

**NOTICE INVITING TENDERS FOR PROVIDING SECURITY GUARDS**

Sealed tenders are invited from the reputed and experienced Manpower Agencies for providing Security Guards (27) on outsourcing contract basis for its Unit offices located in Andhra Pradesh for a period of (2) years as per the rates of G.O.Ms.No.43, LET & F(Lab.II) Dept., dt:28.05.2010 excluding EPF, ESI, Service tax and service charges.

Last date for submission / receipt of Tender(s) is 25.03.2017 up to 2.00 p.m. and will be opened by the Tender Committee in the presence of tenderers or their authorized representatives who wish to be present on the same day at 3.00 p.m. in the Conference Hall of APSSDCL.

Tender form along with terms & conditions can be obtained free of cost on request from the Administration Division by giving a request letter in letter head / plain paper. Terms & conditions of the tender can also be downloaded from our Website apseeds.in

The requirement of Security guards at different units is as under:

Sl. No.	Name of the Unit	No. of Security Guards
1.	Srikakulam	3
2.	Vizianagaram	1
3.	Saluru	4
4.	Eluru	1
5.	Vijayawada	2
6.	Gannavaram	3
7.	Nellore	3
8.	Kadapa	1
9.	Kurnool	5
10.	Ananthapuramu	4
	Total:	27

The requirement will vary from time to time.

**Eligibility Criteria:**

The Agency which fulfils the following minimum criteria, need to submit their bids.

1. It should have been in existence for not less than 5 years.
2. It should have been registered with the concerned Government authorities and a copy of each of the registrations shall be attached with the bid.
3. It should have PAN no. and Sales tax / Service tax registrations. Proof in this regard may be attached with the bid.
4. It should not have been blacklisted by any organization.

The selected agency should be willing to take up the contract on the following terms and conditions.

### **EMD / Security Deposit:**

Tenderers should furnish EMD of Rs.1,00,000/- by Demand draft in favour of APSSDC Ltd., payable at Hyderabad drawn on any nationalized / scheduled bank. The EMD of successful tenderer will be retained as Security Deposit. The security deposit does not carry any interest. The security deposit shall remain valid for a period of sixty days beyond the date of completion of all contractual obligations of the service provider. The security deposit will be forfeited in case the supply of manpower is delayed beyond the period stipulated by the Corporation or non-compliance of the terms of agreement by the service provider or frequent absence from duty/misconduct on the part of manpower supplied by the Agency.

The service charges / rates quoted by the agency would be fixed for a period of two years and any statutory increase in wages / DA etc., is to be absorbed by the agency.

The agency should preferably provide Ex-servicemen as security guards. The agency should provide the services of security guards round the clock including holidays.

The agency should make arrangements to disburse wages to the Office Assistant / Security Guards through their bank accounts and evidence of such disbursement should be submitted along with the bill for the following month. Photocopies of payment towards ESI & EPFO should also be submitted along with the bill for the following month. The agency should also submit copies of returns submitted to the ESIC / EPFO for the relevant contribution period duly indicating the names of the Security Guards provided to ESIC.

The agency shall submit the bills as per the above procedure at the work places for release of the wages every month.

### **Tender Opening**

Tenders will be opened on 25.03.2017 at 3.00 P.M. in the Conference Hall, APSSDC Ltd., 2<sup>nd</sup> Floor, HACA Bhavan, Hyderabad in the presence of the tenderers who may likely to be present and witness the tender opening.

### **Other Conditions**

1. The contract will be for a period of two years from 01.04.2017 to 31.03.2019 can be extended for a further period of one more year on the same terms & conditions provided the services provided by them are satisfactory. APSSDCL reserves the right to pre-maturely terminate the agreement without assigning any reasons by giving one month notice before the expiry of the contract period.
2. The agency should be willing to provide additional Security Guards on contingencies on payment of proportionate wages. APSSDCL also

increase the number of Security guards required depending upon the future requirement.

### **Qualifications:**

### **SECURITY GUARDS:**

The guards provided preferably Ex-servicemen below the age of 55 years with good character, conduct & behaviour, competent & qualified to perform the security duties for which they are employed.

This office shall have the right to ask the Manpower agency to remove any person considered incompetent or found unsuitable or for any other reason. Persons removed for the above reasons shall not be deputed again to our premises.

### **Duties of the Security Guards:**

1. The Personnel supplied ought to be polite but Firm, Disciplined, Physically Fit and Alert, Smartly dressed in Uniform.
2. To attend with compliments to distinguished visitors, VIP's and Officers.
3. Check, Control and Restrict entries to Staff/ Workers/ Authorized Personnel of Organization/ Firm and others by valid passes or searching if required and incoming/outgoing Materials (with gate passes) and time keeping.
4. Maintain strict security of Men, material and Premises and maintain diary to note all important events/happenings information received/ passed to the management. Entirely responsible for thefts of easily movable items at Head Office and seed stocks also at Unit Office.
5. Not to leave the place of duty under any circumstance until and unless properly relieved. Sign accordingly in handing taking over Register etc.
6. Prevent of misuse of Electricity and Water.
7. In case of fire, the Security Guard will immediately alert the Staff on duty and assist in Fire Fighting Operation and also inform the concerned officers. In case of Fire Accident before or after Office Hours the Guards shall inform the nearest Fire Station and as above.
8. The security guard must watch that there are no unidentified/ unclaimed/suspicious objects/persons in the building/ premises.
9. The security guard shall ensure that all the electrical equipments/instruments/lights and fans should be switched off at the time of closure of the office.

