** The firm submitting the RFQ must have sufficiently trained and experienced security personnel at their disposal. The Agency shall deploy personnel who are courteous, trained, well-mannered and disciplined. The security personnel should be educated and conversant in Hindi or English and should be extremely courteous with the visitors visiting the facility. They should be more alert while dealing with various stake holders of the company. The security personnel so engaged should observe decency and decorum during the course of their employment in and out of the facility. The security personnel should always be vigilant while on duty to prevent any unhealthy incident. They should be in a position to judge any situation and should immediately report to the authorized officer of the facility and the Agency.
- 4. Qualification & Experience:** The agency should have at least three years of experience in providing security personnel to private sector/Govt. Department (attach proof of documents). The agency should possess all the necessary certificates from concerned Govt. agencies to undertake this contract.

- 5.** The agency has to submit copy of every security personnel's police verification or police verification application, if qualified.
- 6.** The firm must ensure that the personnel employed have sufficient training, are well behaved and conversant with the various security aspects and information gathering. The firm must ensure that the personnel posted at one location are not changed frequently unless and until directed to do so by the concerned officer of the company. The guard must always have one mobile phone with him as a necessary condition of contract.
- 7.** The rate quoted should be exclusive of GST or any other applicable taxes. The GST/applicable taxes will be paid additionally only after receiving the photocopy of the GST registration certificate. Latest income tax clearance certificate and PAN & AADHAR is also required to be submitted by the agency (attach all proof of document from the concerned authority).
- 8.** The manpower / security personnel's to be provided to MMPCL should fulfill the norms prescribed by Department of Labour for hired security personnel.
- 9.** The RFQer will have to submit a list of personnel proposed to be supplied by them indicating their age, qualification, experience etc.
- 10.** A personnel so deployed should be able to maintain routine documents like Self and Staff Attendance Registers, Key Register, Material IN/OUT Register, Returnable/ Non-Returnable Register, Visitors Register, Day/Night checking register, Vehicle IN/Out register indicating time, material and mileage for each vehicle and it should be submitted as and when directed by the concerned officer.
- 11.** The job of providing security services to the Company shall be carried out by the agency on all week days during the contract agreement period i.e. all working days, holidays, closed weekly off of MMPCL, to ensure overall safety & security of the Men, Machine, equipment and premises.
- 12.** The Job shall include, access control to include manning, mustering, entry / exit gates, keeping attendance records of personnel's and manpower or any other records as instructed by the company time to time.
- 13.** Checking and verifying entries and exit of personnel, material and vehicles to and fro and assets on charges of MMPCL and permit only authorized personnel entry and exit to the premises round the clock, proper registration of visitors while entering and leaving the location, preserving material gate passes and handing over to concerned every quarter, timely follow up of outstanding of returnable material.
- 14.** The present scope of work will cover in and around area of operation of the BMC premises of MMPCL consisting of plant, Residential area, ware houses, stores etc.
- 15.** Ensuring issue and receipt of the day to day work includes keys of Laboratories / department / section/ Stores and accommodation keys every day.

- 16.** To ensure that all security lights are in working condition and should be put on and off every day by the Security staff on duty. Defective lights to be reported to the concerned immediately. The Agency shall deploy required personnel (including relievers) in all the 2/3 shifts on a regular basis within the scope of operation. Visitors coming to our premises should be informed to the staff immediately and lead them to the office by the Security staff on duty and hand over to the staff. Visitors should not be allowed to roam around the premises without accompanying staff. The security staff on duty should make necessary Gate Pass entries of non-returnable items in the Non-returnable Register. Register for Returnable material Gate Pass should be shown to authorised officer of MMPCL in the first week of every month by the Security Staff on duty along with list of unreturned material till that date.
- 17.** Any material / equipment / machine etc. should not be allowed to be taken out of our premises by any staff member or other person without proper material Gate pass duly signed by the authorised officer/s of location.
- 18.** The Security staff on duty should ensure that parking of vehicles at proper parking place and see that it does not cause inconvenience to the visitors.
- 19.** The Agency should check damage, theft and pilferage of material by manning static security posts by required number of personnel and by regular patrolling in the campus and along boundary wall / fence during day and night.
- 20.** The Agency should prevent any unwanted / illegal activities and gather intelligence on unauthorised movements / activities. Further, report any illegal activities / movement to MMPCL authorities.
- 21.** To restrain trespassers / intruders/pet/animals and immediately inform the same to the Administration.
- 22.** Receive orders / directions from staff on security related matters and ensure implementation of proper security measures in the premises.
- 23.** Static posts to be manned and areas to be patrolled will be shown to the Agency by BMC staff from time to time.
- 24.** Timely deployment of the required security staff on all the points is the prime responsibility of the Agency.
- 25.** The Agency shall ensure that the Security guards maintain proper communication system so that they can assemble quickly in case of an emergent situation.

26. Agency shall render necessary and adequate assistance to MMPCL Administration in case of strikes, labor unrest and take necessary steps to control the mob / unruly crowd.
27. If the guards find / notice any lights / fans / air conditioners etc. of any room(s) is not switched off, after office hours or any room left unlocked, they should take appropriate action to safeguard the interest of the premises.
28. The agency shall in case of any theft during tenure of contract agreement will help to lodge FIR with police, conduct their investigation and submit the report findings to the Chief Security Officer. The agency will also be responsible to pursue the theft case with police and related authorities.
29. The agency should provide necessary Firefighting and Disaster management training to their staff periodically. Agency should sent trainers to provide OJT at site also.
30. The scope of work is subject to revision / amend / alter as per the business requirement of the company and service provider will adhere to the same.
31. The disputes, if any, arising out of this contract will be subject to the jurisdiction of the court in Rajkot only.
32. It would be the sole responsibility of the successful bidder to pay compensation to the victim/victims family as the case may be for any injury/death caused in the event of any accident during the service or working hours and to face the legal proceedings.
33. The RFQs of only those firms which satisfy all the requirement/conditions stipulated in this document will be considered. RFQ with any cutting or overwriting in the figures will not be considered.
34. Maahi Milk Producer Company Limited reserves the right to award RFQ to one or more than one bidder in part or full as and when felt necessary to any other agency, who may not be a bidder without assigning any reason, at the same rate, terms & conditions to which this RFQ shall be finalized. The bidder to whom the RFQ has been awarded against this RFQ shall not be entitled to any compensation or consideration in any of such events.
35. The Contract/Agreement on a non-judicial stamp paper of Rs. 300/- will be signed by the successful bidder within 15 days from the date of issue of the **'Acceptance of Bid' or Work Order**. Otherwise, the EMD will be forfeited.
36. The successful bidder shall be required to maintain a complaint register with every post, to be produced at the time when asked for. This will be accompanied with the bills produced for payment to check for penalties, if any.

- 37.** Payment to the guards and staff should not be co- related with the payment by the Maahi Milk Producer Company Limited to the Agency and they should be paid in time i.e. before 07th of every next month.
- 38.** In case of dispute of any kind, the decision of Maahi Milk Producer Company Limited shall be final and binding.
- 39.** The competent authority reserves the right to reject any RFQ at any time without assigning any reason whatsoever.
- 40.** Company shall not be responsible for any misconduct of the personnel deployed by the agency outside MMPCL premises. Similarly, Company shall not be responsible for any third party claims.
- 41.** The period of contract will be initially for one year from the date of award with an option of extension for a further period of two years. However the contract can be further extended with some addition/deletion/modification of terms and conditions or rates on completion of satisfactory service at the discretion of the Company/with the mutual consent of both the parties.
- 42.** The Agency shall not transfer or assign or share benefit of this agreement with anyone else without the consent in writing from the MMPCL.
- 43.** If there is a discrepancy between words and figures, the amount in words shall prevail.
- 44.** A bid determined as substantially non-responsive shall be rejected by the Maahi Milk Producer Company Limited. The Maahi Milk Producer Company Limited may waive any minor infirmity or non-conformity or irregularities in the bid which does not constitute a major deviation.
- 45.** The service contract shall valid for one year from the date of execution of contract. However, the Competent Authority may terminate the contract after giving thirty (30) days' notice without assigning any reason thereof to the service provider.
- 46.** Tax deduction at source shall be governed as per prevailing rules.
- 47.** Any dispute arising out of the terms of this contract on the interpretation of any clause herein shall be settled by mutual discussions between the Nominated authorities of MMPCL and the authorized representatives of the agency. The Management decision of MMPCL will be final in resolving such disputes and the decision will be binding on the Agency.
- 48.** The agency should acquire, remit and maintain timely all the requisite registrations / Licenses / compliances under the various applicable laws and Labor codes as well as various acts i.e. Bombay Shops & Est Act 1948, Employee Provident & Pension Fund Act

1952, Contract Labor Act (R&A) 1970, Payment of Gratuity Act 1972, Payment of Bonus Act 1965, Employee State Insurance Act 1948, Employee Compensation Act 1923, Factories Act 1948, Minimum Wage Act 1948, Payment of wages 1936, Private Security Agencies (Regulation) Act, 2005 or any other acts from state / central government departments as applicable from time to time. The agency will have to maintain registers / records as MMPCL required under the provisions of various acts and complete the formalities prescribed there under. MMPCL shall not be responsible in any way for any breach of these rules and regulations by the agency. The contract is liable to be terminated if breach of rules & regulation is found after the award of contract.

STATUTORY OBLIGATIONS

- a) The attendance muster cum wages register of persons engaged during the month should be duly signed by the individual employees and countersigned by the representative of the agency & MMPCL.
- b) All employees have to be paid wages, special allowance and HRA at rates, not lesser than the minimum wage rates prescribed by the Government under relevant rules.
- c) All the employees have to be extended coverage of PF/FPF as per the eligibility under PF act.
- d) Appropriate deductions are to be made towards coverage of PF/FPF as per the eligibility under PF act.
- e) Appropriate deductions are to be made towards Professional Tax and Income Tax from the salary wages paid and remitted to concerned authorities if any.
- f) All deductions are affected from the salary / wages as per the provision of the payment of wages act.
- g) The following registers are required under provisions of various acts& to be maintained up to date in the prescribed format, kept available in the premises of the facility for inspection of any statutory authority, on demand for example, Register of Persons Employed, Muster Roll, Register of Wages, Register of Deduction, Register of OT, Register of Fines, Register of Advances etc.
- h) The License under the provisions of Contract Labour (R&A) act have to be obtained / renewed and kept operative. The half- yearly returns are to be submitted in time, to the authority as per rules.
- i) It will be the responsibility of the agency to inform the details of their guards posted in the facility to the nearest police station as per the prevailing Police/Govt. instructions.

PAYMENT TERMS AND CONDITIONS:

The term 'payment' mentioned in this part includes all types of payment due to the agency arising out of this contract excluding Earnest Money and Security Deposit governed by separate clauses of the contract.

- Monthly bills shall be submitted by 05th of following month to the authority specified in contract along with attendance slips signed by the user and other related reports/documents
- All payments shall be made by Cheque/NEFT only.
- Payment of Bills would take 30 days' time from the date of receipt of bills. However, no interest or penalty would be paid by Maahi Milk Producer Company Limited in case of delay in payment due to official reasons.
- No payment shall be made in advance nor that shall any loan from any bank or financial institutions be recommended on the basis of the order of Award of work.

JURISDICTION OF COURT

This Contract is governed by the laws of India and shall be subject to the exclusive jurisdiction of the courts of Rajkot.

PENALTY CLAUSE

Penalty will be levied from the agency for the following violation of terms and conditions of the contract are as under.

Sr.	Violations	Penal amount (Rs) per security guard			Remarks
		1st instance	2nd instance in a month	3rd & Subsequent instances in a month	Amount deducted per day
1	Absence from point of duty	NIL	1000	1000	On each occasion
2	Failure to provide alternative arrangement within 48 hrs of absence	2000	3000	5000	On each occasion
3	Change of guard without prior intimation to MMPCL	500	1000	1500	On each occasion
4	Noncompliance of any other terms and conditions	500	1000	1500	On each occasion
5	Guard found sleeping on duty/ misconduct	1000	2000	Removal from duty	On each occasion
6	Loss/Damage/ Theft of property from company premises	The amount of loss will be assessed by MMPCL and its management will decide on the quantum of penalty each time which shall be final			

In case of any serious misconduct the contract shall be terminated without serving any notice. In other cases one month notice shall be applicable for seeking to withdraw of services.

Subletting of work:

The firm shall not assign or subject the work or any part of it to any other person or party. The RFQ is not transferable and only one RFQ shall be submitted by one RFQer.

Employment of Security Personnel

The appropriate payment of wages and other benefits to the employees of the agency shall be the Exclusive Responsibility Of The Agency and persons so employed by the Agency shall have No Claim whatsoever on MMPCL.

The Agency should issue photo identity cards to their employees, which they should always carry with them and make available for inspection to MMPCL at any time.

Annexure -II
FORMAT IN WHICH RATES TO BE SUBMITTED
FOR SECURITY PERSONNEL

Sr.	Particulars	Rate for Security Guard (8 Hrs of duty)	Rate for Security Guard (12 Hrs of duty)	Rate for Security Supervisor for 8 hrs of duty	Rate for Security Supr for 12 hrs of duty
1.	Minimum wages per day				
2.	Min wages for 26 days				
3.	DA as on _____				
4.	Gross Salary for 26 days (Sr. 2+3)				
5.	PF on Minimum wages _____%				
6.	WC Policy/ESIC (as applicable)				
7.	Bonus _____%				
8.	Sub Total				
9.	Reliever charges _____%				
10.	Sub Total				
11.	Service Charges _____%	Vendors must quote Service Charges (%) on the Gross Salary (Sr. No. 4 of BOQ)			
12.	TOTAL (in R/Off)				

Please note:

1. Vendor would be identified solely on basis of above quoted rates.
2. Taxes if any, shall be quoted separately.
3. Accommodation will not be provided by MMPCL.
4. The event of a tie between two or more vendors quoting the same service charge percentage, the following criteria shall be applied for determination of the L-1 bidder:

I) Tie Breaker – I:

The bidder with the highest turnover/billing over the last two financial years shall be considered. Relevant supporting documents, including copies of audited balance sheets, must be submitted for evaluation.

II) Tie Breaker – II:

In case the tie still persists, the bidder having maximum Pan-India presence, as per the bidder qualification criteria, shall be given preference.

Submitting bid for _____, No. of guards at _____ Locations (**Ref. Annexure – A**).

SIGNATURE OF BIDDER
(PROP. / Partner/ Authorized Signatory) Name & Address with Seal of the firm

DECLARATION

I, _____ son of _____ the resident of _____ undersigned signatory of the agency is competent to sign this declaration and execute this RFQ document.

1. Bid Security (EMD) as required by this RFQ Enquiry is being submitted in the NCDFI ICICI Escrow account Amount Rs. 81,000/-.
2. I have carefully read and understood all the terms and conditions of the RFQ and undertake to abide by them. I have no objection in the event of any violation of various clauses of the RFQ document if the authority Forfeits the Performance Bank Guarantee/Security Deposit @ 5% of annual RFQ value of the contract.
3. The information/documents furnished along with the above application are true authentic to the best of my knowledge and belief. I/we are all aware of the fact that furnishing of any false information/fabricated documents would lead to rejection of my RFQ at any stage besides forfeiting of Earnest money deposited by me.

SIGNATURE OF BIDDER
(PROP. / Partner/ Authorized
Signatory) Name & Address
with Seal of the firm

Annexure - A

S.N	District Location	Sub Location	Sec. Guards	Sec. Off	Sec. Sup	Vigilance Officer	Total	Please tick mark(√) against bidding location	Signature of bidder against bidding location
1	Gir Somnath	Talala	2	0	0	0	2		
2	Amreli	Chalala	2	0	0	0	2		
3	Bhavnagar	Gadhada	2	0	0	0	2		
4	Bhavnagar	Bhavnagar	2	0	0	0	2		
5	Kutch	Dolatpar	2	0	0	0	2		
6	Jamnagar	Jamnagar	2	0	0	0	2		
7	Porbandar	Kutiyana	2	0	0	0	2		
8	Surendrangar	Chotila	2	0	0	0	2		
9	Rajkot	AFNU, Khanderi	6	0	1	0	7		