

Star Union Dai-ichi Life Insurance Company Limited

Request for Proposal

For

Pan India Security Services

Issue Date: -19/11/2025

Last Date of Submission of Proposal: -05/12/2025

Tender Sr. No.: - SUDLIFE/CPD/TD/25-26/010

DISCLAIMERS :

The information contained in this Request for Proposal (RFP) document or information provided subsequently to applicants whether verbally or in documentary form by or on behalf of SUD Life is provided to the applicants on the terms and conditions set out in this RFP document and all other terms and conditions subject to which such information is provided. This RFP is neither an agreement nor an offer and is only on invitation by SUD life to the interested parties for submission of proposal. The purpose of this RFP is to provide the applicants with information to assist with the formulation of their proposals. This RFP does not claim to contain all the information each applicant may require. Each applicant should conduct his own investigations and analysis and should check the accuracy, reliability and completeness of the information in this RFP and where it is necessary to obtain independent advice. SUD Life makes no representation or warranty & shall incur no liability under any law, statute, rules or regulations as to the accuracy, reliability or completeness of this RFP. SUD Life may in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information in this RFP. SUD Life reserves the right to accept or reject any RFP without assigning any reasons whatsoever.

1. INTRODUCTION

1.1 About

Star Union Dai-ichi Life Insurance Company Ltd. (SUD Life) is a joint venture between Bank of India & Union Bank of India, India's leading public sector banks and The Dai-ichi Life Insurance Company, Japan one of the top ten world leaders in insurance which has been incorporated with the primary objective of carrying out life insurance business in India.

Star Union Dai-ichi Life Insurance Co. Ltd. (SUD Life), with the strength of the domestic partners in the Indian Financial Sector coupled with the Dai-ichi Life's strong domain expertise is a strong player in the Indian Life Insurance market.

1.2 Purpose

The purpose of this RFP is to inform potential Bidders of a business opportunity and to solicit proposals for **Pan India Security Services** as currently contemplated by SUD LIFE. Based upon the review and evaluation of proposals offered in response to this RFP, SUD LIFE may at its sole discretion negotiate and enter contracts with one or more successful Bidders. Notwithstanding any other provision herein, Bidder participation in this process is voluntary and at Bidder's sole discretion. Price will be a consideration but will not be the sole factor in SUD LIFE's decision to award a contractual relationship. The products, volumes and historical numbers that are provided by SUD LIFE during this process are to be used and interpreted solely as a guide and are intended to provide guidance to SUD LIFE's future or projected requirements but are not guarantee, contract or commitment to any current or future volume or orders. No volume commitment should be inferred from this process or from any of the documentation provided by SUD LIFE. SUD LIFE reserves the right to accept or reject any or all bids from a specific or multiple Bidders for any reason at any time. SUD LIFE also reserves the right at its sole discretion to select or reject any or all Bidder(s) in this process and will not be responsible for any direct or indirect costs incurred by the Bidders in this process.

2. Bid Submission

The Bid (attached formats) duly signed, and super scribed "**Bid for Security Services-Pan India**" should be addressed to finance controller of Star Union Dai-ichi Life Insurance Company Limited.

Please note that the Technical and **Commercial bid have to submit online through email and commercial should be password protected at procurement@sudlife.in**. The Company is not responsible for non-receipt of bids by the specified date and time due to any reason including holidays. All questions / clarifications, if any, regarding this tender should be communicated **only** via email at procurement@sudlife.in.

Last date for receipt of any query is 28/11/2025. Bids received after the stipulated date/ time or incomplete in any respect are liable to be rejected.

3. Acknowledgement

Please acknowledge receipt of this document by responding via email to procurement@sudlife.in. Please include the contact information for the person who will be directly responsible for completing the RFP.

4. RFP Schedule

We are listing below the various deadlines to be met to ensure participation

1	Last date for Submission of Process compliance & Techno commercial Compliance statements (Complete RFP Set along with Technical supporting Document)	05/12/2025
2	Last date for Submission of Quotes (Annexure D and Proposal Form)	05/12/2025

5. Requirement Overview

5.a. Buyer Profile	Star Union Dai-ichi Life Insurance Company Ltd. (SUD LIFE) is a joint venture between Bank of India & Union Bank of India, India's leading public sector banks and The Dai-ichi Life Insurance Company, Japan one of the top ten world leaders in insurance which has been incorporated with the primary objective of carrying out life insurance business in India.
5.b. Services up for Quote	Security Services for Pan India Location & Head Office
5.c. Scope of Services	The service provider must clearly understand and confirm the following deliverables for the service of: Detailed scope mentioned in 'Annexure A'
5.d. Operating Days & Hours	8 Hrs. Per Day (24*7 for Head Office) Monday to Saturday for Branch Offices as per office timing.
5.e. Selection Process of vendors	- You need to sign and send your Process Compliance and Techno-Commercial statement in response to this RFP (Annexure B & C) - You need to submit the quote as per the format mentioned in Annexure D - Star Union Dai-ichi will evaluate the final quotes of all the vendors & will decide on awarding business based on the Comprehensive value proposition of each service provider.

5.f. Award Decision	• Supplier must submit the quote by the due date in order to be considered for the contract. • Star Union Dai-ichi will decide which vendor will be examined for awards. It is important to note that the lowest price supplier does not automatically win the business. • Star Union Dai-ichi reserves the right to split the business amongst vendors depending on the prices achieved through this process. • The contract will be awarded basis the internal criteria set by Star Union Dai-ichi which comprise Technical Evaluation, Commercial Evaluation & any other factors. The supplier selected for award of the contract, on refusal to accept the contract would be debarred from further dealings with Star Union Dai-ichi. In the event of you being selected by Star Union Dai-ichi and your subsequent default on your quote, you will be required to pay Star Union Dai-ichi an amount equal to the final quote and the next lowest quote on total quantum of purchase (indemnity clause).
5.g. Service & Penalty	To be mutually discussed before finalizing the rate contract.
5.h. Payment Term	30 days after the submission of invoices.
5.i. Compliance Checklist	Compliance Checklist is mandatory and needs to be adhered to at every audit cycle. Necessary Security deposit is applicable to avoid any penalty. (Compliance Annexure – E Attached)

RELATED PARTY TRANSACTION DECLARATION FORM (BY SERVICE PROVIDER)

Service Provider Name:

Registered Address:

Details of Proposed contract to be entered:

Are you a related party or group entity of SUD Life Insurance Co (herein referred to as 'the Company') or any Insurance Intermediary registered with IRDAI (Insurance Regulatory Development Authority of India)?

☐ Yes ☐ No

Declaration by the Service Provider

I/ We hereby confirm that the involvement of any of the above-mentioned persons with the Company or with any of its employees/directors will not in any manner unduly benefit us or the employee(s) of the Company and further confirm that no benefit/advantage have been exchanged between the Service Provider and the employees/directors of the Company in respect of the proposed transaction.

I/ We further confirm that the terms and conditions of the proposed contract will be at market rate and on an arm's length basis

I/ we further confirm that in case if we become group entity/ related of the Company or **any** insurance intermediary registered with IRDAI (Insurance Regulatory Development Authority of India), then we shall inform the Company regarding the same within 7 days from date such arrangements.

Name:

Signature:

Date:

Seal of the Service Provider

(Authorized Representative)

6. Terms of the RFP

6.1 Hold Harmless

In submitting a proposal, Bidder understands that SUD LIFE will determine at its sole discretion which proposal, if any, is accepted. Bidder waives any right to claim damages of any nature whatsoever based on the selection process, final selection, and any communications associated with the selection. SUD LIFE reserves the right to award the Contract to the Bidder(s) whose proposal is deemed to be the most advantageous in meeting the specifications of the RFP.

6.2 Confidentiality Provision

The terms of this RFP, the information provided by SUD LIFE herein and all other information provided by Bidder in connection with the services to be provided by Bidder pursuant to this RFP, are to be treated by Bidder as strictly confidential and proprietary. Such materials are to be used solely for the purpose of responding to this request. Access shall not be granted to third parties except upon prior consent of SUD LIFE and upon the written agreement of the intended recipient to treat the same as confidential. SUD LIFE may request at any time that any of SUD LIFE's material be returned or destroyed. Should Bidder choose not to respond to this RFP, please return all materials and any duplicates thereof.

6.3 Sub-Contracting

The services offered to be undertaken in response to this RFP shall be undertaken to be provided by the Bidder directly employing their employees, and there shall not be any sub- contracting done by the Bidder.

6.4 Acceptance of Proposals

SUD LIFE reserves the right to modify the terms of the RFP at any time at its sole discretion. Subsequent to the submission of proposals, interviews and negotiations may be conducted with one or more Bidders, but there will be no obligation to receive further information, whether written or oral, from any Bidder or to disclose the nature of any proposal received. This RFP should not be construed as an agreement to purchase products or services. SUD LIFE is not bound to accept the lowest price or any proposal of those submitted. Proposals will be assessed in accordance with the evaluation criteria.

6.5 Liability for Errors

While SUD LIFE has made considerable efforts to ensure an accurate representation of information in this RFP as per its current understanding of the requirements under the various activities in the scope of work, the information contained in this RFP is supplied as a guideline for Bidders. The information is not guaranteed or warranted accurately by SUD LIFE, nor is it necessarily comprehensive or exhaustive. Nothing in this RFP is intended to relieve Bidders from forming their own opinions and conclusions with respect to the matters addressed in this RFP. In the event SUD LIFE finds that the objectives of the intended activities is better achieved by processes/procedures other than those mentioned in this document, SUD LIFE shall have the right irrespective of the fact whether it has already received proposals from intending bidders or not, to effect such changes and enter into negotiations with one or more Bidders at its sole discretion for such changed/modified processes.

6.6 Acceptance of Terms

All the terms and conditions of this RFP shall be deemed to be accepted by the Bidder and incorporated in its proposal unless specifically notified otherwise.

6.7 Order Cancellation

Star Union Dai-ichi reserves the right to cancel the order in the event of the vendor failing to deliver services specified by Star Union Dai-ichi as per the Service Level Agreements. Star Union Dai-ichi reserves full right and authority to cancel such order and will also be entitled to claim liquidated damages for the same in addition to and without prejudice to all other rights and remedies that may be available to Star Union Dai-ichi. In case of serious discrepancy in services provided, Star Union Dai-ichi may cancel the entire purchase order.

6.8 Force Majeure

The order is subject to Force Majeure at either the buyer or the supplier's end. Any disputes arising out of or under this order shall be subject to the jurisdiction of the courts in Mumbai only. Any event due to any cause beyond the reasonable control of a Party, including, without limitation, unavailability of any communication system, breach or virus in the internet, sabotage, fire, flood, explosion, acts of God, civil commotion, strikes or industrial action of any kind, riots, insurrection, war, acts of government, computer hacking, unauthorized access to computer data and storage device, computer crashes, breach of security and encryption, etc.

6.9 Inspection and Audit

The vendor should allow Star Union Dai-ichi, its management, auditors, regulators and /or agents the opportunity of inspecting, examining, auditing and /or taking copies of the vendors operations and business recourse which are relevant to this Agreement and/ or for carrying out the activities as /or financial arrangements/ agreements set forth in this Agreement. Star Union Dai-ichi will have the right to do a Security Audit of the vendor's IT infrastructure. The vendor should make necessary changes / upgrades to the IT systems as may be necessary or as required by Star Union Dai-ichi from time to time to ensure data safety.

6.10 Use of Contract Documents and Information

- ❖ The Service Provider shall not, without SUD Life's prior written consent, disclose the Contract, or any provision thereof, or any specification, plan, drawing, pattern, sample or information furnished by or on behalf of SUD Life in connection therewith, to any person other than a person employed by the Service Provider in the performance of the Contract. Disclosure to any such employed person shall be made in confidence and shall extend only as far as may be necessary for purposes of such performance.
- ❖ The Service Provider shall not, without SUD Life prior written consent, make use of any document or information enumerated in this document except for purposes of performing the Contract.
- ❖ Any document, other than the Contract itself, shall remain the property of SUD Life and shall be returned (in all copies) to SUD Life on completion of the Service Provider's performance under the Contract, if so, required by SUD Life.

6.11 Continuity of business

SUD Life requires a vendor to present a plan that specifically addresses what type of resources, how long and what load capacity will be available to ensure continued service in the event of a disaster.

Participants shall provide details of the Disaster Recovery & Business Continuity Plan (BCP).

6.12 Disposition of responses

All materials submitted in response to this RFP shall become the property of SUD Life.

6.13 Termination

SUD Life can terminate the agreement without assigning any reasons by giving three months' notice and is not liable to pay any penalty to the service provider on termination for any reasons

ANNEXURE – A

Requirements & Details

Pre-Qualification Criteria/ Eligibility Criteria:

- a. Pan India Presence
- b. Required Licenses as per Government norms
- c. PF/ESIC Registration
- d. GST registration
- e. Pasara Licenses

Vendor Evaluation Criteria:

- a. Labor Compliance
- b. Annual Turnover
- c. List Of Clients-Insurance/Banking/Corporate/PSUs
- d. Last three years IT Returns
- e. Screen shot of the GST portal
- f. Business Continuity Policy and Plan
- g. proof of any specialization training (Firefighting)
- h. Information Security Policy and Plan
- i. Certification from Chartered Accountant & Last 2 years Chartered Accountant Certified Audit Report
- j. Last Information Security Audit Report
- k. Staff onboarding criteria

Scope of work:

- The detailed scopes of the Services as envisaged under this Agreement are as under

- Corporate Office:** 8 hrs. of working in 3 shifts i.e. 24 x 7 -365 days.
- Branch office:** 8 hrs. of working single shift for 6 days i.e. Monday to Saturday.

No Security Guards:

Branch Office	1 Security Guard for single shift Monday to Saturday Total 108 branches
Corporate office Building 1 and Building 3	9 Guards i.e. 3 Guards in 3 shifts for 365 days 24x7 3 Relivers (Reliver as and when required i.e. on Sundays & Holidays)

(Any extra hrs. other than duty hrs. will be paid OT as per approved labor norms)

- The security staff would be responsible for the safety of fittings, fixtures, shell structure, fit out etc. installed at the said Premises. It is the sole responsibility of Service Provider to update this inventory on a quarterly basis in consultation with Company. On completion of the Agreement period, Service Provider has to handover the premises to Company as per the Inventory register. Any and all losses if any will be recovered from payments due to Service Provider.
- All the security related logbooks, checklists, and various material and staff monitoring register etc. prescribed by Company would have to be properly and duly filled by the security staff and got endorsed by Company representative at premises.
- All the entry gate points of the said premises would be continuously guarded for full 24 hours as may be indicated and should not leave any location or post unmanned. Main entrance of the building etc. within the said premises will be in the scope of services to be provided by Service Provider. Service Provider/security staff shall be responsible for any harm or damage caused to any person or property by virtue of any unauthorized entry on the Company's premises mentioned above and the Service Provider shall completely indemnify and keep indemnified the Company in this regard.
- Building Management System, Various closed Circuits TV's and Access control systems etc., if installed would have to be looked after and controlled by Service Provider.
- The fire detection and fire extinguishers system will also be supervised and maintained by the Security Staff of Service Provider. In case of fire emergency, support to engineering / maintenance staff of Company including operation of all fire suppression equipment like fire hose reels, hydrants systems, any other fire suppression system like fire extinguishers etc. would be the direct responsibility
- Service Provider shall be responsible for conducting fire drills, evacuation drills & life safety training for Company staff.
- Service Provider shall be responsible to look after all property and equipment of the said premises entrusted to it for guarding & provision of security and safekeeping and under its control (reasonable

levels of wear and tear accepted). Service Provider shall fully indemnify the Company against any theft, intrusion or such incidence arising in the premises.

- Proper measures should be taken to see that the equipment of Company is protected against dust, physical damage, and contamination by maintaining high standards of sanitation practices, personal hygiene and appropriate tools and tackles.
- The employees of Service Provider should be constantly patrolling various posts at the premises as per the direction of Company, and there should be minimal interaction with other Service Providers at the premises.
- Conservation and economical use of electricity and water is to be made in the premises by Service Provider
- Receipts/acknowledgement of equipment, furniture/fittings etc. handed over by Company to Service Provider, maintaining them in good working condition, maintenance of register showing the location, breakdowns, repairs details of all the items/equipment/fittings, as well as handing over the items to Company in good working conditions at the time of expiry/termination of the Agreement shall be Service Provider's responsibility.
- Service Provider shall assume full responsibility for all property in its case, custody and control, except for loss by fire, flood, strike, riots and acts of God or other causes beyond Service Provider's control and, upon termination of this Agreement, surrender possession of the same to Company in the same condition as and when received except, ordinary wear and tear accepted.
- The Unit Manager/ Supervisor appointed by Service Provider for the said premises will be fully responsible for the day-to-day operations of the services within the scope of services mentioned earlier.
- Service Provider's representative will keep Company informed of any fault in equipment machinery or fittings, which may occur from time to time during operations.
- Service Provider shall report all accidents and injuries promptly to Company and to any government authorities as may be required by Applicable Law.
- All the employees of Service Provider have to be well-behaved and courteous to Company's Client staff and other colleagues. Misconduct and bad behavior of any kind from any of your staff would not be tolerated and the respective staff member would not be allowed to enter the premises after the incidence.
- Service provider should ensure complete statutory compliance as applicable to them from time to time with respect to the staff provided by them with the Company. They shall maintain all records in the format prescribed for the location at the premise regarding duty schedules, attendance and leave, pay register, etc. pertaining to the personnel deployed by him on the said premise.
- Security Agency to conduct evacuation plans in case of disaster and hazard.
- Security Agency to Maintain contacts of important emergency action agencies like Fire dept. Police.

- Security Agency to carry out Safety Audit in order to evaluate safety standards and implement necessary changes in systems and procedures accordingly.
- Security agency to provide Security Staff deployed on the site proper Uniform along with ID Cards.
- Security Agency all the time must maintain State / Central Compliances whichever is applicable along with other Statutory.

ELIGIBILITY CRITERIA FOR EMPANELMENT

- For empanelment of Private Security Agencies (PSA), PSAs shall submit all relevant proof documents along with the Tender.
- PSAs not conforming to any of the parameters as on last date for submission of bids will not qualify for empanelment or short listing.
- Following is the list of eligibility criteria for PSA: -
 - PSAs should be either a registered company or registered partnership firm reputed for providing security guards" services since last five years or more (Proof document- valid Registration Certificate of ROC for Registered companies/registered partnership deed for partnership firm. The document should substantiate existence of the company/firm for five years or more).
 - PSAs should have obtained a license in accordance with section 4 & 7 of the Private Security Regulation Act 2005 (Proof documents- Valid PSARA License for the Maharashtra State). The license should be valid for the Maharashtra state & not for a particular district. The license should remain valid through the period of contract. At any point of time, if the PSARA license remains invalid for more than 3 months, SUD reserves all rights to cancel the contract. Renewal slips or any other correspondence in this regard will not be considered for PSARA validity. The applicability of PSARA in this tender shall be for Maharashtra state. Further PSAs should not violate provisions of the various acts include their amendments as mentioned in section 13(1) (j) of PSRA 2005 and their amendments.
 - PSAs should have Registration under Shops & Establishments Act applicable in the state (Proof document- valid Registration Certificate for the offices in the Maharashtra State).
 - PSAs should have valid Registration with ESI Corporation under ESI Act and should have been allotted with a code number by the ESIC (Proof Document – valid Registration Certificate with Code number from ESIC).
 - PSAs should have a valid Registration with EPFO under EPF & Miscellaneous Provisions Act 1952 and the PSA should have been allotted Registration number (Proof document valid Registration Certificate with Registration number of EPFO).

- PSAs should have Income Tax PAN and should be submitting IT returns for last three years (Proof documents – Copy of valid PAN Card and IT Return Acknowledgement copy for last three years).
- PSA should have a Registration for GST and should have been allotted with Registration number (Proof document- Valid Registration Certificate with GSTIN).
- PSA should have minimum three years' experience of providing Security Guard's services to Public/ Private Sector banks (Proof documents- work orders from banks substantiating providing services since last three years).
- PSAs should have Audited Balance Sheets and Profit & Loss statement for the past three financial years. The average turnover of the PSA in the last three years should not be less than Rs. One Cr (Proof documents- Audited Balance Sheet and P & L statement will be verified if required)
- PSA should be in profit in the last three financial years (proof documents, Audited Balance sheet and P & L statement for each of the last three financial years).
- PSAs should have their own infrastructure for training practice of their Security guards. Otherwise, tie-up arrangement with **PSARA** registered training establishments provided if, PSARA applicable in the State(s) permits such tie-up arrangement for training (Proof documents- Registration Certificate of training establishment under Shops and Establishments Act for own training facility/documents substantiating tie-up arrangement with PSARA registered training establishment).
- PSA should have at least one of its offices with landline telephone & email facility within the State and that office should be physically manned during the office hours on all working days (Proof Documents – Registration of the office under Shops & Establishment Act applicable in the State, latest landline telephone bill, muster roll/attendance record of the office staff).
- PSA should be complying with Minimum Wages Act 1948 and amendments there to (Proof documents – Copies of Salary slips not older than two months issued to Security Guards (Un-armed) deployed in area A, B & C of any principal employer).
- PSA should be remitting EPF contributions on-line (Proof documents – Copy of Electronic Challan-Cum-Return (ECR) for same wage months & for same Security Guards (Unarmed) for whom salary slips are submitted as per Para 3.14 above).
- PSA should be remitting ESI contributions on-line (Proof documents – Copy of electronic Contribution History Sheet (CHS) for same wage months & for same Security Guards (Un-armed) for whom salary slips are submitted as per Para 3.14 above).

- PSA should be remitting net salary to security guards Bank Account (Proof documents – Copy of security guards Bank Account passbook/statement indicating credit of the net salary for same wage months & for same Security Guards (Un-armed) for whom salary slips are submitted as per 3.14 above).
- If the Director/Partner of the PSA/firm is convicted by any Court/Competent authority OR being facing criminal proceedings under the law of the land, SUD reserves all rights to reject offer from such PSA/Firm. Affidavit in this regard is to be submitted by the Director/Partner as per Annexure V. The annexure should be signed by Director/ all Partners only. Annexure signed other than Director/Partners will not be entertained under any circumstances. Failure to submit Annexure as per given format will disqualify the bid. Annexure signed by Authorized signatory will not be considered valid.

TECHNICAL Evaluation: -

Vendor to submit following documents for technical evaluation.

- Latest 3-year Balance sheet and P&L
- Details of Client list
- Detail of Company Profile
- Details of Geographical Coverage
- PAN Card / Aadhar Card / Company incorporation letter / Partnership deed
- Memorandum of Association
- GST detail with Certificate
- Business Continuity Policy and Plan.

Statutory Obligations to be followed:

1. The tenderer should ensure adherence of all statutory requirement under the state and central Rules in force and other local bodies for smooth and timely completion without any additional cost.

2. The tenderer shall comply with provision of all the rules and regulation in respect of labours engaged at site such as contract labour (Regulation & Abolition Act 1970) minimum wages Act, Apprentice Act and all other laws as may be enforced from time to time by the Govt Authorities for execution of work, procurement of material for completion of the entire project, SUDLIFE shall not be held responsible for any penalty on failure of any of the labour regulation or on failure of any compliance of any rule in force.

3.The tenderer shall strictly comply with the provision of Sales tax (Both state & central) Excise duty etc. All the duty etc. All the duties & taxes with respect to the work should be borne and paid by the tenderer himself. SUDLIFE shall not be responsible for any payment /penalty on this account at any stage.

4.The goods are manufactured at the tenderers office/site, the tenderer has to pay central excise, and he has to produce Excise invoice copy for removal of goods from the manufacturing site. In case the good manufacture is read or produced at the site then Excise invoice showing that the Central excise has been paid should be submitted to SUDLIFE.

5. The tenderer should submit the declaration that all the duties, taxes etc. Have been paid by them and he should ensure adherence to all the requirements under state and central rules in force

ANNEXURE – B

PROCESS COMPLIANCE STATEMENT

The following terms and conditions are deemed accepted by you on participation.

1. You cannot change price or quantity or delivery terms (or any other terms that impact the price).
2. You cannot divulge either your Quotes or those of other suppliers to any other external party.
3. You agree to non-disclosure of trade information regarding the purchase, identity of buyer, process, documentation and other details.
4. In the event of your quote being selected by SUD Life and you subsequent default on your quote, you will be required to pay SUD Life an amount equal to the difference in your quote and the next selected by the buyer quote on one year's quantum of purchase (indemnity clause).
5. SUD Life's decision will be final and binding on you and will not necessarily be based on price. Though price is a very important factor in decision-making.
6. Splitting the award decision over a number of suppliers or overtime (as in the case of staggered deliveries) will be at SUD Life's discretion.
7. You agree to furnish the techno-commercial compliance statement as per the enclosed format along with this statement.

I agree to have read, to understand and agree to abide by this statement. I agree to the fact that the information provided by my organization constitutes a legal, binding quotation. My quote is considered firm and reflects Star Union Dai-ichi Life Insurance's requirements stipulated in request for quotation (RFP).

Dated this day of 20....

(signature)

Duly authorized to sign Proposal for and on behalf of

(In the capacity of)

ANNEXURE- C

TECHNO-COMMERCIAL COMPLIANCE STATEMENT

Clause No	Technical specifications/ commercial terms	Compliance (Yes/No)	Please indicate reasons in case of No and counter offer
1	Scope of Services		
2	Operating Days & Hours		
3	Selection Process		
4	Award Decision		
5	Service & Penalty		
6	Payment		
7	Order Cancellation		
8	Force Majeure		
9	Inspection and Audit		
10	Use of Contract Documents and Information		
11	Confidentiality		
12	Continuity of business		
13	Disposition of responses		
14	Termination		

I understand and agree to the fact that above information constitutes a legal, binding quotation. My quote is considered firm and reflects Star Union Dai-ichi Life Insurance's requirements stipulated in request for quotation (RFP).

Dated this day of 20....

(Signature)

(In the capacity of)

Duly authorized to sign Proposal for and on behalf of

ANNEXURE –D

Cost Information

Cost information should be provided as per below

Wages Bifurcation as per Central Minimum wages act

Sr.NO	LOCATIONS			
	WAGES		CEN-A	CEN-B
1	Basic + DA			
2	HRA@5%			
3	Washing Allowance			
4	Gross Wages			
5	Employer PF Contribution	13.00%		
6	Employer ESI Contribution	3.25%		
7	Gratuity	4.81%		
8	Statutory Bonus	8.33%		
9	Leave Wages (Paid Leave)	8.33%		
9	National Holiday @1 %	1.00%		
10	LWF at actual at actual & as per state norms			
11	Uniform			
12	MSGB Levy/Contract Labour License fees	3%		
13	Total Statutory			
	1/6 Reliver Charges if any applicable			
14	Total Cost per Person			
15	Management Fees			
16	GRAND TOTAL			
	Unit Rate X Number of Manpower			

- 1 GST will be applicable on gross billing.
- 2 Above quotes are without Reliever i.e. for 26 Days
Whenever there is change in minimum wages, the client would have to honour the same,
- 3 in keeping with the notification.
4. National Holiday will be calculated as per Law as and when applicable
- 5 Over time will be applicable over and above 08 hours shift

Note: Latest Rates will be applicable under central minimum wages.

Vendor should provide the details of terms & conditions along with the applicable taxes %.

- All prices should be excluding applicable Taxes
- The quantity provided herewith is to ease vendors to arrive at unit cost for each slab.
- The above numbers may vary (decrease/increase) basis business requirement.
- Purchase Orders will be placed on actual business demand basis

Annexure E - Compliance Check List:

Name of Vendor:				
Vendor representative 's Name:				
Business Unit:				
Number of employees on site:				
Number of employees as per labour license:				
Audit Period:				
Date of Audit				
Nature of Work :-				
PF No. of the establishment				
Main code of ESI				
Period of Contract with Principal Employer				
Sl.No.	Frequency	Title	Compliance checklist	Remarks
1	Annual	Shops & Establishments Act	Copy of Shops & Establishments Registration Certificate	
2	As and when	Shops & Establishments Act	In case employees are required to work on National Holiday – they shall be paid double the wages for that day and/or be given Compensatory Leave depending on State of work	
3	As and when	Shops & Establishments Act	Overtime not to exceed as mentioned in the Act	
4	As and when	Shops & Establishments Act	Overtime paid double the rate of gross wages	
5	Annual	Contract Labour (R&A) Act -Labour Licence	Copy of Contract Labour Licence OR Application along with security deposit details in Form IV	Critical / Significant
6	As and when	Contract Labour (R&A) Act -Labour Licence	Employees working on site are lesser or equal to the no. mentioned in License	Critical / Significant
7	As and when	Contract Labour (R&A) Act-Employment Cards	Copy of Employment cards	
8	Monthly	Contract Labour (R&A) Act -Muster Roll	Muster Roll	
9	Monthly	Contract Labour (R&A) Act -Wage Register	Wage Register reflecting Details of Salary, Deductions, UAN No., PF No., ESI No., Bank Account No.	Critical / Significant
10	Monthly	Contract Labour (R&A) Act -Wage slips	Wage slips	
11	Monthly	Contract Labour (R&A) Act - Weekly off	Weekly Off observed for every SIX days of working	
12	Monthly	Contract Labour (R&A) Act - Salary Transfer	Whether Salary paid by Bank Transfer/Cheque - Provide proof of Bank transfer	Critical / Significant

13	Monthly	Contract Labour (R&A) Act - Half Yearly Returns (if applicable)	Half Yearly Return Acknowledgement (wherever applicable)	
14	Monthly	EPF & MP Act	PF challan for the previous month	Critical / Significant
15	Monthly	EPF & MP Act	Copy of ECR reflecting PF contribution of employees deputed at client's site	Critical / Significant
16	Monthly	ESI Act -ESI Contribution	ESI challan for the previous month OR Token of payment made to SBI of current month	Critical / Significant
17	Monthly	ESI Act -ESI Contribution	Copy of Employee Contribution Record - Monthly electronic contribution statement	Critical / Significant
18	As and when	ESI Act -ESI Cards	Copy of ESI cards for employees	
19	As and when	LWF -LWF Contribution	Labour Welfare Fund Challan	
20	As and when	LWF -LWF remittance	Confirmation that LWF has been paid for employees deputed at client's site	
21	Monthly	Min Wage Act- Minimum Wages	Minimum Wages to be paid to all the Employees	Critical / Significant
22	One time	Min Wage Act- Notice for display	Notices required to be displayed at work site, under Minimum Wages Act, showing rates of wages, hours of work, wage periods, date of payment of unpaid wages, Name and addresses of inspector in English, Hindi and in a local language	
23	Monthly	Profession Tax Act - remittance and returns	PT challan for the previous month OR Token of payment made of current month	Critical / Significant
24	Yearly	Payment of Bonus Act	Annual Bonus Return in Form D	Critical / Significant
25	Yearly	Payment of Bonus Act	Bonus Register confirming bonus paid to all employees deputed to client's place	Critical / Significant
26	As and when	Payment of Gratuity Act	Acknowledged copy of Form L	Critical / Significant

27	Annual	Maternity Benefits Act	Annual Bonus Return in Form 11	Critical / Significant
28	Annual	Maternity Benefits Act	Copy of Maternity Benefit Register for female employees deputed at client's place	
29	Annual	Vendor Declaration	Compliance declaration on Letterhead from the vendor	Critical / Significant
30	Annual	PF & ESI -Declaration	PF & ESI declaration on letterhead	Critical / Significant

Note:

Rest requirement will be shared & discussed mutually before Finalization of contract

PROPOSAL FORM (PRICE PROPOSAL)

Date:

To:

Executive Vice President (Finance Controller),

Registered Office –
Star Union Dai-Ichi Life Insurance Company Limited
Unit no. 1101, 11th Floor, Building No. 1,
Raheja Mindspace Juinagar, Plot No. GEN 2/1/E,
TTC Industrial Area, MIDC Juinagar,
Navi Mumbai – 400706

Dear Sir,

Re: Request for Proposal for Pan India Security Services having examined the Proposal Documents, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to render services in conformity with the said Proposal documents for the sum of..... *(Total Proposal amount in words and figures)* or such other sums as may be ascertained in accordance with the Schedule of Prices attached herewith and made part of this Proposal.

We agree to abide by the Proposal and the rates quoted therein for the orders awarded by SUD life.

Until a formal contract is prepared and executed, this Proposal, together with your written acceptance thereof and your notification of award, shall constitute a binding Contract between us.

We undertake that, in competing for (and, if the award is made to us, in executing) the above contract, we will strictly observe the laws against fraud and corruption in force in India namely “Prevention of Corruption Act 1988”.

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

Dated this day of 20....

(Signature)

(In the capacity of)

Duly authorized to sign Proposal for and on behalf of

List Of Locations

No	Location	Security Staff
1	Agra	1
2	Ahmedabad	1
3	Ahmednagar	1
4	Akola	1
5	Allahabad	1
6	Alwar	1
7	Amravati	1
8	Amritsar	1
9	Andheri	1
10	Aurangabad	1
11	Azamgarh	1
12	Bareilly	1
13	Begumpet	1
14	Belgaum	1
15	Bhagalpur	1
16	Bhavnagar	1
17	Bhopal	1
18	Bhubaneshwar	1
19	Bokaro	1
20	Chandigarh	1
21	Chandrapur	1
22	Chennai	1
23	Chiplun	1
24	Coimbatore	1
25	Darbhanga	1
26	Dehradun	1
27	Delhi	1
28	Dhanbad	1
29	Dhule	1
30	Durgapur	1
31	Ernakulam	1
32	Gaya	1
33	Ghazipur	1
34	Goa	1
35	Gondia	1
36	Gorakhpur	1
37	Gurgaon	1
38	Guwahati	1
39	Gwalior	1

40	Haldwani	1
41	Hazaribagh	1
42	Howrah	1
43	Hubli	1
44	Indore	1
45	Jabalpur	1
46	Jaipur	1
47	Jalandhar	1
48	Jalgaon	1
49	Jamshedpur	1
50	Jaunpur	1
51	Jodhpur	1
52	Kalyan	1
53	Kankavli	1
54	Kanpur	1
55	Karnal	1
56	Keonjhar	1
57	Khandwa	1
58	Kolhapur	1
59	Kolkata	1
60	Kota	1
61	Kozhikode	1
62	Lucknow	2
63	Ludhiana	1
64	Madurai	1
65	Mangalore	1
66	Mangaon	1
67	Maunath bhanjan	1
68	Meerut	1
69	Mehsana	1
70	Muzaffarpur	1
71	Nagpur	1
72	Nanded	1
73	Nariman Point	1
74	Nashik	2
75	Nellore	1
76	Noida	1
77	Patna	1
78	Pen	1
79	Pune	1
80	Raipur	1
81	Rajahmundry	1
82	Rajajinagar	1

83	Rajkot	1
84	Ranchi	1
85	Ratnagiri	1
86	Rewa	1
87	Salem	1
88	Sangli	1
89	Vashi / Sanpada	1
90	Satara	1
91	Shillong	1
92	Silchar	1
93	Siliguri	1
94	Solapur	1
95	Surat	1
96	Thane	1
97	Thanjavur	1
98	Tirupati	1
99	Trivendrum	1
100	Udaipur	1
101	Ujjain	1
102	Vadodara	1
103	Varanasi	1
104	Vijaywada	1
105	Vizag	1
106	Warangal	1
107	Wardha	1
108	Yavatmal	1
	Total	110

Location	Security Staff
Head Office	9