



IDMC[®]
L I M I T E D

**124-128, GIDC Estate, Vithal Udyognagar- 388121,
Anand District, Gujarat, India,
Tel: +91-2692-220521
Website: <http://www.idmc.com>**

Tender Document

For

**Providing Security Services at all Units of IDMC LTD Anand,
Gujarat, India**

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1. Invitation for Bid

Enquiry Reference no.: IDMC/ Sourcing & VD/ 2026-27/ Enquiry/ 374 dated 14.10.2026

The IDMC Ltd, Anand having its Head Office at Anand, Gujarat, invites bids from eligible bidders for Providing Security Services for IDMC LTD Anand as per details given below:

Description of Tender	Providing Security Services at IDMC LTD
Location of services to be availed	7 Units of IDMC Limited located at Anand, Gujarat, India
Contract Period	Initially for two years and may be extended further based on the performance
Estimated Cost	INR 2,00,00,000.00 (Approx.)
Earnest Money Deposit (EMD)/Bid Security	INR 2,00,000.00
Mode of Tender	eProcurement at NCDFI eMarket portal, considering restricted tender of IDMC with single stage two bid envelope system (Part I- Techno-commercial Bid and Part II- Price Bid) through www.idmc.com (click procurement) OR https://www.ncdfiemarket.com/index.php/idmc/ and can be downloaded and used as tender document for uploading the offer. The invited bidders are required to submit their offer electronically through NCDFI eMarket portal. No physical tender/email is acceptable.
Eligible bidders	This invitation for bids is restricted to the invited bidders only and written communication sent through email by purchaser/NCDFI e-Market.
Query/support related to online portal during submission of bid	Mr Sachin Chaudhary +91 99786 28169 Mr Parth Parikh +91 70435 31188
Date of uploading of enquiry on NCDFI eMarket portal	17.10.2026
Last date, time and place for receipt of bids/ offers	31.10.2026 (Up to 1700 hrs IST)
Bid submission currency	INR

1.1. The bid document can be downloaded by registration from the link:

www.idmc.com (click procurement) OR
<https://www.ncdfiemarket.com/index.php/idmc/>

1.2. Enquiry document:



Instructions to bidders, General conditions of contract, Special conditions of contract, Form of agreement, Acceptable forms of bank guarantees, Schedule of Requirement and technical specifications for all the items of works are indicated in this enquiry document.

1.3. Clarification on the bids:

The bidders may submit their queries / clarification if any through email by 22.10.2026 on email id – tenders @idmc.com for consideration of the purchaser.

1.4. Opening of offers:

Bids will be opened by the tender opening committee of IDMC based on the offer received on the NCDFI Portal, bidders' presence is not required.

1.5. Offer validity:

The bid shall remain valid for a period of 120 (One hundred twenty) days from the date of bid closing.

1.6. Drawings:

Bidders to submit preliminary GA /dimensional drawing along with the offer.

1.7. Rights reserved by IDMC Limited:

IDMC may evaluate & consider bids both technical as well as financially beneficial to the project. It reserves the right to accept and or reject any or all the bids.

2. Instructions to bidders

(a)	Tender/Event Ref. No.:	IDMC/ Sourcing & VD/ 2026-27/ Enquiry/ 374 dated 14.10.2026
(b)	Transaction Fee Payment of transaction fee by NEFT/ RTGS in favor of IDMC Limited	Not Applicable
(c)	Incidental charges (in land) in case documents are to be sent by courier/post	Not Applicable
(d)	Event Start Date	17.10.2026
(e)	Event Close Date & time	31.10.2026, 17.00 Hours
(f)	Last Date and time for bid submission	31.10.2026, 17.00 Hours
(g)	Time and date of opening of bids	As decided by IDMC tendering committee
	Part I – Techno-commercial bid	Bids will be opened by the tender opening committee of IDMC based on the offer received on the NCDFI Portal, bidders' presence is not required.
	Part II – Price bid	May be communicated later to responsive /technically qualified bidders who have accepted all techno commercial terms and conditions
(h)	Opening of bid	ONLINE at web portal (in presence of tender opening committee of IDMC)
(i)	Address for communication	IDMC Tender committee 124-128 GIDC Estate Vithal Udyognagar- 388121 Dist.- Anand (Gujarat) Tel: +91 2692 -220521 Email: tenders_mech@idmc.com
(j)	Contract Period	Initially for two years and may be extended for further one year
(k)	Amount of EMD	2,00,000.00
(l)	Date and time for receipt of EMD. The EMD in original to be submitted to communication address as stated above in clause (i)	30.10.2026

2.1. Eligible bidders:

This invitation for bids is restricted to the invited bidders only and written communication sent through email by purchaser/NCDFI e-Market. Bids with joint ventures will not be accepted.

However, Bidder should require a valid PASARA license for Gujarat state and having at least 500 security personnel on their role on PAN India Basis.

2.2. Cost of bidding:

The Bidder shall bear all costs associated with the preparation and submission of its bid, and IDMC Limited, also hereinafter based on the context referred to as "the Purchaser", will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.

2.3. Bidders to check the contents of enquiry documents:

The Bidder is requested to carefully examine all instructions, conditions, forms, terms, specifications, and drawings in the bidding documents. Failure to comply with the requirements of bid submission will be at the bidder's own risk. Bids which are not substantially responsive to the requirements of the bidding document will be rejected.

2.4. Documents to be submitted along with the offer/ bid:

- a. Certificate of Incorporation by qualifying The Bidder, in the same name and style, should be in business at least for last five financial years at time of bid opening. In case of change of name of bidder by merger / acquisition / change in status, the bidder may be eligible based on the documentary evidence.
- b. Valid registration documents under various Acts that may be applicable for the contract proposed. This shall include but not limited to PASARA, Income Tax, Companies, Excise Duty, GST, Works Contract Tax, Service Tax, Employee State Insurance, Contract Labour, Provident fund etc.
- c. Details of the experience and past performance of the bidder with similar security personnel on works of similar nature (Providing security services) within the past Five years, and details of current work in hand and other Contractual commitments.
- d. Copy of Income Tax Returns for three previous years in original or certified true copies, along with Permanent Account Number (PAN) for income tax purpose.
- e. Solvency certificate for at least 20% of the estimated cost of the work in the financial year in which bid is opened.



- f. Copy of TDS certificate issued by the clients to substantiate the claim for the value of works executed in the private sector.
- g. Copy of GST latest clearance certificate for the current financial year, duly attested. Registration for GST shall also be made and copy submitted for proof.
- h. Declaration on the cash credit limit & bank guarantee limits of the firm/agency duly certified by the bank.
- i. Declaration by bidder: The track record of the Bidder should be clean, and they should not have any involvement in any unlawful activity and fraud. The bidder should submit separate 'Declaration' in this regard (there is no specific format for this), on bidder's letter head notarized stamp paper and with seal and signature.
- j. All pages of the enquiry documents along with all the corrigendum's shall be signed by person(s) duly authorized. Proof of authorization shall be in the form of a written Power of Attorney/ Authority letter which shall accompany the bid. All pages of the offer documents, where entries and amendments have been made, shall additionally be initiated by the person(s) signing the offer/ bid.

The complete offer/ bid shall be without alterations, interlineations, or erasures except those in accordance with instructions issued by IDMC Limited, or as necessary to correct errors made by the bidder in which case such corrections shall be initialed by the person(s) signing the offer. No overwriting shall be permitted.

Even though the bidder meets the specified criteria, it may be disqualified if it has:

- I. Made untrue or false declaration in the forms, statements and attachments submitted in proof of their qualification and / or
- II. Record of poor performance such as abandoning the works, not properly completing the contract, inordinate delays in completion or financial failure etc.
- III. If the bidder is overbooked beyond his capacity to execute the work as per required schedules.

2.5. Clarification of bidding documents:

As specified above at clause no. 1.3

2.6. Mode and manner of submission:

- 2.6.1. Submission of bid shall be through NCDFI eMarket portal only. No physical/email bids shall be accepted



2.7. Currency of offer & payment:

The prices shall be quoted by the bidder as under:

- 2.7.1. Bidders shall quote in INR. All payments will be made in the currency in which the PO/contract will be awarded.

The payment will be only through an authorized bank, subject to forex and other regulations, including withholding taxes, if any, in force. The bank charges within India shall be borne by the purchaser.

2.8. The price schedule :



IDMC
LIMITED

Providing Security Services

Tender Ref. No.
IDMC/ Sourcing &
VD/ 2026-27/
Enquiry/ 374

PRICE SCHEDULE – GUJARAT
For Security Services – Watch and Ward (Unarmed)
Monthly Costing and Price Schedule

SR.NO	Description		Description		
			Security Officer	Security Civilian Supervisor	Security Civilian Guard
A	Minimum Wages and Wage Inclusion				
***	Applicable daily minimum wage rate w.e.f. 01.10.2026 (Gujarat State Government Minimum Wage Notification)		546.50	534.50	524.50
1	Monthly wages (Daily Wage × 26 Days)		14209.00	13897.00	13637.00
Total – Inclusion A			14209.00	13897.00	13637.00
B	Allowances and Employer Contributions -				
1	Conveyance Allowance - Per Month		4000.00	1000.00	0.00
2	Uniform Charges (Fixed Monthly Charges)		160.00	155.00	150.00
3	Employer's EPF Contribution @ 13%, subject to the applicable wage ceiling of ₹25,000		1847.00	1807.00	1773.00
4	Bonus Provision @ 8.33% of Total Inclusion A, payable/provisioned monthly in advance		1184.00	1158.00	1136.00
Total – Exclusion B			7191.00	4120.00	3059.00
C	Other Statutory Social Security Benefits				
1	Employer's ESIC Contribution @ 3.25%, subject to the applicable eligibility and wage ceiling of ₹21,000 - if applicable**		462.00	452.00	443.00
Total Other Statutory Social Security Benefits – C			462.00	452.00	443.00
SUB TOTAL (A+B+C)			21862.00	18469.00	17139.00
D	Management Fee / Service Charges		0.00	0.00	0.00
Total Monthly Cost for 26 Days (A + B + C + D)			21862.00	18469.00	17139.00
Cost per Day			840.85	710.35	659.19
1	Workmen's Compensation (WC) Policy:*		Charges shall be payable on an actual-cost basis against submission of the relevant invoice and proof of payment/submission, applicable to the specified IDMC Limited site address and subject to applicability. Applicable management fees shall be charged additionally, as agreed.		
2	National Holidays		Payment towards national holidays, calculated as one day's salary plus compensatory off (C-Off), shall be charged separately wherever applicable, against submission of the required supporting documents and		
3	Leave Wages		Provision for 18 days of leave per year shall be applicable and payable only as and when applicable to the premises, in accordance with the prevailing Gujarat State Rules and applicable statutory requirements.		

Terms and Conditions

The rates were being amended from time to time as per the revision of rates for minimum labour wages, issued by the state Govt. (It may vary state/ Proj. site/ zone & location wise)

1	The minimum wage rates indicated above are based on the applicable Gujarat State Government notification effective from 01 October 2026 and are subject to verification against the relevant notification.
2	Minimum wages and related statutory contributions may be revised from time to time by the competent government authorities. Any such revision shall be reflected in the applicable service rates.
3	Rates may vary depending on the project site, geographical zone, location, applicable wage category, and prevailing statutory requirements.
4	Uniform charges are fixed monthly provisions. No amount towards uniform costs shall be deducted from the security personnel's wages or final settlement without the prior approval of the designated IDMC Limited authority, wherever such approval is required.
5	EPF, ESIC, bonus, leave wages, national holiday payments, and other statutory benefits shall be governed by the applicable laws, eligibility criteria, and prevailing statutory requirements.
6	Any additional charges identified as applicable or payable on an actual-cost basis shall be billed separately against the relevant supporting documentation.

IDMC LIMITED

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Note: All rates and statutory calculations shall be subject to the prevailing government notifications, applicable statutory provisions, and mutually agreed contractual terms. The rates shall be revised from time to time in line with changes in minimum wage rates notified by the respective State Government. The applicable rates may vary depending on the state, project site, wage zone, and geographical location. Any such revisions shall be incorporated into the applicable service rates accordingly.

BIDDER



**** Calculations are already incorporated in the price schedule, bidders needs to fill only yellow highlighted items/ cells (row and column) for Management fees/ service charges in % only and accordingly green highlighted (cost per day) cell will be captured/ shown.**

**** Conveyance allowance per month shall be mentioned as per the present applicability however, if bidder wants to change the same then they have to add the same in the Management fees/ service charges (in %) and accordingly green highlighted (cost per day) cell will be affected.**

2.9. Offer validity & extension of validity if required:

Bids submitted shall remain valid for acceptance for a period of 120 days from the date of bid closing.

2.10. Submitted offer to be complete in all respects:

The bidder shall submit an offer which complies fully with the requirements of the bidding documents, including the basic technical design as indicated in the specifications.

2.11. Date of submission of offer/ bid:

The offer must be received by IDMC Limited on or before the date and time of submission as stated in the Invitation for Enquiry/ Tender. IDMC Limited may, at its discretion, extend the deadline for the submission of offer/ bid by issuing necessary instructions on email to all registered bidders, in which case, all rights and obligations of IDMC Limited and the bidders previously subject to the original deadline shall thereafter be subject to the new deadline as extended.

2.12. Late bids:

Any offer/ bid received by IDMC Limited later than the deadline for the submission of offers/ bids as prescribed by IDMC Limited will be subject to rejection.

2.13. Opening of bids:

The bids will be opened, scrutinized, and evaluated as per the qualification, scope and specification mentioned in tender and award the contract accordingly.



After the opening of offers IDMC Limited shall evaluate and process the same for finalizing the issuance of the Purchase order. The process shall be kept confidential - not disclosed to bidders/ any vendor or other persons not officially concerned with such process.

2.14. Undue influence by the bidder:

Any action to influence the procurement process or contract execution for undue advantage will be improper and may result in the rejection of the bidder's bid/ offer.

2.15. Clarification on offers/ bids:

To assist in the evaluation of offers/ bids, IDMC Limited may request the bidders/ vendors for clarification of their bids, including breakdown of unit rates. The request for clarification and the response shall generally be in writing but no change in the price or substance of the bid shall be sought, offered or permitted. The Purchaser may, depending on the nature of the query, contact the concerned bidder on the telephone number provided in the bid document only for the purpose of understanding and/ or resolving the query. For this purpose, the bidder is requested to provide the name and contact details of its designated officer.

2.16. Correction of errors:

- 2.16.1. The offers will be checked by IDMC Limited for any arithmetic errors in computation and summation. Errors will be corrected as follows:
- 2.16.2. "Where there is a difference between rates in figures and in words, the rates that correspond to the amounts worked out by the bidders, shall be taken as correct. However, when the amount of an item is not worked out or it does not correspond with the rates written either in figures or words, then the rates quoted by the bidder in words shall be taken as correct. When the rates quoted by the bidder in figures and words tallies but the amount is not worked out correctly, the price quoted by the bidder shall be taken as correct and not the amount."
- 2.16.3. The amount stated in the form of bid will be adjusted by IDMC Limited in accordance with the above procedures for the correction of errors, and with the concurrence of the bidder, shall be considered as binding upon the bidder. If the bidder does not accept the quoted rates (Price) of bid then his bid shall be rejected.
- 2.16.4. IDMC Limited reserves the right to accept or reject any variation, deviation, or alternative offers.



2.17. IDMC Limited's right to accept any offer/ bid and to reject any or all offers/ bids:

As mentioned above in clause no. 1.7

2.18. Notification of award and issuance of Purchase order:

Prior to the expiry of the period of offer/ bid validity prescribed in the enquiry/ bid documents, IDMC Limited will notify the finalized bidder/ vendor here in after referred to as the "/ Successful bidder/ Bidder", in writing on acceptance of their offer/ bid and issue a Letter of Intent/ Award, followed by a detailed Purchase order mentioning all the required terms and conditions and (hereinafter and in the Conditions of the Contract referred to as the "Contract price").

2.19. Amendment to the bidding document:

At any time prior to the deadline for submission of bids, the Purchaser may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Bidder, modify the Bidding Documents by amendment. The amendment will be notified in writing by mail to all registered Bidders.

2.20. Modification in the bid:

2.20.1. The Bidder may modify or withdraw its bid after the bid submission, provided that written notice of the modification or withdrawal is received by the Purchaser prior to the deadline prescribed for submission of bids.

2.20.2. No bid may be modified after the deadline for submission of bids.

2.21. Language of bid:

The Bid prepared by the Bidder and all correspondence and documents relating to the bid exchanged by the Bidder and the Purchaser, shall be written in the English language, provided that any printed literature furnished by the Bidder may be written in another language so long as accompanied by an English translation of its pertinent passages in which case, for purposes of interpretation of the bid, the English translation shall govern.



2.22. Personal discussion:

If required, IDMC Limited may desire to hold personal discussions with shortlisted vendors. The discussions, if required, are likely to be held at IDMC Limited's office in Anand or through the Online Teams meeting. Date shall be intimated through e mail by designated person of IDMC.



3. General conditions of contract

3.1 Performance Security:

The Performance Security for Rs. 20,00,000/- of the contract price shall be denominated in the currency of the Contract or in a freely convertible currency acceptable to the Purchaser, and shall be in the following form:

A bank guarantee issued by a Nationalized Indian Bank or a foreign bank having branches in India valid for 45 days beyond the contract period

OR

Demand Draft issued by Nationalized Bank/ Scheduled Bank/ Foreign Bank having branches in India in favour of M/s. IDMC Limited payable at Anand

The performance security will be discharged by the Purchaser and returned to the Contractor not later than 30 days following the date of completion of Contractor's performance obligation, under the Contract.

3.2 Period of Contract:

The contract shall be issued for a period of two year and may be extended subsequent period subject to satisfactory performance of the Contractor & with the same terms and conditions.

3.3 Termination of Contract:

Termination for Default

During the term of this contract, either party, reserves its right to terminate this contract by giving 30 (Thirty) days' notice without assigning any reason thereof.

IDMC LTD reserves the exclusive right to suspend, cancel, and terminate this contract at any time if it has sufficient reasons to believe that the Contractor has failed to perform or observe or fulfill any of the terms and conditions herein before contained and/or liable and responsible for any loss or damage suffered by IDMC LTD.

c) On termination of the contract, the Contractor must immediately,

i.e., within 24 hours, withdraw its persons deployed and materials from IDMC LTD's premises. The Contractor shall have no right to claim any demurrage/ compensation from IDMC LTD for the loss of job of its employees or whatsoever in as much as it is for the Contractor to deploy its men in such



other sites or places and the said employees are under complete administration, supervision and control of the Contractor.

Payment of final bill in this event will be released only if it is accompanied by the proof of the following:

Having handed over all the instruments including all materials and equipment of IDMC LTD to the authorized representative, in good condition.

Having vacated IDMC LTD's premises or any other premises that may have been allotted to him for discharge of the contractual obligation & proof on payment to respective government office on all statutory dues for workers.

On termination of the contract, IDMC LTD may make arrangement to employ any other contractor to complete the services and the difference of cost incurred by IDMC LTD shall be recovered from the Contractor's balance payment.

Termination for Convenience

IDMC LTD, by notice sent to the Contractor, may terminate the Contract, in whole or in part, at any time for its convenience. The notice of termination shall specify that termination is for IDMC LTD's convenience, the extent to which performance of the Contractor under the Contract is terminated, and the date upon which such termination becomes effective.

3.4 Terms of Payment:

100% payment shall be release on monthly basis within 30 days and invoice duly certified by IDMC officer. Payment cycle will start from date of bill certified by IDMC officer.

The payment of monthly bill amount shall be made to the contractor by IDMC LTD subject to basic minimum wages of State or Central Government, whichever is higher and to be revised by State/ Central Government Labour Commissioner from time to time.

3.5 Penalty

If the services provided by the contractor is found to be unsatisfactory, the same shall be brought to the notice in writing and if no improvement is found in a stipulated time, then a penalty up to 10% of the monthly payment will be imposed and the same shall be recovered from the monthly bill.

3.6 Insurance:



Alongwith ESIC facility / workmen compensation policy, the Contractor shall take Personal Accident Insurance policy for the persons deployed during tenure of the contract & provide the copy of the policy to IDMC LTD. The contractor shall be solely responsible for compensation to its workers as per law in consequence of any accident or injury or damage to any workman or other persons in the employment arising out of this Contract and during duty period. The contractor shall immediately take appropriate action in case of any accident to the workers so deployed by them and also intimate to the appropriate government authorities with the concern department of IDMC. IDMC LTD shall not be liable in respect of any damages or compensation payable to the workmen deployed by the Contractor in consequence to any accident or injury of any workman or other person in the employment of the Contractor during the course of employment or out of such employment.

3.7 Payment of Contractor's bill:

Bills in triplicate stating therein the order reference alongwith necessary supporting documents are to be submitted during the first week of the subsequent month with supporting documents and attendance report for the proof of actual manpower provided during the month, duly certified by the dealing officer of IDMC LTD.

Payment to the contractor shall be released only if it is accompanied by the proof of the following:

Submission of report on satisfactory services rendered to IDMC LTD

Submission of Certified Attendance Sheet for manpower provided.

Submission of Challan for depositing Provident Fund of individual employee for the previous month.

Submission of the Receipt on monthly wages(including wages register & bank proof) paid to the employees based on minimum wages as declared by the State / Central Govt. from time to time.

Submission of Challan/ receipts for depositing GST/labour welfare fund/statutory bonus payment/statutory leave encashment /statutory full & final settlement of left employee,

Professional tax receipt (as applicable)

Submission of ESI Challan for previous month (if applicable)

Monthly Report in form prescribed by IDMC LTD on details of EPF amount claimed from GoI under the PMRPY and EPF amount to be reimbursed to IDMC LTD and (ii) Credit Note in favour of IDMC LTD with the same amount every month

Unless otherwise stated, the payment shall be made by Crossed Account Payee cheque according to the terms of payment mentioned in the purchase



order. All payments will be subject to deduction of GST TDS, as per Section 51 of CGST Act 2017, if applicable.

Non Statutory payments:

Management fees: It should include the following: -

Administrative expenses, operating expenses, indirect costs, travel costs including local conveyance, communication, stationery, whistle, badges, I-cards, torches, lathies, operational expenses etc.

Indirect cost including obtaining and maintaining all the statutory licenses fees, statutory contributions, insurance premium, levies and incidental charges by the Central / State Government in connection with this contract.

The Percentage Management fee shall remain fixed for 3 years.

Uniform cost :- IDMC shall pay uniform cost to the contractor, if security persons perform duty six month continuously. Subsequently the agency to raise separate invoice for claim. If security person left duty before six months than uniform cost of that person shall be bear by service provider. Uniform cost shall be pay on half yearly basis. Uniform cost remain fixed for 3 years to be payable to employee.

Notwithstanding anything stated elsewhere in the Bidding Document, irrespective of mode of the contracting with the successful bidder, the successful bidder will be liable for the payment applicable taxes including Indian Income Tax, surcharge on Income Tax, GST and any other Corporate Tax, turnover tax etc. if attracted under the provisions of the law. IDMC LTD shall not bear any tax liability whatsoever irrespective of the mode of contracting.

The contractor should specify clearly GST percentage and amount separately in their invoice.

Cess and levies: All cess and levies etc. imposed by the Central / State Government shall be borne by the Contractor during currency of contract.

3.8 Force Majeure:

The terms and conditions mutually agreed upon shall be subject to Force Majeure Clause. Neither the supplier/ contractor nor IDMC LTD shall be considered in default in performance of his/their obligations hereunder if such performance is prevented or delayed because of war, hostilities, revolution, civil commotion, strike, epidemic, accident, fire, wind, flood, earthquake or because of any law, order, proclamation, regulation or ordinance of any



Government or of any act of God or any other cause whether of similar or dissimilar nature, beyond the reasonable control of the party affected. Should one or both the parties be prevented from fulfilling his/their contractual obligations by a state of Force Majeure lasting continuously for a period of six months, the two parties should consult each other regarding the future implementation of the contract/purchase order.

3.9 Arbitration:

In the event of any dispute in the interpretation of the terms of this agreement/ purchase order or difference of opinion between the parties on any point in the purchase order arising out of or in connection with the agreement/ accepted purchase order or with regard to performance of any obligation hereunder by either party, the parties hereto shall use their best efforts to settle such disputes or difference of opinion amicably by mutual negotiations. In case no agreement is reached, either party may forthwith give to the other, a notice in writing of the existence of such question, dispute or difference of opinion and the same shall be referred to the adjudication of sole arbitrator to be appointed by "IDMC LTD" whose decision in the matter shall be final and binding on the parties. The arbitration proceedings shall be governed under the provisions of the Indian Arbitration & Conciliation Act, 1996 and the rules thereunder or any statutory modification thereof for the time being in force. In this agreement/purchase order, venue of such arbitration shall be Anand (Gujarat)

3.10 Jurisdiction:

This invitation for bids is issued by IDMC Limited and on behalf of its head office situated at Anand (Gujarat). For the settlement of any dispute arising out of the contract against this bid, only the Courts at Anand, Gujarat, India shall have jurisdiction.

3.11 Applicable law:

The Contract shall be interpreted in accordance with the laws of the Union of India.



4 Technical scope of work & Special terms & conditions

1.0 Location of Work

The security services to supervise regulate movement of men, materials, vehicles etc. shall be provided at following locations:

- 1) IDMC LTD, Anand, Gujarat. (All seven units)

2.0 Scope of work – Security Services

The Contractor shall provide the security services as per the following guidelines:

- 1) The Security contractor shall provide the security services for 24 hours (round the clock) patrolling and managing guard patrolling system for the watch/ward, safety and protection of all the movable assets which include but not limited to, document, records, data stored in the electronic device and immovable properties at above mentioned location consisting of Land, Office Buildings, Laboratories, Garages, Stores, Godowns, Pump houses, Generator/Transformer Room, Guest houses, Hostels, Canteens, Vehicle parking etc.

Tentative security Personnel Required per month(quantity may reduce or increase as per actual requirement):

Sr. No.	Personnel Required	No. Of req.	Reliver
1	Security Officer (Without Arms)	01	0
2	Security Civilian Supervisor (Without Arms)	13	2
3	Security Civilian Gateman (Without Arms)	77	13
	Total	91	15

The Contractor needs to provide the contracted manpower with sufficient numbers of their relievers required during weekly off, national Holidays and leave of deputed persons.

- **Tobacco Detection, Alcohol Detection and Metal Detection:** Appropriate tobacco detection arrangements, along with alcohol and metal detectors, shall be provided and effectively implemented at all main entry and exit gates to



strengthen security checks and ensure compliance with applicable plant policies.

2) Based on the above requirements, security personnel shall be

required to be deployed on a continuing shift basis, which may increase or decrease depending on various factors. The working hours of the personnel deployed under each shift shall not exceed 08 hours (excluding lunch time) and in no case the Contractor shall put the staff for overtime work without obtaining the prior written consent IDMC LTD.

3) Personnel to be deployed should have following characteristics/ qualifications:

i) Good character, honest, courageous, alert, well disciplined, sound judgement, loyal, interested in the job, helpful demeanor, confident, courteous and self-controlled

i) Have professional appearance i.e. personal cleanliness, hair grooming, clean and pressed uniform, shoes shined, no mix of uniform and civilian clothes, equipment clean, serviceable and set up properly

i) Proper posture, non-smoker, reserved demeanor i.e no horseplay, practical jokes or fraternizing on duty

iv) Should be healthy, physically fit & be able to walk and stand for extended periods, tolerate inclement weather, run short distances and perform unarmed defensive tactics.

v) Category, experience and minimum wages category:

Type of Security	Category	Experience	Training
Security Officer	Skilled	At least 10 years	At least 55 hours before deployment
Security Civilian Supervisor	Skilled	At least 5 years	At least 55 hours before deployment
Security Civilian Gateman	Skilled	At least 2 years	At least 55 hours before deployment

The security personnel should preferably be between the age of 21 and 40 years. They should have adequate fluency in Hindi and ability to understand spoken English.

All the above personnel should be able to operate computer, read, write and comprehend orders, absorb information, write clear, complete & concise reports, communicate articulately with employees & visitors and handle incoming telephone calls as required. The



manpower so engaged should also be trained in providing firefighting operations.

vi) IDMC LTD shall have the right to ask to the contractor for replacement of person(s) of the security agency, who are not performing as per terms of the contract.

4) The contractor shall provide the services at the contracted rates round the clock as under: -

- a. 06:00 to 14.00 hrs,
- b. 14:00 to 22:00 hrs
- c. 22:00 to 06:00 hrs

5) A daily list of personnel on duty should be maintained in a register and provided to the IDMC LTD as and when required. The contractor must provide the employment history of Security Officer, Supervisors and Gateman to be deployed (alongwith their photographs attested by the contractor) indicating their permanent address and police verification before deployment at IDMC LTD's premises.

6) The contractor shall maintain necessary records of visitors, guests, vehicles, Office/Campus keys, contract labourers on duty, Housemaids etc., Office/Campus material receipt, Office/Campus material taken out of the premises and handle men/material/vehicle movement etc.

7) The contractor shall verify that all the doors leading to the terraces are locked properly.

8) The security personnel on duty shall check all the office buildings after office hours to ensure that all buildings are locked properly after the lights/ fans/ ACs have been put off.

9) The contractor shall provide fail-safe security to the assets (human as well as material & vehicle) at above location.

10) The contractor shall ensure that only security cleared persons enter the premises.

11) The contractor shall make sure that the visitors are directed towards office/plant building, after taking consent of the officer, whom the visitor intend to meet. Necessary entry shall be made in the visitors register.

12) The contractor shall ensure the screening/checking of suspected persons and their vehicles(s)/bag(s)/briefcases, manually.

13) The contractor shall ensure screening/checking of all vehicles entering the office/campus premises, including handling of their proper parking, at the designated parking areas.



- 14) The contractor shall ensure that only authorized persons are permitted to enter the office building.
- 15) The contractor shall prevent, detect and contain any unauthorized entry of men, animals, material and vehicle(s) inside the above mentioned location.
- 16) The contractor shall provide 24 hour patrolling to all locations including perimeter protection.

17) The contractor shall check safety of area between perimeter and building by foot/ cycle patrolling round the clock.

18) The contractor shall ensure screening/checking of outgoing material including scrap/dead wood/grass/etc., manually and will ensure that proper gate pass is issued at the gate.

19) The contractor shall put in place a system to conduct surprise checks at least once in a fortnight, particularly during night hours i.e. between 1.00 A.M. and 5.00 A.M. and submit a report of such visits to the authorized officer of IDMC LTD in the following week.

20) Any other related work/assignment required to ensure safety of IDMC LTD properties, employees and guests/visitors.

21) On special occasions, the security agency shall at the request of IDMC LTD, provide requisite additional number of personnel.

22) The contractor will ensure that no loss, theft or damages or pilferage or encroachment to IDMC LTD's property takes place during the tenancy of the service contract of the contractor. In case of any loss, theft or damage or pilferage or encroachment to the property during the service contract period due to the negligence of your personnel, as may be established after an enquiry conducted by IDMC LTD, the contractor shall be held responsible for such losses and damages which shall be recovered from the running bills of contractor. The contractor

should also co-ordinate with the local Police/ Fire-fighting department in case of theft, emergency/ fire etc.

23) The contractor shall ensure that its personnel do not at any time, without the consent of IDMC LTD in writing, divulge or make known any trust, accounts matter or transaction undertaken or handles by IDMC LTD and shall not disclose any information about the affairs of the IDMC LTD's Organization. The clause does not apply to the information, which already available in public domain.

24) It is categorically clarified that under no circumstances, the staff members and / or the workman/ employees of the contractor shall be treated, regarded or considered or deemed to be the employees of IDMC LTD's organization and the contractor alone shall be responsible for their



remuneration, wages and other benefits and service conditions of all the employees deployed by the contractor. The contractor shall keep indemnified IDMC LTD against any claim that may have to be met by IDMC LTD towards employees of the agency.

25) IDMC LTD shall not be responsible for providing residential accommodation to any of the employee of the agency

26) The contractor shall not engage any sub-contractor or transfer the contract to any other person in any matter.

- Gate Checking and Access Control: Ensure strict compliance with gate-checking procedures for mobile phones, tobacco products, vehicle entry/exit, parking, and other plant security protocols.
- Qualified Gate Supervisors: Deploy experienced and competent gate supervisors capable of managing security operations, maintaining records, and submitting reports in the prescribed formats and within stipulated timelines.
- CCTV and Access Control Monitoring: Ensure continuous monitoring of CCTV cameras and access-control systems, wherever assigned, and promptly report any malfunction or security breach.
- Security Personnel Discipline: Ensure discipline, punctuality, alertness, proper uniform, and strict adherence to plant security procedures and instructions.
- Night Patrolling and Reporting: Conduct scheduled night rounds and maintain and submit patrolling reports, including observations and irregularities, as per prescribed procedures.
- Reporting and Accountability: Ensure timely reporting, proper documentation, and prompt implementation of instructions without repeated follow-ups from Plant HR or management.
- Change of Gate Supervisors: Obtain prior approval from Plant HR before changing any gate supervisor. Emergency changes shall be communicated immediately with proper justification.
- Compliance and Performance: Ensure compliance with plant security policies, approved SOPs, statutory requirements, and contractual obligations. Repeated non-compliance shall be dealt with as per the applicable contract terms.

Statutory Compliances applicability**Purpose and Applicability**

These Terms and Conditions ("Statutory Compliance Conditions") shall apply to all vendors, suppliers, contractors, subcontractors, consultants and service providers ("Vendor") engaged by IDMC Limited ("IDMC" or "Purchaser") for the supply of goods, materials, equipment, execution of works or provision of services.

These conditions shall apply to IDMC's Manufacturing Units in Gujarat and other States, project sites, offices, warehouses, customer locations and other designated work locations, as relevant to the nature of the Purchase Order ("PO") or Work Order ("WO").

The requirements shall apply to the extent relevant to the goods supplied, services performed, personnel deployed and applicable statutory obligations of the Vendor.

2. Compliance with Applicable Laws

The Vendor shall comply with all applicable Central, State and local laws, rules, regulations, statutory notifications, government orders, directions and regulatory requirements in force in connection with the execution of the PO/WO.

Such compliance shall include, wherever applicable, labour and employment laws, social security legislation, taxation laws, occupational health and safety requirements, factory and industrial regulations, environmental laws, contract labour requirements, construction-related regulations and other statutory obligations relevant to the Vendor's activities.

The Vendor shall remain responsible for identifying and complying with the legal requirements applicable to its business, establishment, personnel and scope of work.

3. Multi-State and Location-Specific Compliance

Where supplies or services are undertaken at IDMC locations situated in different States, the Vendor shall comply with the applicable Central legislation and the relevant State-specific laws, rules, notifications, registrations, licences and statutory requirements applicable to each location.

The Vendor shall not assume that a registration, licence, statutory return, wage rate or approval applicable in one State automatically satisfies requirements in another State.

The Vendor shall maintain location-wise statutory documentation wherever required and furnish relevant evidence to IDMC's Procurement, HR, EHS, Finance or Project Department upon request.

4. Labour and Employment Law Compliance

Where the Vendor employs, engages or deploys personnel for the execution of the PO/WO, the Vendor shall comply with all applicable labour and employment laws, as per the provisions of the Code on Wages, 2019; Code on Social Security, 2020; Occupational Safety, Health and Working Conditions Code, 2020; Industrial Relations Code, 2020; and the applicable rules, notifications, amendments, savings and transitional provisions.

The Vendor shall ensure compliance with statutory requirements relating to minimum wages, timely wage payment, working hours, overtime, weekly holidays,



leave, bonus, gratuity, maternity benefits, social security, employee welfare, termination and other applicable employment-related obligations.

The Vendor shall ensure that its personnel are lawfully engaged and provided with all applicable statutory benefits and employment documentation.

5. Minimum Wages and Payment of Wages

The Vendor shall pay its employees and deployed personnel wages not less than the applicable statutory minimum wages, including applicable Variable Dearness Allowance (VDA) and revisions notified by the appropriate Government for the relevant employment category, skill level, geographical area and work location.

Wages shall be paid within prescribed statutory timelines and through legally permissible modes. All deductions from wages shall be made strictly in accordance with applicable law.

The Vendor shall maintain accurate attendance, wage and payment records and provide documentary evidence of compliance to IDMC upon request.

Any statutory revision affecting wages or employment-related costs shall be implemented from the applicable effective date, as per the Government notification with commercial adjustments, if any, handled in accordance with the PO/WO.

6. Statutory Registrations, Licences and Approvals

The Vendor shall obtain, maintain and renew all registrations, licences, permits, approvals and certifications required under applicable law for its business operations and performance of the PO/WO.

Where applicable, this shall include registrations and licences relating to establishments, factories, contract labour, construction activities, GST, professional tax, shops and establishments, environmental approvals and other relevant statutory requirements.

Where the nature or location of the work requires separate registrations, licences, notices or approvals, the Vendor shall ensure that such requirements are fulfilled before commencing the relevant activity.

Copies of applicable documents shall be furnished to IDMC before commencement of work, upon renewal or whenever reasonably requested.

7. EPF, ESI and Other Social Security Obligations

Where applicable, the Vendor shall comply with statutory requirements relating to Employees' Provident Fund (EPF), Employees' State Insurance (ESI) and other applicable social security schemes.

The Vendor shall ensure correct calculation, deduction, deposit and reporting of statutory contributions within the prescribed timelines. Employee-wise records, challans, contribution details and applicable returns shall be maintained and provided to IDMC as required.

The Vendor shall also comply with applicable requirements concerning gratuity, maternity benefits, employee compensation, insurance and other statutory benefits, as relevant to the engagement.

8. Contract Labour and Manpower Deployment

Where the PO/WO involves contract labour, outsourced manpower or deployment of personnel at an IDMC location, the Vendor shall comply with all applicable

registration, licensing, employment, wage, welfare and working-condition requirements.

The Vendor shall ensure that personnel are appropriately documented, suitably qualified and authorised to perform their assigned duties.

The Vendor shall maintain applicable appointment letters, identity and employment records, attendance registers, wage records and other statutory documentation. Any change in the Vendor's applicable licence, registration or statutory status shall be promptly communicated to IDMC.

9. Employee Welfare and Workplace Conduct

The Vendor shall comply with applicable laws concerning non-discrimination, equal remuneration, maternity benefits, prevention of sexual harassment, prohibition of child labour and forced labour, restrictions relating to adolescent labour, working hours, rest intervals, weekly holidays, leave and other mandatory workplace protections.

Where applicable, the Vendor shall maintain appropriate grievance redressal arrangements and comply with requirements relating to inter-State migrant workers and other protected categories of workers.

The Vendor shall ensure that its personnel observe IDMC's reasonable workplace-conduct, access-control, security, confidentiality and safety instructions.

10. Manufacturing Unit Compliance

For supplies or services involving IDMC's Manufacturing Units, the Vendor shall comply with applicable statutory requirements relating to industrial establishments, factory operations, occupational health and safety, machinery safety, electrical safety, fire prevention, environmental protection, waste management and other requirements relevant to the assigned work.

Where Vendor personnel enter or work within a Manufacturing Unit, the Vendor shall ensure completion of applicable induction, training, medical fitness checks, authorisation and site-access formalities.

For maintenance, installation, fabrication, electrical, mechanical, hot-work, work-at-height or other controlled activities, the Vendor shall obtain the required work permits and comply with approved work methods and site-specific safety procedures.

11. Project Sites, Construction, Erection and Commissioning

For project sites, erection, installation, commissioning, fabrication, civil works, maintenance and other on-site activities, the Vendor shall comply with all applicable statutory requirements relevant to the nature and location of the work, including requirements concerning labour, construction activities, occupational safety, welfare, insurance and environmental protection.

The Vendor shall ensure that personnel possess the necessary skills, qualifications, training and authorisations for the assigned work.

Where applicable, risk assessments, method statements, work permits, safety equipment and emergency arrangements shall be in place before work commences.

The Vendor shall promptly report accidents, incident, injuries, dangerous occurrences and environmental incidents to IDMC's authorised site representative, without prejudice to mandatory statutory reporting obligations.

12. Health, Safety and Environment (EHS)



The Vendor shall comply with all applicable health, safety and environmental laws and IDMC's communicated EHS policies, site rules, emergency procedures and environmental requirements.

Where relevant, the Vendor shall provide suitable personal protective equipment, safety training, supervision and other prescribed safeguards. The Vendor shall ensure the safe use of tools, equipment, machinery, chemicals and other materials under its control.

IDMC may suspend unsafe work or restrict site access where reasonably necessary to address safety, security or statutory concerns. The Vendor shall promptly implement corrective measures required under applicable law or reasonably directed by IDMC within its contractual authority.

13. Environmental and Hazardous Material Compliance

The Vendor shall comply with applicable environmental, pollution-control, waste-management, packaging, transport, storage and disposal requirements relevant to the PO/WO.

Any hazardous material, chemical, regulated substance or waste shall be handled, transported, stored and disposed of in accordance with applicable law and IDMC's communicated procedures.

Where required, the Vendor shall furnish safety data sheets, permits, test reports, disposal records and other environmental documentation relevant to the supplied goods or services.

14. Statutory Documentation and Periodic Compliance Submission

For manpower, contract labour and other applicable service contracts, the Vendor shall submit statutory compliance documents at the frequency specified by IDMC.

Such documentation may include:

1. Applicable statutory registrations, licences and insurance certificates.
2. Employee-wise attendance, deployment and wage statements.
3. Salary payment proofs and applicable wage registers.
4. EPF and ESI challans, LWF and employee-wise contribution records.
5. Applicable bonus, overtime, leave and other statutory payment records.
6. Applicable safety training, work permits and incident records.
7. GST invoices and other applicable tax documents.
8. Other statutory records reasonably required to verify compliance with the PO/WO.

The Vendor shall maintain statutory records for the period prescribed by law and produce them for lawful inspection or verification.

15. Taxation and Invoicing Compliance

The Vendor shall comply with applicable GST, income-tax withholding and other statutory tax requirements relevant to the transaction.

All invoices shall contain the prescribed particulars, valid registration details wherever applicable, the relevant PO/WO reference and supporting documentation required by law and IDMC's invoicing procedures.

IDMC may make deductions or withholdings required by applicable law. The Vendor shall promptly rectify any invoice or tax-documentation deficiency notified by IDMC.

Any documented tax-credit loss or other recoverable loss directly attributable to the Vendor's non-compliance may be addressed in accordance with the PO/WO and applicable law.

16. Quality, Product Safety and Regulatory Standards

All goods, materials, equipment and services supplied under the PO/WO shall conform to the agreed specifications, approved drawings, samples, technical standards, quality requirements and applicable statutory standards.

Where relevant, the Vendor shall provide test certificates, inspection reports, material certificates, product approvals, safety data sheets, operating manuals and other prescribed documentation.

The Vendor shall promptly notify IDMC of any defect, product-safety concern, regulatory restriction or material non-compliance affecting the supply or performance.

17. Insurance and Compensation

Where required by law, the PO/WO or the nature of the work, the Vendor shall maintain appropriate insurance coverage for its personnel, equipment, vehicles, third-party liability and other relevant risks.

The Vendor shall remain responsible for its statutory compensation obligations and for losses or claims attributable to its acts, omissions or breach of applicable law, subject to the PO/WO and applicable law.

Evidence of applicable insurance coverage shall be furnished to IDMC upon request.

18. Subcontracting and Third-Party Engagements

The Vendor shall not subcontract, assign or transfer material obligations under the PO/WO without IDMC's prior written approval, where such approval is required under the contractual terms.

Any approved subcontractor shall comply with all statutory, labour, safety, confidentiality, quality and contractual requirements applicable to its activities.

Approval of a subcontractor shall not release the Vendor from its contractual responsibilities or obligations for compliance failures attributable to the Vendor or its subcontractors, to the extent provided under the PO/WO and applicable law.

19. Statutory Responsibility and Principal Employer Obligations

The Vendor shall remain responsible for fulfilling its own employment, contractual and statutory obligations in relation to its employees and deployed personnel.

Nothing in the PO/WO or these conditions shall create or establish an employer-employee relationship between IDMC and the Vendor's personnel solely by virtue of the contractual arrangement. This provision shall not exclude or restrict any statutory responsibility or liability that may be imposed upon IDMC under applicable law.

Where IDMC is legally required to discharge an obligation arising from the Vendor's default, IDMC may take appropriate action and recover amounts legally recoverable from the Vendor, subject to applicable law and the contractual terms.

20. Confidentiality and Data Protection

The Vendor shall maintain confidentiality regarding IDMC's commercial, financial, technical, operational and other non-public information obtained in connection with the PO/WO.

Such information shall be used only for the authorised purpose and shall not be disclosed to any third party without IDMC's written consent, except where disclosure is required by law.

The Vendor shall implement reasonable safeguards for confidential information and personal data and comply with applicable data-protection requirements.

21. Ethics, Anti-Bribery, IPR and Conflict of Interest

The Vendor shall conduct its business ethically and comply with applicable anti-bribery, anti-corruption and fraud-prevention laws. During work, any work/design/documents created/modified or handled shall be the sole intellectual property of IDMC Limited and No rights should be claim for the same.

The Vendor shall not offer, promise, authorise or provide any improper payment, gift, commission, inducement or benefit to any IDMC employee or representative to influence a business decision.

Any actual or potential conflict of interest relevant to the PO/WO shall be promptly disclosed to IDMC.

22. Statutory Notices, Inspections and Incident Reporting

The Vendor shall promptly notify IDMC of any material statutory notice, inspection finding, regulatory action, licence suspension, workplace accident or other event that may materially affect the execution of the PO/WO or create a legal, financial or safety risk for IDMC, subject to applicable law.

The Vendor shall cooperate with IDMC in responding to matters relating to the Vendor's work and shall provide relevant records, explanations and corrective action plans as reasonably required.

23. Audit and Corrective Action

IDMC or its authorised representative may verify relevant statutory compliance records upon reasonable notice or where legally justified, subject to applicable law, confidentiality and data-protection requirements.

The Vendor shall promptly rectify any identified non-compliance within the period specified by IDMC or required by law and provide documentary evidence of closure.

Failure to comply with applicable statutory requirements or agreed contractual obligations may constitute a breach of the PO/WO.

24. Indemnity for Statutory Non-Compliance

The Vendor shall indemnify IDMC against damages, legally recoverable losses, claims, liabilities, statutory dues, penalties, damages and reasonable legal expenses arising directly from the Vendor's breach of applicable law or contractual obligations, to the extent attributable to the Vendor and recoverable under applicable law.

Nothing in this clause shall exclude, restrict or transfer any statutory liability that cannot lawfully be excluded, restricted or transferred.

25. Consequences of Non-Compliance

Subject to applicable law and the PO/WO, IDMC may require corrective action, suspend the affected activity, restrict site access where justified, defer processing of



disputed invoice amounts pending verification, recover legally recoverable amounts or terminate the PO/WO in accordance with its contractual rights.

Any contractual deduction, withholding, recovery or penalty shall be applied only to the extent permitted by applicable law and the contractual terms. No action shall unlawfully deprive workers of their statutory wages or benefits.

26. Change in Law

The Vendor shall comply with applicable amendments to legislation, statutory notifications, minimum wage rates, VDA rates, contribution rates and other regulatory requirements from their respective effective dates.

The Vendor shall promptly notify IDMC of any material impact on cost, scope, delivery or performance and provide supporting documentation. Any commercial adjustment shall be subject to the PO/WO and written approval by IDMC's authorised representative.

27. Records and Retention

The Vendor shall maintain accurate statutory, employment, financial, quality, delivery and safety records relevant to the PO/WO for the period prescribed by law or agreed contractually.

Such records shall be made available to IDMC for lawful verification upon reasonable request, subject to applicable confidentiality and data-protection requirements.



5 Form of Bid

The Appendices (I to IV) of form of bid is a part of the bid. Bidders are required to fill up all the blank spaces in this Form of Bid and Appendices.

Bid Reference No.: IDMC/ Sourcing & VD/ 2024-25/ Enquiry/ 374

Appendices I

Name and address of Service Recipient / Employer : IDMC Ltd., Plot 124-128, GIDC estate, Vithal Udyognagar, Anand – 388121.

Description of Works : Providing Security Services for IDMC LTD located at Anand, Gujarat India

Dear Sirs,

- i. Having examined the Conditions of Contract, Specifications and Schedule of Quantities for the execution of above mentioned works, we, the undersigned offer to execute, complete and maintain the whole of the said works in conformity with the said Conditions of Contract, Specifications and Schedule of quantities for the sum of Rs. _(Rs) or such other sum as may be ascertained in accordance with the said conditions.
- ii. We undertake, if our bid is accepted to commence the Works within

days of receipt of the Letter of Acceptance, and to complete and deliver the whole of the above said works comprised in the Contract within months calculated from the last day of the aforesaid period in which the Works are to be commenced.
- iii. If our enquiry is accepted, we will furnish a Performance security in the approved form (a bank guarantee (format approved by IDMC) / Demand draft), to be jointly and severally bound with us in amount of 5% (five percent) of the above named sum in accordance with the Conditions of Contract.
- iv. We agree to abide by this enquiry for the period of 120 days from the date of submission of offer as prescribed in clause 13 of the Instruction to Bidders, and it shall remain binding upon us and may be accepted at any time before the expiry of that period.
- v. This Offer, together with your LOI /LOA shall constitute a binding Contract between us and IDMC Limited.



vi. We understand that you are not bound to accept the lowest or any Bid you may receive.

Date:

Signature of Bidder with seal

Witnesses:

1. Signature : Name :
Address :

2. Signature : Name :
Address :



Appendices II - BIDDING TERMS DEVIATION STATEMENT FORM

The following are the particulars of deviations from the requirements of the bidding conditions/ terms:

CLAUSE	DEVIATION	REMARKS (INCLUDING JUSTIFICATION)
--------	-----------	-----------------------------------

The terms and conditions prescribed in the bidding document shall prevail over those of any other document forming a part of our bid, except only to the extent of deviations furnished in this statement.

Dated:
Place:

Signature and Seal of Bidder

Note :-

Where there is no deviation, the statement should be returned duly signed with an endorsement indicating "NO DEVIATIONS".



Appendices III TECHNICAL DEVIATION STATEMENT FORM

The following are the particulars of deviations from the requirements of the bidding conditions/ terms:

CLAUSE	DEVIATION	REMARKS (INCLUDING JUSTIFICATION)
--------	-----------	-----------------------------------

All the bidders to submit their bids as per the scope of supply mentioned in the technical specifications in totality and no any deviation shall be considered in the scope of supply.

The terms and conditions prescribed in the bidding document shall prevail over those of any other document forming a part of our bid, except only to the extent of deviations furnished in this statement.

Dated:
Place:

Signature and Seal of Bidder

Note :-

Where there is no deviation, the statement should be returned duly signed with an endorsement indicating "NO DEVIATIONS".



Appendices IV – Undertaking for statutory compliance

Format for Undertaking regarding statutory compliance by contractor. (To be executed by successful bidder on Non-Judicial stamp paper of Rs. 100/- or as per the act of Local State Government)

To,

IDMC LTD, Anand

Subject:

Undertaking A - Statutory Wages

This is with reference to our contract with IDMC LTD vide contract No..... dated This is to certify

that our all employees deployed at IDMC LTD,___are covered under the provisions of Statutory Acts which are applicable on our establishment and we are bound to follow all the statutory requirements.

It is also certified that we are abiding by the statutory obligation and shall be responsible for compensation of any cases arising out of course of employment / during the course of employment including EPF, ESIC, Bonus, leave & Leave Wages payment for balance leave, National Holiday etc. and We undertake to make full reimbursement of all statutory payments to workers as received from IDMC LTD & reimburse the EPF benefit to IDMC LTD received from Government under provisions of PMRPY, without delay.

Further it is clarified that if any query or demand is raised from any Government Statutory Authority, we will take up this matter at our own end as and when demands are raised from the appropriate forum.

B - Good Quality, well trained Manpower & No Shortage of Manpower

We further undertake and ensure to provide good quality & well trained manpower in full strength with relievers and also ensure that no person will work for more than 8 hours & beyond their duty hours except in case of emergency & with approval of IDMC LTD. We will



continuously improve our services to the satisfaction of your esteemed organization.

also certify that our all employees deployed at IDMC LTD, _____ are covered under the State Shops and Establishment Act which is applicable on our establishment. We are bound to follow all the applicable statutory requirements from time to time. We will ensure to provide leave, wages for leave, weekly off and National Holidays to all contract persons to be deployed/ deployed as per provisions of the applicable Act at IDMC LTD, _____.

In addition to above, agree to provide the required details/ documents to IDMC LTD, _____ as and when asked for.

With
regards,
Yours
sincerely,

(Signature of Authorized Signatory)

(Seal of contractor)

Date:

Place:

6 Acceptable forms of Bank Guarantees

Bank Guarantee to secure performance

Currency: INR / EURO / USD / ETC..		Amount in figures		
Amount in words				
Date of execution		Date up to when in force/ Date of expiry		
Date of Claim/ Demand (up to 365 days beyond the date of expiry)				
Name and address of beneficiary		IDMC Limited, Plot no. 124-128, GIDC Estate, Vithal Udyognagar, District Anand, Gujarat -388121		
Name and address of the vendor and/ or service provider (i.e. purchaser of the bank guarantee from the bank)				

THIS deed of guarantee made on this _____ day of _____, between _____ (name of the bank issuing this guarantee), herein after called 'the bank', on the first part and _____ (hereinafter referred to as 'vendor and/ or service provider in relation to IDMC Limited' and 'purchaser in relation to the bank' respectively) on the second part.

WHEREAS, the purchaser of the bank guarantee has been engaged by IDMC Limited as a vendor and/ or service provider for _____ (e.g. design, manufacture, and supply of equipment or installation/ testing/ commissioning/ job work/ preventive maintenance/ break-down maintenance/ consulting or advising services as envisaged in the purchase order(s)/ contract(s) _____ dated _____) which is required to be performed in pursuance of the said purchase order(s)/ contract(s);

WHEREAS, the vendor and/ or service provider is required to submit this bank guarantee for a sum of Rs. _____ (Rupees _____ only) as security for fulfilling its obligation to secure performance of the _____ (description of goods and/ or services) under the said purchase order(s)/ contract(s).

AND WHEREAS, at the request of the vendor and/ or service provider, the bank has agreed to guarantee the refund of the said amount in case the aforesaid goods and/ or services do not perform to the satisfaction of IDMC Limited as per the terms and conditions of the said purchase order(s)/ contract(s).



NOW THIS DEED OF GUARANTEE DOES WITNESSETH AS UNDER:

1. That in consideration of IDMC Limited having awarded the said purchase order(s)/ contract(s), the bank does hereby irrevocably guarantee and indemnify that if the vendor and/ or service provider has supplied and/ or provided _____ (description of goods and/ or services), which is not to the satisfaction of IDMC Limited, as per the details, terms and conditions contained in the said purchase order(s)/ contract(s), *supra*, the Bank shall, without demur, repay and indemnify IDMC Limited within seven (7) working days as the bank may be called upon to pay subject to a ceiling of Rs. _____ (Rupees _____);
2. We, _____ (name of the bank), further agree that this performance guarantee will remain in full force and effect up to _____ by which duration IDMC

Limited believes it may be reasonable to certify that the defect liability period has been successfully completed as per the details contained in the purchase order(s)/ contract(s), *supra*.

3. That the bank shall not question any of the details, terms and conditions contained in the said purchase order(s)/ contract(s), *supra*, including but not limited to the amount of consideration agreed upon between IDMC Limited and the vendor and/ or service provider for the purposes of determining its acceptance of liabilities under this bank guarantee and forthwith accept the demand of IDMC Limited to determine this bank guarantee.
4. That at the written request of either IDMC Limited or the vendor and/ or service provider, the bank shall renew this bank guarantee before it's date of expiry.
5. The Bank agrees that the amount hereby guaranteed shall be immediately due and payable to IDMC upon serving the bank with a notice before the date of expiry or date of claim/ demand, whichever is earlier. The claim can be lodged by IDMC Limited up to 45 days beyond the date of expiry or extended date of expiry.
6. This Bank Guarantee shall be subject to the law as applicable in India.
7. "In the event of invocation, the details to be sent to the branch address with branch email id _____ Marking a copy to our back-office email id _____."
8. Notwithstanding anything stated herein before:

(i) The Bank's liability under this guarantee is restricted to Rs.



IDMC[®]
L I M I T E D

Providing Security Services

Tender Ref. No.
IDMC/ Sourcing &
VD/ 2026-27/
Enquiry/ 374

_____-/- (Rupees _____ only);

(ii) This guarantee shall remain in force till _____ and;

(iii) The Bank is liable to pay the guaranteed amount or any part thereof under this bank guarantee only if IDMC Limited serves upon the Bank a written claim/ demand on or before _____ (Date of Claim/ Demand) including 45 days of grace period from the date of expiry.

IN WITNESS WHEREOF, the bank has signed on this _____ day of _____, 2026.

Signature of Bank Manager