भारतीय कपास निगम लिमिटेड.,शाखा कार्यालय::आदिलाबाद

(भारत सरकार का उपक्रम, वस्त्र मत्रालय के अंतर्गत)

शाखा कार्यालय :जी.एम.आर.टावर, पहली मंजिल, सिनेमा रोड, आदिलाबाद-504001.

दूरभाष/Phones: 226538/226708 फैक्स/Fax:08732-226327.

Website: www.cotcorp.gov.in.E-Mail: adilabad @cotcorp.com.

Ref: CCI/ADB/ADMN/**2021-22** दिनांक: **29.10.2021**

TENDER NOTICE FOR PROVIDING SECURITY GUARDS ON CONTRACT BASIS AT VARIOUS GODOWNS, FACTORIES & OFFICE

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, cotton ginning & pressing factories located at various Centres and office under Adilabad Branch Office jurisdiction. The tender documents can be obtained from this office on any working day during office hours on or before 2.00 p.m. on 12.11.2021. The tender document completed in all respects should reach this office on or before 3.00 p.m. on 12.11.2021 which shall be opened at 4.00 p.m. on the same day. Tender form along with terms and conditions can also be downloaded from our website www.cotcorp.gov.in or from Govt. tender portal www.eprocure.gov.in.

Asst.General Manager

TERMS AND CONDITIONS FOR ENGAGEMENT OF SECURITY GUARDS

01) Appointment of Security Guard for watch and ward shall be made immediately after receiving the instructions from branch office. Cotton season generally starts in October and shall be completed in September of the 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 and G&P factory may be discontinued.

02) The service provider should have valid license for providing security services and valid GST number.

03) Security Service Provider / Company should have minimum 3 years experience in the field of providing Security Guards.

04) The Security Guard should be preferably Ex-Servicemen and age limit shall be from 25 years to 55 years.

05) Branch Office of the Security Service provider may be located in Adilabad. However, any Manager/Supervisor must be present in Adilabad incase there is no branch at Adilabad.

06) The security personnel shall be deployed at godown, factory for 24 hours on shift basis and this shift period can be changed at the discretion of the Management at any time based on necessity. The security guard should have adequate equipment 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.

07) The security service provider should enter into an agreement with the Corporation in the prescribed proforma after issuance of work order by branch office, Adilabad.

08) Rate should be quoted on monthly basis for 24 hours daily duty (i.e. combined for 2 Guards at one godown/G&P factory/Office) which should be inclusive of all expenses such as PF, ESI, Bonus, gratuity etc.

09) GST on 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 each bill.

10) Security Service Provider should have valid PAN Number/Registration Number/Labour License Number/GST Number/EPF Number/ESI Number. The security service provider may also provide his list of clients along with tender form.

11) 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. Telangana State Private Registration & Abolition Act (Regulation of Employment & Welfare Act);
e. The Employees Provident Funds and Misc. Provisions Act;
f. ESI Act;
g. The Payment of Bonus Act;
h. The Payment of Gratuity Act.

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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.

12) Monthly payment shall be made within 10 days after receipt of bill from the Security service provider duly endorsed by our Centre Incharge/godown incharge.

13) CCI shall not provide any accommodation and meals or any other charges to the Guard deployed under this contract.

14) The Security Services are required in the Districts of Adilabad/Nizamabad/Medak/KB Asifabad/Nirmal/Mancherial/Medchal/Rangareddy and Hyderabad areas based on engagement of factories and godowns in those areas. There is no guarantee of minimum or maximum work.

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

16) The company/ Security service agnecy should have its own training school and also on-job training should be provided to the Security Personnel.

17) 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.

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

19) The agreement of work can be extended for further period of one year and also as per the discretion of the Corporation on the same terms and conditions based on the requirement of the Corporation and also as mutually agreed.

20) 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 : ----------

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1) Last date for receipt of tender form from Branch, Adilabad: 12.11.2021 Time : 2 P.M.

2) Last date for submission of tender : Date: 12.11.2021 Time : 3.00 p.m.

3) Date of opening of tender : Date: 12.11.2021 Time : 4.00 p.m.

4) <u>Procedure of Submission of tender</u>:

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

i) <u>Technical Bid-I:</u>

a. In Technical Bid, details of the Security Guard Provider/Company should be furnished along with D.D. for **Rs.20,000/- drawn in favour of "The Cotton Corporation of India Limited," payable at Adilabad** 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 Valid license for providing security services, GST no., Regn. No, PAN and EPF Code Number, otherwise tender shall be rejected.

c. In case the tenderer does not have min. 3 years experience in the same field, the tender shall not be considered.

ii) <u>Financial Bid-II:</u>

In Financial Bid-II, rate of combined three security guards on monthly basis for 24 Hrs. services at our godown and G&P factory 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 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' superscribing "**TENDER FOR SECURITY GUARD for the year 2020-21**" on it. Name and address of the tenderer should be shown on each envelop.

05) Both the above Bids should be signed by the authorized person of the Security Guard Provider/Company.

06) The tender forms so received shall be **opened on 12.11.2021 at 16.00 Hrs.** Envelope 'A' containing Technical Bid-I will be opened first and envelop 'B' (Financial Bid-II) shall be opened in respect of only those tenderers who qualify as per Technical Bid-I.

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

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

09) Tenders must be submitted in original/ tender form downloaded from the CCI's website www.cotcorp.gov.in or Govt. tender portal www.tenders.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 : ----------

TENDER FORM FOR SECURITY GUARD

TECHNICAL BID : I

(SPECIFICATIONS)

1) Whether the Company has office in Adilabad.
(If yes, furnish the following details:) : Yes/No

i) Contact person
ii) Address of office (with Phone Nos, Fax Nos & E-mail Id)

2) 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) ---------- ----------
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3) 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)

4) Valid license of Security Agency :_____

5) Whether Company having in house Training Centres (If yes, location of such training centre) : Yes/No

6) Whether On-job training arrangements are available : Yes/No

7) Permanent Account Number of the Security Service Provider/Company : ----------

8) GST Registration Number : ----------

9) EPF Code Number : ----------

10) Details of Security Deposit of Rs.20,000/- : D.D.No._____ / Date:_____
: Drawn on: _____ (Name of the Bank)

Signature of the Tenderer :

Name of the Tenderer :

Address & seal :

TENDER FORM FOR SECURITY GUARD

FINANCIAL BID : II

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 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/office (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 : ----------