THE COTTON CORPORATION OF INDIA LTD
(A Govt. of India Undertaking)
KAPAS BHAVAN, 4/2ASHOK NAGAR,. P.B NO: 227
GUNTUR-522002
PH.NO:0863-2233472, FAX: 0863-2357472

CCI/GNT/ ADM / S.G/2023-24/ Date:02.06.2023

TENDER NOTICE FOR ENGAGEMENT OF SECURITY GUARDS
ON CONTRACT BASIS FOR OFFICE SECURITY.

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 office at above address, under the jurisdiction of Branch Office, Guntur. The tender documents can be obtained from this office on any working day during office hours on or before 09.06.2023 by 2.00 P.M. The tender document completed in all respects should reach this office on or before 09.06.2023 by 4.00 P.M which shall be opened at 4.30 P.M. on that day. Tender form alongwith terms and conditions can also be downloaded from our website www.cotcorp.gov.in or from Govt. website www.eprocure.gov.in

Branch Manager

TERMS & CONDITIONS FOR ENGAGMENT OF SECURITY GUARDS.

1. Appointment of Security Guard for watch and ward shall be made from the first day of issue of work order to one year and the same may be extended for further one year period on the same terms and conditions based on the requirement of the corporation and also as mutually agreed.
2. The Security services agencies / company should have minimum 5 years experience in the field of providing security guards.
3. The Office of the Security Service agencies / company should be located in Guntur only.
4. Two security personal shall be deployed at our branch office, Guntur for 24 hours..Each guard should have adequate equipment's such as lathi, torch, whistle, proper uniform, identity card. They should have mobile phone or any other means of communication so that he may be contacted at any time.
5. Rate should be quoted on monthly basis for 24 hours daily duty which should be inclusive of all expenses such as PF, ESI, Bonus, Gratuity etc.
6. GST on the bill amount, however, may be paid extra as per Rules provided the security agency hold the GST registration No, and also mention the same on the each bill.
7. The Security service agency shall be governed by various statutory Labour laws of the State and Central in force and amendments thereto from to time, such as
   - **a)** Minimum Wages Act;
   - **b)** Workmen's Compensation Act;
   - **c)** Contract Labour Registration & Abolition Act;
   - **d)** ESI Act;
   - **e)** The Employees' Provident Funds and Misc. Provisions Act;
   - **f)** The Payment of Bonus Act;
   - **g)** The Payment of Gratuity Act;
   - **h)** Any other applicable Law/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.
8. Monthly payment shall be made within 10days after receipt of the bill from the security guard provider and satisfying over mandatory obligations of State/ Central Government.
9. CCI shall not provide any accommodation and meals to the guard deployed under this contract.
10. All legal compliance shall be fulfilled by the service provider.
11. The Security personnel should periodically be supervised by the senior officer of the security provider from time to time.
12. The security guard engaged should be paid their wages latest by 10th of every month by the company.

13. Final decision for work order to L-1 Company shall be communicated within 3 days from the date of opening of tenders.
14. The corporation reserves its right to accept or reject any bid or all the bids without assigning any reason.
15. In case of any dispute it will be subject to the Jurisdiction of any court in **Guntur** only.

We do hereby agree to abide by the above terms & conditions.

NAME & SIGNATURE OF THE TENDERER :

Date
Place

OTHER TERMS

1. Last date for receipt of tender form
   From Branch Office, Guntur : 09.06.2023 2.00 pm
2. Last date for submission of tender : 09.06.2023 4.00 pm
3. Date of opening of tender : 09.06.2023 4.30 pm
4. Mode of submission of tender:

   The tenders shall be submitted in 2 Bid system as under:

i) Technical Bid: I

A) In technical bid, details of the security guard provider / company should furnished along with D.D for Rs.10,000/-(Rupees Ten thousand only) drawn in favour of "The Cotton Corporation of India Limited" Payable at Guntur being security deposit.

B) Service provider must have PAN no 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, monthly charges for security services on 24 Hrs. Service basis at our branch office 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, service tax as per rules shall be given extra on bill amount. Rates be given considering service on all the seven days a week. This financial bid should be submitted in a closed envelop marked as "B" (Financial Bid-II).

Both the above Bids, i.e envelop 'A' and 'B' should be put in another envelop marked as 'C' super scribing on it " Tender for Security Guard for Office Security". Name and address of the tenderer should be shown on each envelop.

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 09.06.2023 at 4.30pm. Envelop 'A' containing technical bid–I will be opened first and envelop 'B' (Financial Bid-II) shall be opened in respect of only those tenders 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 and conditions and no other conditional tender shall be accepted.

9. Tenders must be submitted in the original information / tender form downloaded from the CCI's website www.cotcorp.gov.in 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 and conditions of the tender document.

Signature of the tenderer :

Name of the tenderer

Address & seal

THE COTTON CORPORATION OF INDIA LTD.,
BRANCH OFFICE: GUNTUR

TECHINICAL BID-I

1) Name of the Tenderer :

2) Whether the Company has office in Guntur : Yes / No
(If yes, furnish the following details)

i) Contact person name. :

ii) Address of Office (with Phone Nos, Fax Nos & E-mail Id) :

3) Furnish following details of Registered Office Of the Company under whose jurisdiction our Branch Office falls. :
a. Contact person:
b. Address of office (with Phone Nos, Fax Nos & E-mail Id) :

4) Whether Agency is registered under:
A. MSME Regd (Attach valid certificate)
B. If yes, MSME owned by SC/ST (Attach valid certificate)
C. If yes, MSME owned by Woman (Attach valid certificate)
D. Professional Tax registration of firm in Andhra Pradesh (Attach valid certificate)
E. Labour license should be valid on the date of bidding
F. Labour license registration in Guntur District or nearby Guntur, A.P.
G. Service charges not be below in GEM rules
H. A.P. Home Department license to engage in the Business of Private Security Agency.

5) I.T. returns of the last three years

6) Whether the Company has 5 years experience In dealing with Govt. Agencies / Companies / Firms. If yes, please furnish the list of such Clients (separate list must be annexed with Bid-I) : Yes / No

7) Valid license of Security Agency : _____

8) Permanent Account Number of the Security Service Provider / Company : _____
9) GST Number : _____
10) EPF Code Number : _____
11) ESI number : _____

Note: Self attested must be submitted on attached copies

11) Details of security deposit of Rs.10,000/-

DD No.	Date	Drawn on	Bank Name

We have read the Terms & Conditions to this tender and we hereby agree to abide by same.

NAME & SIGNATURE OF THE TENDERER

PLACE :
DATE :

THE COTTON CORPORATION OF INDIA LTD.,
BRANCH OFFICE: GUNTUR

FINANCIAL BID-II

1) Name of Tenderer with Complete address :

Phone No: :
E.Mail Id: **:**

2) Name of the contact person :
Mobile No:

3) Monthly charges for security Services (on 24hrs x 7days basis) inclusive of all–such as ESI, Bonus, Gratuity, Uniform, Service charges etc. (exclusive of GST) :

Note: L-1 shall be decided on the basis of lowest rates quoted per month for daily 24 hours service on all 7 days week basis. 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 HEAD OF THE
SECURITY SERVICES WITH SEAL

Station :

Date :