

FORMATS OF SECURITIES NOTICE INVITING TENDER

1.	Department.		Mission for Elimination of Poverty In Municipal Areas(MEPMA) Department Telangana state
2.	Unit	:	A.C. Guards, Hyderabad.
3.	Tender Number	:	MEPMA-G1/PYHS/MEPMA. Dt 26.02.2021.
4.	Tender Subject	:	Providing Security and Housekeeping services to Mission For Elimination of Poverty in Municipal Areas, (MEPMA) Hyderabad.
5.	Estimated contract value	:	Rs. 847000/-
6.	Period of Contract	:	11 Months
7.	Form of Contract	:	Lump sum
8.	Tender Type	:	Open
9.	Tender Category	:	Security and Housekeeping Services
10.	Tender fee to be paid.	:	Rs. 3000/-
11.	Tender fee payable	:	Through DD.
12.	Tender Fee	:	3000/- Any National Bank Demand Draft
13.	Tender fee payable to	:	Mission Director, MEPMA, Hyderabad.
14.	Publication of tender	:	Dt: 26.03.2021. (Time: 5:00 PM)
15.	Bid submission closing Date & Time	:	Dt: 03.04.2021. (Time: 3:00 PM)
16.	Technical and financial Opening Date	:	Dt: 03.04.2021 (Time 4.00 PM)
17.	Place of Tender opening	:	MEPMA, Hyderabad.
18.	Officer Inviting bids	:	Mission Director, MEPMA
19.	Pre bid meeting : Date	:	O/o. MEPMA, Hyderabad. 4 th Floor, C&DMA Building, A.C. Guards, Hyderabad.
20.	Contact Details	:	9515106117/8897133200.
21.	Tender document can be downloaded from MEPMA portal	:	tmepma.cgg.gov.in

22. Eligibility Criterion :Qualification Requirements:

- (1) Reputed firms should have minimum 5 years experience in Housekeeping and Security services in Private/Govt offices.

(OR)

Contractors having appropriate class of registration with Govt of erstwhile Telangana and having experience in Housekeeping and Security services in Private / Govt offices are eligible to tender.

The bidder should further demonstrate:

- i) Tender fee for an amount of Rs. 3000/- non-refundable . (Nationalised Bank)
- ii) GST Registration.
- iii) Latest Income Tax returns / Clearance certificate.
- iv) The bidder should have valid ESI registration.
- v) The bidder should have valid PF registration.
- vi) The bidder should have valid Labour License with labour department of Govt of Telangana / erstwhile Telangana.
- vii) The bidder shall not quote equal to or less than the estimated contract value. Tender with equal or less premium shall be rejected.

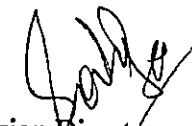
(PTO)

- viii) More than one bidder quotes the same percentage; the selection from such bidder will be decided by lottery system.
- ix) The bidder should submit a proof of latest ESI and PF returns.
- X) The Contract shall be awarded to the technically qualified and lowest quoted bidder.

23. General Terms & Conditions:

- a. The remuneration as indicated in Schedule-A shall be paid in full to the employees outsourced by the agency. The only amount that can be deducted out of this amount is Employee's contribution to the Provident Fund and nothing else.
- b. While reimbursing the EPF/ESI to the outsourcing agency, a certificate from the agency regarding proper remittance of E.P.F./E.S.I. would be insisted upon for release of payment for subsequent month.
- c. The details of Tender conditions and terms can be down loaded from the electronic procurement platform of Government of Telangana i.e. tmepma.cgg.gov.in
- d. Contractor would be required to submit their tender document (Both technical & Financial documents in sealed covers) in the tender box available in MEPMA Head office (C&DMA Building 4th floor Hyderabad) A.C guards, Masab tank, Hyderabad.
- e. The bidder to be blacklisted and the bidder forfeited if he is found to have misled or furnished false information in the forms/ Statements/ certificates submitted in proof of qualification requirements or record of performance such as abandoning of work not properly completed in earlier contracts, inordinate delays in completion of the works, litigation history and/ or financial failures.
- f. Even while execution of the work, if found that the contractor had produced false/ fake certificates of experience he will be black listed and the contract will be terminated.
- g. Transaction Fee: The participating bidders shall pay an amount of Rs.3000/- (Rupees Three Thousand only) for all works with ECV(Estimated Cost Value) upto Rs.847000/- lakhs DD drawn in favour of Mission Director, MEPMA Hyderabad and the same shall be before concluding agreement.
- h. Any further information can be obtained from the Office of the Mission for Elimination of Poverty in Municipal Areas (MEPMA) Hyderabad.

I. The completed tender document in sealed cover, will be submitted in Tender Box available at MEPMA-Head office on or before 3.4.2021. 3:00 PM


Mission Director
MEPMA, Hyderabad.

TENDER QUOTATION DOCUMENT

Name of work "Providing Security and Housekeeping Services" to MISSION FOR ELIMINATION OF POVERTY IN MUNICIPAL AREAS (MEPMA) O/o C&DMA Building 4h floor for the year from 01.04.2021 to 31.02.2022.

PREAMBLE

1. The Bill of Quantities shall be read in conjunction with the instructions to Bidders General and Special conditions of Contract Technical Specifications and Drawings.

The quantities given in the Bill of Quantities are estimated and provisional and are given to provide common basis for tendering. The quantities here given are those upon which the lumpsum tender cost of the work is based but they are subject to alterations, omissions, deductions or additions as provided for in the conditions of this contract and do not necessarily show the actual quantities of work to be done. The basis of payment will be actual quantities of work ordered and carried out as measured by the Contractor and verified by the Engineer and valued at the estimate rate plus or tmepma.cgg.gov.in

2. minus tender percentage quoted in the Bill of Quantities where applicable, and otherwise at such rates and prices as the Mission Director, MEPMA may fix within the terms of Contract.
3. The estimate rates in the Bill of Quantities shall, except in so-far as it is otherwise provided under the Contract include cost of all constructional material, labour, machinery, transportation, erection, maintenance, profit, taxes and duties together with all general risks, liabilities and obligations set out or implied in the Contract.
4. The plans enclosed with the tender are liable to be altered during execution of work as per necessity of site conditions. The Tender percentage quoted by the shall hold good for execution of work even with altered plans.
5. The whole cost of complying with the provisions of the Contract shall be included in the estimated rates for items provided in the Bill of Quantities and where no items are provided in the Bill of Quantities, their cost shall be deemed to be distributed among the estimate rates entered for the related items of work.
6. General directions and descriptions of work and materials are not necessarily repeated nor summarized in the Bill of Quantities. References to the relevant sections of the Contract documentation shall be made before entering estimate rate against each item in the Bill of Quantities.
7. All items of works are to be executed as per the drawings / specifications supplied with the contract documents.

If there is any contradiction between the drawing and the text of the specifications, the later shall prevail.

8. The bidder should inspect and select the quarries of his choice before he quotes the tender percentage in the Schedule of Bill of Quantities and satisfy himself about the availability of required quantum of materials.
9. The quoted tender percentage shall also include the work of any kind necessary for the due and satisfactory construction, completion and maintenance of the works according to the drawings and these specifications and further drawings and orders that may be issued by the

MEPMA, Hyderabad from time to time. The quoted tender percentage shall include compliance by the Contractor with all the general conditions of contract, whether specifically mentioned or not in the various clauses of these specifications, all materials, machinery, plant, equipment, tools, fuel, water, strutting, timbering, transport, offices, stores, workshop staff, labour and the provision of proper and sufficient protective works, diversions, temporary fencing and lighting. It shall also include safety of workers, first aid equipments suitable accommodation for the staff and workmen, with adequate sanitary arrangements, the effecting and maintenance of all insurances, the payment of all wages, salaries, fees, royalties / Taxes, duties or other charges arising out of the execution of works and the regular clearance of rubbish, reinstatement and clearing-up of the site as may be required on completion of works safety of the public and protection of the works and adjoining land. The work of Building in quality control / assurance shall be deemed to be covered in the quoted percentage.

The contractor should closely peruse all the specification clauses, which govern the overall tender percentage he is tendering.


Mission Director
MEPMA


BILL OF QUANTITIES

SCHEDULE - A

PART - I

Name of work:- Providing Security and Housekeeping services to MEPMA at C&DMA Building 4th floor Hyderabad, for the year from 01.04.2021 to 31.02.2022. (11Months)

Sl. No.	Qty	No of Months	Description of personnel deployment	Rate per head per month including all charges (EPF/ESI)	Amount in Rupees.
1			Providing Security and House keeping services to MEPMA at C&DMA Building 4 th floor Hyderabad, for the year 2021 to 2022 (11Months) as specified in the special conditions of the contract and with the following minimum members of personal. The rates inclusive of all taxes and duties etc., complete.		
A			Wages for Unskilled worker for security guards (Ex-serviceman/Goorkaha)		
			1st Shift 6 AM to 2 PM - 1 Nos		
			2nd Shift 2 PM to 10 PM - 1 No		
			3rd Shift 10 PM to 6 AM - 1 Nos		
	3	11	Total - 3 No's	12000.00	396000.00
B	3	11	Wages for Un-Skilled worker for Cleaning and Sweeping	12000.00	396000.00
C		11	Cost of materials and consumables for housekeeping like hard brooms, mops, cob web removal brooms, dusters, buckets, scrubbers, liquid soap, disinfectant, toilet cleaner, acids, toilets papers, odonil, hard wipe napkins, phenyl, etc....	5000.00	55000.00
Grand TOTAL Rs.					847000.00


 Mission Director
 MEPMA


SPECIAL CONDITIONS

"Providing Security and House keeping services to MEPMA, C&DMA building 4th floor Hyderabad for the year 01.04.2021 to 31.02.2022. (11Months) .

Mission for Elimination of poverty in Municipal Areas(MEPMA) office C&DMA Building 4th floor at A.C Guards Hyderabad. The building consists of (5897.44) Sft of built up area. It is proposed to entrust the job of providing security and maintenance services to the private agencies. The details of works are enclosed. The interested firms are to employ sufficient No of persons to carry out each item of work involved. The wages of the personal so employed shall be paid by the firm themselves including cost of the materials required for the maintenance works. The firm shall quote percentage basis. If the percentage quoted by the firm is accepted, a separate agreement will be entered which will be valid for a period 11 months (i.e. from (01.04.2021 to 31.02.2022)

The agency shall be submitted in the Performa enclosed duly inspecting the building and its premises during office hours and clarification, if any, required may be obtained from the MEPMA.

WORK DETAILS

I. Security Services:

1. The agency shall be totally responsible for providing the security services and safeguarding the materials at the building.
2. A minimum number of three (3) Security Guards shall be deployed by the Agency/firm in the following shifts.

a.	1 st Shift	6.00 AM	to	2.00 PM	= 1 No's
b.	2 nd Shift	2.00 PM	to	10.00 PM	= 1 No's
c.	3 rd Shift	10.00 PM	to	06.00 AM	= 1 No's

The Head Guards should be capable of solving all problems arising from time to time regarding security.

The above Guards shall provide strict Security at the building premises and effectively control the crowds against thefts and any damage to the costly items etc, It shall be ensured that the premises is kept under security at all times.

3. Agreement shall be made for a substitute guard in the absence of regular guard, so that continuous security check is available of building premises.
4. The Security Guards shall ensure a regulated parking of vehicles within the building premises.
5. They shall ensure that nobody carries any explosive materials of fire arms/Ammunition etc., within the premises of the building.
6. Guards engaged shall have good physique and they shall control the crowds from any untoward incident.

7. Guards should be well trained regarding security and fire fighting aspects. They should be able to handle the firefighting equipment and pumps provided in the premises in case of necessity.
8. The security Guards shall be Ex-Serviceman/Ex-police personal/Ghoorkhas.
9. The agency shall be totally responsible for all the property of department within the MEPMA office 4th floor building premises like pumps, electrical fittings, bulbs, tubes, switches, fire extinguishers sanitary fittings etc., and any loss will be recovered from the agency/Firm.
10. The Security personal deputed shall perform duty honestly sincerely and diligently and shall disciplined and firm be polite in their dealings with the employees/visitors/outsideers.
11. All the security personal deployed shall have working experiences of all the operations involved in providing the security services. They shall have good personality, higher sense of duty and integrity. Their antecedents shall be properly verified by the Agency/Firm who will be solely responsible for providing satisfactorily security services.

II. Sanitary Services.

The building consists of about 4 No's urinals, 4 No's of toilets and 4 No's of wash basins.

1. All the toilets, Urinals and wash basins have to be washed and cleaned daily in the morning.
2. All toilets and urinals are to be cleaned with sufficient phenyls of ISI standards in order to maintain hygienic condition.
3. After completion of cleaning operation, Naphthalene balls are to be laid in each urinals/toilets at rate of minimum of two balls for each urinals/toilets daily.
4. One sanitary worker shall be made available during general shift for attending any urgent situations /requirements. (9.30 AM to 6.00 PM).
5. All the corridors and officers chambers are to be sweeper with brooms and cleaned with damp clothes daily once. For neat of the portion of building once in a week.
6. The premises of the building shall be kept free from Garbage and the premises shall have to be swepted with brooms once in a week.
7. One sweeper shall be made available during general shift (9.30 AM to 6.00 PM) for attending any urgent situations/requirement.
8. The cleaning and washing operations will have to be complete before 9.30 AM daily.


Mission Director
MEPMA


TERMS AND CONDITIONS.

Name of Work: "Providing Security and Housekeeping services to MEPMA, C&DMA building 4th floor Hyderabad, for the year from 01.04.2021 to 31.02.2022.(11 Months).

The contract period shall be for 11 months and may be renewed at the option of the MD MEPMA, Hyderabad for a further period as may be required.

1. The Security & Maintenance Services of the building shall be undertaken immediately after the issue of the work Order.
2. The timings of the Security personal will be finalized with the mutual consent of both the parties. However the decision of the Mission Director, MEPMA, Hyderabad shall be final and binding on the Agency.
3. The payment will be made once in a month provided the funds from Annual Departments budget under Non-Plan are available.
4. During the currency of the contract period of 11 Months no claims towards any escalation in labour and material cost will be entertained.
5. The collected EMD Shall be nonrefundable to the selected Firm/Agency on successful completion of the contract period of 11 months.
6. On account of poor / unsatisfactory performance of the agency / firm, a penalty of 5% on the balance value of work will be levied. If no improvement is made inspite of levying the security deposits shall be forfeited and no claim whatsoever shall be entertained.
7. The agency, while quoting the percentage shall take in to account all applicable wages, allowances service taxes, commission etc., and all other liabilities as per the rules in force. No claim of whatsoever for any extra payment will be entertained. The agency/firm is solely responsible for any sort of legal completions in this regard./ The quoted percentage on estimate contract value (for Security Maintenance period for 11 Months). The payment will be made once in a
8. The agency/Firm shall replace any personal whose performance, manners and efficiency are found to be un-satisfactory by the Mission Director,MEPMA Hyderabad.
9. The personal shall present themselves in proper uniform, clean and well dressed as directed by the Mission Director, MEPMA Hyderabad.
10. No residential accommodation and transportation will be provided by the Department.
11. The Agency/Firm shall issue photo identity cards to the provided Security persons and also to provide dresses (Uniforms) to the proposed persons in his own cost.
12. In case the required personnel are absent for a particular day/Shift for any reason whosoever, the Agency/Firm shall make alternate arrangement by posting suitable substitute. If they fails to do so the penalty will be imposed as per Schedule A (part-i) rates.
13. The Security/Maintenance personnel employed by the agency firm shall be responsible for any other duties as assigned from time to time by the MEPMA, Hyderabad.

14. The Agency/Firms shall be totally responsible for any damage/thefts caused due to negligence of their security personnel and shall bear the expenses towards making good the damages etc.,
15. All personnel deployed shall perform duty honesty, sincerely, diligently and shall be well disciplined and firm be polite in their dealings with the Employee/Visitors/Outsiders.
Eligibility:- Agency shall be a registered contractor in appropriate class in govt. Department or reputed firms shall have experience in extending security services to reputed organizations and government departments and under takings.
16. The bidder should have valid ESI registration
17. The bidder should have valid P.F registration.
18. The bidder should submit latest GST clearance certificate at the time of concluding agreement.
19. The bidder should have valid Labour License with labour department of Govt of Telangana.
20. The bidder shall not quote less than the estimated contract value. Tenders with less premium shall be rejected.
21. The bidder should submit a proof of latest ESI and PF returns.
22. The reputed firms/contractors shall be enclosed along with tender, the necessary Documents, evidence, the experience, Income Tax returns and list of personal with antecedents etc., duly signed/attested.
23. The Mission Director, Hyderabad reserves the right to accept or reject any or all tenders without assigning any reasons .
24. The successful bidder shall be obtained necessary contract labour license from labour department for supplying man power to the intended services as per the Schedule.
25. The successful tender shall be paid to minimum wages to all employees as per rules which are in force.
26. The E.S.I and P.F of the employees shall be paid by the contractor for every month and no such payment to be paid by the department to the contractor for E.S.I and P.F of employees.

The reimbursement amount shall be made to the contractor only on producing the valid proof of having made the payment to the concerned departments.


Mission Director
MEPMA


LIST OF CERTIFICATES ENCLOSED IN SUPPORT OF THE DETAILS FILLED IN THE STATEMENTS

BILL OF QUANTITIES

SCHEDULE -A

PART - I

Name of work:- Providing Security and Housekeeping services to Mission for Elimination of poverty in Municipal Areas,(MEPMA) TS, for the year from 01.04.2021 to 31.02.2022.

Sl. No.	Qty	No of Months	Description of personnel deployment	Rate per head per month including all charges (EPF/ESI)	Amount in Rupees.
1			Providing Security and Housekeeping services to MEPMA at C&DMA Building 4 th floor Hyderabad, for the year 2021 to 2022 (11Months) from 01.04.2021 to 31.02.2022 as specified in the special conditions of the contract and with the following minimum members of personal. The rates inclusive of all taxes and duties etc., complete.		
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			Grand TOTALRs:--		847000.00


 Mission Director
 MEPMA

FINANCIAL PROPOSALS
PART – B-2

Details of Maximum amount reimbursable to the agency

- 1) Percentage on wages of the workers towards Employees Provident Fund (EPF 13%) Coverage. :
- 2) Percentage on wages of the workers towards ESI for medical treatment (3.25%) Coverage. :
- 3) Add Agency Commission..... % (percentage to be quoted on Wages only) :

Note: Agency shall fill in the column 3 to quote its best offer. No corrections are permitted.

Signature of Authorized person of Agency/ Supplier
With office seal.
Address and contact no.


Mission Director
MEPMA


QUALIFICATION INFORMATION

Annexure –I

CHECKLIST TO ACOMPANY THE TENDER

S.No	Description	Submitted	Page No. (see Note below)
1	2	3	4
1	Copy of Firm Registration registered with Erstwhile Government of Telangana or copy of Reputed firms having experience in similar nature of works (i.e Security & Housekeeping)	Yes / No	
2	Copy of latest Income returns certificate.	Yes / No	
3	Copy of GST Registration.	Yes / No	
4	Copies of valid ESI registration	Yes / No	
5	Copies of valid PF registration	Yes / No	
6	Copies of valid labour license with erstwhile Telangana state	Yes / No	
7	List of certificates enclosed	Yes / No	
8	Declaration regarding black listing etc.,	Yes / No	

Notes:-

1. All the statements copies of the certificates, documents etc., shall be given page numbers on the right corner of each certificate, which will be indicated in column (4) against each item. The statements furnished shall be in the formats appended to the tender document.
- 2) The information shall be filled-in by the bidder in the checklist and statements I to VII, for the purposes of verification as well as evaluation of the bidders Compliance to the qualification criteria as provided in the Tender document.

DECLARATION

I / WE have gone through carefully all the Tender conditions and solemnly declare that I / we will abide by any penal action such as disqualification or black listing or determination of contract or any other action deemed fit, taken by, the Department against us, if it is found that the statements, documents, certificates produced by us are false / fabricated.

I / WE hereby declare that, I / WE have not been blacklisted / debarred / Suspended / demoted in any department in Andhra Pradesh/ Telangana or in any State due to any reasons.

Signature of the bidder

X
Mission/Director
MEPMA

DECLARATION

I _____ have gone through carefully all the tender conditions and solemnly declare that, we will abide by any panel action such as disqualification or any other action deemed fit, taken by the department against us, if it is found that statement documents certifies produced by us along with tender are false / fabrication.

I hereby declare that, I have not been blacklisted / debarred / suspended / demoted in any department in erstwhile TS due to any reasons.


Mission Director
MEPMA
