

SECURITY SERVICES CONTRACT AT SKLTSHU

NOTICE INVITING TENDERS

&

TERMS AND CONDITIONS OF TENDER



SKLTSHU

RAJENDRANAGAR, HYDERABAD

RANGAREDDY DISTRICT

TELANGANA STATE

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I. TENDER NOTICE**Tender No : 07/Estt./Tender/Registrar/ SKLTSHU/2018****Dated:01-12-2018.****Invitation of Tenders for providing Security Services to SKLTSHU, Rajendranagar, Hyderabad – 30.**

(LAST DATE & TIME FOR SUBMISSION: 20-12-2018)

SKLTS Horticultural University (SKLTSHU) was established by Government of Telangana, with Head Quarters at Rajendranagar, Hyderabad, Rangareddy District, Telangana State. The University requires a Security Agency, which can provide security of high standard with expertise in the latest techniques of security at sensitive installations against terrorism/sabotage/cyber crimes, etc.

Accordingly, Sealed Tenders are invited under “Two Envelope System” from Professional Security Agencies, for providing Security Guards for providing security to the premises and property of SKLTSHU in different locations in Telangana State in two parts.

- Part I: Envelope No.1 to contain the complete tender along with details of constitution of company, details of registration with Competent Authority and testimonials in proof of eligibility, etc.
- Part II: Envelope No.2 to contain only the Price Bid.

I. ELIGIBILITY CRITERIA

1. The agency should be a Company registered under the Companies Act 1956.
 2. The agency should be registered with Labour Dept. of Government of Telangana / Central Govt. holding a valid license under the latest Contract Labour (Regulation & Abolition) Act for engaging a minimum of 250 employees and should be having valid ESI, EPG Code No., Income-tax account No. Service Tax No. etc., The Tender should also be registered under Telangana Shops & Establishments Act. All statutory requirements, as stated above & as applicable should be fulfilled.
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3. The agency should have an annual turn over of Rs.50 lakhs, during each of the last three years and should have a Security Staff of Fifteen or more per shift for one client and should have a minimum experience of 10 years in security agency business in University, ICAR Institutes and large Multi-National Companies / Industries of repute / National Labs/PSUs/Nationalized Banks, etc.,
4. The contractor should have valid license for the entire period of contract and produce it to University / Institutes / Research Stations of the University, duly making renewals whenever required.
5. The Tenderer should also have license for wireless and weapons, posses adequate infrastructure in terms of vehicles, electronics/non-electronic gadgets and basic crowd control devices for efficient functioning.
6. The agency should be capable of providing a solvency certificate for a minimum value for Rs.10 lakhs from any scheduled bank.
7. Tenders shall be submitted under the “Two Envelope System” duly sealed. The envelope No.1 should contain the complete tender documents along with details of constitution of company details of registration with competent authorities and all testimonials in proof of eligibility, earnest money and should be superscribed as “Tender Documents for Security at SKLTSHU and its Associated Research Station and Institutes General Conditions, Earnest Money, Testimonials, etc.” The envelope No.2 will contain only the price bid and should be superscribed as “Tender Document for Security Services – Price Bid”. Both the above mentioned envelopes may be put in one large envelope, super scribed “This envelope contain two duly sealed envelops containing Tender Document and the Price Bid for providing security services – in two separate duly sealed envelopes clearly marked so”.
8. The tender along with Earnest Money Deposit of (EMD) Rs.1,00,000/- (Rupees One lakh only) in the form of Demand Draft drawn in favour of the Comptroller, SKLTSHU and addressed to the Registrar, SKLTSHU, Administrative Office, Rajendranagar, Hyderabad-500 030, R.R.District, Telangana may be submitted so as to reach the University latest by **20-12-2018** by 5.00 P.M. Conditional tenders and tenders without EMD will be summarily rejected.

9. The EMD should be submitted in the Envelope No.1. Tenders not accompanied by EMD shall be summarily rejected. The EMD will be refunded to the unsuccessful tenderers without any interest in due course after opening of the tenders.
10. The earnest money of successful tenderer will be forfeited if he does not fulfill any of the following conditions.
 - a) The security deposit of Rs.5,00,000/- (inclusive of the earnest money of Rs.1,00,000/-) by means of a bank draft/bank guarantee favoring Comptroller, SKLTSHU should submit within 10 days of the receipt of the letter awarding the contract. The Security Deposit shall be returned to the agency with no interest after successful completion of the contract period, after deducting the losses if any incurred during the contract period.
 - b) Execution of the agreement within 10 days on the receipt of the award letter.
 - c) Commencement of work within 10 days of signing of agreement and furnishing of security deposit.
 - d) To comply with all the terms & conditions of the award letter and agreement.
11. The bidder must quote his price only as per the proforma given in Schedule II of the tender document and submit it in Envelope 2 of his tender. The rate(s) quoted by the tenderer should be all inclusive. The tenderer must quote the rate in figure as well as in words. **The amount of each item should be worked out and the total to be provided.**
12. Only those tenderers/contractors who meet all the guidelines and terms & conditions in all respects should submit their tender(s).
13. The University reserves the right to reject all or any of the tenders or to accept any tender either in whole or in part without assigning any reason whatsoever and to annul the bidding process at any time prior to award of contract without assigning any reason thereof.
14. Canvassing in any form by the Tenderer will lead to summary rejection of his tender.
15. Details of employees SKLTSHU related to the Tenderer, if any, should be furnished in a separate sheet.

16. All pages of the tender document must be signed by the authorized signatory and the power of attorney, if any, in favour of the authorized signatory should be enclosed. Conditional tenders will be summarily rejected.

II. TERMS & CONDITIONS

1. The contract term shall be initially for a period of 6 months on probation. Based on satisfactory performance, the contract term would be renewed on a yearly basis at the sole discretion of the University, for a maximum all – inclusive period of two years, from the date of commencement of the contract. The contract is renewable thereafter at the discretion of the University on terms and conditions to be mutually agreed upon.
2. The security services contract shall be for the entire University premises selective Research Stations, Colleges, Institutions under SKLTSHU, Rajendranagar, Hyderabad.
3. The contractor shall deploy guards, below the age of 50 years confirming to the security requirement as per Schedule I attached to this document.
4. A copy of the fortnightly duty roster of guards / supervisory staff should be made available to the security Department of SKLTSHU Security personal incharge of Institute or Institution Head.
5. The Contractor shall ensure round-the clock high standard security on a 24x7 basis on all the seven days of the week to safeguard the premises and assets of the University Institutes / Research Stations. The contractor shall inspect the guards at night between 1 AM and 3 AM atleast twice a week and maintain a record.
6. The security guards deployed by the contractor for security duty should be well trained in fire fighting, operation of fire-protection system(s) / equipment(s) and fire extinguishers and providing fist-aid.

7. The contractor shall ensure that all his employees observe cleanliness and wear neat and clean uniforms with ID cards duly displayed and that they are courteous, polite and prompt while rendering efficient service in their respective areas. A penalty of Rs.50/- will be charged per guard in case of shabbily dressed or poor turnout etc., The contractor shall have full control over the security staff engaged by him. The contractor shall give necessary guidance and directions to his staff to carry out the jobs assigned to them by the contractor and / of SKLTSHU, Institute / Research Station personal.
8. The contractor shall also be solely responsible for the payment of their wages and / or dues to his employees.
9. All liabilities arising out of violation of local laws and / or central laws shall be his responsibility. The contractor shall furnish a detailed fortnightly duty chart of his employees and keep informed to the Estate Department / Civil Department of University / Institutes / Research Stations of any change in the list from time to time. The duty chart for the fortnight should give the specific names of employees and the respective duties they are required to attend to. A copy of the duty chart shall be displayed by him on the Notice Board also.
10. The contractor will provide all material(s)/equipment(s) required for day to day security including Torch, Whistles, Batons and neat and clean summer / winter uniform and protective materials like overcoats, umbrella, etc. at his cost.
11. The contractor shall maintain a register for making the attendance by security personnel deployed by him, which shall be seen / verified by the Security Department of SKLTSHU and personal incharge of Security of institute / Research Station.
12. Entry in the Institute is restricted. The Guards on duty at the gates. / reception will ensure that only the authorized persons enter the Institute after proper verification and intimation to the University, Institute / Research Station.

13. The contractor will not allow grazing of any type of animals, allow unauthorized entry to persons to roam about: cut trees/grass/firewood or damage any civil or electrical fittings or to scale or damage the boundary wall from in / out side of the University campus/ Institute/Research Station.

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14. The contractor and the persons employed by him shall not divulge to outsiders any information about the equipment(s) installed in the Institute, divulge information about the employees of SKLTSHU as well as the activities of the SKLTSHU. The contractor will also have the responsibility to safeguard the University / Institutes / Research Stations movable and immovable property, besides protecting the environment.
15. The contractor shall ensure opening and proper locking of all rooms of University / Institutes / Research Stations of SKLTSHU. In case of any theft, breakage, pilferage of any fixture and / or fittings, furniture, equipment, etc., the responsibility shall be of the contractor and she / he shall report the same to the office. If after a departmental enquiry, it is found that the loss has occurred due to negligence of the contractor's guard/guards on duty, the Security Department will have full powers to recover the loss in full or adjust from the dues or security deposit of the contractor. The decision of the University in this regard will be final and binding on the contractor.
16. During surprise checks by any authorized officers of the University / Institute / Research Station if a particular guard is found negligent/ sleeping / drunk on duty, the contractor will have to withdraw the guard from the Institute forthwith which may even entail cancellation / termination of contract for the rest of the period. For every default noticed, Rs.50/- per guard will be charged as penalty.
17. The contractor will have to enter into a contract for executing the work within 10 days from the date of receipt of the Work Order on a non-judicial stamp paper of appropriate value.
18. The contractor shall make payment of wages etc., to the persons so deployed by him by 10th of every month, in the presence of the University / Institute / Research Station

officials, so that there is no disruption on the performance of duties of the deployed persons. Further, the bidder shall maintain all the statutory documents required to be maintained with the principal employer, with the University / Institute / Research Station Concerned.

19. Contractor shall be paid at monthly intervals upon his presenting his bill(s) and compliance with all statutory requirements prescribed by the Government.

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20. The contractor will pay rates and wages and observe hours of work and conditions of employment as per existing rules under Minimum Wages Act. It shall be his responsibility to ensure that he pays his workmen wages which are not lower than the minimum wages as prescribed by the union government / state government. He shall be responsible to register himself and obtain a valid license under the Contract Labour (Regulation and Abolition) Act/TS Shops & Establishments. Act and rules there under. He must comply with and carry out all the provisions and obligations under the said Act and rules and furnish all information(s) to the University as may be required by the Act and Rules.
21. The company shall pay the statutory payments such as EPF, ESI & Service Tax for the staff employed to provide the services to the University through a separate challan, along with a list of employees and it should be submitted along with the monthly bill.
22. The contractor shall indemnify the University against any penalties/claims arising from any default on his part. Such Indemnity Bond has to be provided / executed on a non-judicial Stamp Paper worth Rs.100/-. The cost of such Stamp Paper shall be borne by the Contractor.

23. The amount of the security deposit will be returned to the contractor along with the earnest money of Rs.5,00,000/- after satisfactory completion / termination of the contract and after adjusting the dues, if any payable by the contractor to the University, without any interest.
24. The contractor shall furnish a list of security guards and supervisory staff deputed by the contractor in SKLTSHU to the Estate Department of SKLTSHU detailing the name, age qualification, present and permanent address.
25. Deployment of any fresh staff in replacement should be only with the prior permission of the University Institute and Research Station. The contractor shall deploy only those whose antecedents have been verified by the Police Authorities.

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26. The Contractor shall fully comply with all the applicable laws, rules and regulations relating to EPF Act including the payment of PF contributions, payment of Bonus Act, Implementing minimum wages contract Labour Act notified by the Government from time to time, Workmen's compensation Act, ESI, Contract Labour (Regulation & Abolition) Act relating to certificates of registration, relating to license, relation to issue of employment card and relating to annual returns of the Principal employer, Essential commodities Act, Migrant and Local Government agency or authority, including TDS as per IT Act, and any other act as may be relevant as applicable to him from time to time. The Contractor shall be fully responsible for security clearance, both for his security agency and the persons deployed by him, wherever required.
27. The contractor shall be solely responsible for all the claims of his employees and the employees of the contractor shall not make any claim whatsoever against the University / Research Station / Institute.

28. The contractor shall be responsible for proper maintenance of all Registers, Records and Accounts so far as these relate to the compliance of any statutory provisions/ obligations. The contractor shall be responsible for maintaining records pertaining to payment of Wages Act and also for depositing the PF/ESI contributions with authorities concerned and providing proof to the University / Institute / Research Stations / concerned. All the payments payable to security personnel through bank Accounts only.

29. The University will have every right to increase or decrease the strength of the number of security personal as per the requirement from time to time and the tenderer shall not have any objections for such demands from University / Institutes / Research Stations under SKLTSHU.

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30. The security agency or his employees shall not use the premises allotted to him/her for any purpose other than the purposes defined and shall not act in any manner as to cause any nuisance or annoyance to the Institute or the participants at the Institute.

31. The security agency or his employees shall not aid or participate or support any anti-institutional activity under any circumstances and shall strictly restrict to the work awarded under the contract.

32. The Contractor's rate(s) shall be inclusive of all taxes etc. the Contractor's rate(s) shall remain constant throughout the contract period except where minimum rates/wages are revised by the Government of Telangana.

33. Income tax/other taxes / charges leaved from time to time by the Government, shall be deducted at source by SKLTSHU institutes from the monthly bills of the security contractor on the full amount of bill.
34. In the event of a guard not reporting for duty, alternate arrangements shall be made by the contracting agency, immediately without jeopardizing the security of the Institute. For every guard remaining absent double the rates quoted will be charged as penalty.
35. The contractor or his nominee shall ensure his presence at a short notice when required by the University / Institute / Research Station.
36. No residential accommodation will be provided to the security guards / security supervisors. The contractor shall properly maintain an account for all the items of furniture, registers, etc., prescribed by SKLTSHU/Institute / Research Station.
37. The contractor shall conduct mock exercise in fire fighting quarterly at his expense, so as to keep his staff acquainted with the latest fire-fighting techniques.
38. The SKLTSHU reserves the right to cancel/terminate the contract at any time during the current year of the contract after giving one month notice to the contractor.

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39. The contractor shall engage personnel who are medically fit. They should be free from all infections/diseases. The contractor shall get his employees medically examined before deploying them at the University / Institute / Research Station once in a year and submit medical fitness certificates as instructed by the University / Institute / Research Station.

40. It is the sole responsibility of the contractor to obtain adequate insurance policy in respect of his workmen to be engaged for the work, towards meeting the liability of compensation arising out of death / injury / disablement at work etc.,
41. The contractor shall provide weekly off / holidays to his workmen as per all laws but it will be his responsibility to ensure uninterrupted services on all days on a 24x7 basis. No workmen shall be deployed on double duty. In case such a deployment is noticed, it would be viewed seriously and may result in termination of the contract. The security personnel on duty shall be rotated from one shift to another at proper frequency on 3-shift basis.
42. The duty points or reschedule to be fixed will be at the sole discretion of the University / Research Stations / Institutes of SKLTSHU.
43. The contractor shall ensure the following:-
- a) No property of SKLTSHU of any kind is removed by any official / private person without a proper gate-pass issued by the authorized officials of University / Research Station / Institute.
 - b) Any loss/damage to goods or property of University / Research Station/Institute due to negligence on the part of the security personnel of the contractor, shall be made good by the contractor within 7 days of the date of its communication to him. Non-compliance of the same shall entail forfeit the security deposit along with recovery of the loss in part or in full from the dues and earnest money of the contractor and / or termination of the contractor.
 - c) No report for any loss or damage to the property of SKLTSHU shall be lodged with police by the contractor without the written approval of University / Research Station/ Institute.

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44. The SKLTSHU shall have the right to adopt any measures / set-up a system for ensuring proper performance of duty of security personnel deployed by the contractor. The contractor should ensure their being in proper uniform, equipped with batons/lathis, torches, whistles, punctuality etc., the number of manpower can be increased or decreased depending upon the workload to be assessed by the personal of University / Institute / Research Station and intimated to the contractor.
45. It shall be the duty of the contractor to remove all the persons deployed by him on termination of the contract for whatsoever reason and ensure that no person creates any disruption / hindrance / problem of any nature to the Institute.
46. In the event of any question, dispute / difference arising under the agreement or in connection herewith (except where resolution has been specifically provided under the agreement) the same shall be referred to the Sole Arbitration of the Registrar SKLTSHU or any other persons appointed by him. The award of the arbitrator shall be final and binding on both the parties.
47. Any disputes arising out of or in any way connected with this contract shall be deemed to have arisen in SKLTSHU and only the courts nearer to SKLTSHU head quarters shall have jurisdiction to determine the same.
48. The contractor shall not transfer or arrange the said works to subcontractor or to let the contract to any other party.
49. The University shall not be liable to pay any allowance, salary or any other amount under any law in force for the staff engaged by the contractor. The University shall not be liable for breach of any labour laws or any other laws in force by the contractor or the persons deployed on duty.
50. The person / Agency / submitting the tender must inform the University about the address of the registered office, Telephone number etc., All correspondence shall be addressed to the office and it is deemed to have been received by the contractor.
51. The tenderers who submit tenders with 0% commission are not acceptable.

52. The trained Head Guard and trained Civilian Guard should qualify the following minimum standards.

- * Minimum height - 1.63 Mtrs (5'-5')
- * Chest - 0.75 to 0.80 mtr(30'-32')
- * Weight - 50Kgs (110 lbs)

They should be strong, stout, intelligent, alert and mentally sound and they will be deployed subject to medical checkup before resuming duty in the University.

- He should be able to speak or write Telugu and Hindi and should be atleast 8th standard pass
- The Security personnel engaged shall be a disciplined with sound character and good service record.
- Security Guard should be not less than 21 years of age or above 50 years of age.

53. The rates shall be quoted including Minimum Wages, Commission charges, all statutory charges, administrative charges, Income Tax, GST etc., and only final rates should be quoted. No extra additions and no conditions shall be accepted.

54. The contractor should issue wage slips (Form 11) in following format to workers and produce an additional copy of same to University.

1. Name of Establishment
2. Place
3. Designation / Nature of work
4. Wages period from to
5. Name of the Worker / Employee
6. Father's /Husband's Name
7. Minimum rate of wages payable
8. Rates of wages actually paid
9. Total attendance

10. Gross wages payable
11. Deduction towards employee contribution of E.P.F.
12. Deduction towards employee contribution of E.S.I.
13. Total Deductions
14. Wages paid
15. Employers contribution to EPF
16. Employers contribution to ESI

Signature or thumb impression of the
Employer

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III List of Documents To Be Submitted Along With The Tender – Envelop – 1

1. Registration documents / details of the company
2. Earnest money deposit by way of DD for Rs.1,00,000/- drawn in favour of the Comptroller, SKLTSHU payable at Hyderabad.
3. Profile of the company.
4. Details of Constitution of firm/Company and its registration with competent authority.
5. Proof of qualification with regard to:
 - a. Annual turn over of Rs.50 Lakhs during each of the last three years.
 - b. Minimum experience of ten years in security agency business in large multi national companies / industry of repute / national labs / PSU/Nationalised banks etc.
 - c. Proof of providing security staff of 15 or more per shift for three clients.
 - d. Valid licence under the latest contract labour Contract Act / TS Shops & Establishment act for engaging a minimum of 250 employees.
 - e. Registration for ESI and its contribution.

- f. Registration with EPF and its contribution.
 - g. Latest Income Tax clearance certificate.
 - h. Balance sheet and profit and loss accounts statement for the last three years
 - i. Clientele list at SKLTSHU/(formerly Dr.YSRHU) (in Telangana State only) indicating number of security personnel deployed at each unit.
 - j. Latest solvency certificate from a nationalized bank for a minimum value of Rs.10 Lakshs.
 - k. Power of attorney in favour of authorized signatory, if required so.
6. Details of minimum physical standards adhered to in deploying the personnel at SKLTSHU/(formerly Dr.YSRHU) (in Telangana State only)
7. Details of training imparted to the security personnel.
8. Undertaking to be given by the tenderer informing the University that he / they have read the tender documents and have understood the contents fully and accordingly had submitted their quote in the price bid (Envelop 2) abiding to the terms and conditions laid down there at.
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IV. SCHEDULE – II

PRICE BID-ENVELOPE 2

NAME OF CONTRACT: Contract for providing Security Services to University/Institutes / Research Station under SKLTSHU, Rajendranagar, Hyderabad – 500 030.

S.No.	Type of Deployment	Per one security guard for one month @ one person with 8 hours duty per day.
1	Wages / Payment in respect of providing Security Services under the category of Security Guard.	

Note: Rate analysis / Wage calculation supporting the above quoted rates should be enclosed along with this price bid clearly indicating the minimum wages. EPF Contribution, ESI Contribution, Bonus, Leave Reserve, other Statutory levies and other charges etc.

Signature of the Bidder with

Seal

Address:

SKLTS HORTICULTURAL UNIVERSITY, RAJENDRANAGAR, HYDERABAD

**SRI KONDA LAXMAN TELANGANA STATE HORTICULTURAL UNIVERSITY
ADMINISTRATIVE OFFICE, RAJENDRANAGAR, HYDERABAD – 30**

AGENDA FOR THE MEETING

Sub: SKLTSHU – Security Services contract – Constitution of committee – Calling for Tenders – Approval of Terms and conditions of tender – Meeting called for – Regarding.

1. Price to be fixed for Tender Schedule.
2. Date for calling Tender Placing 05-12-2018 in News Media.
3. Last date and time for submission Tender form

4. Discussion on eligibility criteria.
5. Terms and Conditions.
6. List of documents to be submitted with Tender – Envelop-I
7. Schedule – 1 – Requirements.
8. Schedule - 2