भा.क.नि.
CCI
A
Miniratna
Company

भारतीय कपास निगम लिमिटेड वरंगल ::

***THE COTTON CORPORATION OF INDIA LTD.***

**(A Government of India Undertaking)**

**BRANCH OFFICE;16-07-109, V.L.Chittimalla Complex, 2nd & 3rd Floor, Laximpuram,**
**Near Old grain Market, Warangal - 506 002.**
**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**
**GST No.36AAACT4053B2ZS** **CIN: U51490MH1971GO1014733**

**Ref:CCI/WGL/GDN/Watch&Ward/2021/** **Date:08.11.2021**

## वॉच एंड वाडडकेलिए अल्पकालिक निववदा सुचना

## Short-Term Tender Notice for Watch and Ward

Sealed Tenders in prescribed format are invited from reputed, experienced Security/watch and ward Agencies for "Deployment of Watch&Ward Personnel" in 2 Bid System for our Godowns/Centres/Office under the jurisdiction of Branch Office, Warangal at different places. The blank tender documents with detailed terms and conditions of the tender can be obtained from branch office at above mentioned address on submission of tender fees of Rs.112/-(Rupees one hundred twelve only) (including GST) in the form of e-payment, crossed demand draft (DD) / Pay Order (PO) drawn on any of the scheduled banks in favour of THE COTTON CORPORATION OF INDIA LTD", payable at Warangal on all working days upto 12.30 pm on Dt:22.11.2021. The entire set of tender documents can also be downloaded from the Corporation website: www.cotcorp.org.in as well as Govt. portal www.eprocure.gov.in.

Earnest Money Deposit (EMD) amounting Rs.50,000/- (Rupees fifty thousand only) in the form of e-payment, crossed demand draft(DD)/ Pay Order(PO) drawn on any of the scheduled banks in favor of THE COTTON CORPORATION OF INDIA LTD", payable at Warangal, must accompany with Technical Bid-I. Any tender not accompanied by the requisite EMD shall be rejected. The Tenderers having valid MSE certificate are exempted from payment of EMD subject to production of valid MSE certificate along with Technical Bid-I. The tender document completed in all respects should reach this office on or before 22.11.2021 by 3.00 pm which shall be opened at 4.00 pm on the same day in the presence of tenderers who may wish to remain present.

**The Corporation reserves its right to accept or reject any tender(s). However, Tenderer may seek the reason for rejection of their tender from the Corporation.**

Dy. General Manager

1) a) Last date for obtaining of tender form: Date:22.11.2021 Time :12.30 p.m. from Branch Office, Warangal.

| | | |
|---|---|---|
| b)Last date for submission of tender | :Date:22.11.2021 | Time:3.00 p.m. |
| c)Date of opening of tender | :Date:22.11.2021 | Time:4.00 p.m. |

2) Tenders must be submitted in the tender in the original formate/tender form downloaded from the CCI's website www.cotcorp.org.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.

3) Envelope 'A' should contain Technical Bid-I and Envelope 'B' should contain Financial Bid-II.

4) Both the Bids, i.e. Envelope 'A' –Technical Bid and 'B' –Financial Bid should be put in another envelope marked as 'C' super scribing on it "TENDER FOR Watch and Ward". 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/watch and ward provider/company/agency.

6) Tenders containing false, incomplete and/or inadequate information are liable to be rejected.

7) Tender shall strictly be accepted only on The CCI Limited's terms and conditions and no conditional tender shall be accepted.

8) Evaluation of Technical Bid-I shall be as per technical eligibility criteria and Financial Bids-II shall be opened of those tenderer who qualifies technically as per Technical Bid-I.

9) Tender fees of Rs.112/-(Rupees one hundred twelve only) (including GST) should be deposited in the form of e-payment (subject to realization in corporation account's), crossed demand draft (DD)/ Pay Order (PO) drawn on any of the scheduled banks in favor of THE COTTON CORPORATION OF INDIA LTD", payable at Warangal which must be attached with Technical Bid-I.

10) Earnest Money deposit amounting to Rs.50,000/-(Rupees fifty Thousand only) by way of e-payment (subject to realization in corporation account's), Demand Draft/Pay Order drawn on any scheduled Bank in favor of "The Cotton Corporation of India Ltd." payable at Warangal must be attached with Technical Bid-I. No interest will be paid on EMD. EMD will be refunded after satisfactory completion of work. The EMD of the unsuccessful bidders will be refunded without any interest. CCI bank details areas under:

Name of the bank: Union Bank of India, Warangal

Account No 076011011009999

IFSC Code UBIN0807605

11) If the tenderer is registered under MSEs (micro and small enterprises) or MSEs owned by SC/ST entrepreneurs, it should enclose copy of valid MSE certificate with Technical Bid-I. Such tenderer are exempted from payment of EMD & tender fee.

12) If the tenderer refuses for their rates quoted after submission of their tender, refuses or neglects to comply with the terms and conditions or any of them, the earnest money deposit paid shall be forfeited. Further, if the successful tenderer refuse to supply or do not execute the supply order the earnest money deposit paid shall be forfeited and party shall be black

listed for future business dealings.

13) The tenderer should enclose self-attested copies of their PF, PAN No, ESIC, GST registration certificate and Audited P&L and balance sheet for the Financial Year 2019-20 with Technical Bid-I

14) The duration of Appointment of Security/watch and ward Agency for watch and ward shall be for period of one year. The Corporation may extend the term for another one year at same rate & terms and Conditions, if the work is found satisfactory based on the requirement of the Corporation.

15) Allocation of work for Services of watch and ward depends upon requirement of the corporation. Corporation gives no guarantee of minimum or maximum work allocation to the Agency. Also, services of the Security/watch and ward Agency may be discontinued at any time during the agreement period at the discretion of the corporation.

16) Watch and ward Service Provider / Company should have valid license of providing security/watch and ward services. Self-attested copy of the same to be enclosed with technical bid.

17) Watch and ward Service Provider/Company should have minimum 3 years' experience in the field of providing Watch and ward personnel. Experience certificate/relevant document to be enclosed with technical bid.

18) The Watch and ward personnel should be physically fit, preferably Ex-Serviceman.

19) The office of the Security Services Agencies / Company should be located within 50 kms radius of Warangal/Hyderabad/Secunderabad.

20) Watch and ward services shall be provided at our each godown/location on 24 hour's basis by deploying watch and ward personnel accordingly and the 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 contacted at any time.

21) Security/watch and ward agency shall have to enter in to an agreement with the CCI in the prescribed pro forma after finalization of the tender and issuance of work order.

22) Rate in Percentage of minimum wages (Basic +DA) per month as Service charges as a single quote (excluding GST) should be quoted which should be inclusive of all expenses such as PF, ESI, Bonus, gratuity etc.

23) Party quoting Minimum rate will be L 1. In case, if minimum rate is quoted by more than one tenderer, the firm having highest turnover for the Financial Year 2019-20 shall be treated as L-1.

24) Rate should be given considering service on all the 7 days of a week as godown/location cannot be left unattended on any day. There will not be any holiday and alternative arrangement will have to be made by the Service Provider in case of absence of any personnel.

25) GST on bill amount, however, may be paid extra as per Rules provided the security/watch & ward agency hold the GST No. and also mention the same on each bill.

26) Security/watch & ward Service Provider should also provide PAN Number/ Registration Number/ Labour License Number/ GST No./ EPF Number/ ESI Number and list of the clients.

27) The Security/Watch & Ward Services shall be governed by various Statutory Labour Laws of the State of Telangana and Central in force and amendments thereto from time to time, such as-

i. Minimum Wages Act;
ii. Workmen's Compensation Act;
iii. Contract Labour Registration & Abolition Act;
iv. Telangana State Private Registration & Abolition Act (Regulation of Employment & Welfare Act);
v. The Employees' Provident Funds and Misc. Provisions Act;
vi. ESI Act;
vii. The Payment of Bonus Act;
viii. The Payment of Gratuity Act.

It shall be total responsibility of the Service Provider to observe and follow all State/ Central Govt. Rules and Regulations in this regard. Corporation shall not be responsible for any liability arising due to violation of any of the above acts/laws.

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

29) Monthly payment shall be made within 10 days after receipt of bill from the Service provider duly endorsed by our Centre Incharge/Godown Incharge and satisfying over mandatory obligations of state/central government.

30) The Service Provider is to submit proof of deposit of EPF along with name of person and ESI amount to the EPF/ESI account of the candidate concerned along with the claim bills for the EPF & ESI. No payment shall be released unless documentary evidence of deposit of EPF/ESI is attached to the claim bill.

31) The Service Provider should submit copy of receipt of Payment made to watchman along with invoice.

32) TDS as applicable will be deducted.

33) CCI shall not provide any accommodation and meals to the personnel deployed under this contract.

34) The Watch & Ward Services are required in the districts under Warangal Branch jurisdiction across the state of Telangana.

35) All legal compliance shall be fulfilled by the Service Provider.

36) The Watch & Ward Personnel should periodically be supervised by the senior officer of the Security / Watch & Ward Provider agency from time to time and proper record of such supervision shall be maintained which can be checked by the CCI Limited at anytime.

37) The watch & ward personnel engaged should be paid his wages latest by 10th of every month by the Service provider.

38) The Corporation reserves its right to accept or reject any bid or all the bids. However, tenderer may seek the reasons for the same.

39) In case of any dispute or difference arising out of or in relation to the agreement, the same will be referred to arbitration of an Arbitrator (other than an employee of the Corporation) to be appointed by the Branch Manager of the Corporation and whose decision shall be final and binding upon the parties here to. The arbitration will be governed by the provisions of the Arbitration & Conciliation Act, 1996.

40) Any dispute arising shall be subject to Jurisdiction of Courts of Warangal only.

I/We do here by agree to abide by all the terms and conditions of the tender document.

Signature of the Tenderer :.....

Name of the Tenderer :.....

Address & Seal :.....

1) Furnish following details of Registered Office of the Company/firm under whose jurisdiction our Branch Office Falls.
   a. Name of the Company ……
   b. Contact person ……
   c. Address of office (With Phone No's, Fax No's & E-mail Id) ……
   ……

2) 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)

Company Office Distance from Warangal/Hyderabad/Secunderabad_____Km

3) Whether Agency is registered under.
   A. MSEs,(Attached valid certificate) Yes /No
   B. If yes, MSEs owned by SC/ST, (Attached valid certificate) Yes /No
   C. Whether MSEs owned by Woman,(Attached valid certificate) Yes/No

4)Whether the Company has 3years' experience in Dealing with Govt. Agencies/Companies/Firms: Yes/ No

If yes, please furnish the list of such clients

(Separate list be annexed along with experience Certificate/ relevant documents)

5) Valid license of Security/Watch & Ward Agency (Attach self-attested copy) :_____

6) Permanent Account Number(PAN) of the Service Provider/Company(Attach self-attested copy) :----------

7) GST Number, (Attach self-attested copy) :----------

8) EPF Code Number, (Attach self-attested copy) :----------

9) ES IC Number, (Attach self-attested copy) :----------

10) Audited P&L& Balance sheet(FY19-20)(copy enclosed) : Yes /No

11) Details of Tender fee & Security Deposit of Rs.112/-&50,000/-respectively:-

| Tender fee Rs.112/- | Security Deposit Rs.50,000/- |
|---|---|
| D.D. No._____<br>_____/Date:____<br><br>Drawn on:<br>_____<br>(Name of the Bank)<br><br>UTR No.:_____ | D.D. No._____<br>_____/Date:____<br><br>Drawn on:_____<br>(Name of the Bank)<br><br>UTR No.:_____ |

Signature of the Tenderer:

Name of the Tenderer:

Address & seal

**Tender form for Security /Watch &Ward Services**

**FINANCIAL BID :II**

Name & Address of the Service provider: ……

……

……..

Email Id ……..

Telephone / Mobile no. ……..

| Sr. No. | Particular | Existing minimum wages (per month including DA) | Minimum statutory Contribution in ESI, EPF, etc. | Rate<br>% age of minimum wages (Basic+DA) as Service charges as a single quote (excluding GST) |
|---|---|---|---|---|
| | | "A" | "B" | "C"(% age of "A") |
| 1 | Un skilled | As applicable | As applicable | _____% |
| | | | | (Quotation mentioning rate in any other form, except %age shall not be considered at all) |

Note:

1. The bill amount to be raised shall include 'A' + 'B' + 'C' as above.
2. Rates quoted in any other manner except the above will be summarily rejected. In case the minimum wages are revised upward, the contract or will be paid service charges on revised minimum wages.
3. GST will be pay able extra at applicable rates.
4. The rates quoted as service charge shall be inclusive of all taxes, levies, statutory payments, uniform, administrative expenses etc., except GST as applicable from time to time. In the event of the service charges as quoted by the tenderer in the tender is found to be Zero, such tender shall be summarily reject.
5. Party quoting Minimum rate will be L1. In case, if minimum rate is quoted by more than one tenderer, the firm having highest turnover for the Financial Year 2019-20 shall be treated as L1.
6. I/We undertake to make payment of not less than minimum wages to the engaged personnel.
7. I / We undertake to comply with rules, acts and regulations made by the Central Government / State Government from time to time pertaining to the contract, including all labour laws.
8. Any upward revision in the basic minimum wages, service provider is entitled to the same, only if he submits payment proof to the corporation of having passed on to his personnel engaged by him.

## DECLARATION

1. I/We hereby certify that the information furnished above is true and correct to the best of my/our knowledge. I/We understand that incase, any deviation is found in the above statement at any stage, I/We will be blacklisted and will not have any dealing with the CCI in future.
2. I/We also here by certify that the quotes are given only after careful study of instruction of tender, all tender terms and condition etc.

Signature of Tenderer with seal

(Capacity in which signing)