TATA Institute of Social Sciences,
(off-campus) Hyderabad -500 030

TENDER NOTICE No. 1/TISS/Hyd-C/ 2016

TENDER FOR CONTRACT SECURITY SERVICES

Tender document contains 10 pages, additional sheet if any used may be duly numbered and signed and kept affixed by the tenderer.

TATA Institute of Social Sciences, (Off-campus) Hyderabad -500 030

TENDER NOTICE No. 1/TISS/Hyd-C/ 2016

SECURITY SERVICES ON CONTRACT

Sealed Tenders in **TWO BID FORMAT** (Separate Technical Bid and Financial Bid) are invited for providing contract security services from registered Security agencies having

a) Established infrastructure for providing security services with excellent training and communication facilities at Hyderabad campus.
b) Contract with five or more Institutions/Industries, providing 30 (Thirty) or more personnel in each unit.
c) Capability to provide Ex-Servicemen/trained personnel having good bearing, training and maintaining high standard of turn out.

General terms & Conditions:

1. The contract will be initially valid for a period of one year from the date of issue of offer of contract.

2. The agency should obtain and produce license under the "The contract Labour (Regulation & Abolition Act 1970) from the Labour Department. The agency shall maintain, and if necessary, submit to the Institute for inspection on demand the records such as Muster roll, Payment register etc. The Institute will not bear any liabilities pertaining to the personnel engaged by the Agency.

3. The Contractor/Security agency will strictly observe the required standards to maintain proper account of payments including statutory benefits (ESI & PF etc.) being made to the personnel of the agency. The statutory financial statements (Income tax, Professional Tax, Service Tax Proof of ESI & PF payments etc.) and any other documents as may be required by the Institute the shall be produced for scrutiny by the agency on demand. The agency shall be solely responsible for any failure to fulfill the statutory obligations and shall indemnify the Institute against all such liabilities, which are likely to arise out of the agency's failure to fulfill such statutory obligations.

4. The security personnel should be of (a) age group between 22 and 55 years (b) The security guards should have the education and average intelligence to check Identity cards and Gate passes; (c) Knowledge of Telugu/Hindi/English is essential (d) the security supervisors should be at least matriculate, preferably ex-servicemen, and be able to read & write in English (e) training in fire safety and fire fighting.

5. Logistics Manager or any authorized official will screen all the security personnel deputed/deployed to the institute, including the Discharge certificate in case of ex-servicemen. The latest police verification certificate in respect of each such personnel proposed to be deployed shall necessarily be submitted to the institute.

6. The duty hours should not exceed 12 hours at a stretch. Continuous shifts by the same person should be avoided and no post should remain unmanned. Odd duties/shifts may be required according to exigencies, and have to be provided for.

7. Absenteeism must not exceed five percent of the total deployment in any month. The Institute shall reserve the right to impose penalty for excess absenteeism or failure to deploy adequate personnel

8. Items of equipment, headgears, torches, lathis, uniforms including rain coat, jerseys etc. for efficient conduct of duty by the agency personnel shall be provided by the agency and shall be in good, neat and usable condition.

9. No accommodation will be provided on the campus for the agency personnel and the agency shall make its own arrangements for its personnel.

10. 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 Institute during the contract period.

11. The Agency shall ensure politeness, good behaviour, good conduct, application, alertness and commitment in the discharge of duty of personnel engaged by them.

12. The personnel of the Security Agency shall not be treated or considered as employees of the Institute under any circumstances. The Agency personnel and shall at all times work with high professional standards and commitment with the Institute to maintain strict security measures round the clock including during.

13. The Agency personnel shall perform their duties effectively and diligently in accordance with the general procedure laid down by the Institute from time to time.

14. The agency shall arrange to effectively safeguard men, materials and the interest of the Institute in the Campus and at designated places by posting its personnel in such manner and at such points and at time to assure the Institute that its interests are fully and wholly safeguarded. This includes assisting the Institute in first-aid and fire safety operations as may be deemed necessary.

15. In the event of theft, pilferage or damage to the institute’s property, after necessary investigations, if proved beyond doubt that the Agency/their personnel are responsible, the agency shall make good all the losses /damage.

16. The rates agreed upon shall remain unchanged untill the expiry of the contract period or till they are amended by the Institute in accordance with institute's norms.

17. Bill/s have to be submitted, after the completion of every month and the Institute will work to release payment within reasonable time from the date of submission of bill/s. The payment of the bill will be effected only on production of the verified photo copies of the previous months wage sheet Service tax, ESI &EPF remittance and half yearly/yearly return under the respective Acts

18. On all matters pertaining to this tender, the decision of the Deputy Director / Director of the Institute shall be final and binding.

19. The agencies are urged to actually visit the campus with the permission of the Security Officer before submission of their technical and financial bids separately in sealed envelopes

20. Any or all disputes arising out of these presents shall be settled by arbitration at Hyderabad under The Arbitration & Conciliation Act by a single Arbitrator to be appointed by the Director of the TATA Institute of Social Sciences, Hyderabad campus.

21. Successful Security Agency/ contractor shall execute an agreement in the prescribed format on stamp paper of appropriate value.

Sd/-

TATA Institute of Social Sciences,
Off-campus Hyderabad

TATA Institute of Social Sciences,
(Off-campus) Hyderabad -500 030

TENDER NOTICE No. 1/TISS/Hyd-C/ 2016 Dated.....

The following number of personnel in each category is tentatively required at the Institute. The number may vary from time to time according to the Institute.

Sl. No	CATEGORY	NUMBER OF PERSONNEL
1	Security Guards	
2	Security Supervisors	

Note: The Security Supervisors should at least be matriculates and preferably Ex- servicemen as indicated in the general terms and conditions.

1. All ex-servicemen are required to produce Discharge certificate.

2. Knowledge of Telugu /Hindi/English is essential.

I. SCOPE OF WORK:

1. To maintain round the clock (24 hours) fool proof security at TATA Institute of Social Sciences, Hyderabad Campus including Schools, Departments, Hostels, Administration building, South Campus and other areas notified by the Institute from time to time.

2. The Security agency shall maintain all security registers in the format prescribed by the Institute like IN and OUT material registers, Vehicle Movement Register, Visitors Registers and Returnable Gate Pass Registers, etc. with their stationery (agency should provide the stationery)

3. The Security agency shall restrict the entry of all unauthorized persons into the Campus, as it is not a thoroughfare. Entry is restricted to bonafide staff, students and residents of the Campus. Visitors shall be allowed after proper identification and verification of bonafide and genuineness of purpose.

4. The Security agency shall check daily the Vendors' passes and Temporary Labour passes issued by the Institute.

5. The Security agency shall remain professional and independent even when maintaining amicable relations with the Institute fraternity. They shall be polite, but firm on security and access issues.

II. TERMS AND CONDITIONS:

1. The Security agency shall engage and post only trained, physically fit and experienced Security personnel i.e. -- supervisors, -- Head Guards, -- Security Guards (minimum prescribed qualification will be SSC passed) at thefollowing points for a period of one year in 12 hours each shift

Sl. No.	Post	No. of Security Guards	Shift wise	Remarks
1.	Security Guards			
2.	Security Supervisors			

2. The Security agency shall engage -- Supervisors -- per day shift basis and -- motor cycle patrolling in the day and night to look after the above mentioned security arrangements on the campus for a period of one year.

3. Pattern of quoting: Tenderer may please quote a lump sum amount / rate per guard / per supervisor per month inclusive of all (i.e., ESI, PF, Taxes service charges).

4. The Security agency shall submit an undertaking to the effect that in the event of laxity in the performance of the above mentioned scope of work is their responsibility loss or damage if any, caused to the properties of the Institute and shall compensate the same.

5. The Security agency shall maintain its own muster rolls for the persons engaged by them and submit for verification to the Institute along with invoice every month.

6. The Security agency shall follow the labours laws etc. for its workers.

7. The Security agency shall supply the uniform lathis and torch lights to their guards.

8. The Security agency shall deposit Earnest Money Deposit (EMD) of Rs. 50,000/- (Rupees Fifty thousand only (refundable in case of unsuccessful bidders) in the form of Demand draft in favour of TATA Institute of Social Sciences, payable at Hyderabad along with the tender schedule. Tenders received without EMD DD will be summarily rejected.

9. The Security agency should deposit 10% of the Value of the contract with the Institute as Security Deposit (applicable only in case of successful bidder) either in cash or by form of Bank guarantee from a Nationalised Bank valid for the period of contract.

REQUIREMENTS FROM THE TENDERER:

1. Profile of your firm and clients list.

2. Details of experience and proof thereof. The Security agency should have undertaken similar work at least for a period of 5 years.

3. Details of service tax and references of registration with the Government like ESI & PF, Labour Department and PAN number, etc.

4. The successful bidder shall enter into an agreement with the Institute.

5. The successful bidder will be responsible for discharging its liabilities like PF, ESI Service Tax.

6. Arbitration clause as per the rule with in Hyderabad/Secunderabad jurisdiction.

7. Payment terms as per Institute rules.

8. The other conditions would be as per Institute Procedures and rules.

9. The Institute reserves the right to accept/reject any or all the tenders without assigning any reasons.

Sd/-
REGISTRAR

TATA Institute of Social Sciences, (Off-campus) Hyderabad -500 030

TENDER NOTICE No. 1/TISS/Hyd-C/ 2016

Mode of Furnishing Tender

The tender should furnish / submit two sealed covers annexed as 'A' & 'B' on or before the prescribed date in the tender notification

The cover A shall contain : **(Technical)**

a) Profile of the Security agency, in the prescribed form, copies of Clients Works order, supporting document/s copy of Agency Infrastructure etc..
b) Photostat copies of Certificates / documents of ESI, EPF / FPF Registration of agency, Service Tax, Income Tax Clearance etc.
c) Any other additional information

The Cover B shall contain (**Commercial (Financial) details)**

a) the filled in schedule of Rates in the prescribed form duly signed by the competent agency representative with seal.

III. Note to the Tenderer:

a) The Security Agencies which fulfill the Institute conditions as per part 'A' of the tender only will be short listed and invited for discussion.
b) Part "B" form submitted by the short – listed agencies only will be opened and the contract will be finalized.
c) Quotations must be submitted giving detials using enclosed tender papers and if required additional sheet may be attached and duly numbered.
d) Rates quoted shall remain valid for six months. The total amount should be written both in figures and in words.
e) The consolidated rate should include (?) Reliever charges. ESI/PF & Statutory deductions & Contributions other Service charges, etc. The break up details may be attached in separate sheet.
f) Tendered should carefully go through all the terms & conditions before furnishing their sealed Tender. Any corrections in the Tender should invariable be attested with signature and seal of the Tenderer, failing which, the Tender shall be liable to be rejected.
g) Service Tax as applicable will be paid on the total bill.
h) the Institute shall be under no obligation to accept the lowest or any tender received in response to this tender notice and shall be entitled to reject any tender without assigning any reason whatsoever.
i) The Institute may break the contract in parts and award it to more than one agency.
j) Bids which do not comply with the above conditions are liable to be rejected.

TATA Institute of Social Sciences, (Off-campus) Hyderabad -500 030

TENDER NOTICE No. 1/TISS/Hyd-C/ 2016 Dated.....

Part – A (Technical)

Profile / Details of Security Agency

1	Name & Address of the Security Agency 1. Tel: 2. Fax: 3. e-mail: 4. Mobile:	
2	Name and Position of contact person	
3	Organisational (Personnel) Chart of the Agency (Including field executives)	
4	Infrastructure of the Agency 1. Controlling Room 2. Training 3. Communication 4. Vehicles 5. Others (If yes give details attach proof)	
5	Five Major Clients (with 30 or more personnel in an unit at Hyderbad Contract period, contact person with phone number) (Attach proof)	
6	Security Agency 6. Registration No; 7. PF Registration No: 8. ESI Registration No: 9. Service Tax : 10. IT PAN: Other Registration if any	
7	Any other information the agency may like to provide	Attach additional sheets

Signature of the Tenderer with Seal

TATA Institute of Social Sciences,
(Off-campus) Hyderabad -500 030

TENDER NOTICE No. 1/TISS/Hyd-C/ 2016 Dated.

Part – B (Commercial (Financial)

FORM FOR TENDER RATES TO BE QUOTED PER MONTH

Sl.No	Category	Consolidate Rate Per Personnel
1	Security Guards	
2	Security Supervisors	
3	Other details (charges, if any)	

Signature and seal