

### Details of the Tender Document

1.	Name of work	Providing security services for Watch & Ward at Krishna & Godavari Bhavan , A.C. Guards, Hyderabad
2.	Period of contract	12 months from the date of work order issued or as directed by this office.
3.	Estimated Cost	Rs.6.01 lakhs (inclusive of all statutory liabilities)
4.	Cost of Tender Document	Rs.500.00 + service tax (12.36%) payable by Cash (non-refundable).
5.	EMD amount	2% of estimated amount by Demand Draft from any Schedule Bank in favour of Executive Engineer, LKD, CWC, Hyderabad payable at SBI, Red Hills, Hyderabad.
6.	Date for sale of Tender	2 <sup>nd</sup> September, 2013 to 13 <sup>th</sup> September, 2013 at O/o Executive Engineer, Lower Krishna Division, CWC, "K.G. Bhawan", A.C. Guards, Hyderabad-500004 during office hours (1000 hrs to 1700 hrs).
7.	Last date for submission of Tender	16.09.2013 upto 1400 hrs.
8.	Date for opening Tender	16.09.2013 at 1500 hrs.
9.	Tender Document	Page No.
10.	Annexure-I	Technical Bid
11.	Annexure –II	Financial Bid
17.	Press release	Published in Hyderabad base News Paper (i.e. The Hindu, Andhra Jyothy, Swatantra Vartha & Siasth) on 01.09.2013

PHONE: 040-2330 8650  
भारत सरकार  
केन्द्रीय जल आयोग  
निचली कृष्णा मंडल  
हैदराबाद.4



FAX: 040-23308647  
GOVERNMENT OF INDIA  
CENTRAL WATER  
COMMISSION  
LOWER KRISHNA DIVISION  
HYDERABAD-4

कमरा सं. 413, तिसरी तल,  
कृष्णा-गोदावरी भवन  
11-4-648, ए.सी. गार्ड्स  
हैदराबाद - 500 004

ROOM NO; 413, III FLOOR  
KRISHNA GODAVARI BHAVAN,  
H. No.11-4-648,  
A.C. GUARDS,  
HYDERABAD -500 004.

No: LKD/DB/SECURITY SERVICES/2013-14/ 3681-86

DATED: 29.08.2013

### NOTICE INVITING TENDER

Sealed Tenders are invited for & on behalf of President of India from the Manpower Service providing Agencies/Firms having valid Registration Certificate (s) of EPF, ESI, Labour Commissioner (Central), experience certificate towards providing security Services to Government/Semi Government offices on the terms and conditions mentioned below:

Sl no	Name of work	No. of watch & ward personnel required	Period of contract	Estimated Amount
1	Providing Security services for Watch & ward at Krishna Godavari Bhavan, A.C. Guards, Hyderabad.	4 Nos	12 months	6.01 lakhs

The details of work to be performed by the bidder:

Sl no	Address	Duty period / Qualification	Security to be covered of
1	Krishna Godavari Bhawan, H. No.11-4-648, A.C. Guards, Hyderabad -500 004.	For 24 hours round the clock duty in three shifts (8 hrs per shift) during the contract period.  Qualification: Matriculation	1. Entire building premises of Krishna & Godavari Bhavan. 2. Machinery /equipment / vehicles (locked or un locked condition) parked in premises of Krishna & Godavari Bhavan 3. All the fittings & fixtures (locked /unlocked condition) of Krishna & Godavari Bhavan 4. All the furniture / office equipment / records lying in the inside and outside of Krishna & Godavari Bhavan 5. To maintain the visitor register for incoming & outgoing person(s).

**Note:** The above description of work is to have a brief idea only. Actual nature of work may vary and to be followed as per instructions of the Executive Engineer, LKD, CWC, Hyderabad or his representative.

## **Terms & conditions:**

1. The Tenders should be submitted in two sealed covers. The First sealed cover should be super scribed as "**Technical Bid**" and should contain the proforma (Annexure –I), dully filled in **alongwith required attested copies of enclosures**. The Second sealed cover super scribed "**Financial Bid**" should contain only rates (Annexure-II) which are to be quoted on monthly basis. Both the sealed covers should be placed in the main sealed envelope super scribed "Providing Security services for Watch & ward at Krishna Godavari Bhavan, A.C. Guards, Hyderabad." due for opening on **16-09-2013** at **1500** hrs. This sealed Tender should be addressed to the Executive Engineer, Lower Krishna Division, CWC, " K.G. Bhawan" H.No.11-4-648, Room No.413, A.C. Guards, Hyderabad –500 004 (A.P.) and reach this office on or before **16-09-2013** by **1400** hrs. The tenders received after the due date and time will be summarily rejected.
2. The Tenders received will be opened on the same day i.e. on **16.09.2013** at **1500** hrs in the presence of Bidders or their representatives if present. Firstly, the technical bid will be opened, if found suitable and then 2<sup>nd</sup> bid (Financial bid) will be opened subsequently and next date of opening of financial bid will be announced later. Incomplete and conditional tenders shall not be accepted.
3. Tender documents available for sale @ Rs.500/- each ( plus service tax @ 12.36 % ) by cash at O/o Executive Engineer, LKD, CWC, Hyderabad w.e.f 01.09.2013. The tender document can also be obtained from websites of Krishna & Godavari Basin Organization, CWC, Hyderabad ([www.kgbo\\_cwc.ap.nic.in](http://www.kgbo_cwc.ap.nic.in)) and Central Procurement Portal (<http://eprocure.gov.in>). A fee of Rs.500.00 (plus Service Tax @12.36 % ) towards the cost of the tender document may be enclosed in the form of demand draft drawn on SBI, Red Hills, Hyderabad in favour of Executive Engineer, Lower Krishna Division, CWC, Hyderabad with the tender, if the tender document is downloaded from web site.
4. The rate quoted by the Firm/agency shall be **inclusive of monthly wages, Employees Provident Fund, ESI/Insurance and all other benefits as per minimum wage Act**. If any tenderer quotes the rate less than the minimum wage Act, will be summarily rejected. The rates shall be quoted in Indian Rupee only.
5. **EMD** @ 2 % of the **Estimated amount** of the work shall be enclosed in the form of demand draft drawn in favour of the Executive Engineer, Lower Krishna Division, CWC, Hyderabad payable at Hyderabad. EMD of un-successful bidders will be returned back immediately after finalization of bids without interest. The EMD of the successful bidders will be adjusted for Security Deposit.
6. The successful bidder shall furnish an amount equivalent to 10% of the value of contract as **Security Deposit / Performance Guarantee** in the form of DD/Bank Guarantee / NSC / FDRs from any scheduled bank in favour of Executive Engineer, Lower Krishna Division, CWC, Hyderabad payable at Hyderabad. The Work Order will be issued only on receipt of performance Guarantee. The security deposit / performance guarantee will be released on after completion of three months of the contract period subject to fulfillment of all terms and conditions & payment (minimum wages, EPF & ESI contributions etc.) of watch & ward personnel. The performance guarantee will be forfeited in case termination of the contract by the department due to lapses on the part of the contractor/agency.

7. The agency should register themselves in the labour enforcement departments and should deal with the labour department directly and see that they shall meet the central labour (regulation & abolition) act 1970, contract labour (regulation & abolition) central rules 1971 and child labour (prohibition) act 1986. Nothing extra will be paid on this account.
8. The right to reject any quotation or all the quotations, without assigning any reason thereof, rests with the undersigned (i.e. Executive Engineer, LKD, CWC, Hyderabad).
9. The contract for watch & ward services will be 12 months.
10. Submission of more than one tender paper by a tenderer for a particular work will render the bid liable for rejection.
11. Bid shall remain valid for the period of **60 days** from the date of bid opening. In exceptional circumstances prior of the original bid validity period, the Employer may request that the bidders to extended the period of validity in a specified additional period. The request and the responses thereto shall be made in writing.
12. The agency should ensure & furnish a documentary proof while claiming the bill every month that they are paying to the personnel like minimum wages, EPF & ESI etc. and other payments like service tax etc..
13. To assist in the examination, evaluation and comparison of bids, the Employer may at its discretion, ask any bidders for clarification of its bid and may ask for original documents as per requirement. The request for clarification and the response shall be in writing, but no change in the price or substance of the bid shall be sought or offered or permitted except as required to confirm the correction of arithmetic errors discovered by the Employer in the evaluation of the bids. Each page of tender document should be signed by the bidder.
14. The employer shall award the contract to the Bidder whose Bid has been found to be substantially responsive and who has offered the lowest evaluated Bid Price. The bidder whose bid has been accepted will be notified of the award by the employer prior to expiration of the Bid validity period. This letter of acceptance will state the sum that the employer will pay the contractor in consideration of the execution of the works by the contractor.
15. Any disputes arising during the contract period, the decision of the undersigned (i.e. Executive Engineer, LKD, CEWC, Hyderabad) will be final and binding to the bidder.
16. The contractor shall make payments (minimum wage) to the watch & ward personnel preferably in the presence of Executive Engineer or his representative. If the contractor is having any difficulty in making payment in the presence of Engineer in Charge or his representative, then the contractor should produce documentary proof of payment of this department separately **i.e. minimum wages including details of deposit made against ESI (Employee and Employer contribution), EPF (Employee and Employer contribution) etc.** is paid before 10<sup>th</sup> of the succeeding month. In case the contractor fails to pay by 10<sup>th</sup> of the succeeding month to the watch & ward personnel, the contract will be terminated and the performance guarantee will be forfeited. In such cases if the Outsourcing personnel deployed by the contractor wishes to continue the work necessary arrangements will be made by the Department to make payments to the watch & ward

personnel as per the contract agreement till such time the department wishes to continue the work. The Contractor shall be responsible for payment of wages and allowances as per Govt. of India, Minimum Wages issued by Regional Labour Commissioner (Central), Vidyanagar, Hyderabad-07 vide Memorandum No.47 (02)/2012-C2, Dated: 04.04.2013, and variance in VDA will be applicable as and when the appropriate Government notifies it and all other statutory dues to the persons employed by him for providing the contractor. No intermediate/advance payment shall be made for work. The payment will be released to the agency by the Executive Engineer every calendar month within 10 days after obtaining the Bill in triplicate from the agency. Taxes as applicable will be deducted from every bill. No additional payment will be paid to the agency other than contract amount.

17. The contract is for a period of 12 months from the date for which the order issued, however if the Department wishes, then the contract can be extended for further periods on mutually acceptable terms. The contract may be terminated any time by the undersigned without prior intimation. The undersigned reserves rights to reduce/extend the contract period without assigning any reasons.

18. The Department will not be responsible for any injury sustained to the agency personnel during the performance of their duties and also for any damage or compensation due to any dispute between the Agency and its workers. Any expenditure incurred by the department to face the situation arising out of act of his workers will be made good by the agency. If any incident happens during the duty period the department will not be held responsible for the same. It is the responsibility of the firm / agency to provide sufficient insurance coverage /compensation as per the latest act in force.

19. The agency shall be responsible for the conduct, behavior of the person who is engaged for this work by the agency on contract. The person/persons who will be engaged by the agency for providing the security service should produce police verification certificate about their conduct within 15 days from the date of agreement.

20. Canvassing in any form will be summarily rejected /disqualified for bidding.

21. The agency should make arrangement for their person uniform & badge / Identity card / shoes/ torch/ whistle etc at their own cost and they should always wear uniform.

22. The person/persons deputed on security service by agency should attain age of 21 years at the time of contract & should not be more than 50 years & security persons should be physically fit. They should submit age proof certificate at the time of joining duty, if asked.

23. In case it is noticed by the “authority/undersigned “that the person/persons deployed by the agency is/are not working up to the mark/required standard, an advance written notice (probably two days) will be given by the undersigned to improve upon himself/themselves to carry the work as per government standard of work/instruction of undersigned or by authorized representative of this office. In the event of not found any improvement despite undersigned written notice the agency will be asked to replace the person/persons immediately, or otherwise the contract will be cancelled by giving 24 hrs notice.

24. The person who will be engaged for this service should be able to read & write the language of Hindi in addition to his own mother tongue.

25. In the event of any untoward incident happens while on duty the security guard should immediately register the FIR in nearest police station under intimation to the undersigned.
26. If any person/persons of the agency while on duty found in condition of drunken state or misbehaving with staff & officers of the individual offices, they will be declared unfit for duty and agency should replace them immediately at the absolute discretion of authority.
27. The persons deployed by the agency for security services should work under the control of the undersigned or by the office authorized representative.
28. The authority reserves rights to terminate the service of any deployed person without stating any reason at any time or ask for the replacement.
29. For any breach of conditions mentioned above the "authority " shall have absolute power to withhold such amount from the claim of the agency which he/she find suitable to compensate damages/risk caused by the negligence of agency's personal.
30. The agency shall submit the duty roster of the personal deployed for duty at each and every month mentioning the names of the persons who are on duty.
31. The agency shall provided their officers and other inspecting staff for visit the office premises periodically and should organize surprise day/night checking to ensure the efficient security duties by their personnel. No claim should be entertained for rendering such services
32. The employees of CWC and their relatives are not eligible to participate in this bid.
33. The job entails working beyond the office hours in night also and all gazette holidays, screening of visitors, preventing unauthorized entry in the premises under this watch maintaining the visitor's record, patrolling the areas assigned under this watch, security of immovable property and movable assets, reporting breach of security. All these actives shall be performed under the overall direction/control of the undersigned (authority) concerned or officer designated by him.
34. Any terms & conditions imposed by central water commission head quarter new Delhi from time to time are liable to be implemented by the agency.
35. The "agency "shall be solely responsible for any compensation, penalty or any other expense which may be imposed by authority for failure in complying with any of the statutory requirement. The agency indemnifies the "authority" for any damage/penalty /cost or any other obligation which the "authority "may sustain or incur on account of failure or alleged failure on the parts of the contractor for such compliance.
36. The successful bidder will enter into an agreement with this office for supply of suitable manpower as per requirement of this office on the terms and conditions on Non-Judicial Rs.100/- stamp paper. The above stamp paper will be arranged by bidder. The agreement will be valid for one year from the date of commencement of work. The service charges / rates quoted by the contractor shall be fixed for a period of one year. No request for any change, modification shall be entertained before expiry of the contract period.

37. The contractor shall not assign, transfer, pledge or sub contract of the work without the prior written consent of this office.

38. Any legal dispute will be subject to jurisdiction of Hyderabad Courts only and no other court shall have the jurisdiction.

(आरिफुल्ला बैग)  
अधिशायसी अभियंता  
निचली कृष्णा मंड

Copy forwarded for kind information to:

1. The Chief Engineer, KGBO, CWC, Hyderabad.
2. The Superintending Engineer, K & C Circle, CWC, Hyderabad
3. The Technical Manager, KGBO website, KGBO, CWC, Hyderabad along with a soft copy of the above tender for hosting in the KGBO website.
4. AB, LKD, CWC, Hyderabad.
5. The Junior Engineer (HQ), LKD, Hyderabad.
6. Notice Board.

**Name of Work:** Providing Security services for Watch & ward at Krishna Godavari Bhavan,  
A.C. Guards, Hyderabad.

**TECHNICAL BID**

1	Name of Tendering Company / Firm / Agency	
2	Name of proprietor / Director of Company / Firm / Agency	
3	Full address of Reg. Office	
4	Telephone No.	
5	FAX No.	
6	E-Mail Address	
7	Full address of Operating / Branch office ( if any)	
8	Details of EMD	1. Amount 2. Date: 3.DD No: 4. Name of Bank & Branch
9.	Additional information, if any	

Signature of authorized person with seal

**List of documents to be enclosed with the Technical Bid**

1. Application (Annexure-I)
2. Attested copy of registration of agency;
3. Attested copy of the statement of bank account of agency for the last **one year**.
4. Attested copy of PAN / GIR Card;
5. Attested copy of the **last two years** IT returns filed by agency;
6. Attested copy of Service Tax registration certificate;
7. Attested copy of the E.P.F. registration letter / certificate;
8. Attested copy of the E.S.I. registration letter / certificate;
9. Attested copy of Work Experience of similar work during the past **Two year**.
- 10.DD s of EMD & charges of tender document, if downloaded.



## FINANCIAL BID

**Name of Work: Providing Security services for Watch & ward at Krishna Godavari Bhavan, A.C. Guards, Hyderabad.**

The contractor shall quote the monthly wage for the entire scope of the contract. All statutory charges and applicable taxes shall be indicated separately.

S.No.	Item	Condition	Total monthly Amount in Rs (figures.)	Total monthly Amount in Rs. (Words )
1	Monthly wages of 4 nos (Area Group-A) Watch & Ward personnel (without arms)	Subject to the minimum wage as per the office of the Assistant Labour Commissioner, (Central) Hyderabad		
2	ESI/Insurance	As applicable under relevant rules		
3	EPF	As applicable under relevant rules		
4	Service charges / Contractor profit	To be quoted by tenderer		
		Sub total		
5	Service Tax	As applicable under relevant rules		
5	Total cost per Month (in Rs.)			

All statutory payments are to be calculated on Basic and VDA. Tenderer shall submit documentary evidence in support of document.

Declaration: I agree that in correct furnishing of information and in correct quoting of statutory payment like EPF/ESI/Service Tax / Income Tax and non furnishing of copies of documents / certificates shall render my tender liable for rejection and I agree that no claim shall be made by me on this account.

Signature of the Tenderer  
With full address & Contact.