

SWAMY RAMANANDA TIRTHA RURAL INSTITUTE

Jalalpur (V), Pochampally (M), Yadadri Bhuvanagiri Dist. -508 284

Contact No.:9849154486,9848359697

NOTICE INVITING TENDER (ANNUAL CONTRACT FOR SECURITY SERVICE)

No. SRTRI/Accts/04/2018

Date:15.05.2018

Sealed tenders are invited under Two Bid system (Technical Bid and Price Bid) from Security Agencies with annual turnover of at least Rs. 25 Lakh and more, holding valid license under appropriate acts registered with EPFO, ESIC, having Service Tax registration/GST/PAS/labour license ,company/firm incorporation certificate No & date and carried out at least three security contracts of 8 or more security guards in each contract, consisting of only ex-servicemen or properly trained security personnel during the last 5 years in Govt./Semi-Govt./Central Autonomous bodies.

Detailed Tender documents can be downloaded from the Institute website: www.srtri.com

- 1) Required number of security personnel – 8.
- 2) Last date and time for submission of Tenders: **19.05.2018** (up to 1700 hrs.)
- 3) Date & Time of Opening of technical bids: **21.05.2018** (1500 hrs.)
- 4) Date & Time of opening of price bids of successful technical bids: **24.05.2018** (1500 hrs)
- 5) Earnest Money Deposit (EMD) to be submitted along with the Technical Bid: Rs. 25,000/- (Rupees Twenty Five thousand only).
- 6) Tenders by Fax/E-mail will be summarily ignored.
- 7) Registration fee (non-refundable): Rs. 500-00 (Rupees Five hundred only) in the form of Demand Draft drawn in favour of the Swamy Ramananda Tirtha Rural Institute, Payable at Pochmapally from any nationalized bank.
- 8 The DIRECTOR, SRTRI reserves the right to accept/reject any or all the Tenders without assigning any reason.
9. **The existing agency who are working in this Institute at present, they are not eligible for Participating in this Tender bid.**

Sd/-
DIRECTOR, SRTRI

TENDER DOCUMENT

Sealed tenders are invited from reputed, experienced & registered Contractors/ Security Agencies/ Organizations having valid license under Contract Labour Regulation & Abolition Act, 1970 for providing Round the Clock Security Services in the Institute Campus of SRTRI, Jalalpur **preferably** trained security guards having a certificate of training in security on contract basis.

The tender can be downloaded from website www.srtri.com After downloading the tender from website a demand draft of Rs.500/- in favour of the **Swamy Ramananda Tirtha Rural Institute**, Payable at Hyderabad may invariably be attached with the tender at the time of submission towards registration fee which is non-refundable.

EMD of Rs. 25,000/- (Rupees Twenty five thousand only) is to be submitted in the form of Demand Draft in favour of **Swamy Ramananda Tirtha Rural Institute** Payable at Hyderabad from any one of the Scheduled/Nationalized Banks. EMD in any other form is not acceptable. Please note that tender received without EMD will be summarily rejected.

No firm/organization is exempted from furnishing the EMD under any circumstances. Late and delayed tenders will not be opened and summarily rejected.

The DIRECTOR, SRTRI reserves the right to accept or reject the lowest tender or any tender in part of full without assigning any reason and his decision on all matters in this regard shall be final and binding.

PRE-REQUISITE CRITERIA

1. The Agency should possess a minimum of 5 years continuous experience in the field of supplying security man power.
2. The Agency should have mandatory registrations with State/Central Labor Commissioner/ESI /Central Excise, Employees Provident Fund Organization, PAS etc ,
3. The DIRECTOR, SRTRI reserves the right to vary the number of security persons at its discretion depending upon the exigencies/ needs at any point of time.
4. The Agency should have potential to pay the emoluments to the engaged staff regularly during first week of consecutive month, without waiting for the release of payment from the Institute.
5. The Agency should have potential to arrange suitable persons on outsourcing basis as and when demanded / required, on the same quoted rate and on the same agreed terms and conditions.

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BIDDING PROCEDURE:

1. The bids should be filed in two bid format with all the required documents as enclosures in separate sealed covers i.e.
 - (a) Part–I Technical bid and
 - (b) Part–II Price bid
2. Two separate sealed covers should be specifically super-scribed as (a) “Technical bid for supply of security personnel on outsourcing basis to DIRECTOR, SRTRI and (b) “Price bid for supply of security personnel, on outsourcing basis to DIRECTOR, SRTRI. Both the sealed envelopes (a) and (b), along with (i) a DD for Rs.500/-, towards the registration fee and (ii) another DD for Rs.25,000/- (Rupees Twenty Five eighty thousand only), towards EMD, are to be kept in another larger envelop, which should also be sealed and submitted.
3. The demand drafts are to be drawn in favour of **Swamy Ramananda Tirtha Rural Institute**. The bids which are submitted, without the Demand drafts (on any ground), will be disqualified.
4. The large envelop should be addressed to the Tender Box, for the supply of security personnel, o/o the DIRECTOR, SRTRI Telangana State, within the prescribed date.

GENERAL INSTRUCTIONS:

1. The Price bids of only those agencies, who qualify in the technical bid, will be Opened on stipulated date and time, i.e., 24.5.2018 and the decision of DIRECTOR, SRTRI in this regard shall be the final. No correspondence or queries on such disqualified bids shall be entertained.
2. Incomplete bids or bids not submitted in prescribed format and bids received after the due date will be summarily rejected. Similarly, bids received in the form of Telex/Fax/Email/ Photocopy and unsealed shall not be considered.
3. The contract shall be valid for one year from the date of issue of work order. However, the performance of the Agency shall be reviewed quarterly and the contract is liable for termination in the event of non-satisfactory performance. However, the period can be extended by another year on satisfactory service on mutual understanding.
4. The DIRECTOR, SRTRI reserves the right to cancel the tender process at any stage without assigning any reason.
5. The Agency should produce an undertaking to the effect that, the persons deployed by the agency do not have any criminal record/cases against them. The Agency should carry out thorough verification/enquiry with regard to the conduct and antecedents of the persons whom they would be deploying.

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6. If any information furnished by the agency is found to be incorrect/false at a later stage, the tender will be rejected and the firm will be liable to be debarred from tendering.
7. Each page of tender document should be signed by the renderers with rubber stamp of the firm affixed on each page.
8. Rates offered should be mentioned both in figures as well as in words and offer should be typed or legibly handwritten. The tender will be valid for a minimum of 90 days from the date of its opening.
9. The DIRECTOR, SRTRI in public interest, reserves right to accept or reject any or all tenders without assigning any reason and also to impose/relax any terms and conditions of the tender.

SCOPE OF WORK/CONTRACT:

1. The security agency will provide security services preferably through trained security persons only, on contract basis. The contractor shall himself supervise the work of the guards deployed by him under the contract. He will be responsible for maintaining the attendance and wage register of the guards deployed and shall report to the In charge officer of the Institute as per requirement to guard the SRTRI Campus round the clock throughout the year as detailed under:-
 - i. Protection of land, buildings, fittings and fixtures therein; plant & machineries, equipments installed (including outdoor), office records, movable and immovable properties from theft, pilferage, trespassing etc., within the SRTRI Campus.
 - ii. Safety of trees, shrubs, electric overhead installations, water pipelines, boundary walls etc. and fresh additions/installations from time to time during the contract period.
 - iii. The Agency/Contractor and its staff shall take proper and reasonable precautions to preserve from loss, destruction, waste or misuse the areas of responsibility given to them by the Institute and shall not knowingly lend to any person or company any of the effects of the Institute under its control.
 - iv. The Security Personnel should always be vigilant, while on duty to prevent any unhealthy incident, they have to follow the norms, rules and regulations, guidelines and instructions given by the Administration from time to time.
 - v. To prevent the entry of stray dogs, cattle's antisocial elements, unauthorized persons and vehicles into the buildings.
 - vi. It shall be the sole responsibility of the Agency to prevent any unlawful assembly, strike, dharna or demonstration by the persons deployed by the Agency, inside the campus. The Agency shall immediately withdraw all such persons from engagement in the Institute.

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- vii. The Security personnel should be courteous, well-mannered and disciplined. It shall be the sole responsibility of the Agency to ensure that the workers deployed shall behave properly at all times with all faculty, officers, non-teaching staff and students of SRTRI. Any disobedience, misbehavior, indiscipline, use of abusive language, shouting of slogans etc., shall entitle immediate removal of the person from the campus by the Agency. Such persons shall not be permitted to enter the Campus.
- viii. The Agency should issue photo identity card at its own cost to each person deployed, giving details of parents name, complete postal address, phone number, etc. before commencement of the contract.
- ix. The Agency should not allow any outside person (other than those deployed by the Agency) to undertake the work assigned. Such unauthorized entry of persons intruding into the domain of the SRTRI will be dealt with legally by initiating criminal proceedings, if necessary, by the Institute.
- x. All liabilities arising out of accident or death while on duty shall be borne by the Agency.
- xi. The Security personnel shall not accept any gratitude or reward in any shape.
- xii. That in the event of any loss occasioned to the Institute, as a result of any lapse on the part of the contractor/agency which will be established after an enquiry conducted by the Institute, the said loss can claim from the contractor up to the value of the loss. The decision of the DIRECTOR, SRTRI will be final and binding on the agency.
- xiii. The Institute shall have the right, within reason, to have any person removed that is considered to be undesirable or otherwise and similarly contractor reserves the right to change the staff with prior intimation to the Director, SRTRI.
- xiv. The personnel engaged by the contractor shall be dressed in neat and clean uniform (including proper name badges), failing which invites a penalty of Rs. 500/- each occasions and habitual offenders in this regard shall be removed from the University. The penalty on this account shall be deducted from the Contractor's/Agency's bill.
- xv. The timings of the duties are changeable and shall be fixed by the Institute from time to time depending upon the requirements.
- xvi. Any damage or loss caused by the Contractor's person to the Institute in whatever form would be recover from the Contractor.

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- xvii. In case any of contractor's personnel (s) deployed under the contract is (are) absent, a penalty equal to the double the wages of number of guards absent on that particular shall be levied by the Institute and the same shall be deducted from the Contractor's bill (s).
- xviii. In case any of contractor's personnel (s) deployed under the contract fails to report in time and the Contractor is unable to provide suitable substitute in time for the same, it will be treated as absence and penalty as mentioned in above point shall be levied.
- xix. No Security guard should leave his duty post in unauthorized way without a replacement.
- xx. In case any public complaint is received attributable to misconduct/misbehavior of Contractor's personnel, a penalty of Rs. 500/- for each such incident shall be levied and the same shall be deducted from the Contractor's Bill. Further, the concerned Contractor's personnel shall be removed from the Institute system immediately.
- xxi. During the course of contract, if any contractor's personnel are found to be indulging in any corrupt practices, causing any loss of revenue to the Institute shall be entitled to terminate the contract forthwith duly forfeiting the Contractor's Security Deposit
- xxii. The Security Guards involved in unethical acts like while 'on duty sleeping, intoxicating, negligence in performing duty disobedience, theft, dishonesty, indulging illegal activities will be removed.
- xxiii. The contractor shall not engage any such sub-contractor or transfer the contract to any other person in any manner.
- xxiv. The contracting agency shall not employ any person below the age of 18 years and above the age of 50 years.
- xxv. That the uniforms supplied by the contractor at his own cost to the persons deployed for this work shall include whistle, loaded torches etc. the seasonal equipment such as jerseys, gray coats in winters and raincoats in monsoon shall also be provided by the contractor at his cost and the SRTRI shall have no liability whatsoever on this account. The uniform shall be approved by the DIRECTOR, SRTRI.
- xxvi. The security staff engaged by the contractor shall not take part in any staff union and association activities.
- xxvii. No items are allowed to be taken out without proper Gate Passes issued by the competent officers as laid down in the contract or authorized by the employer for in-out movement of stores. The specimen signatures and telephonic numbers of the above stated officers will be available with the Security personnel.

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- xxviii. The contractor shall bear all the expenses incurred on the following items, i.e., provision of torches and cells, lathis and other implements to security staff, stationary for writing duty charts and registers at security check points and records keeping as per requirements
- xxix. The Institute shall not be under any obligation for providing employment to any of the worker of the contractor after the expiry of the contract. The Institute does not recognize any employee employer relationship with any of the workers of the contractor. The Security Guard will have no presumptive right of absorption in the services of SRTRI.
- xxx. The Guards on patrol duty should take care of all the water taps, valves, water hydrants, etc. installed in the open all over the premises.
- xxxi. It should be ensured that flower plants, tress and grassy lawns are not damaged either by the staff or by the outsiders or by stray cattle.
- xxxii. The SRTRI will not accept any claim in the event of any Security guard sustaining any injury, damages or loss of life either inside or outside the SRTRI premise
- xxxiii. The courts at Bhongir have the exclusive jurisdiction to try all disputes, if any, arising out of this agreement between the parties

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PAYMENT CONDITIONS AND MODE:

1. The Agency will submit the bills in duplicate during first week of every month in respect of claim for the preceding month with the Attendance reports of outsourced manpower. The attendance reports for every month should be collected from the Officer In charge. The bills addressed to the Director should be submitted to the DIRECTOR, SRTRI for processing.
2. The bill shall be accompanied by proof of payment of salaries, Challan of EPF and ESI contribution of previous month and the same shall be submitted to the director, SRTRI.
3. All bills should be submitted on printed forms, duly signed, along with all necessary enclosures.
4. The Agency shall pay the wages to the outsourced manpower during the first week of the month, irrespective whether the Agency received payment from the Institute or not.

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**PART-I TECHNICAL BID
(ENVELOPE-I)**

ESSENTIAL REQUIREMENTS:-

The Agency should possess valid registration certificates with Regional Labour Commissioner (Central) or Regional Labour Commissioner of Telangana State, PAS. The agency should also have registration with concerned authorities under ESI Act, EPF, Income tax and service tax. Self-Attested Copies of the valid registration certificates (PF, ESI, Labour, PAN card, service tax/GST) should invariably be enclosed with technical bid. Other registration certificates such as registration under Companies Act/Registrar of firms or any other proof with regard to status of the agency should also be enclosed.

The Agency should have a minimum of 5 years of experience in providing security man power to at least 3 different organizations. Documentary proof with regard to such experience and deployment of the prescribed numbers of persons should form part of technical bid (copies of contracts/ experience certificates should be enclosed). Agencies having experience with Government organizations (Central/State departments or autonomous organizations of State or Central government) shall be preferred. Proof with regard to compliance of statutory provisions under PF/ESI Act in the previous organizations should also be attached. The service provider's complete profile should also be enclosed.

Submission of documentary proof establishing financial status of the agency such as Bank A/c. statements/ certified copies of balance sheets/income tax returns/ profit and loss accounts/ income, expenditure accounts and 26 AS, for at least for the last 3 years, is mandatory.

An Earnest Money Deposit of Rs.25,000/- (Rupees Twenty five thousand only) in the form of demand draft drawn in favour of the DIRECTOR, SRTRI, should be enclosed with technical bid. **Technical bids without EMD shall summarily be rejected.**

The technical bid should be accompanied by a DD for Rs. 500 (Rupees Five hundred only) towards registration fee (non-refundable) of tender document and DD should be drawn in favour of the DIRECTOR, SRTRI.

Any clarification regarding the tender conditions should be sought well before the submission of the price bid.

The selection of Agency shall also depend on the experience and track record of the service provider with regard to compliance of all statutory requirements, quality performance standards, qualification criteria and discipline record. The SRTRI reserves the right to cancel the tender and decision of the University regarding the tender shall be final.

The Agencies which do not provide all the required documents will be technically disqualified. No further correspondence shall be entertained in this regard.

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**PART-II PRICE BID
(ENVELOPE-II)**

ESSENTIAL REQUIREMENTS:

The percentage of service charges per person, per month, is to be quoted in the price bid and should be exclusive of all taxes and charges. No other claim or charge beyond the fixed percentage of service charge quoted in the price bid shall be entertained. The percentage of service charges (exclusive of mandatory charges like EPF,ESI etc., shall remain constant throughout the contract period and they shall not be varied or altered during the contract period, except the minimum wage revisions by the Government.

There will be a minimum BASE VALUE for the percentage of service charges, per person per month which shall be decided by the competent authority headed by the director, SRTRI and it shall be kept confidential till the time of opening of the price bid. The BASE VALUE will be declared at the time of opening of the price bids. The bids which quote lower than the BASE VALUE percentage shall be rejected. The bids which quote above the BASE VALUE percentage shall be subjected to scrutiny, for arriving at L1.

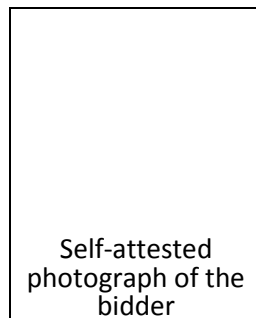
The service charge is to be quoted in percentage only, on the minimum wage.

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PART -III

Technical Bid Profile of security Manpower supplying Agency

1. Registration fee Rs.500/- DD No _____ bank _____ date _____
 2.EMD Rs.25000/- DD NO. _____ bank _____ date _____ (Refundable)



Sno	Particulars					
1	Name and Address of the Agency					
	1.Mobile No					
	2.Office Land line No					
	3.E-mail					
2	Name and designation of authority having administrative & financial powers along with his/her mobile no					
3	Experience of the agency for past 5 years in providing security services particulars may be provided in the table given below					
	Name of the Client	Contact person & mobile NO	FROM	to	DUARTION IN YEARS/MONTHS	Persons deployed (number of security persons)

4	Details of the Agency		
	Registration number with office of the Regional labour commissioner(State/central)		
	PF Registration		
	ESI Registration		
	Service tax/GST no		
	License to engage the business of private security agency from Govt of Telanga(PAS)		
	IT PAN No.TIN No		
	Company /firm incorporation certificate no & Date		
5	Annual turnover during last 3 years		
	2014-2015	2015-2016	2016-2017

6	Whether IT returns filled for las 3 years if yes , enclosed copies	
7	Provide details of PF AND ESI contributions last 3 years	
8	Any other information which the agency may like to provide	

Documents having corrections and alterations shall not be accepted.

I/we accept all the terms and conditions of the tender notice

Signature of the Tenderer
With seal

All the information furnished above should be supported by documentary evidence

Date:

Place:

PART IV

CHECK LIST FOR TECHNICAL BID

SNo	Particulars	
1	Name of the Address of the agency	
2	Year of Incorporation (enclose proof)	
3	Registration for supplying of security manpower(enclosed proof)	
4	Establishment registration(SSl No) (enclose copy	
5	Service Tax/GST number (enclose proof)	
6	PAN Number (enclose proof)	
7	PF registration No (enclose proof)	
8	ESI Registration no (enclose proof)	
9	License to engage the business of Private Security Agency from Govt of Telangana(PAS) (enclose proof)	
10	Income tax returns last three years	
11	Certificate copy of the financial status (bank statement/income expenditure account/profit and loss account) and 26as for the last three years	
12	Certified copy of the balance sheet last three years	
13	Clientele: Govt/Semi Govt ,Public	
14	Any other information	

Documents having corrections and alterations shall not be accepted.

I/we accept all the terms and conditions of the tender notice.

Name and signature of the Tenderer
with seal

Date:
Place:

PART V

PROFORMA OF PRICE BID FOR SUPPLY OF SECURITY GUARDS ON OUT SOURCING BASIS

The contractor has to be quote only the service charges on each security guard per month in the following table.

SNo	Category	Security guard – Male (12 HRS)	Security guard- Female(12 HRS)	Remarks
1	Worker wages payable as per the minimum wages act at present rates prescribed by the State Government of Telangana (BASIC + VDA)			
2	ADD: EPF CONTRIBUTION			
3	ADD: ESI CONTRIBUTION			
4	Sub –Total -I			
5	Add: Service charges on sub-total-I			
6	Add: Service tax /GST on subtotal -I			
	Grand Total(4+5+6)			
	Net wages paid to the security guard			

As per Government norms, rules and regulations from time to time, uniform and other required material such as torch lights, lathis etc should be provided by the contractor.

I/We accept all the terms and conditions of the tender notice

Name and signature of tender

With seal

Date:

Place