



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 University Campus in BG Nagara.
2	Last date for tender submission	On or Before 22-02-2024 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 years (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 Brochure, Certification of the registration, PF and ESIC registration certificate, Bank/account details, PAN, GSTIN, and 02 Years of ITR declaration inside the envelope and company contact details with email ID on the main envelope cover for further correspondence.

Note: 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 +91 – 9743399788 |6362121127



SECTION -II

BOQ			
Sl no	Description	UoM	Qty. No's
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
3	Machineris for House Keeping: Roots Make a) Single Disc Machine - 5 Nos b) Auto Scrubber Machine -2 Nos c) Sweeper machine - 4 Nos d) Vacuum Big -2 Nos e) Steam cleaning machine - 3 No's F) High Pressure Jet Cleaner - 01 No's	No's	

Technical Bid

1. Full Name of the Bidder:
2. Address:
3. Telephones/Fax numbers and Email ID:
4. Constitution:
5. Names of Proprietor/Partners/All Directors:

Sl No	Names of Proprietor/Partners/All Directors



6. Address:

Address & Telephone No. of the Registered Office & Contact Person's Name.	Address & Telephone No. of the Branch Office & Contact Person's Name.

7. Year of commencement of Operations:

8. Addresses and Contact Details of Existing Customers:

Name of Existing Customers	Address	Contact Nos	Details of execution of work

9. The following Documents to be submitted for the technical evaluation

Sl No	Documents
i.	Document showing proof that Bidder has a minimum of 5 (FIVE) year experience in providing Services. Having minimum staff strength of 200 & produce latest copies of the Contract order issued during 2020 to 2024
	2020 to 2024 along with performance certificates issued by the institutions for having completed the contract successfully (Failure to submit latest Purchase order / Performance certificate, the bid is liable to be rejected without any reason)
ii.	Turnover Certificate for the last 3 financial years i.e. 2021-22, 2022-23 and 2023-24 duly certified by Chartered Accountant – (Mandatory)
iii.	Document showing manpower strength of the Service provider to deploy for bidding service
iv.	Valid Registration Certificate for the establishment of Agency issued from Department of Labour.
v.	Certificate from State Insurance Corporation regarding implementation of ESI to the Employees



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

vi.	Certificate from the Regional PF Commissioner.
vii.	Document showing that the Bidder has Head Office or full-fledged Branch Office
viii.	Copy of Certificate of Registration for GST
ix.	Copy of PAN
xiii.	Copy of the Latest GST Returns filed
xv.	ISO Certificate (if available) - optional

**Head of Procurement
Adichunchanagiri University
B G Nagara -571448**

