



**ADICHUNCHANAGIRI
UNIVERSITY**

(Estd. under Karnataka Act No. 18 of 2013)
B.G. Nagara - 571448

ADICHUNCHANAGIRI UNIVERSITY

ACU/Est./TenNot. Sec.Hk/269(1)/2022-2023

Date: 17.02.2023

Tender Notification for Security Services and Housekeeping Services in the Campus

Security agency and Housekeeping agency having license issued under Private Security Regulation Act 2005 and ESIC, PF registration with labor license etc. can apply. Last date to submit the sealed tender is 22.02.2023. For tender document and other details please contact 91- 9741123053 and 91- 6362121127 or visit website address acu.edu.in

Registrar
Dr. C.R. Subbaraya
Registrar
Adichunchanagiri University
B.G.Nagara-571448



TENDER NOTIFICATION

The Adichunchanagiri University invites **closed tenders** from eligible tenderers or bonafide licensed service providers in the state of Karnataka for the procurement of security services & manpower as per section I & II.

1	Name of the work	Supply of manpower for Security and Housekeeping services for Adichunchanagiri Institute of Medical sciences and it Hospital at ACU campus in BG Nagara.
2	Last date for tender submission	On or Before 22-02-2023 up to 05:00 PM

Sl. No.	Name of Services \ Description
1.	Security Services & House Keeping Services

SECTION - I

Instruction to Tenderers

- The Tenderer shall send quotes in 2 bid formats (Technical and Financial bids sealed separately inside the main envelope for any or all list of items) on professional business letterheads. The inner and outer sealed cover must bear the following identification
 - Tender for[name of service | Contract]
 - Tender Reference No.....[insert number]
 - Address to "The Registrar, Adichunchanagiri University, B.G. Nagara -571448, Nagamangala (T), Mandya (D)"
 - The tenderer who prefers to submit the tender through Post can dispatch the same through Registered Post / Speed Post or Courier or by Hand
 - So as to reach the above address on or before the due date and time specified in the Tender Notice. Tenders received after the due date and time, for what so ever reasons will not be considered and the authority, ACU BG-Nagara will not be liable or responsible for the same.
- Tender Currency:** Price or rates shall be quoted in Indian Rupees Only
- Service Period: 01 year (subject to renewal).**
- Amendment of Tender Documents:** At any time prior to the deadline for submission of tenders, the University may, for any reason, whether at its own initiative or



otherwise, modify the tender documents by amendment. Adichunchanagiri University reserves all the rights to accept, reject, incorporate changes and re-tender without giving any reasons.

- **Documents Comprising the Tender:** Shall attach ITR declaration inside the envelope and company contact details with email ID on the main envelope cover for further correspondence. Must Enclose the document of Annual turnover, good service certificate, hospital experience and equipment provided with service.
- **Tender Prices:** Rates indicated in the annexure as enclosed for various category of manpower, quoted including all taxes already paid or payable. Any sales and other taxes which will be payable on the services if this Contract is awarded. Conditional tenders will not be considered.
- **Validity of the Bid:** 90 Days from the last date of submission of bid
- **Corrupt or Fraudulent practices:** The Adichunchanagiri University requires that the service provider, observes the highest standard of ethics during the entire period of the agreement/ contract. In pursuance of this policy:
 1. will reject a proposal for award if it determines that the Tenderer recommended for award has engaged in corrupt or fraudulent practices in competing for the contract in question;
 2. will declare a firm ineligible, either indefinitely or for a stated period of time, to be awarded a university contract if it at any time determines that the firm has engaged in corrupt or fraudulent practices in competing for, or in executing, a University contract.
- **Process to be confidential:** Information relating to the examination, clarification, evaluation, and comparison of Tenders and recommendations for the award of a contract shall not be disclosed to Tenderers or any other persons not officially concerned with such process until the award to the successful Tenderer has been announced. Any effort by a Tenderer to influence the Employer's processing of Tenders or award decisions may result in the rejection of his Tender.
- **Clarification of Tenders:** To assist in the examination, evaluation, and comparison of Tenders, the Employer may, at his discretion, ask any Tenderer for clarification of his Tender, including breakdowns of unit rates. The request for clarification and the response shall be in writing or by cable, but no change in the price or substance of the Tender shall be sought, offered, or permitted except as required to confirm the correction of arithmetic errors discovered by the Employer in the evaluation of the tenders.
- **Delivery:** The successful BIDDER should commence the services as per tender document /Work Order. For any queries/ assistance, please write to registrar@acu.edu.in or telephone to purchase section +91 - 9741123053 |6362121127

**General terms and conditions applicable to Human Resource Services and Security Services**

1. The staff deployed by the successful bidders are for fixed work and fixed period only and they are not entitled to employment on temporary or permanent basis by ACU, B G Nagara during the contract period.
2. The successful bidder shall provide the employees with recent photograph proof identity card in the name of the company/organization which shall be compulsorily displayed by the employees while on duty.
3. The successful contractor shall provide uniform and personal protective equipment. Which shall be compulsorily worn by the employees during the performance of duty, these expenses can't be claimed by the organization.
4. Successful bidders will have to provide EPF, UAN and ESI account numbers of the employees assigned to the services at ACU, B G Nagara within 30 days of awarding the contract. If the bidder fails to submit the above details amount will not be released.
5. Successful bidder should provide cleaning equipment like Single disc machine – 5 no's, Auto scrubber machine – 2 no., Sweeper Machine-4 No's, Vacuum Big-1 No. all routes made. If failed, a penalty amount will be deducted from the service charges (not applicable for Security Services)
6. Successful bidder should execute an agreement on Rs. 200/- on non-judicial stamp paper in the prescribed format with ACU, B G Nagara within 15 days from the date of receipt of work order. After receiving the letter of acceptance of the work order, the said agreement will be executed.
7. ACU/ AH&RC, B G Nagara shall not be responsible for any accidents, injuries and untoward incidents caused to the employees in the course of duty, and the contracting agency shall be solely responsible for the cost/compensation in such case.
8. Sub-contracting of work to other contracting agencies if noticed, the contract will be terminated by giving a notice of 07 days. Any loss caused to ACU, B G Nagara by such actions shall be fully borne by the Agency.
9. As per the directive/law issued by the Government from time to time, the agency shall pay the PF and ESI levy directly using their registration code, along with the subsequent month's bills, the agency shall provide applicable certificates with respective payment movements separately as per the human resources provided under along with the biometric attendance. Otherwise, the bills will



not be considered for payment. Payment of such amount shall be the responsibility of the Agency Institutions.

10. The successful bidder shall comply with the provisions of the Contract Labour/Regulation and Abolition Act, 1970 and the orders issued thereunder by the Government of Karnataka, working methods, maintenance of various documents and records and failure to do so shall make the successful bidder liable for penalties imposed by the competent authority under the Act. The Contractor shall comply with all other legal and industry laws and such Acts and Regulations.
11. As per the provisions of Contract Labour (Regulation and Abolition) Act-1970 and Karnataka Rules-1974 the agency shall obtain the original license certificate from the Assistant Labour Commissioner, Government of Karnataka/ Government of India and submit it along with the technical bid.
12. Any concession/reduction in GST/Minimum Wage/PF/ESI due to change in Central Govt/State Govt policy should be obtained and transferred to ACU, B G Nagara.
13. Labour department notified wages for zone IV (Belluru- Pattanapanachayath) for the FY 2022-23 should be quoted.
14. The successful bidder shall maintain appropriate records/records as required under the Labour (Regulation and Abolition) Act 1970 and Rules and other relevant Acts. ACU, B G Nagara, Central and Govt agencies should check/scrutiny the documents/ records as and when required.
15. The Registrar of ACU, B G Nagara has the power to increase or decrease the number of staff upto 25%.
16. Such terms and conditions as may be deemed necessary for smooth performance of the contract shall be included in the work order issued to the successful bidder and he shall be bound by such terms and conditions.
17. ACU is an organization established at B G Nagara, Nagamangala Taluk, Mandya District to provide HR services to the selected bidders at the locations mentioned below.
 - A) Adichunchanagiri Hospital/ AIMS premises.
 - B) All Sections.
 - C) Other sections prescribed in the agreement

18. Bidders should quote his rates only for the human resources. Consumables and cleaning materials will be provided by the institute.
19. Successful bidder should obtain permission from the reporting authority before appointing or terminating the employee for the duty and it should be as per the contract labour/ regulation and abolition Act, 1970.

Technical Eligibility Criteria

Eligibility Criteria

1. Bidders should possess registration certificate issued under Shop & Establishment Act, 1976 of Labour Department.
2. As per the provisions of the Contract Labour (Regulation and Abolition) Act-1970 and the Karnataka Rules, 1974/ the Assistant Labour Commissioner should hold a license issued by the Government of Karnataka/ Government of India.
3. Bidders should have valid registration certificate with GST and PT.
4. Bidders should have a valid registration certificate under ESI and EPF Act.
5. Bidders must have a registered office or service centre in Karnataka.
6. Bidders must possess a valid Income Tax Registration Confirmation.
7. Bidders regarding payment of profession tax for the year 2022-23.

Experience

1. Bidders should have 2 years previous experience of providing human resources services to a minimum of 100 cleaning and scavenger staff in Government/ Non-Government/Medical Educational Institutions/ Private Hospitals/Government Departments/Autonomous Medical Colleges invited in the current tender, failing which such bidders will be considered technically ineligible. (The mandate having more than 100 cleaning and scavengers staffs should submit experience certificate, submit performance certificate from institution served earlier.)

Human resource capacity

1. Bidders should have minimum manpower of 100 cleaning and scavenger personnel.
2. Bidders should have paid the ESI and EPF levy payable in respect of human resource services of at least 100 cleaning and scavenger staff to the concerned department.

**Economic criteria**

1. Bidders should have PAN card, GST registration and 3 years IT returns.
2. Successful bidder should deposit 1 month employees gross salary amount (including statutory payments and GST) as security deposit, which will be refunded after the contract period is over without any interest.

Bidders shall upload all the documents relevant to their eligibility criteria and present the original documents before the Tender Scrutiny Committee for verification on the prescribed date failing which the tender shall be rejected.

SECTION -II

<u>BOQ</u>			
Sl no	Description	UoM	Qty.
1	Supply of Manpower for Security Services a) Security Officer b) Security Supervisor c) Security Guards	No's	01
2	Supply of Manpower for Housekeeping Services a) Housekeeping Supervisor b) Housekeepers c) Scavengers	No's	01


Head of Procurement
Adichunchanagiri University
B G Nagara -571448