

TELANGANA STATE TOURISM DEVELOPMENT CORPORATION LIMITED
3-5-891, TOURISM HOUSE, HIMAYATNAGAR, HYDERABAD – 500 029

COVER – A
TENDER SCHEDULE

Tender Notification No.TSTDC/HTLS/Security/2017

Date: 08.02.2017

Sub: - TSTDC – To provide services of Security guards from Security Agencies – Reg.

* * * * *

TENDER

Security services for TSTDC

As per document attached.

Cost of the Tender Document (Non – Refundable) :

Rs.5,000/- + Rs. 250.00 (VAT) D.D in favour of the Managing Director, T.S.T.D.C,
Himayatnagar, Hyderabad from any nationalized bank

Tender Schedule Issued To:
(Correct Name & Address of the Firm)

Sri _____

Tenderer

Seal & Signature

EXECUTIVE DIRECTOR (H)

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Tenderer

Seal & Signature

EXECUTIVE DIRECTOR (H)

TELANGANA STATE TOURISM DEVELOPMENT CORPORATION LIMITED

Section – 1, Details of Tender Notice.

NOTICE INVITING SEALED TENDER

The TELANGANA STATE TOURISM DEVELOPMENT CORPORATION LTD invites sealed Quotations from Security Agencies for supply of security guards to hotel units. A complete set of tender documents may be purchased on payment of non-refundable fees of Rs.5,000/- + Rs.250/- through D.D. Drawn in favour of the Managing Director, TSTDC, Himayathnagar, Hyderabad

The tenderer must fulfill the qualification criteria in the tender document. The tenders must be submitted on or before 14.02.2017, 02.00 P.M accompanied by Security Deposit as specified in the tender document in the office of the TSTDC, 3-5-891, Tourism House, Himayatnagar, Hyderabad-500 029. The technical bid will be opened on 14.02.2017 at 04.00PM and the financial bid will be opened on 15.02.2017 at 11.00 AM in the presence of tenderers or their authorized representative at the Conference Hall, 4th Floor, Corporate Office, Tourism House, Himayatnagar, Hyderabad - 500 029. The tenders submitted without specified fees as stated above shall not be considered.

Schedule

Tender details:

Cost of the tender document	Rs.5,000/- + Rs. 250/- (VAT)
Dates of issue of tender Document	08.02.2017 to 14.02.2017, 12 noon
Last date and time for filing of tenders	14.02.2017, 02.00 PM
Date and time of opening tenders	1) Technical Bid 14.02.2017, 04.00 PM 2) Financial Bid 15.02.2017, 11.00 AM
Place of opening tenders	4 th Floor, Corporate Office, Tourism House, Himayatnagar, Hyderabad -500 029.

**Tenderer
Seal & Signature**

Executive Director (H)

Section – 2, Brief Description:

S.No	Name of the Work	Security Deposit	Contract period	Cost of the document
1	2	3	4	5
	Security Guards	EMD for the tender is Rs. 1.00 Lakhs (Rupees One Lakh only) Rs.6,00,000/- (Rupees Six Lakhs only) is payable only by the successful bidder in the form of demand drafts drawn on any national bank payable at Hyderabad in favour of the Managing Director, TSTDC, Hyderabad (Cheques will not be accepted)	One year may be extended for one more year subject to satisfactory performance	Rs.5, 000/- Rs.(Rupees Five thousand only) + VAT @ Rs. 250/- (Rupees Two Hundred and fifty only) in favour of Managing Director, TSTDC, Hyderabad through demand draft .

1. Details of tender documents are available at TSTDC, Corporate Office at the office of Executive Director (Hotels), 1st Floor, Himayathnagar, Hyderabad – 29.
2. The validity period of the tender will be one year from the date of allotting the work and likely to be extended for one more year subject to satisfactory performance.
3. Tenderers are advised to go through this tender document carefully.
4. Right to give preference of acceptance or rejection of all the tenders without assigning any reason at the discretion of the Managing Director, TSTDC.
5. The tenderer shall quote their rate both in words and in figures unit wise.
6. The Security Deposit shall be refunded to the unsuccessful tenderers, soon after finalizing the tenders, and on submission of requisition by the concerned unsuccessful tenderer to this effect.
7. The tender schedules received after the last date and time on account of any reason (including courier / postal delay) or tenders received without security deposit will be summarily rejected. The corporation shall not be responsible for such delay etc.,
8. The tenderer must keep his tender validity for a period of not less than three months. If the tenderer withdrawn his offer with in the validity period the Security deposit will be forfeited.
9. Name of the tenderer, mailing address, and contact numbers should be written on the envelop.
10. Tenders will be accepted only from those, who have purchased the tender document from Executive Director (Hotels) TSTDC and submit their offer in the original document only.
11. Telegraphic tenders shall not be accepted. All the pages of the tender should be signed by the owner of the firm or his authorized signatories supported with a copy of the power of attorney.
12. All correspondence should be with the Managing Director, TSTDC.

**Tenderer
Seal & Signature**

EXECUTIVE DIRECTOR (H)

Section – 3, Tender Procedure:

1. The tenderer can submit the tender either personally or through authorized agents duly superscribed on the cover with **TSTDC “Tender for providing Security Services at hotel units in TSTDC** and shall be addressed to the Executive Director (Hotels), TSTDC, Himayatnagar, Hyd.,. It should be mention the name of the Agency submitted quotation on each cover.
2. Agency shall submit two covers i.e, Cover “A” – For Technical and Cover “B” for Financial tenders
3. Separate cover for each schedule and for each package: Offers should be made in two parts namely, “Technical Bid and “Financial Bid in the format given in tender document. Each tender should be placed in separate envelopes subscribed “Technical Bid” and “Financial Bid” as the case may be, followed by the title mentioned above against “tender call”.

Cover “A” :-

This cover should contain the following documents:-

- 1) Name of the Agency
- 2) Year of Establishment
- 3) Registered Office Address & Phone no.
- 4) Bankers and their address
- 5) Fax No.
- 6) E-mail
- 7) Mobile No.
- 8) Security Agencies should be registered partnership firm / Company incorporated under companies Act 1956 and produce the Registration Certificate accordingly.
- 9) i) In case of Partnership Firm a copy of Deed of Partnership or in case of a Company a copy of Memorandum and Articles of Association should be enclosed.
ii) In case of Partnership Firm a copy of list of Partners with names and addresses or in case of company list of Directors with addresses should to be enclosed.
- 10) Certificate of Experience in providing manpower to any Government Organization / Government undertaking for 2 years continuously should be enclosed.
- 11) TIN No.
- 12) The Agency should produce Income Tax Returns for the last 2 years (Proof of documents should be enclosed).
- 13) Registration Certificates under Labour Acts.
- 14) The Agency must have registered for P.F / E.S.I and have minimum 40 employees on its rolls. Necessary proofs like certification and payments proofs should be enclosed.
- 15) The Agency must have registered for Service Tax. Necessary Proofs like certification and payment details should be enclosed.
- 16) The Agency shall have Registration Certificate from the Labour Department for minimum of 40 service personnel (proof to be enclosed).
- 17) The Agency should enclose the certificate of Rs.40.00 Lakhs (Rupees Forty Lakhs only) turn over duly certified by the CA and Supported by the Bank Statement.
- 18) Reference list of any three major clients with complete contact details for whom services were provided during the last 3 years giving the nature and scope of services method and technology applied, Manpower deployed and total value of the contract.

- 19) List of full time key employees of the agency with qualification, experience (only senior Management) and the number of years of service in the organization.
- 20) The tenderer will have to submit the following declaration.
- a) That the firm was not block listed by any department in Telangana State Government or other State / Central Government due to any reason.
 - b) That the firm was not disqualified for any wrong declaration.
 - c) That firm agrees to disqualification of tender forms summarily in case of wrongful representation of facts come to notice.
- 21) DD of Rs. 1.00 Lakhs (Rupees One Lakh) EMD should be enclosed.
- 22) List of certificates enclosed.

Cover “B” :-

It should contain ‘Price Bid’ only (Form – II). The commission charges of the agency for sponsoring the services should be shown in (Form – II).

1. The Agency should possess certificate of Registration (Form - VI) at least (2) years issued by Govt. of Andhra Pradesh, Labour Department, under shops & Establishments Act 1998. The certificate should be kept valid during the tenure of this Contract with TSTDC. The certificate should be enclosed.
2. The Agency shall observe and follow all the Rules and Regulations of the Contract Labour (Regulation and Abolition) Act 1970 & 1971 and the rules thus amended from time to time and further undertake to indemnify TSTDC and all liabilities from the said Act and fulfill and requirements under Telangana Labour Welfare Act.
3. Successful tenderer shall execute an agreement (Package wise) within 30 days of finalization of tender with TSTDC on a non-judicial stamp paper worth Rs.100/- duly accepting the terms and conditions of TSTDC for carrying the work and get it registered with the Registration Department at Hyderabad.
4. The Agency must submit resumes for each category of requirement with qualifications required and mentioned in the description of work.
5. The Bidder should have P.F / ESI Registration (Certificate to be enclosed) according to the acts of Government / Labour Laws. A minimum of (40) Employees should be covered under P.F / ESI (proof should be enclosed).
6. The Agency must possess Service Tax Registration and necessary proof should be enclosed and it is the responsibility of the agency to pay it.
7. The Agency while quoting the rate shall take into account all the applicable taxes, wages, allowance and all other liabilities as per Labour Laws/ any other rules amended from time to time. No claims whatsoever for any extra payment will be entertained at a later date. The Agency is solely responsible for any sort of Legal complications whatsoever in this regard. The Agency at a later date shall not make any plea of ignorance on their part about all the statutory taxes / payments such as Service Tax, Income Tax, TOT, EPF, ESI etc.
8. Agency solely responsible for the safety or accident related incidents of the persons they engaged for TSTDC.
9. The agency shall submit Bank Statement duly attested by the Bank authorities in which wages paid to the staff supplied to the TSTDC for every month.

10. Agency must give Wage slips to the persons engaged by them on 1st of every month and EPF slips annually ESI Card should be issued to all sponsored employees.
11. The successful agency can provide the existing employees upon the consultation with administration.
12. Agency is responsible for any loss occurred due to behavior of the persons employed by the agency.
13. The Agency should implement all instructions issued by the Government / TSTDC from time to time for the welfare of Outsourcing personnel.
14. The rule of Reservation and Presidential Orders shall be followed in the selection of Outsourcing personnel by the Agency to have social Justice.
15. Any statutory revision in taxes will be allowed by the TSTDC.
16. Every month the Agency has to produce proof duly showing the remittance of EPF, ESI, as per Acts separately for the personnel to the TSTDC and shall pay the remuneration given by the TSTDC to all the employees and produce records before an officer nominated by the TDC for this propose. Only after production of proof of remittance of all statutory deductions and wages of previous month succeeding month will be cleared.
17. As per Finance (SMPC) Dept., Circular Memo No.8999-A/319/A2/SMPC/2007, Dated 21.04.2007, it is the responsibility of the Outsourcing Agency to bear out of its etc. The Outsourcing Agency will have to quote its commission keeping all these payments in view and no additional amount other than the commission will be given towards any of these items.
18. The Outsourcing agency at the time of obtaining Contract Labour Licenses for supplying Manpower to the Principal employer (TSTDC) shall pay necessary fees and deposit into the Government Treasures as per the provision of the said Act.
19. The Outsourcing Agency shall renew its licenses every year.
20. The work shall carried out in all the days including Sundays and Public Holidays basing on the requirement of the TSTDC.
21. Agency should comply with Labour laws including Minimum Wages Act and rules etc.,

(Supply of Security Guards) :

In addition to above procedures and conditions the following conditions have to be complied.

1. The Agency shall have minimum experience of two years on supplying security guards, at least 50 in number to a Central / State Government Offices / Undertakings/Corporate Houses as per section 12 of Contract Labour (regulation and Abolition) Act 1970 and 1971 and Amendments issued from time to time and produce the Certificate along with tender schedule. Necessary documentary proof in this regard should be enclosed with technical Bid.
2. The Agency should enclose the certificate of Rs: 50 Lakhs turn over duly certified by the CA and supported by the bank statement.
3. The agency should have a trained security guards and such agencies are only eligible to act as Security Guards the agency should produce a certificate to this effect.
4. The agency shall arrange for posting of Security personnel around the clock (in three shifts) should be done uninterruptedly on all days as per provision of labour laws.

5. The personnel to be supplied by the agency shall be in age group of 20 to 35 years However the upper age limit of 10 years will be relaxed to Ex- Servicemen and must have the requisite experience in similar nature and magnitude of work and minimum qualification will be SSC passed.

6. All candidates must have the following physical fitness:

Height : 5.6 “ (in case of general Candidates)

Height : 5.0 “ (in case of Gurkhas) & S.T.s

Chest: 34” on full inspiration with minimum expansion of 2” to this effect. The agency should submit a fitness certificate, certifying that at the time of entering to the Contract. These rules are also applicable to the candidates who join subsequently during the Contract period.

7. The Security personnel of agencies shall have no deformity no night blindness and they shall be medically fit for duties of Security guards. This should be certified by a Govt. Civil Surgeon.

8. The Agency shall submit shift wise deployment of list of personnel daily for three shifts to the Officer in charge.

9. The Security Supervisor of the agency of responsible for posting of security men on the stipulated place on three shifts and submit the attendance sheet daily to the office In charge.

10. On account of poor/ unsatisfactory performance of the Agency, a penalty of 10% on the balance value of contract will be levied. Prior to this a notice will be served for improvement. If no improvement is found in spite of laying the penalty and notices Contract will be terminated and the above EMD and Security deposit shall be forfeited and no claim whatsoever shall be entertained. TSTDC reserves the right to evaluate the performance of the Agency and the Agency cannot dispute or question the decision taken by TSTDC in this regard.

11. In case of any theft, damage or loss caused to the properties of TSTDC due to the Negligence or absent sum by security men posted the cost of the estimated loss will be recovered form the Subsequent bills/EMD payable to the agency or any other legal process.

12. If any legal complications arise at time on payment of wages under the Rules and Acts in force, it is the entire liability and responsibility of the Agency and the TSTDC is no way concerned and responsible.

13. The agency shall not have any right of Claim for loss of life or injuries caused to the security men duty if it occurs due to their negligence.

14. The security personnel shall present themselves in proper uniform, clean and well dressed. The agency shall provide all required consumable materials such as uniform, whistles, registers, laties, guns, torch lights, cells and rain coats etc for the security personnel and no extra payments will be made for these items.

15. The agency shall issue photo identity card to security guards personnel at their cost. A master register containing the photo and relevant particulars of security guards shall be submitted within a week from the date as required by TSTDC.
16. The security personnel employed by the agency shall perform duty anywhere in TSTDC from time to time as required by the TSTDC.
17. All personnel deployed employed shall perform duty honestly, sincerely, diligently and shall be well disciplined while dealing with the Employers/ Visitors/outside etc.
18. The security Agency must have proven experience of providing VIP security and personal protection of VIPs and their Offices.
19. **The earnest money of Rs: 1,00, 000 (Rupees One Lakh only) will be retained from successful bidder Remaining Rs. 5.00 Lakhs to be deposited by the successful bidder.** Deposit amount will not carry any interest, it will be dealt with as provided in the tender. In the consideration of the work thereby involved, all earnest money deposited by the agency will be forfeited to Telangana Tourism Development Corporation, if the Managing Director, TSTDC so desires in the event of such Agency withdrawing or modifying the tender within three/ four months after submission.
20. No part of contract shall be subject to any charges whatsoever without, written permission of the Managing Director, TSTDC nor shall transfer be made by the power of attorney, authorized others to receive payment on the agency's behalf. The agency shall not sublet either whole or in a part to any agency
21. **FIRST AID:** the agency with its own cost has to provide first aid appliances at the work site and maintain it as per rules. The appliances shall be kept in good order. They shall make all necessary arrangements to meet the requirements of first aid during make all emergencies as per the rules governing such eventualities.
22. The agency should produce a physical fitness certificate of the personnel deployed for security duties at every 6 months duly checked and certified by a qualified doctor
23. The agency shall submit tenders in one sealed cover (Cover-C) which shall contain technical bid (Cover-A) & financial bid from-II (Cover-B) in two separate sealed covers super scribed as Tender for providing security Guards in TSTDC and shall be addressed to the Asst. General Manager (Admn), TSTDC, Himayath Nagar, Hyderabad.. the name of agency shall be noted on each cover.
24. The security personal should have experience to use the fire Fighting Equipments, if fire accident took place.
25. The TSTDC office premises security points should be checked by the field officers thrice in a week (2 times night, one time day) if concerned authorities fail, penalty of Rs: 500/- shall be levied to the Agency.
26. All the security personnel deployed shall have working experience of all the operations involved in providing with the security services. They shall have good personality higher sense of duty and integrity. Their antecedents shall be properly verified by the Agency/Firm who will be solely responsible for providing satisfactory security services.

Conditions /Qualification criteria:

1. Preference will be given to the Agency having ISO 9001 -2000 certification.
2. The Security Deposit of Rs: 6,00,000 (Rupees Six Lakhs only) refundable without interest for engaging security Agency
3. The Average shall have Registration Certification from the Labour Department for minimum 40 personnel
4. The Agency should necessarily have an exclusive office in Hyderabad.
5. The successful Agency shall provide the required services at various places (Properties) of TSTDC.
6. If the persons deployed found unsatisfactory by the TSTDC, such persons have to be replaced by the Agency with suitable alternate within a week.
7. The Agency should provide ID Cards to the individual as decided by the TSTDC
8. If the services of the Agency is found unsatisfactory or found unsatisfactory or found not required for any reasons, the agreement will be terminated by giving 2 (two) months Notice.
9. To ensure proper crediting of EPF and ESI to the Departments concerned, the method suggested by the TSTDC should be followed by the Agency.
10. The Agency has to submit the list of EPF Account of all the Employees engaged in the corporation.
11. The Agency shall supply the manpower as per requirement given by the TSTDC.
12. The Agency shall have registration certificates under various Labour Laws applicable to them.
13. The requirement of the services may vary as per necessity.
14. Except financial bid, all other documents. Certificates/ enclosures should be in cover –A (Packages –wise)

Section – 4, Tender Opening Procedure:

1. Tenders will be opened in the presence of tenders/ Representatives. The tenderers/ representatives who are present shall sign in a register evidencing their attendance.
2. Pre-tender bid Meeting discussions will be held, if necessary.
3. (financial bid for each package) by the TSTDC and the documents will be scrutinized. Technical evaluation of the tenderers will be done based on the eligibility criteria, fulfilling conditions and documents submitted in Cover ‘A’

Section – 5,

FINANCIAL TENDER

FORM-II

PRICE BID

S.No.	Name of the Agency		Percentage of Agency's commission in figures	Percentage of Agency's commission in words
<u>1.</u>		(Security Guards)		

**Note: The statutory wages :1, ESI @ 4.75 %, EPF @ 13.61 %
Service tax as applicable and in force from time to time.**

Signature of the Tenderer

The details of security guards required are mentioned below.

S No	Unit Name	Zone	Minimum Wages to be given to Security Guards
1.	Haritha Jannaram	Zone II	As per latest notification of Labour Department (01.10.2016 to 31.03.2017) + EPF, ESI and all taxes to be paid according to rules in force.
2.	Haritha Kadam	Zone II	As per latest notification of Labour Department (01.10.2016 to 31.03.2017) + EPF, ESI and all taxes to be paid according to rules in force.
3.	Haritha Vemulawada	Zone I	As per latest notification of Labour Department (01.10.2016 to 31.03.2017) + EPF, ESI and all taxes to be paid according to rules in force.
4.	Haritha Kondagattu	Zone I	As per latest notification of Labour Department (01.10.2016 to 31.03.2017) + EPF, ESI and all taxes to be paid according to rules in force.
5.	Haritha Dharmapuri	Zone I	As per latest notification of Labour

			Department (01.10.2016 to 31.03.2017) + EPF, ESI and all taxes to be paid according to rules in force.
6.	Haritha Kaleshwaram	Zone I	As per latest notification of Labour Department (01.10.2016 to 31.03.2017) + EPF, ESI and all taxes to be paid according to rules in force.
7.	Haritha Bhadrachalam	Zone I	As per latest notification of Labour Department (01.10.2016 to 31.03.2017) + EPF, ESI and all taxes to be paid according to rules in force.
8.	Haritha Kakatiya	Zone I	As per latest notification of Labour Department (01.10.2016 to 31.03.2017) + EPF, ESI and all taxes to be paid according to rules in force.
9.	Haritha Laknavaram	Zone I	As per latest notification of Labour Department (01.10.2016 to 31.03.2017) + EPF, ESI and all taxes to be paid according to rules in force.
10.	Haritha Ramappa	Zone I	As per latest notification of Labour Department (01.10.2016 to 31.03.2017) + EPF, ESI and all taxes to be paid according to rules in force.
11.	Haritha Incherla	Zone I	As per latest notification of Labour Department (01.10.2016 to 31.03.2017) + EPF, ESI and all taxes to be paid according to rules in force.
12.	Haritha Ghanpur	Zone I	As per latest notification of Labour Department (01.10.2016 to 31.03.2017) + EPF, ESI and all taxes to be paid according to rules in force.

S No	Unit Name	Required Security Guards	Remarks
1	Haritha Jannaram	3	
2	Haritha Kadam	2	
3	Haritha Vemulawada	3	
4	Haritha Kondagattu	3	
5	Haritha Dharmapuri	3	
6	Haritha Kaleshwaram	2	

7	Haritha Bhadrachalam	5	
8	Haritha Kakatiya	12	
9	Haritha Laknavaram	6	
10	Haritha Ramappa	5	
11	Haritha Incherla	3	
12	Haritha Ghanpur	2	
	Total	49	

1	Security Guards	a) Must have pass SSC b) Age 20 to 35 years and 10 years relaxation for ex service man.

Age limit 20 to 35 years for all categories except for the categories for which specific age is prescribed.

- NOTE:
- 1) The Manpower of requirement number is tentative and subject to change as per actual requirement hence for guidance only.
 - 2) The tenderer must quote the rates over and above the minimum wages after adding EPF, ESI & all taxes applicable and their commission.

Tenderer
Seal & Signature

EXECUTIVE DIRECTOR (H)