

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

*for*

**Selection of an Agency for providing Security Services**

*at*

**IIIT- Nuzvid,**

**Proprietary & Confidential**




**RAJIV GANDHI UNIVERSITY OF KNOWLEDGE TECHNOLOGIES**  
**Flat No.202, Second Floor, NRI Block(C), Sri Mahendra Enclave,**  
**Tadepalli, Guntur District – 522 501**  
**Andhra Pradesh.**

## **Proprietary & Confidential**

No part of this document can be reproduced in any form or by any means, disclosed or distributed to form or by any means, disclosed or distributed to any person without the prior consent of the Coordinator Academic Administration (i/c), RGUKT - AP, except to the extent required for submitting bid and no more.

**News paper advertisement**

**E-Procurement Tender Notice**

	<p><b>RAJIV GANDHI UNIVERSITY OF KNOWLEDGE TECHNOLOGIES</b> Flat No.202, Second Floor, NRI Block (C), Sri Mahendra Enclave, Tadepalli Guntur District – 522 501, Andhra Pradesh</p>
<p>Ref No.: RGUKT-AP/e-Proc/Outsourcing/Security /T03/2018, dated: 15.05.2018</p>	
<p><b><u>E-Procurement Tender Notice</u></b></p>	
<p>Online Tenders are invited from reputed registered agencies/contractors for selection of Agencies for providing security Services at IIIT – Nuzvid, RGUKT.</p>	
<p>Interested bidders can download and submit the bids online from 15.05.2018 to 29.05.2018 up to 05:00PM through <a href="https://tender.apecurement.gov.in">https://tender.apecurement.gov.in</a> (AP Portal). For further details please visit our website: <a href="http://www.rgukt.in">www.rgukt.in</a> and <a href="http://www.rgukt.ac.in">www.rgukt.ac.in</a> or <a href="https://tender.apecurement.gov.in">https://tender.apecurement.gov.in</a> (Andhra Pradesh Portal)</p>	
<p style="text-align: center;"><b>Sd/-</b> <b>Coordinator Academic Administration(i/c)</b></p>	

## **Section A**

### **Tender Call notice**

#### **Time schedule of various tender related events**

Bid calling date	15.05.2018
Bid Document fee (Non refundable)	Rs. 20,000/- (By way of DD from any Scheduled Bank in favor of Registrar (i/c), RGUKT, payable at SBI, Tadepalli, Guntur Dist (Non refundable)
Bid Documents Downloading Start date	15.05.2018
Bid Document Downloading End Date	29.05.2018 till 04.30 PM
Last date for uploading of online documents	29.05.2018 at 05:00 PM.
Last date for submission of the Hardcopies	30.05.2018 at 04:00 PM
Pre-qualification & Technical Bid opening date/time	31.05.2018 at 11:00 AM.
Price Bid opening date/time	01.06.2017 at 11:00 AM
Contact person	Coordinator Academic Administration(i/c),RGUKT- AP

**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: +91 40-39999700, 39999701

#### **CLARIFICATIONS:**

- i. Queries if any can be made through e-mail only on [procurement@rgukt.in](mailto:procurement@rgukt.in) or before 23.05.2018. 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.

<b>S.No.</b>	<b>Page No. (Tender Ref.)</b>	<b>Clause (Tender Ref.)</b>	<b>Description (Tender Ref.)</b>	<b>Query</b>

- ii. The addendum/corrigendum if any shall be published on RGUKT website i.e. and [www.rgukt.in](http://www.rgukt.in) and [www.rguktn.ac.in](http://www.rguktn.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.

## SECTION – I

### INVITATION FOR BIDS

**Ref No.: RGUKT-AP/e-Proc/Outsourcing/Security /T03/2018, dated 15.05.2018.**

**Subject:** Tender call for selection of an Agency for providing Security Services at IIIT- Nuzvid – Reg.  
Sir/Madam,

- 1) Bids are invited on the e-procurement platform from the Registered Suppliers/contractors/Service Providers for providing Security Services at IIIT Nuzvid - RGUKT (Andhra Pradesh). The details of bidding conditions and other terms can be downloaded from the electronic procurement platform and the bidders have to register on the e-procurement market place of **Government of Andhra Pradesh** i.e. <http://tender.apecurement.gov.in>
- 2)
  - a) The participating bidder/s will have to pay non-refundable tender processing fee Rs.20,000/- in the form of Demand Draft drawn from any Nationalized Bank, in favor of The Registrar (i/c), RGUKT – AP.
  - b) Further the bidder/s shall furnish the Bid security amount as specified in the Section-II of Tender Document.
  - c) All the participating bidders who submit the bids have to pay an amount @ 0.03% of their final bid value online with a cap of Rs. 10,000/- for quoted value of purchase up to Rs.50 crores and Rs.25000/- if the purchase value is above Rs.50 crores & service tax applicable @ 15.00% as levied by Govt. of India on transaction fee through online in favor of MD, APTS. The amount payable to APTS is non refundable. Corpus Fund: Successful bidder has to pay an amount of 0.04% on quoted value through demand draft in favor of Managing Director, APTS, Hyderabad towards corpus fund at the time of concluding agreement
  - d) RGUKT - AP will not accept the tenders from blacklisted companies or undependable Suppliers whose past performance with RGUKT -AP was found to be poor due to delayed and/or erratic supplies, frequent product failures, and also against whom there have been adverse reports of sub-standard quality as defined in the other parts of the Bidding document.

**NOTE:**

**After uploading the documents, the copies of the uploaded technical bid documents along with original Demand Drafts in respect of Bid Security and Bid document fee have to be submitted. Physical submission of price bids will not be entertained.**

For any clarification and further details on the above tender please contact Telephone No: 08645274475.

**Sd/-**

**Coordinator Academic Administration (i/c)**

**SECTION-II**

**STATEMENT OF IMPORTANT LIMITS/VALUES RELATED TO BID**

<b>S. No</b>	<b>Item</b>	<b>Description</b>
1	Name of the work	Tender call for Selection of an Agency for providing Security Services at IIIT- Nuzvid
2	EMD	Rs.5,00,000/- (Rupees: Five Lakhs only) by way of crossed Demand Draft from any Nationalized Bank in favor of Registrar (i/c), RGUKT - AP, payable at SBI Tadepalli, Guntur Dist
3	Bid Validity Period	90days from the date of opening of commercial bid
4	EMD Validity Period	90days from the date of opening of commercial bid
5	Variation in quantities /number of manpower	+20%
6	Period for furnishing performance Security	Within 10days from date of receipt of Letter of Intent.
7	Performance security value	10% of the Annual of contract value
8	Performance security validity period	27 months from date of commencement of services.
9	Period for signing the order Acceptance	Within 7days from date of receipt of notification of a ward
10	<b>Payment terms</b>	
	Payment of bill	Monthly payment will be released based on the day wise attendance particulars certified by the concerned authorities' and along with performance certificate.
11	Transaction Fee	All the participating bidders who submit the bids have to pay an amount @ 0.03% of their final bid value online with a cap of Rs. 10,000/- for quoted value of purchase up to Rs.50 crores and Rs.25000/- if the purchase value is above Rs.50 crores & service tax applicable @ 15.00% as levied by Govt. of India on transaction fee through online in favor of MD, APTS. The amount payable to APTS is non refundable. Corpus Fund: Successful bidder has to pay an amount of 0.04% on quoted value through demand draft in favor of Managing Director, APTS, Hyderabad towards corpus fund at the time of concluding agreement.

12	Transaction Fee Payable to	<p>The Managing Director, A. P. Technology Services Ltd. Hyderabad</p> <p>Important Notice to Contractors, Suppliers and Department users (i) In the endeavor to bring total automation of processes in e-Procurement, the Govt. has issued order revised G.O.Ms.No. 13 dated. 05.07.2006 permitting integration of electronic payment Gateway of ICICI/HDFC/Axis Banks with e-Procurement platform, which provides a facility to participating suppliers/contractors to pay the transaction fee online using the credit cards.</p>
13	Procedure for Bid Submission	<p>Bids shall be submitted online on <a href="http://tender.apecurement.gov.in">http://tender.apecurement.gov.in</a> platform</p> <ol style="list-style-type: none"> <li>1. The participating bidders in the tender should register themselves free of cost on e-procurement platform in the website <a href="http://tender.apecurement.gov.in">http://tender.apecurement.gov.in</a></li> <li>2. Bidders can log-in to e-procurement platform in Secure mode only by signing with the Digital certificates.</li> <li>3. The bidders who are desirous of participating in e-procurement shall submit the technical bids, price bids as per the standard form available at the marketplace.</li> <li>4. The bidders should scanned upload the respective documents in Pre-Qualification and Technical bid documentation including EMD. The bidders shall sign on all the statements, documents certificates uploaded by them, owning responsibility for their correctness/authenticity.</li> <li>5. The hard copies of all the uploaded Technical documents should be attested by a Gazetted Officer or properly notarized.</li> <li>6. The rates should be quoted online only</li> <li>7. The financial bids of the Service Providers, who qualify the technical bid, shall only be opened.</li> </ol>
14	Other conditions	<ol style="list-style-type: none"> <li>1. The Documents that are uploaded online on e-market place will only be considered for Bid Evaluation.</li> <li>2. After uploading the documents, the copies of the uploaded technical bid documents along with original Demand Drafts in respect of EMD, Bid Security and Bid document fees have to be submitted by the bidder to</li> </ol>

		<p>the “The Coordinator Academic Administration (i/c), RGUKT –AP, Flat No. 202, Second Floor, NRI Block (C), Sri Mahendra Enclave, Tadepalli, Guntur Dist – 522 501, A.P”, by 04:00PMon 31-05-2018</p> <ol style="list-style-type: none"> <li>3. RGUKT – Ap will not hold any risk and responsibility regarding non-visibility of the scanned and uploaded documents.</li> <li>4. The RGUKT – AP shall not hold any risk on account of postal delay.</li> <li>5. Failure to furnish any of the uploaded documents, certificates will be entitled in rejection of the bid. Similarly, if any of the certificates, documents, etc. ,furnished by the Bidder are found to be false/fabricated/bogus, the bidder will be disqualified, blacklisted and action will be initiated as deemed fit and the Bid Security will be forfeited</li> </ol>
	Termination of contract	<p>In the event of any breach and / or failure on the part of the Vendor/Caterer to comply with the said terms &amp; conditions of the contract, the contract will be terminated forthwith. RGUKT - AP also reserves the right to cancel/suspend the contractual period for any reason whatsoever without assigning any reason and no liability shall be incurred by RGUKT – AP in the event of the aforesaid cancellation/suspension. However, under the normal circumstances the RGUKT - AP will give 30 days’ notice before the said cancellation/suspension. In addition if the contract is cancelled, the security deposit will be en-cashed and forfeited.</p> <p>The contract shall also be cancelled as per the penalty clauses mentioned in tender document.</p>
16	Placing work order	<ul style="list-style-type: none"> <li>✚ The Institute will place work order on identified successful bidder</li> <li>✚ <b>Tenders will be opened in sequential order i.e., Security Services respectively for Nuzvid Institute.</b></li> <li>✚ One Service provider is eligible to work/serve for one specific service only at IIIT - Nuzvid - RGUKT even if he will be lowest Bidder for more than one Outsourcing/service Tenders.</li> <li>✚ Institute reserves the right to reject only or all the tenders or accept them in part or reject the lowest tender without assigning any reason thereof. Institute authorities reserve the right to relax or tighten the conditions/norms given in the tender documents.</li> </ul>



## SECTION-B

### **1. PREAMBLE:**

Sealed Bids are invited by the Coordinator Academic Administration (i/c)- RGUKT –AP invites online tenders from the registered/licensed reputed and experienced Manpower Agency/Consultancy agencies or their authorized Agencies/institutes (channel partners/franchises) for providing Security Services at IIIT- Nuzvid for a period of one year from the date of award of contract.

Interested bidders may view and download the tender document containing the detailed terms & conditions, from the website [www.rgukt.in](http://www.rgukt.in) and [www.rguktn.ac.in](http://www.rguktn.ac.in). The account payee Demand Draft has to be enclosed with the Per-qualification Bid of Tender, no tender will be accepted without process fee to tender and EMD.

Bidders are advised to study the Tender document and Terms & Conditions carefully and completely. Submission of Bids shall be deemed to have been done after careful study of Tender document and examination of Terms & Conditions with full understanding of its implications

### **2. SCOPEOFWORK:**

Providing security services round the clock, 24 hours in a day and 365 days in a year for IIIT-Nuzvid, RGUKT, A.P – 521202.

### **3. PERIODOFCONTRACT:**

The contract period will be for One Year (1year) from the date of commencement of services. However, the period of contract maybe extended under unavoidable circumstances.

### **4. PLACE OF WORK AND VISIT TO SITE**

Intending tenders shall visit the IIIT Nuzvid, RGUKT to acquaint with local site conditions, nature and requirement of work, present conditions of Premises/fittings/fixtures, etc., before quoting for the tender.

### **5. RATES, TAXES AND DUTIES**

All the rates in the tender shall be inclusive of all statutory compliances like PF, ESI, and service Tax, etc.

### **6. INCOMETAX**

During the course of the contract period, deduction of income tax at **2.266%+** surcharge as in force at source shall be made at the prevailing rate of income tax department issued from time to time of the gross amount of each bill.

## **7. TAXSERVICE**

During the course of the contract period, the agency shall deposit service tax at prevailing rates as per Government of India during contract period to the concerned department regularly once in a quarter proof of payment made to the department shall be produced to RGUKT – AP for verification.

## **8. EARNESTMONEYDEPOSIT/SECURITYDEPOSIT:**

- 8.1. The tender should accompany with Earnest Money Deposit(EMD) for Rs.5,00,000/- by way of crossed Demand Draft drawn from any Nationalized Bank in favor of the Registrar (i/c),RGUKT- AP payable at SBI, Tadepalli, Guntur Dist.
- 8.2. The EMD will be returned to unsuccessful tender, where as in the case of successful tenderers, it will be retained.
- 8.3. The successful bidder will have to deposit a security deposit or Bank Guarantee from any Nationalized Bank to the tune of at the time of concluding agreement.
- 8.4. The Security Deposit /Bank Guarantee of successful tenderer will be retained for the period of contract in force and will be returned after expiry of the contract period, after deducting the outstanding liabilities if any. The Security Deposit/Bank Guarantee shall not carry any interest.

## **9. ELIGIBILITYCRITERIA:**

- 9.1. Should have minimum of Three years (3 years) experience in providing Security services.
- 9.2. The Agency should have Valid License for Providing Security Services according to the Andhra Pradesh Private Security Agencies Regulation Act 2008.
- 9.3. The agency should be a licensee as an Security Services supply agency with the Commissioner of Labour Department, Government of Andhra Pradesh (Form-II) since last three years.
- 9.4. Valid registration certificate of Firm or agency under relevant act since last Five years.
- 9.5. Valid registration with EPF under relevant Act and active since last five years and also should posses provision of EPF Payment in AP(Sub Code Registration )which should be taken before tender notice date.
- 9.6. Should have possessed valid registration for Service Tax on the head of Security services Valid EPF, ESI and Professional tax Registration since last three years.
- 9.7. Valid ISO 9001 Registration Certificate for the last Three Years
- 9.8. The bidders should have experience of providing Security of minimum 150 employees in two organizations with the similar category of institutions / University / Govt., Semi Government or Public Undertaking Sectors in any two Continuous years during the last

five years viz. 2014-2015, 2015-16, 2016-17 and 2017-18. Proof of Experience Certificate should be provided. Copies of agreements and work orders cannot be treated as proof of experience.

9.9. Average Annual Turnover of the Agency/Firm should not be less than Rs.1.5 Crore for the last three years viz. 2015-16, 2016-17, and 2017-18. A Certificate of the Bidders turnover for the years 2015-16, 2016-17, and 2017-18 in Rupees must be enclosed and be duly certified by firm of Chartered Accountants.

9.10. The bidders shall demonstrate proof of experience of Supply of Security Services of not less than Rs. 200 lakhs to any one organization in any one year of the preceding three years viz. 2015-16, 2016-17, and 2017-18. Copies of agreements and work orders cannot be treated as proof of experience. Only the experience /performance certificate shall be submitted.

9.11. The tenderer must have minimum one branch office at Andhra Pradesh before the downloading start date. Proof of the same should be enclosed and latest BSNL telephone bill should be submitted.

9.12. Should have minimum employees of 200 members in Security services and evidence should be enclosed and valid contract labour licenses should be produced and the Agency should have documents providing Compliance of Minimum wage along with bank statement for a minimum 200 security personnel.

9.13. Should have 200 employees under its role in 2015 -16, 2016-17 and 2017-18 Evidence of EPF, and ESI Challans should be closed 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.

9.14. Should have possessed PAN Card.

9.15. All the bidders shall include the following information and documents with their tenders.

9.15.1. Copies of Original documents defining the constitution or legal status, place of registration and principal places of business; written power of attorney of the signatory of the Bid to commit the Bidder.

9.15.2. Latest Income Tax Saralform/Returns filed (2015-16, 2016-17, and 2017-18).

9.15.3. List of Present Clients with contract addresses & telephone numbers.

9.16. An undertaking (self-certificate) that the agency hasn't been blacklisted by a Central / State Government institution and there has been no litigation history with any government department on account of similar services and the same should be uploaded/ submitted as per the proforma given in tender document.

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

**Note:** Any false information with regards to the submission of the document will lead forfeit of the EMD

## **10. RESPONSIBILITIES OF THE TENDERER / SERVICE PROVIDER**

- 10.1. The Tender / Service Provider shall arrange to safeguard the Employer's property and material by posting their (Service Provider's) security personnel in such a manner and at such points as directed by the Employer's authorized officer(s) from time to time. This would include patrolling, as required, of all areas, at all times, during day and night on 24 hours basis, checking of cars, trucks and other vehicles including outward / inward movement of material, personal search of Employer's employees and other personnel in accordance with the instructions given by the Employer's official(s) from time to time. They shall also person the duties of attendee where ever needed.
- 10.2. The Tenderer / Service Provider's security personnel shall function on a working schedule of eight hours in three shifts covering 24 hours on all 30/31 days of the month.
- 10.3. The Tenderer / Service Provider shall provide the number of security personnel stipulated by the Employer with such qualification / training as required from time to time, depending on the needs of the Employer and shall arrange **for** replacement of security personnel as may be necessary at the Tenderer / Service Provider's expense, in case of sickness, absenteeism, leave of absence or for any reason whatsoever, and see that no post or point is left unmanned.
- 10.4. In the event of theft, it shall be the responsibility of the Tenderer / Service Provider or their local representative(s) to bring it immediately to the notice of the security officer or such other official of the Employer together with preliminary investigation report to enable them to take up the matter further with the Police, if necessary.
- 10.5. During the period of contract, in case of any theft due to negligence, connivance or involvement of any of the security personnel of the Tenderer / Service provider, the Tenderer /Service Provider shall depute their investigators to conduct a preliminary enquiry, if so desired by the Employer and may associate with the Employer's authorized official(s) during the investigation to submit their findings. The Tenderer / Service Provider will also pursue the case with Police or any other agency for recovery of the stolen material / property. If prima facie, any of the security personnel employed by the Tenderer / Service Provider are held responsible for any theft caused due to their connivance, involvement or negligence, then the Tenderer / Service Provider shall make good the loss sustained by the Employer. Besides, the Tenderer / Service Provider shall replace such security personnel as may be indicated by the Employer within 3 days of

such directive from the Employer. The burden of producing such defaulters in front of any court of law for any legal proceedings totally lies on the Tenderer / Service Provider. The security personnel engaged by the Tenderer / Service Provider at the Employer's premises shall be the employees of the Tenderer / Service Provider for all legal purposes and consequences and not of the Employer.

- 10.6. The Tenderer / Service Provider shall be solely responsible for all acts of commission and / or omission on the part of their security personnel posted at the Employer's premises.
- 10.7. The Tenderer / Service Provider shall arrange to change the security personnel at such intervals and in such a manner as may be directed by the Employer from time to time.
- 10.8. The Tenderer / Service Provider shall provide at their cost proper uniforms, including boots, belts, jerseys (for winter), whistle cords and such other items as are necessary for smart turnout of the security personnel.
- 10.9. The Tenderer / Service Provider shall arrange to conduct surprise checks to supervise the performance and the turnout of the security personnel posted at the Employer's premises at least twice (more visits if required) during a month by a Senior Executive of the Tenderer / Service Provider and hold discussions on all matters relating to security with the authorized representatives of the Employer.
- 10.10. The Employer shall be at liberty to oversee and inspect the operations of the Tenderer / Service Provider as deemed by the Employer, but such inspection shall not absolve the responsibilities and obligations of the Tenderer / Service Provider enumerated under these presents.
- 10.11. The Tenderer / Service Provider ensure that no security personnel shall be deployed at the premises of the Employer who are undesirable.
- 10.12. Antecedents of the personnel to be provided shall be thoroughly checked by the Tenderer/ Service Provider to the satisfaction of the Employer.
- 10.13. The Tenderer / Service Provider shall be solely responsible for all expenses, employment benefits, safety norms and statutory liabilities and obligations as per Government norms in respect of the Personnel employed by them hereinafter referred to as "the Employees". The Employer shall not be liable in any manner whatsoever with regard to these personnel.
- 10.14. The Tenderer / Service Provider shall not supply or provide any services of the staff / employees provided by the Tenderer / Service Provider to the employer at the Estate of any other Company / Client, who are not connected with the Employer.
- 10.15. The Tenderer / Service Provider shall not sublet or sub contract any of the jobs to other parties under any circumstances.

- 10.16. The Tenderer / Service Provider shall assume the full responsibility for safeguarding the Property of the Employer, except for loss of fire, riots and natural calamities or other causes beyond control.
- 10.17. Acknowledgement of equipment etc., handed over by the Employer to the Tenderer / Service Provider, maintaining them in good working condition and handing over them to Employer in good working condition at the time of expiry / termination of the contract shall be responsibility of the Tenderer / Service provider.
- 10.18. The Tenderer / Service Provider shall be solely responsible for any accidents / injuries/death to their personnel or to second or third parties arising out of or in the course of employment of such personnel with them. The Tenderer / Service Provider shall adhere to all the formalities / regulations / obligations, such as reporting to appropriate authorities, compensation to the death, treatment of the injured and meeting the expenses incidental thereto, payment of compensation, etc.,
- 10.19. The Tenderer / Service Provider shall be solely responsible for the payment of wages, allowances and other benefits to their security personnel posted at the Employer's premises. Disbursement of wages will be done within the Employer's premises and in the presence of the employer's representative and his/her signature will be obtained to this effect. A copy of such payroll sheet will be furnished every month by the Tenderer / Service Provider. The Employer shall in no way be responsible for the welfare of the Tenderer / Service Provider's security personnel and the Tenderer / Service Provider shall be solely responsible for the welfare of their personnel posted at the Employer's premises under the various Acts. Ordinance, Rules and Regulations, whether Central or State.
- 10.20. The Tenderer / Service Provider shall alone be responsible for the conduct, discipline and behavior to be maintained at the work place. In case of any misconduct, which may or may not involve financial loss or burden to the Employer, the Tenderer / Service provider alone shall take the responsibility.
- 10.21. The Tenderer / Service Provider shall have no authority to make statements, representation or commitments of any kind or take any action binding on the Employer. It is expressly agreed that it is not the purpose or intention of this agreement to create, nor shall the same be construed as creating any partnership or joint operation between the Employer and the Tenderer / Service Provider.
- 10.22. The Tenderer / Service Provider shall exercise all responsibilities, care and diligence to prevent any actions or conditions, which could result in a conflict with the best interest of the Employer

- 10.23. Agency will be responsible as employer of Security Services to maintain personnel records such as pay rolls, attendance sheets, leave records, service records etc., which shall be readily available for scrutiny / inspection by the officials of the Institute
- 10.24. Agency has to submit list of EPF / ESI Account numbers of all employees engaged in the Department and it is the responsibility of the agency to provide identity cards of EPF / ESI to them.
- 10.25. Agency is solely responsible for any loss incurred in the Institute when such loss is caused by gross negligence of outsourced personnel engaged, the Department is entitled to recover such loss from the agency.
- 10.26. Agreement made with agency is a time-bound one and there would be no commitment to extend it beyond the contractual period. However, contract can be modified with mutual consent only. Termination of agreement before contractual period can be done by giving one month's notice from either side.
- 10.27. The Agency must have a full-fledged functional office at Vijayawada/Amravati or at any district of AP with valid Address Proof to be submitted.
- 10.28. Agency should comply with all instructions issued by Government from time to time including for the welfare of Security Personnel.
- 10.29. The Service Provider/Contractor shall abide the rule of reservation (if applicable, 100 point roster should be followed, which is available in social welfare department, A.P. Government) and the Institute rules and regulations in regarding payment of wages.
- 10.30. Payment shall be credited into bank accounts of the respective individuals and the agency shall produce an acquaintance every month. Agency has to produce proof duly showing remittance of EPF, ESI as per Acts and Rules every month separately for the personnel outsourced. Only upon production of proof of remittances of wages/payment and all other statutory deductions of previous month, payment bill for the succeeding month will be cleared. Any statutory revision of taxes will be allowed by the Institute.
- 10.31. Agency will be responsible as employer of Security Services to maintain personnel records such as pay rolls, attendance sheets, leave records, service records etc., which shall be readily available for scrutiny / inspection by the officials of the Institute.
- 10.32. The Agency's personnel shall not claim any benefit / compensation/absorption / regularization of services with the Institute under the provisions of Industrial Disputes Act., 1974 or Contract Labour (Regulation & Abolition) Act, 1970. Undertaking from the

persons to this effect will be required to be submitted by the Service Provider to the Institute.

- 10.33. No person below the age of 18 (Eighteen ) years shall be employed at RGUKT - AP.
- 10.34. All the employees of the contractor will have to be covered under insurance against any personal accident by the Agency/Service Provider and RGUKT - AP will not be liable for payment of any compensation on the account.
- 10.35. The Agency shall be solely responsible for any accidents / injuries/death to their personnel or to second or third parties arising out of or in the course of employment of such personnel with them. The Agency shall adhere to all the formalities / regulations / obligations, such as reporting to appropriate authorities, compensation to the death, treatment of the injured and meeting the expenses incidental thereto, payment of compensation, etc.,
- 10.36. No wage/remuneration will be paid to deployed persons for the days of absence from duty.
- 10.37. The Security Personnel supplied by the Agency should not have any Police records/criminal cases against them. The Agency should make adequate enquiries about the character and antecedents of the persons whom they are recommending. The character and antecedents of persons will be verified by the Service Provider before their deployment through local police, collecting proofs of residence, driving license, bank account details, and previous work experience and recent photograph and a certification.
- 10.38. The Institute may require the service provider to dismiss or remove from site of work, any persons employed by the service provider, who may be incompetent or for his/her/their misconduct and service provider shall forthwith comply with such requirements.
- 10.39. That on the expiry of the agreement as mentioned above, the Agency will withdraw all its personnel and clear their accounts by paying them all their legal dues. In case of any dispute on account of termination of employment or non - employment by the personnel of the Agency, it shall be the entire responsibility of the Agency to pay and settle the same.
- 10.40. The percentage of the agency commission shall be maximum up to 5% (Bids with 0% commission will be rejected) as per GO.MS.NO.151, 2016.



## **11. STATUTORY LIABILITIES OF THE TENDERER / SERVICE PROVIDER :**

- 11.1. All statutory obligations as per the Labour Laws (e.g. Minimum Wages Act), Contract Labour (Regulation of Abolition) Act, ESI, PF, Bonus etc., as amended from time to time will be met by the Tenderer / Service Provider. The Tenderer / Service Provider will have to submit necessary proof and certificate for the compliance of all statutory obligation/ labour laws or any other applicable Indian Law, which is entirely his duty, failing which necessary deductions would be made by the Employer from all running bills and payments of the Tenderer/ Service Provider. The Tenderer / Service Provider will have to be necessarily registered with the ESI and PF Authorities and other necessary authorities as required under the Applicable Office / Shops & Establishment Act.
- 11.2. The Tenderer / Service Provider shall obtain at their cost all permits, licenses as may be required under various laws / regulations for carrying out their obligations under these presents.
- 11.3. In case of material loss etc., the Tenderer / Service Provider will keep the Employer indemnified against all such risks.
- 11.4. The Tenderer / Service Provider shall maintain proper records, registers etc., as applicable and required under various enactments including, but not limited to, Contract labour (Regulation & Abolition) Act, 1970, EPF Act and Miscellaneous Provisions Act 1952 and the schemes framed there under, ESI Act 1948 and Rules, the Payment of Bonus Act 1965 and Rules and all other applicable Acts and Regulations and further shall comply with all statutory provisions thereof in obtaining registrations licenses, filing returns, submitting information etc.,
- 11.5. The Tenderer / Service Provider shall submit copies of remittance challan along with details in respect of payment / contributions paid to ESI, PF etc., on month to month basis to the Employer.
- 11.6. The Tenderer / Service Provider shall, at all times, make available to the Employer authorized official records / registers required to be maintained under various laws in force and necessary certificates and licenses for reference / inspection and shall provide copy (so of any returns, statements etc., to the Employer as may be required from time to time.
- 11.7. The Tenderer / Service Provider shall maintain all records at site regarding duty schedules, leave, salary disbursement etc., pertaining to the personnel deployed by them in the said premises.
- 11.8.** Notice of Non-compliance: The Employer shall promptly notify the Tenderer / Service Provider upon discovering any instance where the Tenderer / Service Provider has failed

to comply with the provisions as given in above paragraphs. On receipt of such notice, the Tenderer / Service Provider has to comply with within 3 days.

## **12. INDEMNIFICATION BY TENDERER / SERVICE PROVIDER**

The Tenderer / Service Provider at all times will keep the Employer indemnified against all costs, damages, losses claims etc., which the Employer may have to suffer, undergo or pay as a result of operation / execution of this service contract in the said premises.

## **13. EMPLOYEES**

**13.1.** The Tenderer / Service Provider shall ensure that all Employees are supplied with and wear uniforms, identity cards, other necessary items etc., while working at site, they have to behave in a cordial manner when interacting with the employees of employer and visitors and follow the safety regulations and disciplinary procedures.

## **14. PAYMENT TERMS:**

14.1. Payment will be made on monthly basis. Payment shall be made on the basis of performance of services. The Employer has authority to alter / reduce the bill as per the performance of the Tenderer / Service Provider.

14.2. The Tenderer / Service Provider shall raise an invoice in an acceptable proforma and in accordance with the rates quoted in Price Bid.

14.3. The invoices shall be raised by the 5<sup>th</sup> of each succeeding month for the services provided during the preceding month. Payment will be made within 10 days of receipt of the invoice. Payment will be made by account payee cheque.

14.4. Income tax will be deducted by the IIIT- Nuzvid, RGUKT from all payment made to the Tenderer / Service Provider. This will be as per the Rules and Regulations in force and in accordance with the Income Tax Act prevailing from time to time.

14.5. At the time of signing of the Agreement, the Tenderer /Service Provider shall submit to the IIIT- Nuzvid, RGUKT, a photocopy of his PAN identity for record.

14.6. Service Tax, EPF, ESI, other statutory duties / levies, as applicable shall be paid by the Tenderer / Service Provider to the concerned departments and proof of such payments shall be made available along with the bill of next month of the Employer. Failure in submission of proof of payments, employer withholds the payment till its production.

## 15. FORCE MAJEURE

- 15.1. No liability shall be attached to the Tenderer / Service Provider for non operation or execution of his obligation under this contract as a result of Force Majeure or any other factor beyond the control of the Tenderer / Service Provider.
- 15.2. No liability shall be attached to the Tenderer / Service Provider for any damage due to natural calamities such as earthquake, war, civil commotion and willful damage.

## 16. TERMINATION:

- 16.1. The contract can be terminated
  - 16.1.1. by either without cause, after giving to the other party at least two calendar months' written notice thereof
  - 16.1.2. by the Employer, if the Tenderer/Service Provider fails to fulfill their tasks to the satisfaction of the Employer. Such failures constitute a breach of the Tenderer / Service Provider's obligations under contract, which are not remedied within 30 days from the date of giving of written notice requiring such breach to be remedied.

## 17. DISPUTES:

- All disputes and differences of any kind whatsoever arising out or in connection with contract, whether during or after completion of contract will be settled amicably in a spirit of co – operation and the Employer's **decision** shall be final on all such matters and shall be binding on the Tenderer / Service Provider.
- In case of a dispute or difference arising between the RGUKT - AP and the Vendor 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.

## 18. DISCLAIMER:

- 18.1. Even though adequate care has been taken in the preparation of this Tender Schedule the Bidder should satisfy himself that the Schedule is complete in all respects.
- 18.2. RGUKT - AP nor their employees make any representation or warranty as to the accuracy, reliability or completeness of the information in this Tender Schedule and it is not possible for the RGUKT - AP to consider the investment objective, financial situation and particular needs of each party who reads or uses the Tender Schedule. Certain prospective Bidders may have a better knowledge of the scope of work than others. Each prospective Bidder should conduct his own investigations and analysis and check the

accuracy, reliability and completeness of the information in the Tender schedule and obtain independence advice from appropriate sources.

- 18.3. Coordinator Academic Administration (i/c), RGUKT - AP reserves the right to reject any or all the Bids submitted in response to this request for Proposal at any stage without assigning any reasons whatsoever.
- 18.4. Coordinator Academic Administration (i/c), RGUKT – AP reserves the right to change any or all of the provisions of this Request for Proposal. Such changes would be intimated to all parties procuring this Request for Proposal.

## **19. REJECTION OF TENDERS:**

- 19.1. The Coordinator Academic Administration (i/c), RGUKT - AP, reserves the right to cancel the tender process and reject all tenders at any time prior to the award of contract without thereby incurring any liability to the affected bidder or any obligations to inform the affected bidder of the grounds of acceptance or rejection.
- 19.2. No bidder is entitled to withdraw his offer after submission. In case of such withdrawal, the EMD deposited along with the tender schedule will stand forfeited.
- 19.3. For breach of any of the conditions prescribed in the tender as specified by the organization from time to time, the Security Deposit is liable to be forfeited. Decision of the Coordinator Academic Administration (i/c), RGUKT - AP in this regard is final and binding on the Contractor.

## **20. PERFORMANCE GUARANTEE**

Within 7 days of the receipt of notification of award of contract from IIIT- Nuzvid, the successful Agency shall furnish the performance guarantee in accordance with the conditions of Contract in the Contract Performance Bank Guarantee to the Registrar (i/c), RGUKT – AP which shall be valid for the entire contract period, in the form of bank guarantee from a Nationalized / Scheduled Bank.

## **21. APPLICABLE LAW**

The successful Agency shall comply with Governments Labour Laws & Acts, Regulations and directives in force. All the registers as required by the applicable Act / Rules should be maintained and produced when demanded by the competent authority.

## **22. CANVASSING**

Bidders are hereby warned that canvassing in any form for influencing the process of Notification of Award would result in disqualification of the Bidder.

### **23. TERMINATION FOR INSOLVENCY**

Coordinator Academic Administration (i/c), RGUKT - AP may at any time terminate the work order / contract by giving written notice of four weeks to the agency, without any compensation to the agency, if the agency becomes bankrupt or otherwise insolvent.

### **24. METHOD OF SUBMISSION:**

- 24.1. Bids shall be submitted online on <https://tender.apecurement.gov.in> Platform. The participating bidders in the tender should register themselves on e- procurement platform in the website <https://tender.apecurement.gov.in>.
- 24.2. Bidders can log-in to e-procurement platform in secure mode only by signing with the Digital certificates.
- 24.3. 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.
- 24.4. The bidders shall sign on all the statements, documents certificates uploaded by them, owning responsibility for their correctness/authenticity.
- 24.5. The bidders should scan and upload the respective documents mentioned in eligibility criteria.
- 24.6. After uploading the documents, the copies of the uploaded technical bid documents and original Demand Drafts in respect of Bid Security and Bid document fee are to be submitted by the bidder to the “ The Coordinator Academic Administration (i/c), RGUKT – AP, Flat No. 202, Second Floor, NRI Block (C), Sri Mahendra Enclave, Tadepalli, Guntur Dist – 522 501, Andhra Pradesh”, by 04:00PM on dt.31.05.2018
- 24.7. Failure to furnish any of the uploaded documents, certificates, will entitled in rejection of the bid. The RGUKT - AP shall not hold any risk on account of postal delay. Similarly, if any of the certificates, documents, etc., furnished by the Bidder are found to be false / fabricated / bogus, the bidder will be disqualified, blacklisted, action will be initiated as deemed fit and the Bid Security will be forfeited.
- 24.8. RGUKT - AP will not hold any risk and responsibility regulating non-visibility of the scanned and uploaded documents.
- 24.9. The Documents that are uploaded online on e-market place will only be considered for Bid Evaluation.
- 24.10. The rates should be quoted online only.

## 25. EVALUATION PROCEDURE:

For short listing of agency the following criteria shall be applied. For this purpose agency shall submit proof documents along with the tender and the agency not confirming to any of these parameters will not qualify for short listing.

- 25.1. The Tenders will be opened as per the schedule by the Coordinator Academic Administration (i/c), RGUKT – AP or his authorized representative.
- 25.2. The Technical Bids consisting of the documents related to Eligibility criteria will be opened first. The tenders will be evaluated so as to ascertain the capability of the bidders to provide the services for the period mentioned and also to assess whether the bidder satisfies the eligibility criteria at clause no.09
- 25.3. The Financial/Price Bids of only those bidders, who have fulfilled the eligibility criteria specified in the tender document, will be opened online and the Price Bid of the bidders who do not fulfill the eligibility criteria will not be opened and their Tender stands rejected.
- 25.4. In case of tie in the prices quoted by the bidders (i.e. if more than one bidder quotes least price) the short listing will be done by giving points in the following aspects. The firm which gets highest points will be awarded contract.

S. No	Description	Points	Total (50 points)
01	The total No. of Employees for which EPF paid in the last Financial Year i.e 2017-18.	2 point per each 100 employees	Max. 20 points
02	No. of years of work experience only in Educational Institutions (Government).	1point per each running year	Max.15Points
03	Average turnover during the last three Financial Years.	1 point for each crore	Max.15points

Note: Bidders are requested to submit the hardcopies of documental proofs for the above 3 items.

- 25.5. Any claims or disputes raised by the unsuccessful bidders in respect of selection process and non-allotment of award will have no legal validity and will not be enforceable against the RGUKT - AP. No further correspondence will be entertained regarding the disqualification.

- 25.6. The Coordinator Academic Administration (i/c), RGUKT - AP, reserves the right to accept or reject any / or all the tenders without assigning any reasons whatsoever. The Coordinator Academic Administration (i/c), RGUKT - AP, also reserves the right to cancel the selection process for award of the contract at any time. The decision of the Coordinator Academic Administration (i/c), RGUKT - AP, is final and binding.

## **26. VALIDITY OF THE TENDER/BID**

The Tender valid for a period of 90 days from the date of opening of commercial bid.

## **27. RATES:**

- 27.1. The payment made to the Security Personnel as per Institute norms
- 27.2. 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 Service Tax, EPF & ESI made by the Government.

## **28. PAYMENT TERMS:**

- 28.1. Payment will be made on monthly basis. Payment shall be made on the basis of performance of services. The Employer has authority to alter / reduce the bill as per the performance of the Tenderer / Service Provider.
- 28.2. The Tenderer / Service Provider shall raise an invoice in an acceptable proforma and in accordance with the rates quoted in Price Bid.
- 28.3. The invoices shall be raised by the 5th of each succeeding month for the services provided during the preceding month. Invoices should be accompanied by a copy of PF Challan, ESI Challan, Service Tax Challan, Salary statement of previous month, Attendance details of current month etc., Payment will be made within 10 days of receipt of the invoice. Payment will be made by account payee cheque.
- 28.4. Income tax will be deducted by the IIIT- Nuzvid from all payment made to the Tenderer / Service Provider. This will be as per the Rules and Regulations in force and in accordance with the Income Tax Act prevailing from time to time.
- 28.5. At the time of signing of the Agreement, the Tenderer /Service Provider shall submit to the IIIT- NuzvidRGUKT, a photocopy of his PAN identity for record.
- 28.6. Service Tax, EPF, ESI, other statutory duties / levies, as applicable shall be paid by the Tenderer / Service Provider to the concerned departments and proof of such payments shall be made available along with the bill of next month of the Employer. Failure in submission of proof of payments, employer withholds the payment till its production.

**29. PAYMENTS TO BE MADE TO THE GUARDS BY THE TNERER /SERVICE PROVIDER :**

- 29.1. The Tenderer / Service Provider shall make payments of wages to the guards employed by him before 5th of succeeding month without waiting for the payment from the Employer. Proof of payment shall be submitted to the employer along with the bill of next month.
- 29.2. After submitting the invoice along with attendance and particulars certified by the concerned Officials, the payment shall be paid.



**ANNEXURE - I**

**PRICE BID**

Supply of manpower as per GO.MS.No 151, 2016 only Agency's Commission percentage are to be quoted. Institute shall bear the liability of Service Tax and other statutory charges as applicable from time to time on the bills payable by the Institute. TDS will be recovered as per the prevailing rate on gross billed amount.

If there is a discrepancy between the Agency's Commission charges quoted in words and figures, which is least of the two, will govern.

<b>01</b>	<b>Name of the Outsourcing / Manpower Agency</b>		
<b>02</b>	<b>Address of the Agency with Contact numbers (Telephone, Mobile and Email ID)</b>		
<b>03</b>	<b>Percentage of Agency Commission</b>		
	<b>Words:</b>		
<b>04</b>	<b>Statutory Contributions / Deductions</b>		<b>EPF@13.61%, ESI @ 4.75%, Service Tax @ 15% on Agency's Commission.</b>

I/we have understood the tender procedure and the terms and conditions specified in this tender document and they are acceptable to me/us.

**Signature of the Tenderer**

**with Agency Seal**

**Date:**

**Place:**

## **Annexure-II**

### **DECLARATION (on Company Letter Head)**

FROM:

Dt.

To,

The Coordinator Academic Administration (i/c),  
Flat No. 202, Second Floor, NRI Block (C),  
Sri Mahendra Enclave, Tadepalli,  
Guntur Dist – 522 501, AP.

Dear Sir,

**Sub.: Tender call for selection of an Agency for providing Security Services at IIIT Nuzvid -  
RGUKT (Andhra Pradesh) – Reg.**

With respect to the tender notice published in the above mentioned daily newspaper, I/We here by submit my/ our tender in a required format.

I/We have adhered to the requirements prescribed by RGUKT - AP. I/We have carefully gone through the guidelines/ terms and conditions and prescribed format and I/We accept the same without any alternations/ modifications.

I/ We here by solemnly declare that any of our partners jointly or severally and / or individually or our firm / company/ associate company have not been black listed by the central govt. or any state govt. or it's under taking Institutions.

I / We here by further declare that, if the above declarations is found untrue the RGUKT - AP, shall be entitled to take any legal action against us severally and or individually or our firm / company in this regard in any manner that may deem fit by RGUKT- AP.

I / We here by further declare that I/we shall abide the Institute rules and regulations in terms of one Service provider is eligible to work/serve for one specific service only at IIIT - Nuzvid - RGUKT even if he will be lowest Bidder for more than one Outsourcing/service Tenders.

I/ We understand and accept that you are not bound to accept the lowest or any tender you may receive.

YOURS SINCERELY

SIGNATURE & STAMP OF THE TENDERER

## Annexure-III

### Bidder Information

1	Name of the organization		
2	Year of establishment		
3	Complete postal address		
4	Name & Designation of Authorized person		
5	Phone No.'s		
6	Fax No.		
7	Email		
8	Nature of the firm		
9	<b>Bank Details of the Agency:</b>		
	Bank Name		
	Bank Address		
	Bank Account Number		
	IFSC Code		
10	PAN No.		
11	TIN No.		
12	EPF Registration No.		
13	ESI Registration No.		
15	Service Tax Registration No.		
16	Registration with Labour Dept.		
12	Total No. of branch offices in Andhra Pradesh		
13	Bid Document Fee (Nonrefundable)	Amount Rs. DD No. DD Date Issuing Bank & Branch:	
14	EMD	Amount Rs.: DD/BG No. :DD/BG Date: Issuing Bank&Branch:	
17	Details of certificates enclosed.		

## Annexure-IV

### CHECKLIST TO ACCOMPANY THE TENDER FOR TECHNICAL EVALUATION

(The Tenderer shall fill the check list & upload )

The Bidder must ensure that the following details in the check list are furnished along with the bid document. The bidder must also carefully go through all the contents of the BID Document and any additional information/documents, required more than the items listed in the check list below, also shall have to be furnished. Non-furnishing of any required information/document as per the Tender Document will lead to rejection of the bid (in the following order only).

Sl. No.	Details of the Eligibility Criteria	Specified Criteria in Tender	Yes	No
1	Tender Document Fee of Rs.20,000/-in the form of DD.			
2	EMDofRs.5,00,000/-(DD)drawn from a Scheduled Bank			
3	Bidder Information Sheet ( Annexure-III)			
4	Bidder Letter (Annexure-V)			
5	Declaration letter (Annexure-II)			
6	Tender document, duly signed and stamped into ken of accepted all the terms and conditions of the tenders schedule.			
7	Registration certificate with the Labour Department of Government of Andhra Pradesh (Form-II)/ (latest renewal copy of Form-IV which is in force in AP only )			
8	The Agency Should have Valid License for Providing Security Services according to the Andhra Pradesh Private Security Agencies Regulation Act 2008			
9	A Solvency certificate from any bank for Rs.2 crores should be uploaded.			
10	Valid registration with EPF under relevant Act and active since last five years and also should posses provision of EPF Payment in AP(Sub Code Registration )which should be taken before tender notice date.			
11	Valid registration with ESIC under relevant Act and active since last five years. also should posses provision of ESIC Payment in AP(Sub Code Registration )which should be taken before tender notice date.			
12	Should have possessed valid registration for Service Tax on the head of Security services Valid EPF, ESI and Professional tax Registration since last three years.			
13	The bidders should have experience of providing Security of minimum 150 employees in two organizations with the similar category of institutions / University / Govt., Semi Government or Public Undertaking Sectors in any two Continuous years during the last five years viz. 2013-2014, 2014-15, 2015-16,			

Sl. No.	Details of the Eligibility Criteria	Specified Criteria in Tender	Yes	No
	2016-17, and 2017-18. Proof of Experience Certificate should be provided.			
14	proof of experience of Supply of Security Services of not less than Rs. 200 lakhs to any one organization in any one year of the preceding three years viz. 2015-16, 2016-17, and 2017-18. Copies of agreements and work orders cannot be treated as proof of experience.			
15	Copy of ISO Certification.			
16	200 Valid Labor Licenses.			
17	Certificate of the bidder's turnover <b>Rs.1.5 Crore</b> for each financial year 2015-16, 2016-17, and 2017-18 in rupees must be enclosed and be duly certified by firm of Chartered Accountant.			
18	Latest Income Tax Saral form / Returns filed (for 2015-16, 2016-17, and 2017-18).			
19	Power of Attorney, wherever applicable.			
20	<b>Proof of Payment of E.P.F of his employees since last three years along with returns (E C R) and challan (First &amp; last pages of ECR ) and challans to be uploaded.</b>			
	For the F.Y 2015-16			
	For the F.Y 2016-17			
	For the F.Y 2017-18			
21	<b>Proof of Payment ESIC of his employees since last Three years along with returns (First &amp; last pages of return) and challans to be uploaded.</b>			
	For the F.Y 2015-16			
	For the F.Y 2016-17			
	For the F.Y 2017-18			
22	Proof of Payment of GST since last three years along with the Service Tax Returns. (Acknowledgement may be produced for returns) from April 2015-16 to 2017-18 whichever is latest.			
23	An undertaking (self-certificate) that the agency hasn't been blacklisted by a Central / State Government institution and there has been no litigation history with any government department on account of similar services and the same should be uploaded as per the proforma in tender document.			
24	Proof of the Registered office of the tenderer having at least one branch office in A.P along with EPF, ESIC			

Sl. No.	Details of the Eligibility Criteria	Specified Criteria in Tender	Yes	No
	registrations(sub-code) for provision of payment in AP. Latest BSNL Telephone bill to be produced BSNL Telephone bill to be produced which should be before the date of tender notice.			
25	Valid ISO 9001 Certificate for the last Five Years.			

**NOTE: All pages of the bid documents must be serial numbered and signed.**

1. All the copies of the certificates, documents etc., enclosed to the Technical bid shall be given page numbers on the right corner of each certificate. The furnished shall be in the formats appended to the tender document and the same should be submitted in a sealed envelope
2. The information shall be filled-in by the Tenderer in the checklist, and shall be enclosed to the Technical bid for the purposes of verification as well as evaluation of the tenderer's Compliance to the qualification criteria as provided in the Tender document. All the Certificates, documents, s as per check-list shall be uploaded and copies shall be submitted by the tenderer in sealed Cover "A" as Hard Copies along with the original Demand Drafts drawn towards EMD & Processing fee.
3. The Institute shall carry out the technical bid evaluation solely based on the uploaded certificates/documents, DD towards EMD and open the price bids of the responsive bidders. If any bidder fails to submit the original hard copies towards EMD, Processing Fee and other documents before the opening of the price bids, the technical bids of such bidder will be disqualified.

#### DECLARATION

I / WE ..... have gone through carefully all the Tender conditions and solemnly declare that I / we will abide by any penal action such as disqualification or black listing or determination of contract or any other action deemed fit, taken by, the Department against us, if it is found that the s, documents, certificates produced by us are false / fabricated.

I / WE hereby declare that, I / WE have not been blacklisted / debarred / Suspended / demoted in any department in Andhra Pradesh or in any State due to any reasons.

Signature of the Tenderer

**Annexure-V**

**Bidder letter form**

From:

(Registered name and address of the bidder)

To

The Coordinator Academic Administration (i/c),  
Flat No. 202, Second Floor, NRI Block (C),  
Sri Mahendra Enclave, Tadepalli,  
Guntur Dist – 522 501, AP.

Sir,

Having examined the bidding documents and amendments there on, we the undersigned, offer to provide the **Security Services** in conformity with the terms and conditions of the bidding document and amendments thereon in response to your tender call dated.....

We undertake to provide above services, as assigned to us in conformity with the said bidding documents, for an estimated sum of Rs ..... (Total bid amount in words and figures) which may vary in accordance with the schedule of prices attached herewith and coverage options made by RGUKT - AP or its user organization.

If our bid is accepted, we undertake to:

- a. Provide services /execute the work according to the time schedule specified in the bid document,
- b. Obtain the performance guarantee from a scheduled bank in accordance with bid requirements for the due performance of the contract, and
- c. Agree to abide by the bid conditions, which remain binding upon us during the entire bid validity period and bid, may be accepted any time before the expiration of that period.
- d. 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.

Place:

Bidder's Signature

Date:

Seal.