



MSME-TOOL ROOM, HYDERABAD
CENTRAL INSTITUTE OF TOOL DESIGN
(Ministry of MSME- A Govt. of India Society)
Balanagar, Hyderabad – 500 037
TEL.No.23772747, 23776268 FAX No.040-23772658
E-mail: citdpurchase@citdindia.org Visit: www.citdindia.org



Date. 04.01.2021

E - PROCUREMENT NOTICE

INVITING TENDERS FOR PROVIDING SECURITY SERVICES ON RATE CONTRACT

1. **Security Services** : Required disciplined & good physique and good healthy personnel to provide Security services on rate contract basis to protect total Office buildings, office equipments, Office rooms, Class rooms, Labs & Shop floors. items like Machinery, computers etc.

Sl. No.	Tender search by Organisation	Description	Tender Fee Rs.	EMD	Due date for submission of tender	Opening of tender
1.	Development Commissioner MSME Central Institute of Tool Design, Hyderabad	Providing Security services	2,500/- for each Tender through NEFT/RTGS/DD	Bid Securing Declaration Form shall be submitted	25.01.2021	27.01.2021

The detail specification along with General Terms and Conditions may be downloaded from website by logging on to e-procurement portal <http://eprocure.gov.in/eprocure/app> on payment of Tender schedule cost & EMD as mentioned above. The bidders are advised to enroll/register on the e-procurement website. In order to submit the bids, the bidders are required to have Digital Signature Certificates issued by any of the Certifying authority of India. The Bidders shall be solely responsible for checking the website for any addendum/corrigendum issued in this regard and take into consideration the same during submitting the bids. The bids are to be submitted on online through CPP portal <http://eprocure.gov.in/eprocure/app>.

TENDER FOR PROVIDING SECURITY SERVICES ON RATE CONTRACT

Ref: CITD/ADMN/1/SS/20-21

Date:04.01.2021

CITD invites **on-line bids** from Licensed Contractors for providing **SECURITY SERVICES** at CITD, Balanagar, Hyderabad and its Sub-centre, Vijayawada to protect the property of the Institute as per CITD scope of work & Terms & Conditions. The detailed conditions are mentioned below.

Prospective Bidders may download the Tender Document from www.citdindia.org / <https://eprocure.gov.in/eprocure/app>. Bidders are advised to go through instructions provided at "Instructions for online Bid Submission" and submit duly filled bids online on the website <https://eprocure.gov.in/eprocure/app> as per the schedule given in the Tender Document.

Sl.No	Specifications
1.	PROVIDING OF SECURITY SERVICES ON RATE CONTRACT basis FOR CITD, HYDERABAD AND ITS SUB-CENTRE, VIJAYAWADA (AP & KOLAR (KARNATAKA STATE) .

Detailed specifications should be provided along with supporting technical literature if any, quotations with inadequate information will not be considered.

TERMS & CONDITIONS:

Eligibility Criteria:

TENDER FEE:- Rs.2500/- (Non Returnable)

1. **Tender Fee** shall be transferred through NEFT/RTGS/DD and Soft copy of the Transaction ID shall be uploaded in CPP Portal along with Technical Specifications. **Beneficiary details: Name: Central Institute of Tool Design, A/c No: 52065280065, Bank Name-State Bank of India, Balanagar X Road Branch, Balanagar, IFS Code: SBHY0020085.**

EMD:- Bid Securing Declaration Form shall be submitted alongwith Tender Documents.

3. Documents of Technical specifications must be submitted in **PDF format** only

4 The Institute will not be responsible for any postal delays. Detailed specifications, terms and conditions can be obtained through **CPP Portal** & CITD website www.citdindia.org **from Dt.04.01.2021**

DUE DATE FOR SUBMISSION OF TENDER: **Dt.** 25.01.2021

OPENING OF TECHNICAL BIDS: **Dt.** 27.01.2021

OPENING OF COMMERCIAL BIDS (TECHNICALLY QUALIFIED PARTIES): **Dt.** 03.02.2021

VENUE OF THE TENDER OPENING:-CITD, HYDERABAD

5. The Institute reserves the right to postpone / cancel rejects any or all the tenders without assigning any reason. Bids should be valid for 90 days from due date for submission of tender.

Submission of Bids:

Two Bid system(On-line). In this system bidder must submit their offer on-line as explained below

"Technical bid" shall contain (pdf format –online) &

"Commercial Bid" shall contain: (in Excel format i.e in BOQ format only through online only.)

- a).Duly filled Technical & Commercial Bid with Office seal and authorized signatory of the person with name, designation & contact no. The bid should be online only
- b).Authorization letter issued by the competent authority of bidder authorising the signatory to sign on behalf of the bidder.
- c). Other documents necessary in support of eligibility criteria, brochures etc.Other than mandatory documents

Note: CITD reserves the right to reject the bid if any of the above listed documents is not submitted. **All the documents shall be signed, stamped and numbered**

The Technical & commercial bid should addressed to:

Principal Director, Central Institute of Tool Design, Balanagar, Hyderabad - 500 037.

Emai:administration@citdindia.org

Any clarifications / information can be contacted Sri S.Ramakrishna, Asstt.Dir(A&A)through email: administration@citdindia.org or over telephone No. 040-23776168.

Tender Reference No.: **CITD/ADMN/1/SS/20-21** shall be mentioned in the Bid. For all other further correspondence addressed to **Principal Director, Central Institute of Tool Design, Balanagar, Hyderabad -500037.**

The bid must be submitted through on-line only. The Tender Fee of Rs. 1,500/-should drawn through NEFT/RTGS/DD & EMD by way of Crossed demand Draft from any Nationalized & Scheduled Bank drawn in favour of Central Institute of Tool Design, Balanagar, Hyderabad. It may be submitted at this office on or before due date. Any clarifications / information can be contacted through e mail. or over telephone No. 23776168.

Tender Reference No.: CITD/ADMN/ 20-21 should be mentioned in your bid

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TENDER NOTICE No. CITD/ADMIN/1/SS/20-21

MODE OF FURNISHING TENDER

The tender should furnish / submit two sealed covers annexed as 'A' & 'B' on or before the prescribed date in the tender notification.

The cover A shall contain: **(Technical)**

Profile of the Security agency, in the prescribed form, copies of Clients Works order, supporting document/s copy of Agency Infrastructure etc.

Photostat copies of Certificates / documents of ESI, EPF Registration of agency, GST, Income Tax etc..Any other additional information.

The Cover B shall contain **(Commercial (Financial) details)**

the filled in schedule of Rates in the prescribed form duly signed by the competent agency representative with seal.

III. Note to the Tenderer :

The Security Agencies which fulfill the Institute conditions as per part 'A' of the tender only will be short listed and invited for discussion.

Part “B” form submitted by the short – listed agencies only will be opened and the contract will be finalized.

Quotations must be submitted giving details using enclosed tender papers and if required additional sheet may be attached and duly numbered.

Rates quoted shall remain valid for one year. The total amount should be written both in figures and in words.

The consolidated rate should include (?) Reliever charges. ESI/PF & Statutory deductions & Contributions other Service charges, etc. The break up details may be attached in separate sheet.

Tendered should carefully go through all the terms & conditions before furnishing their sealed Tender. Any corrections in the Tender should invariably be attested with signature and seal of the Renderer, failing which, the Tender shall be liable to be rejected.

GST as applicable will be paid on the total bill.

TDS will deduct on payment of Bills.

The Institute shall be under no obligation to accept the lowest or any tender received in response to this tender notice and shall be entitled to reject any tender without assigning any reason whatsoever.

- a) All tender documents shall be duly signed by Security Agency
- b) The Institute may break the contract in parts and award it to more than one agency.
- c) Bids which do not comply with the above conditions are liable to be rejected.

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TENDER SCHEDULE FOR PROVIDING SECURITY SERVICES ON RATE CONTRACT

- Sealed Tenders in TWO **BID FORMAT** (i.e Technical & commercial Bid) are invited for providing security services on Rate contract from registered Security agencies having:
- Established infrastructure for providing security services with excellent training and communication facilities at Hyderabad & Vijayawada campus.
- Contract with five or more Institutions/Industries, providing 30 (Thirty) or more personnel in each unit.
- Capability to provide trained personnel having good training and maintaining high standard of turn out.

GENERAL TERMS & CONDITIONS:

1. Initially the contract period will be valid for **one year** from the date of issue of Rate contract agreement.
2. The agency should obtain and produce license under the “The contract Labour (Regulation & Abolition Act 1970) from the Labour Department. The Agency shall maintain, if necessary, submit to the Institute for inspection on demand the records such as Muster roll, Payment register etc., The Institute will not bear any liabilities pertaining to the personnel engaged by the Agency.
3. The Contractor/Security agency will strictly observe the required standards to maintain proper account of payments including statutory benefits (ESI, PF & GST) being made to the personnel of the agency. The statutory financial statements (Income tax, GST, Proof of ESI & PF payments etc.) Any other documents as may be required by the Institute shall be produced for scrutiny by the agency on demand. The agency shall be solely responsible for any failure to fulfill the statutory obligations and shall indemnify the Institute against all such liabilities, which are likely to arise out of the agency’s failure to fulfill such statutory obligations.
4. The security personnel should be of (a) age group between 30 to 50 years (b) The security guards should have minimum 10th standard and average intelligence to check Identity cards and writing of Gate passes;(c) Knowledge of Telugu / Hindi / English is essential **(d) the security supervisors should be ex-serviceman only**, and also be able to read & write English (e) should know the operational methods of Fire fighting equipments and also must be able to maintain security records and material movement registers.

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5. CITD authorized official will screen all the security personnel deputed /deployed in the institute, including the Discharge certificate in case of ex-servicemen.
6. The duty hours should not exceed 12 hours at a stretch. Continuous shifts by the same person should be avoided and no post should remain unmanned. Odd duties / shifts may be required according to exigencies, and have to be provided for.
7. Absenteeism must not exceed 3% of the total deployment in any month. The Institute shall reserve the right to impose penalty for excess absenteeism or failure to deploy adequate personnel in stipulated period.
8. Items of equipment, torches, uniforms including rain coat, jerseys & umbrellas etc. for efficient conduct of duty shall be provided by the agency and shall be in good, neat and usable condition.
9. Accommodation will not be provided for the agency personnel and the agency shall make its own arrangements for its personnel.
10. The agency shall alone be liable to pay compensation for any damage / death / injury sustained by the personnel or any other members of the agency as sustained by them in the course of their work / duty at the Institute during the contract period.
11. The Agency shall ensure politeness, good behavior, good conduct, application, alertness and commitment in the discharge of duty of personnel engaged by them.
12. Security Agency shall not be treated the employees or considered as employees of this Institute under any circumstances. The Agency personnel shall work at all the times with high professional standards and commitment with the Institute to maintain strict security measures round the clock.
13. The Agency personnel shall perform their duties effectively and diligently in accordance with the general procedure laid down by the Institute from time to time.
14. The agency shall arrange to effectively safeguard men, materials and the interest of the Institute in the Campus and at designated places by posting its personnel in such manner and at such points and at time to assure the Institute that its interests are fully and wholly safeguarded. This includes assisting the Institute in first-aid and fire safety operations as may be deemed necessary.
15. In the event of theft, pilferage or damage to the institute's property, after necessary investigations, If proved beyond doubt that the Agency / their personnel are responsible, the agency shall bear all the losses / damage.
16. The rates agreed upon shall remain unchanged until the expiry of the contract period or till they are amended by the Institute in accordance with institute's norms.

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17. On completion of every month, Agency has to be submit the bill accordingly; the Institute will work to release the payment within reasonable time from the date of submission of bills. The payment of the bill will be effected only on production of the verified photo copies of the previous months wage sheet, ESI, EPF& GST remittance.
18. All matters pertaining to this tender, the decision of the Principal Director of this Institute shall be final and binding.
19. The agencies are urged to actually visit the campus with the permission of the Security Officer /Security Supervisor before submission of their technical and financial bids separately.
20. Any or all disputes arising out of these presents shall be settled by arbitration at Hyderabad under the Arbitration & Conciliation Act by a single Arbitrator to be appointed by the Principal Director of the CITD, Hyderabad.
21. Successful Security Agency/ contractor shall execute an agreement in the prescribed format on stamp paper of appropriate value.
22. The Security agency shall engage and post only trained physically fit, healthy and experienced Security personnel i.e. Supervisors Security Guards (Male & Female) with minimum prescribed qualification of SSC/Matriculation passed at the following points for a period of one year in 3 shifts per day.
23. The Security agency shall engage Supervisors per day shift basis and patrolling in day and night to look after the security arrangements in the campus for a period of one year.
- 24. Pattern of quoting: Tenderer may please quote a lump sum amount per month inclusive of all (i.e., ESI, PF, Service Charges & GST).**
25. The Security agency shall submit an undertaking to the effect that in the event of laxity in the performance of the above mentioned scope of work is their responsibility loss or damage if any, caused to the properties of the Institute and shall compensate the same.
26. The Security agency shall maintain its own muster rolls for the persons engaged by them and submit for verification to the Institute along with invoice every month.
27. The Security agency shall follow the all rules for its workers.
28. The Security agency shall provide Identity Card, uniform and torch lights and other items to their guards.
29. The Aadhar Copy & other Credentials of each engaged Security personnel / supervisor shall deposit duly signed by Security Agency awarded the Contract.

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30. The Security agency shall submit **Bid Securing Declaration Form alongwith Tender Documents.**

31. On receipt of Rate contract the Security agency should deposit Rs. 2,00,000/- (Two Lakhs Only) with CITD towards Security deposit through NEFT/RTGS or Bank Guarantee drawn in favour of Principal Director, Hyderabad from any Nationalized Bank with one year validity from the date of issue of award.

32. Interest will not be paid on Security deposit

PRINCIPAL DIRECTOR

**MSME – TOOL ROOM: HYDERABAD
CENTRAL INSTITUTE OF TOOL DESIGN
BALANAGAR, HYDERABAD- 500 037**

OFFICE BUILDINGS AVAILABILITY

MSME-Tool Room, Hyderabad (Central Institute of Tool Design) established in 1968 by the Govt. of India with the assistance of UNDP and ILO, is a pioneering Institution in the field of Tool Engineering & manufacturing for Micro, Small & Medium enterprises across the Country.

This institute is looking for Security agency to Surveillance its Hyderabad and Vijayawada campus round the clock for one year period. Hyderabad campus is spread around 8.5 Acres of land with perfect boundary wall is covered and having the following buildings in Hyderabad and its Sub-Centre, Vijayawada Campus:

Hyderabad Campus: 8.5 acres

S. No	Available Office Buildings	No.of buildings	S. No.	Available Office Buildings	No.of buildings
1.	Admin Block	01	7.	Tool Engineering (Diploma) Block	01
2.	Automation Block	01	8.	CNC Block – One	01
3.	Tool Room Block	01	9.	Hostel -01 (National)	01
4.	Tool Room Block Trg	01	10.	Hostel -02 (International)	01
5.	Tool Engineering cad/cam	01	11.	Hostel - 03 (Girls)	01
6.	Canteen	01	12.	Heavy Machinery centre	01
13	PD Quarter	01	14	Warden Quarter	01

Vijayawada Campus: 0.5 Acres

S. No.	Available Office Buildings	No. of buildings
1.	Tool Room	01
2.	Training Block	01

Kolar, Karnataka Campus:

S. No.	Available Office Buildings	No. of buildings
1.	Building	1

Note: Interested agencies are advised to visit the CITD campus and may assess the required personnel before submitting your Techno commercial bids.

Interested contractors are advised to adhere the General terms & conditions strictly failing which the bid will be rejected summarily.

**MSME – TOOL ROOM: HYDERABAD
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I. SCOPE OF WORK:

1. Security services should be provided on round the clock service at CITD, Hyderabad & its Sub-Centre, Vijayawada to protect the property of the Institute and other areas notified by the Institute from time to time.
2. The Security agency shall maintain all security registers in the format prescribed by the Institute like IN and OUT material registers, Vehicle Movement Register, Visitors Registers, Staff movement Register and Returnable/Non Returnable Gate Pass Registers, etc. Stationary will provide from time to time.
3. The Security agency shall restrict the entry of all unauthorized persons into the Campus, as it is not a thoroughfare. Entry is restricted to bonafide staff, students and residents of the Campus. Visitors shall be allowed after proper identification and verification of bonafide and genuineness of purpose.
5. The Security agency shall check daily the Vendors' passes and Temporary Labour passes issued by the Institute. The Security agency shall remain professional and independent even when maintaining amicable relations with the Institute fraternity. They shall be polite, but firm on security and access issues.

FOLLOWING DOCUMENTS ARE MANDATORY TO SUBMIT ALONG WITH YOUR BID

**CONTRACTOR SHOULD SUBMIT THE FOLLOWING DOCUMENTS
ALONG WITH TECHNICAL & COMMERCIAL BID**

- Labour contract license No.
- Firm registration certificate
- Income Tax PAN No.
- ESI Registration No.
- PF Registration No.
- GST registration No.
- Valid MSME Registration(If registered)
- Valid NSIC Registration(If Registered)

Note: Interested agencies are advised to visit CITD campus and may assess the required personnel before submitting your Technical, commercial bid. Preference will be given to local licensed contractor / Security Agency for easy accessibility of day to day works or who are having branch office in Hyderabad.

Interested agencies are advised to submit the above specified documents which are mandatory failing which the bid will be rejected summarily.

The Security Supervisors should be Ex-servicemen as indicated in the general terms and conditions.

All ex-servicemen are required to produce Discharge certificate.

If personnel belong to local and civilian they must be able to speak Telugu/Hindi language.

PRINCIPAL DIRECTOR

PART – A - TECHNICAL BID

**SECURITY SERVICES ON RATE CONTRACT WITH TRAINED SECURITY PERSONNELS
FOR CITD – HYDERABAD & ITS SUB-CENTRE, VIJAYAWADA.
(To be given by the party)**

DETAILS MAY FURNISH IN A DETAILED PROFILE

Sl. No.	Description / particulars	Information to be furnished in this column
01.	Name of the Firm, Authorized person and address & Telephone No.:	
02.	No. of years experience in the field	
03.	<u>No. of Contracts on hand:</u> a) Govt. Departments:..... b) Pub. Sector Undertakings:..... c) Private Contract:.....	
04.	<u>Total No. of Employees on Role:</u> 1. Trained Security Guards:..... 2. Trained Security Supervisors:..... 4. Trained Lady Guards:.....	
05.	<u>Statutory Fulfillment details:</u> 1. Lab our security Contract License No & valid up to 2. Income / Pan No. 3. ESI Code No. 4. P.F.Code No. 5. GST Reg.No.	
06.	Encl: 1. List of Govt. Clients 2. List of other Clients	
07.	No of persons Deployment of Security Staff per day 1. Identified Security Posts & No. of Guards required	
08.	Audited Statement of A/Cs for the last year to be enclosed :	
09.	Income Tax Returns for the Last financial Year details to be enclosed.	
10.	GST for Last financial year. details to be enclosed :	
11.	Whether your organization is providing uniforms to your employees	YES/NO
12.	Whether any proceedings initiated/pending against your firm/your employee by any statutory/legal/Police authorities:	YES/NO
13.	Submission of Bid Securing Form (Rs. 2,00,000/- (Two lakhs Only) to be deposit with CITD on receipt of rate contract agreement).	YES/NO
14.	Any other information	

Signature of Authorized Person:
Designation & Seal of the Firm.

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TENDER NOTICE No. CITD/ADMIN/1/SS/20-21

Part – B : COMMERCIAL BID

QUOTATION FOR PROVIDING SECURITY SERVICES ON RATE CONTRACT

S.No	Location	Lumpsum offer Per month for total employees in Rs. (deployed inclusive of statutory deductions, Service charges & GST)	No. of persons provided by contractor (per Day) in 3 shifts
1	Hyderabad Campus		
2	Vijayawada Campus		
3	Kolar, Karnataka Campus		

Note: Interested agencies are advised to visit the CITD campus and may assess the required Personnel before submitting your Technical & commercial bid.

Please note that all the agencies are advised to quote their lumpsum rate per month inclusive of statutory deductions, Service charges & GST basis for total employees deployed and No. of employees provided Per Day. Do not forget to sign & put the agency seal on your commercial bid document, failing which the bid will be rejected summarily.

Signature
Name of the Proprietor / Managing Director
Name & seal of the Security Agency

To,
The Principal Director
Central Institute of Tool Design
Balanagar, Hyderabad – 500 037

DECLARATION OF THE TENDERER

I/We do hereby distinctly and expressly declare and acknowledge that before submission of my/our tender. I/We carefully followed the Instructions in the tender notice and have read the conditions, specifications, and the relevant clauses of all the labour statutes.

I/We have made such examination in the Tender documents and specifications etc., and the location where the said work is to be done and such investigation of the work required to be done and in regard to the manpower required to be furnished so as to enable me/us thoroughly to understand the intention of the same and the requirements, agreements, stipulations etc., containing in the contract and in the said specifications and distinctly agree that I/We will not hereafter make any claim or payment upon the Institute based upon or arising out of alleged misunderstandings, and misconception on my/our part of the said requirements, agreements, stipulations, restrictions and conditions etc.

I /We also declare and undertake payment of statutory contribution to PF, ESI, & GST by way of separate challans in respect of our employees posted at the Institute and produce the proof of payment along with monthly bill for the processing the payment.

I / We also declare that we have / do not have valid Labour contract license to provide trained Security personnel on the date of Tender.

I/WeEnclosed the documents as required in the Tender Notice.

Signature of contractor
Organization Seal

Bid Securing Declaration Form

Date: -----

Tender No. -----

To (insert complete name and address of the purchaser)

I/ We. The undersigned, declare that:

I/We understand that, according to your conditions, bids must be supported by a Bid Securing Declaration.

I/We accept that I/We may be disqualified from bidding for any contract with you for a period of one year from the date of notification if I am/We are in a breach of any obligation under the bid conditions, because I/We

- a) Have withdrawn /modified/amended, impairs or derogates from the tender, my/our Bid during the period of bid validity specified in the form of Bid, or
- b) Having been notified of the acceptance of our Bid, by the purchaser during the period of bid validity (i) fail or reuse to execute the contract, if required, or (ii) fail or refuse to furnish the Performance Security, in accordance with the Instructions to Bidders.

I/We understand this Bid Securing Declaration shall cease to be valid if I am /We are not the successful Bidder, upon the earlier of (i) the receipt of your notification of the name of the successful Bidder, or (ii) thirty days after the expiration of the validity of my/our Bid.

Signed: (insert signature of the person whose name and capacity are shown)

In the capacity of (insert legal capacity of person signing the Bid Securing Declaration)

Name: (insert complete name of person signing the Bid Securing Declaration)

Duly authorized to sign the bid for an on behalf of (insert complete name of Bidder)

Dated on ----- day of ----- (insert date of signing)

Corporate Seal (where appropriate)

(Note: In case of a joining venture, the Bid Securing Declaration must be in the name of all partners to the Joint Venture that submits the bid)