

TENDER DOCUMENT

TENDER FOR SECURITY SERVICES

**AT RAYALASEEMA UNIVERSITY, KURNOOL, ANDHRA
PRADESH**



RAYALASEEMA UNIVERSITY,

Pasupala, Nandyal Road, Kurnool Dist, Andhra Pradesh

Tender No. RU/FINANCE/18-19/02 Dtd. 05th Feb 2019

Notice Inviting Tender

Rayalaseema University, Kurnool invites Tender in sealed covers from registered suppliers for the following work:

Services	Security Services (On Outsourcing Basis) at Rayalaseema University, Kurnool Andhra Pradesh
Adv No	RU/FINANCE/18-19/02 dt. 05 th Feb 2019
Office Address	The Registrar, Rayaseema University, Kurnool, A.P – 518007
Amount of EMD	Bid should be accompanied with a sum of Rs.1,00,000/- towards EMD in the form of DD drawn in favour of Registrar, Rayalaseema University, Kurnool and payable at Kurnool
Date of Tender	05 th February 2019
Closing Date & Time for Tender Submission at RU, Kurnool	25 th February 2019
Date & time of Opening Tender at RU, Kurnool	27 th February 2019
Bid Validity	The tender submitted should remain valid for 45 Days from the date of opening of bid.

Note: This Tender Document is not transferable.

Sd/-

REGISTRAR

RAYALASEEMA UNIVERSITY, KURNOOL
Pasupala, Nandyal Road, Kurnool, Andhra Pradesh

Tender No. RUK/FINANCE/18-19/02

05th Feb 2019

1 The tender document containing detail of scope of work, terms and conditions of the contract, etc., can be downloaded from website www.ruk.ac.in from 05th February 2019.

I. ELIGIBILITY CRITERIA

Bidders should meet the following eligibility criteria to qualify for the tender:

- I. The bidder should be registered with Government of Andhra Pradesh to engage in the business of Private Security Agency. The valid license (PASRA) up to date of opening of this bid issued by the Competent Authority should be enclosed with the tender.
- II. The bidder should be registered under EPF Act, 1952 and ESI Act. Copy of registration certificate of EPF & ESI should be attached with the tender.
- III. The bidder should be registered with Shops & Establishment Act. The valid license up to date of opening of this bid issued by the Competent Authority should be enclosed along with Tender.

II PERIOD OF CONTRACT

The contract is initially for the period of one year from date of commencement of work. Extendable for further period on **yearly basis**, on same rates and terms and conditions based on satisfactory performance as assessed by Rayalaseema University, Kurnool.

III. EARNEST MONEY DEPOSIT(EMD)

- a) Earnest Money along with the tender document should be submitted in the form of Demand Draft drawn in favour of Registrar, Rayalaseema University, Kurnool” and Payable at Kurnool. The tenderer without EMD shall be rejected.
- b) The tenderer who deposits EMD less than the prescribed amount shall be rejected.
- c) The EMD of unsuccessful tenderers will be refunded within 15 days of award of contract to successful bidder.
- d) The Earnest Money of the tenderer shall be forfeited to Rayalaseema University, Kurnool OR without prejudice to any other rights or remedies, under the following circumstances.
 - I. If a tenderer withdraws his tender during the tender validity period as specified in the tender document.
 - II. If, after acceptance of the tender, the tenderer fails to take up the job.
 - III. If, the successful tenderer fails to sign the contract in accordance with the terms and conditions of the contract.
 - IV. If, after acceptance of this tender, the successful tenderer fails to furnish the balance of Security Deposit. If, after acceptance of his tender, the successful tenderer fails to commence the work within the specified time period.

IV SCOPE OF WORK

A Security arrangement at Rayalaseema University, Kurnool :

- a) To provide 01 No Security Supervisor, 01 No Head Guard & 10 no's of male security Guards and 02 female Guards to be manned 24x7.

Qualification: Security Officer - Minimum Degree Qualification
Head Guard - Minimum Intermediate Qualification
Security Guard - Minimum 10 th pass

Minimum 07 years of experience as Security Officer, 04 Years of experience as Head Guard and two years of experience as security guard and on hand experience in fire fighting / training.

Age: – Not more than 45 years

Security Instructions

- 1 For round the clock 365 days security arrangement at Rayalaseema University campus, Kurnool by deploying minimum one Security Guard on 8 hours shift duty. Work chart, taking into account the weekly off, shall be prepared and submitted to authorised official of Rayalaseema University, Kurnool for approval.
- 2 The Agency has to maintain record of all vehicles entering the gate. They should ensure parking of the vehicle official / non-official at proper places.
- 3 No person, other than the staff shall be allowed to enter into the premises without valid Entry Pass. The Security Guard on duty should ensure the genuineness of the visitors while permitting entry.
- 4 The security personnel shall not permit Contractor / Workmen to carry out any work inside the premises unless they hold a valid Work Order / Pass.
- 5 The Agency should be vigilant in checking inward and outward movement of materials.
 - a) The materials should be received only against the delivery challan after confirmation with the concerned officer. On physical verification, the delivery challan should be stamped and signed by the security personnel and party may be directed to the concerned officer.
 - b) Those materials, which are returnable to the office, are permitted against exit slip only and those materials, which are non-returnable, are permitted against forwarding note and stamped and signed by the Security Guard. The Security Guard shall arrange to forward to the concerned official guard's copy of the Exit slips and forwarding notes confirming the movement of the materials from the campus.
6. No visitor shall be allowed entry before and after the prescribed office hours unless the officer, with whom such visitor has business, specifically requests for his entry.
7. On weekly off days and holidays any staff member entering the office will register his / her name and time of arrival and departure, in the Register provided with the security guards.
8. The security guard shall ensure the safety of the office premises at all times and maintain strict vigilance.
9. The security personnel shall be responsible for the periodic check and maintenance of the equipment needed for security arrangement.
10. The duty roster for a week starting from Sunday to Saturday of security guards with names posted on different shifts shall be submitted to concerned official one-week in advance.

11. Security guard should be provided with standard security uniform, shoes and with whistle & stick and ensured that security guard should attend work with uniform.
12. In addition to the above security arrangement should be made as per direction of Registrar, Rayalaseema University, Kurnool / In-Charge
13. In addition to the above jobs any other work related to Rayalaseema University, Kurnool office as directed by the Rayalaseema University official should be carried out.
14. Rayalaseema University, Kurnool will not provide any accommodation and transportation facilities for security personnel. The Agency shall make its own accommodation arrangement for the security personnel posted at Rayalaseema University, Kurnool.
15. The Agency shall ensure that the personnel engaged on duty doesn't report for duty under the influence of liquor. He shall ensure that he conducts himself in a proper and orderly manner at all times, while on assignments under the contract resulting from this tender and any lapse in this regard leads to termination of contract without any notice in this regard and decision will be final and binding on contractor.
16. Playing cards/ gambling / or smoking are totally forbidden inside the Rayalaseema University campus premises. Any personnel deployed found violating these rules will be liable for termination of his services forthwith and the party shall arrange the replacement with immediate effect.

The contractor within 10 days from the award of contract should notify to Registrar, Rayalaseema University, Kurnool the list of the security guards deployed for work at Rayalaseema University, Kurnool. The contractor should also inform in writing about the change in the employment of any of his staff members, at least 3 days in advance before the date of deployment in the office.

The EPF & ESI Nos. allotted to the deployed workers to be provided in the following format. Photo identification card certified by the contractor to be provided to the workers deployed indicating their EPF Nos., ESI Nos. etc and copy of it is to be attached to list being submitted to Registrar, Rayalaseema University, Kurnool within 10 days of award of contract:

Name of the Post	Name of employee	Age	Address	EPF No.	ESI No.

In case of increase in the requirement in future, hiring will be made and the payment will be made on pro-rata basis.

V PAYMENT TERMS:

- 1 No advance payment will be made.
- 2 100% payment will be made within 30 days on submission of bill in duplicate for the deployed Personnel. The bill should be submitted on monthly basis within 7^{th day} of the calendar month by attaching Previous months paid EPF in the attached format **Annexure II** & ESI challan copies for the deployed personnel. The proportionate amount will be deducted if the contractor fails to comply with any responsibilities like payment of minimum wages, EPF, ESI, Bonus etc.

3. In case the contractor deploys less number of manpower on any day than what is specified in the contract scope of work no III-A&B recovery shall be made @ 1.5 times the prescribed minimum wages for such workers in force at the time of award of work from monthly bill.

4. The statutory deductions like TDS, (GST- as applicable rate), recovery of balance security deposit and penalty as per penalty clause, if any, will be made from the payment of monthly bills as applicable.

5. The monthly invoice shall be submitted to Registrar, Rayalaseema University, Kurnool by within 7th day of calendar month. No part payment will be made.

6. Time is the essence of this contract. In case the contractor fails in fulfilling the obligations fully and in time, the Registrar, Rayalaseema University, Kurnool shall have the absolute right to take up the work at the contractor's risk and recover any such expenses from the amount due to the contractor including security deposits.

VI PENALTY CLAUSE:

1. Penalty for security arrangement at Rayalaseema University, Kurnool :

a. 10% of the total contract amount will be deducted from the monthly bills as penalty if fails to deploy 100% of the Security personnel as per contract on monthly basis and non satisfactory services as per scope of work.

b. 10% of the total contract amount will be deducted from the monthly bill as penalty if fails to supply 100% of the Housekeeping materials as ordered as per contract rate.

c. 20% of the total contract amount will be deducted from the monthly bill as penalty if fails to comply payment of minimum wages and payment of monthly EPF & ESI dues for the deployed personnel.

d. During a contract period of one year, default on any one of the above points for three times will be treated as non-satisfactory performance of the contractor and as a penalty security contract will be terminated by giving a month's notice with forfeiting 100% of the Security Deposit (SD) available with Rayalaseema University, Kurnool for the entire contract.

VII INSTRUCTION TO THE BIDDER AND TERMS & CONDITIONS

1. Tenderers shall quote the rate as in the tender format at Annexure – I. The quoted rates must be inclusive of the following :

- Wages to be paid to the workers on minimum wages as notified by the Ministry of Labour & Employment Social Justice, Government of Andhra Pradesh, from time to time.
- Contribution to EPF, ESIC and BONUS as per labour laws
- Other statutory obligations as per prevailing labour laws.
- Any other facilities to be provided to the labourers as per the norms of Government of A.P.
- Any other taxes which are mandatory and applicable from time to time.
- Contractor shall not be permitted to increase the quoted amount during the contract period for any reason whatsoever it may be. He shall be liable to pay the statutory benefits to the workers during the period the contract is in force.
- Standard uniform and other equipments cost.

2 The bidder may visit the site to study the site condition and quantum of work involved before quoting the rates. The bidder may obtain relevant information from Registrar, Rayalaseema University Kurnool office on all working days during office hours.

3 All pages of tender document including various annexure to be signed by the tenderer and stamped at the lower right hand corner and wherever required.

4 The tender document shall not contain any interlineations erasures of over writing except as necessary to correct the errors made by the tenderers in which case such correction shall be initialed by the tenderer along with his company's stamp.

5 Tenderer should mention all details like (office address, telephone number, fax, etc.) in their letter head.

6 The successful tenderer has to sign an agreement on non-judicial stamp paper of value Rs.100/- within 30 days from the receipt of offer of contract. The successful tenderer has to arrange the stamp paper at his own cost.

7 Rayalaseema University, Kurnool will notify the successful tenderer in writing by a registered letter /Fax/Email to confirm that his tender has been accepted.

8 On acceptance of the tender, the contractor shall communicate the name(s) of his authorized representative(s), if any, who would be in touch with the Registrar, Rayalaseema University, Kurnool for executing the day to day works.

9 The right of acceptance of the tender will rest with the Registrar, Rayalaseema University, Kurnool who does not bind himself to accept the lowest tender and reserves to himself the authority to reject any or all tenders received without assigning any reasons whatsoever. Wherever, the tender in which any of the prescribed conditions is not fulfilled or incomplete in any respect is liable to be rejected without assigning the reasons. No correspondence shall be entertained in this regard.

VIII. WORK PERSONNEL

a. The Muster roll for the security personnel attending for work shall be maintained at site indicating the name of personnel. Contractor shall direct all his personnel to either to sign or mark "P" on muster roll every day. Daily submission of attendance record/muster roll of staff on duty duly counter signed by supervisor is must for this contract and failure to do so will be treated as personnel not engaged/absent on duty.

b. The contractor should deploy the minimum number of personnel per day as specified and in case of absence he should ensure that requisite number of staff is always on duty. Similarly the contractor will have to make proper arrangements during their weekly off. No extra payment will be made on this account. However, mere deployment of the specified personnel shall not relive the contractor of his contractual obligations.

c. The instruction given by the officer in charge shall have to be carried out promptly. In case of any difference of opinion or interpretation on the specification and conditions, the matter to be referred to the Registrar, Rayalaseema University, Kurnool for the decision, which shall be final and binding.

d. The contractor must pay the wages to the personnel engaged latest by the 7th day of the following month. The contractor must abide by all laws, rules and regulations pertaining to engagement of labours. Payment to the personnel engaged must be made as per the minimum wages prescribed by the Ministry of labour and Govt.of.A.P. The total amount of wages paid to

the personnel engaged must include the minimum wages+EPF+ESIC and other statutory benefits including BONUS.

e. No accommodation shall be provided to personnel of the contracting agency.

IX SAFETY OF THE WORKERS

a. The contractor shall be responsible for and shall pay any compensation to his personnel engaged under the Workmen's Compensation Act 1923(VIII of 1923) (hereafter called the said act) for injuries caused to the personnel engaged.

b. The contractor shall be responsible for and shall pay the expenses or provide any medical aid to any personnel engaged who may suffer bodily injury as a result of an accident.

c. The contractor shall provide all necessary personal safety equipment and first aid apparatus available for the use of personnel employed at office and shall maintain the same in condition suitable for immediate use at any time and shall comply with following regulation in connection therewith.

d. The personnel engaged shall be required to use the equipment so provided by the contractor and the contractor shall take adequate steps to ensure proper use of the equipment by those concerned.

e. When work is carried out in proximity to any place where there is risk of drawing all necessary equipment.

f. Any injury/accident/death to the personnel engaged during the contract period shall be the responsibility of the contractor, and the compensation, etc. payable under the labour laws shall be paid by the contractor.

X LABOUR ACT

a. No contractor shall employ any person who is under the age of 18 years for specified works. The concerned in-charge is authorized to remove from work any such person who is below 18 years.

b. The contractor shall pay minimum wages as prescribed by the Ministry of Labour and Employment, Govt.of.A.P from time to time to the personnel employed by him. In the event of any dispute arising between the contractor and his personnel on the ground that the wages paid are not fair and reasonable, the dispute shall be referred, without any delay, to the Registrar, Rayalaseema University, Kurnool shall be conclusive and binding on the contractor

c. All facilities provided in the contract labour act should be provided (Contract Labour Regulation and Abolition Act, 1971) to the personnel engaged. The contractor should issue identity card to all his personnel engaged.

d. The contractor shall pay fair and reasonable wages as per the minimum wages act (Govt. of A.P) prevailing in the locality.

e. The contractor shall duly comply all provisions of Contract Labour (Regulation and

Abolition) Act 1971 as amended from time to time and all other relevant status and statutory provision concerning payment of wages particularly to the workmen employed on the site.

f. The contractor shall comply with all the labour regulations in respect of his personnel provided for "Security Services". The contractor shall indemnify Registrar, Rayalaseema University, Kurnool of all the obligations arising out of the labour laws and regulations applicable.

g. Every person engaged by the Agency for work shall be deemed to be employees of the Agency and no such employee of the Agency shall have any claim or rights on the Rayalaseema University Kurnool. All welfare measures of the personnel will have to be borne by the Agency itself.

XI SECURITY DEPOSIT (SD), WOULD BE 10% OF THE TOTAL WORK ORDER VALUE.

a. The successful bidder should deposit 10% of the work order value after adjusting the available EMD amount by demand draft drawn on Registrar, Rayalaseema University Kurnool payable at Kurnool within 10 days of award of contract..

b. No interest shall be payable by Rayalaseema University, Kurnool on the Security Deposit & EMD.

c. Security Deposit shall be returned to the contractor after the physical completion of the work on certification by the Competent Authority. The certificate, inter alia should mention that the work has been completed in all respect and that all the contractual obligations have been fulfilled by the contractors and there is no due from the contractor to Registrar, Rayalaseema University, Kurnool against the contract concerned. Subject to the contractor furnishing proof confirming payment of all wages, provident fund and ESI dues, or furnishing other proof of relative payments up to the date of termination of the contract with respect to all his employees deployed to render the services.

XII UNSATISFACTORY WORK

Work must be done satisfactorily under the direct and personal supervision of the contracting agency. The agency shall be solely responsible for execution of all works mentioned in the part-A to C of scope of work. The Registrar, Rayalaseema University, Kurnool will certify the works carried out. If the works are found to be unsatisfactory, then proportionate deduction will be made from the bill of contractor and this may even lead to termination of the contract. The decision of the competent authority Registrar, Rayalaseema University shall be final and binding on the contractor in such manner.

The contract may be terminated by the Registrar, Rayalaseema University, Kurnool at any time if the work is found to be of substandard or unsatisfactory and the amount of 100% security deposit will stand forfeited.

XIII DAMAGES TO GOVT. PROPERTY

a. Compensation for all damages done intentionally or unintentionally by contractor's workmen whether in or beyond the limits of Govt. property including any damage caused by spreading of fire, shall be estimated by the Registrar / authorised officer of Rayalaseema University, Kurnool subject to the decision of the Registrar, Rayalaseema University, Kurnool, on

appeal shall be final and the contractor shall bound to pay the amount of the assessed compensation of demand, failing which, the same will be recovered from the bill of the contractor.

b. The contractor shall be responsible for making good the damages done to the existing property or work during construction by his men.

c. In the event of any loss, damage, pilferage, theft of Rayalaseema University, Kurnool property, due to negligence of the security personnel, the Agency shall indemnify the Rayalaseema University Kurnool and reimburse the actual loss so caused.

XIV CLAIMS

No extra work shall be done without the written permission of competent authority in Rayalaseema University, Kurnool. No claim of extra work shall be entertained.

XV RECORD TO BE MAINTAINED BY CONTRACTOR

(a) The Contractor should maintain and update all records of personnel employed for this work and produce the same to the Registrar, Rayalaseema University, Kurnool regularly and any other Competent Authority as and when required. The following minimum records shall be maintained and kept in custody of Registrar, Rayalaseema University, Kurnool prior to commencement of the work.

- Register of Wages in Form XVII
- Register of Workman Employed by the Contractor in form XII
- Any other records to be maintained under various acts as applicable
- Material Register
- Any other record as applicable under various acts.

(b) (b) Muster roll in form XVI :-The muster roll for the deployed personnel attending the duty shall be maintained at site indicating the name of personnel. Contractor shall direct all his personnel either to sign or put thumb impression or to mark “P” on muster roll every day. Daily submission of attendance record/ muster roll of staff on duty duly counter signed by In-charge / Authorised officer is must for this contract and failure to do so will be treated as personnel not engaged/absent on work

XVII CERTIFICATES TO BE ENCLOSED

The contractor must enclose copies of the following certificates along with the tender document failing which the tender shall be rejected:

CHECK LIST

SUMMARY OF COMPLIANCE TO REQUIREMENT OF TENDER

Sl. No.	Description of requirement	YES/NO	Page No. of the tender submitted
A	Deposit for Earnest Money Deposit (EMD) Rs.100,000/-		
B	A copy of PAN Card allotted in the name of Bidder company.		
C	Valid Shops & Registration Certificate issued by the Competent Authority		
D	EPF and ESIC Registration Certificate from the concerned Authorities.		
E	Labour License. If not available, the same shall be obtained within a month from the date of issue of work order.		
F	Bidder office address with Telephone, Fax, E-mail, etc.		
G	Company's registration certificate		
H	GST Number allotted in the name of Bidder company.		
I	Valid license to engage in the business of Private Security Agency issued by the Competent Authority		

Annexure-I PRICE BID PROFORMA

- 1 Tender with conditional prices will be rejected and should be quoted strictly as per price bid format given below without any modification.
- 2 Quote should include standard uniform and shoes cost, ESI & EPF, BONUS, minimum wages and any other cost to arrange security at Rayalaseema University, Kurnool.
- 3 Quote should be all inclusive including all taxes etc. (i.e. GST)
- 4 Before submitting tender, the tenderer shall be deemed to have satisfied himself by inspection of the site and locality regarding the site conditions, working hour available, working area, working conditions etc., that are likely to be encountered during the execution of works and he shall deemed to have taken all these factors into account while quoting the rates. The rate quoted by him shall deemed to be all inclusive for execution of work.
- 5 No separate discount to be indicated & any discount offered should be included in the below quoted rate.
- 6 All bids in which any of the prescribed condition is not fulfilled or any condition including that of conditional rebate is put forth is offered by bidder shall be summarily rejected.
- 7 All the items of the price Bid should be quoted.

Sr. No.	Particulars	Quantity	Monthly Unit rate	Total Monthly	Total Yearly
1	2	3	4	5=3x4	6=5x12
1	Deployment of Security Officer arrangement round the clock 365 days on 8 hours shift duty as at scope of work III –A (a)	01 Nos.			
	Monthly unit rate in figure :				
2	Deployment of Head Security Guard as at 'Scope of work III – B(a)	01 Nos.			
	Monthly unit rate in figure :				
3	Deployment of Security Guards as at scope of work III – B(b)	01 Nos			
	Monthly unit rate in figure :				
4	Agency Charges – rate in figures :				
5	GST 18% on pure services (as per govt . taxes levied by increase /decrease time to time)				
	Grand Total =1+2+3+4+5				

Declaration by the tenderer

This is to certify that I/we before signing this tender have read and fully understood all the terms and conditions contained herein and undertake myself/ourselves to abide by them. 1. DD for TENDER Fee no..... is enclosed 2. DD FOR EMD no..... is enclosed 3. Above Tender Terms and Conditions are accepted and each page has been signed and sealed.

Date:

(Signature of the bidder with stamp)

Total amount of contributions including refund of advances

Administrative charges Total amount
deposited in (i) Account No. 1 Rs (ii) Account No. 10 Rs..... Bank in
which deposited No. and date of Bank Draft/Cheque Reserve Bank of
India

Signature of the Employer or Other Authorised Officer Stamp of the
Establishment Dated

Notes:

- (1) The names of existing members should be shown in the list of each month in the consecutive serial order of the account numbers. New members whose names are shown in the list for the first time should be shown at the end with a heading "New Members". In the case of members transferred from another factory/establishment the name of the factory/establishment from which transferred should be given in the 'Remarks' column.
- (2) Mention should be made in column No. 8 above, above member's rate of voluntary contribution.
- (3) Variation in wages/contribution with that of previous month should be explained suitably in the remarks column.