

Tender Specification for carrying out private security works of EHT substations on contract basis in various OMC Circles of Metro Zone for a period of one year from the actual date of awarding the work.

TRANSMISSION CORPORATION OF TELANGANA LIMITED

SUMMARY SHEET

TENDER SPECIFICATION No.: PSGMZ-02/2017-18

1.	Name of the work	Sealed tenders are invited for carrying out private security works of E.H.T Sub-stations on Works Contract basis in various OMC Circles of Metro Zone by providing security persons as shown in ANNEXURE – IV . <i>The tenderer shall submit the tenders in a sealed cover.</i>
2.	Officer to whom the sealed tenders shall be submitted	CHIEF ENGINEER/Metro Zone TSTRANSCO as per the ANNEXURE-I
3.	Superscription on the Tender Cover	i) Tender Specification No. ii) Name of Work iii) Details of Bid Security (i.e.) B.G or D.D.No. & Date iv) EPF code number v) ESI Registration.No. vi) GST Registration.No. vii) Tender Opening date & time viii) TSTransco payment terms accepted ix) Tender is valid for 120days from the date of opening.
4.	Last date and time for receipt of sealed tenders	Up to 12.00 Hrs on 01.11.2017
5.	Date & Time of opening of sealed tenders	At 15.00 Hrs on 01.11.2017
6.	Place of opening	As Per ANNEXURE-I (At O/o Chief Engineer/Metro Zone)
7.	Specification Cost	Rs.590/- to be paid in the form of Demand Draft in favour of SE/OMC/Metro-Central.
8.	Bid Security to be paid along with Tender	2% of the total contract value
9	Security Deposit to be paid at the Time of entering into Agreement	5% of contract value
10	Basic Wages adopted for each security guard.	As per G.O.Ms.No.11, Labour Employment Training and Factories (LAB-II) Department, Dt: 17.01.2012 / T.O.O. (Jt.Secy-Per) Ms.No.220, Dt: 18.05.2017.
11	Important price schedules	The price schedule-A & price schedule - B are important documents. Please see carefully.

TRANSMISSION CORPORATION OF TELANGANA LIMITED

TENDER SPECIFICATION No. : PSGMZ - 02/2017-18

TERMS AND CONDITIONS

1. **Name of the work:** Carrying out private security works of E.H.T Sub-stations on Works Contract basis in various OMC Circles of Metro Zone (Please refer ANNEXURE-IV)
2. **FILLING OF SCHEDULE:**

The Works Contract for carrying out security works of E.H.T Sub-stations on Works Contract basis in various OMC Circles (Please refer ANNEXURE-IV) will be awarded to licensed security agencies who are having valid labour license from Deputy Commissioner of Labour or Assistant Commissioner of Labour of the concerned region, EPF code number, etc. in case of experienced bidders (A proof is to be enclosed along with the tender). They are only eligible to participate in Tenders.

The tender schedule should be filled in properly and the rates should be quoted for complete works involved i.e., for carrying out the security works in respective Sub-station as per the conditions stipulated for guaranteed performance in sealed cover addressed to CHIEF ENGINEER/METRO ZONE as indicated in the **Annexure-I**.

The envelope containing Tender must be filled up with the following superscription:

- i. Tender Specification No.
- ii. Name of Work
- iii. Details of Bid Security (i.e.) B.G or D.D.No. & Date
- iv. EPF code number
- v. ESI Registration. No.
- vi. GST Registration. No.
- vii. Tender Opening date & time
- viii. TSTransco payment terms accepted
- ix. Tender is valid for 120 days from the date of opening

The tenders without the above details on the envelope will be rejected. Rates should be quoted **both in figures and in the words**. THIS TENDER DOCUMENT IS NOT TRANSFERABLE. **The security guards engaged for the subject work will not be considered for any post in TSTRANSCO.**

The Tender Document duly completed in all respects shall be dropped in the "Tender Box" kept at the office of Chief Engineer/Metro Zone at the address indicated in the Annexure-I.

3. a). **Eligibility criteria:** To participate in the tenders, the bidder should have the following experience:
 - I) The bidder should have provided security services to any government organization/ public sector units/public sector banks/ Quasi Government organizations with a minimum experience of two years and the company should enclose attested copy of performance certificate from the respective organizations issued on or after 01.01.2016. The bidder shall also enclose the labour license for the above experienced period.
 - II) In case of Ex-serviceman contractor, the experience is not mandatory but the firm/ individual should have registered as per companies act.

- III) In case of experience bidders, performance certificate shall possess number of persons engaged, wages paid in time or not, period of contract work, EPF & ESI payments made in time or not. If any of the above details are not mentioned in the performance certificate, the tender will not be considered for evaluation. In case, if the area is not covered under ESI facility, the same to be mentioned in the performance certificate to consider the same for evaluation. If the performance certificate and labour license for the experienced period are not enclosed with the tenders, the tenders will not be considered for evaluation.
- IV) The company should have service tax registration with department of customs and central excise and proof shall be enclosed. If service tax registration proof (security works) is not enclosed with the tenders, the tenders will not be considered for evaluation.

3. b) Basis of evaluation.

- i) When more than one bidder quotes the same rates after fulfilling the eligibility criteria the preference will be given to the agency maintained by ex-serviceman. When more than one ex-service man is available, the preference will be given to the ex-service man belonging to the native district. To establish the identity of ex-service man for evaluation of tenders, the ex-serviceman shall enclose pension certificate from the concerned department.
- ii) When more than one bidder quotes the same rates after fulfilling the eligibility criteria the preference will be given to the agency maintained by the person belonging to the native district. The address mentioned in the Labour license will be treated as the native district. If there are more than one from native district preference will be given to experience.
- iii) When more ex-servicemen with same % of administrative charges are quoted and all are of native district, preference will be given to experienced ex-serviceman bidder.
- iv) The decision of TSTRANSCO is final and no correspondence will be entertained.

4. RATES & PRICE SCHEDULES:

I. Price Schedule – A:

The bidder shall quote duly giving acceptance to arrange payments to security persons as mentioned in the Price Schedule – A duly signed failing which the bids will not be considered for evaluation. The details mentioned in the Price Schedule – A is as per the following wages and statutory norms

- i) Wages: Wages for security guards without arms (un-skilled category) is payable as per G.O.Ms.No.11, Labour Employment Training and Factories (LAB-II) Department, Dt:17.01.2012 / T.O.O. (Jt.Secy-Per) Ms.No.220, Dt: 18.05.2017. The variable Dearness Allowance (VDA) will be paid from time to time as notified by Commissioner of labour.
- ii) EPF: @13.15 % (as applicable from time to time) on basic wages and present total Dearness Allowance (Employer contribution).
- iii) ESI: 4.75% of basic wages and present total Dearness Allowance (Employer contribution) and 1.75% of basic wages and present total Dearness Allowance as employee share.
- iv) 1/6th of the charges on basic wages and present total Dearness Allowance as the reliever charges.

II. Price Schedule – B:

The bidder shall quote the Administrative charges as per the following details in schedule – B for providing security persons duly signed failing which the bids will not be considered for evaluation:

- i). The Administrative charges payable is 5% to 15% on basic wages only.
- ii). The Administrative charges allowed is only on basic wages of G.O.Ms.No.11, Labour Employment Training and Factories (LAB-II) Department, Dt:17.01.2012 / T.O.O. (Jt.Secy-Per) Ms.No.220, Dt: 18.05.2017.
- iii). **QUOTATIONS RECEIVED WITH LESS THAN 5% (FIVE PERCENT) AND EXCEEDING 15% (FIFTEEN PERCENT) TOWARDS ADMINISTRATIVE CHARGES ARE LIABLE FOR OUTRIGHT REJECTION.**

- Note:-**
- a). Administrative charges allowed is not less than 5% (Five Percent) and not exceeding 15% (Fifteen Percent) of basic wages only.
 - b). The bids of those agencies violating any of the wage structure shall be disqualified and shall not be considered for tender evaluation.
 - c). The tender cover should compulsorily contain Price Schedule-A and Price Schedule – B in addition to other documents.

III. The rates quoted shall be FIRM.

However in case the rates of minimum wages as per Minimum Wages Act are revised by the competent authority during the period of contract, the difference consequent to such revision will be paid by the department.

Successful tenderers where exemption orders issued by the E.P.F Commissioner from the payment of E.P.F, shall produce the original copies of such orders for exemption; to the paying authority for verification.

5. PERIOD OF CONTRACT:

THE CONTRACT PERIOD WILL BE ONE YEAR FROM THE ACTUAL DATE OF AWARDING THE WORK.

“THE TSTRANSCO HAS THE RIGHT TO TERMINATE THE CONTRACT WITHOUT ASSIGNING REASONS WHEN THE CONTRACT IS NOT REQUIRED DURING THE PERIOD OF CONTRACT AND NO COMPENSATION WILL BE PAID FOR THE BALANCE PERIOD OF CONTRACT. TSTRANSCO ALSO RESERVES THE RIGHT TO EXTEND THE CONTRACT PERIOD BY A MONTH OR TWO AT THE SAME TERMS AND CONDITIONS WITH A WEEK DAYS NOTICE TO THE TENDERER, BY ENHANCING THE VALUE OF THE AGREEMENT ENTERED ON PRORATA BASIS. THE CONTRACT WILL BE LIABLE FOR TERMINATION AT ANY TIME DURING THE PERIOD OF CONTRACT AND WITHOUT LIABILITY OF COMPENSATION FOR THE BALANCE PERIOD IF THE WORK IS NOT CARRIED OUT SATISFACTORILY IN ACCORDANCE WITH THE RULES IN VOGUE”.

6. SPECIFICATION COST

Specification cost of Rs.590/- for each work is to be paid by crossed Demand Draft on any Scheduled Bank drawn in favour of respective Superintending Engineer / OMC / Metro - Central and shall be enclosed to the Tender schedule. Tenders not accompanied by such drafts towards specification cost will be rejected. The specification cost paid is non-refundable.

7. BID SECURITY

The Bid security @ 2% on the total contract value in the form of Bank guarantee or Crossed Demand Draft on any schedule Bank drawn in favour of Superintending Engineer/ OMC/Metro-Central should be enclosed to the Tender. Tenders not accompanied by such drafts towards Bid security will be rejected. The Bid security will be refunded in the case of unsuccessful tenders after finalisation of tenders and it will not carry any interest. The bid security amount shall be paid as per the zonal wages indicated in the G.O.Ms.No.11, Labour Employment Training and Factories (LAB-II) Department, Dt: 17.01.2012 / T.O.O. (Jt.Secy-Per) Ms.No.220, Dt: 18.05.2017.

Bid security in case of successful tenderers will be adjusted towards security deposit.

Tenderers belonging to individuals & the Registered Societies belonging to Wadderas i.e. SC, ST are exempted from payment of bid security at the time of submission of tender. But they must submit necessary proof in support of their belonging to SCs, STs or Wadderas societies & individuals.

The Bid security will be forfeited in the following cases.

- 1) If the Tenderer does not commence the work within stipulated time on issuance of direction by the field Engineer of TSTRANSCO.
- 2) When the successful tenderer does not accept the order after issue of letter of intent / acceptance letter;
- 3) When the successful tenderer fails to furnish the EMD in the form of D.D within specified period after issue of letter of intent / acceptance letter;
- 4) When the tenderer alters his prices or withdraws his offers during the validity period.
- 5) TSTRANSCO reserves the right to decide and award the work elsewhere in the exigency under (1) to (4).
- 6) When the successful tenderer fail to furnish EPF code number.

8. DECLARATION OF RELATIONSHIP

- a) The Tenderer shall declare their relationship, if any, with the officers/ Directors of TSTRANSCO along with the bids/tenders. The bids not accompanying the above certificate will be rejected. The declaration must be furnished in the format given in Annexure-II & III Any false information furnished in the declaration/disclosure, if found later the contract is liable for termination as well as recovery of damages.
- b) The tenderer shall also furnish an authenticated proof (O/o.MRO) of the district to which he/she belongs (native district). This shall be the same as that mentioned in the labour license. In the case of discrepancy, the address mentioned in the labour license will be considered as native district.

9. SECURITY DEPOSIT

The successful Tenderers have to pay Security Deposit @ 5% of the value of works. The Security Deposit will be released after three months after satisfactory completion of work entrusted, which will not carry any interest. The Security Deposit shall be forfeited if the tenderer does not fulfill the terms and conditions of the works contract.

10. VALIDITY

The quotation shall be kept valid for 120 (One hundred and twenty) days.

11. AGREEMENT

The successful Tenderer should enter into an Agreement on Rs.100/-(Rupees One Hundred only) Non-Judicial stamped paper.

12. PAYMENT

- a). 100% payment will be generally arranged monthly within reasonable time subject to completion of all statutory obligations. The ESI/ insurance charges and relevant EPF charges for the security persons engaged by the Tenderer are to be borne by the Tenderer initially. The recovery and remittance of EPF and ESI/Insurance is to be effected by the Tenderer as per the rates fixed by EPF Commissioner and ESI/Insurance Company. The reimbursement of ESI/Insurance, EPF will be made subject to the production of proof of payment.

Evidence of payment of insurance /ESI to the security persons engaged should be furnished to concerned AE/ADE before commencement of work.

- i). Bank Commission charges for issue of Bank Drafts will be to the account of the Tenderer
- ii). All Statutory deductions towards Income Tax, T.S works Contracts Tax and any other tax as applicable etc. will be deducted at source in the monthly bills.
- iii). Payment for the work done will be made by Cheque by the officer concerned.
- b) Income Tax: Applicable Income Tax will be deducted at source on gross monthly payments made to the successful tenderer.
- c) Goods and Service Tax: The successful tenderer should have GST registration with Government of India. GST will be levied on gross monthly payments made to the successful tenderer.

Further to the above, the successful tenderer shall submit the undertaking stating that dues, penalties etc. pertaining to the all statutory taxes during the contract period or later, and levy of new taxes in future etc., if any, will be Borne by the tenderer only.

- d) The Transmission Corporation of Telangana Limited, will not however pay any extra charges for any other reasons, in case the Tenderer is found later on to have misjudged the work/materials to execute the work. The rates quoted by the tenderers shall be firm for complete period of work.
- e) The successful tenderer shall make payment of salaries to the security persons through individual bank accounts and shall furnish the statement issued by the bank along with bills. In case of non-compliance of the above, subsequent contract bills will not be processed for payment.
- f) The tenderer shall furnish the bank statement in proof of payment of security persons to the concerned AE/ADE on or before 10th of succeeding month.

In case the tenderer fails to furnish the same to the AE/ADE concerned, the CE/Metro Zone shall terminate the letter of intent of said work by issuing a week advance show cause/final notice. On termination of the contract the security deposit shall be forfeited besides black listing the firm/contractor for a period of 2 years.

- g). The successful bidders shall give under taking that they will pay the wages of previous month to the security persons engaged with in a week of succeeding month.
- h) Whenever it is found that the Tenderer has received any excess payment by mistake or if any amounts are due to TSTRANSCO due to any reason, and when it is not possible to recover such amounts, TSTRANSCO reserves the right to collect the same from any other amounts and EMD's given by the Tenderer.

- i). Any violation by the successful Tenderer in the payment of minimum wages as per the Act is brought to the notice of the officers of TSTRANSCO would be referred to the Labour Department for taking legal action against the Tenderer and without prejudice to the right of TSTRANSCO to terminate the contract in such cases.

13. PENALTY

- (i) The works of carrying out security of Substations have to be carried out effectively and efficiently. Any lapse will attract a penalty to an extent of 5% of work at the discretion of DE/O&M Concerned and recoverable in the monthly bills. *In case of deployed personnel absent for the works to be carried out a recovery will be effected proportionate to the work besides and also recover **an amount of Rs.100 (Rupees One Hundred only) per man-day of absence will be deducted with a right to TSTRANSCO to make alternate arrangements at those locations for manning with a substitute. 10% penalty will be imposed if the bills are not raised in the prescribed time i.e 10th of every month.***
- (ii) *Responsibilities/Liabilities on contractor:*
In case of theft or loss of any property, the security agency along with guards on duty shall be responsible and the suitable recoveries will be made from their bills/ salaries/security deposits depending on nature of loss/theft caused to TSTRANSCO.

14. Statutory Rules, Act & Regulations:

- a) The tenderer shall indemnify Transmission Corporation of Telangana Limited against all claims which may be made under the Workmen's compensation Act or any statutory modification thereof or rules there under or otherwise for in respect of any damage or compensation payable in consequence of any accident or injury sustained by any workman engaged in the performance of the business relating to this work contract. In all cases of personal injury to workmen employed by a tenderer on the work for which the tenderer is liable to pay compensation under the Workmen's Compensation Act, the Tenderer shall pay the prescribed medical fee to the Medical Officer for issue of 'C' – 'D' forms as prescribed.
- b) The Tenderer has to make Insurance coverage of accident that may arise while carrying out the security duties of the Substation. In case of emergency arises due to accidents of contractor's security men and if the TSTRANSCO officials incur any incidental expenditure in attending to him in such situation the tenderer shall come forward to bear such expenses. If the tenderer fails to come forward voluntarily, the same shall be recovered from the respective bills or Bank Guarantee or Security Deposit.
The tenderer shall give undertaking at the time of concluding the Agreement in this regard. The TSTRANSCO is in no way responsible for any of the accidents.
- c) The bidder shall give under taking that he will bear the medical expenses if any of the security person/supervisor met with an accident

15. The Tenderer shall indemnify TSTRANSCO against all claims which may be made under the minimum Wages Act and child Labour Act or any ESI Act statutory modification thereof or Rules there under or otherwise for in respect of any damage or compensation arising in consequence of any dispute under these Acts.

16. The rates and prices quoted by the tenderer while submitting the tender shall be firm till the work completed. The quoted rates shall be binding on the tenderer even for the award of part work. The form of contract will be lump sum.

17. Weekly off shall be given as prescribed under Minimum Wages Act to all the security persons employed.
18. The Tenderer shall follow the provisions of Industrial Disputes Act in case any dispute arises with his labour.
19. For any failure for implementing the statutory rules and Regulations by the Tenderer the TSTRANSCO will have liberty to recover such amounts from the bills or security deposits of the Tenderer.
20. The Contract will be liable for termination if the work is not carried satisfactorily and in accordance with Rules in vogue.
21. It may clearly be noted that in no case the TRANSMISSION CORPORATION OF TELANGANA LIMITED will be responsible for any accidents that may occur and for any compensation to be paid arising out of accidents.
22. No child labour should be employed.
23. The successful tenderer shall be responsible for recruiting employees at his choice. Under no circumstances, the employee of the successful tenderers shall be considered as TSTRANSCO employee and claim remuneration on par with scales of TSTRANSCO employees. The tenderer shall make it clear to the labourers engaged by him that they are his labour and TSTRANSCO has nothing to do with their employment or any other claim.
24. Each personnel deployed by the Tenderer should be issued identity card with passport size photograph affixed on it and duly attested by the Tenderer. A photo copy of such identity card to be given to officer-in-charge;
25. TSTRANSCO has got full powers to decide the tenders and is not bound to accept the lowest tender. TSTRANSCO also reserves the right to cancel or reject all or any Tender(s) without assigning any reason and without being liable to refund the cost of Tender document there upon.
26. Any other terms and conditions as per TSTRANSCO Rules and Regulations, not covered herein will be binding on the tenderer.
27. During execution of the works the security persons engaged by the Tenderer shall be courteous, obedient and sincere to the TSTRANSCO Engineers while discharging the duties entrusted to them. In case of any misbehavior by any of the security person engaged, the tenderer shall take full responsibility in replacing the concerned with a suitable trained person.
28. Any dispute with regard to the meaning, effect or interpretation of any clause of this agreement or any matter connected therewith or arising out of his agreement shall be referred to the sole arbitration. TSTRANSCO will be the sole arbitration and conciliation Act, 1996 or any statutory modifications thereof, the venue of arbitration shall be decided in the courts situated in the geographical boundaries of the respective OMC Circle/Zone.
29. The TSTRANSCO reserves right to withdraw the engaged manpower from the agency either partially or completely with one-month prior notice.

- 30 No part of the contract shall be sublet without prior approval of the officer-In-Charge nor shall transfer be made power of Attorney.
- 31 DEPLOYMENT OF PERSONNEL:**
- 31.1 Deployment of security personnel shall have the approval of the Officer in charge and the details regarding the antecedents of the proposed personnel shall have to be submitted to the officer in charge before actual deployment. The decision of the officer in charge in accepting or rejecting any person shall be final and binding.
- 31.2 The persons deployed shall be physically fit. The age of the security person to b provided by agency shall be in between 18 to 35 years.
- 31.3 The security staff shall not become members of any trade union either of our corporation or any other union in the area.
- 31.4 Contractor and his staff shall not have any business connections with any agency directly or indirectly associated with our sub-stations.
- 31.5 Now proposed 15% quota for SC/ST bidders put together on par with manning contracts.
- 31.6 Other Conditions
- a). Physically handicapped candidates/woman are not eligible as security guards.
 - b). Zone as a unit for ROR for bidders.
 - c). Educational Qualification for security guard minimum SSC pass or equivalent qualification.
 - d). In case of experienced contractor EPF/ESI returns are to be submitted for the guards engaged.
 - e). Agreement should be entered before execution of work.
- 32 ALL RISK INSURANCE POLICY**
- 32.1 At places where ESI Act is not applicable, the contractor shall take Mediclaim insurance policy in respect of all his security personnel to ensure providing them all benefits as envisaged under ESI Act and Workmen's Compensation Act
- 32.2 If the area is not covered under ESI, the contractor has to provide Group Insurance and Mediclaim Insurance for an equivalent insurance cover from insurance company, Reimbursement in such case shall be restricted to insurance premium subject to the 4.75% ESI that would have been payable had the ESI been in effect. In case of no coverage of ESI recovery @ 1.75% should not be made from the wages of the guards by the contractor.
- 32.3 On payment of ESI contribution if applicable, the contractor should furnish ESI cards to the guards.
- 32.4 All registration and statutory fees, if any in respect of contractor's work pursuant to this contract shall be payable by the contractor.

- 32.5 The contractor shall be liable to make payment to all the deployed personnel and shall comply with the provisions of relevant labour laws. If TSTRANSCO held liable as principle employer to pay compensation/ contribution etc. under any Act or Court decision in respect of the employees of the contractor then the contractor shall reimburse the amounts of such compensation contribution so paid by TSTRANSCO or TSTRANSCO will be entitled to recover the amount so paid from the contractor either by deduction from any amount payable to the contractor under any contract or as a debt payable by the contractor.
- 32.6 Contractor or authorized representative having full powers shall be required to attend review meeting if desired by the officer in charge from time to time at sub-station or at a place specified at your own cost. The issue regarding the maintenance of discipline by the deployed security personnel, uniforms and quality of services etc, shall be reviewed in the meeting.
- 32.7 The contractor shall maintain all records/registers as required under various labour laws, in default whereof, the contractor shall be solely liable for any actions as contemplated under the respective laws.
- 32.8 The contractor shall submit periodical returns as required under various labour laws in default whereof, the contractor shall be solely liable for any actions as contemplated under the respective laws.

33. VARIATION REQUIREMENT OF DEPLOYED PERSONNEL

The estimated requirement of security personnel has been indicated in Annexure – IV (is attached). However, strength of personnel deployed may be increased or decreased depending upon the exigencies of the service required, giving seven days notice to the contractor. The contractor shall have to provide increased manpower shall be regulated depending up on the actual deployment of personnel in line with the specified payment terms and unit rates. Officer in charge or his authorized representative only will communicate the increase in manpower/personnel.

34. UNIFORM AND KITS TO DEPLOYED PERSONNEL

- 34.1 All the personnel to be deployed by the agency shall maintain a smart turn out, wear name plates and always be in uniform on duty with their own expenses.
- 34.2 The contractor shall provide at his own cost, to the deputed personnel specified uniforms including headgear, whistles, boots/shoes, torches with cells (for night duties), canes, lathis, jersey, rain coat for winter/rainy season and other materials/accessories/equipments needed for the security staff for their smart turn out and efficient performances of duties. In case of non-compliance of rules regarding uniform and other accessories during contract period, the warning in writing shall be issued by the TSTRANSCO and a deduction @ Rs.100/- per warning per person shall be made from the bills from the month.

- 34.3 The agency shall provide two sets of uniforms, one set of cap & shoes in a calendar year to the guards free of cost. No recoveries shall be made from the guards on this account.
- 35. RECORDS REGARDING DEPLOYED PERSONNEL:**
- The contractor shall deploy the security personnel on the basis of shifts of 8 hours duration. Shift registers shall be maintained by the contractor for the purpose of allocation of duties, rotation of personnel for shift as well as for attendance, leave etc.,
- 36 RECOVERIES FOR NON-OBSERVANCE OF CONTRACTUAL TERMS**
- The recovery on non-observance of contract obligations imposed by the officer incharge shall be final and binding on the contractor.
- 37. The following pattern of security persons are to be engaged in sub-stations.**
- 37.1 One shift duty consists of 8 Hours duration. No guard should be permitted to work for two shifts continuously.
- 38.** The bidders are requested to check/verify the website before scheduled closing date for any changes/amendments in the tender.

SIGNATURE OF THE TENDERER

NAME
(IN BLOCK LETTERS)
SEAL:
DATE:

Price Schedule – A
(Wages and statutory payments)

1. Name of the Work:
2. Tender Specification No.
3. Quantity of security guards to be supplied for the work: _____ Nos.
4. The security guard shall be distributed to various sub-stations as per the approved strength and payment will be made as per zonal wise rates indicated in G.O.Ms.No.11, Labour Employment Training and Factories (LAB-II) Department, Dt:17.01.2012 / T.O.O. (Jt.Secy-Per) Ms.No.220, Dt: 18.05.2017 as mentioned below:

SI. No.	Description	For providing Security Guard without arms (Un-skilled person wages as per G.O.Ms.No.11, Labour Employment Training and Factories (LAB-II) Department, Dt:17.01.2012 / T.O.O. (Jt.Secy-Per) Ms.No.220, Dt: 18.05.2017.
		Rs. In Figures
1.	Basic wages per person per month	Rs.5579/-
2.	Present total Dearness Allowance applicable per person per month	Rs.2875/-
3.	EPF on basic wages and present total Dearness Allowance per person per month	13.15%(As applicable from time to time)
4.	ESI on basic wages only per person per month (Employer contribution)	4.75%

Note: -

- i). The above basic wages & Dearness Allowance are payable compulsorily as per G.O.Ms.No.11, Labour Employment Training and Factories (LAB-II) Department, Dt:17.01.2012 / T.O.O. (Jt.Secy-Per) Ms.No.220, Dt: 18.05.2017 issued by the Commissioner of Labour, Government of Andhra Pradesh and item No.3 & 4 are statutory payments to be payable compulsorily.
- ii). The above wages are payable as per the category of zone under which the sub-station is covered i.e. Municipal corporations/Municipalities/the rest of areas as mentioned in G.O.Ms.No.11, Labour Employment Training and Factories (LAB-II) Department, Dt:17.01.2012 / T.O.O. (Jt.Secy-Per) Ms.No.220, Dt: 18.05.2017.
- iii). 1/6th of the charges on basic wages and present total Dearness Allowance as reliever charges shall be paid separately.

I hereby accept the above wages for arranging payment to security guards without arms and also accept to provide the number of persons shown in the Annexure-IV of the tender specification. This sheet is compulsorily to be signed by the tenderer, otherwise the tender will be rejected.

SIGNATURE OF THE TENDERER
NAME
(IN BLOCK LETTERS)

SEAL:
DATE :

Price Schedule – B
(Administrative Charges)

1. **Name of the Work:**
2. **Tender Specification No.**
3. **Category of the zone as per** G.O.Ms.No.11, Labour Employment Training and Factories (LAB-II) Department, Dt:17.01.2012 / T.O.O. (Jt.Secy-Per) Ms.No.220, Dt: 18.05.2017.

Sl.No.	Description	For providing Security Guard without arms as per the strength shown in Annexure- IV of tender specification for security works of the sub-station.	
		Percentage in Figures	Percentage in words
1.	Administrative charges		

- Note: - i). The tenderer shall quote the administrative charges for providing security guards without arms in the above table.
- ii). The Administrative charges allowed is only on basic wages as mentioned in G.O.Ms.No.11, Labour Employment Training and Factories (LAB-II) Department, Dt:17.01.2012 / T.O.O. (Jt.Secy-Per) Ms.No.220, Dt: 18.05.2017.
- iii). The Administrative charges payable is from 5% to 15% only.
- iv). The tenderer quoting Administrative charges less than 5% or more than 15%, such tenders will be rejected.
- v). I agree to supply total quantity of security guards as mentioned above under single work consisting of various substations and allocate them to various substations for attending shift duties.
- vi). I also agree to make payment to security guards as per zonal rates under which the substation is covered as mentioned in the G.O.Ms.No.11, Labour Employment Training and Factories (LAB-II) Department, Dt:17.01.2012 / T.O.O. (Jt.Secy-Per) Ms.No.220, Dt: 18.05.2017.

This sheet is compulsorily be signed by the tenderer, otherwise the tender will be rejected.

SIGNATURE OF THE TENDERER

NAME
(IN BLOCK LETTERS)

SEAL:
DATE :

SCOPE OF WORK:

- 1.0 The scope of service to be provide by security Agency shall include but not be limited to the following:
- 1.1 Providing security coverage to protect the property of TSTRANSCO at all times against theft, burglary, damage by unwanted elements, unauthorized removal of documents and property etc. from inside or outside the premises. To provide security against strikes, riots, land grabbing, antisocial elements, labour unrest, etc.
- 1.2 Manning security posts identified by officer in charge round the clock for performing watch and ward duties and such other duties as allowed by officer in-charge from time to time.
- 1.3 Assisting and actively participating in removal of unauthorized occupants/ encroachments from the premise of TSTRANSCO.
- 1.4 Maintaining liaison with civil and police authorities of the area/district where security coverage is being given.
- 1.5 Controlling the movement of visitors in the officer premises as directed by the officer in charge.
- 1.6 To take charge of keys for locking and unlocking of TSTRANSCO premises wherever required.
- 1.7 Checking all incoming & outgoing goods and vehicles and maintaining the records.
- 1.8 Registration number of vehicles and their time of entry and exit should be noted.
- 1.9 Security personnel should be familiar with location of all the firefighting equipment and their usage.
- 1.10 Recording all occurrences concerning the security in the log book.
- 1.11 Any other duty as may be assigned from time to time and as need Arises (Security related).
- 1.12 Security of personnel, property and assets, movable and immovable property TSTRANSCO.
- 1.13 Locking of all office rooms/chambers, cabins and switching of the lights, Power points, all conditioners, Heaters and motors, as required.
- 1.14 Intensive patrolling in the areas specified by the officer in charge from time to time with a view to complete assigned tasks.
- 1.15 The age of the security guards to be provided by the agency should be 18 to 35 Years
- 1.16 The Security agency shall be responsible for proper handed over and taken over duties by the successor and reliever and no lapses shall not be entertained under any circumstances.
- 1.17 Security agencies shall provide substitute in advance in case of absentee.
- 1.18 The contractor shall provide at his/her own cost to deputed personnel specified unit including headgear, whistles, boots/shoes, torches with cells (for nigh duties), canes, lathism jersey, raincoat for winter/rainy season and other materials accessories equipment needed for the security staff for their smart turn out and efficient performance of duties.
- 1.19 Attendance register will be maintained by the security agency and shall be counter signed by the sub-station in-charge every day.
- 1.20 For any absence of the guard, wages will be deducted from the bills of the agency on pro-rata basis.
- 1.21.1 Providing safety cover to protect the office premises/complex and their contents from the damage by fire or water.

**SIGNATURE OF THE TENDERER
NAME
(IN BLOCK LETTERS)**

TENDER SPECIFICATION No. :PSGMZ-02/2017-18

CERTIFICATE

I / we have gone through all the Terms and Conditions of the Specification mentioned above and submit our tender herewith duly accepting all the terms and conditions laid down therein.

**SIGNATURE OF THE TENDERER
NAME
(IN BLOCK LETTERS)**

SEAL:

DATE :

ENCLOSURES TO THE SCHEDULE:

- | | | |
|-----|---|--------|
| 1. | Scope of work: duly signed by the Tenderer | YES/NO |
| 2. | Whether latest valid Income Tax Clearance Certificate is enclosed: | YES/NO |
| 3. | In case of partnership firm, whether attested copy of Partnership deed and Form 'C' showing all the names of partners obtained from the Registrar of firms is enclosed. | YES/NO |
| 4. | Details of Bid security remitted | YES/NO |
| 5. | Whether declaration in respect of relatives working in TSTRANSCO/DISCOMS furnished. | YES/NO |
| 6. | Self attested copy of valid EPF Registration Certificate, if already registered. | YES/NO |
| 7. | Self attested copy of valid ESI Registration certificate, if the area is covered under ESI Act and line agency is already registered. | YES/NO |
| 8. | Self attested copy of valid Service Tax registration certificate. | YES/NO |
| 9. | Periodical returns filed by the under various applicable Acts, Viz EPF & MP Act, ESI Act, CI. (R&A) Act, etc., if already covered under the respective Acts. | YES/NO |
| 10. | LOA's in respect of the contracts already executed or being executed by them (if any) in PSUs or other establishment. | YES/NO |
| 11. | Postal Addresses and telephone numbers. The name & postal address | YES/NO |
| 12. | Performance certificate is enclosed | YES/NO |
| 13. | Labour license for the experienced period is enclosed | YES/NO |
| 14. | Labour license obtained for the agency is enclosed | YES/NO |

ANNEXURE-I

Filled in tenders to be deposited in the O/o. Chief Engineer / Metro Zone

Sl.No.	Concerned Chief Engineer	OMC Circles covered under Chief Engineer control	Districts Covered under Chief Engineer Control
1.	Chief Engineer, Metro Zone, Hyderabad	Metro Central, Metro East, Metro West	Hyderabad, Rangareddy, Medchal-Malkajgiri & Vikarabad

ANNEXURE-II

Undertaking to be given by the Company/Partnership Firm/Contractor along with the Tender.

I, _____ representing _____ the Company/Partnership Firm/Contractor responding to the bid invitation by the TSTRANSCO vide Specification No. _____ hereby sincerely and solemnly affirm and state as follows:

(Strike out which is not applicable)

(a) that myself or any of the representative of my Company/Firm do not have any relatives as defined in appended Annexure-IV in the TSTRANSCO/DISCOM

OR

(b) that the following officers/employees of the TSTRANSCO/DISCOM are related to me or to representatives of my Company/ Firm and their status in the TSTRANSCO/ DISCOMS is as under:

Sl. No.	Name of the officer/ employee	Designation and Place of working	TSTRANSCO / DISCOM	Relationship
1				
2				
3				
4				
5				
6				

It is certified that the information furnished above is true to the best of my knowledge and belief. It is hereby undertaken that in the event of any of the above information found to be false or incorrect at a later date, the TSTRANSCO/ DISCOM is entitled to terminate the contract/ agreement entered into besides recovering damages as may be found necessary, with due notice.

Signature of the authorized representative/Tenderer

Name:
(in block letters)

Seal :

Date:

ANNEXURE-III

LIST OF RELATIVES:

- | | |
|---------------------------------------|---|
| 1. Father | 14. Daughter's Husband |
| 2. Mother (including Step mother) | 15. Daughter's Son |
| 3. Son (including Step Son) | 16. Daughter's Son's Wife |
| 4. Son's Wife | 17. Daughter's Daughter |
| 5. Daughter (including Step Daughter) | 18. Daughter's Daughter's Husband |
| 6. Father's Father | 19. Brother (including Step Brother) |
| 7. Father's Mother | 20. Brother's Wife |
| 8. Mother's Mother | 21. Sister (including Step Sister) |
| 9. Mother's Father | 22. Sister's Husband |
| 10. Son's Son | 23. Son's Wife's Father } (and their
siblings) |
| 11. Son's Son's Wife | 24. Son's Wife's Mother } |
| 12. Son's Daughter | 25. Daughter's Husband's }
Father |
| 13. Son's Daughter's Husband | 26. Daughter's Husband's } (and their
Mother } siblings) |

ANNEXURE-IV

DETAILS OF PRIVATE SECURITY WORKS

Last Date& Time for submission of Tender: 01.11.2017 at 12:00 Hrs
 Place for Submission: O/o.Chief Engineer/Metro Zone
 Tender Opening Date & time: 01.11.2017 at 15:00 Hrs
 Place of Tender opening: O/o.Chief Engineer/Metro Zone.

Sl. No	Name of the Sub-station	No.of Security Guards to be supplied	Name of the OMC Circle	Bid security amount in Rs.	2% Bid security amount to be paid in favour of	Concerned Chief Engineer
1	2	3	4	5	6	7
1.	400KV SS Shankarpally	6	Metro- West	20,752.53	SE/OMC/Metro-Central	Chief Engineer/Metro Zone
2.	220KV SS Tandur	3	Metro-West	10,376.26		
3.	220KV SS Gachibowli	3	Metro-West	10,376.26		
4.	132KV SS R.C.Puram	3	Metro-West	10,376.26		
5.	220KV SS Shapurnagar	6	Metro-West	20,752.53		
6.	400KV SS Mamidipally	12	Metro-East	41,505.05		
7.	400KV SS Malkaram	6	Metro-East	20,752.53		
8.	220KV SS Chandrayangutta	6	Metro-East	20,752.53		
9.	220KV SS Sivarampally	3	Metro-East	10,376.26		
10.	220KV SS Moulali	6	Metro-East	20,752.53		
11.	220KV SS Erragadda GIS	3	Metro-Central	10,376.26		
12.	132KV SS Erragadda	3	Metro-Central	10,376.26		
13.	132KV SS Jubilee hills	3	Metro-Central	10,376.26		
14.	132KV SS GIS Chilakalguda	3	Metro-Central	10,376.26		
15.	132KV SS Gunrock	3	Metro-Central	10,376.26		
16.	132KV SS GIS Hussainsagar	3	Metro-Central	10,376.26		
17.	132KV SS Imlibun	3	Metro-Central	10,376.26		
18.	132KV SS Asifnagar	3	Metro-Central	10,376.26		
19.	220KV SS Gunrock	3	Metro-Central	10,376.26		
20.	220KV SS Imlibun GIS	3	Metro-Central	10,376.26		
21.	220KV SS O.U GIS	3	Metro-Central	10,376.26		
	Total	87		3,00,912.00		

BID SECURITY FORM

Whereas (here inafter called “the bidder”) has submitted its bid dated (date of submission of bid) for the supply of (name and / or description of the materials / equipment) (hereinafter called “the bid”)

KNOW ALL PEOPLE by these presents that WE (name of bank) having our registered office at (address of bank) (hereinafter called “the bank”) are bound unto (name of purchaser) (hereinafter called “the purchaser”) in the sum of For which payment well and truly to be made to the said purchaser, the bank binds itself, its successors, and assigns by these presents. Sealed with the common seal of the said bank this day of200

THE CONDITIONS of this obligation are:

1. If the bidder
 - a) withdraws its bid during the period of bid validity specified by the bidder on the bid form; or
 - b) does not accept the correction of errors in accordance with the bid specification, or
2. If the bidder having been notified of the acceptance of its bid by the purchaser during the period of bid validity;
 - a) Fails or refuses to furnish the performance security, in accordance with the bid specification.
 - b) Fails or refuses to execute the contract form if required; or

We undertake to pay the purchaser up to the above amount upon receipt of its first written demand, without the purchaser having to substantiate its demand, provided that in its demand the purchaser will note that the amount claimed by it is due to it, owing to the occurrence of one or both of the two conditions, specifying the occurred condition or conditions.

This guarantee will remain in force upto and including forty five (45) days after (Specification date) the period of the bi validity and any demand in respect thereof should reach the bank not later than the above date.

.....
(Signature of the bank)

Note: This will be executed on a Rs.100/- non-judicial stamp paper issued by a scheduled bank.