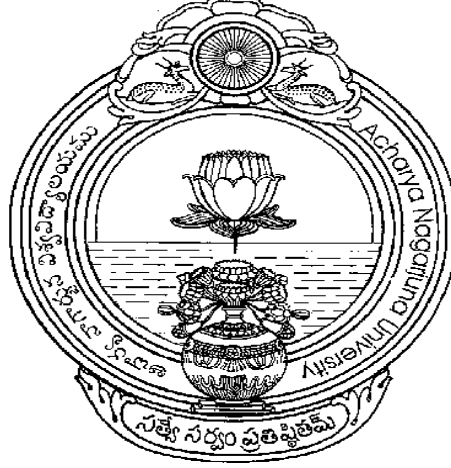


**ACHARYA NAGARJUNA UNIVERSITY  
NAGARJUNA NAGAR**



**TENDER SCHEDULE**

- Name of Work** : “Providing Security Services at Acharya Nagarjuna University Campus, VC Camp Office & Bus Parking at Guntur, attendants, sweepers, at Guest house in ANU Campus and at ANU Ongole Campus, Ongole”.
- Cost of Tender Schedule** : Rs.1145/- (Including all Taxes)
- Issue of Tender Schedules** : **07.09.2018** at 10:30 AM  
to  
**22.09.2018** up to 1:00PM
- Receipt of Tender Schedules** : **22.09.2018** up to 2:00PM
- Opening of Tender Schedule** : **22.09.2018** at 3:00PM

## TENDER NOTICE

Sealed tenders are invited from the registered security firms for “Providing Security Services at Acharya Nagarjuna University Campus, VC Camp Office & Bus Parking at Guntur, attendants, sweepers, at Guest house in ANU Campus and at ANU Ongole Campus, Ongole” on out sourcing system by the Registrar, Acharya Nagarjuna University, NagarjunaNagar. The following schedule will be followed.

1. Name of Work : “Providing Security Services at Acharya Nagarjuna University Campus, VC Camp Office & Bus Parking at Guntur, attendants, sweepers, at Guest house in ANU Campus and at ANU Ongole Campus, Ongole””.
2. Period of Contract : 1 (One) year
3. Earnest Money Deposit : **Rs. 50,000.00 (Rupees Fifty Thousand only) at the time of tender and Rs.6,00,000.00 (Rupees Six Lakhs Only) at the time of Agreement.**
4. Cost of tender schedule : Rs.1145/- (including all taxes) (Demand draft drawn in favor of ‘Registrar, Acharya Nagarjuna University’)
5. Issue of Tender Schedules : **07.09.2018 at 10:30 AM**  
to  
**22.09.2018 up to 1:00PM**
6. Receipt of Tender Schedules : **22.09.2018 up to 2:00PM**
7. Opening of Tender Schedules : **22.09.2018 at 3:00PM**

All other terms and conditions can be had from the Registrar on all working days during office hours.

**ACHARYA NAGARJUNA UNIVERSITY**  
**NAGARJUNANAGAR**

The following are the **terms and Conditions** for “Providing Security Services at Acharya Nagarjuna University Campus, VC Camp Office & Bus Parking at Guntur, attendants, sweepers, at Guest house in ANU Campus and at ANU Ongole Campus, Ongole” for which the tender are invited.

**TENDER SCHEDULE**

1. (a). Tenders should be in the prescribed form and the tender schedule can be obtained from the Office of the Deputy Executive Engineer, ANU Campus on all working days with crossed Demand Draft for Rs.1145/- towards cost of Tender Schedule.  
(b). The tenderer who download the Tender Schedule through University web site, he/she should enclose the DD for Rs.1, 145/- drawn in favor of the ‘Registrar, Acharya Nagarjuna University, Nagarjuna Nagar’, at the time of submission of Tender, towards cost of Tender Schedule, failing which the Tender will be summarily rejected.
2. The dates stipulated in the tender schedule are final. Under no circumstances can they be relaxed. However the University reserves the right to extend the time if circumstances warrant it.
3. Tender Schedule will be issued on payment to any of the firms eligible on submission of documentary evidence of firm Registration, P.F/E.S.I Code Nos, experience, Income tax PAN NO. & GST.
4. The Cost of the tender schedule once remitted will not be refunded under any circumstances.
5. EMD of **Rs. 50,000.00** shall be paid through D.D drawn in favour of Registrar, Acharya Nagarjuna University and enclosed to the tender.
6. The EMD will be refunded to all the unsuccessful tenderers soon after deciding the tenders or on expiry of tender validity period i.e., 90 days whichever is earlier and the EMD amount will not carry any interest.
7. The Registrar, Acharya Nagarjuna University, reserves the right to reject any or all the tenders without assigning reasons therefore.
8. The Contractors have to put their tenders in the tender box placed in the Registrar’s room on the last date for submission of tenders prescribed in the tender notice. Tenders submitted through post shall be rejected.

- 9. The Tenderer should submit the tender in two parts in two different sealed covers. Cover–A and Cover–B. The cover A shall contain the certificates mentioned at clause 14 along with Terms and Conditions pages 1 to 14 of Tender Schedule. The cover B shall contain the financial bid page 15 of Tender Schedule for the work in question. The cover A and cover B will be sealed and kept in another sealed envelop (cover-C) supplied by the Department while issuing tender schedule.**
- a. The cover C will be opened in the presence of the tenderers or their authorized representatives and other officials concerned on the specified date and time and also to verified whether the cover –A and cover-B are properly sealed and minutes be recorded to this effect then and there only. Incase the Cover –A & B or any one of them found unsealed, such tenders will not be opened and summarily rejected.**
  - b. Cover –A contain Technical Bid will be opened in the presence of the tenderers or their authorized representatives and other officials concerned on the specified date and time. After scrutiny of the Technical Bid, the Financial Bid of those tenderers who are determined as qualified as per eligibility criteria will be opened on the date specified in the tender notice, and the Cover –B of the unqualified tenderers will not be opened and kept in the safe custody till the tenders are finalized and there after shall be returned to them along with EMD.**
  - c. The University will finalise the tenders as per the lowest rate in terms of service charge per month per each outsource worker quoted by the tenderers in the Financial Bid.**
  - d. If two or more tenderers quoted same prices towards service charges in the Financial Bid, those tenders will be finalized on lottery system.**
  - e. The Service Charge (Which includes insurance to the workers uniform, ID cards) should not be less than the applicable rate of TDS (income tax deducted as source) thereon to be deducted by UNIVERSITY from the payable bills.**
- 10. Tenders may be submitted by the Contractor either in person or through an agent.**
- 11. The tenderer who withdraws an offer within the validity period mentioned in the schedule will forgo the EMD.**
- 12. If due to any reason the office remains closed on the last date of receipt of tenders specified in the tender notice, the tenders will be received on the next working day at the same time and venue and the tenders will be opened on such next working day at the prescribed time.**

13. The tenderer is liable to be disqualified if the contractor is found to have misled or furnished false information in the forms/statements/certificates submitted. Even after award of tender if it is found that contractor had produced false, fake certificate of experience, the contract will be terminated.

14. Eligibility Criteria:

A. The tenderer should submit the self attested Xerox copies of the following certificates along with the tender schedule through sealed cover A (Technical Bid Part-I & Part-II).

- a. Firm registration Certificate issued by the Dept. of Labour, Govt. of A.P. & Govt. of Telangana State. The certificate should be in force for the entire contract period.
- b. Proprietorship Deed or Partnership Deed of the Firm.
- c. Provident Fund Registration Certificate.
- d. GST Registration Certificate.
- e. Copies of the Income Tax returns filed during the past three years (2015-16, 2016-17 and 2017-18)
- f. ESI registration certificate.
- g. **Earnest Money Deposit for Rs 50, 000.00 in the form of Demand Draft, drawn in favor of the Registrar, Acharya Nagarjuna University along with tender.**
- h. Annual Turnover of the Service Provider/Agency/Firm should not be less Rs. **1.00 Crore per ANNUM/in any one year** (This has to be supported with IT Returns/Balance Sheets during the last three years i.e. 2015-16, 2016-17 and 2017-18).
- i. The Service Provider/Agency should at least have the experience of deploying manpower in **two Govt. organizations/Universities**. The Service Provider/Agency of providing skilled manpower, of similar nature, in other Departments of Governments of Andhra Pradesh & Govt. of Telangana State **in any one year** during last three years i.e. 2015-16, 2016-17 and 2017-18.
- j. The firm must have executed the similar work in a single order in any one year during the last three years till the end of bid submission date 2015-16, 2016-17 and 2017-18 and the firm must submit the work completion certificate of similar nature should be produced with tender.
- k. Income Tax PAN Card.

B. The tenderer should submit the Financial Bid (Schedule A) through separate sealed cover - B.

15. The Tender Schedule without any one of the certificates mentioned at clause (13) above is liable to be rejected without any intimation.

16. The successful bidder has to deploy persons/contract labor daily at the work spot to undertake the above cited work contract. The specified number of work men/women has to be deployed by the successful bidder at the work spot daily.

17. The contract period is one year from the date of agreement.

18. The payment of EMD is not exempted to any society/voluntary organization/institution/community, etc.

19. In case the EMD paid by the tenderer is less than what is stipulated in the tender notice or if EMD is paid by means other than the method prescribed by the University, the tender will be rejected besides forfeiting the EMD.
20. The University is not responsible if the finalization of tenders is held up due to litigation in honorable Courts or for any other administrative reasons.
21. Tenders once submitted shall not be permitted to be withdrawn and are not transferable.
22. The interested parties may inspect the premises of the contract area before submitting the tender.
23. The tender form duly filled in along with the enclosures and demand draft in original towards EMD for **Rs.50,000.00** should be submitted together with the terms and conditions duly signed on each page. Amount quoted by tenderer towards monthly remuneration should be written in both figures and words clearly and the tender along with supporting certificates shall be kept in sealed cover. In case of any correction in the monthly remuneration quoted the same should be attested by the tenderer, otherwise the tender will be rejected. The name and address of the tenderer including contact phone numbers should be indicated on the sealed cover.
24. The sealed tender should be placed in the tender box kept open in the office of the Registrar, Acharya Nagarjuna University, Nagarjuna Nagar. The tenders received after stipulated date and time will not be accepted.
25. Tender forms not accompanied by the demand draft in original towards the required EMD, incomplete tender forms, tender not signed and tender without enclosing necessary documents including terms and conditions will be rejected.
26. Tender submitted with any preconditions or additional conditions other than the conditions prescribed will be summarily rejected.
27. The University reserves the right to reject any or all the tenders without assigning any reasons. The University also reserves the right to allot the contract to any person of its choice through negotiations with the tenderers based on its assessment of ability of the tenderer to comply with the labour laws viz., payment of the wages prescribed and remittance of contributions towards (PF/ ESI) etc.
28. The University reserves the right to alter/modify the period of contract mentioned in the Tender Notice at the time of finalization of tender.
29. If the successful tenderer fails to take up the work within the period specified, the EMD and additional security deposit will be forfeited.
30. The successful tenderer will be required to deposit **Rs.10.00 lakhs in form of Bank Guarantee (BG)** from any nationalized bank in favour of "THE REGISTRAR, ACHARYA NAGARJUNA UNIVERSITY, NAGARJUNA NAGAR, GUNTUR – 522510" as Security Deposit which can be forfeited in the event of termination of contract

on account of violation of any of the terms and conditions. The Bank Guarantee will be returned after successful completion of the contract and settlement of all the dues, if any. The validity period of Bank Guarantee should be 18 months from the date of agreement.

31. In the event of any breach of terms of the Contract (or) if there is any deficiency in the service by the Contractor in terms of non-payment of wages to the persons hired, non-payment P.F., ESI, Insurance etc, the University shall have the right to impose penalty and recover charges paid by forfeiting the EMD / Security Deposit and by exercising the Bank Guarantee.
32. The successful tenderer to whom the contract is allotted should have to undertake the contract for a period of **one year** from the date of entering into agreement. If he/she desires to discontinue the contract for whatsoever reasons before completion of the contract period, it shall entail forfeiture of EMD and additional security deposit.
33. The contract shall be terminable with three months advance notice on either side.
34. In the event of death of contractor, the contract shall come to an end. However, the legal heir of the contractor can be permitted to execute the contract, on the same terms and conditions, for the remaining period of contract on execution of a fresh deed of agreement by such legal heir, at the discretion of the University.
35. The Contractor should not engage persons **below the age of 18 years and above 50 years of age** for the work. At any cost, child labour i.e children below 14 years of age, should never be engaged for the contracted work. Any violation on this account will attract penalty and University holds no responsibility for such violations.
36. The Contractor has to supply uniform, Rain coat, Shoes, Hat, Lathi Stick, Whistle, Torch light, and identity cards to the persons engaged by him at his own cost. No worker shall be allowed to work without identity card and uniform.
37. The Contractor has to pay the wages to the persons engaged by him only through Bank. He is responsible for any objections or disputes raised either by the labour dept. or by the workers on any payments made or to be made to the workers and for remittance of penalties, if any, levied by the Government.
38. The Contractor only is liable for any obligation arising out of this contract in respect of labour engaged by him.
39. No compensation shall be paid by the University for any Injury or death of the workers engaged by the contractor within the premises of the contract area. The Contractor is liable to bear all expenses and compensations in such cases. The contractor shall satisfy the University authorities with regard to arrangements made by him to fulfill his

obligation arising out of this clause by way of an Insurance Policy. The insurance policy should be paid by the contractor to the every worker as per the Government rules.

- 40.** The Contractor has to contact the labour department and to maintain the Registers as required under law and the same have to be produced for verification of the inspecting officials.
- 41.** The Contractor has to comply with all the provisions relating to labour rules & regulations like payment of minimum wages, Provident fund, weekly off etc., as prescribed by the Central Government and State Government from time to time and submit the proof of payment of P.F, ESI along with the monthly bill to the University for payment. He has to indemnify to the University, all the claims, damages or compensations under the provisions of the laws and Acts pertaining to labour.
- 42.** The EMD and additional Security Deposit are refundable without interest only on the expiry of the period of contract and subject to the performance and fulfillment of agreement conditions.
- 43.** The EMD and additional Security Deposit paid by the contractor are liable to be forfeited in the event of non-commencement of work within the stipulated time as per the allotment order or breach of any of the terms and conditions of the tender, besides termination of contract.
- 44.** The EMD and additional security deposit are liable to be forfeited in case the contractor fails to execute the contract for the full period of contract.
- 45.** The allotment of contract shall be NON EXCLUSIVE i.e., the University shall have right to grant to award the contract to more than one contractor/firm by suitably dividing the total work
- 46.** The contractor is liable to pay the damages, if any, caused to the premises, or movable or immovable property of the University by him or by his agents or representatives as determined by the University. The University shall have the right to recover such amounts towards the damages caused to the University from the EMD and additional Security Deposit of the contractor and the contractor has to recoup the same immediately. The contractor can also remit such amounts to the University without disturbing EMD/Security Deposit.
- 47.** Any violation or breach of terms and conditions of the contract including unsatisfactory maintenance of contract area shall render the contract liable to be terminated duly forfeiting the EMD and additional Security Deposit.
- 48.** The University shall have right to terminate the contract, if in its opinion, the work of the contractor is not satisfactory and its decision in this regard shall be final.



49. The EMD and Security Deposit are liable for forfeiture in case the contractor terminates the work without giving three months notice to the University.
50. The Contractor shall insure the lives of the labour engaged by him for any eventual risks that might crop up in any accident and it shall be the sole responsibility of the contractor to meet all the claims/ compensation for disability or loss of life of the labour and damages to the property of the University.
51. The Contract is liable for termination in the event of contractor failing to implement the contract for a continuous period of **30** days which shall also result in necessary penalties and forfeiture of EMD and Security Deposit.
52. The Rights given under the contract are not transferable.
53. The Contractor is not permitted to sub-let the contract work to any other Sub-contractor.
54. In all disputes involving doubts or interpretation of clauses of terms and conditions and application of this contract or otherwise, the decision of the Registrar, Acharya Nagarjuna University shall be final and binding.
55. The workers employed by the Contractor shall not have any right or claim or whatsoever for employment in the Acharya Nagarjuna University, at a future date.
56. Any act of misbehavior and assault on the employees of the University by the contractor or his workers will lead to imposition of penalty or termination of contract, duly forfeiting the EMD and additional Security Deposit.
57. The Contractor should adhere to all acts and laws in force applicable to his business and the sole responsibility for any violation of such laws lies with the contractor only.
58. In the event of any statutory authority imposing any punishment like fines etc., if the University is made a party to such penal action, the University has the authority to withhold the amounts like remuneration/ security deposit etc. due to the contractor with it until it is proved to the satisfaction of the University that such penal actions have ceased. Such actions may also be reason for the termination of the contract.
59. On the expiry of the period of contract or on its termination as the case may be, the contractor shall handover the equipments supplied by the University if any to the concerned duly handing over the contract.
60. The contractor shall pay all the taxes under the Central and State Acts/Rules which are applicable to the business. The University is not liable for the penalties therein. Any default and non-payment of taxes to statutory authorities will cause termination of contract and vacation of premises.

61. All the above terms and conditions will form part of the agreement of the contract and the contractor will have to be bound by the conditions in addition to any other conditions prescribed by the University.
62. Income tax as per the provisions of I.T. Act if any will be recovered from the monthly payment and the contractor has to obtain the PAN Number from the Income Tax Department and the same has to be produced.
63. Schedule-B containing the price schedule of the tender is enclosed at Annexure-I.
64. The contractor shall ensure that **none** of the personnel engaged by them for the purpose of this contract identify themselves as employees of the University and get involved in any activity prejudicial to the interests of the University. The personnel deployed by them must wear identity cards and specific uniforms supplied by the firm.
65. The persons engaged should have studied minimum **Fifth** class and the age should not be below 18 and above 50. Their bio-data including the proof of their age and qualifications should be submitted to the University before engaging them.
66. The contractor will have the obligation to supply extra personnel as and when required.
67. The tenderer has to submit 1.00 crore turnover in the similar works, along with audit report, in any one financial year in past three years i.e., from **2015-16, 2016-17 and 2017-18** along with the Tender.
68. The tenderer had to submit I.T return for the past three years along with the tender i.e., from **2015-16, 2016-17 and 2017-18**.

### **SPECIAL CONDITIONS:**

- 1 The contractor shall be responsible for carrying out the work entrusted to him from time to time.
- 2 The contractor shall ensure that the works assigned to him are attended to with utmost care and responsibility. In case of any loss or damage to the properties of the institution, the firm shall be held responsible to compensate such loss or damage, as assessed by the university.
- 3 The Contractor has to commence the work from the date of entering into agreement.
- 4 The Contractor should engage 76 No's of security personnel at ANU including Sweepers cum attendants at Guest House in ANU Campus, at Guntur Campus and 9 Nos. at ANU Ongole Campus, Total of 85 No's (76 + 9= 85), per day in three shifts (24 hours) to attend to the work on all working days including Sundays & Public holidays. How ever,

the University has the right to decrease or increase the security points as and when required.

- 5 The Contractor should assemble all the workers at a central place notified by the University for every shift for verification of the attendance by the University Authorities. If the attendance is not satisfactory, the University Authorities will reduce the component of wage equivalent to the absent component.
- 6 **The Contractor should open a Bank Account to each worker engaged by him in SBI/Andhra Bank, ANU Branches and pay the monthly wages through bank on or before 7<sup>th</sup> of every month and submit the bank statement along with the monthly bills including payment bills of PF and ESI and performance certificate issued by the Head of Departments/ Sections/Offices to the Office of the Deputy Executive Engineer every month for arranging the reimbursement following the usual procedure.**
- 7 **The Contractor must pay the wage fixed by the University to the security guards, which includes 12% P.F. and 1.75% ESI as employee share.**
- 8 The Contractor should arrange a Supervisor at his own cost for supervision of the work by the Security workers engaged by him, the Supervisor shall follow the instructions given from time to time by the authorities of the University. Each worker should report to the Supervisor on duty before and after the spell of his/her duty.
- 9 The University will provide one room to serve as a rest room for the workers.
- 10 The Contractor shall be responsible for all or any of the acts of his staff and he shall alone be responsible for the payment of wages to all the workers engaged by him during the course of service or work undertaken. The University is not responsible for any accident or death of any worker engaged by the contractor during the contract period.
- 11 The Contractor must give Bio- data of the workers engaged by him and provide Identification card with Photo and uniform to the workers at his own cost.
- 12 The Contractor shall comply with all statutory requirements under the various welfare legislations, which include payment of minimum Wages, Bonus, Weekly off, Provident fund, Employees State Insurance, Leave Salary, Gratuity fixed by the Central or State Governments from time to time to the Contract labour under the said enactments.
- 13 The Civil Court of Guntur shall have the jurisdiction to any dispute arising out of this agreement.
- 14 In case of failure to fulfill any of the terms of the contract by the Contractor or if the University is of the opinion that the services provided by the Contractor are not

satisfactory, the University shall have the power to terminate the contract by giving one month's advance notice.

- 15 The Contractor shall not be entitled to sub-contract or appoint any other agency to perform the services.
- 16 Monthly bills will be paid only if day wise work statement signed by the Heads of user Departments is enclosed to the bill pertaining to workers.
- 17 The contractor shall be responsible for maintaining various Registers/records/ documents as required under various statutes/acts in force including Contract Labour Act. The contractor shall also be responsible for obtaining any license etc. required under any laws. The Contract Labour Act and the rules made there under are applicable to them. They must ensure the compliance of all the Statutory Regulations that are in force and that may become applicable in future from time to time, in all matters concerning the contract. A copy of the Contract Labour License, P.F. Registration, ESI Registration duly attested by a Gazetted Officer is to be produced to the University.
- 18 The contract is for a period of **One year** for the first instance and after review it may be extended for another one year period based on need and the performance of the firm if the University is satisfied with the services of the firm.
- 19 The contractor has the responsibility of providing E.P.F. and insurance to the workers. While 12% P.F. contribution of the workers may be deducted from their monthly wages, the 13.61% employer's share of P.F. has to be first borne by the contractor from his resources and the University will reimburse the same on production of evidence of payment along with the next month's bill.
- 20 Insurance has to be provided to each worker at contractor's own cost with provision for Rs.3.00 Lakhs compensation in the event of death and suitable provision in case of loss of limbs and for medical expenses for the worker including his/her family.
- 21 The contractor shall be responsible for payment of the amount for supply of E.S.I. cards for each worker as per rules.
- 22 As per the Income Tax Act 1961 section 194C and the Finance Act 1972, deduction will be made from the contractor's bill as per the rules.
- 23 The University Administration is at liberty to forfeit or recover from EMD and additional Security Deposit in case of breach of agreement/ loss of the property of the University on account of the contractor's negligence, if confirmed by the Enquiry Officer appointed by the University Administration. The decision of the Administration in all such enquiries shall be final and binding.
- 24 A minimum of 15 days clear notice is required when University Administration wishes to reduce or increase the strength of the contractor's personnel on duty with the University. The contractor must submit the physical fitness certificate from the University Medical

Officer and also submit 'No Objection Certificate' from the Police Department from Pedakakani/ Mangalagiri, for the each security guards engaged by him in ANU Campus before commencement of the work.

**ACHARYA NAGARJUNA UNIVERSITY  
NAGARJUNANAGAR**

**SCHEDULE-B**

The security arrangements may be made at the following points – 75 No's (ANU Campus, at Guntur and attendants, sweepers at Guest House in ANU Campus = 76 No's & Ongole Campus = 9 No's)

A. Acharya Nagarjuna University Campus, Nagarjuna Nagar, Guntur and attendants, sweepers at Guest House in ANU Campus.

1. Main Entrance Gate near National High Way	-	3 No's in 3 Shifts
2. Main Entrance Gate near Health Centre	-	3 No's in 3 Shifts
3. CC Cameras & Bio-Metric Control Room	-	3 No's in 3 Shifts
4. Administrative Building - Tagore Bhavan	-	3 No's in 3 Shifts
5. Ladies Hostel Main Gate	-	3 No's in 3 Shifts
6. Vasista Hostel Building for Ladies Hostel	-	3 No's in 3 Shifts
7. Ladies Hostel End Gate	-	3 No's in 3 Shifts
8. Ladies Hostel Main Gate (Lady Security)	-	2 No's in 2 Shifts
9. CDE Building	-	3 No's in 3 Shifts
10. Ladies Hostel Gate near National High Way	-	3 No's in 3 Shifts
11. Kaza side Gate	-	3 No's in 3 Shifts
12. Sports Hostel	-	3 No's in 3 Shifts
13. New Scholars Hostel	-	3 No's in 3 Shifts
14. Boys Hostel(Gowtami & Satavahana)	-	3 No's in 3 Shifts
15. Boys Hostel(Amaravathi & Ashoka)	-	3 No's in 3 Shifts
16. Nambur Gate, Political Science, Buddhist Studies and Scientific Socialism	-	3 No's in 3 Shifts
17. Pariksha Bhavan & Chemistry Building	-	3 No's in 3 Shifts
18. Engineering College Boys Hostel	-	3 No's in 3 Shifts
19. Arts Block I and Arts Block II	-	1 No in 1 Shift
20. International Student Hostel	-	2 No's in 2 Shifts
21. Library	-	1 No in 1 Shift
22. Water Tank	-	1 No in 1 Shift
23. Drainage Cleaners (Boys Hostel & Ladies Hostel)	-	2 No's
24. VC's Camp Office Guntur	-	3 No's in 3 Shifts
25. Vehicle parking, Guntur	-	2 No's in 2 Shifts
26. Deichamann Auditorium	-	3 No's in 1 Shift
27. Old & New Guest House – (Attendants - 3 No's + Sweepers -2 No's + Sanitary worker -1 No + Gardener- 1 No + cook – 1 No= TOTAL = 8 No's)	-	8 No's
<b>B. <u>22. ANU Ongole Campus, Ongole</u></b>	<b>-</b>	<b>9 Security Guards in 3 Shifts</b>
<b>TOTAL:</b>		<b>85 No's</b>

**ACHARYA NAGARJUNA UNIVERSITY  
NAGARJUNANAGAR  
SCHEDULE-C**

**Scope of Work:**

This work for the provision of security services to be rendered in respect of the University property and premises located at certain places in ANU Campus, V.C's Camp Office, Guntur, Vehicles parking place at Guntur, ANU Ongole Campus, Ongole and Sweepers and Attendants at Guest House in ANU Campus should be on the following terms & conditions.

Location and topography of site: The property and premises of the University for which security services are to be provided under this contract are located A) At Acharya Nagarjuna University Campus, Nagarjuna Nagar, B) Vice-Chancellor's Campus Office at Guntur, C) Vehicles parking place at Guntur and D) ANU Ongole Campus, Ongole and E) Sweepers and Attendants at Guest House in ANU Campus.

The security services protect the land, buildings and the property of the University from shift, free passing, law & order problem, riot, etc.

The contractor shall deploy the number of staff for fulfilling its obligations under this agreement as follows.

Name of the Post	Security Guards at ANU Campus, at Guntur, and Sweepers and Attendants at Guest House at ANU Campus	Security Guards at ANU Ongole Campus, Ongole
1. Security Guards at ANU Campus, Vice-Chancellor's Campus Office at Guntur, Vehicles parking place at Guntur and Sweepers and Attendants at Guest House at ANU Campus.	76 No's in 3 Shifts	9 No's in 3 Shifts

The above provided strength is exclusive of off duty relievers. The contractor should provide the security personnel in the shift timings as detailed above.

**Shifts:**

First Shift : 6:00 AM to 2:00 PM  
Second Shift : 2:00 PM to 10:00 PM  
Third Shift : 10:00 PM to 6:00 AM

1. The Security personnel engaged by the contractor should attend to duty with Uniform, shoes & hat including torch, light, sticks, whistle with rope, Identity card etc., without which it will be treated as breach of contract and suitable penalty will be levied.
2. It shall be sole responsibility of the contractor to ensure that trained and competent staff are deployed to fulfill the obligation at its own cost with such equipment, (vigils, torch lights, batteries, sticks etc) uniforms (dress, rain coats, shoes, belt etc.) and other paraphernalia as may be considered necessary by the University Administration. The contractor shall ensure that their staff undergoes such training in security measures and fire fighting operations as may be considered necessary by the University Administrative from time to time.
3. The security personnel perform the duty for 8 (eight) hours. It is the responsibility of the contractor to provide weekly of as per the Shops and Establishment ACT and such off's must be clearly reflected in the attendance register. Payment will be made for the duties made by the reliever.
4. The contractor should not allow his work men to perform double duties. In any exceptional cases, if double duties are performed, in such case, double wages are to be paid by the contractor as per the ACT.
5. It is the responsibility of the contractor to make necessary entries of all the vehicles/ material whichever it may be in the incoming material register and outgoing material register.
6. After completion of duty, the security guard should make necessary arrangements to lock doors wherever necessary.
7. The security personnel engaged by the contractor should not any disability/difficulty in respect of eye sight, talking, walking, writing and running.
8. They should be free from chronic diseases like diabetics, hyper tension, cancer, mental, cardiac ailments.
9. The contractor must furnish the major items of bio-data in the Identity card along with photo. Necessary certificates in support of date of birth, qualifications, service, conduct etc., of the personnel engaged by the contractor should also be furnished.
10. Before keeping the security personnel on duty the contractor must take permission from the Registrar, Acharya Nagarjuna University by presenting each and every individual physically. The Registrar, Acharya Nagarjuna University has the right to reject anybody without assigning any reason.

11. It is further agreed that the rate(s) quoted in the schedule-A by the contractor shall be inclusive of all factors given above and shall cover all liabilities the contractor has to statutorily fulfill under various labour laws and other acts.
12. The contractor shall meet all statutory obligations as per above terms and conditions and shall have a over all disciplinary control over the security personnel.
13. In case of theft/loss of material or any other lose incurred by University authorities, the contractor shall be liable where such theft or loss is due to the failure any act or omissions and the part of the men employed by the contractor. The contractor shall assist in the preparation of criminal complaints pursuing in the matters with police and other investigating agencies and also lend all assistance for the conduct of the investigation and in the event of any theft, loss of material or any other loss coming to the contractor's or if they find any employee of the University removing or taking out any material , the shall be entitled to seize the same from the employee and report the matter to the University Administration as per the directives of the University Administration while arranging for safe keeping of the seized properties until they are handed over to the University along with the report. The contractor's staff shall always be under the direct control and supervision of the contractor and the contractor shall be free to transfer and re-transfer its staff in accordance with the contractor's need provided the stipulated number of staff to be deployed for fulfillment of the contractor's obligations under this agreement is always maintained.
14. The contractor is solely responsible for any loss incurred by the University when such loss is caused by the gross negligence of the contractor's guards. The University Administration is entitled to recover such losses from the contractor from his security deposit(s) and if they be not sufficient from the monthly bills.
15. The contractor will be responsible to maintain security records as also all personnel records such as payrolls, attendance sheet, leave records, service records etc., which will be readily available for security by the University Administration or Government officials as and when desired.
16. The contractor shall as the employer, have exclusive right to terminate the services of any person employed by him to fulfill his obligations under this agreement and to substitute any person instead.
17. However, The University Administration shall be at liberty in its sole discretion to call upon the contractor to remove forthwith from the University premises any person/persons appointed by the contractor to carry out his obligations under this agreement and to appoint another person/persons to the satisfaction of the University



Administration in the place of the person/persons removed. The University Administration decision in this respect shall be final and binding on the contractor. The University Administration shall not bound to give reasons to the contractor in this behalf.

18. The University Administration is at liberty to forfeit are recover from the deposit in case of breach of agreement/ loss of the property of the University on account of the contractor's negligence, if confirmed by the enquiry officer fixed by the University Administration final and binding in all such enquiries.
19. A minimum of 15 days clear notice is required when University Administration wishes to reduce or increase the strength of the contractor's personnel of on duty with the University appointed by the contractor to carryout his obligation under this agreement and to appoint another person/persons to the satisfaction of the University Administration decision in this respect shall be final and binding on the contractor. The University Administration shall not bound to give reasons to the contractor in this behalf.
20. The University Administration is at liberty to forfeit are recover from the deposit in case of breach of agreement/ loss of the property of the University on account of the contractor's negligence, if confirmed by the enquiry officer fixed by the University Administration final and binding in all such enquiries.
21. A minimum of 15 days clear notice is required when University Administration wishes to reduce or increase the strength of the contractor's personnel of on duty with the University. After the expiry of the terms the University Administration can extend the period of contract for three more months with same terms. It is binding on the contractor to obey such order.
22. The civil court of Guntur alone shall have the jurisdiction to any dispute arising out of this agreement.
23. In case of failure of any of the terms of the contract by the contractor or if the University Administration shall consider the services provided by the contractor are not satisfactory, the University Administration shall give one month prior notice of its intention to terminate the agreement.
24. The contractor shall not be entitled to sub contract or appoint any other agency to perform the services without prior written consent of the University Administration.
25. The University Administration reserves to right to impose penalty for any irregularities committed by the employees of the contractor

**ACHARYA NAGARJUNA UNIVERSITY  
NAGARJUNANAGAR**

**SCHEDULE- A**

**Name of the Work :** “Providing Security Services at Acharya Nagarjuna University Campus, VC Camp Office & Bus Parking at Guntur, attendants, sweepers, at Guest house in ANU Campus and at ANU Ongole Campus, Ongole”.

1) Name of the Firm & Full Address:

2) Telephone No.

Cell No:

Fax No.

Email Id:

3) Income Tax PAN No. and latest IT return

4) P.F. Account No.

5) License as per Labour Act:

6) Service Tax Registration No.

**Note.** Photo copies of Registration Certificates/documents have to be enclosed to the tender

For Sl. No's 3 to 6 above

7) Details of experience with clients:

7) Schedule of quotation

A) Monthly wage fixed by the University:

Basic Wage per worker including PF at 12% (on Basic + D.A.) & ESI at 1.75% (on Basic + D.A.)	D.A-Varies from time to time: Existing : 1133 - 590 = 543 x Rs.6.75 = Rs 4,522.50	Employer's share of PF (on Basic + D.A.) (13.61% on 8,522.50) = Rs 1,159.91	ESI (on Basic + D.A.) (4.75% on 8,522.50) = Rs 404.82	Service Tax	Total cost per Worker (1+2+3+4+5)	Service Charge (Profit) Amount to be Quoted by the Tenderer per one security guard
1	2	3	4	5	6	7
Rs.4,000/-	Rs 4,522.50	Rs. 1,159.91	Rs.404.82	-	Rs. 10,087.23	

D.A. shall vary as per rates declared by Govt. of Andhra Pradesh every April and October. Present D.A of Rs.4,522.50 for each Guard is calculated as per April – 2018 rates. The new rates as on 01-10-2018 as and when declared shall be implemented.

8. (Rs.8,522.50 (Rs.4000.00 + Rs.4,522.50) payable to each **Security Guard** as per G.O currently in force. Apart from 12% (**on Basic + D.A.**) P.F plus 1.75% ESI (**on Basic + D.A.**), there will be no other deduction from the wage of the worker. That is, each worker should receive the net wage of Rs. 7,350.66 (Rs.8,522.50 - Rs. 1,022.70 for E.P.F - Rs. 149.41 for E.S.I. = Rs 7,350.66) per month subject to proportionate enhancement as and when DA is enhanced.
9. Enhancement in the rate of D.A. will be implemented to the guards from time to time as per G.O's issued by the Govt. of A.P.
10. Income Tax at the existing rate of TDS shall be deducted from the bill amount.
11. Contractor shall provide ESI and life/accident insurance to the workers at his/her own cost not chargeable to the University.
12. The amounts shown in the first 6 columns are constants and the amount shown in column 7 is variable which is to be quoted by the contractor.
13. The Tenderer should quote the Service Charge (profit) amount at the column 7 above including cost of Uniform, Rain Coat, shoes & hat including torch light, lauti sticks, whistle with rope, Identity card etc., and supervisor salary and including Income Tax.
14. **Submission of tender showing less than 2% Service Charge (Profit) will be summarily rejected.**