

# BID DOCUMENT

FOR

## PROVIDING SECURITY SERVICES TO THE SHILPARAMAM ARTS, CRAFTS & CULTURAL SOCIETY, UPPAL, HYDERABAD

Tender Notice No. : 2787/SACCS/UPL/2022/Tenders- Security Services  
/2022

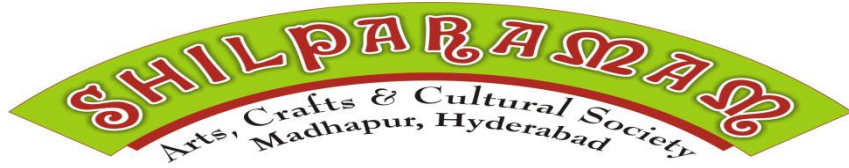
Name of the Agency : .....  
and Address

.....

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### Schedule & Tender details:

Cost of Tender Document	: Rs.1,000/-
EMD (refundable)	: Rs.50,000/-
Date of issue of Tender Document	: 01-02-2022 to 07-02-2022 up to 1.00 PM
Last date and time for filling of Tenders	: 07-02-2022 up to 2.00 PM
Date and time of Opening Tenders	: 07-02-2022 at 04.00 PM
Place of Opening Tenders	: O/o. The Special Officer Shilparamam, Madhapur, Hyderabad, 500 081



**TENDER DOCUMENT FOR PROVIDING SECURITY SERVICES THROUGH  
OUTSOURCING IN SHILPARAMAM, UPPAL, HYDERABAD  
FOR THE YEAR 2022  
FROM SERVICE PROVIDER AGENCIES / FIRMS**

1. Sealed tenders in conformity with detail tender call notice are invited from the service provider Agencies/ Firms having valid Registration Certificate, including registration with the Regional Labour Commissioner, EPF Registration, ESI Registration, GST Registration, **ISO 9001-2008 Certificate** and PAN Card, up to date and having similar line of business for more than 3 years towards outsourcing of Security services in Hyderabad. The service providers should have local Office at Hyderabad to ensure satisfactory fulfilment of contractual obligations.
2. The Tenderer should be Firm/Company Registered under the Partnership Act / Companies Act 1956/ Societies Act /LLP having Experience of Minimum of 3 years in the same line of Business with Public sector enterprises and Government Institutions.
3. The Tenderer should have an annual turnover of Rs. 20.00 Lakhs, during each of the last 3 years and should have a staff of 10 (Ten) or more per shift for one client and should have a minimum experience of 3 years in providing Security Services to large MNC's / Public Sector Companies / Industries / Banks etc.
4. The Tenderer should also have license for wireless and weapons, possess adequate infrastructure in terms of Vehicles, Electronic / Non-Electronic gadgets and basic crowd control devices for an efficient functioning.
5. The tender document can be obtained from the O/o. The Special Officer Shilparamam, Hyderabad, on payment of **Rs.1,000/- (Rupees One Thousand Only)**, towards the cost of the tender document (Non Refundable), in the form of Demand Drafts drawn in favour of the "**Special Officer Shilparamam, Hyderabad**" up to **02:00 P.M. of 07-02-2022.**

6. The tenders should be submitted in two sealed covers.
  - (A) The first sealed cover should be super scribed "**Technical Bid**" and should contain
    - I. Checklist of documents submitted (**Annexure-I**)
    - II. The Proforma at **Annexure-II** duly filled in.
    - III. Agency profile including previous experience of manpower supply to Government / Semi Government / autonomous agencies.
    - IV. Acceptance of terms and conditions there under.
    - V. Demand Draft for Rs. 50,000/- towards the Earnest Money Deposit, in the form of DD drawn in favour of "**Special Officer, Shilparamam**".
    - VI. Demand Draft towards the cost of Tender document.
    - VII. All other required documents as per the check list furnished by the Tenderer.
  - (B) The second sealed envelope super scribed '**Financial Bid**' should contain only the quoted Service charges of the Agency (Agency Commission) (**Annexure-III**).
  - (C) Both the sealed covers should be placed in the main sealed envelope super scribed '**Tender for Outsourcing of Security Services**'. This should be addressed to **THE SPECIAL OFFICER, SHILPARAMAM, MADHAPUR, HYDERABAD- 500 081** and submitted by depositing in the sealed Tender box latest by 03:00 PM of 07-02-2022.
7. Tenders received after the due date and time will be summarily rejected. Incomplete and conditional tenders shall not be accepted.
8. The Technical Evaluation Committee will assess the ability of the agencies to render the requisite services based on its past record, profile and on such other criteria as it may fix. The financial bid of only the technically qualified Tenders will be opened.
9. The Tenderers are required to submit EMD and along-with the attested copies of valid Registration Certificate, EPF Registration, ESI Registration, ISO 9001-2008 Certificate, Pan-Card and up-to date GST clearance, IT returns and Audited statements for last three years along-with the bid documents, failing which the tender will be treated as invalid and will be rejected.
10. Submission of more than one tender by a Tenderer for a particular work will render the bid liable for rejection.
11. The bidders may make a clear assessment about the nature and quantum of work before submitting the Tenders.
12. The wages and other allowances to be paid to different categories of manpower will be as per the minimum wages prescribed by the Government from time to time under contract labour (R&A) Act-1970 & 1971 and the Minimum Wages Act 1948.