

**BID DOCUMENT**  
**Open Competitive Bid (OCB)**  
**E-Procurement**

*For*

**Selection of Service Provider for providing  
Security Services at  
RGUKT Ongole Campus**

**Proprietary & Confidential**



**RAJIV GANDHI UNIVERSITY OF KNOWLEDGE TECHNOLOGIES**  
**RGUKT Ongole Campus, Kurnool Road,**  
**Near Santanutalapadu, Prakasam Dist.,**  
**Ongole, Andhra Pradesh-523225**

**Proprietary & Confidential**

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**News paper advertisement**

**E-Procurement Tender Notice**



**RAJIV GANDHI UNIVERSITY OF KNOWLEDGE TECHNOLOGIES**  
**Camp Office Address: RGUKT-AP, Nuzvid Campus, Nuzvid,**  
**Krishna District, Andhra Pradesh, Pin: 521202**

**Ref. No: RGUKT-AP/E-Proc/Services/2020-21,**

**dated:31-05-2021**

**E-Procurement Tender Notice**

E-tenders are hereby invited from reputed registered agencies/contractors for providing the following services at the RGUKT Four campus (RGUKT Nuzvid, RGUKT R K Valley, RGUKT Srikakulam and RGUKT Ongole).

1. Security Services
2. Housekeeping Services

Interested bidders can download and submit the bids online from **31-05-2021** to **28-06-2021** up to 04:30 PM through <https://tender.aeprocurement.gov.in> (AP Portal). For further details please visit our website:, [www.rgukt.in](http://www.rgukt.in), [www.rguktn.ac.in](http://www.rguktn.ac.in), [www.rguktsklm.ac.in](http://www.rguktsklm.ac.in), [www.rguktong.ac.in](http://www.rguktong.ac.in), or <https://tender.aeprocurement.gov.in> (Andhra Pradesh Portal).

**Sd/-**  
**Office of the Chancellor,**  
**RGUKT-A.P.**

**Section - I**  
**Tender Call notice**

**Time schedule of various tender related events**

<b>Bid calling date</b>	31.05.2021
<b>Tender processing fee (Non refundable)</b>	Rs.15,000/- (Rupees Fifteen thousand only) (By way of DD from any Scheduled Bank in favor of "The Director, IIIT RGUKT- Ongole" payable at SBI Idupulapaya"..
<b>EMD</b>	Rs.3,25,000/- (Rupees: Three Lakhs Twenty Five Thousand) (by way of Demand Draft from any Nationalized Bank in favor of "The Director, IIIT RGUKT- Ongole" payable at SBI Idupulapaya". or by way of Irrevocable Bank Guarantee from any Nationalized/ Scheduled Bank (No interest will be payable).
The Institute will consider only the bids submitted through online E-procurement platform i.e. <a href="http://tender.apecurement.gov.in">http://tender.apecurement.gov.in</a> .	
<b>Bid Documents Downloading Start date</b>	31.05.2021 at 11:00 AM
<b>Pre-Bid Meeting</b>	12.06.2021 at 11:00 AM
<b>Bid Document Downloading End Date</b>	28.06.2021 up to 04:30PM
<b>Last date for uploading documents online</b>	28.06.2021 up to 04:30PM
<b>Last date for Submission of documents (hard copies)</b>	30.06.2021 up to 05:00 PM.
<b>Technical Bid opening date/time</b>	02.07.2021 at 11:00 A.M.
<b>Price Bid opening date/time</b>	03.07.2021 at 11.00 A.M
Contact person	Administrative Officer (i/c), RGUKT- Ongole campus

**Note:** The dates stipulated above are firm and under no circumstances they will be relaxed unless extended by an official notification or happen to be Public Holidays. For the assistance in the online submission issues, the bidder may contact the help desk of M/s. VUPADHI (<https://tender.apecurement.gov.in>) at their e-mail address: [contact@vupadhi.com](mailto:contact@vupadhi.com), Phone: 08645-246370/71/72/73/74.

**CLARIFICATIONS:**

- i. Queries if any can be made through e-mail only on [ao@rguktong.ac.in](mailto:ao@rguktong.ac.in) on or before 10.06.2021. 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 RGUKT-AP website i.e. [www.rgukt.in](http://www.rgukt.in), [www.rguktong.ac.in](http://www.rguktong.ac.in) as well as on e-procurement platform <https://tender.apecurement.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.

#### **INVITATION FOR BIDS:-**

- 1.** Bids are invited on the e-procurement platform from the Registered Suppliers /contractors /Service Providers for providing Security Services at RGUKT Ongole campus located at Ongole in Prakasam District, Andhra Pradesh. The details of bidding conditions and other terms can be downloaded from the electronic procurement platform and of Government of Andhra Pradesh, i.e. <http://tender.apecurement.gov.in> .
- 2.** In-order to participate in the tender, bidders has to register on the e-Procurement market place <https://tender.apecurement.gov.in/login.html> . On registration with the e-Procurement market place, bidders will be provided with a user id and password by the system, through which they can submit their bids online. The bidders need to scan and upload the required documents as mentioned in this tender document.
- 3.** The participating bidder/s will have to pay non-refundable tender processing fee Rs.15,000/- in the form of Demand Draft drawn from any Nationalized Bank, in favor of "The Director, IIIT RGUKT- Ongole" payable at SBI Idupulapaya.
- 4.** The bidder/s shall furnish, as part of the bid, the Bid security (EMD) for the amounts specified in the Tender Document.
- 5.** After uploading the documents, the copies of the uploaded documents of technical bid along original Demand Drafts in respect of Bid document fee and Bid Security (EMD) should be submitted offline to Administrative Officer (i/c), RGUKT-Ongole campus by 05.00PM of 30.06.2021. No physical submission of the financial bid will be accepted. RGUKT will consider only the bids submitted through on-line over the copies of the paper based bids.

6. The RGUKT will not accept the tenders from blacklisted companies or undependable Suppliers whose past performance with RGUKT-AP was found poor and also against whom there have been adverse reports of Poor Service, as defined in the other parts of the Bidding document.
7. The bidders are requested to read the tender document carefully and ensure compliance with all specifications/instructions herein. Non-compliance with specifications/instructions in this document may disqualify the bidders from the tender exercise.
8. For any clarification and further details on the above tender please contact Telephone No: 7670905581 or Email: [ao@rguktong.ac.in](mailto:ao@rguktong.ac.in), [procurement.sklm@rgukt.in](mailto:procurement.sklm@rgukt.in).

**Sd/-**  
**Administrative Officer (i/c)**

**SECTION-II**  
**STATEMENT OF IMPORTANT LIMITS/VALUES RELATED TO BID**

Item	Description
Bid Document fee (Non refundable)	Rs. 15,000/- (By way of DD from any Nationalized Bank)
EMD	Rs.3,25,000/- (Rupees: Three Lakhs Twenty Five Thousand only) (by way of Demand Draft from any Nationalized Bank in favor of "The Director, IIIT RGUKT- Ongole payable at SBI Idupulapaya" or by way of Irrevocable Bank Guarantee from any Nationalized/ Scheduled Bank (No interest will be payable).
Bid Validity Period	180 days from the date of opening of commercial bid
EMD Validity Period	180 days from the date of opening of commercial bid
Contract Agreement	The contract period will initially be for one year, extendable on satisfactory performance and mutual consent on the same terms and conditions on half year / yearly basis subjected to a period of another two years.
<b>Reverse Tendering</b>	If, applicable, the University may go for reverse tendering as per norms of the University/State Government norms.  As per <b>G.O.MS.No. 79, issued by FINANCE (HR.V- TFR) DEPARTMENT Dated: 25-08-2020</b>
Period for signing the order Acceptance	Within 7 days from the date of receipt of notification of award
<b>No. of Security Points</b>	<b>18 points for Each shift at SSN campus-2 (Total Three Shifts per day)</b> <b>Total Security Guards = 54 nos</b> <b>Security Supervisors = 4 nos</b> <b>Security Officer = 2 nos</b>
	<b>15 points for Each shift at Rao and Naidu campus - 3(Total Three Shifts per day)</b> <b>Total Security Guards = 45 nos</b> <b>Security Supervisors = 4 nos</b> <b>Security Officer = 2 nos</b>
Performance security value	(i). The Successful bidder has to submit an amount equal to one month's payment as performance guarantee deposit in the form of Bank guarantee from a Nationalized Bank / Demand Draft / Banker's Cheque of a Scheduled Bank drawn in favour of "The Director IIIT RGUKT Ongole payable at SBI Idupulapaya" before awarding the contract. The performance guarantee shall be refunded to the selected bidder without any interest within two month from the completion of contract period.  (ii). If, the contract Period is extended for period of another one year, the bidder has to submit an amount equal to two month's payment (including existing one month's payment) as performance guarantee deposit.
Period for furnishing	Within 7days from date of receipt of award

performance Security	
Performance security validity period	60 days beyond contract period
Payment terms	Monthly payment will be released based on the day wise biometric attendance particulars and performance certificate certified by the concerned authorities.

### **SECTION-III**

#### **TENDER SCHEDULE**

#### **A. PREAMBLE**

The Government of Andhra Pradesh has established Rajiv Gandhi University of Knowledge Technologies (RGUKT) in 2008 to cater to the educational needs of the meritorious rural youth of Andhra Pradesh state. The University provides an ambience of excellence for the pursuit of knowledge leading to B. Tech degree in different branches of Technology.

Accordingly, the RGUKT-AP, invites e-tenders under two-bid system as mentioned hereunder from the reputed and experienced agencies for providing security services to the academic buildings, labs/workshops, hospital, guest house, hostels and residential quarters at RGUKT Ongole campus located at Ongole in Prakasam District, Andhra Pradesh – 523225. The contract period will initially be for one year, extendable on satisfactory performance and mutual consent on the same terms and conditions on half year / yearly basis subjected to a period of another two years.

#### **SCOPE OF WORK**

Providing security services round the clock, 24 hours in a day and 365 days in a year at RGUKT Ongole campus located at Ongole in Prakasam District. The payment wages will be paid as per G.O.Ms.No. 43, issued by LABOUR EMPLOYMENT TRAINING AND FACTORIES (LAB.II) DEPARTMENT, Dated.28.05.2010.

#### **Responsibilities of the Agency:**

1. The agency should be responsible for overall security arrangement of the Institute covered in the contract and ensure that all the instructions given to them by the RGUKT authorities from time to time are strictly followed and there is no lapse of any kind.
2. The job of providing security services to RGUKT campuses should be carried out by the agency on all week days during the contract agreement period including on all working days, holidays, closed weekly off of RGUKT-A.P.
3. The agency should provide the clock security services to safeguard the RGUKT campuses site, buildings, movable and immovable assets, equipments and other items from any thefts, pilferage or damage and also ensure safety of the students, employees, visitors, guests or any other persons working in its premises.
4. The agency should deploy well disciplined and adequately trained Security personnel in all facets of security work, including fire fighting. The Agency shall



provide necessary undertaking and documentary evidence in this regard. In case any of the personnel so provided is not found suitable, the RGUKT campuses shall have the right to ask for their replacement therefore and the agency shall, on receipt of a written communication will have to replace such persons immediately.

5. The agency should deploy required personnel (including relievers) in all the three shifts on a regular basis within the scope of operation.
6. The agency should provide reasonably good uniform with name badges to its personnel deployed at RGUKT ,Ongole at its own cost and ensure that they are used by the personnel deployed and are maintained in good condition. The incidentals, such as, belt, shoes, socks, caps, torch with cell, cane stick, communication facilities, whistle, etc. shall be borne /supplied by the Agency at its cost.
7. The agency should ensure that the personnel deployed by it are disciplined and do not participate in any activity prejudicial to the interest of the RGUKT / Govt. of India / any State or any Union Territory.
8. In the event of any Security personnel being on leave/absent, the agency should ensure suitable alternative arrangement to make up for such absence. To meet such eventualities the agency shall make provision for leave reserve.
9. A local representative of agency should be In-charge of the security system and shall be responsible for the efficient rendering of the service under the contract. A senior level representative of the agency should visit RGUKT Ongole premises at least once-a-week and review the service performance of its personnel. During the weekly visit, the agency's representative will also meet the RGUKT officer dealing with service under the contract for mutual feedback regarding the work performed by his personnel and removal of deficiencies, if any, observed in their working.
10. The agency should ensure that any replacement of the personnel, as required by the RGUKT for any reason specified or otherwise, shall be effected promptly without any additional cost to the RGUKT. If the agency wishes to replace any of the personnel, the same shall be done with prior concurrence of the Administrative Officer, respective campuses of RGUKT at agency's own cost.
11. As and when the RGUKT requires additional security strength on temporary or emergent basis, the agency should depute such security personnel under the same terms and conditions.
12. The agency should be responsible to recover the contribution payable by the workmen engaged by it towards EPF & ESI and remit the amount so deducted together with their deposits to the concerned department.
13. In case of any accident to the personnel employed by the agency during the business time, the agency alone is liable to pay workmen's compensation and any other statutory dues or payments and the RGUKT is not liable for any payment of such kind.
14. The responsibility of payment of wages for the personnel deployed to carry out the contract lies with the contractor and the RGUKT shall not entertain any representations, whatsoever in this regard.
15. The agency should maintain strict discipline in dealing with the RGUKT employees and should not act in any manner unbecoming of a security person.

16. The agency should comply with the requirements of law with regard to duration of working hours of the security personnel deployed and RGUKT shall not be responsible for the violation of labor/statutory laws by the agency in this regard.
17. No claim such as leave-cum-salary, PF, ESI and services charges etc., shall be allowed on any ground, and the financial liabilities shall be borne by the security agency.
18. The agency shall be solely responsible and liable for his persons under the provisions of Contract Labour (R&A) Act and the labour and services laws. A certificate to this effect will have to be submitted by the contractor in separate challan in respect of manpower employed by him. The certified copy of challans must be submitted next month along with the bill.
19. The agency shall be liable for any legal dispute / case / claims that arises or may arise during currency of the contract due to non-compliances of labor or other related laws.
20. The agency shall be responsible for compliance of all the laws rules / regulations and Govt., instructions that are / will be applicable to and aimed to protect the interest of the employees / worker engaged by the contractor and shall ensure payment of all the statutory dues / liabilities as may have arisen during the past or may arise during the course of performance of contract.
21. The agency shall discharge all their legal obligations of their employees as may be required for the purpose of execution of the work which shall be subject to the approval of the RGUKT authorities.
22. The agency shall discharge all their legal obligations of their employees in respect of their wages and other service conditions and shall also comply with all the rules and regulations and provisions of law in force that may be applicable to them from time to time, viz., statutory obligations under Contract Labor (Regulation and abolition) Act, 1970, Minimum Wages Act, Workman's compensation Act, EPF and MP Act, Industrial Dispute Act, etc.
23. The agency should indemnify and keep indemnified the RGUKT authorities from any claims, loss or damages that may be caused to RGUKT on account of the security agencies failure to comply with their obligations under the various laws towards their staff / employees employed by them or any loss or damage to RGUKT due to acts / omissions of the security agency.

**Duties of Security Personnel:**

1. The Job should include, access control to include manning, mustering, entry / exit gates, checking and verifying entries and exit of personnel, material and vehicles to and fro and assets on charges of RGUKT and permit only authorized personnel entry and exit to the institute premises, round the clock, proper registration of visitors while entering and leaving the centre, preserving material gate passes and handing over to admin every quarter, timely follow up of outstanding of returnable material.
2. The security personnel working in the RGUKT at different posts should cover the area earmarked by the administration for patrolling.
3. The personnel should be responsible for all police liaison work.

4. The personnel should be responsible for opening / closing of the building and rooms as necessitated / directed by Administrative Officer on working and closed days.
5. The personnel should ensure that water taps / lights / ACs are not left open/on, after close of working hours on normal working days as well as on off days, as the case may be.
6. The personnel should maintain records of inward and outward movement of students, faculties, staffs, guests & visitors. Contractor personals along with the inward & outward record of materials & vehicles etc. with proper check on the same as per instructions given from time to time by Administrative Officer.
7. The personnel should check damage, theft and pilferage of material by manning static security posts and regular patrolling in the campus and along boundary wall / fence during day and night.
8. The personnel should prevent any unwanted / illegal activities and gather intelligence on unauthorized movements / activities. Further, report any illegal activities / movement to RGUKT authorities.
9. The personnel should maintain proper communication system so that they can assemble quickly in case of emergent situation.
10. The personnel, in case of any theft during tenure of contract agreement should help to lodge FIR with police, conduct their investigation and submit the report findings to the RGUKT Administration. The personnel should also be responsible to pursue the theft case with police and related authorities.
11. The security personnel deployed should take regular rounds of the premises to maintain vigil and remain alert.
12. The security personnel should make the proper entries while handing over key to any staff of RGUKT and while taking over too.
13. The security personnel on duty should also take adequate traffic management of the Institute and take care of vehicles, scooters/motor cycles/bicycles parked in the parking sites located within the premises of the Institute and of the visitors.
14. The security personnel should restrain trespassers / intruders and immediately inform the same to the Administration.
15. The security personnel should extinguish fire when incidents of fire occur in the campus.
16. The security personnel should ensure that pass has been issued by the competent officers for the items taken out of the campus. In case of any doubts, they should immediately contact Administrative Officer of respective campuses.
17. The security personnel should not leave the point unless and until the reliever comes for shift duties.
18. The security personnel are required to display mature behavior, especially towards female staff and female visitors. They must be courteous and polite at all the times.
19. In emergent situations, security personnel deployed shall also participate as per their role defined in the disaster plan, if any, of the Institute. The personnel should be sensitized for their role in such situations.
20. The security personnel should carry out any other work allotted by Institute in incident of security of the premises.

## **B. ELIGIBILITY CRITERIA**

1. The bidder should be either registered as a Company under Companies Act 1956/ 2013 or as a Partnership (including Limited Liability Partnership) under Partnership Act, 1932 or a registered society under societies act or registered as firm as the case may be and should be in the business of providing Security Services (Facility Management Services) for not less than **five (05) years as on the date of issue of the tender**. Those which are not in existence for 5 years as mentioned above shall not be considered at all in any case. Copies of work orders and satisfactory certificates to be submitted).
2. The bidder should have valid ISO 9001:2015, quality certification issued not after 28.02.2021 and valid as on Tender date.
3. The agency should possess all valid Statutory Registration / Approvals / License /Permit for running Security Service Agency i.e., the Agency should have registered with the Central Labour Commissioner, Income Tax Department, Employees Provident Fund Organization, Employees State Insurance and Service Tax Authorities. Further the Security Agency shall be a registered contractor under Contract Labour (Regulation and Abolition) Act, 1970.
4. The agency should have obtained a license from the "Controlling Authority" in accordance with Private Security Regulations Act 2005, contract Abolition & regulation Act, for carrying on the business of Private Security Agency.
5. The bidder should have a valid licensee as Security Services supply agency registered with the Commissioner of Labor Department, Government of Andhra Pradesh (Form-II) / Empanels for District Level Outsourcing Committee Registration Govt of A.P., during the last Two years.
6. The agency should have their own infrastructure for training their guards.
7. The bidder should have satisfactorily provided Security Services to Central/ State Government Sector / Universities / Private/ Deemed to be University or any other reputed educational institutions during the last three (03) financial years 2017-18, 2018-19, 2019-20. (Copies of work orders and satisfactory certificates to be submitted).
8. The bidders shall have experience of Supplying of Security Services for not less than Rs. 50.0 (Lakhs) to any one organization in any one year of the last three financial year's viz. FY 2017-18, 2018-19, and 2019-2020. Copies of agreements and work orders cannot be treated as proof of experience. Only the experience /performance certificate shall be submitted. (Form 26AS must be submitted for the period of experience claimed)
9. The Average Annual Turnover of the bidding Firm should not be less than Two (2.0) Crores during the last three financial year's viz. FY 2017-18, 2018-19 and 2019-20. A Certificate of the Bidders turnover for the years 2017-18, 2018-19 and 2019-20 in Rupees must be enclosed and be duly certified by firm of Chartered Accountants.

10. The agency should not have been debarred/blacklisted by any State Government, Central Government, Central & State Govt. Undertakings /enterprises /Organizations and by any other Quasi Government bodies/Organizations, World Bank or any major Enterprise /Organization in India in doing business with them.
11. There should be no case pending with the police against the agency.
12. The bidders should have experience of providing Security Personnel of minimum 100 employees in one organizations with the category of institutions / University / Govt., Semi Government or Public Undertaking Sectors in any two Continuous years during the last Five years (Financial Years) viz. FY 2015-16, 2016-17, 2017-18, 2018-19 and 2019-20. Proof of Experience Certificate should be submitted. Copies of agreements and work orders cannot be treated as proof of experience.
13. The agency should have a Head office in Andhra Pradesh. Billing/Invoice should be done from any of these offices located in AP only.
14. Should have possessed valid registrations with the following
  - a. PAN Card
  - b. Labor License.
  - c. EPF Registration
  - d. ESI Registration
  - e. GST Registration
15. Should have 300 employees under its role in FY 2018-19 and 2019-2020 Evidence of EPF (payment proof with TRRN details is must), and ESI Challan should be enclosed and employees contribution computerized slips copies should be produced and the Agency should have documents providing compliance of Minimum wage along with bank statement for them.
16. Latest Income Tax Saral form>Returns filed (for FY 2016 -17, 2017-18, 2018-19)
17. List of Present Clients with contract address & telephone numbers.
18. Any false information with regards to the submission of the document will lead forfeit of the EMD.

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

### **C. BID DOCUMENT FEE AND BID SECURITY (EMD) AMOUNT**

1. Bid Document Fee: A Demand draft of **Rs. 15,000/- (Rupees Fifteen Thousand only)** towards non-refundable bid document fee, drawn in favour of "The Director IIIT RGUKT Ongole payable at SBI Idupulapaya "should accompany the tender documents
2. Bid security (EMD) amount: A refundable amount of **Rs.3,25,000/-** as earnest money deposit (EMD) in the shape of DD from any nationalized bank in India (valid for a minimum period of 3 months from the date of opening of tender) should accompany the bid documents. The DD should be drawn in favor of The Director IIIT

RGUKT Ongole payable at SBI Idupulapaya " The bid security shall also be bank guarantee or an irrevocable letter of credit or cashier's certified cheque, issued by a reputable bank scheduled in India and having at least one branch office in Ongole. Firm should enclose a pre-receipted bill for the EMD to enable us to return the EMD of unsuccessful bidders. No interest will be payable by the purchaser on the Earnest Money Deposit.

**Note:** In the absence of bid document fee and bid security, the tender will not be accepted.

#### **D. INSTRUCTION TO BIDDERS**

1. The tender document would be prepared in English. All the pages of the tender document should bear the dated signature (in ink) of the bidder with stamp of Firm. Any over-writing corrections & cuttings should bear dated initials of the bidders. Corrections should be made by writing again instead of shaping or over-writing.
2. Bidder is expected to examine all instructions, forms, terms, and specifications in the bidding documents. Failure to furnish all information required by the bidding documents or to submit a bid not substantially responsive to the bidding documents in every respect will be at the bidder's risk and may result in the rejection of its bid.
3. **Cost of bidding:** The bidder shall bear all costs associated with the preparation and submission of its bid, and RGUKT will in no case be responsible for those costs, regardless of the conduct or outcome of the bidding process.
4. Further, all the participating bidders have to electronically pay a non-refundable transaction fee of INR 10,000/- through online to M/s. APTS, the service provider through "Payment Gateway Service on E-Procurement platform", as per the Government Orders placed on the e-procurement website.
5. Individual signing the tender or other documents connected with contract must specify whether he sign as: (a) A sole proprietor of the concern or constituted attorney of such sole proprietor; (b) A partner of the firm, if it is a partnership firm in which case he must have authority to execute the contracts on behalf of the firm and to refer to arbitration disputes concerning the business of the partnership either by virtue of the partnership agreement or by a power of attorney duly executed by the partners of the firm. (c) Director or a principal officer duly authorized by the Board of Directors of the Company, if it is a company.
6. A person signing the tender form or any document forming part of the tender on behalf of another person should have an authority to bind such other person and if, on enquiry it appears that the person so signing had no authority to do so, RGUKT may without prejudice, cancel the contract and hold the signatory liable for all costs, consequences and damages under the civil and criminal remedies available.
7. **Amendment of bidding documents:** At any time prior to the deadline for submission of bids, RGUKT Ongole, for any reason, whether at its own initiative or in response to a clarification requested by a prospective bidder, may modify the bidding documents by amendment displayed on the website of RGUKT (<http://www.rgukt.in> & [www.rgukong.ac.in](http://www.rgukong.ac.in)). In order to allow prospective bidders reasonable time in which to take the amendment into account in preparing their

bids, the RGUKT Ongole, at its discretion, may extend the deadline for the submission of bids.

8. Bids would be rejected for award if it determines that the bidder recommended for award has, directly or through an agent, engaged in corrupt, fraudulent, collusive or coercive practices in competing for the contract in question.
9. Notwithstanding anything specified in this document, RGUKT unconditionally and without assigning any reasons, reserve the rights (a) To accept or reject the lowest tender or any other or all the tenders, at any time prior to the award of the contract/purchase/work order, without incurring any liability to the affected tenderer or tenderers; (b) To accept any tender in full or in part (c) to reject the tender offer not conforming to the tender terms; (d) To give purchase preference to Public Sector Undertaking/manufacturer wherever applicable as per Govt., Policy/Guidelines. The decision of the RGUKT is final and binding.
10. RGUKT reserves its right in not considering the bid of a bidder, if such bidder was a previous supplier and had a past bad track record or their earlier performance was unsatisfactory on any count.
11. No conditional offer will be accepted. Bids received with quote on variable basis shall be rejected without assigning any reasons and no communication in this regard shall be made. Quotations qualified by such vague and indefinite expression such as "Subject to prior confirmation", "Subject to immediate acceptance" etc. will be treated as vague offers and rejected accordingly. Any conditional tender shall be rejected summarily.
12. **Bid forms:** Wherever a specific form is prescribed in the bid document, the bidder shall use the form to provide relevant information. If the form does not provide space for any required information, space at the end of the form or additional sheets shall be used to convey the said information. For all other cases the bidder shall design a form to hold the required information.
13. **Period of validity of bids:** Bids shall remain valid for minimum 90 days from the date of bid opening prescribed by RGUKT Ongole. A bid valid for a shorter period shall be rejected as non-responsive. In exceptional circumstances, the RGUKT may solicit the bidders consent to an extension of the period of validity. The request and the responses thereto shall be made in writing. The bid security shall also be suitably extended. A bidder granting the request will not be permitted to modify its bid.
14. Submission of the tender will signify the acceptance of all the instruction, terms and conditions of the contract. As a token of acceptance, the tenderer should sign and affix his firm's stamp on each page of the bid document and all its Annexure. NO PAGE SHOULD BE REMOVED/ DETACHED FROM THIS BID DOCUMENT.
15. **Modification and withdrawal of bids:** No bid can be modified subsequent to the deadline for submission of bids. No bid can be withdrawn in the interval between the deadline for submission of bids and the expiration of the period of bid validity. Withdrawal of a bid during this interval will result in the forfeiture of its bid security (EMD).
16. **Clarification of bidding documents:** A prospective vendor requiring any clarification of the bidding documents may notify RGUKT contact person. The

concerned person will respond to any request for clarification of bidding documents which it receives no later than bid clarification date mentioned in the notice prior to the deadline for submission of bids prescribed in the tender notice. No clarification from any bidder shall be entertained after the close of date and time for seeking clarification mentioned in tender call notice. It is further clarified that RGUKT shall not entertain any correspondence regarding delay or non-receipt of clarification from RGUKT.

17. Bidder shall not approach RGUKT officers outside of office hours and / or outside RGUKT office premises, from the time of the tender call notice to the time the contract is awarded. If the bidder wishes to bring additional information to the notice of the RGUKT, it should do so in writing.
18. **Late bids:** Bids must be submitted on e-procurement website not later than the bid submission date and time specified in the tender call notice. Further, the requested hard copies of the same should reach the RGUKT contact person on or before last date mentioned in the tender call notice. RGUKT shall not be responsible for any postal delay about non-receipt /non delivery of the bids or due to wrong addressee. Any bid not received by the RGUKT contact person by the deadline for submission of bids will be rejected and returned unopened to the bidder.
19. **Corrupt, fraudulent and unethical practices:**
  - a. "Corrupt practice" means the offering, giving, receiving or soliciting of anything of value to influence the action of a public official in the process of contract execution and
  - b. "Fraudulent practice" means a misrepresentation of facts in order to influence evaluation process or the execution of a contract to detriment of the purchaser, and includes collusive practice among Bidders (prior to or after bid submission) designed to establish bid prices at artificial non-competitive levels and to deprive the Purchaser of the benefits of free and open competition
  - c. "Unethical practice" means any activity on the part of bidder, which try to circumvent tender process in any way. Unsolicited offering of discounts, reduction in financial bid amount, upward revision etc after opening of first bid will be treated as unethical practice.

RGUKT will reject a proposal for award and also may debar the bidder for future tenders in RGUKT-Andhra Pradesh, if it determines that the bidder has engaged in corrupt, fraudulent or unethical practices in competing for, or in executing a contract.

## **E. PREPARATION OF BID**

Tenders are invited under two bid system viz., Part-1: Technical bid and Part-2: Financial Bid. Bidders are requested to prepare the tender documents according to the following instruction.

**Part-1: Technical bid:** It should contain the following self- attested photocopies. All the documents arranged according to the mentioned order and must be serially numbered by ink at bottom right corner.



**Part-2: Financial bid:** The bidder shall prepare the price bid as prescribed proforma of the bid document.

1. Agency should quote commission in percentage on remuneration (excluding all statutory obligations) will be paid to the outsourcing employees.
2. The payment wages will be paid as per G.O.Ms.No. 43, issued by LABOUR EMPLOYMENT TRAINING AND FACTORIES (LAB.II) DEPARTMENT, Dated. 28.05.2010. The RGUKT, Ongole campus will pay all the statutory contributions /deductions towards applicable ESI, EPF and GST apart from the remuneration as per the government norms.
3. The percentage of the agency commission shall not exceed 5% of remuneration and should not be less than 1%.
4. Income tax @ 2% will be deducted from the monthly bill and remitted to government by RGUKT Ongole.
5. Agency commission quoted by the bidder shall be fixed during the bidder's performance of the contract and not subject to variation on any account unless otherwise specified in the tender call. A bid submitted with an adjustable price quotation will be treated as non-responsive and will be rejected.

## **F. BIDSUBMISSION**

Bidders are requested to submit the bids after issue of minutes of the pre bid meeting duly considering the changes made if any, during the pre bid meeting. Bidders are totally responsible for incorporating/complying the changes/amendments issued if any during pre bid meeting in their bid. All the three parts of the bid shall be submitted online on [www.apecurement.gov.in](http://www.apecurement.gov.in) platform. The hard copies of all the uploaded Technical Bid along with Bid document fee and Bid Security (EMD) should be submitted offline to Administrative Officer, RGUKT Ongole. The following procedure may follow for the bid submission.

### **Online Submission:**

1. The participating bidders in the tender should register themselves on e-procurement platform in the website [www.apecurement.gov.in](http://www.apecurement.gov.in) and on registration with the e-Procurement market place; bidders will be provided with a user id and password by the system.
2. Bidders can log-in to e-procurement platform in secure mode only by signing with the Digital certificates.
3. 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.
4. The bidders should scan and upload the respective documents in technical bid documentation as detailed at Tender Schedule including EMD.
5. The bidders shall sign on all the statements, documents and certificates uploaded by them, owning responsibility for their correctness/authenticity.
6. Financial Bid: the rates should be quoted in online only

### **Offline Submission:**

1. Bid document fee and Bid Security (EMD) should be sealed in a separate envelope (ENVELOPE-ONE), duly super-scribed as "Tender Fee".
2. The uploaded Technical Bid which containing above mentioned supporting documents should be sealed in separate envelope (ENVELOPE-TWO), duly super-scribed as "Technical Bid".
3. The two separate envelopes are to be sealed again in a bigger envelope (ENVELOPE-THREE). The sealed bigger envelope super-scribed as "**Tender for proving security services**" should reach "The Administrative Officer (i/c), RGUKT Ongole campus, Kurnool Road, Near Santanutalapadu, Prakasam Dist. Ongole, Andhra Pradesh-523225" on or before by 05.00PM of 30.06.2021.

Note: Physical submission of financial bids will not be accepted. Further, there shall NOT be any price indication in the technical bid. If for any reason, it is found that the technical bid reveals the price bid related details in any manner whatsoever, or, the price bid is enclosed, the bid document will be summarily rejected in the first instance itself.

### **G. BID EVALUATION PROCEDURE**

The bid opening and evaluation process will be sequential in nature. Means that bidder must qualify a particular stage to be eligible for the next stage. Any participating vendor may depute a representative to witness these processes. The standard procedure, described here will stand appropriately modified, in view of special procedures of bid evaluation as mentioned in tender call or elsewhere in this bid document or RGUKT may deviate from these in specific circumstances if it feels that such deviation are unavoidable, or will improve speed of processing and consequent project execution.

The Tenderer is at liberty to be present or to authorize a representative to be present at the opening of the tender. The name and address of the representative who would be attending the opening of the tender on your behalf should be indicated in the tender. Please also state the name and address along with telephone Nos. of your permanent representative, if any.

1. **Opening of bids:** Bids will be opened on the e-Procurement web site at the scheduled time & date. Bids that submitted on both online and offline within last date of submission are only considered for opening and their names will be read out. Bids that are not opened and read out at bid opening shall not be considered further for evaluation, irrespective of the circumstances. Withdrawn bids will be returned unopened to the bidders.

The sealed envelopes of bidders whose name read out will be opened and evaluated by a duly constituted committee. In the process of evaluation, comparison of bids, RGUKT reserves the right to reject any or all bids.

2. **Bid Document Fee and Bid Security (EMD) amount:** At first stage, ENVELOPE-ONE of the bid will be opened. The bid document fee and EMD will be scrutinized first for the amount and validity period. The bids submitted with required bid

document fee and EMD amount/validity only are considered for the evaluation. The bids submitted with insufficient bid document fee and EMD amount/validity will be treated as disqualified bids and those bids will not be considered for further evaluation.

3. **Evaluation of Technical bids:** At second stage, ENVELOPE-TWO: Technical bid of bidders who submitted bid document fee and EMD amount will be opened and evaluated by the constituted committee. The documents furnished by the vendor shall be examined prima facie to see if the technical skill base and financial capacity and other vendor attributes claimed therein are consistent with the needs of this project. The evaluation committee may call the responsive bidders for discussion or presentation to facilitate and assess their understanding of the scope of work and its execution. However, the committee shall have sole discretion to call for discussion / presentation. Further, RGUKT may ask vendor(s) for additional information and technical faculties to verify claims made in Technical bid documentation. The concerned bidder, on demand, should be able to demonstrate functional requirements as described in the specifications.
4. **Evaluation of financial bids:** At third stage, financial bids of those vendors who satisfy all phases of technical bid and corresponding to chosen technical bid choices will only be opened. All other financial bids will be ignored. RGUKT will assess the nature of financial offers and may pursue any or all of the options mentioned under financial bid. If there is a discrepancy between words and figures, the amount in words will prevail. RGUKT may at its discretion discuss with vendor(s) available at this stage to clarify contents of financial offer.
5. **Award Criterion:** Final choice of firm to execute the project shall be made on the basis of conformity to technical specifications, capability of bidder to execute and service the project and appropriateness of financial offer from the point of view of cost-effectiveness over the entire period for the services. Further, it will not be obligatory for the RGUKT to accept the lowest quotation & no explanation shall be given for the cause of rejection of quotation to any bidder.

If, applicable, the University may go for reverse tendering as per norms of the University/State Government norms. As per G.O.MS.No. 79, issued by FINANCE (HR.V- TFR) DEPARTMENT Dated: 25-08-2020.

**Note:** Any effort by a bidder to influence RGUKT officers in the decisions on bid evaluation, bid comparison or contract award may result in rejection of the bidder's offer and bidder may also be marked as ineligible for future bids.

## **H. AWARD OF CONTRACT**

1. **Notification of award:** Prior to expiration of the period of bid validity, RGUKT will notify the successful bidder(s) in writing through Speed Post / Fax / e-mail or any other form of communication that its bid has been accepted. At the same time as the RGUKT notifies the successful bidder that its bid has been accepted, the RGUKT will send the bidder the Contract Form provided in the bidding documents, incorporating all agreements between the parties.
2. **Performance Security:** The successful bidder shall require submitting the performance security with 7 days from the receipt of notification of award. The performance security shall be in one of the following forms:

- a. A bank guarantee or an irrevocable letter of credit, issued by a reputed bank located in India with at least one branch office in Ongole, in the form provided in the bidding document or another form acceptable to the RGUKT Ongole; or
  - b. A cashier's cheque or banker's certified cheque or crossed demand draft or pay order drawn in favor of "The Director, RGUKT IIIT Ongole payable at SBI Idupulapaya"
3. **Signing of contract:** On submission of performance security, the successful bidder is required to execute an agreement on a non-judicial stamp paper of appropriate value in a prescribed format.

Failure of the successful bidder to sign the contract proposed in this document and as may be modified, elaborated or amended through the award letter, shall constitute sufficient grounds for the annulment of the award and forfeiture of the bid security (EMD), in which event the RGUKT may make the award to another bidder or call for new bids.

4. **Return of EMD:** Upon the successful bidder(s) signing on the contract, RGUKT will promptly notify each unsuccessful bidder. The bid security (EMD) of all the bidders shall be refunded without any interest on it within 30 to 90 days after awarding of the contract.

## **I. TERMS AND CONDITIONS**

1. The contract is initially for a period of one year. The contract may be extended for one more year based on the performance of the agency and/or institute needs. The requirement of actual manpower may vary according to the need and may be reviewed / reduced / enhanced as and when required.
2. The Bidder should not hold / possess any work or service contract with the institute at the time of award of contract.
3. The successful bidder will not be allowed to transfer, assign, or sub-contract its rights and liabilities under this contract to any other agency without the prior written consent of RGUKT/ RGUKT, Ongole.
4. During the period of agreement, the RGUKT is at liberty to alter /modify /add /delete any of the conditions of the agreement in the interest of the RGUKT.
5. The selected agency should obtain and produce license under the Contract Labour (Regulation & abolition Act 1970) from the labor department. The agency should maintain and if necessary submit to the RGUKT for inspection on demand the records such as Muster roll, Payment register etc.
6. The bidding agency will be bound by the details furnished by them to RGUKT while submitting the bid or at a subsequent stage. In case, if, any of such document/s furnished by the firm is found to be false, it would amount to breach of terms of contract and the agency is liable for LEGAL ACTION besides termination of contract.
7. The bidder shall ensure that the security personnel deployed at RGUKT conforms to the STANDARDS prescribed in the Tender Document.
8. The successful bidder should furnish the following documents in respect of each security personnel deployed at RGUKT Ongole, before the commencement of contract.

- a. List of trained security personnel identified / selected by agency for deployment at RGUKT Ongole, with Bio-data i.e. date of birth, age, qualification address etc.,
  - b. Character certificate from a Gazette officer of the Central / State Government.
  - c. Certificate of verification of antecedents of persons by local police authority.
9. In case there is any change in employment of the security personnel, such change shall be intimated to the Institute in writing well in advance.
  10. Persons below the age of 18 years shall not be engaged for the work. The Contractor will submit medical certificate/any other certificate as age proof of the workmen deployed by him. The Contractor will also submit medical certificate to the effect that the workmen deployed by him are fit for work and are not suffering from any contagious disease.
  11. Working hours will be 8 hours per day for the workmen excluding break period. The timings and the break period will be indicated by the authorized rep. of the institute.
  12. The Contractor will be accountable for any accident, injury and loss of life to the workers deployed by him and shall be responsible for payment of compensation as per law. If need arises, the institute will recover such amount from the Contractor to effect payment to the affected person(s).
  13. Institute reserves the right to terminate the contract at any time without assigning any reason. However, wherever feasible the institute may consider notification of the annulment in advance to the Contractor.
  14. Contractor shall not change any employee without consent of the authorized rep. of the institute. Contractor will provide his telephone numbers of his office/residence/mobile on which he can be accessed / approached by institute
  15. The selected agency should provide identity cards to the personnel deployed at the RGUKT having the photograph of the personnel and personal information such as name, designation, address and identification mark etc., attested by the Security officer at the RGUKT/ RGUKT, Ongole.
  16. Any personnel found without wearing I.D. cards shall be treated as absent and shall not be allowed in the campus.
  17. Items of equipment, Walkie Talkies, Headgears, Metal Detectors, Torches, Lathis, Uniforms including Rain Coat, Jerkins, Identity Cards etc., for efficient conduct of duty by the agency personnel shall be provided by the agency and should be in good presentable condition.
  18. For patrolling purpose, the successful bidder should arrange to have vehicle of his own (minimum 2 two wheeler vehicle). Expenditure towards diesel, repairs etc., for the vehicles will not be provided or reimbursed by the RGUKT Ongole.
  19. RGUKT/ RGUKT, Ongole is not liable at any stage to provide accommodation, transport, food, medical and any other requirement of their personnel deployed at the RGUKT Ongole. The agency should make its own arrangements.
  20. The selected agency should designate / deploy a field officer at its own cost who would regularly interact with officers of the RGUKT/ RGUKT, Ongole campus so that

better co-ordination, services and utilization of optimal manpower deployment could be addressed.

21. The manpower employed by the agency should be required to work in three shifts of 8 hours duration on all seven days with staggered weekly off.
22. The personnel deployed should be required to report for work at specified shift hours and remain in the designated post till the end of the shift. In case, any post is vacant on any shift / day the wages for that shift / day shall be deducted.
23. The agency should ensure that the personnel deployed at the RGUKT/ RGUKT, Ongole are solely deployed only at the RGUKT, Ongole, and shall not be shared across organizations. Further the agency shall ensure that the personnel are not deployed beyond the maximum number of (regular) shifts per month as specified in the Labour Law. Failure to comply with this would result in administrative charges calculated only for shifts done by security personnel.
24. The duty hours should not exceed eight hours at a stretch. A continuous shift by the same person is not allowed and no post should remain unmanned. Odd duties / shifts may be required according to exigencies, which are to be provided by the agency.
25. Absenteeism must not exceed 10% of the total deployment in any month. Further within each shift the absenteeism should not be more than 15% of the deployment. The above should be achieved without individual person doing double shift or doing more than the maximum shift allowed by the contract (26 shifts in a month).
26. The agency should ensure the additional requirement of security personnel to provide weekly off and leaves as mandated in the labor laws
27. The selected agency should immediately provide replacement for any person/personnel who is (are) absent and ensure that as far as possible no designated post is left vacant in any shift. In case the agency fails to provide replacement within three working days appropriate penalty will be levied.
28. The Security personnel should be polite, cordial, positive and efficient while handling the assigned work and their action shall promote goodwill and enhance the image of the RGUKT/ RGUKT, Ongole.
29. The agency should ensure good behavior, conduct, and sincere discharge of duty by the personnel engaged by them. The personnel of the Security Agency should perform their duties effectively and diligently to uphold the dignity of the RGUKT/ RGUKT, Ongole.
30. The selected agency should ensure that any information related to Research, Operational process, Technical know-how, Security Arrangements and Administrative / Organizational matters are not divulged or disclosed to any person by their personnel deployed at the RGUKT/ RGUKT, Ongole .
31. The Security Agency should be responsible for any act of indiscipline on the part of the security personnel deployed by the agency should also ensure that they do not indulge in consumption of Alcohol / Smoking while on duty.
32. In case, the personnel employed by the successful bidder commits any act of Omission / Commission that amounts to Misconduct / Indiscipline / Incompetence / Security risks, the selected agency should take appropriate disciplinary action

against such personnel immediately when such instances are brought to the notice of the Agency, failing which it would amount to breach of contract and may lead to termination of contract.

33. The agency on its part and through its own resources should ensure that the goods, materials and equipment etc., are not damaged in the process of carrying out the services undertaken by it and should be responsible for the act of omission or commission on the part of its staff or its employees etc.,
34. If the RGUKT suffers any loss or damage on account of negligence, defaults or theft on the part of the employees of the agency, then the agency / service provider shall be liable to reimburse the value of the loss, as decided by the RGUKT for the same. The agency should keep the RGUKT fully indemnified against any such loss or damage. In case of frequent lapses on the part of the security personnel deployed by the agency, RGUKT shall be within its right to terminate the contract forthwith or take any other action without assigning any reason whatsoever.
35. The Service Provider / Agency will be responsible for making any direct or indirect damages to the vehicle or other movable or immovable properties of the Institute arising due to negligence, incompetence, or willful or otherwise negligence of its employees. The Agency will have to reimburse all cost borne by the RGUKT in this respect.
36. The Security personnel deployed by the agency should ensure that the RGUKT properties are protected from theft / pilferage / damage. After necessary investigation by a Committee constituted by The Director, RGUKT, Ongole, if proved that the Agency / their personnel are responsible for the incident, the agency is liable and will be penalized to the extent of the value of the loss and additionally Rs.10,000/- for each such incident.
37. The agency should not involve in any bribery or other unethical activities with anyone employed at the RGUKT, Ongole . The involvement in any such activity shall entail a penalty of Rs.25,000/- for each such incident.
38. If the agency fails to provide services to the satisfaction of the RGUKT on any of the above counts, the same will be communicated to the agency in writing. If three such notices are issued to the agency, the contract will be terminated and the agency shall forfeit the Performance Security.
39. Under no circumstances, the staff members and / or the workmen / employees of the security agency shall be treated, regarded or considered or deemed to be the employees of RGUKT and the security agency alone shall be responsible for their remuneration, wages and to their benefits and service conditions of all their employees deployed by the agency and shall indemnify and keep indemnified RGUKT against any claim that may have to meet towards the employees deployed by the agency.
40. **Legal terms and conditions**
  - a) For all intents and purposes, the bidder shall be the "Employer" within the meaning of various Labour Legislations in respect of manpower so employed and deployed at RGUKT, Ongole, for security services on contract.
  - b) The selected agency shall alone be solely responsible for the redressal of grievances / resolving of disputes relating to person deployed. RGUKT, Ongole

shall in no way, be responsible for any damages, losses, FINANCIAL or other injury claims to any person deployed by service providing agency in the course of their performing the functions/duties, or for payment towards any compensation.

- c) The personnel of the Security Agency shall not take part directly or indirectly in any of the activities of the Association / Union of the employees of the Institute and shall help the RGUKT to maintain strict security measures at all-time including during agitation, staged by such Association / Union.
- d) The Agency shall be solely responsible for compliance to the provisions of various Labor and industrial laws, such as, wages, allowances, compensations, EPF, Bonus. The Agency shall also be responsible for the insurance of its personnel. The Security Agency shall specifically ensure compliance of various Laws / Acts, including but not limited to with the following and their re-enactments / amendments / modifications:-
  - i. The Payment of Wages Act 1936
  - ii. The Employees Provident Fund Act, 1952
  - iii. The Factory Act, 1948
  - iv. The Contract Labour (Regulation) Act, 1970
  - v. The Payment of Bonus Act, 1965
  - vi. The Payment of Gratuity Act, 1972
  - vii. The Employees State Insurance Act, 1948
  - viii. The Employment of Children Act, 1938
  - ix. The Motor Vehicle Act, 1988
  - x. Minimum Wages Act, 1948
  - xi. Private Security Agencies(Regulation) Act 2005
- e) The agency shall alone be liable to pay compensation for any damage / death / injury sustained by the personnel or any other members of the agency as sustained by them in the course of their work / duty at the RGUKT and outside the RGUKT during the contract period.
- f) The selected agency will be responsible for compliance of all statutory provisions relating to Provident Fund, and Employees State Insurance etc. in respect of the persons deployed by it at RGUKT, Ongole.
- g) The selected agency shall also be liable for depositing all Taxes, Levies, Cess etc., & Income Tax to concerned tax authorities from time to time as per the rules and regulations on the matter.
- h) The selected agency shall maintain all statutory registers applicable under the Law. The agency shall produce the records on demand to the concerned authority of RGUKT or any other authority under Law.
- i) In case, the service provider fails to comply with any statutory / taxation liability under appropriate law, and as a result thereof RGUKT is put to any loss / obligation, monetary or otherwise, RGUKT will be entitled to recover such damage / loss out of the outstanding bills or from the Performance Security Deposit of the agency.
- j) The selected agency will indemnify RGUKT from all legal, financial, statutory, taxation, and any other liabilities.



#### 41. Financial terms and conditions

- a) 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.
- b) 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/ Security personnel, GST, EPF & ESI made by the Government of Andhra Pradesh.
- c) In the case of increase or decrease of minimum wages by the Government of Andhra Pradesh, 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 tender document.
- d) **Variable DA:** As revised/applicable from time to time based upon CPI or any other basis specified by the concerned office.
- e) **Minimum Daily Wages:** Minimum wages are to be paid as prescribed/notified by Labour Commissioner (State Govt. of Andhra Pradesh) or concerned department from time to time.
- f) No advance amount will be paid to agency
- g) The proof of remittance of statutory deductions of PF, ESI, Service Tax, as appropriate, to the respective agency, for those employed at RGUKT Four campuses, must be provided by the selected agency to RGUKT every month along with the bill, failing which the claim bill shall not be settled. These remittances/payments must be made in a separate challan specifically for the contract personnel deployed at RGUKT, Ongole in the name of respective campuses name.
- h) The rates agreed upon except the remuneration paid to employee and service Tax as notified from time to time by the state Government shall remain unchanged until the expiry of contract period or till they are amended by the RGUKT, Ongole .
- i) The agency shall submit the bill, in triplicate, along with attendance sheet (attendance records as per Bio-metric attendance recording system which duly verified and attested by RGUKT authorities) in respect of the persons deployed and submit to Finance Office at RGUKT by the third week of the subsequent month. The payment will be released within two weeks from the date of submission of such bills. The claims in bills regarding Tax if any should be necessarily accompanied with documentary proof pertaining to the concerned month bill. A requisite portion of the bill / whole of the bill amount will be held up till such proof is furnished, at the discretion of RGUKT, Ongole. The payment of the bill will be effected only on production of copy of the months wage sheet, ESI, EPF, and service tax remittance and half yearly / yearly return under the respective Acts.
- j) The monthly wages of the employees for a month should be paid on or before 5th of the succeeding month without waiting for the payment from the institute.

**Failure to do so will result in levy of penalty of 0.5% of total bill per day.**

- k) TDS @ 2% shall be made from the amount payable to the Contractor. The TDS certificate will be issued by RGUKT, Ongole. Payment of income tax on profits of the firm is the sole responsibility of the Contractor.
- l) The contractor will issue wage slips and employment cards as per relevant Act
- m) The contractor will make payment to his employees through NEFT and produce the necessary documents in proof of payment. The contractor shall obtain signature or thumb impression of the workman on wage roll authenticated by the initials of the contract.
- n) The contractor must ensure that entitled wages of the workers are credited to their bank account on or before 5th of the succeeding month. Contractor shall not enjoy any relaxation in this matter. While submitting the bill, the service provider must file a certificate certifying the following:
  - i. Wages of the workers were credited to their bank account on \_\_\_\_\_(Date)
  - ii. ESI Contribution relating to workers amounting to Rs. \_\_\_\_\_ was deposited on \_\_\_\_\_ (Date). Copy of the Challan to be enclosed.
  - iii. EPF contribution relating to workers amounting to Rs. \_\_\_\_\_ was deposited on \_\_\_\_\_ (Date). Copy of the Challan to be enclosed.

**42. Penalty:** RGUKT shall be entitled to impose any penalty to the extent of Rs.10,000/- (Rupees ten thousand only) on the first occasion upon the agency in the event of breach, violation contravention of any of the terms and conditions contained the agreement brought to the notice. If the lapse is repeated again, the extent of penalty will be doubled on each such occasion. The decision of the Director, RGUKT in this regard shall be final and binding upon the agency. Some of the instances in which penalty would be imposed are enumerated below, but these are not exhaustive but illustrative and penalty may be imposed on any violation/breach or contravention of any of the terms & conditions as well as assigned duties and responsibilities.

- a) If the personnel are not found in proper uniform, and not displaying photo identity card.
- b) If the personnel found indulging in smoking/drinking alcohol while on duty.
- c) If any personnel found performing the duty by submitting a fake name and address.
- d) If the personnel deployed are found absent from duty or sleeping or found engaged in irregular activities.

**43. Termination of the contract:** The contract can be terminated in under any of the following conditions :

- a) RGUKT shall be at liberty at its entire discretion to terminate the contract forthwith upon or at any time a breach or default of any of the terms and conditions contained herein or any other circular and/or rules framed

subsequently, is committed by him and/or by his Security Guards employed by it.

- b) Insolvency or dissolution of the partnership firm or death or adjudications insolvent of any partner of the Security Agency.
- c) Liquidation, whether voluntary or otherwise or passing of an effective resolution for winding up, if it is a company or co-operative society.
- d) If any attachment is levied and continues to be levied for a period of seven days upon Security Agency effects or any individual/ partner for the time being of its firm or any member of its cooperative society.
- e) If any partner of its firm or any member of its co-operative society shall be convicted of any criminal offence.
- f) If Security Agency shall either by him or by his servants commit or suffer to be committed any act which, in the opinion of the Director of RGUKT whose decision in that behalf shall be final is prejudicial to the interest or good name of the Institute.
- g) Violation of the provisions of Contract Labour (R & A) Act 1970, Private Security Agencies (Regulation) Act 2005 and other acts, rules, schemes or notifications issued by the Central or AP State Govt. from time to time, as applicable.
- h) RGUKT Ongole, May at any time by giving 30 days written notice to the agency, terminates the Contract, for its convenience. The notice of termination shall specify that termination is for the RGUKT convenience, the extent to which performance of the agency under the Contract is terminated, and the date upon which such termination becomes effective.
- i) The agency shall give a notice of 3 months (90 days) before withdrawing their services from the RGUKT during the contract period. In case the service is not found to be satisfactory, the contract shall be terminated by RGUKT by giving notice of one month to this effect.

On termination/expiry of the contract, the, Security Agency will immediately remove all its personnel from the premises of the RGUKT, Ongole.

44. **Resolution of disputes:** The RGUKT and the agency shall make every effort to resolve amicably by direct informal negotiation any disagreement or dispute arising between them under or in connection with the contract. The Director, RGUKT is the final authority for settling any disputes and the decision of the Director in this regard shall be final and binding on all. If, after thirty (30) days from the commencement of such informal negotiations, the RGUKT and the agency have been unable to resolve amicably a contract dispute, either party may require that the dispute be referred for resolution to the formal mechanisms specified here in. These mechanisms may include, but are not restricted to, conciliation mediated by a third party. The dispute resolution mechanism shall be as follows:

In case of a dispute or difference arising between the RGUKT and the agency relating to any matter arising out of or connected with this agreement, such disputes or difference shall be settled in accordance with the Arbitration and Conciliation Act, of India, 1996. All Arbitration proceedings shall be held within the Jurisdiction of Ongole (AP).

## **Annexure-1**

### **Qualifications and Experiences of Manpower**

#### **A) Qualitative Requirements of Security Guard**

- Minimum Height- 5.5''
- BMI should be below 25
- Able to walk and patrol 8 hours a day
- Climb steep stairs or a ladder
- 20/20 vision (or corrected to 20/40 with glasses).
- Physically fit and healthy (Physical fitness certificate from a civil surgeon is to be submitted)
- Knowledge of Telugu Must. Able to read and write in Telugu & English.
- No history or presence of any psychiatric disorder
- Experience : Min.2 years

**B)** No person who has been convicted by a competent court or who has been dismissed or removed on grounds of misconduct or moral turpitude while serving in any of the armed forces of the Union, State Police Organizations, Central or State Governments or in any private security agency shall be employed or engaged as a security guard or a supervisor. No person who is facing criminal charges or being contemplated against him/her shall be deployed for watch and ward in the RGUKT Ongole.

#### **C) Shift Hours:** Below is the tentative schedule of the three shifts

- 1st Shift 06.00 hours to 14.00 hours
- 2nd Shift 14.00 hours to 22.00 hours
- 3rd Shift 22.00 hours to 06.00 hours

**Annexure-2**  
**Bidder Letter Form**

From:  
(Registered name and address of the bidder)

To  
The Director  
RGUKT Ongole campus  
Kurnool Road, Near Santanotalapadu,  
Prakasam Dist. Ongole,  
Andhra Pradesh-523225

Sir,

Having examined the bidding documents and amendments there on, for providing security service at RGUKT Four campuses, RGUKT-AP, in response to your tender call dated .....

1. I/We hereby offer to provide security service as listed in the schedule to this tender hereto as you may specify in the acceptance of Tender at the price given in the said Schedule and agree to hold this offer open for a period of 180 days from the date of opening of the tender.
2. I/we shall be bound by a communication of acceptance / rejection by RGUKT.
3. I/We have understood the scope of work, Instruction to bidders and terms and conditions of contract in the form as enclosed with the invitation to the tender and have thoroughly examined the specifications quoted in the Schedule hereto and am/are fully aware of the nature of the service required and my/our offer is to provide security service strictly in accordance with the specifications and requirements.
4. Certified that ours is:
  - a) A sole proprietorship firm and the person signing the bid document is the sole proprietor/constituted attorney of the sole proprietor (OR)
  - b) A partnership firm, and the person signing this bid document is a partner of the firm and has authority to refer to arbitration disputes concerning the business of the partnership by virtue of the partnership agreement /by virtue of general power of attorney (OR)
  - c) A company and the person signing the document is the constituted attorney/ authorized signatory.(NOTE: Strike out whatever is not applicable. All corrections/deletions should invariably be attested by the person authorized to sign the bid document).
5. I/We do hereby undertake that, until a formal notification of award, this bid, together with your written acceptance thereof shall constitute a binding contract between us.
6. If bid is accepted, I/we undertake to;
  - a) Provide services/execute the work according to the time schedule specified in the bid document,

- b) Obtain the performance guarantee of a bank in accordance with bid requirements for the due performance of the contract, and
  - c) Agree to abide by the bid conditions, including pre-bid meeting minutes if any, which remain binding upon us during the entire bid validity period and bid may be accepted any time before the expiration of that period.
7. 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.

Yours faithfully,

(Signature)

Dated this day of \_\_\_\_\_

Address:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Telephone: \_\_\_\_\_

FAX \_\_\_\_\_

E-mail \_\_\_\_\_

**Annexure-3**  
**Bidder Information Sheet**

1.	Name of the organization:	
2.	Year of establishment:	
3.	Registered Office Address	
4.	Bio data or Profile containing name, educational qualifications, occupation and postal address of Proprietor / Partners / Directors / Managing Director / Chairman and Managing Director (Please use separate sheet if found necessary)	
5.	Nature of the firm (Proprietorship/ Partnership/ Private Limited or Cooperative body etc)	
6.	License number under Contract Labour (R&A) Act.	
7.	License No. under Private Security Agencies (Regulation) Act 2005	
8.	Registration No of Firm	
9.	PAN No.	
10.	Provident Fund Account No.	
11.	ESI Number	
12.	Name & Designation of Authorized person:	
13.	Phone No.	
14.	Fax No.	
15.	Email-ID	
16.	Total No. of branch offices in AP	
17.	Any other trade / business in addition to Security Services	
18.	Total experience (Years / Months) in Security Services Field	
19.	Have your Concern / Firm / Company ever changed its name any time? If yes, provide the previous name and the reasons there for?	
20.	Were the Company / Firm ever required to suspend Security Services for a period of more than six months continuously after	

	you commenced the Security Services? If yes, state the reasons.	
21.	Have you or your constituent ever left the contract awarded to you incomplete? If so, give name of the contract and reasons for not completing the contract.	
22.	Brief details of Litigations, if any, connected with Security Services work, Current or during the last three years, the opposite party and the disputed amount.	
23.	Specify whether there are any issues / disputes against your Agency / Firm / Company are pending before the commissioner of Provident Fund, Employees State Insurance, Labour Tribunal Authorities, etc.,	
24.	Give information, if any, regarding the proceeding for bankruptcy, insolvency or winding up in which the bidder is / was involved	
25.	Details of Awards, if any received or Reviews in the Media, if any	
26.	<b>Bank Details of the Agency:</b>	
	Bank Name	
	Bank Address	
	Bank Account Number	
	IFSC Code	
27.	Bid Document Fee (Non-refundable)	Amount Rs. : DD No. : DD Date : Issuing Bank & Branch :
28.	EMD	Amount Rs. : DD No. : DD Date : Issuing Bank & Branch :

Place & Date: Bidder's Signature with Seal



**Annexure-4**  
**List of Major Customers (Both Ongoing and Completed)**

S.No.	Name and address of the client Institution with name, address, mobile number and Email ID of the Officer to whom reference may be made.	Nature or type of Security Services (viz., Security Services to educational institutions, Factory, etc., )	Work order Value (Rs.)	Number of Security Guards and Supervisors deployed	Period of Contract	
					From	To

## Annexure-5

### **CLIENTS CERTIFICATE REGARDING PERFORMANCE OF CONTRACTOR**

Name and Address of Client:-

Name of Firm/PSA :-

Details of work executed by the Firm/PSA:-

<b>S.No</b>	<b>Activities</b>	
1.	Agreement No. and date	
2.	contract/Actual Period of Services rendered	
3.	Average number of Un-armed <b>Security Guards</b> deployed in last 3 years (approx).	
4.	Name and Address of Authority under whom work executed. And also contact number and email address	
5.	Attendance	
6.	Record maintenance	
7.	Crime detection and follow-up action	
8.	Welfare Measure by the Agency to their staff	
9.	Gadgets used (wireless, transport, Phone, torches etc.)	
10.	Monitoring mechanism	
11.	Liaison / Rapport with local police if necessary	
12.	Behaviors with Staff and Guest	
13.	Disciplinary action against security personnel or company if any	
14.	Whether the PSA is complying with minimum Wages Act 1948, Employees Provident fund and Miscellaneous Provision Act 1952, Employees Deposit Linked Insurance Scheme 1976, Employees State Insurance Act 1948, Payment of Gratuity Act 1972, Payment of Bonus Act 1965 and all other Laws as applicable	
15.	Violation of Labor Laws, if any	
16.	Did the Security Agency go for	

	Arbitration/Default. If Yes, Total amount of claim	
17.	Average Response time for deployment. (number of days)	
18.	Quality of Work	
19.	Comments on capabilities of the PSA	
20.	Technical Proficiency regarding Labor laws	
21.	Financial Soundness	
22.	Mobilization of Manpower	
23.	Quality of Manpower supplied for Security purpose	
<b>Overall Rating of PSA on a score of 10</b>		<b>Marks awarded by Reporting Officer are:- /10</b>

Signature of Reporting:

Officer with Office Seal:

Details of Officer:

NAME:

DESIGNATION:

MOBILE NO:

E-MAIL ID:

**Annexure-6**  
**Details of office/branch in AP**

<b>S.No</b>	<b>Full Address of Office</b>	<b>Contact person with phone No.</b>	<b>No of Employees</b>

**Annexure-7**  
**NON BLACKLISTING CERTIFICATE**

[To be submitted on letterhead]

I/We hereby certify that the ----- [Name of the company / firm] has not been ever blacklisted/debarred by any Central / State Government / Public Undertaking / Institute on any account.

I/We also certify that firm will be supplied the item as per the specification given by RGUKT and also abide all the terms and conditions stipulated in the bid document.

I/We also certify that the information given in bid is true and correct in all aspects and in any case at a later date it is found that any details provided are false and incorrect, contract given to the concern firm or participation may be summarily terminated at any stage, the firm will be blacklisted and RGUKT may imposed any action as per the rules.

Date :

Name :

Place :

Business Address :

Signature of Bidder :

Seal of the Bidder :

**FINANCIAL BID**  
**RGUKT ONGOLE CAMPUSES**  
**SECURITY SERVICES**

The Bidder shall fill all the required columns of Financial Bid (i.e. Service Charges and total amount in figures and words):

S. No.	Details	Zone-II wages		
		Security Guard (Unskilled)	Supervisor (Semi skilled)	Security Officer (Highly Skilled)
1	<b>Minimum Basic Wage</b> as per G. O .Ms. No. 43 Dated.28.05.2010 issued by LABOUR EMPLOYMENT TRAINING AND FACTORIES (LAB.II) DEPARTMENT	4250	5500	6500
	<b>VDA ** (1418 points)</b> (01-10-2020 to 31-03-2021)	5589	5589	5589
	<b>A. Total Basic Wage</b>	<b>9839</b>	<b>11089</b>	<b>12089</b>
2	<b>B. EPF</b> (Employer's share - 13%) or as per Government norms	1279.1	1441.6	1571.6
3	<b>C. ESI</b> (Employer's Share - 3.25%) or as per Government norms	319.8	360.4	392.9
4	<b>D. Sub Total – 1 (A +B +C)</b>	<b>11437.84</b>	<b>12890.96</b>	<b>14053.46</b>
5	<b>E. Service Charge</b> ( _____%) on Total Basic Wage (A)			
6	<b>F. Sub Total -2 (D+E)</b>			
7	<b>G. GST applicable @18%</b>			
8	<b>H. Sub Total-3 (F+G)</b>			
9	<b>I. No of persons required</b> (approx)	<b>99</b>	<b>8</b>	<b>4</b>
10	<b>J. Total Amount</b> (category wise) (H*I)			
		<b>(K)</b>	<b>(L)</b>	<b>(M)</b>
11	<b>N. Total Amount (K+ L+ M) (Rs)</b>			

**Rupees:**

**Note:-**

- Variation in number of Security Personnel  $\pm$  10
- 2% TDS & 2% -TDS on GST as per applicability shall be deducted monthly from the gross billed amount to be paid to the contractor.
- As per the Ministry of Finance OM No. 29/2014- PPD, dated 28-01-14, bids quoted NIL service charges shall be treated as non-responsive

\*\* **VDA:** As revised/applicable from time to time based upon CPI or any other basis specified by the Government of Andhra Pradesh/Concerned Office.

**Letter Head of Chartered Accountant  
Format of Turnover Certificate**

The Turnover of Mr./Ms./M/s \_\_\_\_\_ for last two financial years as per his/her/their books of Accounts was as under:

S. No.	Financial Year	Turnover (Lakh Rs.)
01		
02		
03		

Signature of Chartered Accountant

Name:

Membership No.:

Seal