

KAKATIYA UNIVERSITY::WARANGAL
NOTICE INVITING TENDER (ANNUAL CONTRACT FOR SECURITY SERVICE)

No. 86 /A5/KU/2016

Date: 19 /02/2016

Sealed tenders are invited under Two Bid system (Technical Bid and Price Bid) from Security Agencies with annual turnover of at least Rs. 25 Lakh and more, holding valid license under appropriate acts registered with EPFO, ESIC, having Service Tax registration and successfully carried out at least three security contracts of 25 or more security guards in each contract, consisting of only ex-servicemen or properly trained security personnel and security supervisors during the last 5 years in Govt./Semi-Govt./Central Autonomous bodies.

Detailed Tender documents can be downloaded from the University website www.kakatiya.ac.in.

- i) Required number of security personnel preferably Ex-Servicemen – 25.
- ii) Last date and time for submission of Tenders: **02.03.2016** (up to 1700 hrs.)
- iii) Date & Time of Opening of technical bids: **10.03.2016** (1500 hrs.)
- iv) Date & Time of opening of price bids of successful technical bids: **12.03.2016** (1500 hrs)
- v) Earnest Money Deposit (EMD) to be submitted along with the Technical Bid: Rs. 80,000.00 (Rupees eighty thousand only).
- vi) Tenders by Fax/E-mail will be summarily ignored.
- vii) Registration fee (non-refundable): Rs. 1,000-00 (Rupees one thousand only) in the form of Demand Draft drawn in favour of the Registrar, Kakatiya University payable at Warangal.
- viii) The Registrar, Kakatiya University reserves the right to accept/reject any or all the Tenders without assigning any reason.

Sd/-
REGISTRAR

TENDER DOCUMENT

Sealed tenders are invited from reputed, experienced & registered Contractors/ Security Agencies/ Organizations having valid license under Contract Labour Regulation & Abolition Act, 1970 for providing Round the Clock Security Services in the University Campus of Kakatiya University, Warangal **preferably through all ex-servicemen** or trained security guards having a certificate of training in security on contract basis.

The tender can be downloaded from website www.kakatiya.ac.in. After downloading the tender from website a demand draft of Rs.1000/- in favour of the Registrar, Kakatiya University payable at Warangal may invariably be attached with the tender at the time of submission towards registration fee which is non-refundable.

EMD of Rs. 80,000/- (Rupees eighty thousand only) is to be submitted in the form of Demand Draft payable at Warangal, drawn in favour of the Registrar, Kakatiya University from any one of the Scheduled/Nationalized Banks. EMD in any other form is not acceptable. Please note that tender received without EMD will be summarily rejected.

No firm/organization is exempted from furnishing the EMD under any circumstances.

Late and delayed tenders will not be opened and summarily rejected.

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

PRE-REQUISITE CRITERIA

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

BIDDING PROCEDURE:

1. The bids should be filed in two bid format with all the required documents as enclosures in separate sealed covers i.e.
 - (a) Part–I Technical bid and
 - (b) Part–II Price bid
2. Two separate sealed covers should be specifically super-scribed as (a)“Technical bid for supply of security personnel on outsourcing basis to Kakatiya University, Warangal” and (b) “Price bid for supply of security personnel, on outsourcing basis to Kakatiya University, Warangal” . Both the sealed envelopes (a) and (b), along with (i) a DD for Rs.1000/-, towards the registration fee and (ii) another DD for Rs.80,000/- (Rupees eighty thousand only), towards EMD, are to be kept in another larger envelop, which should also be sealed and submitted.
3. The demand drafts are to be drawn in favour of the Registrar, Kakatiya University, Warangal, payable at Warangal .The bids which are submitted, without the Demand drafts (on any ground), will be disqualified.
4. The large envelop should be addressed to the Tender Box, for the supply of security personnel, c/o the Registrar, Kakatiya University, Warangal, Telangana State, within the prescribed date.

GENERAL INSTRUCTIONS:

1. The Price bids of only those agencies, who qualify in the technical bid, will be opened on stipulated date and time, i.e., 10.03.2016 and the decision of Kakatiya University, Warangal in this regard shall be the final. No correspondence or queries on such disqualified bids shall be entertained.
2. Incomplete bids or bids not submitted in prescribed format and bids received after the due date will be summarily rejected. Similarly, bids received in the form of Telex/Fax/Email/ Photocopy and unsealed shall not be considered.
3. The contract shall be valid for one year from the date of issue of work order. However, the performance of the Agency shall be reviewed quarterly and the contract is liable for termination in the event of non-satisfactory performance. However, the period can be extended by another year on satisfactory service on mutual understanding.
4. The Kakatiya University reserves the right to cancel the tender process at any stage without assigning any reason.
5. The Agency should produce an undertaking to the effect that, the persons deployed by the agency do not have any criminal record/cases against them. The Agency should carry out thorough verification/enquiry with regard to the conduct and antecedents of the persons whom they would be deploying.

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

SCOPE OF WORK/CONTRACT:

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

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

- xv. The eight hours shift generally will be from 0600 hrs to 1400 hrs, 1400 hrs to 2200 hrs and 2200 hrs to 0600 hrs. But the timings of the shift are changeable and shall be fixed by the University from time to time depending upon the requirements.
- xvi. The personnel will have to report to the University's security office at least 15 minutes in advance of the commencement of the shift for collecting necessary documents/instructions and to complete all other required formalities as approved by the University.
- xvii. Any damage or loss caused by the Contractor's person to the University in whatever form would be recover from the Contractor.
- xviii. In case any of contractor's personnel (s) deployed under the contract is (are) absent, a penalty equal to the double the wages of number of guards/supervisors absent on that particular shall be levied by the University and the same shall be deducted from the Contractor's bill (s).
- xix. In case any of contractor's personnel (s) deployed under the contract fails to report in time and the Contractor is unable to provide suitable substitute in time for the same, it will be treated as absence and penalty as mentioned in above point shall be levied.
- xx. No Security guard should leave his duty post in unauthorized way without a replacement.
- xxi. In case any public complaint is received attributable to misconduct/misbehavior of Contractor's personnel, a penalty of Rs. 500/- for each such incident shall be levied and the same shall be deducted from the Contractor's Bill. Further, the concerned Contractor's personnel shall be removed from the University system immediately.
- xxii. During the course of contract, if any contractor's personnel are found to be indulging in any corrupt practices, causing any loss of revenue to the University shall be entitled to terminate the contract forthwith duly forfeiting the Contractor's Security Deposit.
- xxiii. The Security Guards involved in unethical acts like while 'on duty sleeping, intoxicating, negligence in performing duty disobedience, theft, dishonesty, indulging illegal activities will be removed.
- xxiv. The contractor shall not engage any such sub contractor or transfer the contract to any other person in any manner.
- xxv. The contracting agency shall not employ any person below the age of 18 years and above the age of 50 years.

- xxvi. That the uniforms supplied by the contractor at his own cost to the persons deployed for this work shall include whistle, loaded torches etc. the seasonal equipment such as jerseys, gray coats in winters and raincoats in monsoon shall also be provided by the contractor at his cost and the Kakatiya University shall have no liability whatsoever on this account. The uniform shall be approved by the Registrar, Kakatiya University.
- xxvii. The security staff engaged by the contractor shall not take part in any staff union and association activities.
- xxviii. The Security Supervisor will be responsible for overall security arrangement of the concerned Department covered in the contract.
- xxix. No items are allowed to be taken out without proper Gate Passes issued by the competent officers as laid down in the contract or authorized by the employer for in-out movement of stores. The specimen signatures and telephonic numbers of the above stated officers will be available with the Security personnel.
- xxx. The contractor shall bear all the expenses incurred on the following items, i.e., provision of torches and cells, lathis and other implements to security staff, stationary for writing duty charts and registers at security check points and records keeping as per requirements.
- xxxi. The University shall not be under any obligation for providing employment to any of the worker of the contractor after the expiry of the contract. The University does not recognize any employee employer relationship with any of the workers of the contractor. The Security Guard will have no presumptive right of absorption in the services of Kakatiya University.
- xxxii. The Guards on patrol duty should take care of all the water taps, valves, water hydrants, etc. installed in the open all over the premises.
- xxxiii. It should be ensured that flower plants, tress and grassy lawns are not damaged either by the staff or by the outsiders or by stray cattles.
- xxxiv. The Kakatiya University will not accept any claim in the event of any Security guard sustaining any injury, damages or loss of life either inside or outside the Kakatiya University premise
- xxxv. The courts at Warangal have the exclusive jurisdiction to try all disputes, if any, arising out of this agreement between the parties.

PAYMENT CONDITIONS AND MODE:

1. The successful bidder should furnish a security deposit of Rs. 3,00,000/- (Rupees three lakhs only). After successful completion of term/expiry of contract, the same shall be returned without interest there on, to the Agency.
2. The Agency will submit the bills in duplicate during first week of every month in respect of claim for the preceding month with the Attendance reports of outsourced manpower. The attendance reports for every month should be collected from the user Department/Offices/ Branches/Colleges. The bills addressed to the Registrar should be submitted to the Registrar, Kakatiya University for processing.
3. The bill shall be accompanied by proof of payment of salaries, Challan of EPF and ESI contribution of previous month and the same shall be submitted to the Registrar of the University.
4. All bills should be submitted on printed forms, duly signed, along with all necessary enclosures.
5. The Agency shall pay the wages to the outsourced manpower during the first week of the month, irrespective whether the Agency received payment from the University or not.
6. The Agency should see that each one of the outsourced persons open a bank account in SBH, KU branch, for receiving their monthly payments. No payment will be made from the University to the Agency without producing the individual bank account numbers of all the persons working with him for the University, on outsourcing basis.
7. On demand from the University, the details of the payments in the bank should be produced.

PART-I TECHNICAL BID (ENVELOPE-I)

ESSENTIAL REQUIREMENTS:-

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

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

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

An Earnest Money Deposit of Rs.80,000/- (Rupees eighty thousand only) in the form of demand draft drawn in favour of the Registrar, Kakatiya University, Warangal, should be enclosed with technical bid. **Technical bids without EMD shall summarily be rejected.**

The technical bid should be accompanied by a DD for Rs. 1,000 (Rupees one thousand only) towards registration fee (non-refundable) of tender document and DD should be drawn in favour of the Registrar, Kakatiya University, Warangal.

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

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

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

PART-II PRICE BID (ENVELOPE-II)

ESSENTIAL REQUIREMENTS:

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

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

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

PART-I

**TECHNICAL BID
PROFILE OF SECURITY MANPOWER SUPPLYING AGENCY**

Self attested Photograph of Bidder
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1. Registration fee Rs. 1,000/- DD No.....Bank.....Date.....
(Non-Refundable)

2. EMD Rs. 80,000/- DD No..... Bank.....Date.....
(Refundable)

1	Name & Address of the Agency					
	a. Mobile No.					
	b. Telephone No.					
	c. Fax					
	d. E-mail					
2.	Name and Designation of Authority having Administrative & Financial powers along with his/her Mobile no.					
3.	Experience of the agency for past 5 years in providing security services. Particulars may be provided in the table given bellow.					
	Name of the Client	Contact person & Mobile No.	From	To	Duration in years/months	Persons deployed (Number of Security persons)

4.	Details of the Agency:					
	Registration number With Office of the Regional Labour Commissioner(Central/State)					
	PF Registration No.					
	ESI Registration No.					
	Service Tax no.					
	I.T. PAN No./ TIN No.					
	Company/ Firm Incorporation certificate No. & Date					

5.	Annual turnover during the last 3 years		
	2012-2013	2013-2014	2014-2015
	Rs.	Rs.	Rs.

6.	Whether IT returns filed for past 3 years. if yes, enclose the proof:	
7.	Provide details of PF and ESI contributions for the past 3 years	
8.	Any other information which The Agency may like to provide	

Documents having Corrections and Alterations shall not be accepted.

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

Signature of the Tenderer
with Seal

Date :

Place :

NOTE: All the information furnished above should be supported by documentary evidence

CHECK LIST FOR TECHNICAL BID

1.	Name & Address of the Agency	
2.	Year of incorporation (Enclose Proof)	
3.	Registration for Supply of Security manpower (Enclose Proof)	
4.	Establishment Registration (SSI No) (Enclose proof)	
5.	Service Tax Number (Enclose Proof)	
6.	PAN Number (Enclose Proof)	
7.	PF Registration Number (Enclose Proof)	
8.	ESI Registration Number (Enclose Proof)	
9.	Income Tax returns for the last 3 years.(2012-2013,2013-2014 and 2014-2015) (Enclose Proof)	
10.	Certified copy of the Financial Status (Bank statement/Income Expenditure account/profit and loss account)and 26AS, for the last 3 years (2012-2013,2013-2014 and 2014-2015)	
11.	Certified Copy of Balance sheet of the Agency for the last 3 years (2012-2013,2013-2014 and 2014-2015)	
12.	Clientele: Govt./Semi Govt. Public Sector/ Autonomous Bodies	
13.	Any other Information	

Documents having Corrections and Alterations shall not be accepted.

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

Name and signature of the Tenderer
with seal

Date:

Place:

PART-II

**PROFORMA OF PRICE BID FOR
SUPPLY OF SECURITY MANPOWER ON OUT SOURCING BASIS**

Service charges per person per month for providing security manpower required, to Kakatiya University, Warangal.

Documents having Corrections and alterations shall not be accepted.

The contractor has to quote only the service charges/profit in rupees per person per month in the table below:-

Sl. No.	Category	Ex-Serviceman	Supervisor (Skilled)	Security (Semi-Skilled)
1.	Minimum basic wage payable to the worker per month as per the minimum wages act at present rates prescribed by the state government			
2.	ESI Contribution per month (employer's)*			
3.	EPF contribution per month (employer's)*			
4.	Gross Wage (from Sl. No. 1 to 3)			
5.	Contractor's Administrative / Service Charges on wages in rupees (per person per month) (in figures and in words)			
6.	Service Tax (as applicable)			
7.	GRAND TOTAL:			

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

L₁ will be arrived based on the Percentage of service charges quoted per person.

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

Name and signature of Tenderer
with seal

Date :
Place :