

# **BID DOCUMENT**

**Open Competitive Bid (OCB)**

**For**

**Providing of Security Services  
to the three campuses of  
Rajiv Gandhi University of Knowledge  
Technologies**

**Proprietary & Confidential**



**RAJIV GANDHI UNIVERSITY OF KNOWLEDGE  
TECHNOLOGIES**

**Ground Floor, Vindhya C4 Building,  
IIIT-H Campus, Gachibowli**

**HYDERABAD- 500 032**

**Phone: 040-23001830**

**Proprietary & Confidential**

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## **Contents**

<b>Description</b>	<b>Page No.</b>
Newspaper advertisement	4
Time Schedule	5
Tender Form	6
Statement of important limits and values of bid	7
Eligibility Criteria	8 - 9
Requirement	10
Note	11

**Newspaper advertisement**  
**Tender Notice**



**RAJIV GANDHI UNIVERSITY OF KNOWLEDGE  
TECHNOLOGIES  
Ground Floor, Vindhya C4 building,  
IIIT- H Campus, Gachibowli,  
HYDERABAD- 500 032  
Phone: 040-23001830**

Sealed Tenders are invited from reputed registered agencies/contractors for Providing the following services at the three campuses of RGUKT located at Basar (Adilabad District), Nuzvid(Krishna District) and RK Vally(YSR Kadapa District):-

1. Security Services
2. Housekeeping Services

**The last date for submission of Tender document along with EMD as specified in the bid document is on 22.08.2012 at 04:00 PM.**

Interested parties can collect the Tender documents from the office of the RGUKT from 02.08.2012 to 21.08.2012 against payment of Rs. 5,000/- for each campus and each service separately for each campus towards the cost of Tender document fee (non-refundable) through D.D. from any nationalized bank, payable to REGISTRAR, RGUKT at Hyderabad. For further details visit our website [www.rgukt.in](http://www.rgukt.in)

**Date: 02.08.2012**

**Sd/-  
Registrar,  
RGUKT**

Time schedule of various tender related events  
(Security Services)

Bid calling date	02.08.2012
Last date for sale of bid document	21.08.2012 at 05:00 PM
Pre Bid Meeting	08.08.2012 at 04.00 PM
Bid closing date/ time	22.08.2012 at 04:00 PM
Technical Bid Opening date/ time	22.08.2012 at 04:30 PM
Price Bid opening date/ time	23.08.2012 at 04:00 PM
Bid Document fee	Rs.5,000/- for each campus separately (by way of DD from any Nationalized Bank)
Contact person	Registrar, RGUKT
Reference No	RGUKT/Proc/Security/T 10/2012

Registrar,  
RGUKT

**TENDER FORM**

**Not transferable**

Reference: No.RGUKT /Proc/Security/T 10/2012      dated: 02.08.2012

**Subject:-** Tender for providing Security Services for three RGUIIT Campuses under RGUKT located at Basara (Adilabad Dist), Nuzvid (Krishna Dist) and RK Valley (Kadapa Dist).

Last date for submission of the TENDER AT HYDERABAD is 22.08.2012 up to 04.00P.M.

Dear Sir/Madam,

- A. RGUKT invites sealed tenders comprising technical bid and price bid separately from reputed Security Service Agencies to provide Security Services in the three Campuses of the RGUKT located at Basara (Adilabad Dist), Nuzvid (Krishna Dist) and R K Valley (Kadapa Dist).
- B. The Tender form consists of 32 pages of which pages from 6 to 22 are instructions and page No.23 is financial bid. The duly completed Technical Bid together with a copy of the bid document (this tender) signed on all pages and the Price Bid should be kept in separate sealed covers for separate College wise and these sealed covers may be submitted in a sealed master envelope superscripted with "Tender for providing Security Services in the Campuses of the three IITs under the RGUKT. The last date for submission of TENDER is 22.08.2012 before 04:00 pm.
- C. The Sealed Tenders shall be deposited in the Tender box kept in the office of Registrar , RGUKT up to 04:00 PM on 22.08.2012

RGUKT reserves the right to award the contract to one or more than one tenderer.

For any clarification and further details on the above tender please contact Telephone No: 040-23001830 or Contact Person during office hours.

Thanking you

Yours faithfully,

Registrar,  
RGUKT

**STATEMENT OF IMPORTANT LIMITS/VALUES RELATED TO BID**

<b>Item</b>	<b>Description</b>
EMD	Rs.2,00,000/- per each campus (by way of Demand Draft from any Nationalised Bank or by way of Irrevocable Bank Guarantee from any Nationalised Bank. DD/BG from other than Nationalised Banks will not be accepted)
Bid Validity Period	90 days from the date of opening of bid
EMD Validity Period	90 days from the date of opening of bid
Contract Agreement	2 years from the date of giving work contract.
Period for furnishing performance Security	Within 7days from date of receipt of award
Performance security value	Rs. 10,00,000/- per each campus for 25 months either in Bank Guarantee or Performance Security deposit form.
Performance security validity period	25 months from date of commencement of services.
Period for signing the order Acceptance	Within 7 days from date of receipt of notification of award
<b>Payment terms</b>	
After Commencement of work	Monthly payment will be released by respective Colleges based on the day wise attendance particulars certified by the concerned Directors and passed the bill amount along with performance certificate.

**1. ELIGIBILITY CRITERIA:**

- 1.1 Should have minimum of Three years (3 years) experience in providing Security services and must have ISO certification.
- 1.2 The Bidder should have provided at least 50 persons in a Government organization/PSUs/Universities, etc., with a minimum experience of two years in the filed of providing security works with good performance and shall enclose the performance certificate issued by the government organization.
- 1.3 The Bidder should submit the EPF , ESI and Service tax Challans in support of the above experience.
- 1.4 Should have registered head office in the state of Andhra Pradesh.
- 1.5 Should have possessed valid registration with the Labour Department.
- 1.6 Should have possessed PAN Card.
- 1.7 **Agency should have obtained a license from the 'Controlling Authority' in the state in accordance with Private Security Regulation Act 2005 for carrying on the business of Private Security Agency.**
- 1.8 Should have possessed valid registration for Service Tax **on the head of Security services Valid EPF, ESI and Professional tax Registration.**
- 1.9 Should have minimum employees **of 500 members in** Security services and evidence should be enclosed and valid contract labour licenses should be produced and the Agency should have documents providing Compliance of Minimum wage along with bank statement for a minimum 500 security personnel.
- 1.10 Should have **500 employees** under its role in 2011-12 Evidence of PF returns should be enclosed and employees contribution computerized slips copies should be produced and the Agency should have



*Web Tender Document \_Security Services*

documents providing compliance of Minimum wage along with bank statement for them.

1.11 All the bidders shall include the following information and documents with their tenders.

1.12.1 Copies of Original documents defining the constitution or legal status, place of registration and principal places of business; written power of attorney of the signatory of the Bid to commit the Bidder.

1.12.2 Latest Income Tax Saral form / Returns filed.

1.12.3 List of Present Clients with contract address & telephone numbers.

1.13 Any false information with regards to the submission of the document will lead forfeit of the EMD.

1.14 The bidder should have adequate experience in providing of such services as required in the tender. The bidder should furnish proof of having provided such services as required in the tender for the last three financial years i.e. 2009-10, 2010-11 and 2011-12 to the amount of at least Rs.5.00 Crore per each financial year. A Certificate of the Bidders turnover for the year 2011-12 in Rupees must be enclosed and be duly certified by firm of Chartered Accountants.

The bidders must submit all relevant documentary evidence to demonstrate their eligibility for considering their bid. **The tenders received without the above documents will be rejected.**

## **Requirement**

<b>S.No.</b>	<b>Details</b>	<b>Security Guard (Unskilled)</b>	<b>Supervisor (Semi skilled)</b>	<b>Security Officer (Highly skilled)</b>
1.	No of persons required for each Centre (approximately)	150	8	1

**Note:-** Variation in number of guards  $\pm 20\%$

## **NOTE**

A complete set of bidding documents may be purchased by interested bidders from the RGUKT contact person upon payment of the bid document price which is non-refundable. Payment of bid document price should be by demand draft / cashier's cheque or certified cheque drawn in favor of "Registrar , Rajiv Gandhi University of Knowledge Technologies " and payable at Hyderabad (India).