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CCI

# भारतीय कपास निगम लिमिटेड
**THE COTTON CORPORATION OF INDIA LIMITED**
(भारत सरकार का उपक्रम) (A Government of India Undertaking)
CIN: U51490MH1970GOI014733
शाखा कार्यालय – डिस्ट्रिक्ट इंडस्ट्रीज़ सेंटर, इंडस्ट्रियल एस्टेट, मेट्टूगुडा–**महबूबनगर–509 001**
BRANCH OFFICE: District Industries Centre,Industrial Estate,Mettugudda,**MAHABUBNAGAR-509 001**
दूरभाषसंख्याTel No: 08542-222213/222212 फैक्ससंख्या Fax No: 08542-222211
वेबसाइट Website: www.cotcorp.org.in , ईमेलE-mail –mahabubnagar@cotcorp.com
( वस्त्रमंत्रालय) भारत सरकार Ministry of Textiles (Govt. of India), Web site : www.ministryoftextiles.gov.in

**Ref: CCI/MBNR/ADMN/SECURITY GUARD/2020-21/** **Date: 19.12.2020**

# सुरक्षा गार्ड के लिए निविदा सूचना

## TENDER NOTICE FOR SECURITY GUARD

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 Godowns/Centres/Office under the jurisdiction of Branch Office, Mahabubnagar 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) should be 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 Mahabubnagar on all working days up to 12.30 pm Dt: 28.12.2020. 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 Mahabubnagar, must accompany with Technical Bid-I. Any tender not accompanied by the requisite EMD shall be rejected.

Tenderers having valid MSE certificate along with UAM number are exempted from payment of EMD subject to produce of valid MSE certificate along with Technical Bid-I.

The tender document completed in all respects should reach this office on or before 28.12.2020 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.

Branch Manager

## TERMS AND CONDITIONS FOR ENGAGEMENT OF SECURITY AGENCY/FIRM

Signature & Seal of Authorized Signatory_____

1) **a) Last date for obtaining of tender form: Date: 28.12.2020 Time :12.30 p.m. from Branch Office, Mahabubnagar**

**b)Last date for submission of tender : Date: 28.12.2020 Time : 3.00 p.m.**

**c)Date of opening of tender : Date: 28.12.2020 Time : 4.00 p.m.**

**2)** Tenders must be submitted in the tender in the original information/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 SECURITY GUARD for the year 2020-2021**". 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)** 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 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 Mahabubnagar 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 Mahabubnagar 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 are as under:

Name of the bank: Union Bank of India, Mahabubnagar
A/c No. : 331001010171094
IFSC : UBIN0533106

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

12) If the tenderer neglects or refuses for their rates quoted after submission of their tender 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 and GST registration certificate with Technical Bid-I

14) The duration of Appointment of Security Guard 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 Condition if the work is found satisfactory based on the requirement of the Corporation.

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

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

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

18) The Security Guard should be physically fit, preferably Ex-Serviceman.

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

20) Security personnels shall be deployed at our each godown/location on 24 hour's daily duty basis 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) The security service agency shall have to enter into an agreement with the CCI in the prescribed proforma after finalization of the tender and issuance of work order.

22) Rate should be quoted on monthly basis for 24 hour's daily duty which should be inclusive of all expenses such as PF, ESI, Bonus, gratuity etc. (excluding GST).

23) Rate should be given considering service on all the 7 days of a week as godown/location cannot be left unattended on any day.

24) Taxes on bill amount, however, may be paid extra as per Rules provided the security agency hold the GST No. and also mention the same on each bill.

Signature & Seal of Authorized Signatory_____

25) Security Service Provider should also quote PAN Number/Registration Number/Labour License Number/GST No./EPF Number/ESI Number and list of the clients.

26) The Security 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.

27) The Security Service Provider shall have to maintain all required registers and records upto-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.

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

29) The Security 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.

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

31) TDS as applicable will be deducted.

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

33) The Security Services are required in the districts under Mahbubnagar Branch jurisdiction and across state of Telangana.

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

35) 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.

36) The security guard engaged should be paid his wages latest by 10th of every month by the Company.

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

38) 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 hereto. The arbitration will be governed by the provisions of the Arbitration & Conciliation Act, 1996.

39) Any dispute arising shall be subject to Jurisdiction of Courts of Mahabubnagar only.

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

**Signature of the Tenderer: ----------**

**Name of the Tenderer : ----------**

**Address & Seal : ----------**

Signature & Seal of Authorized Signatory_____

**TENDER FORM FOR SECURITY GUARD** **TECHNICAL BID -I**

1) Furnish following details of Registered Office of the Company under whose jurisdiction our Branch Office Falls.
   a. Name of the Company ……
   b. Contact person ……
   c. Address of office (With Phone Nos, Fax Nos & E-mail Id) ……..

2) Whether the company has office in Mahabubnagar (If yes, furnish the following details) Yes / No
   i) Contact Parsion
   ii) Address of office (With Phone Nos, Fax Nos & E-mail Id)
   Company Office Distance form Mahabubnagar /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 3 years' 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 Agency (Attach self-attested copy) :_____

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

7) G S T Number,(Attach self-attested copy) : ----------

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

9) E S I C Number, (Attach self-attested copy) : ----------

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

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

:

Signature of the Tenderer:

Name of the Tenderer :

Address & seal :

Signature & Seal of Authorized Signatory_____

**TENDER FORM FOR SECURITY GUARD**

# FINANCIAL BID: II

**1) Name of the Company with complete address** : ----------

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|---|---|
| **2) Monthly charges for Security Services** | **Rs.----------** **(Excluding GST only)** |
| **(on 24 Hrs. daily duty basis Service)** | |
| **Inclusive of all-such: as ESI, EPF, Bonus, gratuity, uniform, Adm. charges etc.)** | |

**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 location. 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 : ----------

Signature & Seal of Authorized Signatory_____