

BALAJEE ARUN EDUCATIONAL SOCIETY

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Balajee Arun Educational Society
Nacharam-Telangana

DPS/2021-22/Security/001

12 Jan 2021

**INVITATION OF QUOTATION FOR
FOR SECURITY SERVICES FOR 2021-22
TENDER No. 21-22/BAES/SECURITY/01**

Dear Sir/Madam,

1. Balaji Arun educational society intends to Hire contract for Security services for our subsidiary organisations Delhi Public School Nacharam, Nadergul and Mahendra Hills from the Period of **01 Feb 2021 to 31 May 22**. Bids in sealed cover are invited for contract of the same as per the details given in tender. Please super scribe the above mentioned Title, Tender Number and date of opening of the bids on the scaled cover to avoid the bid being declared invalid.

2. BIDDERS ARE REQUESTED TO VISIT THE SITE BEFORE PUTTING UP BID (IF REQD).

3. The tender to be mailed to tenders@dpssecunderabad.in on or before Bid opening date.

- | | | | |
|-----|--------------------------|---|----------------------------------|
| (a) | Validity | : | Till contract period |
| (b) | Last date of Submission | : | 18 Jan 21 up to 0900 Hrs |
| (c) | Date of Opening | : | 18 Jan 21 at 1030 Hrs |
| (d) | Place of Opening | : | Purchase department DPS Nacharam |
| (e) | Pre-qualify details | : | Attached as Appendix 'A' |
| (f) | Schedule of requirements | : | As appended below |

DESCRIPTION	NACHARAM	NADERGUL (Obligatory)	MAHENDRA HILLS
MALE GUARDS DAY	22 Regular / 10 Pandemic	16 Regular /08 Pandemic	06 Regular / 05 Regular
FEMALE GUARDS DAY	03Regular / 0 in Pandemic	02 Regular / Nil Pandemic	01 Regular / Pandemic
MALE GUARDS NIGHT	12 regular / 10 in pandemic	07 Regular / 05 Pandemic	02 Regular / 04 Pandemic
NET DAILY REQMT	37 Regular / 20 Pandemic	25 Regular / 13 Pandemic	09 Regular / 09 Pandemic
GUARDS ON HOLIDAYS (ONLY MALE)	12 Regular / 10 in pandemic	07 Regular and pandemic	05 Regular and Pandemic

4. **Pre-qualify Authority** : Administration on the guidelines of chairman reserves a right to qualify/dis-qualify bids even though the quotes are meeting the criteria fully. Pre-qualify not found as per the school criteria will not (R) not be accepted and shall be rejected by the Administration. The rejected contracts will be held up for record purpose.

5. **Place of pre-qualify validation** : **Delhi Public School Nacharam**

6. **Paying Officer** : DGM , Finance Delhi Public School, Nacharam
7. **Terms of payment** : The payment of bills will be made on actual attendance duly submitted by after pre-authentication by AGM security for monthly security guards represented.
- (a) Ink-signed copy of contingent bill/seller's bill/Invoice.
 - (b) Ink-signed copy of attendance of the registers recorded duly authenticated by MD of firm..
 - (c) Claim for statutory and other levies to be supported with requisite documents/ proof of payment such as ESI, PF Proof of Payment for EPF/ESIC contribution with nominal roll of beneficiaries, etc. as applicable.
 - (g) Exemption certificate for GST/ /Service taxes, if applicable.
 - (h) Details of electronics payment viz. Account Holder's Name, Bank Name, Branch Name and address. Account Type Account Number, IFSC Code, MICR Code (if these details are not incorporated in the supply order/ contract).
 - (n) Any other document /certificate that may be provided for in the contract.
 - (o) User acceptance.
 - (p) Xerox copy of latest ESI and PF deposited.
8. **Option Clause** : The administration holds a right to extend / terminate contract with one month prior notice.
9. **Arms and Ammunition** : The school **does not allow** any guard to carry arms and ammunition which includes sharp objects and other human damage causing nature equipment , until authorized by administration in written.
10. **Media and other electronic devices** : The guards are not allowed to carry any electronic devices including multimedia phones in camp area , except those authorized by administration.
11. **Communication devices** : The security services are to mandatorily hold wireless Motorola or walkie-talkie authorized as per norms for all guards deployed.
12. **Disaster evacuation**: The guards should be trained with Fire exigency, power shut down exigency and other natural calamities for which action plan will be provided by Administration.
13. **Security Deposit** : The schools a security deposit of two months contracted rate payment or 5 % of contract agreement which ever is cleared by administration
- 14 **Norms and regulations**: The police norms for security deployment for school security and selections of guards is to be strictly followed.

Thanking you,

Yours Sincerely,
Sd/-

(S Srikanth)
Purchase Manager
Balaji Arun Educational Society
Nacharam

PRE-BID QUALIFYING DETAILS

Name of firm:

Address:

Registration Number

Establishment year:

Regional office No:

Contact details:

Reference with contact numbers of ongoing contracts with contact for cross verification:

- a)
- b)
- c)

The following are mandatory:

SL NO	REQUIREMENTS	COMPLIANT	NON COMPLIANT
1.	AGE (30-42) MALE GUARDS		
2.	AGE FEMALE GUARDS (28-40)		
3.	ESI PAYMENT		
4.	PF SUBSCRIPTION		
5.	MONTHLY PAY SLIPS		
6.	UNIFORM DRESS CODE		
7.	POLICE VERIFICATION CARRIED OUT		
8	GUARDS HIRED FROM STATES ASSAM, BIHAR, UP AND WEST BENGAL		
9	HAND HELD METAL DETECTORS		
10	WIRELESS COMMUNICATION DEVICES (NOT MOBILE)		
11	NIGHT PATROLLING		
12	IDENTITY CARDS OF FIRM		
13.	MEDICAL FACILITIES		
14	PREVIOUS YEARS EXPERIENCE IN HOSPITALS/ SCHOOLS (MENTION NO OF YEARS)		
15	RECORDS OF ATTENDANCE		
16	RECORDS OF CHECKS		
17	NO OF EX-SERVICEMAN DEPLOYED		
18	IN POSITION OF TORCHES		
19	ALCOHOL CHECK DEVICES		
20	GUARDS MINIMUM MATRICULATION		
21	WEB SITE FOR QUERY		
22	PAN CARD OF FIRM		
23	GST OF FIRM		
24	IF REQUIRED CAPABLE TO SUPPLY 10 % MORE STAFF		
25	BONUS TO EMPLOYEES		

Sign and seal of firm

COMMERCIAL BID FOR SECURITY SERVICES

TENDER No. 21-22 / BAES/SECURITY/01

To,

The Chairman
Balajee Arun Educational Society
Nacharam Branch

DESCRIPTION	BASIC	ESI + GPF	GRAND TOTAL
HEAD SECURITY GUARD			
SUPERVISOR			
LADY GUARD			

All other salary breakdown should be furnished inclusive of GST and service charges as applicable.

Date: Jan 21

(Seal and sign of the firm)