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CCI

THE COTTON CORPORATION OF INDIA LTD.
(A Government of India Undertaking)
BRANCH OFFICE:2ND & 3RD Floor, V.L.Chittimalla Complex, H.No.16-07-109, Laxmipuram, Near Old Grain Market, Warangal – 506002 (T.S.)
CIN: U51490MH1970GO1014733
Phone No.0870 – 2565088, 2429394, Fax No.0870-2501451
Website: www.cotcorp.gov.in. E-Mail: warangal@cotcorp.com
Ministry web: www.texmin.nic.in

REF / CCI / WGL /GODOWN/2018-19 DT:-02.05.2018

TENDER FOR SECURITY GUARD ON CONTRACT BASIS FOR GODOWNS/CENTRES

Sealed Tenders in prescribed format are invited from reputed, experienced Private Security Agencies for "Deployment of Private Security Personnel" in 2 Bid System for our Godown/Centres under the jurisdiction of Branch Office, Warangal at different places. The tender documents can be obtained from this office on any working day during hours on or before 4.00 pm on 11.05.2018. The tender document completed in all respects should reach this office on or before 4.00 pm on 11.05.2018 which shall be opened at 4.30 pm on the same day. Tender form along with terms & conditions can be downloaded from www.cotcorp.gov.in and also in Govt. **Portal http://eprocures.gov.in.**or can be obtained at B.O Warangal, during the business hours.

GENERAL MANAGER

TERMS & CONDITIONS FOR ENGAGEMENT OF SECURITY GUARDS

1) Appointment of Security Guard for watch and ward shall be made from the first day of issue of work order till May'2019 and the same may be extended for further period of 3 months on the same terms and conditions based on the requirement of the Corporation and also as mutually agreed. Cotton season generally starts in October and shall be completed in September of next year. However, all the bales stored may be lifted in between at any time and in that case, services of Security Guard for that particular godown may be discontinued.
2) Valid License of providing security services.
3) Security Service Provide/Company should have minimum 5 years' experience in the field of providing Security Guards.
4) Branch Office of the Company must be located in Warangal.
5) Two Security Personnel shall be deployed at our each godown for 24 hours starting from 8 AM to 8 PM/8 PM to 8 AM and this shift period can be changed at the discretion of the Management at any time. Each guard should have adequate equipment's such as lathi, torch, whistle, proper uniform, identity card and also police verification certificate. He should have mobile phone or any other means of communication so that he may be contracted at any time.
6) Rate should be quoted on monthly basis for 24 hours daily duty (i.e., combined for 2 guards at one godown) which should be inclusive of all expenses such as PF, ESI, Bonus, gratuity etc.,
7) Applicable Service tax on bill amount however, may be paid extra as per Rules provided the security agency hold the GST Tax Registration No. and also mention the same on each bill.
8) The Security Services shall be governed by various Statutory Labour Laws of the State and Central in force and amendments thereto from time to time such as:-
    a. Minimum Wages Act.
    b. Workmen's Compensation Act.
    c. Contract Labour Registration & Abolition Act.
    d. The Employees' Provident Funds and Misc. Provisions Act.

e. ESI Act.
f. The Payment of Bonus Act.
g. The Payment of Gratuity Act.
h. Any other Applicable Law/Act.
i. Goods and Services Tax Act.

It shall be the total responsibility of the Service Provider to observe and follow all State/Central Govt. Rules and Regulations in this regard.

The Security Service Provider shall have to maintain all required registers and records upto date as stipulated in the above Laws and produce the same for inspection whenever required by any inspecting officer of the Government or the officers of the CCI.

9) Monthly payment shall be made within 10 days after receipt of the bill from the Security guard provider duly endorsed by our Centre Incharge/godown Incharge and satisfying over mandatory obligations of the state/central government.
10) CCI shall not provide any accommodation and meals to the Guard deployed under this contract.
11) The Security Services are required in the Districts of Telangana state. There is no guarantee for minimum or maximum work.
12) All legal compliances shall be fulfilled by the Service Provider.
13) The Security Personnel should periodically be supervised by the senior officer of the Security Provider from time to time and proper record of such supervision shall be maintained which can be checked by the CCI Limited at any time.
14) The Security guard engaged should be paid his wages latest by 10th of every month by the Company.
15) Final decision for work order to L-1 Company shall be communicated within 7 days from the date of opening of tenders. However, location of godown and G&P factory where Security Personnel are to be appointed shall be given as and when required.
16) The Corporation reserves its right to accept or reject any bid or all the bids without assigning any reason.

Signature of the Tenderer:_____

Name of the Tenderer:_____

Address & Seal:_____

_____

OTHER TERMS

1) Last date for receipt of tender from Branch Office, Wgl : Date 11.05.2018 Time4.00PM

2) Last date for submission of tender : Date11.05.2018 Time4.00PM

3) Date of Opening : Date11.05.2018Time4.30 PM

4) Mode of Submission of tender:-

The tenders shall be submitted in 2 Bid systems as under:-

i) Technical Bid – I:-

a. In Technical Bid, details of the Security Guard Provider/Company should be furnished along with D.D. for Rs.20,000/- (Rupees Twenty Thousand only) drawn in favour of "The Cotton Corporation of India Ltd.," payable at Warangal being Security deposit. This Bid should be in a closed envelope Marked 'A'(Technical Bid –I) . If the tenderer does not furnish security amount, the tender shall be rejected.
b. Service provider must have PAN and EPF Code No. Otherwise tender shall be rejected. Copy of the same to be attached.
c. In case the tenderer does not have min. 5 years experience in the same field, the tender shall not be considered.

ii) Financial bid – II:-

In Financial Bid – II, rate of combined two security guards on monthly basis for 24 Hrs. Services at our godown/centres to be submitted which should include all the expenses such as ESI, EPF, Bonus, gratuity etc., and no extra charges in any account shall be paid by CCI. However, GST tax as per Rules shall be given extra on bill amount. Rates be given considering Service on all the 7 days a week as godown and G&P factory cannot be left unattended on any day. This Financial Bid should be submitted in a closed Envelope marked as 'B' (Financial Bid –II).

Both the above Bids, i.e., Envelope 'A' and 'B' should be put in another envelope marked as 'C' super scribing on it "TENDER FOR SECURITY GUARD for the year 2017-18". Name and address of the tenderer should be shown on each envelope.

5) Both the above Bids should be signed by the authorized person of the Security Guard Provider/Company.
6) The tender forms so received shall be opened on _____at_____

Envelope 'A' containing Technical Bid – I will be opened first and envelope 'B' (Financial Bid-II) shall be opened in respect of only those tenderers who qualify as per Technical Bid – I.

7) Tenders containing false, incomplete and/or inadequate information are liable to be rejected.
8) Tender shall strictly be accepted only on The CCI Limited's terms & conditions ans no conditional tender shall be accepted.
9) Tenders must be submitted in the tender in the original information/tender form downloaded from the CCI's website www.cotcorp.com or Govt. tender portal www.eprocure.gov.in or taken from our office and there should not be any addition or any deletion or any alteration to the content of the tender documents. In the event of this being different from the original tender documents, tender documents may be rejected by the Corporation.

We agree all the terms & conditions of the tender document.

Signature of the Tenderer:_____

Name of the Tenderer:_____

Address & Seal:_____

_____

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Technical Bid-I

Tender form for Security Guard

(SPECIFICATIONS)

S.No.	Particulars	Details
1.	Whether the Company has office in Warangal(If yes furnish the following details)	YES/NO
	i) Contact Person ii) Address of office(with phone No's Fax No.s & E-mail ID)	
2	Furnish following details of Registered Office of the Company under whose jurisdiction our Branch Office falls	
	i) Contact Person ii) Address of office(with phone No's Fax No.s & E-mail ID)	
3.	Whether the Company has 5 years' experience in dealing with Govt. Agencies/Companies/Firms If yes, please furnish the list of such clients in Separate list be annexed)	YES/NO

4.	Permanent Account Number of the Security Service Provider/Company	
5.	GST Tax Registration Number	
6.	EPF Code Number	
7.	Details of Security Deposit of Rs.20,000/-	D.D.No._____dt_____ Drawnon _____(name of the bank.

Signature of the Tenderer:_____

Name of the Tenderer:_____

Address & Seal:_____

_____

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Financial Bid-II

Tender for Security Guard

S.No.	Particulars	Details
1.	Name of the Company with complete address	
	Phone No. E-Mail ID	
2.	Name of the Contact Person with Mobile No.	
3.	Monthly charges for Security Services (on 24 Hrs. Service basis i.e., 2 Guards on 12 hours duty) inclusive of all such as ESI, EPF, Bonus, gratuity, uniform, Adm. charges etc.,)	Rs._____ (Excluding GST tax only)

NOTE:- L-1 shall be decided on the basis of lowest rates quoted per month for daily 24 hours service on all 7 days a week basis per godown and G&P factory(Two guards having 12 hours duty each). There will not be any holiday and alternative arrangement will have to be made by the Service Provider in case of absence of any individual

Signature of the Tenderer:_____

Name of the Tenderer:_____

Address & Seal:_____

_____