

# **TENDER ENQUIRY DOCUMENT**

FOR  
SECURITY SERVICES

**INDIAN DRUGS & PHARMACEUTICALS LIMITED**  
(A GOVT. OF INDIA UNDERTAKING)

Tender Enquiry No:  
**IDP/GGN/SECURITY/ESTT/2021-22**

**INDIAN DRUGS & PHARMACEUTICALS LIMITED**  
(A GOVT. OF INDIA UNDERTAKING)  
Gurgaon Plant, Delhi Gurgaon Road  
Dundahera, Gurgaon-122016 (Haryana)  
CIN: U24231HR1961GOI003418  
PHONE: 0124-2340035, 2455519  
FAX: 0124-2455519  
URL: [www.idplindia.in](http://www.idplindia.in)  
Email: [personnel.idplgn@gmail.com](mailto:personnel.idplgn@gmail.com)

**TENDER COST- Rs.1180includesGST**

**SECTION-I**  
**NOTICE INVITING TENDERS**

**Tender Enquiry No: IDP/GGN/Security/ESTT/2021-22 Dated: 18.03.2021**

1. Sealed Tenders are invited on behalf of Sr. Personnel Executive, IDPL, Gurgaon Plant, Delhi-Gurgaon Road, Dundahera, Gurgaon-122016(Haryana) from reputed and financially sound Security Agency /Service providers for supply of security personnel on one year contract (further extendable for one year on satisfactory performance), as per requirement indicated in the tender documents. Interested parties, fulfilling eligibility criteria are requested to submit duly filled tender documents in two bids system i.e. Technical Bid and Financial Bid specifying clearly on the Covers. Bids shall be submitted on or before 14:00Hrs. on 12.04.2021 and technical bid will be opened on the same date at 15:00 Hrs. Date and time for opening of Financial Bid will be informed to bidders (qualifying in technical evaluation) later. The detail of tender document can also be downloaded from our website [www.idplindia.in](http://www.idplindia.in) & [www.eprocure.gov.in](http://www.eprocure.gov.in)

SL No	Name of the Work	Estimated Cost (Rs. in Lacs)	EMD (2% of total value) (Rs. In Lacs)	Period of contract	Last date for submission of the tender
1	Supply of security personnel	44.45lacs per annum	0.89 In the form of DD Or Bank Guarantee	One Year	12.04.2021 up to 14:00Hrs.

2.

Sl No.	Description	Schedule
i.	Dates of sale of tender enquiry documents	18.03.2021 (Up to 16.00 hrs.)
ii	Place of sale of Tender Enquiry Documents and Venue of Opening of Technical Bid	Administrative Block IDPL Gurgaon Plant, Gurgaon
iii.	Cost of the Tender Enquiry Document	Rs. 1000 + Rs 180/- (GST@18%)
iv.	Closing date & time for receipt of Tender	14.00 Hrs. on 12.04.2021
v.	Time and date of opening of Technical Bid	15.00Hrs. on 12.04.2021

3. Interested tenderers may obtain further information about this tender from the office of Personnel Dept. IDPL, Gurgaon Plant, Gurgaon on any working day from 1300 hrs. to 1600 hrs. upto 12.04.2021. Tender Enquiry Documents may be purchased on payment of non-refundable tender fee of Rs. 1000 + Rs. 180/- (GST@18%) per set in the form of cash or account payee Demand Draft/Pay Order/Banker's Cheque, drawn on a scheduled bank in India, in favour of "IDPL GURGAON PLANT" payable at Gurgaon.
4. Tenderer may also download the tender enquiry documents from the web site [www.idplindia.in](http://www.idplindia.in) & [www.eprocure.gov.in](http://www.eprocure.gov.in) and submit its tender by utilizing the downloaded document, along with the required non-refundable fee as mentioned in Para 3 above. Tender without tender fee shall not be considered valid.
5. Tenderers shall ensure that their tenders, complete in all respects, are dropped in the Tender Box located at IDPL Gurgaon Plant, Delhi-Gurgaon Road, Dundahera, Gurgaon-122016, Haryana on or before the closing date and time indicated in the Para 2 above, failing which the tenders will be treated as late tender and rejected. The tenders sent by post/ courier must reach the above said address on or before the closing date & time indicated in Para 2 above, failing which the tenders will be treated as late tender and rejected.

6. In the event of any of the above mentioned dates being declared as a holiday /closed day for IDPL, the tenders will be sold/received/opened on the next working day at the appointed time.
7. The Tender Enquiry Documents are not transferable.
8. All Tenders must be accompanied by EMD as mentioned in Para 1 above. Tenders without EMD shall be rejected.

Sr. Personnel Executive

**SECTION-II**

**PROFILE OF TENDERER**

1. Name of the Contractor / Firm :
2. Address & Phone No :
3. E-mail ID and FAX No. :
4. Name of work :
5. Tender Notice No & Date :
6. Details of DD / Cash paid :
  - a. D.D for cost of tender document (if downloaded from website) or Cash receipt for the same to be enclosed :
  - b. DD for EMD :
7. Particulars of experience / clients :
8. P.F.Code No (proof of having Code No. to be Enclosed) :
9. ESI Code No (proof of having Code No. to be Enclosed) :
10. PAN No with proof :  
11 GST No. with proof of allotment to be Submitted :
12. Financial turn over during the last three years duly Certified by chartered accountant / auditor. :
13. Balance Sheet, Profit & Loss account along with Income Tax return during the last three years duly certified by Chartered accountant/auditor. :
14. Contractor's Licence no. & registration/ Reputed contractor details :
15. Other (Statutory details)
  1. Affidavit (Notary attested)for Non-blacklisted firm
  2. Bank account of company
  3. Authorization letter of signing authority of bidder

**Signature of Tenderer**

## **SECTION-III**

### **GENERAL INSTRUCTIONS TO TENDERERS**

1. **Sale of Tender Document:**

- i. Tender document can be obtained directly from Finance Department, IDPL Gurgaon Plant, Delhi-Gurgaon Road, Dundaheera, Gurgaon, Haryana on payment of Rs. 1000 +Rs.180/ (GST@18%) (Rs. One Thousand one hundred eighty Only) in form of cash or demand draft in favour of IDPL Gurgaon Plant Delhi-Gurgaon Road, Dundaheera, Gurgaon-122016, Haryana payable at Gurgaon, from 13.00 hrs. To 16.00 hrs. on all working days except Saturday between 18.03.2021 to 12.04.2021.
- ii. Tender document can also be downloaded from company's website i.e. [www.idplindia.in](http://www.idplindia.in) & [www.eprocure.gov.in](http://www.eprocure.gov.in) and cost of tender document shall be paid in the form of DD/ banker's cheque/ pay order in favour of IDPL Gurgaon Plant payable at Gurgaon, Haryana and must be enclosed to the technical bid.
- iii. Technical bid without cost of tender/ cash receipt issued by account department for cost of tender will be liable for rejection.

2. **Last date of submission of bid:**

- i. Bids, completed in all respect, shall be submitted at IDPL Gurgaon Plant, Delhi Gurgaon Road, Dundaheera, Gurgaon-122016 up to 14:00 hrs. on 12.04.2021.
- ii. The tender documents can be submitted in person or through courier/ post to reach within the stipulated date and time. IDPL is not responsible for any postal delay.
- iii. Unless otherwise specified, the tenderers are to deposit the tenders in the tender box kept for this purpose at IDPL Gurgaon Plant, Delhi Gurgaon Road, Dundaheera, Gurgaon-122016, Haryana
- iv. The tenderers must ensure that they deposit their tenders not later than the closing time and date specified for submission of tenders. In the event of the specified date for submission of tender falls on / is subsequently declared a holiday or closed day for the Company, the tenders will be received up to the appointed time on the next working day.
- v. A tender, which is received after the specified date and time for receipt of tenders will be treated as "late" tender and will be ignored.

3. **Opening of bid:**

- i. Technical bid will be opened at 15:00 hrs. on 12.04.2021.
- ii. Date and time for opening of Price Bid shall be informed later to parties who qualify in technical evaluation by committee members of IDPL.
- iii. In case the specified date of tender opening falls on / is subsequently declared a holiday or closed day for the Company, the tenders will be opened at the appointed time and place on the next working day.
- iv. Authorized representatives of the tenderers, who have submitted tenders on time, may attend the tender opening. The tender opening official(s) will prepare a list of the representatives attending the tender opening. The list will contain the representative's names & signatures and corresponding tenderer's names and addresses.

4. **Earnest Money Deposit:**

- i. EMD amounting Rs 89,000/- (Rs. Eighty nine thousand Only) in shape of bank draft from any scheduled bank, in favour of IDPL Gurgaon Plant payable at Gurgaon, Haryana must be attached with the technical bid.

OR

EMD may be furnished in form of bank guarantee (as per format given in Section-V) issued by any scheduled bank in India for Rs 89,000/- (Rs. eighty nine thousand only). Bank guarantee shall be unconditional and valid for minimum nine months from date of opening of technical bid.

- ii. Technical bid without EMD will be liable to rejection.

- iii. Unsuccessful tenderer's earnest money will be returned to them without any interest, after expiry of the tender validity period, but not later than thirty days after conclusion of the resultant contract. Successful tenderer's earnest money will be returned without any interest, after receipt of performance security from the tenderer.
- iv. Earnest Money is required to protect the Company against the risk of the Tenderer's conduct, which would warrant the forfeiture of the EMD. Earnest money of a tenderer will be forfeited, if the tenderer withdraws or amends its tender or impairs or derogates from the tender in any respect within the period of validity of its tender or if it comes to notice that the information/documents furnished in its tender is incorrect, false, misleading or forged without prejudice to other rights of the Company. The successful tenderer's earnest money will be forfeited without prejudice to other rights of the Company if it fails to furnish the required performance security within the specified period.

5. **Performance Security:**

- i. Successful tenderer will have to submit performance security-cum-warranty bond in the form of Demand Draft drawn on any schedule bank in India or Bank Guarantee issued by any schedule bank in India amounting to 5% of tender value within 15 days from the date of letter of intimate/notification of award to successful bidder.
- ii. The bank guarantee shall be unconditional and shall be valid till minimum six months beyond the scheduled date of completion of work. In the event of any failure/default of the contractor, with or without quantifiable loss to the Company, the amount of the performance security is liable to be forfeited.
- iii. Performance security shall be returned to the party after successful completion of work and shall bear no interest

6. **Eligibility Criteria:**

The parties who will qualify for participating in the tenders must fulfil followings:

- i. Average annual financial turnover during the last three years, ending 31<sup>st</sup> march of the previous financial year, should be at least 30% of the tender value.
- ii. The office of the tenderer should be preferably located at Gurgaon/NCR.
- iii. The tenderer should have all valid statutory registrations like E.S.I., E.P.F, and registration with Labour Department, PAN No. and GST No. etc. The agency is required to submit a clear readable copy of each registration issued to them.
- iv. The bidder should be empanelled with DGR or State Ex-servicemen Corporation Certificate or valid license from the Dept. of Home, Delhi/NCR in accordance with the private security agency (Regulation Act 2005). Any bidder who has applied to the dept. of Home, Delhi/NCR for obtaining licence for private security work can submit his offer against this tender but he will have to submit the valid licence of Delhi/NCR before opening of price bid. In case party does not submit the required licence on or before opening date of price bid, his offer will be rejected.
- v. Those agencies blacklisted or debarred either by Govt. or any public sector undertaking will not be eligible for tendering. Concealing of such facts shall result in ipso-facto termination of services of the agency, without notice, at any stage of the contract, if executed.
- vi. Experience of having successfully completed similar works during last 3 years, ending previous month of this tender notice shall be one of the following.
  - a. Three completed works costing each not less than the amount equal to 40% of the estimated cost.
  - OR
  - b. Two completed works costing each not less than the amount equal to 60% of the estimated cost.
  - OR
  - c. One completed work costing not less than the amount equal to 80% of the estimated cost.

Similar work means:- Satisfactorily completed contract (for minimum one year) for supply of security personnel's (Guards / Supervisors) with Central Govt. Dept./State Govt. Dept./PSUs/Autonomous.

**Note:** Notwithstanding anything stated above, the Company reserves the right to assess the Tenderer's capability and capacity to perform the contract satisfactorily before deciding on award of contract, should circumstances warrant such an assessment in the overall interest of the Company.

7. **List of documents:**

- i. Technical bid should consist of following documents:-
  - a) Tender document duly signed and stamped on each page by authorised signatory, as token of acceptance of term & conditions.
  - b) Profile of Tenderer.
  - c) Cash receipt issued by Finance department of IDPL Gurgaon Plant, Dundaheera, Gurgaon for cost of tender or DD of Rs.1000 +Rs 180/(GST@18%) from any scheduled bank, in favour of IDPLGurgaon Plant payable at Gurgaon, Haryana(in case tender document is downloaded from website/ CPP Portal).
  - d) EMD as mentioned in clause 4 (i) above.
  - e) Power of Attorney/Authorisation in favour of signatory of documents.
  - f) Audited financial statement (balance sheet and profit/loss a/c with schedules) along with Certificate issued by C.A, regarding confirmation of audit, and turnover & net worth of the bidder(in original) and income tax returns for the last three financial year.
  - g) Copy of work order / agreement (with complete schedule) and certificate for satisfactorily execution of the same work, to prove eligibility as per clause no 6 mentioned above.
  - h) Copy of labour registration of agency with Central Labour Commissioner (Central)/ Secretary to Government/ Labour Commissioner/Dy. Labour Commissioner, Government of Delhi/NCR.
  - i) Copy of valid DGR empanelment certificate in case empanelled with DGR or State Ex-servicemen Corporation Certificate or valid license from the dept. of Home, Delhi/NCR in accordance with the private security agency (Regulation Act 2005)/proof of application and fee deposited for license. However, the price bid of the bidder will not be opened if the valid licence from department of Home, Delhi/NCR is not furnished before opening of price bid & the offer will be treated as rejected.
  - j) List of organizations where security services were rendered in last five years/are being rendered by the bidder, along with length/period for which GST is being provided and the nature of service.
  - k) ESI code no. with proof of allotment.
  - l) P.F. Code no. with proof of allotment.
  - m) GST No with proof of allotment.
  - n) Copy of PAN Card.
  - o) Authorization letter with signature attested who signed the tender documents.
  - p) The contractor should have its own bank account in nationalized bank, Xerox copy of bank account details to be enclosed.

**ALL THESE DOCUMENTS MUST BE SIGNED AND STAMPED BY AUTHORISED PERSON AND SUBMITTED ALONG WITH TECHNICAL BID. NON SUBMISSION OF ANY OF THE ABOVE DOCUMENTS MAY LEAD TO REJECTION OF THE TENDER.**

- ii. Price bid should consist of party's quoted rates in Section-VI of this tender document, duly signed and stamped by authorised person.

**N.B.**

- a. All pages of the Tender should be page numbered and indexed.
- b. It is the responsibility of tenderer to go through the tender document to ensure furnishing

- all required documents in addition to above, if any
- c. The authorized signatory of the tenderer must sign and stamp on all the pages of the tender
  - d. A tender, which does not fulfil any of the above requirements and/or gives evasive information/reply against any such requirement, shall be liable to be ignored and rejected.
  - e. Tender sent by fax/telex/cable/electronically shall be ignored.

8. **Prices**

- i. Rates quoted will include all statutory obligations of the contractor under Minimum Wages Act, Contract Labour (Regulation & Abolition) Act, weekly off replacement charges etc. and all kind of taxes/GSTcharges etc. of the agency. It shall be the agency's responsibility to strictly adhere to all the provision of all Acts, Laws, Rules & regulations including Contract Labour Act, EPF Act, Minimum Wages Act, ESI Act, GST Rule etc. in addition to other rules and regulations for contract labour with all subsequent amendment thereof. IDPLGurgaon Plant Gurgaon is not in any way responsible/liable for the payment of the same. All responsibility/liability is of the Agency/Contractor.
- ii. If the contractor has not quoted the rate for any item(s), it is considered as incomplete tender and tender cannot be accepted unless otherwise specified, prices quoted by the tenderer shall remain firm and fixed during the currency of the contract. Offer with price variation clause will be rejected.

9. **Tender currencies**

The tenderer shall quote only in Indian Rupees.

10. **Tender Validity**

- i. If not mentioned otherwise, the tenders shall remain valid for acceptance for a period of 120 days (One Hundred Twenty days) after the date of opening of techno-commercial bids. Any tender valid for a shorter period shall be treated as unresponsive and rejected.
- ii. In exceptional cases, the tenderers may be requested by the Company to extend the validity of their tenders up to a specified period. Such request(s) and responses thereto shall be conveyed by surface mail or by fax/ email followed by surface mail. The tenderers, who agree to extend the tender validity, are to extend the same without any change or modification of their original tender and they are also to extend the validity period of the EMD accordingly.
- iii. In case the day up to which the tender is to remain valid falls on/ subsequently declared a holiday for the Company, the tender validity shall automatically be extended up to the next working day.

11. **Tenderer to be conversant with the documents**

The tenderer is expected to read all the documents hereof and be conversant with the contents and when tenders are signed it will be understood and inferred that all the documents have been read and understood. Any difficulty experienced in interpreting the documents may be communicated to the Company in writing, and, should any written clarification be required it will be made available by them to all tenderers. No extra cost will be entertained because of the tenderers mistakes, ignorance or misinterpretation of tender document.

12. **Acceptance**

Promptly after opening of tenders, the Company will undertake a detailed study and appraisal of the tenders submitted. The Company does not bind itself to award the Contract to the lowest or to any tenderer but will take into careful consideration the tenderer's price and such other factors as are deemed to be applicable for awarding the contract.

13. **Rights**

- i. The Company reserves the right to re-call the tender or, reject any or all tenders and to waive any formalities in the tenders received (such as deviation in the use and presentation of the specified tender documents and forms), if it appears to be in his best interest to do so.
- ii. The Company reserves to itself the right of accepting the whole or any part of the tender and the tenderer shall be bound to perform the same at the rate quoted without incurring any liability, whatsoever to the affected tenderer.



- iii. At the time of awarding the contract, the Company reserves the right to increase or decrease the quantity mentioned in the schedule without any change in the unit price and other terms & conditions quoted by the tenderer.
  - iv. If the quantity has not been increased at the time of the awarding the contract, the Company reserves the right to increase the quantity mentioned in the contract without any change in the unit price and other terms & conditions mentioned in the contract, during the currency of the contract.
14. **Labour Laws.**  
The contractor/firm shall, in relation to the works executed under this contract, strictly comply with the provisions of all current labour laws and statutory amendments or additions thereof and any regulation or orders made there under affecting the works. Liabilities towards labourer i.e. PF, ESI, and other liability under any law shall be of the contractor/firm.
15. **Terms and Mode of Payment**
- i. Salary must be disbursed to all security personnel latest by 7<sup>th</sup> of each month through bank transfer and cash disbursement is not allowed. In case of delay disbursement, a penalty @ 0.5% per week will be imposed. No advance payment for disbursement of salaries to the security staff supplied will be made, only bill reimbursement will be permissible.
  - ii. Bill submitted shall be reimbursed within 20 days from the date of submitting of bill.
  - iii. The applicable TDS will be deducted from the monthly bill of contractor as per Govt. rules.
  - iv. GST will be applicable as per rule and will be reimbursed on production of copy of challan along with bill.
  - v. The bill should be accompanied by photocopies of the challans, payment confirmation receipt along with ECR for deposit of E.P.F. & E.S.I. contribution, GST and bank statement, failing which the payment will be withheld.
  - vi. The payment of bills in triplicate set will be released after submission of required copy of paid challans on account of EPF, ESI & GST dept. etc. along with the list of employees with Sub.No. allotted to them against the payment of bill. The performance security deposit will be released only after satisfactory completion of work and after the copy of paid challan on account of EPF, ESI & GST of final bill are submitted to the department after release of final payment.
  - vii. The supplier shall not claim any interest on payments under the contract.
16. **Amendments to tender document**
- i. At any time prior to the deadline for submission of tenders, the Company may, for any reason deemed fit by it, modify the tender document by issuing suitable amendment(s)/corrigendum(s) to it. The same shall be published in the Company's websites only.
  - ii. Such an amendment will be notified in writing by fax/email, followed by copy of the same by registered post/speed post to all prospective tenderers, who have received the tender document from Company's office and will be binding on them. Contractors/firms who download tender document from website/ CPP Portal shall check company's website for any amendment(s)/corrigendum(s) before submitting their bids and in any case if any contractor / firm does not comply with the amendment/ corrigendum before submitting their side bids will be liable to be rejected.
  - iii. In order to provide reasonable time to the prospective tenderers to take necessary action in preparing their tenders as per the amendment, the Company may, at its discretion extend the deadline for the submission of tenders and other allied time frames, which are linked with that deadline.
17. **Minor Infirmary/Irregularity/Non-Conformity**  
If during the preliminary examination, the Company find any minor informality and/or irregularity and/or non-conformity in a tender, the Company may waive the same provided it does not constitute any material deviation and financial impact and, also, does not prejudice or affect the ranking order of the tenderers. Wherever necessary, the Company will convey its observation on

such “minor” issues to the tenderer by registered/speed post etc. asking the tenderer to respond by a specified date. If the tenderer does not reply by the specified date or gives evasive reply without clarifying the point at issue in clear terms, that tender will be liable to be ignored.

18. **Discrepancies in Prices**

- i. If, in the price structure quoted by a tenderer, there is discrepancy between the unit price and the total price (which is obtained by multiplying the unit price by the quantity), the unit price shall prevail and the total price corrected accordingly, unless the Company feels that the tenderer has made a mistake in placing the decimal point in the unit price, in which case the total price as quoted shall prevail over the unit price and the unit price corrected accordingly.
- ii. If there is an error in a total price, which has been worked out through addition and/or subtraction of subtotals, the subtotals shall prevail and the total corrected.
- iii. If there is a discrepancy between the amount expressed in words and figures, the amount in words shall prevail, subject to sub clause 18 (i) and 18 (ii) above.
- iv. If, as per the judgment of the Company, there is any such arithmetical discrepancy in a tender, the same will be suitably conveyed to the tenderer by registered / speed post. If the tenderer does not agree to the observation of the Company, the tender is liable to be ignored.

19. **Contacting the Company**

- i. From the time of submission of tender to the time of awarding the contract, if a tenderer needs to contact the Company for any reason relating to tender enquiry and/or its bid, it should do so only in writing.
- ii. In case a tenderer attempts to influence the Company in the Company’s decision on scrutiny, comparison & evaluation of tenders and awarding the contract, the tender of the tenderer shall be liable for rejection in addition to appropriate administrative actions being taken against that tenderer, as deemed fit by the Company.

20. **Notification of Award**

Before expiry of the tender validity period, the Company will notify the successful tenderer(s) in writing, by email/registered / speed post (to be confirmed by email/registered / speed post) that its tender for the services, which have been selected by the Company, has been accepted, also briefly indicating therein the essential details like description and quantity of the manpower to be supplied and corresponding prices accepted. The successful tenderer must sign an agreement of contract within 15 (fifteen) days from the date of dispatch of this notification, failing which the EMD will be forfeited and the award will be cancelled.

21. **Issue of Contract**

Within fifteen days from the date of notification of award, the contractor will have to sign the contract agreement, failing which the EMD will be forfeited and the award will be cancelled.

22. **Corrupt or Fraudulent Practices**

It is required by all concerned to observe the highest standard of ethics during the tender process and execution of contract. In pursuance of this policy, the Company: -

- (a) defines, for the purposes of this provision, the terms set forth below as follows:
  - (i) “corrupt practice” means the offering, giving, receiving or soliciting of anything of value to influence the action of a public official in the tender process or in contract execution; and
  - (ii) “fraudulent practice” means a misrepresentation of facts in order to influence a tender process or the execution of a contract to the detriment of the Company, and includes collusive practice among Tenderers (prior to or after Tender submission) designed to establish Tender prices at artificial non-competitive levels and to deprive the Company of the benefits of free and open competition;
- (b) Will reject a proposal for award if it determines that the Tenderer recommended for award has engaged in corrupt or fraudulent practices in competing for the contract in question;
- (c) Will declare a firm ineligible, either indefinitely or for a stated period of time, to be awarded a contract by the Company if it at any time determines that the firm has engaged in corrupt or fraudulent practices in competing for, or in executing the contract.

23. **Termination for default**

- i. The Company, without prejudice to any other contractual rights and remedies available to it (the Company), may, by written notice of default sent to the contractor/firm, terminate the contract in whole or in part, if the contractor/firm fails to deliver any or all services or fails to perform any other contractual obligation(s) within the time period specified in the contract, or within any extension thereof granted by the Company.
- ii. In the event of the Company terminates the contract in whole or in part, pursuant to clause 23(i) above, the Company may procure goods and/or services similar to those cancelled, with such terms and conditions and in such manner as it deems fit and the contractor/firm shall be liable to the Company for the extra expenditure, if any, incurred by the Company for arranging such services.
- iii. Unless otherwise instructed by the Company, the contractor/firm shall continue to perform the contract to the extent not terminated.

24. **Termination for insolvency**

If the contractor/firm becomes bankrupt or otherwise insolvent, the Company reserves the right to terminate the contract at any time, by serving written notice to the contractor/firm without any compensation, whatsoever, to the contractor/firm, subject to further condition that such termination will not prejudice or affect the rights and remedies which have accrued and / or will accrue thereafter to the Company.

25. **Force Majeure**

- i. For purposes of this clause, Force Majeure means an event beyond the control of the contractor/firm and not involving the contractor's/firm's fault or negligence and which is not foreseeable and not brought about at the instance of, the party claiming to be affected by such event and which has caused the non – performance or delay in performance. Such events may include, but are not restricted to, acts of the Company either in its sovereign or contractual capacity, wars or revolutions, hostility, acts of public enemy, civil commotion, sabotage, fires, floods, explosions, epidemics, quarantine restrictions, strikes excluding by its employees, lockouts excluding by its management, and freight embargoes.
- ii. If a Force Majeure situation arises, the contractor/firm shall promptly notify the Company in writing of such conditions and the cause thereof within twenty-one days of occurrence of such event. Unless otherwise directed by the Company in writing, the contractor/firm shall continue to perform its obligations under the contract as far as reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event.
- iii. If the performance in whole or in part or any obligation under this contract is prevented or delayed by any reason of Force Majeure for a period exceeding sixty days, either party may at its option terminate the contract without any financial repercussion on either side.
- iv. In case due to a Force Majeure event the Company is unable to fulfil its contractual commitment and responsibility, the Company will notify the contractor/firm accordingly and subsequent actions taken on similar lines described in above sub-paragraphs.

26. **Termination for convenience**

- i. In case of violation/contravention of any of the terms and conditions mentioned herein, General Manager, IDPL Gurgaon Plant, reserves the right to terminate the contract, in whole or in part for its (Company's) convenience, by serving written notice on the contractor/firm at any time during the currency of the contract. The notice shall specify that the termination is for the convenience of the Company. The notice shall also indicate inter-alia, the extent to which the contractor's/firm's performance under the contract is terminated, and the date with effect from which such termination will become effective.
- ii. The goods and services that are complete and ready in terms of the contract for delivery and performance within thirty days after the contractor's/firm's receipt of the notice of termination shall be accepted by the Company following the contract terms, conditions and prices. For the remaining goods and services, the Company may decide:

- a) To get any portion of the balance completed and delivered at the contract terms, conditions and prices; and / or
- b) To cancel the remaining portion of the goods and services and compensate the contractor/firm by paying an agreed amount for the cost incurred by the contractor/firm towards the remaining portion of the goods and services.

27. **Resolution of disputes**

- i. If dispute or difference of any kind shall arise between the Company and the contractor/firm in connection with or relating to the contract, the parties shall make every effort to resolve the same amicably by mutual consultations.
- ii. All disputes and differences of any kind whatever arising out of or in connection with the contract or the carrying out of the works, whether during the progress of the works or after their completion and whether before or after the determination or breach of the contract, shall be referred to Chairman & Managing Director of IDPL and his decision/ award shall be binding on both the parties.
- iii. Any dispute arising out in this connection will be subject to Gurgaon, Haryana Jurisdiction only.

28. **Applicable Law**

The contract shall be governed by and interpreted in accordance with the laws of India for the time being in force.

29. **General/ Miscellaneous Clauses**

- i. The contractor/firm shall notify the Company of any material change would impact on performance of its obligations under this Contract.
- ii. The contractor/firm shall, at all times, indemnify and keep indemnified the Company against any claims in respect of any damages or compensation payable in consequences of any accident or injury sustained or suffered by its employees or agents or by any other third party resulting from or by any action, omission or operation conducted by or on behalf of the contractor/firm/its associate/affiliate etc.
- iii. All claims regarding indemnity shall survive the termination or expiry of the contract.
- iv. Canvassing whether directly or indirectly, in connection with tenders is strictly prohibited and the tenders submitted by the contractors who resort to canvassing will be liable to rejection.
- v. The contractor will have to compensate / make good to any damages of the company property / equipment.
- vi. The Contractor/firm shall not assign, either in whole or in part, its contractual duties, responsibilities and obligations to perform the contract to anybody else, except with the Company's prior written permission.

30. **Bids should be submitted in sealed envelopes as mentioned below:**

- i. **Cover (A)**  
Sealed envelope consisting of all the documents mentioned in clause no. 7(i) of Section - III. All the documents should be self-attested and stamped by authorised person. Cover should be superscripted as **“COVER-A” “Tender no. IDP/GGN/Security/ESTT/2021-22dated18.03.2021” “Technical Bid” for supply of security personnel.**
- ii. **Cover (B)**  
Sealed envelope consisting of Price Bid, duly signed and stamped by authorised person, in price schedule format of Section-VI of this tender document. Cover should be superscripted as **“COVER-B” “Tender no IDP/GGN/Security/ESTT/2021-22 dated18.03.2021 “Price Bid” for supply of security personnel.**
- iii. **Cover (C)**  
Common sealed envelope consisting of Cover-A and Cover-B. Cover should be superscripted as **“COVER-C” “Tender no. IDP/GGN/Security/ESTT/2021-22/dated 18.03.2021 for supply of security personnel.**

31. This Tender Document shall form a part of the contract document. The successful tenderer/contractor, on acceptance of his tender, by the Accepting Authority, shall, sign the contract within 15 (fifteen) days from the date of letter of intent/ Notification of Award.

**SECTION-IV**  
**SPECIAL INSTRUCTION TO TENDERS(SIT)**

**1. Scope of work :**

- i. The broad objective of the contracted Security Agency shall be to provide security service by deploying adequately trained and well-disciplined security personnel who shall safeguard the IDPL buildings (Corporate Office, Plant & Township), moveable and immovable assets, equipment's from any thefts, pilferage of damage and also ensure safety of the employees along with residents of IDPL township, visitors, guests or any other persons working in its complex.
- ii. The security contractor will provide the security services round the clock, normally in four shifts running from 06.00 AM to 02.00 PM, 08.30 AM to 05.00 PM, 02.00 PM to 10.00 PM and 10.00 PM to 06.00 AM on all days including weekly offs/Sundays/holidays. Round the clock duty register is to be maintained by the agency and under no circumstances the main entries should be left unattended/without security personnel. During night hours particularly all the entries into the office/plant premises/township security gate shall be under strict watch.
- iii. The security personnel must watch that there is no unidentified/ unclaimed/suspicious objects/person in the buildings/premises/township.
- iv. Security personnel will look after, regulate and maintain all the relevant records at entrance Gate no 1 of all persons entering or leaving the premises. Security personnel will monitor and regulate the entry and exit of employees/visitors and will ensure that no entry/exit into the premises shall be made without proper authorization. The security guard shall also ensure providing visitor pass to incoming visitor(s) and collect it back on their exit.
- v. Visitors shall be allowed entry only after a responsible person from the occupying company's/IDPL personally identifies the visitor and gets entry pass issued from main gate. Security staff/personnel shall not enter into any verbal argument with the visitor(s)/employee(s) and should ensure that individual dignity of employees/visitors are not compromised. They will be always polite, courteous, and tactful in discharging their duties. They should not give lenient or casual impressions in the duties and should be alert and attentive.
- vi. The security personnel deployed shall take routine rounds of the premises/township to maintain vigil and remain alert particularly in night shift (when chances of theft are comparatively higher in compared to other shift), the Security Supervisor on duty have to do frequent rounds for patrolling at regular interval of time to plant, corporate office and township's premises consisting a team to ensure safety and security of companies properties and the township residents.
- vii. The security personnel should ensure that only authorized staff of IDPL Gurgaon Plant is working after normal working hours and on holidays. Security personnel should properly record the movement of employees of IDPL Gurgaon Plant after normal working time/night hours and holidays.
- viii. If a security personnel is forced to leave the guarding point due to emergency, or for other routine work assigned to him, even for a short duration, they should ensure that they have properly handed their work to the second guard or to a responsible person authorized by IDPL concerned authority. They shall sign the duty register when going on and off duty. Under no circumstances, the deployed security guard shall leave the guarding point/duty without proper relieving/handing over has been done.
- ix. Security personnel may also be responsible, if required, for maintenance of various registers kept at the entrance gate namely; attendance register of outsourced staff, incoming and outgoing material register, Key Register and Visitors Register etc.
- x. The security personnel have to ensure and verify that all the unnecessary lights are switched-off in the premises of IDPL Gurgaon Plant, Corporate Office & township.
- xi. The duty personnel shall note down in the message register any message that needs to be passed on to any official, and action taken or required to be taken shall be passed on to next shift guard at the time of shift change over. The security staff shall keep a Log Book to record all such occurrences. It is essential that full and accurate information is recorded.

- xii. Security personnel should maintain important telephone Nos. of official(s), police, fire brigade etc. for using at emergency situations.
- xiii. Security personnel shall keep a watch and restrict any unauthorized tampering with electricity, water, telephone and other installations and immediately bring the same to the notice of the authorities if the situation goes beyond their control. Security personnel shall ensure that water taps/ lights/ACs are not left open/on after close of working hours on normal working days as well as on off days, as the case may be.
- xiv. The security personnel shall be duly trained in Fire Safety operations. They should be trained to operate various fire control equipment installed. In case of fire, the Security Guard will immediately alert the staff on duty and assist in fire fighting operation. In case of fire accident before or after office hours, the guards shall immediately inform the nearest fire station first and then the IDPL official(s), besides taking fire control measures on their own.
- xv. The security personnel must be in proper, neat and tidy uniform. The names of the security guards should always be displayed by them on their uniforms for identification purpose.
- xvi. The security agency shall be entirely responsible for thefts of easily movable items such as Scrap materials, exhaust fans, fire fighting equipment's, AC, battery, machinery & CCTV cameras etc.
- xvii. The security personnel shall also carry out such other legitimate duties as are entrusted to them from time to time from IDPL Gurgaon Plant.
- xviii. The security personnel will not discuss instructions of confidential nature with anyone outside the security department.
- xix. The security personnel will at all times carry their Identity Cards issued by the Contractor. A copy of the same shall be furnished to Personnel & Administration Dept.
- xx. The details and credentials of the security personnel deployed for duty by the contractor shall be provided by the contractor to IDPL Gurgaon Plant before being assigned the duty under the contract. If IDPL objects to the appointment of any security personnel, the contractor will be under an obligation to reject such person and not assign him any duty under the contract.
- xxi. The security personnel will be deployed by the contractor at all points/place/centres/security posts etc. as may be required by IDPL, If any additional security is required at same point or any new point, then the Security Agency/ Contractor shall provide the same in consultation with IDPL.
- xxii. In case, any personnel of the contractor is found to be unfit by IDPL or is found to be not discharging his/her duties properly or is found incapable, the contractor, on the written complaint/request of IDPL shall be under an obligation to remove him from any duty in IDPL under this contract, and he/she shall be immediately replaced by another competent person as per this Agreement.
- xxiii. If any complaint is received by IDPL regarding the conduct or behaviour of any security personnel, IDPL will have a right to enquire in to the matter and if IDPL, in its sole discretion, considers that such personnel should not continue to discharge any duties further under the Agreement, the contractor shall forthwith replace such person for the remaining period of the contract.
- xxiv. If any loss or injury is caused to IDPL, either directly or indirectly, by any act of omission or commission on the part of the contractor or its employees/representatives/security personnel, the contractor will be under an obligation to make good such loss and injury at its own cost and responsibility.
- xxv. The contractor shall keep IDPL indemnified against all losses, claims, litigation etc. arising out of any act of omission or commission on the part of the contractor or any person claiming through or under it.
- xxvi. A duty chart of the security personnel will be prepared with the prior approval of I.D.P.L. and no change will be made therein without prior written information and approval of IDPL except in case of emergency.
- xxvii. Any loss or injury caused to any security personnel while discharging the duties under the contract shall be the sole responsibility of the contractor.

- xxviii. The security personnel shall be under an obligation to discharge all duties and instructions that may be issued by IDPL in relation to the contract and under it. In case of any emergency, additional duties may be assigned to the security personnel.
- xxix. The contractor must ensure that in no circumstances guards are allowed to perform duty beyond 8 hours except under emergencies. The security agency will provide necessary relievers for providing weekly offs/ holidays for their staff at their own arrangement.

**2. General Terms & Conditions**

- i. Initially contract shall be for one year, which can be further extended for one year, subject to satisfactory performance of the Contractor, at the sole discretion of the company.
- ii. Present requirement of security personnel for IDPLGurgaon Plant is as follows:

S.No	Post	Qualification/Experience	Number
1	Security Supervisor (Skilled-A)	Preferably ex-army retired/Ex-serviceman (ESM).	03
2	Security Guards (without arm)	Having at least one year experience / 10 <sup>th</sup> pass	20

**The number indicated is tentative & may increase or decrease at discretion of the Company.**

**Note: Ex-Servicemen will be preferred.**

- iii. The deployment of above personnel will be on discretion of IDPL Management. The requirement of security personnel may increase/decrease as per requirement and the contractor shall provide additional security guards on same terms and conditions on the rates as quoted in the tender.
- iv. In case of violation/contravention of any of the terms and conditions mentioned herein, Plant In charge/General Manager reserves the right to terminate this agreement forthwith without giving any notice to the contractor and without prejudice to its right to recover damages and other charges/cost to IDPL from the amount payable to the contractor or otherwise.
- v. The rates quoted in Price Bid will increase when minimum wage rates are revised by Govt. of Haryanain future from time to time. The increase will be proportionate to the increase in the rates.
- vi. The contractor shall comply with all applicable laws, ordinances, rules and regulations in respect of this agreement and employment of employees employed by him and shall obtain all such permits, licenses and inspections from Govt./authority/forum/local body etc. which may be necessary and shall pay at his own costs all charges in connection therewith. No liability of any sort shall be fastened on the IDPL.
- vii. The contractor shall fully comply with all applicable laws, rules and regulations relating to EPF Act including the payment of P.F. contributions, Minimum Wages Act, Worker's Compensation Act, E.S.I., Contract Labour (Regulation & Abolition) Act relating to certificates of registration, relating to license, relating to issue of employment card and relating to quarterly/half yearly/annual return of the principal employer or law or regulations passed by Central/State Govt. including TDS as per IT Act and any other Act as may be relevant as applicable to him from time to time. No liability of any sort shall be fastened on IDPL.
- viii. The contractor shall be solely liable for all the payments/dues to the security personnel employed and deployed by him, without any reference to IDPL.
- ix. Attendance of security staff shall be marked through biometric attendance system and shall be the basis of calculating monthly wages payable.
- x. The contractor shall maintain a register in which day to day deployment of security personnel will be entered. While raising the bill, copy of the deployment particular of the security personnel engaged during each month, shift-wise, should be enclosed.
- xi. The contractor shall not assign or sub-contract this contract either whole or in part.
- xii. There shall not be any master and servant relationship between IDPLand the contractor or the security personnel.
- xiii. The contractor shall work under the overall supervision and direction of the officer authorised by IDPLGurgaon Plant, Gurgaon and the day to day functioning of the services shall be carried out in consultation with and under direction of IDPLGurgaon Plant, Gurgaon.



- xiv. The successful security agency must produce original bio-data/ credentials of security staff to be deployed for verification/submission including educational qualification, date of birth etc.
- xv. The contractor shall at his own cost provide suitable uniform and shall be responsible for their proper maintenance. The contractor's staff working at IDPLGurgaon Plant, Gurgaon under this agreement should not work for any other firm/contractor/company during the tenure of this particular contract.
- xvi. IDPLGurgaon Plant, Gurgaon will not be made liable to answer any officials under Security Guard Boards of State/Govt. of India. It shall be the sole responsibility of the security agency to satisfy them.
- xvii. The contractor will be responsible for proper deployment of the guards. The list of employees appointed by the agency together with the names, address & telephone/mobile numbers of the employees including those as leave reserve shall be made available to the employer in advance.
- xxiii. The decision of IDPLGurgaon Plant, Gurgaon in regard to interpretation of the terms and conditions of the agreement shall be final and binding on the Agency.
- xix. The Company shall provide accommodation as security post to the security personnel in IDPLTownship, Dundahera, Gurgaon and the possession will be recoverable from the monthly dues payable to the contractor along with water and electricity charges as per the rates of Dakshin Haryana BijliVitran Nigam as amended from time to time.
- xx. In case, any dispute arises out of the interpretation, operation, and enforcement of this agreement, the same shall be referred to the sole adjudication of the C&MD, IDPL, who shall be the sole arbitrator and his decision on all such matters, shall be final and acceptable to all the parties of this contract.
- xxi. Any dispute arising out in this connection will be subject to Gurgaon, Haryana Jurisdiction only.
- xxii. The security personnel should not have been charged and/or convicted for any offence. He should have a clean work record. An undertaking to this effect shall be duly furnished by the contractor.
- xxiii. Salary must be disbursed to all security personnel latest by 7<sup>th</sup> of each month without any condition through bank transfer.
- xxiv. Minimum age of manpower deployed shall be 18 years. Person below 18 years of age shall not be supplied under this contract. Contractor shall be sole responsible to verify the age of person deployed by him.
- xxv. Maximum age of manpower deployed shall not be more than 60 years at the time of deployment and shall work with I.D.P.L only up to the age of 65 years. Person above 65yrs. of age shall not be permitted by the company under this contract.
- xxvi. The security contractor will arrange to provide permanent ESI cards to all security personnel in specified time as per the Govt. norms so that they can get medical benefits and he will also provide universal account no & activate the same for all security personnel deployed and PF is deducted for them.

3. **Minimum Wages**

- i. Wages quoted by bidder should not be less than minimum wages mentioned in table below, which is statutory as per minimum wages act of HaryanaGovt.
- ii. Bids with basic wages less then as mentioned in table below will be liable for rejection.
- iii. Minimum wages include basic wages and D.A as announced by Government of Haryana Govt. w.e.f 01.07.2020(Security Supervisor for Skilled-A) and 01.07.2020 (Security Guard without arm), but exclude other statutory dues.

S.No	Category	Minimum wages to be quoted(Rs.)
1	Security Supervisor(Skilled-A)	10949.01
2	Security Guard(without arm)	9931.08

- iv. In the Financial Bid/Price Schedule if the tender/Bidder quotes impractically lowAdministrative/Service charges i.e. less than 1% of the rate per month per person, the bid shall be treated as unresponsive and will not be considered.

**SECTION – V**  
**BANK GUARANTEE FORM FOR EMD**

Whereas (bidders name & address) (hereinafter called the “Tenderer”) has submitted its quotation dated \_\_\_\_\_ for supply of security staff against the Company’s tender enquiry No.IDP/GGN/Security/ESTT/2021-22 dt.\_\_\_\_\_. Know all persons by these presents that we \_\_\_\_\_ (Hereinafter called the “Bank”) having our registered office at \_\_\_\_\_ are bound unto M/s Indian Drugs & Pharmaceuticals Ltd(hereinafter called the “Company) in the sum of Rs 89,000/- (Rs. Eighty nine thousand Only) for which payment will and truly to be made to the said Company, the Bank binds itself, its successors and assigns by these presents. Sealed with the Common Seal of the said Bank this \_\_\_\_ day of \_\_\_\_ 2021. The conditions of this obligation are:

- (1) If the Tenderer withdraws or amends, impairs or derogates from the tender in any respect within the period of validity of this tender.
- (2) If the Tenderer having been notified of the acceptance of his tender by the Company during the period of its validity: -
  - a) fails or refuses to accept/execute the contract.
  - b) if it comes to notice that the information/documents furnished in its tender is incorrect, false, misleading or forged

We undertake to pay the Company up to the above amount upon receipt of its first written demand, without the Company having to substantiate its demand, provided that in its demand the Company will note that the amount claimed by it is due to it owing to the occurrence of one or both the two conditions, specifying the occurred condition(s).

This guarantee will remain in force for a period of ninemonths from the date of opening of technical bid of tender and any demand in respect thereof should reach the Bank not later than the above date.

(Signature of the authorised officer of the Bank)

Name and designation of the officer(s)

Seal, name & address of the Bank and address of the Branch

**Section-VI**  
**PRICE BID**

**IDP/GGN/Security/ESTT/2021-22**

Quotations to be submitted by the Tenderer as per the prescribed Format only on the Letter Head of the Tenderer. No additional entries shall be permissible other than those indicated in the table.

S. No.	Details	Security Supervisor (skilled-A) As on 01.07.2020 (Rs.)	Security Guards (without arm) As on 01.07.2020 (Rs.)
1.	*Present minimum basic wages notified by Haryana Govt.	10949.01	9931.08
2.	Relieving charges (weekly of replacement charges - 1/6 of basic )	1824.84	1655.18
3.	<b>Total of serial no 1+2</b>	<b>12773.85</b>	<b>11586.26</b>
4.	EPF @ 12% of notified minimum wages on serial no 3	1532.86	1390.35
5.	Administrative charges @ 0.5% of notified wages on serial no 3	63.87	57.93
6.	EDLI charges @ 0.5% of notified wages on serial no 3	63.87	57.93
7.	ESI @ 3.25% of notified minimum wages on serial no 3	415.15	376.55
8.	<b>Total (Sl. No 3 to 7)</b>	<b>14849.60</b>	<b>13469.02</b>
9.	GST as applicable	2672.93	2424.42
10.	Service charges/Contractor`s profit @ % of above notified minimum wages on serial no 3		
	<b>Total:( 8+9)=</b>	<b>17522.53</b>	<b>15893.44</b>

Rates are calculated on monthly basis.

\*Minimum wages quoted should not be less than as indicated in clause-3(iii) of section-IV(SIT) of this tender document, the above mentioned rates are subject to revision in wages and DA by the Govt. of Haryana from time to time on pro-rate basis.

\*\* ESI, EPF, EDLI Rates as applicable

\*\*\* Quoted rate should be only in sealed envelope i.e. Cover B. Price Bid kept in open condition will result in disqualification of bid.

**INDIAN DRUGS & PHARMACEUTICALS LTD.**  
**(A Govt. of India Undertaking)**  
**Plant Office, UdyogVihar, Dundaheera, Old Delhi-Gurgaon Road**  
**Gurugram-122016(Haryana)**  
**Check List (to be enclosed with technical bid)**

Tender Enquiry No-IDP/GGN/SECURITY/ESTT/2021-22  
Name of Work: Providing Security Manpower  
Date of Opening (Technical Bid) 12.04.2021 of M/s\_\_\_\_\_

Dated: 18.03.2021

S.No	Documents required	Enclosed in the technical tender at Page No.	Yes	No	Remarks
1.	EMD in the form of demand draft of Rs. 89000/- in favour of IDPL Gurgaon Plant Vide DD No _____ Date _____ Bank _____				
2.	Cost of tender Rs. 1000+ GST @ Rs. 18% i.e. Rs. 180/- Total amount is Rs. 1180/- in favour of IDPL Gurgaon Plant (a) In form of DD vide No _____ Date _____ Bank _____ (b) Cash Receipt No- _____ Date _____				
3.	Document Evidence:				
	(a) Company's name & full address				
	(b) Date of incorporation registered address				
	(c) List of resources:				
	(i) Name of Partner/Proprietor (if not a company)				
	(d) List of the clients with working during last 3 years with contract nos. dates and nature of work done with value				
	(e) Submission of documentary evidence certifying successful completion of the works during last three i.e. 2017-18, 2018-19 & 2019-20 years ending last day of the months previous to one in which tender is invited which should be either of the following:				
	(i) Three completed works costing each not less than the amount equal to 40% of the estimated cost				
	(ii) Two completed works costing each not less than the amount equal to 60% of the estimated cost				
	(iii) One completed works costing not less than the amount equal to 80% of the estimated cost				
4.	Duly attested photocopy of:				
	(a) If company copy of registration				
	(b) Copy of PAN card				
	(c) Registration certificate with ESI				
	(d) Registration of GST				
	(e) Registration of ECPF				
	(f) Registration with Labour Dept./Delhi,NCR/Contractor license				
5.	Average annual financial turnover during the last three years should be at least 40% of tender cost duly certified by chartered accountant/auditor				
	2017-18:- Rs.				
	2018-19:- Rs.				
	2019-20:- Rs.				
6.	Copy of Balance sheet, Profit & Loss accounts along with Income Tax returns for the last three years duly certified by chartered accountant/auditor				
	2017-18:-				
	2018-19:-				
	2019-20:-				

7.	The tender documents signed by the tenderer in all page with office seal				
8.	Other(statutory details) 1.Affidavit duly attested by notary for Non-Blacklisted Firm				
	2.Bank account of company				
	3. Authorization letter of duly signed by authority of bidder.				
9.	Others etc. (if any)				

Date: \_\_\_\_\_

Signature of Bidder  
Office Seal