



**RASHTRIYA SANSKRIT VIDYAPEETHA**  
(UGC Granted CATEGORY - 1 Graded Autonomy Deemed to be University)  
(Re-Accredited with CGPA of 3.71 on 4 point scale at A Grade by NAAC)  
**TIRUPATI - 517 507 (A.P.)**

## **TENDER NOTICE TO PROVIDE SECURITY SERVICES**

Sealed tenders are invited from registered agencies / firms for providing Security Services on contract / outsourcing basis for a period of one year with effect from : **01-07-2019**

Cost of Tender Documents by way of DD : **Rs.2,240/-**-(Non-refundable)

Date of download of Tender Forms : **19-06-2019 to 26-06-2019**

Last Date & Time of receipt of Bids : **26-06-2019** before **3.00 pm**

Date & Time of opening of Technical & Price Bids : **26-06-2019** by **4.00pm**

Please visit our website <http://rsvidyapeetha.ac.in> for details.

F.No. RSVP/ADMN/2019, dated 19-6-2019

**REGISTRAR i/c**



**RASHTRIYA SANSKRIT VIDYAPEETHA**  
(Deemed University) Tirupati-517 507  
**NOTICE INVITING TENDERS FOR SECURITY SERVICES**

**Subject: Outsourcing of Security Services in RSVP, Tirupati - Reg.**

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It is decided to out- source the Security Services at Rashtriya Sanskrit Vidyapeetha, Tirupati initially for a period of one year, extendable for two more years, through a suitable / eligible Security Agency against an Open Tender / Advertised Tender.

The Tender Document for out-sourcing the Security Services has been placed on website [www.rsvidyapeetha.ac.in](http://www.rsvidyapeetha.ac.in)

Interested persons/service providers in the field may download the tender document from our website referred above and send the tender document fee of Rs.2,240/- by means of a Demand Draft drawn in favour of The Registrar, Rashtriya Sanskrit Vidyapeetha, payable at Tirupati, along with Annexure A. If the DD for TDF is not enclosed to the Technical Bid (Annexure A), the bid will be summarily rejected. However, the bidders registered with NSIC and MSME are exempted from payment of TDF. They should enclose valid Registration Certificate of NSIC/MSME to the Technical bid, failing which the bid will be rejected. Tender document can be uploaded from the website.

Important dates for the tender are as under:

Sl. No.	Particulars	Date and time
1	Date of issue of tender document	18-6-2019
2	Due date and time for submission of Tender Document	All working days on or before 26.6.2019 between 10.00 a.m. to 3.00 p.m. We observe five day week Monday-Friday
3	Date & time for opening of Technical and Price bids	26.6.2019 04.00 p.m.
4	Date for commencement of the Contract including deployment of Security Personnel	01-7-2019

Registrar I/c

**PRE-AMBLE**

The Rashtriya Sanskrit Vidyapeetha, a University established under Section 3 of the UGC Act, 1956. It is an autonomous body under the Ministry of Human Resources Department, Government of India and a deemed to be University located at Tirupati which is recently graded as " Special Category ".

**Important abbreviations:**

RSVP or Vidyapeetha – Rashtriya Sanskrit Vidyapeetha, Tirupati;

Bid – Tender or Quotation

Bidder –Tenderer or Service Provider

Contractor– Successful bidder who is awarded with the Contract.

EMD – Earnest Money Deposit

TDF – Tender Document Fee

SD – Security Deposit

NSIC – National Small Scale Industries Corporation

MSME – Micro Small Medium Enterprise

**GENERAL INSTRUCTIONS – cum- TERMS & CONDITIONS**

**1.TENDER SUBMISSION: This is a two-part bid.**

**COVER 1: Shall be super-scribed as "Technical Bid for Security Services".**

The Service Provider shall provide all the information including mentioned in **Annexure A** and enclose all the relevant documents without fail. Also enclose two Demand Drafts for Rs.2,240/- ( Rupees two thousand two hundred and forty only) towards TDF, if the bidder has downloaded the tender document from the website and Rs. 3,00,000/- ( Rupees three lakhs only ) towards EMD.

Note: Bidders registered with NSIC or MSME are exempted from payment of EMD and TDF. However, they should invariably enclose a valid Registration Certificate issued by NSIC / MSME, failing which, the bid will be rejected summarily. In other words, the bidder shall pay EMD and TDF or submit valid Registration Certificate issued by NSIC or MSME Valid Registration Certificate;

Non-submission of any Information/Documents/Affidavits/Certificates/ DDs, will be considered as unresponsive and entail for rejection of their bid.

Any information furnished / certificates enclosed, found to be false, the bid will be rejected besides legal action for such offence.

Therefore, the Annexure A along with all Certificates / Documents / Affidavits mentioned in Annexure A and the Demand Drafts for EMD and TDF ( if applicable) shall be put in Cover 1 and sealed.

**Contd.....3.**

**COVER 2 : Shall be super-scribed as "Price bid for Security Services".**

The Service Provider shall mention **the percentage ( % ) of service charges alone in figure and words,** in Annexure-B and sign with date and affix the seal of the Company.

**Annexure-B will be considered as " Price Bid "** and no separate bid is required. Annexure B **alone to be put in Cover- 2 and sealed.**

**COVER 3:** Sealed Cover 1 and 2 shall be put in Cover 3 and sealed and super-scribed as **"Bid for Security Services against Tender No. RSVT/Regr/SS/01/2019 "** and submit between 9.00 a.m. to 03.00 p.m. on or before 26-6-2019 to **The Registrar, Rashtriya Sanskrit Vidyapeetha, Balaji Colony , Tirupati – 517 507.**

Note: The Vidyapeetha shall not be responsible for postal delay, non-receipt / non-delivery of tender documents in transit etc. Bids once submitted are final and bidders are not permitted to make any changes in the bids.

**2. VALIDITY :** Bid shall be valid for 90 days from the date of tender opening.

**3. BID REJECTION:** The following bids will be rejected outright:

- Late bids; Unsigned bids; Incomplete bids; Conditional bids;
- Bids without EMD; bids without enclosing all required documents;
- Bids enclosing false documents / information,
- Bids where both Technical Bid and Price Bid are put in one single cover instead of putting them in Cover 1 and Cover 2 separately as specified above;
- Bids not in conformity with our prescribed format, specifications, terms and conditions.
- Bids without enclosing demand draft for Tender Document Fee for the bids downloaded from the website and are not exempted for payment of TDF;
- Bids without enclosing MSME / NSIC registration certificates and also not paid the EMD & TDF;

**4.TENDER OPENING:**

Technical Bids will be opened at **04.00 pm on 26/06/2019** in the Conference Hall of the Administrative Building of the Vidyapeetha, in the presence of those bidders or their authorised representatives, whose Tenders are considered. Subsequently, Tender Evaluation Committee would evaluate the Technical Bids and offer their recommendations for the qualified bidders. Then, the price bids of the qualified technical bids will be opened in the presence of respective bidders. Two persons from each Agency will be allowed to participate in the price bid opening.

## 5. SCOPE OF WORK:

The Successful bidder shall provide 24 x 7 (Round the clock) Security Services to the Campus and property of Rashtriya Sanskrit Vidyapeetha, Tirupati by deploying the following:

Designation	Number of persons	Duty time
Security Supervisor (Ex-Serviceman)	3 ( Three) only	One in each shift of eight hours
Security Guards (un-armed) –	39 ( thirty nine ) only	Thirteen in each shift of Eight hours

**Note 1:** The RSVP reserves the right to increase or decrease the number of security personnel at any point of time during the currency of the Contract.

Note 2: The Bidder / Contractor should have an office in Tirupati otherwise the bid shall be rejected.

**Security Supervisors:** Shall be Ex-Servicemen; in the age group of 35-50 years; physically & mentally fit; Eye sight must be very good and capable to supervise / monitor the 13 guards posted at different points in the Campus. They should be provided with a bicycle in good condition.

**Security Guards ( Un-armed):** Shall be in the age group of 25-45; physically and mentally fit; Eye sight must be very good; shall be educated at least upto SSC passed / failed and shall be capable of handling any unwarranted situation in the Campus.

### DUTIES TO BE DISCHARGED

Screening of visitors; Checking of vehicles; Regulating Parking; Maintenance of Security Register, Vehicle Movement Register, Materials Inward & outward Register, Visitors Register, Periodical Security rounds within the Campus; Locking of the premises and monitoring the interiors from security angle; any other work related to movable and immovable property of Vidyapeetha with proper checking.

To discharge the security duties perfectly, the Contractor shall provide the following items to the Security Personnel AT HIS OWN COST:

- Proper Uniforms - Required number of pairs
- Proper Identity Card with names of the person and the firm;
- Shoe and socks ; Cap and belt;
- Lathis and Whistles;
- Four cell torchlight to the night duty security guards;
- Bicycle for Security Supervisors;
- Rain coats and umbrellas ;
- Washing allowance to be paid to the Security personnel for the uniforms.

**Contd.....5.**

## **6. Contract period :**

The Contract will be valid, initially for a period of one year, effective from 1-7-2019 and expires automatically on 30-6-2020. However, the Contract can be extended for a further period of two more years, year by year, based on the performance of the Security Services provided by the Contractor and the then requirements of the RSVP, on the same terms and conditions.

## **7. Earnest Money Deposit:**

7.1 The DD for Rs.3,00,000/- (Rupees three lakhs only ) towards EMD shall be drawn in favour of " The Registrar, Rashtriya Sanskrit Vidyapeetha" payable at Tirupati issued by a nationalised / scheduled bank. DDs from any other banks are not acceptable. The Demand Draft particulars shall be mentioned in the Annexure A and enclose the Demand Draft to Annexure and put in Cover 1.

7.2 The EMD is non-interest bearing and will be returned to the un-successful bidders on or before 30<sup>th</sup> day of the finalisation of the Contract with the successful bidder.

7.3 The EMD is non-interest bearing and will be returned to the successful bidder on receipt of the Bank Guarantee for Rs.10,00,000/- towards Security Deposit.

## **8. SECURITY DEPOSIT :**

8.1 The successful bidder shall furnish a Bank Guarantee for Rs.10,00,000/- (Rupees ten lakhs only) issued by a nationalised / scheduled bank in favour of the Registrar, Rashtriya Sanskrit Vidyapeetha, Tirupati towards Security deposit. The BG shall be valid for a period of 15 months from the date of commencement of the Contract. If the Contract is extended beyond one year, the validity of the BG shall also be extended accordingly.

8.2 The Security Deposit shall be returned within three months from the date of successful closure of the Contract on completion of all contractual obligations.

8.3 The Security Deposit will be forfeited, in case of breach of any of the terms and conditions of the Contract by the Contractor **OR** by termination of the Contract due to sub-standard quality of service provided by the Contractor or for any loss / damage occurred to the property / premises / image of the RSVP due to indiscipline / careless / improper attitude of the Security Personnel while discharging their duties **OR** when the Contractor become insolvent **OR** black listed / suspended / de-barred by any Central / State government organisation, during the currency of this Contract.

## **9. TAX DEDUCTED AT SOURCE:**

9.1 According to the Section 194 (C) of the Income Tax Act, the present rate of income-tax deduction at source is 2% for a company and 1% for an individual sole proprietor. Therefore the bids, wherein the Service Charges are quoted as 2% or less than 2%, in case of companies and 1% or less than 1% in case of individual Sole Proprietor, will be rejected out rightly. IT on GST will also be deducted.

**Contd.....6.**

**10. EXPERIENCE & FINANCIAL CREDIBILITY:**

**10.1** The interested bidder shall have sufficient experience in the field of providing Security Services to Central / State Government / Autonomous / PSUs / Academic Institutions in large scale;

**10.2** The bidder shall have an average annual turnover of Rs.50.00 lakhs during the last three financial years ending 31<sup>st</sup> March, 2019

**10.3** The bidder must have successfully completed at least one Contract worth Rs.50.00 lakhs for a period of one year during the last three years period ; or

**10.4** At least two Contracts completed successfully worth Rs. 30.00 lakhs each during the last three years period.

**11. BID PREPARATION :** Bid comprising of Two Parts.

**11.1 Annexure A is Part I of the bid and called as "Technical bid".** The bidder shall fill-up all the columns of Annexure A – No column should be kept blank / un-filled;

**11.2** There should not be any corrections / over-writings. If there is any over-writing / correction, that should be scored and clearly written and signed by the bidder. Corrections without the signature will result in rejection of the bid;

**11.3** All the information written in Annexure A should be legible and clear;

**11.4** Amount should be written in Figures and words. If there is any difference between the figures and words, the information given in words only will be taken into account;

**11.5** No specific CONDITIONS should be mentioned in the bid by the bidder. Conditional bids will be rejected, outright;

**11.6** Annexure A should be signed by the authorised signatory with date and affix the Seal of the Company. Un-signed bids and bids signed, but not affixed the Seal of the company shall be rejected summarily;

**11.7** Photo copies of all the certificates, documents and Original affidavits which are required as per the Annexure A and any other document which is relevant to the subject, shall be signed by the bidder or the authorised signatory and enclose to the Annexure A. If any of the document / Certificate / Affidavit mentioned in the Annexure A is not enclosed, the tender / bid will be summarily rejected;

**11.8** DD for Rs.3,00,000/- (Rupees three lakhs only) issued by a Nationalised / Scheduled bank drawn in favour of The Registrar, Rashtriya Sanskrit Vidyapeetha payable at Tirupati towards the Earnest Money Deposit shall be enclosed to the Annexure A. Bids without enclosing DD for EMD shall be rejected out rightly. However, Bidders registered with NSIC or MSME are exempted from EMD on submission valid Registration Certificate issued by NSIC / MSME, failing which the bid will be rejected summarily;

**Contd.....7.**

11.9 Demand Draft for Rs.2,240/- shall be enclosed to Annexure A by the bidders towards TDF, if the bidder has downloaded the tender document from our website. However, bidders registered with NSIC or MSME are exempted from payment of TDF on submission of valid Registration Certificate issued by NSIC or MSME, failing which the bid will be rejected summarily;

11.10 Annexure A duly filled-in along with copies of all required certificates / documents / affidavits in original and two demand drafts for Rs.3,00,000/- and Rs.2,240/- towards EMD and TDF, if applicable, shall be put in Cover 1 and sealed and super-scribed on the cover 1 as "Technical Bid for Security Services";

**11.11 Annexure B is the Part II of the Tender and is called as PRICE BID;**

11.12 The Bidder shall mention only the percentage ( % ) of service charges in the Last Column at Serial Number 4 of the Annexure B. Bidder shall mention the percentage in figure and words also. If there is a difference in figure and words, information mentioned in " words" will be taken for consideration;

11.13 Annexure B shall be signed by the Bidder / authorised signatory along with date and affix the Seal of the Company. Unsigned quotation or the signed quotation without seal will be rejected straight away;

**11.14 Annexure B alone shall be kept in Cover 2 and sealed and super-scribed on the cover as "Price bid for Security Services"**

11.15 Both the sealed Covers, **Cover 1 and Cover 2**, shall be kept in another Cover and sealed and super-scribed on the Cover as "**Bid for Security Services against Tender No. RSVT/Regr/SS/01/2019**" and write the address on the cover as : **The Registrar I/c, Rashtriya Sanskrit Vidyapeetha, Balaji Colony, Tirupati – 517 507** and drop the cover in the Tender Box available in the Office of the Registrar I/c, located in the first floor of the Administrative Building of the above address or despatch by post ensuring to reach the addressee before the due date and time.

11.16 The Bidders whose bids are accepted, may participate in the Technical bid opening at given time & date at the venue mentioned. Or they may authorise their representatives with an authorisation letter and identity card to participate in the tender opening. RSVP will allow two persons per bidder. The bidders present for technical bid opening shall sign in the attendance sheet.

11.17 After the opening of the technical bids, the technical bids shall be evaluated by the Technical Evaluation Committee and offer their recommendations for qualified bidders and obtain the approval of the competent authority;

**Contd.....8.**



11.18 Once the recommendations are approved, in the presence of the technically qualified bidders the price bid shall be opened. Subsequently, prepare the price comparative statement and finalise the successful bidder;

11.19 All the interested bidders are requested to read the tender document carefully and understand clearly. Then, prepare the two part bid with utmost care duly following the instructions given above and submit the tender before due date and time. In case of any clarifications required, please contact The Registrar, Rashtriya Sanskrit Vidyapeetha, Tirupati office landline number 0877-2286799.

11.20 if more than one bidder quote the same % of service charge and become L1, the financial credibility of the bidders will be taken as yard stick for awarding the contract. Accordingly, the contract will be awarded to the bidder whose average annual turnover is higher among them.

11.21 If any bidder quotes unrealistic % of Service charges Viz., 0% the bid will be rejected outright.

## **12. EXECUTION OF THE AGREEMENT:**

12.1 The successful bidder shall execute an Agreement on Rs.100/- Non-judicial stamp paper, wherein the full details of all important points are mentioned. This Agreement shall be signed by the Service Provider and the authorised representative of RSVP. The bidder shall submit a Declaration in the format enclosed along with Annexure A.

## **13. THE CONTRACTOR IS RESPONSIBLE :**

13.1 to submit, the names and addresses ( present and permanent) along with mobile numbers, of the proposed security personnel to Registrar, RSVP;

13.2 to furnish Ex-serviceman Certificate for the Security Supervisors;

13.3 to furnish medical fitness certificates issued by a competent authority for all the security personnel;

13.4 to satisfy himself about the character and integrity of the proposed security personnel to be deployed at RSVP and should arrange for verification of character antecedents through police and furnish a copy to RSVP;

13.5 to arrange for Photo Identity Cards with the name of the person and the name of the Company;

13.6 to furnish the copies of Company Registration, PAN Card, GSTIN;

13.7 to maintain highest standards of ethics during the bidding process. Notwithstanding anything to the contrary contained herein, RSVP may reject a bid, if it determines that the bidder has directly or indirectly engaged in corrupt practice in the bidding process.

13.8 to furnish the copies of the Certificates issued by the EPF, ESI and Labour Commissioner;

- 13.9 to issue leverages as specified at Sl. No.5 above ;
- 13.10 to ensure full security cover by ensuring discharge of duties by security personnel as mentioned in "Scope of Work " at Sl. No. 5 above;
- 13.11 to any act of commission or omission or indiscipline of the manpower engaged for the security purpose at RSVP;
- 13.12 to ensure that security personnel deployed at RSVP shall be polite, cordial, positive and efficient while discharging their duties;
- 13.13 for not to transfer / assign/ sub-contract the work assigned to him to another agency in any manner at any point of time for any reason;
- 13.14 to ensure proper conduct of security personnel and enforce prohibition of consumption of alcoholic drinks/pan/smoking/loitering without work etc in RSVP;
- 13.15 to maintain discipline and perform duties with highest efficiency;
- 13.16 for any loss or damage caused to the Vidyapeetha, due to the indiscipline, inefficiency, carelessness etc. of the security personnel and the Service Provider shall indemnify for the loss in toto as determined;
- 13.17 to change the Supervisors or guards, if Vidyapeetha wishes to do so;
- 13.18 shall maintain proper Muster Rolls of security personnel engaged at RSVP;
- 13.19 to all the works related to Security aspect and is answerable to the Registrar I/c or any other person authorised by Vidyapeetha;
- 13.20 shall comply with the provisions of the Contract Labour ( R & A) Act, 1970 and should pay Central Government Minimum Wages + applicable VDA as announced from time to time;
- 13.21 shall arrange to open bank accounts for the security personnel engaged for RSVP security work, Andhra Bank located within the RSVP Campus and credit the net wages, after deducting EPF & ESI, to their respective accounts every month and submit the bank account statement on crediting into respective accounts of the workers engaged along with the monthly bill for the following month
- 13.22 to recover EPF and ESI at the applicable rates, from the wages payable to the security personnel and add the Employer's Contributions of EPF and ESI paid by the Vidyapeetha and remit them to the respective authorities every month before the due date and furnish a copy of such Challans to the RSVP along with the monthly bill for the following month;
- 13.23 shall maintain Statutory Records, Registers, documents including periodical returns as per the laws in vogue, at his own cost. They shall be made available to RSVP authorities and respective Government Authorities for verification;

13.24 shall possess a valid License issued by the Commissioner of Labour, Tirupati otherwise he shall apply immediately after signing the Agreement and obtain appropriate License, as required under the Contract Labour (R&A) Act, 1970 and Contract Labour (R&A) Rules, 1971. A copy of such License shall be furnished to the RSVP within 15 ( fifteen ) days from the date of signing the Agreement;

13.25 shall issue monthly wage slips to the security personnel showing gross salary , deductions thereof and the net wages credited to their accounts;

13.26 shall pay the statutory taxes like GST etc. levied by the Central / State governments from time to time

13.27 for any violation of any law, whatsoever, in rendering such services as incorporated in the Tender Document, the liability ( in absolute as also in relative terms ) shall be with the Service provider and that the Vidyapeetha shall not be responsible in any manner ( pecuniary or otherwise) for the same.

13.28 to obtain undertakings from the security personnel deployed by him at RSVP stating that they have no right to claim any benefit / compensation / absorption / regularisation / extension of Contract / appointment / continuous engagement of services with RSVP under the provisions of Industrial Disputes Act, 1947 or Contract Labour (Regulation & Abolition ) Act, 1970 or Contract Labour ( R & A ) Rules, 1971 and submit to the Registrar I/c, RSVP for their records.

13.29 furnish a Declaration in the format enclosed stating that he read the General instructions and terms and conditions incorporated in the tender document and understood clearly.

13.30 for redressel of the grievances / resolution of disputes relating to the security personnel deployed by the Contractor;

13.31 to ensure vacation of the security personnel from the premises of RSVP immediately upon expiry or termination of the Contract;

#### **14. NON-LIABILITY OF THE RSVP:**

14.1 If the service provider fails to comply with any of the statutory / taxation liability under appropriate Law, resulting in to a loss , obligation, monetary or otherwise to RSVP, the Vidyapeetha will entitled to get itself reimbursed out of the outstanding bills of the service provider or invoke the bank guarantee furnished for Security Deposit to the extent of the loss or obligation in monetary terms.

14.2 RSVP is not liable to pay any amount / compensation under the Workmen's Compensation Act, Bonus Act, Gratuity Act or any other Labour or Industrial Act or any other statutory liability and such amount shall be paid by the Contractor;

14.3 for all events and purposes, the Contractor shall be the "EMPLOYER" within the meaning of different Labour Legalisation in respect of security personnel so deployed at RSVP . RSVP shall not have any claim whatsoever like Employer and Employee relationship with the security personnel deployed by the Contractor in RSVP;

14.4 RSVP shall not be responsible for any financial loss / injury caused to any security personnel deployed by the Contractor in the course of performing their duties or payment towards any compensation;

14.5 the Security personnel deployed by the Contractor shall not be entitled to any pay perks / other facilities admissible to regular / confirmed employees of RSVP during the currency of the Contract OR after the expiry of the contract;

**15. Non-compliance :**

15.1 Non-compliance with any of the above conditions by the bidder amounts to ineligibility of the bid which will be summarily rejected;

15.2 If the technical and price bids are submitted in any format other than that which is given in Annexure A & B, the bid will be treated as non-responsive.

**16 PAYMENT TERMS:**

16.1 The Contractor shall submit monthly bill on 1<sup>st</sup> of every month for the previous month and payment will be made before 7<sup>th</sup> of every month, based on the certification by the authorised officer of RSVP that the assigned works have been executed satisfactorily in accordance with the Contract and upon submission of proof of payment of EPF & ESI pertaining to the previous month. The successful contractor shall pay the wages monthly to the workers engaged at the premises of RSVP in the presence of an officer of RSVP along with statutory deductions.

16.2 Income tax and IT on GST at prescribed rates will be recovered from the bills and a TDS certificate will be issued by RSVP at the end of the financial year.

16.3 **GST Registration Certificate** in which the work is to be taken up. If the registration is in the other state, he should give an undertaking GST registration of the state shall be submitted within a period of one month.

**17 NON-PERFORMANCE PENALTY:**

17.1 In the event that the work awarded is not executed to the specified standards, the Registrar or his authorized representative reports that the performance is below the specified criteria and suitable recovery will be made to the shortfall.

17.2 Affidavit for Non-Black listing should be submitted by the bidder

**18 TERMINATION OF THE CONTRACT:**

18.1 The REGISTRAR, RASHTRIYA SANSKRIT VIDYAPEETHA reserves the right to cancel the Contract on the following grounds, by giving one month's Notice:

if there shall be any breach of any terms and conditions laid down in the Contract by the Contractor to any extent; Submission of false information / documents ; if the Contractor becomes insolvent; If the services provided by the Contractor are not satisfactory to RSVP;

**18.2** If the Contractor desires to cancel the Contract, he can terminate by giving Three months Notice to RSVP.

The decision of the undersigned in all matters relating to this tender shall be final & conclusive and binding on both the parties of the Contract.

**Contd.....12.**

**19 ARBITRATION:**

19.1 Any dispute / differences arising out of or relating to this agreement including interpretation of the terms will be resolved through joint discussions of the concerned parties in amicable manner.

19.2 However, if disputes are not resolved amicably, the matter to be referred to the sole Arbitrator, appointed by the RSVP. The place of the arbitrator shall be RSVP Tirupati.

**20 Legal Issues :**

20.1 All the Legal issues will be under the jurisdiction of Tirupati only.

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## **DECLARATION**

I , \_\_\_\_\_ son / daughter / wife of Shri \_\_\_\_\_ Proprietor / Director, authorised signatory of the Service Provider, mentioned above, is competent to sign this Declaration and execute this Tender Document.

I have carefully read and understood all the terms and conditions of the tender form and undertake to abide by them.

The information furnished / documents enclosed along with the above application are true and authentic to the best of my knowledge and belief. I / We, am / are well aware of the fact that furnishing of any false information / fabricated document would lead to rejection of my tender at any stage besides liabilities towards prosecution under appropriate law.

**Signature of the authorised person**  
**Full Name**

**Date:**  
**Place:**

**CERTIFICATE**

I/ We \_\_\_\_\_ the undersigned certify that the terms

and conditions of the Tender Document are acceptable to me and that in the

event of awarding Contract to us, the Agreement in the prescribed format on

Rs.100/- Non-judicial Stamp Paper will be executed.

**SEAL**

**SIGNATURE OF THE TENDERER**

**DATE:**

**Technical Bid****for providing Security Services ( 03 Security Supervisors and 39 Security Guards (Un-armed))**

1. Name of the Tenderer / Service Provider / Firm/ Agency: \_\_\_\_\_ :
2. Status of the Organization \_\_\_\_\_ : Partnership/Pvt.Ltd.Co/Public Ltd. Co.
3. Registration No. (copy attached):
4. Name of the Proprietor / Director of the Firm / Agency
5. Address of the Office in Tirupati & Contact person:
6. Phone No./ Fax No.
7. E-mail id:
8. PAN (copy attached):
9. GST No. (Copy attached):
10. EPF Registration No. (Copy attached):
11. ESI Registration No. (Copy attached):
12. Financial turn- over of the Service Provider for the last three financial years (copies of IT Returns enclosed):

Financial year	Amount (Rs. in lakhs)	Remarks, if any
2016-17		
2017-18		
2018-19		

13. Details of experience in providing Security Services to Government Departments / PSUs / Autonomous Bodies / Universities. Please attach a certificate of Satisfactory performance from the concerned officers of such organisations: (Copies to be attached)

Name of the organisation	Period of Contract	No. of Security personnel deployed	Amount of the Contract per annum Rs.

Contd.....2.



14. Affidavit stating that the Service Provider has not defaulted in payment of EPF / ESI / GST / Income-tax etc.

15. Affidavit stating that the Service Provider has not been black listed by Central / State Government / Autonomous / PSU organisations at any point of time;

16. Banker of the Service Provider with full address ( last six months bank statement of account attached):

17. Name of the Authorised signatory with designation in the firm / agency:

18. Details of Earnest Money Deposit:

Name of the Bank & branch	DD Number	Date	Amount Rs.	Drawn in favour of

19. Year of Commencement of Business :  
in this field:

20. Profile of the Company / Agency / Firm :  
with details of manpower and the details of work force showing their qualification & experience:.

**Date:**

**Signature of the authorised person (s) with seal.**

**Note: All the relevant documents mentioned above shall be put in Cover 1 along with this Form duly filled in.**

## Price Bid to be submitted by the Bidder

Sl. No.	Designation	Daily Basic wage as on 1.7.2019 Rs.	VDA as on 1.7.2019 Rs.	Total Wage per Day per person Rs.	Number of persons required	No. of days	Total amount Rs.
01	Security Supervisor				03	365	
02	Security Guard (un-armed)				39	365	
<b>03</b>	<b>TOTAL (12months)</b>						
04	Service Charge in PERCENTAGE % on Total amount at Sl. No. 3						
	<b>Grand Total (3+4)</b>						

Seal of the Company

Signature of the Bidder /Service Provider

Date :

**Note: Please see the next page for guidelines to prepare the Price Bid****Guidelines:**

- Service Provider shall put the Service Charge in PERCENTAGE (%) at last column of Sl. No. 4 of Annexure B and sign with date and affix the Seal of the Company;
- Any increase / decrease in Basic wages & VDA in future will be paid by RSVP;
- Employer's Contribution of EPF and ESI at applicable rates will be paid by RSVP;
- Service Provider shall claim GST at applicable rates ( presently it is 18% ) ;
- Income-tax will be deducted on the GROSS VALUE of the Contractor's monthly bill which includes Security Personnel's minimum wages, Service Charges, EPF & ESI of Employer's contributions and GST;
- Income tax will be deducted @ 2% , if the Contractor is a firm / agency / company;
- Income tax will be deducted @ 1%, if the Contractor is an individual sole proprietor;