



PALAMURU UNIVERSITY: MAHABUBNAGAR: 509 001

No. **152** / Security / PU /MBNR / 2018,

Dt: 24 - 07 - 2018

NOTICE INVITING TENDER/BIDS FOR SUPPLY OF SECURITY MANPOWER SERVICES

Palamuru University, Mahabubnagar, invites Technical and Financial Bids (in separate envelope to be put in one big envelope) from Security Service Providers/Organization registered with Telangana

| | | |
|---|---|----------------------------|
| 1 | Date of issue of Notice Inviting Tender | 27-07-2018 |
| 2 | Last Date for receipt of Tender | 12-08-2018 up to 4.00 p.m. |
| 3 | Opening of Tender Bids | 12-08-2018 at 5.00 p.m. |

Interested Agencies holding license with updated registration and all statutory licenses submit their sealed tenders along with the demand draft for **Rs. 3000/ (Rupees three thousand only) drawn in favour of the Registrar, Palamuru University, Mahabubnagar, towards tender form cost** (nonrefundable) on any Nationalized Bank (Other terms and conditions please visit university [website](http://www.palamuruuniversity.ac.in). www.palamuruuniversity.ac.in)

The tender document should be submitted in a sealed and signed envelope containing Three separate envelopes super scribing: -

- 1) Demand Draft for Rs.3000/- towards cost of Tender Form (Non-refundable) **and** Demand Draft for Rs. 25,000/- towards E.M.D. (Refundable in case of unsuccessful bidder)
- 2) TECHNICAL BID
- 3) FINANCIAL BID.

The Agency's name should also be visible on the sealed covers.

**Sd-
Registrar**

TECHNICAL BID

No. **152** / Security / PU /MBNR / 2018,

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| | | |
|----|---|--|
| 1 | Name and Address of the Agency | |
| 2 | Name of Proprietor of Agency | |
| 3 | Year of the Establishment (Enclose Proof) | |
| 4 | Registration for manpower supply | |
| 5 | GST/Service Tax No.(Enclose Copy) | |
| 6 | PAN NO. (Enclose copy) | |
| 7 | EPF Registration (Enclose copy) | |
| 8 | ESI Registration No. (Enclose of Photo copy) | |
| 9 | Income Tax Clearance Certificate (Enclose copy) for Two years 2015-16 & 2016-17. | |
| 10 | Certificate copy of Financial Status (Bank Statement) | |
| 11 | Certified Audit copy of Balance Sheet of the Agency for the last Two years 2015-16 & 2016-17. | |
| 12 | Clientele: Govt./Semi Govt. Public Sector/Autonomous Bodies Must be indicated along with proof. | |
| 13 | Any other information | |

DECLARATION

I hereby certify that information furnished in the above Tender is true, complete and correct to the best of my knowledge and belief. I undertake that in the event of any information being found false are incorrect at any stage, my tender shall liable to be cancelled/terminated without any notice or compensation in lieu thereof.

Signature with seal

REQUIREMENT FOR TECHNICAL BID:

1. The qualitative assessment of technical bids will be done on the basis of requirements given in the tender documents and Service Provider/Agencies will be shortlisted out of the available offers. Financial Bids of short listed technical bidders will only be opened for the purpose of awarding the job. The agency may nominate its representative to attend the process of opening of sealed envelopes. The service charge should be clearly mentioned in figures and words. The Rates quoted in the Tender will remain unchanged during the period of agreement. In case of over-writing the quotation is liable to be rejected.
2. Palamuru University, Mahabubnagar reserves the right to cancel the tender process at any time before the award of contract, without assigning any reasons to any bidder. The University also reserves the right to accept or reject any or all bids without assigning any reason.
3. The Earnest Money Deposit (EMD) Rs. 25,000/- (Rupees Twenty-Five thousand only) will be refunded to the unsuccessful bidder without any interest within one month of finalization of contract. The EMD is liable for forfeiture in event of (a) Withdrawal of offer during the validity period of the offer (b) Non-acceptance of orders when placed (c) Non confirmation of acceptance of orders within the stipulated time after award of the contract (d) Any unilateral revision made by the bidder during the validity period of the offer.
4. That the Service Provider/ Agency/ Firm should be registered with all statutory bodies, i.e. ESI, GST, Service Tax, EPF, PAN and Registration of Firm with Government. Copies of such certificates shall be submitted along with Tender document. The tenders of the firms which do not have any of these will not be considered.
5. The Service Provider / Agency should have at least three (3) years' experience of providing manpower in PSUs / Universities / Government Departments. Copies of job orders and particulars of contract offer in the concerned Departments be furnished for the purpose of verification.
6. The bidder should submit the latest Income Tax Returns (ITR) at least for the last Two (2) Financial Years (2015-16 & 2016-17).

Undertaking/acceptance for the following: -

7. All the statutory/legal liabilities will be handled by Service Provider / Agency and Palamuru University will not be liable for the same in any circumstances.
8. Break-up of monthly payment details to each category of outsourced staff along with the Service Provider / Agency's service charges will be submitted along with the bills every month to the Palamuru University Office.

9. The Service Provider /Agency will supply manpower of the specified standards only (in terms of qualifications and skill requirements) for each category of manpower.
10. Replacements of manpower as and when sought by the Palamuru University, Mahabubnagar will have to be provided by the agency in accordance with the quality norms mentioned above.
11. The job contract will be awarded initially for a period of one year. It is extendable for another One/Two years based on review of the performance of the manpower and the Agency.
12. The Service Provider shall be responsible for getting the character and antecedents of the persons verified from the Police authorities before putting any Person to work and that person should be free from any communicable disease.
13. Any violation of these terms and conditions will lead to termination of the job contract with the Service Provider/Agency forfeiture of the security amount and blacklisting of the agency for future jobs.
14. Any legal disputes arising out of the job contract will be settled in court of Mahabubnagar & Hyderabad only.

**For any queries or more information may contact the Office
between 11.00 am to 4.00 pm on all working days in person.**

Terms and Conditions:

15. All services shall be performed by persons qualified and skilled in performing such services as per the eligibility criteria indicated for each category.
16. The persons supplied by the agency should not have any police records/criminal cases against them. The agency should make adequate enquires about the character and antecedents of the person whom they are recommending. The character and antecedents of each personnel of the service provider will be got verified by the Service Provider before their deployment after investigation by the local police collecting proofs or identities like driving license, bank account details, previous work experience, proof of residence and recent photograph and a certification to this effect submitted to the Palamuru University. The service provider will keep in record a certificate of their medical fitness. The Service Provider shall withdraw such employees who are not found suitable by this office for any reasons immediately on receipt of such a request.
17. **That the persons deputed shall not be below the age of Twenty (20) years and not above the age of Forty-Five (45) years and they shall not interfere with the duties of the employees of the Palamuru University.**

18. The service provider has to provide photo identity cards to the persons employed by him/her for carrying out the work. These cards are to be constantly displayed & their loss shall be reported in the University Office immediately. The Service Provider shall ensure proper conduct of these persons in Office premises and enforce prohibition of consumption of Alcoholic Drinks, Pan, Gutka, Smoking, Loitering without work.
19. The transportation, food, medical and other statutory/legal requirements in respect of each personnel of the service provider shall be responsibility of the service provider.
20. There should be no over-writings in the quotations; otherwise, the quotation is liable to be rejected.
21. The man-power employed by the agency should work as per the working days and timings of Palamuru University. No Extra wages will be paid for attending the office on weekends/holidays/late sitting. The normal office working hours shall be from 9.00 am to 5.30pm.
22. The agency must submit its bill to the Palamuru University, Mahabubnagar latest by 5th day of each month along with the proof of the required documents in respect of the deployed man-power. The payment will be made only on completion of the term and conditions of the agreement. The agency shall be solely liable for any violation of provisions of the said acts or any other act.
23. The Agency shall be responsible for timely compliance of the obligations under various laws and Acts, namely EPF Acts, ESIC Act, Workman Compensation Act etc. or under any other statutory requirements as applicable to Telangana State and amended from time to time in respect of the manpower deployed and also to present the documents as and when required or asked for by the Palamuru university, Mahabubnagar. The Contractor shall be the Principal Employer of the workman and any other staff to be deployed by him/her in the Office of the Registrar, Palamuru University, Mahabubnagar and in no case there shall be relationship of Employer and Employee between the Palamuru University, Mahabubnagar and the said man-power.
24. The manpower employed by the Agency shall have no rights, what so ever for any appointment in the Palamuru University in temporary / adhoc / daily wages / regular vacancy on the basis of their work in Palamuru University.
25. In case of any other person so deployed by the agency does not come up to the mark in terms of general discipline or does not perform her/his duties properly or indulges in any unlawful activity including riots or disorderly conduct, the Agency on the order of Registrar, Palamuru University shall immediately withdraw such person(s) from the premises of the Registrar, Palamuru University, Mahabubnagar.

26. The Agency shall keep the Registrar, Palamuru University indemnified against all claims whatsoever in respect of the employees deployed in Palamuru University, Mahabubnagar at VARIOUS POINT OF TIME. In case any employee of the Agency so deployed enters in dispute of any nature whatsoever, it will be the sole responsibility of Agency to contest the same at appropriate forum(s). In case, the Registrar, Palamuru University, Mahabubnagar is made a party and is supposed to contest the case, the Registrar, Palamuru University will be reimbursed the actual expenses which shall be paid in advance by the Agency to Registrar, Palamuru University on demand.
27. The deduction of Income Tax from the bills of the Agency will be made at source as per the rules of the Income Tax Act, at the rate as applicable from time to time.
28. In case of unsatisfactory services rendered by the contractor the Registrar, Palamuru University reserves the right to terminate the contract even during the continuance of the contract and no payment will be made after that. Of course, an opportunity shall be provided to him to clarify the position.
29. If any, accident occurs with any worker of the contractor while doing his job, the Registrar, Palamuru University will not be liable in any way and the sole responsibility will be of the contractor.
30. The Service Provider / Agency shall abide by the terms & conditions strictly.
31. The PAN / Service Tax Number of the firm may be indicated. The quotations of the firms who do not have PAN will NOT BE CONSIDERED.
32. The Service Provider / Agency shall submit the monthly bill on 5th of every month along with attendance sheet and the same shall be paid after deductions of usual taxes, if any. The payment will be made after completion of one month and not in advance. However, the Agency shall pay the wages to its staff on the last day of a month.
33. The Service Provider / Agency should attach a copy of the Work Contract Registration Certificate required under the provisions of the T.S Sales Tax on Work Contract Act.
34. The Service Provider / Agency should also attach a copy of Service Tax Registration Certificate.
35. The Service Provider / Agency should submit the latest Income Tax Clearance Certificate & Sales Tax Clearance Certificate and Balance Sheet for the last three years.
36. The qualified and suitable Candidates to be provided by the agency will be screened by the Palamuru University Committee and on satisfaction of the

Committee only will be allowed to join Palamuru University. In case of non-satisfactory of the quality of the candidates the agency would be liable to provide alternate candidates. If more than 50% candidates are rejected by this process, then the agency will be given first warning. If it occurs again, then the contract may be cancelled due to this reason. Therefore, the selected agency is advised to ensure quality of candidates in the first instance itself, so as to avoid such eventuality.

37. While submitting the bill, the service, provider will submit the following certificate / copies of documents: -

- 1 Certificate to the effect that all wages for previous month have been disbursed in full to the outsourcing personnel provided to Palamuru University.
- 2 Copies of documents such as deposit challan along with list of persons showing deposit of ESIC, EPF, Service Tax with the concerned agencies for each individual for previous month.

38. Unless the documents indicated at Sl.No.37 are received, the payment for the services provided by the Agency shall not be made.

Experience of the firm (minimum of 3 years):

| Sl. No | Name of Client | Contact person & Mobile No. | From | To | Duration | No. of Security personnel deployed |
|--------|----------------|-----------------------------|------|----|----------|------------------------------------|
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| 5 | | | | | | |
| 6 | | | | | | |

If necessary, a separate detailed chart may be enclosed.

Name of the bidder: _____

**Signature of the bidder
along with seal**

FINANCIAL BID

No. **152** / Security / PU /MBNR / 2018,

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SECURITY SERVICES

The bidder shall fill the required columns of Financial Bid:

| Sl. No. | Details | For One Security Guard in Rs. Ps. | Remarks |
|-------------------|------------------------------|-----------------------------------|---------|
| 1 | Wages | | |
| 2 | Employer's share EPF 13.15% | | |
| 3 | Employer's Share (ESI) 4.75% | | |
| 4 | G.S.T. Applicable | | |
| 5 | Service Charges | | |
| | Total Amount per person | | |
| (Rupees.....only) | | | |

Note:-

1. The Bidder should quote wages per person per month in figures and words inclusive of monthly wage, EPF, ESI, Service Charge, Service Tax, GST etc., as per statutory rules.
2. In case of discrepancies between words and figures, the bid which is least of the two versions will be confirmed.

Name of the bidder: _____

**Signature of the bidder
along with seal**