



**TENDER FOR PROVIDING SECURITY SERVICES THROUGH OUTSOURCING
IN SHILPARAMAM, MADHAPUR, HYDERABAD**

Schedule & Tender details:

Cost of Tender Document	: Rs.5,000/-
EMD (refundable)	: Rs.5,00,000/-
Date of issue of Tender Document	: 20-11-2023 to 25-11-2023 up to 1.00 PM
Last date and time for filling of Tenders	: 25-11-2023 up to 3.00 PM
Date and time of Opening Tenders	: 25-11-2023 at 04.00 PM
Place of Opening Tenders	: O/o. The Special Officer Shilparamam, Madhapur, Hyderabad, 500 081

**Sealed Tenders are invited from the eligible Agencies / Firms / Contractors
for providing Security Services in
Shilparamam, Madhapur, Uppal and Shilpakalavedika.**

1. Sealed tenders in conformity with detail tender call notice are invited from the service provider Agencies/ Firms having valid Registration Certificate, including registration with the Regional Labour Commissioner, EPF Registration, ESI Registration, GST Registration, **ISO 9001-2008 Certificate** and PAN Card, up to date and having similar line of business for more than 3 years towards outsourcing of Security services in Hyderabad. The service providers should have local Office at Hyderabad to ensure satisfactory fulfilment of contractual obligations.

2. The Tenderer should be Firm/Company Registered under the Partnership Act / Companies Act 1956/ Societies Act /LLP having Experience of Minimum of 3 years in the same line of Business with Public sector enterprises and Government Institutions.
3. The Tenderer should have an annual turnover of Rs. 50.00 Lakhs, during each of the last 3 years and should have a staff of 10 (Ten) or more per shift for one client and should have a minimum experience of 5 years in providing Security Services to large MNC's / Public Sector Companies / Industries / Banks etc.
4. The Tenderer should also have license for wireless and weapons, possess adequate infrastructure in terms of Vehicles, Electronic / Non-Electronic gadgets and basic crowd control devices for an efficient functioning.
5. The tender document can be obtained from the O/o. The Special Officer Shilparamam, Hyderabad, on payment of **Rs. 5,000/- (Rupees Five Thousand Only)**, towards the cost of the tender document (Non Refundable), in the form of Demand Drafts drawn in favour of the "**Special Officer Shilparamam, Hyderabad**".
6. The tenders should be submitted in two sealed covers.
 - (A) The first sealed cover should be super scribed "**Technical Bid**" and should contain
 - I. Checklist of documents submitted (**Annexure-I**)
 - II. The Proforma at **Annexure-II** duly filled in.
 - III. Agency profile including previous experience of manpower supply to Government / Semi Government / autonomous agencies.
 - IV. Acceptance of terms and conditions there under.
 - V. Demand Draft for Rs. 5,00,000/- towards the Earnest Money Deposit, in the form of DD drawn in favour of "**Special Officer, Shilparamam**".
 - VI. Demand Draft towards the cost of Tender document.
 - VII. All other required documents as per the check list furnished by the Tenderer.
 - (B) The second sealed envelope super scribed '**Financial Bid**' should contain only the quoted Service charges of the Agency (Agency Commission) (**Annexure-III**).

(C) Both the sealed covers should be placed in the main sealed envelope superscribed '**Tender for Outsourcing of Security Services**'. This should be addressed to **THE SPECIAL OFFICER, SHILPARAMAM, MADHAPUR, HYDERABAD- 500 081** and submitted by depositing in the sealed Tender box latest by 03:00 PM of 25-11-2023.

7. Tenders received after the due date and time will be summarily rejected. Incomplete and conditional tenders shall not be accepted.
8. The Technical Evaluation Committee will assess the ability of the agencies to render the requisite services based on its past record, profile and on such other criteria as it may fix. The financial bid of only the technically qualified Tenders will be opened.
9. The Tenderers are required to submit EMD and along-with the attested copies of valid Registration Certificate, EPF Registration, ESI Registration, ISO 9001-2008 Certificate, Pan-Card and up-to date GST clearance, IT returns and Audited statements for last three years along-with the bid documents, failing which the tender will be treated as invalid and will be rejected.
10. Submission of more than one tender by a Tenderer for a particular work will render the bid liable for rejection.
11. The bidders may make a clear assessment about the nature and quantum of work before submitting the Tenders.
12. The wages and other allowances to be paid to different categories of manpower will be as per the minimum wages prescribed by the Government from time to time under contract labour (R&A) Act-1970 & 1971 and the Minimum Wages Act 1948.
13. The Tenderers are required to quote their Service Charges (Agency commission) and put their signature; they should also sign on any overwriting or any correction made in the tendered rate.
14. Conditional tenders will not be accepted under any circumstances.
15. EMD of unsuccessful bidders will be refunded within 15 days after finalisation of Tenders without interest.
16. The Authority i.e. Special Officer, Shilparamam, Hyderabad reserves the right to cancel the process of Tenders at any stage without assigning any reasons thereof.

17. ACCEPTANCE OR REJECTION OF TENDERS:

- A. The Special Officer, Shilparamam, Hyderabad reserves the right to:
- a) Accept / Reject any of the tender in full or part thereof.
 - b) Revise the requirements at the time of placing the order.
 - c) Add, modify, relax or waive any of the conditions stipulated in the tender specifications wherever deemed necessary.
 - d) Reject any or all the tenders in part or full without assigning any reason thereof.
 - e) Award contracts to one or more Tenderers for the items covered by the tender.
- B. The tender is liable to be rejected inter-alia:
- a) If it is not in conformity with the instructions mentioned in the tender paper.
 - b) If it is not properly signed by the bidder.
 - c) If it is received only through soft copy.
 - d) If it is received after the expiry of the due date and time.
 - e) If it is not accompanied by the requisite EMD and proper documents.
- C. If Tenderer quote the same rate of commission, then the Special officer has right to accept / reject the tender or on the basis of experience the tender may be accepted.

18. **EARNEST MONEY DEPOSIT**: The bidders shall enclose with the Tender EMD amounting of Rs 5,00,000/- (Rupees Five Lakhs Only) in the form of Bank draft drawn on any Nationalized/Schedule Bank in favour of the **Special Officer Shilparamam** payable in Hyderabad.

19. **PERIOD OF CONTRACT**: The period of contract would be One Year. Service Charges / Rates quoted by the Agency would be fixed for a period of One Year. Any statutory increase in wages / DA etc., affected as per the Government Orders issued from time to time should be followed by the Agency.