

Ref: RGUKT-B/Proc/Security/T01/2018, dt. 12.01.2018

(e-Procurement Tender Notice)

Tender for providing of Security Services



**RAJIV GANDHI UNIVERSITY OF KNOWLEDGE
TECHNOLOGIES**

BASAR,

Nirmal District, Telangana- 504107

Website: www.rgukt.ac.in

e-mail: procurement@rgukt.ac.in

Contents

| Description | Page No. |
|--|----------|
| Newspaper advertisement | 3 |
| Time Schedule | 4 |
| Clarifications | 5 |
| Statement of important limits and values of bid | 6 |
| Tender Schedule | 7 - 21 |
| Financial Bid Statement | 22 |
| Performance Security Form | 23 |
| Supply Agreement Form | 24 - 25 |
| Bid letter form | 26 |
| Bidder Information Sheet | 27 |
| Turnover details, Major clientele details and specifications | 28 - 30 |
| Check List | 31 -32 |

Newspaper advertisement

Tender Notice



**RAJIV GANDHI UNIVERSITY OF KNOWLEDGE TECHNOLOGIES
BASAR ,
Nirmal District, Telangana-504107**

Online tenders are hereby invited from the eligible service providers for providing of Security Services at RGUKT -Basar.

Interested bidders can download and submit the bids online from 13.01.2017 to 31.01.2018 up to 05:00PM through <https://tender.telangana.gov.in>. For further details please visit our website: www.rgukt.ac.in

Date:12.01.2018

**Sd/-
Director**

TENDER SCHEDULE

Rajiv Gandhi University of Knowledge Technologies (RGUKT), Basar, is a fully residential University having 6000 students on rolls. RGUKT invites sealed tenders comprising Pre-qualification, technical bid and price bid from the eligible bidders for providing of Security Services to its premises located in the Nirmal District of Telangana State.

SECTION - A

Time schedule of various tender related events

| | |
|--|--|
| Bid calling date | 12.01.2018 |
| Bid Document fee (Non refundable) | Rs. 5,000/- (By way of DD from any Scheduled Bank in favour of Director, RGUKT, Basar, payable at Basar) |
| Bid Documents Downloading Start date | 13.01.2018 |
| Last date for uploading documents online | 31.01.2018 at 05:30 PM |
| Last date for submission of Hard copies of documents uploaded online | 02.02.2018 at 04:00 PM |
| Contact person | Director, RGUKT, Basar. |
| Reference No | RGUKT-B/ Proc/Security/T01/2018 |

Note: For the assistance in the online submission issues, the bidder may contact the help desk of M/s.Vupadhi Techno Services Pvt. Ltd, Hyderabad (e-procurement) at their e-mail address: tseprocsupport@vupadhi.com; contact numbers: +91 40-33762222, 23

Director
RGUKT-Basar

CLARIFICATIONS:

- i. Queries if any, can be made through e-mail only on procurement@rgukt.ac.in on or before **21.01.2018**. Queries received via any mode other than e-mail id mentioned above will not be entertained. The queries should only be sent in following format on the official letter head of the company.

| S.No. | Page No. (Tender Ref.) | Clause (Tender Ref.) | Description (Tender Ref.) | Query |
|-------|---------------------------|-------------------------|------------------------------|-------|
| | | | | |

- ii. The addendum/corrigendum if any shall be published on RUGKT's website i.e. www.rgukt.ac.in as well as on e-procurement platform <https://tender.telangana.gov.in>.
- iii. The Bidders are requested to submit the bids after issue of clarifications duly considering the changes made if any. Bidders are totally responsible for incorporating/complying the changes/ amendments issued if any in their bid.

Director,
RGUKT-Basar.

For any clarifications regarding tender please call on :
89199 08978/94411 86881/88868 55562

SECTION-B

STATEMENT OF IMPORTANT LIMITS/VALUES RELATED TO BID

| Item | Description |
|--|--|
| EMD | Rs.4,50,000/- (through online payment gateway provided by e-procurement platform. |
| Bid Validity Period | 90 days from the date of opening of bid |
| EMD Validity Period | 90 days from the date of opening of bid |
| Period for furnishing performance Security | Within 15 days from date of receipt of award |
| Performance security value | Rs.20,00,000/- (Rupees Twenty Lakh only) by way of DD/BG. |
| Performance security validity period | 27 months from date of commencement of services. |
| Period for signing the order Acceptance | Within 15 days from date of receipt of notification of award |
| Payment terms | |
| After Commencement of work | Monthly payment will be released by RGUKT based on the day wise attendance particulars certified by the concerned authorities and along with performance certificate. |
| Placing work order | <ul style="list-style-type: none">➤ RGUKT, Basar, will place order on identified successful bidder.➤ All the payments shall be made directly by RGUKT, Basar to the successful bidder as per the tender terms and conditions. |
| Transaction Fee | As per the existing rates. |

SECTION - C

1. PREAMBLE:

The Director, Rajiv Gandhi University of Knowledge Technologies (RGUKT), Basar, invites sealed tenders from registered contractors for providing of Security Services.

2. SCOPE OF WORK:

Providing security services round the clock, 24 hours in a day and 365 days in a year for RGUKT-Basar, located in Nirmal District, as per the time to time guidelines of the authorities concerned.

The service provider should provide 15 No's of Walkie-Talkies.

3. PLACE OF WORK AND VISIT TO SITE

Intending tenders shall visit the RGUKT to acquaint with local site conditions, nature and requirement of work, present conditions of Premises/fittings/fixtures, etc., before quoting for the tender.

4. PERIOD OF CONTRACT:

The contract period will be initially for a period **One Year (1 year)** from the date of commencement of services, extendable one more year basing on the satisfactory performance.

5. RATES, TAXES AND DUTIES

All the rates in the tender shall be inclusive of all statutory compliances like PF, ESI, and service Tax, etc.

6. INCOME TAX

During the course of the contract period, deduction of income tax/ at 2.266%+ surcharge as in force at source shall be made at the prevailing rate of income tax department issued from time to time of the gross amount of each bill.

7. TAX SERVICE

During the course of the contract period, the agency shall deposit service tax at prevailing rates as per Government of India during contract period to the

concerned department regularly once in a quarter proof of payment made to the department shall be produced to RGUKT for verification.

8. EARNEST MONEY DEPOSIT / SECURITY DEPOSIT:

- 8.1 The tender should accompany with Earnest Money Deposit (EMD) for **Rs.4,50,000/-** through payment gateway provided by e-procurement platform.
- 8.2 The EMD will be returned to unsuccessful tender, whereas in the case of successful tenderers, it will be retained.
- 8.3 The successful tenderer will have to deposit a security deposit or Bank Guarantee from any Nationalized Bank to the tune of **Rs. 20,00,000/-** at the time of concluding agreement.
- 8.4 The Security Deposit /Bank Guarantee of successful tenderer will be retained for the period of contract in force and will be returned after expiry of the contract period, after deducting the outstanding liabilities if any. The Security Deposit/Bank Guarantee shall not carry any interest.

9. ELIGIBILITY CRITERIA:

- 9.1 Should have minimum of Three years (3 years) experience in providing Security services and must have ISO certification.
- 9.2 The Bidder should have provided at least 50 persons in a Government organization/PSUs/Universities, etc., with a minimum experience of two years in the field of providing security works with good performance and shall enclose the performance certificate issued by the government organization.
- 9.3 The Bidder should submit the EPF , ESI and Service tax Challans in support of the above experience.
- 9.4 Should have registered office in the state of Telangana.
- 9.5 Should have possessed valid registrations with the following:
 - 9.5.1 PAN Card
 - 9.5.2 Labour License.
 - 9.5.3 EPF Registration

- 9.5.4 ESI Registration
- 9.5.5 GST Registration

9.6 **Agency should have obtained a license from the 'Controlling Authority' in the state in accordance with Private Security Regulation Act 2005 for carrying on the business of Private Security Agency.**

9.7 **Should have minimum employees of 500 members in Security services:**

9.7.1. Valid contract labour licenses

9.7.2. Documents evidence providing Compliance of Minimum wage along with bank statement for a minimum 500 security personnel.

9.7.3. PF Returns and employees contribution computerized slips

9.8 All the bidders shall include the following information and documents with their tenders.

9.8.1. Copies of Original documents defining the constitution or legal status, place of registration and principal places of business; written power of attorney of the signatory of the Bid to commit the Bidder.

9.8.2. Latest Income Tax Saral form / Returns filed (for 2014-15, 2015-16 and 2016-17).

9.8.3. List of Present Clients with contact address & telephone numbers.

9.10 The bidder should have adequate experience in providing of such services as required in the tender. **The bidder should furnish proof of having provided such services as required in the tender for the last three financial years i.e. 2014-15, 2015-16 and 2016-17 to the amount of at least Rs.5.00 Crore per each financial year.** A Certificate of the Bidders turnover **in Rupees** must be enclosed and be duly certified by firm of Chartered Accountants.

Note: Any false information with regards to the submission of the document will lead forfeit of the EMD.

The bidders must submit all relevant documentary evidence to demonstrate their eligibility for considering their bid. **The tenders received without the above documents will be rejected.**

10. INSTRUCTIONS TO BIDDERS:

- 10.1 Tenders with over writings, alterations etc., will not be admitted unless they are attested by the bidder. Where there is a discrepancy between the rupees in figures and words, the price, which is least of the two, will govern.
- 10.2 BID should be strictly in conformity with the Terms and Conditions mentioned in the tender schedule.
- 10.3 Bidders are expected to examine all the terms and instructions mentioned in the tender schedule and prepare their proposals accordingly. Failure to provide all requisite information will be at the bidders' own risk and may result in the rejection of the tender.
- 10.4 All assertions made in connection with the tender is to be supported / substantiated by relevant documents. The Director, RGUKT, Basar , reserves the right to verify the credentials of the bidder as per the eligibility criteria.
- 10.5 The Director, RGUKT,Basar, will notify the bidder whose tender has been accepted.
- 10.6 The successful bidder shall execute an agreement with RGUKT-Basar on Non-judicial stamp paper worth Rs.100.00 agreeing to all the conditions of the contract within one week upon intimation of acceptance of Tender. Failure on enter into an agreement within the stipulated time will result in forfeiture of the EMD.
- 10.7 The Director, RGUKT, Basar, reserves the right to issue instructions / modifications at any point of time before award of contract.

11. METHOD OF SUBMISSION:

Bids shall be submitted online on e-procurement platform of Govt. of Telangana (<https://tender.telangana.gov.in>).

- a. The participating bidders in the tender should register themselves on e-procurement platform in the website <https://tender.telangana.gov.in>
- b. Bidders can log-in to e-procurement platform in Secure mode only by signing with the Digital certificates.
- c. The bidders who are desirous of participating in e-procurement shall submit their technical bids, price bids as per the standard formats available at the e-market place.

- d. The bidders shall sign on all the statements, documents certificates uploaded by them, owning responsibility for their correctness/authenticity.
- e. The bidders should scan and upload the respective documents in Technical Documentation as per the check list.
- f. After uploading the documents, the copies of the uploaded technical bid documents and payment receipts in respect of Bid Security and Bid document fee are to be submitted by the bidder to the "The Director, RGUKT, Basar, Nirmal District, Telangana-504107", by **04:00PM on 02.02.2018. (No physical submission of price bid will be entertained)**
- g. Failure to furnish any of the uploaded documents, certificates, will entitled in rejection of the bid. The RGUKT shall not hold any risk on account of postal delay. Similarly, if any of the certificates, documents, etc., furnished by the Bidder are found to be false / fabricated / bogus, the bidder will be disqualified, blacklisted, action will be initiated as deemed fit and the Bid Security will be forfeited.
- h. RGUKT will not hold any risk and responsibility regulating non-visibility of the scanned and uploaded documents.
- i. The Documents that are uploaded online on e-market place will only be considered for Bid Evaluation.
- j. Important Notice to Contractors, Suppliers and Department users (i) In the endeavor to bring total automation of processes in e-Procurement, the Govt. has issued orders vide G.O.Ms.No. 13 dated. 5.7.2006 permitting integration of electronic Payment Gateway of ICICI/HDFC/Axis Banks with e-Procurement platform, which provides a facility to participating suppliers / contractors to electronically pay the transaction fee online using their credit cards.

In case of consortium either the prime bidder or the consortium partner can purchase the bid document. The bid can be filed either with user ID of prime bidder or consortium partner.
- k. The rates should be quoted online only.

12. EVALUATION PROCEDURE:

For short list of security agency the following criteria shall be applied. For this purpose agency shall submit proof documents along with the tender and

security agency not confirming to any of these parameters will not qualify for short listing.

12.1 The Tenders will be opened as per the schedule by the Director, RGUKT, Basar or his authorized representative in the presence of the bidders or their authorized representative who may be present at that time.

12.2 The Technical Bids consisting of the documents related to Eligibility criteria will be opened first. The tenders will be evaluated so as to ascertain the capability of the bidders to provide the security services for the period mentioned above and also to assess whether the bidder satisfies the eligibility criteria as detailed in **Clause 9 above**.

The following aspects will be considered for evaluation.

- a. Background and track record of the bidder.
- b. Total turnover in providing Security services for the year ending 31st March 2017.
- c. Experience of the bidder in providing such services
- d. Manpower available and the capacity of the bidder to mobilize required manpower.
- e. Documents related to registration certificate of Income Tax, Service Tax, valid license issued by Labour Department Registration with Regional Provident Fund Commissioner and Registration with ESI.

12.3 The Financial/Price Bids of only those bidders, who have fulfilled the eligibility criteria specified in Clause '9' above, will be opened online and the Price Bid of the bidders who do not fulfill the eligibility criteria will not be opened and their Tender stands rejected.

12.4 In case of tie in the prices quoted by the bidders (i.e. if more than one bidder quotes least price) the short listing will be done by giving points in the following aspects. The firm which gets highest points will be awarded contract:

| | | | Total (50 Points) |
|---|--|--|--------------------------|
| 1 | Experience | 1 point per each running year of having more than Rs.1.00 Cr. turnover | Max. 15 points |
| 2 | Average Annual Turnover during the last three Financial years i.e.2013-14, 2014-15 & 2015-16 | 1 point per each 2 crore | Max. 15 Points |

| | | | |
|---|---|---|---------------|
| 3 | Present Number of Security personnel in Govt. organizations | 1 point per each 100 employees | Max.15 points |
| 4 | Existing contracts (from Central/State Government/PSU/Autonomous bodies,etc.) | 1 point per each employer having manpower above 300 persons | Max. 5 Points |

12.5 If the tie continues to be pursued even after the above process, The Tender Committee will have the right to select the contractor either by draw among the lowest quoted bidders in the presence of them or by application of any other suitable parameter.

12.6 Any claims or disputes raised by the unsuccessful bidders in respect of selection process and non-allotment of award will have no legal validity and will not be enforceable against the RGUKT. No further correspondence will be entertained regarding the disqualification.

12.7 The Director, RGUKT, Basar, reserves the right to accept or reject any / or all the tenders without assigning any reasons whatsoever. The Director, RGUKT also reserves the right to cancel the selection process for award of the contract at any time. The decision of the Director, RGUKT is final and binding.

13. VALIDITY OF THE TENDER/BID

The Tender valid for a period of 90 days from the date of opening of commercial bid.

14. RATES:

14.1 The present rate of Minimum wages payable as per Minimum Wages Act, EPF, ESI, Service Tax have been incorporated in Price Bid. Provision of Service Charges has also been incorporated in the Price Bid.

14.2 The Bidder may quote their tender premium at the appropriate column in Price Bid and complete the Price Bid and kept in cover B and sealed with wax / gum tape.

14.3 The rates indicated in the Price Bid shall remain firm and fixed and no additional amount shall be paid during the period of contract, except

increase / decrease on minimum wages, Service Tax, EPF & ESI made by the Government.

- 14.4 In the case of increase or decrease of minimum wages by the Government of Telangana, the increased wages or decreased wages shall be adjusted in the payment to be made to service provider from the date of such increase or decrease. The service provider shall, in turn pay wages at such increased / decreased rates to the employees deployed by him on our Estate. Proof of payment shall be produced along with next bill as stated in Clause 16.5.

15. RESPONSIBILITIES OF THE CONTRACTOR/ SERVICE PROVIDER

- 15.1. The Service Provider shall arrange to safeguard the Employer's property and material by posting their (Service Provider's) security personnel in such a manner and at such points as directed by the Employer's authorized officer(s) from time to time. This would include patrolling, as required, of all areas, at all times, during day and night on 24 hours basis, checking of cars, trucks and other vehicles including outward / inward movement of material, personal search of Employer's employees and other personnel in accordance with the instructions given by the Employer's official(s) from time to time. They shall also perform the duties of attendee where ever needed.
- 15.2. The Service Provider's security personnel shall function on a working schedule of eight hours in three shifts covering 24 hours on all 30/31 days of the month.
- 15.3. The Service Provider shall provide the number of security personnel stipulated by the Employer with such qualification / training as required from time to time, depending on the needs of the Employer and shall arrange for replacement of security personnel as may be necessary at the Service Provider's expense, in case of sickness, absenteeism, leave of absence or for any reason whatsoever, and see that no post or point is left unmanned.
- 15.4. In the event of theft, it shall be the responsibility of the Service Provider or their local representative(s) to bring it immediately to the notice of the security officer or such other official of the Employer together with preliminary investigation report to enable them to take up the matter further with the Police, if necessary.

- 15.5. During the period of contract, in case of any theft due to negligence, connivance or involvement of any of the security personnel of the Service provider, the Service Provider shall depute their investigators to conduct a preliminary enquiry, if so desired by the Employer and may associate with the Employer's authorized official(s) during the investigation to submit their findings. The Service Provider will also pursue the case with Police or any other agency for recovery of the stolen material / property. If prima facie, any of the security personnel employed by the Service Provider are held responsible for any theft caused due to their connivance, involvement or negligence, then the Service Provider shall make good the loss sustained by the Employer. Besides, the Service Provider shall replace such security personnel as may be indicated by the Employer within 3 days of such directive from the Employer. The burden of producing such defaulters in front of any court of law for any legal proceedings totally lies on the Service Provider.
- 15.6. The security personnel engaged by the Service Provider at the Employer's premises shall be the employees of the Service Provider for all legal purposes and consequences and not of the Employer.
- 15.7. The Service Provider shall be solely responsible for all acts of commission and / or omission on the part of their security personnel posted at the Employer's premises.
- 15.8. The Service Provider shall arrange to change the security personnel at such intervals and in such a manner as may be directed by the Employer from time to time.
- 15.9. The Service Provider shall provide at their cost proper uniforms, including boots, belts, jerseys (for winter), whistle cords and such other items as are necessary for smart turnout of the security personnel.
- 15.10. The Service Provider shall arrange to conduct surprise checks to supervise the performance and the turnout of the security personnel posted at the Employer's premises at least twice (more visits if required) during a month by a Senior Executive of the Service Provider and hold discussions on all matters relating to security with the authorized representatives of the Employer.
- 15.11. The Employer shall be at liberty to oversee and inspect the operations of the Service Provider as deemed by the Employer, but such inspection shall not absolve the responsibilities and obligations of the Service Provider enumerated under these presents.

- 15.12. The Service Provider ensure that no security personnel shall be deployed at the premises of the Employer who are undesirable.
- 15.13. Antecedents of the personnel to be provided shall be thoroughly checked by the Service Provider to the satisfaction of the Employer.
- 15.14. The Service Provider shall be solely responsible for all expenses, employment benefits, safety norms and statutory liabilities and obligations as per Government norms in respect of the Personnel employed by them hereinafter referred to as "the Employees". The Employer shall not be liable in any manner whatsoever with regard to these personnel.
- 15.15. The Service Provider shall not supply or provide any services of the staff / employees provided by the Service Provider to the employer at the Estate of any other Company / Client, who are not connected with the Employer.
- 15.16. The Service Provider shall not sublet or sub contract any of the jobs to other parties under any circumstances.
- 15.17. The Service Provider shall assume the full responsibility for safeguarding the Property of the Employer, except for loss of fire, riots and natural calamities or other causes beyond control.
- 15.18. Acknowledgement of equipment etc., handed over by the Employer to the Service Provider, maintaining them in good working condition and handing over them to Employer in good working condition at the time of expiry / termination of the contract shall be responsibility of the Service provider.
- 15.19. The Service Provider shall be solely responsible for any accidents / injuries/death to their personnel or to second or third parties arising out of or in the course of employment of such personnel with them. The Service Provider shall adhere to all the formalities / regulations / obligations, such as reporting to appropriate authorities, compensation to the death, treatment of the injured and meeting the expenses incidental thereto, payment of compensation, etc.,
- 15.20. The Service Provider shall be solely responsible for the payment of wages, allowances and other benefits to their security personnel posted at the Employer's premises. Disbursement of wages will be done within the Employer's premises and in the presence of the employer's representative and his/her signature will be obtained to this effect. A copy of such payroll sheet will be furnished every month by the Service

Provider. The Employer shall in no way be responsible for the welfare of the Service Provider's security personnel and the Tenderer / Service Provider shall be solely responsible for the welfare of their personnel posted at the Employer's premises under the various Acts, Ordinance, Rules and Regulations, whether Central or State.

- 15.21. The Service Provider shall alone be responsible for the conduct, discipline and behavior to be maintained at the work place. In case of any misconduct, which may or may not involve financial loss or burden to the Employer, the Service provider alone shall take the responsibility.
- 15.22. The Service Provider shall have no authority to make statements, representation or commitments of any kind or take any action binding on the Employer. It is expressly agreed that it is not the purpose or intention of this agreement to create, nor shall the same be construed as creating any partnership or joint operation between the Employer and the Service Provider.
- 15.23. The Service Provider shall exercise all responsibilities, care and diligence to prevent any actions or conditions, which could result in a conflict with the best interest of the Employer.
- 15.24. Each Security Supervisor should be provided with bicycle for patrol purpose.

16. STATUTORY LIABILITIES OF THE TENDERER / SERVICE PROVIDER :

- 16.1. All statutory obligations as per the Labour Laws (e.g. Minimum Wages Act), Contract Labour (Regulation of Abolition) Act, ESI, PF, Bonus etc., as amended from time to time will be met by the Service Provider. The Service Provider will have to submit necessary proof and certificate for the compliance of all statutory obligation/ labour laws or any other applicable Indian Law, which is entirely his duty, failing which necessary deductions would be made by the Employer from all running bills and payments of the Service Provider. The Service Provider will have to be necessarily registered with the ESI and PF Authorities and other necessary authorities as required under the Applicable Office / Shops & Establishment Act.
- 16.2. The Service Provider shall obtain at their cost all permits, licenses as may be required under various laws / regulations for carrying out their obligations under these presents.

- 16.3. In case of material loss etc., the Service Provider will keep the Employer indemnified against all such risks.
- 16.4. The Service Provider shall maintain proper records, registers etc., as applicable and required under various enactments including, but not limited to, Contract labour (Regulation & Abolition) Act, 1970, EPF Act and Miscellaneous Provisions Act 1952 and the schemes framed there under, ESI Act 1948 and Rules, the Payment of Bonus Act 1965 and Rules and all other applicable Acts and Regulations and further shall comply with all statutory provisions thereof in obtaining registrations licenses, filing returns, submitting information etc.,
- 16.5. The Service Provider shall submit copies of remittance challan along with details in respect of payment / contributions paid to ESI, PF etc., on month to month basis to the Employer.
- 16.6. The Service Provider shall, at all times, make available to the Employer authorized official records / registers required to be maintained under various laws in force and necessary certificates and licenses for reference / inspection and shall provide copy (so of any returns, statements etc., to the Employer as may be required from time to time.
- 16.7. The Service Provider shall maintain all records at site regarding duty schedules, leave, salary disbursement etc., pertaining to the personnel deployed by them in the said premises.
- 16.8. Notice of Non-compliance: The Employer shall promptly notify the Service Provider upon discovering any instance where the Service Provider has failed to comply with the provisions as given in above paragraphs. On receipt of such notice, the Service Provider has to comply within 3 days, failing which Clause (20) will be evoked.

17. INDEMNIFICATION BY TENDERER / SERVICE PROVIDER

The Service Provider at all times will keep the Employer indemnified against all costs, damages, losses claims etc., which the Employer may have to suffer, undergo or pay as a result of operation / execution of this service contract in the said premises.

18. EMPLOYEES:

- 18.1. The number of staff employed at the premises will be as decided by the Employer to be adequate to ensure well running of obligations under this contract.

- 18.2. The service provider shall provide additional persons to the employer whenever required at the same rates as mentioned in Price Bid.
- 18.3. The Service Provider shall ensure that all Employees are supplied with and wear uniforms, identity cards, other necessary items etc., While working at site, they have to behave in a cordial manner when interacting with the employees of employer and visitors and follow the safety regulations and disciplinary procedures.

19. PAYMENT TERMS:

- 19.1. Payment will be made on monthly basis. Payment shall be made on the basis of performance of services. The Employer has authority to alter / reduce the bill as per the performance of the Service Provider.
- 19.2. The Service Provider shall raise an invoice in an acceptable proforma and in accordance with the rates quoted in Price Bid.
- 19.3. The invoices shall be raised by the 5th of each succeeding month for the services provided during the preceding month. Invoices should be accompanied by a copy of PF Challan, ESI Challan, Service Tax Challan, Salary statement of previous month, Attendance details of current month etc., Payment will be made within 10 days of receipt of the invoice. Payment will be made by account payee cheque.
- 19.4. Income tax will be deducted by the RGUKT from all payment made to the Service Provider. This will be as per the Rules and Regulations in force and in accordance with the Income Tax Act prevailing from time to time.
- 19.5. At the time of signing of the Agreement, the Service Provider shall submit to the RGUKT, a photocopy of his PAN identity for record.
- 19.6. Service Tax, EPF, ESI, other statutory duties / levies, as applicable shall be paid by the Service Provider to the concerned departments and proof of such payments shall be made available along with the bill of next month of the Employer. Failure in submission of proof of payments, employer withholds the payment till its production.

20. PAYMENTS TO BE MADE TO THE GUARDS BY THE SERVICE PROVIDER :

- 20.1. The Service Provider shall make payments of wages to the security personnel employed by him before 5th of succeeding month without waiting for the payment from the Employer. Proof of payment shall be submitted to the employer along with the bill of next month.
- 20.2. After submitting the invoice along with attendance and particulars certified by the concerned Officials, the payment shall be paid.

21. FORCE MAJEURE

- 21.1. No liability shall be attached to the Service Provider for non operation or execution of his obligation under this contract as a result of Force Majeure or any other actor beyond the control of the Service Provider.
- 21.2. No liability shall be attached to the Tenderer / Service Provider for any damage due to natural calamities such as earthquake, war, civil commotion and willful damage.

22. TERMINATION:

- 22.1. The contract can be terminated
 - 22.1.1. by either without cause, after giving to the other party at least two calendar months' written notice thereof
 - 22.1.2. by the Employer, if the Tenderer/Service Provider fails to fulfill their tasks to the satisfaction of the Employer. Such failures constitute a breach of the Tenderer / Service Provider's obligations under contract, which are not remedied within 30 days from the date of giving of written notice requiring such breach to be remedied.

23. DISPUTES:

All disputes and differences of any kind whatsoever arising out or in connection with contract, whether during or after completion of contract will be settled amicably in a spirit of co - operation and the Employer's decision shall be final on all such matters and shall be binding on the Tenderer / Service Provider.

24. DISCLAIMER:

- 24.1. Even though adequate care has been taken in the preparation of this Tender Schedule the Bidder should satisfy himself that the Schedule is complete in all respects.
- 24.2. Neither RGUKT nor their employees make any representation or warranty as to the accuracy, reliability or completeness of the information in this Tender Schedule and it is not possible for the RGUKT to consider the investment objective, financial situation and particular needs of each party who reads or uses the Tender Schedule. Certain prospective Bidders may have a better knowledge of the scope of work than others. Each prospective Bidder should conduct his own investigations and analysis and check the accuracy, reliability and completeness of the information in the Tender schedule and obtain independence advice from appropriate sources.
- 24.3. Director, RGUKT-Basar, reserves the right to reject any or all the Bids submitted in response to this request for Proposal at any stage without assigning any reasons whatsoever.
- 24.4. Director, RGUKT-Basar, reserves the right to change any or all of the provisions of this Request for Proposal. Such changes would be intimated to all parties procuring this Request for Proposal.

25. REJECTION OF TENDERS:

- 25.1. The Director, RGUKT-Basar, reserves the right to cancel the tender process and reject all tenders at any time prior to the award of contract without thereby incurring any liability to the affected bidder or any obligations to inform the affected bidder of the grounds of acceptance or rejection.
- 25.2. No bidder is entitled to withdraw his offer after submission. In case of such withdrawal, the EMD deposited along with the tender schedule will stand forfeited.
- 25.3. For breach of any of the conditions prescribed in the tender as specified by the organization from time to time, the Security Deposit is liable to be forfeited. Decision of the Director, RGUKT, Basar in this regard is final and binding on the Contractor.

(on the official letterhead of the bidder)

FINANCIAL BID

PROVIDING OF SECURITY SERVICES

The bidders are requested to quote service charge for providing of the security personnel in percentage (%):

Present existing minimum wages are as follows:

G.O.RT. No. 461, dt.14.09.2015 of LET&Factories (Labour) Department, Govt. of Telangana

| S.No. | Details | Zone-III wages | | |
|-------|---------------------------------|--|---------------------------|-----------------------------------|
| | | Security Guard (Unskilled) | Supervisor (Semi skilled) | Security Officer (Highly Skilled) |
| 1 | Minimum Basic Wage as per GO | 7908.25 | 8158.25 | 8908.25 |
| | VDA | 889.2 | 1038.96 | 1138.41 |
| | Total Basic Wage | 8797.45 | 9197.21 | 10046.66 |
| 2 | Employer's share (EPF) 13.36% | 1175.34 | 1228.75 | 1342.23 |
| 3* | Employer's Share (ESI) 4.75% | 0.00 | 0.00 | 0.00 |
| 4 | Sub Total I | 9972.79 | 10425.96 | 11388.89 |
| 7 | No of persons required (approx) | 150 | 8 | 1 |
| 8 | Subtotal (Rs.) | 1495918.40 | 83407.66 | 11388.89 |
| 9 | Total | 1,590,714.95 | | |
| 10 | Service Charge (in %) | _____ % In words _____ _____ percentage | | |

* At present Basar area is not covered under ESI. As and when Basar comes under ESI, RGUKT will pay for ESI, until then no ESI will be released.

Note:-

1. L1 will be decided on the basis of service charge percentage only.
2. In case of discrepancies between words and figures, the bid which is least of the two versions will be confirmed.

Signature of the bidder
along with seal

RGUKT Ref. No: RGUKT-B/Proc/Security/T01/2018, dt.12.01.2018

PERFORMANCE SECURITY FORM

(To be issued by a scheduled bank, payable at a branch in Basar)

To
The Director,
Rajiv Gandhi University of Knowledge Technologies,
Basar, Nirmal District,
Telangana -504107.

WHEREAS..... (Name of Vendor) hereinafter called "the Vendor" has undertaken, in pursuance of

Contract No.....Dated,.....(Date), to supply.....called "the Contract" AND WHEREAS it has been stipulated by you in the said Contract, that the Vendor shall furnish you with a Bank guarantee by a recognized bank for the sum specified therein as security for compliance with the supplier's performance Obligations in accordance with the Contract.

WHEREAS we have agreed to give the Vendor a Guarantee:

THEREFORE WE hereby affirm that we are Guarantors and responsible to you, on behalf of the Vendor, up to a total of Rs.....and we undertake to pay you, upon your first written demand declaring the Vendor to be in default under Rs..... (Amount of Guarantee) as aforesaid without your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

This guarantee is valid until theday of (Date)

Place:

Signature of Guarantors

Date:

and Seal.

Supply Agreement form

THIS AGREEMENT made the day of..... (Year). Between the Rajiv Gandhi University of Knowledge Technologies, Basar (hereinafter "the RGUKT, Basar") of one part and..... (Name of Vendor) of..... (City and Country of Vendor) (Hereinafter "the Vendor") of the other part:

WHEREAS the RGUKT is desirous that certain items as described in the bid document and briefly outlined below, should be provided by the Vendor.

Tender call Ref : RGUKT-B/Proc/Security/T01/2018, dt.12.01.2018

Brief outline of the work: Providing of Security Services at RGUKT-Basar.

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

In this agreement words and expression shall have the same meanings as are respectively assigned to them in the bid document referred to.

The following documents shall be deemed to form and be read and construed as part of this Agreement, viz.

1. bid documents
2. pre - bid conference minutes if any,
3. clarification on bid document issued if any,
4. RGUKT notification of award.

In consideration of the payments to be made by the RGUKT to the Vendor as hereinafter mentioned, the Vendor hereby covenants with the RGUKT to provide the goods and services (solution, service and materials) and to remedy defects therein in conformity, in all respects, with the provisions of the contract.

The RGUKT hereby covenants to pay the Vendor in consideration of the provision of the goods and services (solution, service and materials) and to remedying of defects therein, the contract price or such other sum as may become payable under the provisions of the contract at the times and in the manner prescribed by the contract.

Brief particulars of the items which shall be provided by the Vendor are as under:

G.O.RT. No. 461, dt.14.09.2015 of LET&Factories (Labour) Department, Govt. of Telangana

| S.No. | Details | Zone-III wages | | |
|-----------|--------------------------------------|----------------------------|---------------------------|-----------------------------------|
| | | Security Guard (Unskilled) | Supervisor (Semi skilled) | Security Officer (Highly Skilled) |
| 1 | Minimum Basic Wage as per GO | 7908.25 | 8158.25 | 8908.25 |
| | VDA | 889.2 | 1038.96 | 1138.41 |
| | Total Basic Wage | 8797.45 | 9197.21 | 10046.66 |
| 2 | Employer's share (EPF) 13.36% | 1175.34 | 1228.75 | 1342.23 |
| 3* | Employer's Share (ESI) 4.75% | 0.00 | 0.00 | 0.00 |

| | | | | |
|----|--|--|-----------------|-----------------|
| 4 | Sub Total I | 9972.79 | 10425.96 | 11388.89 |
| 7 | No of persons required (approx) | 150 | 8 | 1 |
| 8 | Subtotal (Rs.) | 1495918.40 | 83407.66 | 11388.89 |
| 9 | Total | 1,590,714.95 | | |
| 10 | Service Charge (in %) | _____ % In words _____ _____ percentage | | |

The Bidder further notes and accepts that:-

| | |
|----------------------------|---|
| Payment terms | |
| After Commencement of work | Monthly payment will be released by the University based on the day wise attendance particulars certified by the concerned Directors and passed the bill amount along with performance certificate. |

- In addition if the contract is cancelled, the performance security will be encashed and forfeited.
- All disputes and differences of any kind whatsoever arising out or in connection with contract, whether during or after completion of contract will be settled amicably in a spirit of co - operation and the RGUKT decision shall be final on all such matters and shall be binding on the bidder.

IN WITNESS whereof the parties hereto have caused this Agreement to be executed in accordance with their respective laws the day and year above written.

Signed, and delivered by

Signed, and delivered by

for the Vendor.

For. Rajiv Gandhi

Vendor's common seal:

University of Knowledge

Place

Technologies, Basar.

Date:

RGUKT common seal:

Place:

Date:

In the presence of:.....

1.

1.

2.

2.

Bid letter form

From:

(Registered name and address of the bidder)

To

Rajiv Gandhi University of Knowledge Technologies,

Basar,

Nirmal District, Telangana-504107

Sir,

Having examined the bidding documents and amendments there on, we the undersigned, offer to provide **Security Services** in conformity with the terms and conditions of the bidding document and amendments thereon in response to your tender call dated **12.01.2018**

We undertake to supply the above mentioned materials, as assigned to us in conformity with the said bidding documents, for an estimated sum of Rs (Total bid amount in words and figures) which may vary in accordance with the schedule of prices attached herewith and coverage options made by RGUKT or its user organization.

If our bid is accepted, we undertake to:

- a. Provide services /execute the work according to the time schedule specified in the bid document,
- b. Obtain the performance guarantee from a scheduled bank in accordance with bid requirements for the due performance of the contract, and
- c. Agree to abide by the bid conditions, which remain binding upon us during the entire bid validity period and bid, may be accepted any time before the expiration of that period.
- d. We understand that you are not bound to accept the lowest or any bid you may receive, nor to give any reason for the rejection of any bid, and that you will not defray any expenses incurred by us in bidding.

Place:

Bidder's Signature

Date:

Seal.

Bidder Information

| | | | | | |
|----|--|---|----------------|----------------|------------|
| 1 | Name of the organization | | | | |
| 2 | Year of establishment | | | | |
| 3 | Complete postal address | | | | |
| 4 | Name & Designation of Authorized person | | | | |
| 5 | Phone No. | | | | |
| 6 | Fax No. | | | | |
| 7 | Email | | | | |
| 8 | Nature of the firm (Proprietary/partnership/etc...) | | | | |
| 9 | Bank Details of the Agency: | | | | |
| | Bank Name | | | | |
| | Bank Address | | | | |
| | Bank Account Number | | | | |
| | IFSC Code | | | | |
| 10 | PAN No. | | | | |
| 11 | TIN No. | | | | |
| 12 | Total No. of branch offices in Telangana | | | | |
| 13 | Bid Document Fee (Non refundable) | | Amount Rs. : | | |
| | | | DD No. : | | |
| | | DD Date : | | | |
| | | Issuing Bank & Branch : | | | |
| 14 | Experience Details (if any): | | | | |
| | S.No. | Name of the Organization (along with contact details) | Year of supply | Items Supplied | Item value |
| | | | | | |
| | | | | | |
| | | | | | |
| 15 | Details of certificates enclosed. | | | | |

FORMS

Note: The bidders are requested to fill all the forms carefully. At the time of evaluation the information furnished in the forms will only be taken into consideration. (The bidders need to enclose all the proofs for the information furnished).

Form-T1:

Turn over details of item/product - 2016-17

| S.No | Solution/ service | Turnover Amount (Rs in Lakhs) |
|------|-------------------|-------------------------------|
| | | |
| | | |

Form-T2:

List of Major Customers

| S. No | Customer Full Address | Year of Service providing | Service Type | Turn Over (Rs. In Lakhs) |
|-------|-----------------------|---------------------------|--------------|--------------------------|
| | | | | |
| | | | | |

Form-T3:

Turnover details during the last Fifteen financial years.

| S.No | Financial Year | Name of the Customers | Service | Turn Over (Rs. In Lakhs) |
|-------------|-----------------------|------------------------------|----------------|-------------------------------------|
| 1 | 2016-17 | | | |
| 2 | 2015-16 | | | |
| 3 | 2014-15 | | | |
| 4 | 2013-14 | | | |
| 5 | 2012-13 | | | |
| 6 | 2011-12 | | | |
| 7 | 2010-11 | | | |
| 8 | 2009-10 | | | |
| 9 | 2008-09 | | | |
| 10 | 2007-08 | | | |
| 11 | 2006-07 | | | |
| 12 | 2005-06 | | | |
| 13 | 2004-05 | | | |
| 14 | 2003-04 | | | |
| 15 | 2002-03 | | | |

Note: Bidder has to provide a CA certificate as a proof of turnover for the above details.

Form-T4:

No. of Manpower in Government Organizations:

| S.No. | Service | FY 2014-15 | FY 2015-16 | FY 2016-17 |
|-------|--|------------|------------|------------|
| 1 | Security Personnel | | | |
| 2 | Housekeeping Personnel | | | |
| 3 | Outsourcing Manpower (i.e. manpower for offices) | | | |
| 4 | Other man power (please mention the nature/type of the manpower) | | | |

Form-T5:

Present Existing Contracts (Central Govt./State Govt./Autonomous bodies/etc.)

| S.No. | Name of the firm along with contact details | Man power in security services | Total Manpower (Security + HKS + other manpower) | Start Date of contract | End date of contract |
|-------|---|--------------------------------|--|------------------------|----------------------|
| 1 | | | | | |
| 2 | | | | | |
| 3 | | | | | |
| 4 | | | | | |
| 5 | | | | | |
| 6 | | | | | |
| 7 | | | | | |
| 8 | | | | | |
| 9 | | | | | |
| 10 | | | | | |

Note: as proof work orders and satisfactory certificate (duly mentioning the number of manpower provided and type of service) are to be furnished.

CHECK LIST

Important:

The Bidder must ensure that the following details in the check list are furnished along with the bid document. The bidder must also carefully go through all the contents of the BID Document and any additional information/documents, required more than the items listed in the check list below, also shall have to be furnished. Non-furnishing of any required information/document as per the Tender Document will lead to rejection of the bid.

| S.No | Particulars | Yes/ No | Pg. No. | Name of the File uploaded |
|------|--|------------|------------|---------------------------------|
| 1 | Tender document downloaded from RGUKT website, duly signed and stamped in token of accepted all the terms and conditions of the tender schedule. | | | |
| 2 | Tender Document Fee of Rs.5000/- in the form of DD. | | | |
| 3 | EMD of Rs.4,50,000/- [payment gateway receipt to be attached] | | | |
| 4 | Firm Registration Certificate | | | |
| 5 | Bidder should have minimum experience of three years (3 years) [Proofs to be enclosed] | | | |
| 6 | Bidder should have provided at least 50 persons in a Government organization/PSUs/Universities, etc. for a minimum period of 2 years in the field of security. [Performance Certificate by the Govt. Organization to be attached] | | | |
| 7 | Bidder should have possessed following valid registrations: | | | |
| a | PAN card | | | |
| b | Labour License | | | |
| c | EPF Registration | | | |
| d | ESI Registration | | | |
| e | GST Registration | | | |
| 8 | Copy of ISO Certification | | | |
| 9 | Copy of License from the Controlling authority in the state accordance with the private security regulation Act 2005. | | | |
| 10 | Proof of having provided such services in the last 3 Financial Years i.e. 2014-15, 2015-16 and 2016-17 to the amount of Rs.5.00 Cr. [A certificate of the bidders turnover in Rupees must be enclosed and duly certified by firm of Chartered Accountants] | | | |
| 11 | Bidder Should have minimum employees of 500 members in security services. The following proofs are to be submitted: a. Valid contract labour licenses | | | |

| | | | | |
|----|---|--|--|--|
| | b. Compliance of minimum wages along with bank statement for a minimum of 500 Security personnel. c. PF returns and employees contribution computerized slips. | | | |
| 12 | Copies of Original documents defining the constitution or legal status, place of registration and principal place of business; | | | |
| 13 | Latest Income Tax Saral form/returns filed for the financial years 2014-15, 2015-16 and 2016-17 | | | |
| 14 | List of present clients with contact address & telephone numbers. | | | |
| 15 | Bidder should have registered office in telangana. | | | |
| 16 | Power of Attorney, wherever applicable | | | |
| 17 | Forms : T1 to T5 | | | |
| 18 | Any other information/documents that are required in the bid document | | | |

NOTE: All pages of the bid documents must be serially numbered and signed.