

DEPUTY SECRETARY (ADMIN): 9392911830

**TENDER DOCUMENT**

**For**

**SECURITY SERVICES & HOUSE KEEPING SERVICES**



***SECRETARY  
BOARD OF INTERMEDIATE EDUCATION  
ANDHRA PRADESH  
ESWAR ELITE,  
BESIDE SONOVISION,  
TADEPALLE, GUNTUR***

**BOARD OF INTERMEDIATE EDUCATION :: ANDHRA PRADESH,  
TADEPALLE: GUNTUR.**



**Rc.No.65/D/2023**

**Dated:23.03.2023**

**TENDER FOR SECURITY SERVICES AND HOUSE KEEPING SERVICES**

The Secretary, Board of Intermediate Education, Andhra Pradesh invites sealed tenders from reputed and experienced agencies for providing Security Services & House Keeping Services for the O/o Secretary, Board of Intermediate Education, located at Eswar Elite, Beside Sono-vision, Tadepalle, Guntur-525001, Andhra Pradesh.

The interested agencies are required to submit the technical and financial bid separately. The bids in Sealed Cover-I containing “**Technical Bid**” and Sealed Cover-II containing “**Financial Bid**” should be placed in a third sealed cover super scribed “Tender for Security Services and House Keeping Services” and should reach to the O/o Secretary, Board of Intermediate Education, Tadepalle, Guntur on or before **05.04.2023** by **3.00 PM**. The technical bids shall be opened on the same day at 4.00 PM.

The tender document containing eligibility criterion, scope of work, terms & conditions can be downloaded from website [www.bie.ap.gov.in](http://www.bie.ap.gov.in). Those who download the tender document from website must enclose Demand Draft for Rs.1000/- along with their tender bid in the Cover-I “**Technical Bid**”. The bid security (EMD) of Rs.50,000/- (Rupees Fifty Thousand only) should be paid by Demand Draft in favor of “The Secretary, BIE, AP” payable at Vijayawada.

**PRE-QUALIFICATION TECHNICAL TENDER (IN SEPARATE SEALED COVER-I  
SUPER SCRIBED AS TECHNICAL BID):-**

1. Name & Address of the Tenderer Organization/Agency with phone number, email and name and telephone/mobile number of contact person.
2. Tender Cost, in the form of DD of Rs.1,000/- (non-refundable) in favour of Secretary, BIE, AP and EMD (Interest free) in the form of DD of Rs.50,000/- (Rupees Fifty Thousand only) in favour of Secretary, BIE, AP.
3. Experience in the work of providing Security Services. Particulars of experience (Attach certificates, testimonials). This shall cover the details of works approximate magnitude and duration carried out and/or on hand for last 3 years.
4. Set-up of your Organization, clearly indicating details of managerial, supervisory and other staff, also Indicate the number of muster roll of staff available for performing the service.
5. Is the establishment registered with the Government and/or under any law for the time being in force. Please give details with Document/evidence.
6. Please provide details and attach a copy of labour license.

7. The agency must follow labour Legislations, such as, ESI, EPF, and Gratuity Act etc. Please give EPF No: ESI Code: Gratuity Act Regn. No:
8. The agency should follow minimum wages rules of the Govt. Please attach the details.
9. Please attach copy of last return of Income Tax.
10. Please attach balance sheet of the company, duly certified by Chartered Accountant for last 3 years.
11. Acceptance of terms & conditions attached (Yes/No). Please sign each page of terms and conditions as token of acceptance and submit as part of tender document.
12. Please submit an undertaking that no case is pending with the police against the Proprietor/firm/partner or the Company (Agency). Indicate any convictions in the past against the Company/firm/partner.
13. Details of the contract with any Govt. /Public sector etc. with contact person's name & tel. /cell No. etc.

## **TERMS & CONDITIONS**

**A. Scope of Work:** Providing Security & House Keeping services by deploying required number of Personnel at the O/o Secretary, Board of Intermediate Education, Andhra Pradesh located at Eswar Elite, Beside Sono-vision, Tadepalli, Guntur-525001.

1. The Agency shall provide Security & House Keeping services by deploying adequately trained and well-disciplined security personnel to safeguard the NCW building, moveable and immovable assets, equipment's and other items at the above address from any thefts, pilferage or damage and also ensure safety of the employees, visitors, guests or any other persons working in its complex.
2. The security personnel shall be deployed round the clock in 3 shifts (i.e., 7 AM to 3 PM and 3 PM to 11 PM and 11 PM to 7 AM) at the office to safeguard the premises.
3. The House Keeping personnel is required only day time in the Office hours i.e., 8.00 A.M to 4.00 P.M (8 hours).
4. The Agency shall be responsible for opening/closing of the building and rooms on working and closed days.
5. The Agency shall ensure that water taps/lights/ACs are not left open/on after close of working hours on normal working days as well as on off days, as the case may be.
6. The Agency shall maintain records of inward and outward movement of men (Employees and also regulation of guests and visitors), materials, etc., with proper check on the same as per instructions given from time to time by this office.
7. The security personnel deployed shall take regular rounds of the premises to maintain vigil and remain alert.

8. The security personnel shall be duly trained in Fire Safety Operations. They should be trained to operate various fire control equipment installed at the O/o Secretary, BIE, AP.

## **B. Eligibility Criteria**

1. The Bidder may be a Proprietary Firm, Partnership Firm, Limited Company, Corporate Body legally constituted, empanelled/ registered with DGR who possess the required licenses, registrations (such as Private Security Agencies(Regulation) Act 2005) etc as per law valid at least for 12 months from the date of the opening of tender.
2. The tenderer shall have at least 3 years experience of providing Security services.
3. Having successfully completed works of similar magnitude and duration (worth Rs 5 lacs or more per year) in last three years.
4. Proof of financial turnover with a minimum of Rs.10 lakhs per year achieved, duly attested by CA.
5. There should be no case pending with the police against the Proprietor/Firm/Partner or the Company (Agency).
6. The bidder shall have the following Registrations and details of the same be provided in the Technical Bid:
  - a) PF Registration
  - b) ESI Registration
  - c) Service Tax Registration
  - d) Valid License, issued by Regional Labour Commissioner, Govt of India.

## **C. Information and Conditions relating to Submission of Bids**

1. The initial period of contract shall be for 12 months may be extended by two years, one year at a time depending on performance of the Agency and at discretion of the Secretary, BIE, AP.
2. The tender document containing eligibility criterion, scope of work, terms & conditions. Those who download the tender document from Website should enclose a Demand Draft for Rs.1,000/- along with their bid in the Cover-I containing Technical Bid.
3. All the pages of the tender should be signed by the owner of the firm or his Authorized signatory. In case the tenders are signed by the Authorized signatory, a copy of the power of attorney/authorization may be enclosed along with tender.
4. A copy of the terms and conditions shall be signed on each page and submitted with the technical bid as token of acceptance of terms and conditions.
5. The bidder shall pay Bid Security (EMD) of Rs.50,000.00 (Rupees Fifty Thousand only) along with the technical bid by Demand Draft in favour of "The Secretary, BIE, AP" drawn on any Nationalized Bank/Scheduled Bank and payable at Guntur. Bids received without Earnest Money deposit (EMD) shall stand rejected and thus shall not be considered for evaluation etc., at any stage.
6. The bid security (EMD) without interest shall be returned to the unsuccessful bidders after finalization of contract.

7. To assist in the analysis, evaluation and computation of the bids, the Authority may ask bidders individually for clarification of their bids. The request for clarification and the response shall be in writing but no change in the price or substance of the bid offered shall be permitted.
8. After evaluation, the work shall be awarded normally to the Agency fulfilling all the conditions and who has quoted the lowest rate after complying with the provisions of Minimum Wages Act. In case two or more agencies are found to have quoted the same rates, the Secretary, Board of Intermediate Education, AP shall decide about the agency to which the offer shall be granted based on the report on the past performance of the firm, and length of experience etc. The decision of the Secretary, BIE shall be final.
9. The rate quoted should be consolidated and inclusive of all taxes (Income Tax, Employer EPF contribution, ESI contribution etc, bonus, insurance, leave salary etc.)
10. The Secretary, BIE, AP reserves the right to accept or reject any or all bids without assigning any reasons.
11. The Secretary, BIE, AP also reserves the right to reject any bid which in his opinion is non-responsive or violating any of the conditions/specifications without any liability to any loss whatsoever it may cause to the bidder in the process.

**D. Terms and Conditions**

1. The security and house keeping services and provision for the required manpower shall be as under:

**Security Guards:**

| <b>Shift</b>    | <b>Shift Time</b> | <b>No. of Persons Required</b> |
|-----------------|-------------------|--------------------------------|
| Morning Shift   | 7 AM to 3 PM      | 3 to 5 Members                 |
| Afternoon Shift | 3 PM to 11 PM     | 3 to 5 Members                 |
| Night Shift     | 11 PM to 7 AM     | 3 Members                      |

**House Keeping:**

| <b>Shift</b> | <b>Shift Time</b> | <b>No. of Persons Required</b> |
|--------------|-------------------|--------------------------------|
| Day Shift    | 8 AM to 4 PM      | 8 to 10 Members                |

2. The agency shall ensure that the security and housekeeping personnel deputed are healthy and not more than 50 years of age. The agency will get their antecedents, character and conduct verified.
3. He or She must not be less than 18 years and more than 50 years and should be physically fit to perform the duties of a guard.
4. Should take rounds and be able to detect security loopholes, assess fire threats and be able to take preventive measures.
5. The Personnel supplied ought to be polite but Firm, Disciplined, Physically Fit and Alert, smartly dressed in uniform.
6. Maintain strict security of Men, Material and Premises and maintain Diary to note all important events/happenings information received/passed to the management. Entirely

responsible for thefts of easily movable items such as bathrooms fittings, fans, Exhaust Fans, Computer and accessories, Fire Extinguishers, or Fire Fighting Systems etc.

7. Not to leave the place of duty under any circumstance until and unless properly relieved. Sign accordingly in handing taking over Register etc.
8. The security guard must watch that there is no unidentified/ unclaimed/ suspicious objects/ persons in the building/premises.
9. The security guard shall ensure that all the electrical equipment's/instruments/lights and fans should be switched off at the time of closure of the office who are part of the office.
10. The security guard should ensure that all the officers/rooms are locked at the close of office and opened at the beginning of office hours and there is safe keeping of the keys.
11. The Agency should arrange for surprise checks (during day and night) to check the alertness and attentiveness of the security guard.
12. The Housekeeping Personnel should clean the bathrooms and floors before the office hours opened.
13. The Housekeeping Personnel should be available at any time where and whenever necessary in the office.
14. The security guards and housekeeping staff deployed will be deemed for all purposes and the agencies shall be fully responsible for payment of wages and other dues, and compliance of all labour laws applicable to them.
15. The Agency, on award of the contract should execute an agreement in 100 Rupees stamp paper with incorporating the above terms and conditions.
16. The full particulars of the personnel to be deployed by the agency including their names and addresses shall be furnished to the O/o Secretary, BIE before they are actually deployed for the job.
17. The Security Guard/Housekeeping staff who may be engaged by Agency from time to time must carry the photo identity card, which shall have to be issued to him for the said purpose. The identity card should be worn by each security guard/housekeeping staff on their uniform which shall in turn give details regarding their full name, age, identity marks, signatures of the bearer and also of the issuing authority and seal.
18. The agency shall not deploy or shall discontinue deploying the person(s), if so desired by the Secretary, BIE, AP at any time without assigning any reason whatsoever.
19. A senior level representative of the Agency shall visit office premises at least once a week and review the service performance of its personnel. During the weekly visit, Agency's representative will also meet the authorized officer dealing with service under the contract for mutual feedback regarding the work performed by his personnel and removal of deficiencies, if any, observed in their work.
20. The Security Agency shall not assign or transfer this contract or part thereof to anyone.

21. In case of any theft or pilferages, loss or other offences, the agency will investigate and submit a report to Secretary, BIE, AP and maintain liaison with the police. FIR will be lodged by the Secretary, BIE, AP, wherever necessary. If need be, joint enquiry comprising of both the parties shall be conducted and responsibility fixed.
22. In case of any loss that might be caused to the office due to lapse on the part of the security personnel discharging security responsibilities or others will be borne by the Agency and in this connection, the Secretary, BIE, AP shall have the right to deduct appropriate amount from the bill of contracting agency to make good such loss to BIE besides imposition of penalty. In case of frequent lapses on the part of the security personnel deployed by the contractor, The Secretary, BIE shall be within its right to terminate the contract forthwith or take any other action without assigning any reason whatsoever.
23. In the event of any security personnel being on leave/absent, the agency shall ensure suitable alternative arrangement to make up for such absence.
24. The Agency shall be responsible for providing the requisite man-hours as detailed above on round the clock basis on all days. If at any time additional man-hours are required, the same will be provided by the Agency for which payment will be made on pro-rata basis.
25. As and when the O/o Secretary requires additional security / housekeeping strength on temporary or emergent basis, the agency will depute such personnel under the same terms and conditions.
26. The agency shall arrange to maintain at the security desk/booth, the daily shift-wise attendance record of the security / housekeeping personnel deployed by it showing their arrival and departure time. The Agency shall submit to the Secretary, BIE, AP an attested photocopy of the attendance record and enclose the same with the monthly bill.
27. The O/o Secretary, BIE, AP shall pay the agreed amount on production of monthly bill. No other charges of any kind shall be payable. Bills raised by the Agency will be paid to the Agency within 15 days from the date of submitting the same with all relevant documents to the Administration Section.
28. There would be no increase in rates payable to the Agency during the Contract period.
29. The Income-tax as applicable shall be deducted from the bill unless exempted by the Income-tax Department.
30. In case of noncompliance/non-performance of the services according to the terms of the contract, the the Secretary, BIE, AP shall be at liberty to make suitable deductions from the bill without prejudice to its right under other provisions of the contract.

**Sd/- M.V. Seshagiri Babu, I.A.S.,  
SECRETARY**

**I agree to the above terms and conditions.**

**Signature of the Tenderer,  
Designation with Office Stamp.**

## FINANCIAL BID

1. The Financial Bid should be submitted with undertaking & Acceptance Letter by the Security Agency.
2. Round the clock security arrangements, including Saturdays & Sundays and holidays, to be provided at O/o Secretary, Board of Intermediate Education, Andhra Pradesh as per following duty point and requirement on shift basis.

| Rate Statement |                                   |   |
|----------------|-----------------------------------|---|
| S. No.         | Description                       | Rate per Guard/ Supervisor for 30 days  |
| 1              | Security Guards<br>Ex-service Man | Rs. ....<br>(In words.....<br>.....) Per Month ( Inclusive of PF & ESI and service charges) |
| 2              | House Keeping Staff               | Rs. ....<br>(in words.....<br>.....) Per Month ( Inclusive of PF & ESI and service charges) |

### **Declaration by the Tenderer:**

This is to certify that I/We before signing this tender have read and fully understood all the terms and conditions contained herein and undertake myself/ourselves to abide by them.

- Note:
- i) No other charges would be payable by O/o Secretary, BIE, AP.
  - ii) There would be no increase in rates during the Contract period except provision under the terms and conditions.

**(Signature of Tenderer with seal)**

**Name:**

**Seal:**

**Address:**

**Phone No. :**

**Date:**

**(To be made on Rs.100/- Non Judicial Stamp Paper)**