



SCHOOL OF PLANNING AND ARCHITECTURE VIJAYAWADA

(An Institute of National Importance, Ministry of Education, Govt. of India)
Sy.No. 4/4 ITI Road, Vijayawada – 520008
Website: www.spav.ac.in

NOTICE INVITING eTENDER FOR SECURITY SERVICES 2020

eTender No. SPAV/Estt./SS/Contract/2020-21/eTender

Cost of the Tender Rs. 2000/-
Estimated Value of Tender Rs. 1,00,18,000/-
Date of Tender Issue: 29.10.2020
Last date of Tender submission: 18.11.2020
Date of Opening of Technical Bid: 19.11.2020



योजना तथा वास्तुकला विद्यालय, विजयवाड़ा
School of Planning and Architecture, Vijayawada
An Institute of National Importance, Ministry of Education Gov. of India



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eTender No. : SPAV/Estt./SS/Contract/2020-21/eTender

Dt: **29-10-2020**

**NOTICE INVITING eTENDER
FOR SECURITY SERVICES**

I. General Instructions

1. e-Tenders are invited by the Registrar, SPA Vijayawada from experienced registered Contractors / Firms having a valid licenses under Contract Labour (Regulation and Abolition) Act, 1970 and PSARA Act, 2005 (section 4) and requisite credentials for providing “**Security Services**” on contract basis at SPA Vijayawada.
2. Summary of the Tender:

A	Name of work	Providing Security Services for the entire SPA Vijayawada Campus at IIT Road, Vijayawada 520008 on daily basis (24X7)
B	Implementing agency	School of Planning and Architecture Vijayawada
C	Address for Communication regarding Tender	The tender document shall be available in the E-Procurement portal https://eprocure.gov.in/eprocure/app . It may also be downloaded from the website of the School of Planning and Architecture Vijayawada (www.spav.ac.in). Tender Fee is required to be paid.
D	Bid Security (EMD)	Rs 5,00,900/- in the form of Demand draft in favour of Director, SPA Vijayawada drawn on any scheduled bank, payable at Vijayawada
E	Bid validity	90 days from last date for submission of bid.
F	Last date of Bid Submission (only in online mode at CPP Portal)	18.11.2020 at 14:00 hrs
G	Technical bid opening	19.11.2020 at 15:00 hrs
H	Performance Security	10% of the total value of the order issued to the successful bidder

3. **Tender Fees:** Tender document may be downloaded from CPP Portal or SPA Vijayawada website. Tender Fee of **Rs. 2000/-** in the form of Demand Draft of any scheduled / commercial bank drawn in favour of “**School of Planning and Architecture Vijayawada**” must reach the Office of the Registrar, SPA Vijayawada before



the closing date of Bid Submission and the scanned copy of the same is required to be uploaded as part of the bid in the CPP Portal, failing which the tender document for the bid summarily rejected.

4. **Visit of the Campus:** Tenderers/Bidders are advised to visit the SPA Vijayawada premises and ascertain the nature and quantum of work before tendering / bidding.
5. **Essential Eligibility Conditions:** Please refer the section on Essential Eligibility Conditions in subsequent sections, which is to be fulfilled with necessary documentation, failing which the tender document for the bid summarily rejected.
6. **Bid Submission:** Bidders are required to submit both Technical and Financial Bids in CPP Portal within due date in online mode as per deadlines stated herein. No tender will be accepted in physical form.
7. **Decision on reasonability of service charge:** Institute reserves right to take a view on the reasonability of the rate of service charge. The decision of the Institute in this regard shall be final and binding and no representation will be entertained and replied to, in such cases.

I Accept the above Terms & Conditions

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(Signature of the Tenderer
with Seal)



II. Essential Eligibility Conditions

The tenderers shall fulfill the following eligibility criteria, failing which their tenders will be summarily rejected:

- a. The tenderer must submit valid License, Company Registration certificate, as applicable. The tenderer may be a registered proprietary firm, registered Partnership firm, registered Limited Company, registered Corporate body, including Aggregators legally constituted engaged in security services.
- b. All registered agencies who are providing security services for at least last three consecutive years and having audited annual average turnover of at least Rs. 2 Crores during each of the last three financial years in the books of audited accounts duly certified by a Chartered Accountant. Audited annual average turnover is to be submitted as audited accounts duly certified by a Chartered Accountant.
- c. The tenderer must have satisfactorily completed:
 - i. One Security Contract of Rs. 80.00 Lakhs or more; OR
 - ii. Two Security Contracts of Rs. 50.00 lakhs each or more; OR
 - iii. Three Security Contracts of Rs. 40.00 Lakhs or more.

Above Work Completion and Experience Certificates are to be issued by any Govt. / Autonomous / PSU Organization (Central or State) for supply of similar services during the last 03 Financial Years.

Note: (a) Any contract which is in progress and work which is not satisfactorily completed will not be considered; (b) Supply / contract executed in any private organization will not be considered.

- d. The Tenderer must submit a Satisfactory Certificate from the Competent Authority of each of the organisations/ Departments/Ministries of the Govt. of India/State Govt./PSU where it has worked for the preceding/last three years. The satisfactory letter must be obtained from the Competent Authority on the letterhead of such organisations.
- e. The total annual average turnover of the tenderer shall not be less than Rs. 2.00 Crore during each of the last 03 Financial Years. Audited annual average turnover is to be submitted as audited accounts duly certified by a Chartered Accountant.
- f. The tenderer must deposit the cost of tender document of Rs.2000.00 (Rupees TWO Thousand only) in the form of Demand Draft drawn in favour of “**School of Planning and Architecture Vijayawada**”. The Tender Fee must reach the Office of the Registrar, SPA Vijayawada before the closing date of Bid Submission and the scanned copy of the same is required to be uploaded as part of the bid in the CPP Portal, failing which the tender document for the bid summarily rejected.
- g. The tenderer must deposit Earnest Money Deposit (EMD) of Rs. **5,00,900/-** (Rupees Five Lakhs & Nine Hundred only) along with their tender in the form of Demand Draft drawn in favour of “**School of Planning and Architecture Vijayawada**”. The EMD must reach the Office of the Registrar, SPA Vijayawada before the closing date of Bid Submission and the scanned copy of the same is required to be uploaded as part of the bid in the CPP Portal, failing which the tender document for the bid summarily rejected.
- h. Only firms with NSIC registration for providing security services are exempted from payment of Tender Fee & EMD. The proof of registration should be enclosed and the registration should be valid as on last date of submission of tender, failing which the tender shall not be considered. No firm can be exempted from payment of Tender Fee & EMD.
- i. Tenderer must submit the Income tax statement of last three financial years in the name of registered firm.



- j. Tenderer must submit the GST Registration and PAN Card copy of the registered firm/company.
- k. Tenderer must submit Declaration that he /she has not been blacklisted by the Departments/Ministries of the Govt. of India/State Govt./PSUs in company letterhead in latest date.

III. Scope of Work / Services

- a. The contractor will be required to provide total security and vigilance to the entire campus and to the properties of the institute including valuable, delicate and costly instruments. The security guards/supervisors employed by the contractor will be expected to deal with the members of the faculty, staff, students of the institute and the visitors courteously, politely and with discretion. They shall ensure safety and security of students, faculty, staff, visitors, guests or any other persons working within the campus. The contractor shall provide complete security to the property of the Institute including buildings, movable and immovable assets, equipment, vehicles etc. The agency shall also provide security cover to various events organized by the Institute.
- b. Total No. of Security personnel required in 27 (1 Ex-Serviceman Supervisor + 26 Civilian Guards). Out of these 27 total personnel, there shall be a minimum of 4 female guards for SPA Vijayawada Girls Hostels and related activities. The number of security personnel indicated in the tender document includes relievers for providing weekly off. Therefore, no separate payment towards relievers shall be payable to the contractor.
- c. Director, SPA Vijayawada reserves the right to increase or decrease the number of security personnel of all categories depending upon the security requirements.
- d. The security personnel shall be engaged in three shifts of 8 hours duration per day i.e. 06.00AM to 02.00PM, 02.00PM to 10.00PM and 10.00PM to 06.00AM of the next day for the security guards. Security is to be provided round the clock throughout the year. The contractor or agency shall not make the any one Security guard/personnel to work in continuous shifts and shall rotate them in shifts. Each security guard is required to work for only 26/27 man-days per month and would be given weekly offs. However, this shall not affect the 24X7 security services to be rendered.
- e. All workmen to be employed as guards / supervisors should be trained in the duties with proper background verification before they are placed for duty at SPA, Vijayawada. A complete list of security guards /supervisors together with detailed bio-data, photographs, address etc., should be submitted to the SPA Vijayawada before they are employed. The security personnel are required to behave politely. All personnel to be employed should be strong, healthy and medically fit and be able to handle their duties properly and efficiently.
- f. The security personnel engaged by the agency shall be provided with identity cards and security personnel not having identity card should not be permitted to enter the premises of the SPA, Vijayawada.
- g. Security agency will ensure that all the instructions of the SPA Vijayawada Administration are strictly followed and there is no lapse of any kind.
- h. The Security Agency shall keep the proper written record for inward and outward movement of guests, visitors, materials and vehicles. All visitor vehicles entering or exiting is to thoroughly checked/inspected. All stationery and registers, Gate Pass required for such record keeping shall be borne by the Security Agency. Every month, the records for inward and outward movement of guests, visitors, materials and vehicles needs to be submitted to SPA Vijayawada without any monetary implications to SPA Vijayawada.
- i. The Security agency shall not allow taking out any material, equipment etc. without proper 'Gate Pass' issued by the authorized representative of the SPA Vijayawada.
- j. The security personnel on duty will also take care of cars, scooters, and motorcycles parked in the parking sites located within the premises. To maintain records of arrival and departure of all vehicles.
- k. The Security personnel shall prevent the entry of the stray-dogs and stray cattle into the premises.
- l. The Security personnel shall ensure that lights, ACs, fans, other electrical equipment etc. those installed in open areas, halls etc. are switched 'off' after closing of the working hours on normal working and closed days.
- m. The Security personnel shall ensure that flower plants trees and grassy lawns are not damaged either by the students, staff or by the outsiders or by stray cattle.



- n. The security personnel should be trained to extinguish fire with the help of fire extinguishers and other firefighting material available on the spot. They will also help the firefighting staff in extinguishing the fire or in any other natural calamities.
- o. The security personnel on duty shall not leave the premise until his reliever reports for duty.
- p. The security agency will be responsible for all police liaison work in case of any theft in campus/ premises and they would lodge complain/ FIR to Law/ Order Authorities.
- q. The security agency shall keep the SPA Vijayawada informed of all the matters of security and ensure co-operation in the investigation of any incident relating to security.
- r. The security personnel shall escort in transport of cash and other valuables of the SPA Vijayawada, if required.
- s. For each year, the workers must be provided with minimum [a] two sets of uniform, [b] two pairs of shoes [c] Other uniform items as mentioned below. The uniforms supplied by the contractor to the persons deployed for this work shall include Army cut anklets, ankle boots, web belt (with baton strap), baton beret with ceremonial heckle, whistle, loaded torches, requisite number of walkie-talkie and/or mobile handsets for communicating between each other etc. Entire expenditure towards [a], [b] and [c] and patrolling expenditure should be borne by the contractor from his service charges.
- t. The seasonal equipment such as jerseys, gray coats in winters and raincoats in monsoon shall be provided by the contractor at his cost and SPAV shall have no liability whatsoever on this account.
- u. Out of the overall deployment, a guard who has qualified in CCTV operations and maintenance should be provided. In the absence of suitably trained personnel in CCTV systems, alternate arrangement (reliable trained personnel) may be provided at no extra cost.
- v. Educational qualifications, experience and age:
 - i. **Ex-Servicemen Personnel:** Should fulfill the condition of the Ex-servicemen issued by GOI and be FIT for civil employment as per the discharge document. They should be preferably not below the age of 18 years and not above 50 years of age. They should be able to understand English and speak in Hindi and Telugu.
 - ii. **Security guards (Civilian):** Should have minimum qualification of matriculation or equivalent, with ability to understand English and speak in Hindi and Telugu. They should be preferably not below the age of 18 years and not above 50 years of age.
 - iii. Police Verification of all the personnel being deployed should be submitted within one month of awarding contract/ post deployment.
- w. All the personnel being deployed should be physically and medically fit and the agency should submit a certificate to this effect at the time of initial deployment and thereafter on yearly basis.
- x. It will be the responsibility of the agency to carry out investigations in case of any security problem and the agency to take up the matter with police authority, with the prior approval of SPA Vijayawada and follow up on behalf of institute, towards amicable resolution.
- y. To bring to notice any suspicious activity noticed during discharge of duties by security guards. To respond to phones / calls during night or during day before and after office hours on emergency basis. To convey message whenever received to the concerned officials and to receive urgent mails during odd hours.
- z. Surprise checks during day/night on the Supervisors/Guards to be done by the agency.

IV. Documents to be Uploaded

The tenderer shall upload copies of the following documents along with the tender, in the <https://eprocure.gov.in/> , i.e., the CPP portal as per the guidelines mentioned in the CPP portal. Every page of the tender document as well as the supporting documents for eligibility criteria must be signed by the competent person under seal then be uploaded. Below are the documents to be up loaded by bidder at the time of submitting bid online.

Cover-1: Qualifying / Technical bid (to be uploaded as per CPP Portal guidelines)

- (i) Copy of registration / license under the Contract Labour Act 1970 issued by the Competent Authority.



- (ii) Self-Attested copy of Work Completion Experience certificate issued by any Govt. / Autonomous / PSU Organization (Central or State) for similar security service contracts within the last three years as mentioned for establishing the eligibility as per section II, indicating value of contract, satisfactory performance, and exact period of contract in the letterhead of the client.
- (iii) The Tenderer must submit a Satisfactory Certificate from the Competent Authority of each of the organisations/ Departments/Ministries of the Govt. of India/State Govt./PSU where it has worked for the preceding/last three years. The satisfactory letter must be obtained from the competent authority on the letterhead of such organisations.
- (iv) Copy of valid PSARA license certificate
- (v) Self-Attested Copy of the Audited Annual Accounts by Chartered Accountant indicating annual turnover and IT return filed for each of the last three financial years;
- (vi) Self-Attested copy of PAN card of firm/company
- (vii) Self-Attested Copy of GST registration certificate of the firm/company;
- (viii) Declaration by the bidder that he /she has not been blacklisted by the Departments/Ministries of the Govt. of India/State Govt./PSUs in company letterhead in latest date
- (ix) Copy of valid ESI, EPF Registration Number and valid labour license of the firm/company;
- (x) Copy of DD of EMD as stipulated earlier.
- (xi) Copy of DD for the tender fee of the bid document as stipulated earlier
- (xii) All other the documents mentioned in the essential eligibility conditions as per section II of this tender.

Non submission of these documents will result in rejection of the tender. Original of all such documents shall be liable to be produced for verification, failing which such documents shall be rejected.

Cover-2: Financial bid (to be uploaded as per CPP Portal guidelines)

(i) The quotation should be filled in the financial bid document downloaded from CPP portal (BOQ xls sheet) and the same should be uploaded, as per instructions therein.

(ii) The rates and amount quoted by the Bidder shall be clearly written in figures and in words. The words shall be written clearly in English and shall be free from any aberrations, deletions, correction and overwriting. In case of any illegibility of the offer submitted by Bidder the interpretation by SPA Vijayawada shall be final and binding on the Bidder. If any ambiguities are observed in the rates and amount in words and figures then the rate quoted in words shall be taken.

(iii) The contractor has to quote service charge that takes care of TDS, expenditure towards items stated in Scope of Work (expenditure towards Identity Card, all the statutory charges relating to this contract, etc.) and reasonable margin thereafter (Minimum service charge quoted for ex-servicemen contract should be as per the latest rates of DGR). The Institute has responsibilities as Principal Employer and would like to ensure that unduly lower rates of service charge will not lead to complaints from workers regarding delay in payment, improper reduction in wages, seeking monetary return by the contractor from the workers, etc. thereby affecting the performance of the workers.

V. Instructions to Bidder

- i. The Bidders who are interested in participating in the tender must read and comply with the instructions and regulations of CPP Portal of Government of India (<https://eprocure.gov.in/eprocure/app>) and the terms and conditions contained in this tender document.
- ii. Before submission of online bids, bidders must ensure that scanned copies of all the necessary documents mentioned as per eligible criteria and technical bid have been uploaded with the bid which should be duly signed and stamped, failing which their bids may be rejected and will not be considered. Every page of the tender document as well as the supporting documents for eligibility criteria must be signed by the competent person under seal then be uploaded.
- iii. The bids shall be filled in by the Bidder clearly, neatly and accurately. Any alteration, erasures or over-writing would be liable to make the tender invalid unless the same is neatly carried out and attested over the full signature



- of Bidder. The decision of SPA Vijayawada to interpret the information and rates shall be final & binding on them.
- iv. The Bidders are requested to make themselves fully conversant with the General conditions of Contract, Special Conditions of Contract, Technical Specifications, site conditions, safety and health aspects and norms to be observed, etc. at the time of submitting their bids. The Bidder is deemed to have examined and understood the tender document, obtained his own information in all matters whatsoever that might affect the carrying out the works expressly mentioned or works which may have to be carried out to fulfill his contractual obligation within the scheduled rates and to have satisfied himself to the sufficiency for his offer.
 - v. The Bidders are required to fill in the complete and accurate details as required under the tender documents. Failure to furnish all the information as required under the bid documents or submission of a bid containing deviations from the contractual terms and conditions, specifications or requirements shall be treated and rejected as being non-responsive.
 - vi. The Bidders are expected to carefully examine all instructions, forms, terms and specifications in the bid documents and to fully inform themselves as to all the conditions and matters which may affect the subject matter of the work/tender or the cost thereof. If any errors, discrepancies or omissions are found in the documents or any Bidder is in doubt as to the true meaning or interpretation of any part, he shall seek necessary clarifications. However, no claim of any nature on account of any errors found in the tender documents shall be entertained.
 - vii. The bids shall be required to be submitted within the time frames set out in the Notice Inviting Tender (“NIT”) and bids submitted thereafter shall not be accepted and considered.
 - viii. The tender documents shall not be transferable.
 - ix. Conditional offers shall be rejected at the outset.
 - x. A Bidder shall be allowed to make and submit only one bid document. A Bidder shall not submit more than one bid, either in the same name or entity or through any partnership, joint venture or the like.
 - xi. SPA Vijayawada reserves the right to amend and modify the bidding documents at any time prior to the deadline for submission of bids, either at its own discretion or in response to a clarification requested by a prospective Bidder. In such cases, the SPA Vijayawada may in its discretion extend the deadline for submission of bids in order to facilitate the prospective Bidders for incorporating the effect of the amendment in their bids.
 - xii. The Bidders shall bear all costs and expenses associated with and incidental to the preparation and submission of their respective bids, to attend meetings or conferences, if any, including any pre-award discussion with the successful Bidder, technical and other presentations, etc. and SPA Vijayawada shall not be liable for the same.
 - xiii. In the event that the successful Bidder is a joint venture formed of two or more companies, then each such company or entity shall be jointly and severally liable for all the obligations envisaged under the tender documents and this shall be primary condition of such joint venture arrangements.
 - xiv. The Bidder shall be disqualified if any untrue statement or misrepresentation is made in the bid forms, attachments and other supporting documents submitted by the Bidder.
 - xv. Copy of work order/agreement and/or self-certified certificates will not be accepted as certificate of experience. If any document other than certificate of experience is produced, such document will not be accepted as relevant.
 - xvi. The Financial Bid of only those bidders shall be opened through e-tendering portal, who will qualify in the eligibility criteria, and technical bid.
 - xvii. Eligible Bidder quoting the least service charge percentage will be declared as the Successful Bidder - L1. In the event of receiving more than one financial bid quoting the same amount of Service Charge, the final selection of successful bidder shall be made in the following manner :-
 - a. The one with the highest turnover during the last 3 years put together;
 - b. If more than one bid having the same total turnover, then the earliest one registered with the Registrar of Companies/ Partnership Firms/ date of license under the Shops & Establishment Act.

VI. Earnest Money

- i. The Bidder shall furnish Earnest Money Deposit (EMD) of Rs. **5,00,900/-** (Rupees Five Lakhs & Nine Hundred



only) along with the bid. The EMD shall be in the form of Demand Draft in favour of “School of Planning and Architecture Vijayawada” and must reach the Office of the Registrar, SPA Vijayawada before the closing date of Bid and the scanned copy of the same shall be uploaded as part of the bid in the CPP Portal, failing which the tender document for the bid will not be accepted.

- ii. EMD of the successful Bidder will be returned after the Bidder submits a Performance Security as required and explained subsequently. EMD paid in the form of demand draft will be refunded to unsuccessful Bidders after finalizing the contract. No interest shall be payable on EMD.
- iii. Any bid not accompanied with EMD and Tender fee or if the same are found to fall short, the bid will be rejected. Tender fees and EMD should be submitted in physical form (demand draft) directly to SPA Vijayawada.
- iv. The EMD will be forfeited if the BIDDER (i) withdraws his tender after acceptance or (ii) withdraws his tender before the validity date of the tender.

VII. Payment Conditions

- i. The Contractor will be responsible for making the payment of wages directly to its workers by 5th of each month from his own sources and subsequently raise the bill for reimbursement which will be verified on the basis of actual amount disbursed and attendance etc. The Contractor shall make payment to the workers by depositing the payment towards the wages in their bank accounts and submit the bank details/ECS statement duly certified by the bank, to the office with the bill for verification. The bill shall also carry the duly certified copy of EPF, ESI and GST challans for the same month for which the bill has been raised for payment.
- ii. Payment will be made by the Institute to the contractor on monthly basis on submission of bills in duplicate along with the attendance sheets and certificate of satisfactory performance of work from the concerned officer of the SPAV. A certificate to the effect that all labour laws including EPF, ESIC, GST payment etc., are being followed has to be furnished with proof along with the bill for payment.
- iii. Income Tax and other statutory levies as applicable from time to time will be deducted from the bills.
- iv. The contractor would be required to ensure the payment of its workers by 5th of every month and there should be no linkage between this payment and settlement of the contractor's bill from the SPAV.
- v. The contractor should arrange deposit of the wages of his workers in to their respective bank accounts preferably through ECS and tender a copy of the ECS statement to the Institute as proof of payment of wages failing which the bill of the current month will not be paid. The contractor shall facilitate his workers in opening bank accounts. Under no circumstances, payment of wages in cash shall be made.
- vi. Failure to timely payment of wages would attract penalty @0.5% per day on the billed amount. Maximum of penalty imposed would be up to 5%.

VIII. Award of Work

- i. SPA Vijayawada shall, upon evaluation of the bids submitted, award the contract to the bidder who is found and evaluated to be qualified to perform the contract satisfactorily and whose quotation has been determined to be substantially responsive and evaluated as the lowest quotation in conformity with the requirements of the specifications and documents contained herein.
- ii. **Work Order and Acceptance Letter:** The successful Bidder shall be intimated of his selection through the Letter of Award / Work Order which shall be sent to him through e-mail, courier, fax or registered mail. Such successful Bidder shall be required to submit his/its Acceptance Letter within **SEVEN days** from the date of receipt of such Work Order, failing which the offer shall stand cancelled and the EMD shall be forfeited.
- iii. **Performance Security Deposit:** The successful bidder shall pay an amount of **10%** of the value of Contract towards “Performance Security” in the form of Demand Draft/FDR/Bank Guarantee drawn in favour of “School of Planning and Architecture Vijayawada” and required to enter into a contract agreement with SPA Vijayawada within **TWO** weeks from submission of Acceptance Letter to SPA Vijayawada. The “Performance Security” shall be forfeited, in the event of any major complaint reported.



- iv. **Contract Agreement:** The successful bidder shall have to execute an agreement with the Institute on a non-judicial stamp paper of Rs. 100/- (Rupees one hundred only) or of the value as may be applicable at the time and commence the work immediately, failing which the Institute shall be at liberty to forfeit the earnest money and proceed to appoint another agency, as it may deem fit. Contract agreement shall be executed after submission of Performance Security. The contract shall be as per the terms and conditions herein.
- v. The award of work shall be for ONE year contract. Upon satisfactory performance, the contract may be extended by a further period of ONE more year, with the same conditions of the tender and the quoted rates.

IX. General Terms and Conditions

- i. The Tender shall be valid for a period of at least 90 days from the date of opening of the tenders.
- ii. The list of staff going to be deployed shall be made available to the SPA Vijayawada and if any change is required, fresh list of staff shall be made available by the Security agency before each and every change.
- iii. The security agency shall not employ any person below the age of 18 years and above the age of 50 years and should be physically fit. Manpower, so engaged shall be trained for Security services and fire fighting services.
- iv. The Contract Agreement entered into with the successful bidder is for providing the aforementioned services and is not an Agreement for supply of contract labour. It is to be clearly understood by the Security Agency that the person(s) employed by the Security Agency for providing services as mentioned herein, shall exclusively be the employees of the Security Agency and not of the Institute. Security Agency is liable to make payments to its said employees towards their monthly wages/salaries and statutory dues like EPF, ESI, minimum wages, gratuity etc.
- v. The staff engaged by the Security agency shall be available at all the time as per their duty roster and they shall not leave their place of duty without the prior permission of the authorized officer of the SPA Vijayawada.
- vi. In case of the Security agency's personnel deployed under the contract is absent on any day, a penalty equivalent to the day's wages for the number of security staff absent on that particular day shall be levied by the SPA Vijayawada and the same shall be deducted from the Security agency's bill.
- vii. If any of the Security Guards would be found involved in any kind of theft or sabotage or pilferage, the security agency shall be responsible for recovery of stolen articles and value there of shall be deducted from the Bill. In addition, penalty of 10% of the bill shall also be recovered from security agency.
- viii. In case any complaint is received attributable to misconduct / misbehavior of the Security's personnel, a penalty of Rs. 500.00 for each such incident shall be levied and the same shall be deducted from the Security agency's bill. Further, the Security Agency's personnel concerned shall be removed from the duty immediately.
- ix. The Competent Authority reserves the right to impose penalty upto Rs.25,000/-, if the services are found unsatisfactory based on the complaints received.
- x. The Security agency shall abide by and comply with all the relevant rules, laws and statutory requirements covered under Labour Act, Minimum wages and Contract Labour (Regulation & Abolition) Act, EPF & ESI Act etc. with regard to the personnel engaged by him for security works.
- xi. The SPA Vijayawada shall have the right to ask for the removal of any person of the Security agency, who is not found to be competent and fit in the discharge of his duty.
- xii. The antecedents of staff deployed shall be got verified by the Security agency from local police authority and an undertaking in this regard shall be submitted to the SPA Vijayawada.
- xiii. The Security staff engaged by the Security agency shall not accept any reward in any shape from anybody.
- xiv. That in the event of any loss occasioned to the SPA Vijayawada, as a result of any lapse on the part of the person(s) engaged by the Security agency which will be established after an enquire conducted by the SPA Vijayawada, the said loss will be claimed from the Security agency up to the value of the loss. In this regard, the decision of the Director, of the SPA Vijayawada will be final and binding on the Security agency.
- xv. Any liability arising out of any litigation (including those in consumer courts) due to any act of the Security agency's personnel shall be directly borne by the Security agency including all expenses/ fines. The concerned the Security agency's personnel shall attend the court as and when required.



- xvi. The Security agency shall deploy his personnel only after obtaining the SPA Vijayawada approval duly submitted the curriculum vitae (CV) of these personnel. SPA Vijayawada shall be informed at least one week in advance and the Security agency shall be required to obtain SPA Vijayawada's approval for all such changes.
- xvii. During the course of contract, if any of the Security agency's personnel are found to be indulging in any corrupt practices causing any loss of revenue to the SPA Vijayawada, the contract shall be terminated forthwith and forfeit and forfeit the security deposit.
- xviii. In the event of default being made in the payment of any money in respect of wages of any person deployed by the Security agency for carrying out the assignments stipulated under the contract and if a claim thereof is filled in the office of the Labour Authorities and proof thereof is furnished to the satisfaction of the Labour Authorities, The SPA Vijayawada may, falling payment of the said money by the Security Agency, make payment of such a claim on behalf of the Security agency to the said Labour Authorities and any sums so paid shall be recovered by the SPA Vijayawada from the Security agency.
- xix. The security agency shall indemnify and hold the SPA Vijayawada harmless from and against all claims, damages, losses and expenses arising out of, or resulting from the works/ services under the contract provided by the Security agency.
- xx. The Security agency shall ensure that their staff shall not take part in any staff union and association activities.
- xxi. The SPA Vijayawada shall not be responsible for providing residential accommodation to any of the personnel of the Security agency.
- xxii. The employees deployed by the Security agency are his own men and therefore, not the employees of the SPA Vijayawada and it shall not be under any obligation for providing employment to any of the worker of the Security agency after the expire of the contract. The SPA Vijayawada does not recognize any employee-employer relationship with any of the workers of the Security agency.
- xxiii. If as a result of post payment audit any overpayment is detected in respect of nay work done by the agency or alleged to have been done by the agency under the tender, the same shall be recovered by the SPA Vijayawada from the Security agency.
- xxiv. The Security agency shall provide the copies of relevant records related to security during the period of contract or otherwise even after the contract is over whenever required by the SPA Vijayawada.
- xxv. All liabilities arising out of accident or death if any while on duty shall be borne by the Security agency.
- xxvi. The Security agency shall not engage any sub-security agency or transfer the contract in any manner.
- xxvii. In case the workers engaged by the agency have any grievance, they will take it up with the agency without any disturbance in the campus. If the agency's workers were to resort to agitation resulting in damage to SPA Vijayawada property or hindrance to its work, the agency would be liable to pay damages to SPA Vijayawada. Further, any such action by the agency's workforce would result in termination of this contract.
- xxviii. If any relative of the tenderer is an employee of the SPA Vijayawada, the name, designation and relationship of such employee shall be intimated to the Director, SPA Vijayawada, in writing while submitting the tender.
- xxix. The contractor shall be responsible for the payment of wages and allowances as per Central Government Minimum Wages/DGR from time to time and all statutory dues to the persons employed by him for providing the services. The contractor shall be further responsible for proper discipline of the employees engaged by him and their work, besides observing other obligations.
- xxx. Dispute, if any, arising out of the Security Services contract shall be settled by mutual discussion or arbitration by sole Arbitrator to be appointed by the Director, SPA Vijayawada as per the provisions of the Indian Arbitration and Conciliation Act, 1996 and the Rules framed there under. Any Arbitrator appointed shall not have the jurisdiction to pass any interim awards. All the disputes will be settled at Vijayawada jurisdiction only.
- xxxi. The contract once awarded can be terminated by either party after giving one month notice to the other party. Nevertheless, SPA, Vijayawada may terminate the contract of the contractor without any notice in case the contractor commits a breach of any of the terms of the contract. SPA, Vijayawada's decision that a breach has occurred will be final and shall be accepted without demur by the Contractor.
- xxxii. The Director, SPA Vijayawada reserves the right to cancel/terminate the tender at any point of time without assigning any particular reason.
- xxxiii.



X. Indemnification

The Security Agency shall be responsible for all injuries and accidents to persons employed by them and to fulfill all obligations laid down in the Employees Compensation Act, 1923. The Institute shall be immune and indemnified against any claims, whatsoever, in this behalf. In the event of any loss being caused to the Institute on account of the negligence of the employee of the Security Agency, the agency shall make good the loss sustained by the Institute, either by replacement or on payment of adequate compensation on actual basis.



SCHOOL OF PLANNING AND ARCHITECTURE VIJAYAWADA
(An Institute of National Importance, Ministry of Education, Govt. of India)
Sy.No. 4/4, ITI road, Vijayawada – 520008

I. TECHNICAL BID
FOR SECURITY SERVICES

A. Documents/details to be mandatorily submitted:-

S.No.	Particulars	Details	Page No.
1	Name of Firm/Tenderer/Company (in block letters)		
2	Office Address		
	Telephone No. Fax No. e-mail id		
3	Name & Design. of authorized representative(s) with Ph.No.		
4	Type of Firm	Private Ltd., / Public Ltd., / Cooperative / NGO / PSU <i>(Please tick and enclose copy of Memorandum / Articles of Association / Certificate of Incorporation and appropriate registration certificate)</i>	
5	Registration Number of Firm		
6	An affidavit, in original , duly certified by a Notary that: i) The Partners of the firm or sole proprietor or Company as the case may be, has never been black-listed and the name of the firm or company has not been changed. ii) There is no police case/vigilance enquiry pending against the Partners of the firm or sole proprietor or Company as the case may be, and that he has never been punished by any Hon'ble Court.	Submitted / Not Submitted	
7	Income Tax Return (last three years)	Submitted / Not Submitted	



8	Photocopy of a valid License issued by the State/Central Labour Department under Contract Labour Act	Submitted / Not Submitted	
9	PAN Number with proof		
10	PSARA License details	License no: Date of Issue: Valid up to: Issued by: Valid thru: All India/ Andhra Pradesh (strike off irrelevant)	
11	EPF Registration Number with Proof		
12	ESIC registration Number with Proof		
13	GST Registration Number with Proof		
14	Avg Annual Turnover during the last 3 consecutive years should be minimum 2.00 Crores in each financial year. The Organisation should provide required documentary proof in support thereof such as IT – Return, Audited Balance Sheet for the above.	FY – 2019-2020 :Rs. _____ (optional) FY – 2018-2019 :Rs. _____ FY – 2017-2018 :Rs. _____ FY – 2016-2017 :Rs. _____	
15	Tender Fee Details	Amount : DD No. : Date : Bank :	
16	EMD (Bid Security) Details	Amount : DD No. : Date : Bank :	
17	All Other Relevant Information as per 'Essential Eligibility Conditions' and 'Documents to be uploaded' sections of this tender		

Signature of Authorized Person of the Bidder with Seal

Dated:

Place:



SCHOOL OF PLANNING AND ARCHITECTURE VIJAYAWADA
(An Institute of National Importance, Ministry of Education, Govt. of India) Sy.No.4/4, ITI road, Vijayawada – 520008

II. FINANCIAL BID
FOR SECURITY SERVICES

To be uploaded as the Financial Bid (as per CPP Portal rules)

- Quotes have to be prepared for the scope of work as described in the tender in pre-pages.
- Total No. of Security personnel required in 27 (1 Ex-Serviceman Supervisor + 26 Civilian Guards). Out of these 27 total personnel, there shall be a minimum of 4 female guards for SPA Vijayawada Girls Hostels and related activities. The number of security personnel indicated in the tender document includes relievers for providing weekly off. Therefore, no separate payment towards relievers shall be payable to the contractor.
- The security personnel shall be engaged in three shifts of 8 hours duration per day i.e. 06.00AM to 02.00PM, 02.00PM to 10.00PM and 10.00PM to 06.00AM of the next day for the security guards. Security is to be provided round the clock throughout the year.

S.No	Name of the employee	Designation	Basic + VDA	No. of days present	Wage for present man days	Total Amount	HRA @16% or Rs.3600/-	Uniform Outfit Allw. @5%	Uniform Washing Allw. @3%	Bonus @ 8.33%	Employer Share		Gross Amount
											PF (12+0.5+0.5 %)	ESI (3.25%)	
1	Ex-Service Man	Supervisor	924.35	30	27,731	27,731	4,437	1,387	832	-	1,950	-	36,336
TOTAL				30	27,731	27,731	4,437	1,387	832		1,950	-	36,336
Service Charge @ 14%												5,087	
Grand Total												41,423	
GST @ 18%												7,456	
TOTAL INVOICE AMOUNT (A)												48,880	
2	Watch & Ward	S/G	707	30	21,210	# 21210	-	-	-	1,767	1,950	689	25,616
(without arms)				30	21,210	# 21,210	-	-	-	1,767	1,950	689	25,616
(To be quoted by the bidder)										Service Charge @ %			
Grand Total												25,616	
GST @ 18%												4,611	
TOTAL INVOICE AMOUNT (B)												30,227	

Grand Total (A+B) 79,107

	##	x		x	Per Month Approx	x		=	Per Annum Approx
For Ex-Service Man	##	x	1	x	48,880	x	12	=	5,86,556
For Watch & Ward (without arms)	##	x	26	x	7,85,899	x	12	=	94,30,787
Total Rs.					8,34,779				1,00,17,342

(Signature of the Tenderer)
Read and Accepted