

Tender form for
Security Services

**NATIONAL INSTITUTE OF TOURISM &
HOSPITALITY MANAGEMENT, HYDERABAD - 500 032**

PREQUALIFICATION-CUM-TENDER NOTICE

Maintenance of Security Services at NITHM Campus

NITHM invites sealed Tenders/Bids for Providing Security services at its premises. Tenders/bids should be filed in two bid formats with all the required documents as enclosures in separate sealed covers i.e.,:

- (a) Part – I Technical bid
- (b) Part – II Financial bid

Two separate sealed covers should be specifically superscribed as “Technical bid” and “Financial bid for providing security services at NITHM premises. Both the sealed envelopes (a) and (b), along with the Tender Document fee Rs. 2,000/- and EMD of Rs.25,000/- in the form of Demand Draft / Pay Order, are to be kept in another larger envelop, which should also be sealed and submitted.

Tender Form/Application can be download from our website www.nithm.ac.in. and submit along with DD/Pay Order for Rs. 2,000/- towards cost of Tender Form, favoring N.I.T.H.M, Payable at Hyderabad.

All the envelopes should be sealed and submitted to The Director, NITHM, Telecom Nagar, Gachibowli, Hyderabad - 500 032 on or before 3.00 p.m. on 18th June, 2018. The Technical bids will be opened on 18th June, 2018 at 3.30 P.M at NITHM premises. The tenderers willing to witness the opening of these envelopes may remain present on the said date and time.

Financial Bids of those Tenderers who are successful in pre-qualified/technical bid will be opened.

EMD (without any interest) will be returned in due course to the tenderers who are not qualified.

The minimum eligibility criteria for pre-qualification are enclosed. Tenderers are advised to furnish Clients Certificates in respect of experience claimed.

The validity of the offer will be 2 months from the last date of submission of tender application form.

NITHM reserves the right to reject any / all applications and cancel the tender at any point of time, without assigning any reasons thereof.

MINIMUM ELIGIBILITY CRITERIA

Tenderers should have minimum 8 years experience in the same field as on the date of submitting the tender. Preference will be given to the tenderers who have minimum seven years experience in the field in Government institutions.

The service provider competing shall have a minimum manpower strength of 50 engaged in Government Organizations/Educational institutions/ MNC of repute for the last 3 years.

Annual turnover of the applicants company during last 3 years should not be less than (per annum) Rs.60,00,000/- (Rupees Sixty Lakhs only) – please enclose Audited Balance sheets/I.T Returns xerox copies.

Should have well established office in Hyderabad.

Registered with statutory bodies viz., PF, ESI, IT, Labour Dept., & GST etc.

PLACE OF SERVICE

Security services shall have to be performed within the premises of NITHM, Telecomnagar, Gachibowli, Hyderabad, T.S.

- a. The contract, which may, if eventuates from this tender, shall be governed by the terms and condition of the contract agreement.
- b. The instructions to be followed for submitting the tender are detailed in the form.

CONTRACT PERIOD: The contract is valid for a period of **One** year from the date of agreement. Extension of contract service period further one more year will be depending upon service and mutual understanding.

INFORMATION ABOUT TENDERERS:

The Tenderers must furnish full, precise and accurate details in respect of information as per Tender form columns.

SIGNING OF TENDERS:

Person or persons signing the tender shall state in what capacity he is or they are signing the tender, e.g, as sole proprietor of a firm or as an authorized employee or partner in the firm. In the case of partnership firm, the name of all the partners should be disclosed or their duly constituted attorney, having authority to bind all the partners in all matters pertaining to the contract. Attested copy of the partnership deed should be furnished along-with the tender. In case of Ltd. Co. the same should be signed by the Authorised Signatory / Director. In the case of Hindu undivided family "Power of Attorney" should be signed by the co- partners in favor of Karta who by his signatures can bind the firm.

EARNEST MONEY:

Tender form must be accompanied by an Earnest Money of Rs.25,000/- (Rupees Twenty Five Thousand only) in form of Demand Draft/Pay order in favour of "N.I.T.H.M" payable at HYDERABAD. Tenders not accompanied by Earnest Money in the form prescribed above shall summarily be rejected.

The Earnest money will be returned to unsuccessful tenderers after decision on tenders. No interest shall be payable on the amount of Earnest Money, in any case.

SECURITY DEPOSIT:

(a) The successful tenderer shall furnish security deposit of Rs. 3,00,000/- (Rupees Three lakhs only) within a one month of the acceptance of this tender.

(b) The Security Deposit amount shall be deposited through Demand Draft/Pay- order in favour of the "N.I.T.H.M" payable at Hyderabad and will not be liable for payment of any appreciation thereon. No interest is payable on Security Deposit.

DELIVERY OF TENDER:

The procedure for submission is enumerated in the pre-qualification-cum- tender notice. The tender form shall be filled-in by tenderer neatly and accurately. Any alteration or overwriting will render the tender invalid. Alteration neatly carried out and duly attested over the full signature of the tenderer, however, is permitted.

OPENING OF TENDER:

The tenders will be opened in NITHM premises, and on the date and time indicated above. The tenderers will be at liberty to be present, either in person or through an authorized representative at the time of opening of tenders.

INTERVIEWS AND ACCEPTANCE OF TENDER:

The tenderers should be prepared to proceed to NITHM, Hyderabad at their own expenses and without any obligation, if called upon to do so. Director, NITHM reserves the right to reject any or all Tenders without assigning any reason and does not bind himself to accept the lowest or any tender. The successful tenderer will be advised of acceptance of his Tender by a Letter / Fax / E-mail or formal "Acceptance of Tender" which must be acted upon immediately.

TERMS AND CONDITIONS FOR PROVIDING OF SECURITY SERVICES AT NITHM

TELECOM NAGAR, GACHIBOWLI, HYDERABAD

A. SCOPE OF WORK:

1. The security maintenance service contract shall be for the premises/building occupied by the NITHM, consisting of Administrative Block/Academic block/Hospitality block, Hostel Blocks & Canteen area along with outside area surrounding compound/Fencing walls described in detail as above etc.
2. The Contractor shall provide adequate manpower for maintenance and security of the entire area as specified above and shall also be specifying the number of persons being deployed per day at his own cost for all the days.
3. Shift timings: Round the clock i.e, Daily 2 shifts-each shift is 12 hours – 365 days in a year.
4. The supervisor of the contractor shall maintain a proper record, towards the verification / confirmation of the availability of college belongings once in a week i.e. on every Saturday. The records / registers such maintained shall be placed before the Maintenance Engineer or Authorized representative for test check or verification.
5. The Contractor shall ensure opening and proper locking of all rooms in all blocks and in case of any breakage, theft of any fixture & furnitures, other equipments, the responsibility shall be that of the Contractor only.
6. **Security staff duties, behavior and applicable laws etc.,**
 - a) The Contractor shall be liable to comply with all applicable laws, rules and regulations in respect of all the labour laws and statutory requirements, including fire safety regulations and other regulations which are in vogue or will become applicable in future. The Contractor shall accept and bear full and exclusive liability for the payments of any or all taxes etc. now in force or hereafter imposed, increased and revised from time to time by the State Govt. or by any other Authority with respect to or covered by wages, salaries or other compensations paid or payable to persons engaged by the Contractor.

The Contractor shall fully comply with all the applicable laws, rules and regulations relating to Contract Labour (regulation and Abolition) Act 1970 and Contract Labour (R&A) Central Rule 1971, Provident Fund Act including the payment of P.F. contribution, Payment of Bonus Act, Minimum Wages Act, Workmen's compensation Act, ESI Act, Essential Commodities Act, Migrant Labor Act and/or such other Act or Laws or regulations passed by the State, Municipal and Local Government Agency or Authority including TDS as per I.T. Act, applicable from time to time. The contractor shall be responsible for proper maintenance of all Registers, Records. The contractor shall bind himself/executor or administrator or successors and shall indemnify and hold harmless the NITHM in respect of this contract, including all claims, damages proceedings, costs, charges and/or any expenses whatsoever which may be imposed, enforced or brought against the NITHM or any of its Directors, Officers or employees for reasons or consequent upon any breach or default on the part of the Contractor in respect of violation of any of the provisions of Laws/Acts/Rules or regulations having the force of law or any award or decision by any competent tribunal, court of authority in respect of the workmen or any one, employed/engaged by the contractor in connection with this contract. The Contractor shall be responsible for all the claims for its workmen and the said workmen of the Contractor shall not make any claims whatsoever against the NITHM. The Contractor's workmen will not have any right whatsoever to get absorbed in the NITHM. The Contractor shall provide weekly off/holidays to his workmen as per labour laws but it will be his responsibility to ensure uninterrupted services to the NITHM on all days.

b) The Contractor's staff shall not disturb the employees of the college or make any sort of noise in the premises.

c) The Contractor's staff shall be polite, courteous, well behaved and honest. They will always be in uniform provided by the contractor.

d) The Contractor shall be fully responsible for any theft, burglary or fire caused as a result of negligence of his security staff any other misbehavior/or deed done by his staff..

e) The antecedents of all the workers will be got verified from police department by the Tenderer before deployment for work and a suitable undertaking will be submitted to the institute to this effect.

f) The Contractor's worker shall not enter into any unlawful activity within the institute premises and shall have good moral character.

g) The Director or his authorized representative shall have the right to impose penalty on the contractor or deduct such amounts from its monthly payment /Security Deposit/any pending dues in case of the institute being put to any financial loss directly or indirectly by any act of omission and commission on the part of the Contractor's workers. The decision of the institute will be final in this regard

h) Insurance and accident risks of the workers will be the responsibility of the contractor.

i) All the workers of the Contractor shall be free from infectious disease.

j) The Contractor will ensure that proper license/permission from the concerned authority wherever applicable are obtained and kept renewed during period of the contract.

k) The institute reserves the right to order any worker of the contractor to leave the premises of the college if his presence at any time is found to be undesirable.

7. The Contractor shall submit the complaint register, movement register, gate passes and attendance register to the Resident Officer/Authorized person everyday before 11.00 a.m. with action taken report on the previous day complaints.

8. **Damage to the premises or other articles:**

The Contractor shall be responsible for pilferage and/or any damage to the NITHM property, when such damage is in the Institution's opinion caused due to negligence or carelessness of any fault on Contractor's part or that of his Manager/supervisor or guard, the contractor shall be liable to pay to the institute such amount in respect of such damage as may be assessed by the Director or other authorized Officer. Their decision in such matters shall be final and binding on the contract.

9. **Notice on Termination of Contract:**

The contract can be terminated without assigning any reason by giving 30 days notice in writing.

10. **Monthly payment:**

The payment will be made on presentation of pre-receipted bill (in duplicate) with attendance Bio-metric and proof of ESI & P.F payment – previous month xerox copies etc, complete in all respects on monthly basis after completion of the month (Calendar month only) for having rendered the services satisfactorily. The bills shall be paid within 5-7 days of their receipt, in any case no interest shall be payable for delay in payment of bills.

The amount should be quoted on monthly basis (Month means 30 man days)

11. The decision of the Director, NITHM shall be final and binding on both the parties.

12. **Failure to perform work by the Contractor:**

In case of failure of the contractor to perform the work, the work will be carried out through another contractor at his risk and cost. The amount will be deductible from contractor's monthly bill/Security deposit.

13. **Extension:**

In case NITHM decides to extend the contract for further period, the same will be negotiated with mutual consent of both the parties.

14. **Jurisdiction:**

The Courts of Hyderabad will have jurisdiction over all legal disputes under the Agreement

I/We have carefully read and understood the instructions to tenderers on the terms and conditions and contractual terms and conditions of the providing of security services contract and liability of contractor. I know that no interest would be payable on the Earnest Money/Security Deposit. I/We hereby give consent of converting the amount of Earnest Money Deposit into security deposit on being found to be a successful tenderer. I/We have inspected the location concerning the contract before submission of tender.

(Signature of the Tenderer)
Seal and date

CONTRACTUAL TERMS AND CONDITIONS:

1. The security personnel deployed shall have been well trained in security duties, fire fighting and first aid. They must have reasonable spoken and written knowledge of English, Telugu and Hindi.
2. The contractor shall comply with all the provisions as required under the appropriate Acts of Government and also statutory requirements as applicable.
3. The contract will be for a period of One year and is extendable with mutual consent of both the parties.
4. Security Deposit: The successful Contractor shall furnish Security Deposit of Rs.3,00,000/-(Rupees Three lakhs only) through D.D/P.O within 30 days of receipt of the contract, failing which their earnest money shall be forfeited.
5. In case the performance of the firms is not found satisfactory the Security Deposit will be partly or wholly forfeited.
6. The Security personnel shall perform the duties round the clock in Shifts on all days.
7. The Contractor shall submit the present and permanent address of all the workmen proposed to be deployed at NITHM along with their physical fitness such as height, Eyesight and identification mark duly signed by a Government physician and police verification within one month from the date of award of the contract. The contractor shall furnish the list of each and every person employee by him and directed to work in NITHM premises together with a copy of their latest photograph and Bio-Data.
8. The contractor shall issue identity badge to all their employees as per the Contract Labour (Regulation & Abolition Act.1970).
9. Supply of uniform, I.D cards, whistles, lathes, winter garments, rain coats, torchlight with batteries and required any accessories to the security personnel is the responsibility of the Contractor. NITHM will not responsible on these accounts.
10. Income tax as applicable will be deducted from the monthly bills payable. Payment will be made monthly, after receipt of attendance and other documentary evidences (xerox copies) particulars duly certified by NITHM representative. The required strength may be curtailed or enhanced any time depending upon requirement of NITHM.

11. NITHM reserves the right to terminate the contract by giving one-month notice without assigning any reasons.
12. All wages, allowances, remuneration and legal benefits admissible to persons employed by the contractor will be paid directly by the contractor and a copy of the wage sheet shall be furnished to the designated officer of NITHM as a matter of proof for payment of the wages etc.,
13. The contractor shall be responsible for compliance with regard to Minimum wage Act, ESI, PF, Workmen Compensation Act, Bonus Act etc, and the contractor will be responsible for payment for any liabilities under such Acts.
14. The Contractor shall employ field officer to verify the working alertness of security personnel regularly and surprise checks be conducted.
15. In case of thefts/loss of materials, the concerned security personnel shall report in writing and prepare to lodge a police complaint. In case of loss/damages/any willful act may attract recovery from the Security Agency.
16. Any misbehavior/rude attitude and non-compliance by the security personnel should be replaced immediately.
17. Contractor will render expert advice to NITHM on regular basis for ensuring the protection of Assets, equipment and property of NITHM situated at Gachibowli, Hyderabad.
18. The contractor shall carry out supervision/overseeing of his own employee employed in NITHM premises or by his appointed supervisors. The Security Officer of NITHM/ any authorized officer will have the right and discretion to ensure that job's are carried out as per the contract.
19. In case any of the security persons goes on leave alternative arrangement shall be done by the contractor. Securities will be responsible for safety and security of NITHM Assets inside of the premises.
20. The movement of Hostellers is to be allowed only on production of permission slips from the wardens or any authorized person.
21. The records of visitors, materials inward/outward, vehicles movement / students permission be produced to the authorized officer once in a Week for his endorsement.

22. The guest of students shall be allowed only in the specified timings as per rules in force.
23. Any other work relating to security from time to time shall be assigned depending upon necessity.
24. The age group of security guards shall be between 25-40 years and the age group of security supervisor may be around 40-50 years.
25. The tenderer has to provide minimum fourteen numbers of security guards and two numbers of Security Supervisors. The details are as here under:

Daily Two shifts:

I shift timing - 8 a.m to 8 p.m

One Male supervisor & Seven guards (6 Male + 1 Female guard)

II shift timing - 8 p.m to 8 a.m

One Male supervisor & Seven guards (6 Male + 1 Female guard)

However, increase or decrease in manpower is subject to necessity.

26. Schedule of Tender:

1. D o w n l o a d of tender forms : 01-06-2018.
2. Last date for submission : 18th June, 2018, 3.00 p.m
3. Opening of technical bids : 18th June, 2018 at 3.30 p.m
4. Opening of Financial Bids : 25th June, 2018 at 3.30 p.m.

27. Disputes are subject to Hyderabad jurisdiction only, and by method of Arbitration, The Rules of Arbitration shall apply.

Director
NITHM, Hyderabad

Signature of the bidder with seal

Encl:

1. Tender form cost – Rs. 2,000/- D.D/Pay order No:
2. EMD Money Rs. 25,000/- D.D/Pay order No:
3. Basic information –(Part: I) xerox copies – Separate sealed cover
4. Financial Bid -Part-II, Financial Bid – Separate sealed cover
5. Any other enclosures as required.
6. Encl. 1,2,3,4 & 5 - kept in one separate sealed cover.

Part – I: Basic Information: (Please enclose supporting documents Xerox copies)

- Name of the Establishment.
- Date of Registration & Address of the registered office :

Phone No.:

Fax No.:

E Mail:

Website if any:

- Type of organization :
(Sole proprietorship, Partnership, Private Ltd.
or Co-operative body etc.) (Enclose documentary evidence)
- Name of the Proprietor / Partners /
Directors of the Agency with address
and phone numbers.
- No. of years of experience in the relevant field.
- Please furnish xerox copies:
 - (i) Organisation Registration Certificate.
 - (ii) PAN No:
 - (ii) Service Tax Registration No.
 - (iii) Labour dept, registration and valid renewal certificate
 - (iv) P.F & E.S.I Reg. certificates & recent month remittances proof.
 - (v) GST Registration
 - (vi) Any other certificates related

- Yearly turnover of the Organization during last 3years - Gross turnover
2016-17 :
2015-16 :
(Enclose copy of Audited Balance Sheets/ P&L A/c. /I.T. Return) 2014-15 :
- Number of supplementary sheets attached.:
- Give reference of two Responsible Officers with Designations from Govt. / Semi Govt. /Public Sector Corporation Office / MNC with addresses and phone numbers.
- Work capability and previous experience
List of important assignments completed/in hand by the organization during last 3 years i.e. from 1.04.2014 to 31.03.2017 for a commercial / institutional building / Govt. sectors / MNC.

S.No	Name of the Organization & Location of the Work	Contract Amount (P.A) Rs.	Contract Period	Contact Person Name

Note:

- The basic Information has to be furnished only in this format and not by way of annexure.
- Information shall be restricted to the Applicant. If any relevant data concerning the Group of Companies to which the Applicant belongs is desired to be given, the same shall be given separately in a supplementary sheet.

Signature of the Bidder

Part II : FINANCIAL BID:

(To be kept in a separate sealed Cover and put it into main Cover)

- a) NITHM would pay consolidated payment towards Security service charges per month.
- b) The amount should be quoted on monthly basis, applicable as per Minimum wage Act.
- c) A month shall mean 30 man days for the purpose of calculating for payment /deducting wages, as the case may be.
- d) Quoted amount is per head - Male/Female - per shift.
(Per shift-12 hours)
First shift - 8 A.M to 8 P.M; Second shift - 8 P.M to 8 A.M)
- e). This rate excludes Service Tax & GST but includes all other taxes & statutory payments etc,
(Service Tax is exempted/applicable as per Govt, orders time to time)
- f). GST is extra and applicable percentage is, as per Govt, orders.

S.No	Particulars	One Male Security Supervisor charges for one month (30 days). (Each shift is 12 hrs)	One Security Guard Male/Female charges for one month (30 days). (Each shift is 12 hrs)
1	Charges per month	Rs.	Male - Rs. Female - Rs.

g) Total requirement of the Security staff members:

(As on today working Security Staff members – Total 16 Nos.

Male Supervisors - 2, Male guards – 12, Female guards – 2)

	Day Shift (8 a.m to 8 p.m)	Night Shift (8 p.m to 8 a.m)
Security Supervisors –	1 No.	1 No.
Security Guards - Male	6 Nos.	6 Nos
Security Guards- Female	<u>1 No.</u>	<u>1 No.</u>
Total	8 Nos.	8 Nos. = 16 Nos.
	=====	=====

Signature of the bidder with seal