

Government of India  
Ministry of Finance  
Department of Financial Services  
Debts Recovery Tribunal  
Visakhapatnam

31-31-21, Sai Baba Street,  
Narayana Bhavanam, Dabagardens,  
Visakhapatnam - 530 020.

F.No. DRT/VSP/Admn/29/162

Date:31.01.2020

**NOTICE INVITING TENDER**

**Name of Contract:** Deployment of Un-armed round the clock Security Guards in DRT,Visakhapatnam

Sl. No.	Particulars Details	Schedule
1.	Last date of for submission of sealed tenders	<b>10.02.2020 upto 15.00 hours</b>
2.	Technical bid opening date	<b>10.02.2020 at 15.30 hours at Debts Recovery Tribunal, 31-31-21, Sai Baba Street, Narayana Bhavanam, Dabagardens, Visakhapatnam - 530 020.</b>
3.	Financial Bid opening date	<b>10.02.2020 at 16.30 hours</b>

- 1) Debts Recovery Tribunal at Visakhapatnam invite sealed tenders from reputed and experienced firms who have experience in providing security service in PSU's/ Banks/ Railways/Govt. Departments/Govt. Institutions during last three years. The work shall be executed in the Debts Recovery Tribunal Visakhapatnam, 31-31-21, Sai Baba Street, Narayana Bhavanam, Dabagardens, Visakhapatnam - 530 020 Details of the services required and other terms and conditions relating to the award of Contract are given below.
- 2) Validity of the contract: The period of contract shall be for a period of one year from the date of commencement of the contract, preferably from 01.03.2020, which may be extended further with mutual consent with same terms and conditions.
- 3) Eligibility conditions
  - i) The bidder shall have an experience of at least 3 years or more in this field. In this regard copies of performance certificate/completion certificate/work order should be submitted.
  - ii) Copy of GST/ VAT/Sales Tax/Service Tax Registration Certificates, PAN and copy of ESI & PF Registration certificate card should be submitted
  - iii) List of Customers along with the details of contact person, Tel.Nos., Fax, and complete address.
  - iv) **The bidder should be financially sound to make payment to the security personnel engaged by him for consecutive three (3) months, in case, if there is any eventuality/technical problem in making payment by this office.**
- 4) **Terms & Conditions:**
  - i) All interested service providers are requested to submit their Sealed quotations bearing the name and address of the bidders, in the letter box placed at the ground floor of the Office of Debts Recovery Tribunal, Visakhapatnam on or before **10.02.2020 Upto 15.00 Hours**
  - ii) Tender Document is available at DRT, Visakhapatnam The intending bidders may obtain the tender document containing the terms and conditions
  - iii) Sealed tender should super scribe "**Tender for Security Guards**".
  - iii) Late/delayed tenders due to any reason, whatsoever, will not be accepted under any circumstances.
  - iv) Technical Bids shall be opened on **10.02.2020 at 1530 Hrs.** in the presence of authorized representatives of bidders who wish to be present.

- v) The BIDS shall be scrutinized/verified by DRT, Visakhapatnam in terms of the tender. The agency who has quoted lowest grand total will be selected as L1 Party.

**CONDITIONS:**

1. That the period of the agreement shall commence from the date of execution and shall remain in force for one year or till finalization of a new Agreement, whichever is earlier, unless terminated earlier under the conditions appearing hereunder.
2. The Tribunal shall, in the event of the Contractor committing any breach of the terms and conditions of this agreement or if the services provided by the Contractor is considered to be unsatisfactory by the Tribunal or for any other reason considered by the Tribunal as sufficient, be entitled to terminate this agreement by giving one month's notice in writing and the Contractor shall not be entitled to any compensation in case of such termination. The Contractor may also terminate this Agreement by giving one month's notice in writing to the Tribunal.
3. That the Contractor shall employ the services of three security guards, one guard in each shift of 8 hour duration, i.e. 3 guards in 3 shifts a day to enable total protection to the office property of the Tribunal, 24 hours of the day and on all days including Saturday, Sunday and Holidays.
4. That the Security guard shall be provided with distinct uniform with the name badge to all the security personnel employed by him. They would always carry an **identity card** issued by the security agency.
5. The Contractor shall take necessary steps to ensure the protection of all the Government property within the premises of Tribunal. Security personnel should patrol, perambulate and prevent unauthorized entry of outside persons.
6. The Contractor shall train his security personnel on the necessary equipment for surveillance and monitoring at his own cost.
7. The Contractor on receipt of instructions from the Tribunal shall remove any security staff employed by him if the services of such person are found not satisfactory or any complaint on the behavior and undesirable activities of such person and such person shall not be engaged again.
8. The Security guard shall ensure proper watch on the movement of the visitors to the Tribunal.
9. All the three security guards shall attend duty during the day when any function is held in the Tribunal including the National Festivals like Independence day and Republic day.
10. The Security guard shall maintain necessary record for the security system and also record the movement of articles, from both the incoming and outgoing, from the premises of the Tribunal.
11. That the Contractor shall be liable to compensate the Government for any loss, damage or theft of property in the premises of the Tribunal.
12. The Tribunal will not be responsible for any injury sustained by the Security staff employed by the Contractor during the performance of their duties and also for any damages on compensation due to any dispute between him and his workers. To comply with all liabilities arising out of any provision of Labour Act or any enactment either to in force or as enacted from time to time during the execution of his contract shall be the responsibility of the Contractor. Insurance, Health care etc. if any, in respect of his employees should be borne by the Contractor.
13. That the Contractor shall not subcontract, assign or part with this contract.
14. The Tribunal reserves the right to terminate this agreement forthwith without giving any notice and in such a case the contractor shall not be entitled for any compensation whatsoever.
15. That the Contractor payments shall be paid on submission of monthly bills by him. The amount will be paid to the Contractor after deducting any amount due from the contractor under the terms & conditions of this agreement.
16. Torch lights & Rain coats and other requirements viz battery cells/Mobile phones should be provided to each and every one of the security personnel by the Contractor himself.

17. In the event of the change of the premises of the Tribunal before the expiry of the period of this contract, the Contractor shall provide the same security personnels in the new premises at the same rates agreed upon in this contract.
18. The contractor will be required to pay minimum wages to the labour engaged by him at the rates not less than the minimum wages as notified by the Andhra Pradesh State Government from time to time under Minimum Wages Act 1948, failing which the difference of wages will be deducted from the monthly bills of the contractor.
19. The contractor shall be responsible for providing all statutory benefits to the personnel employed by him including off-day after 6 days & national holidays, **EPF, ESI, and maintain proper record as required under the Law/Acts viz. Register of persons employed on work, muster roll register, wage register etc.**
20. Each bill must accompany details of security guard engaged, duration of their engagement and documentary proof of muster roll, wage register, amount of wages paid, amount of EPF/ESI contributions etc.
21. The amount will be paid to the Contractor after deduction of Income Tax at source at the rates as applicable from time to time and any amount due from the contractor under the terms & conditions of this agreement.
22. Payment will be made for the services of 03 security guards, employed one each in a shift of 8 hours, for three shifts in a day on monthly basis.
23. If the work is not performed by any or all the security guards on any day/days in a month, deduction shall be made proportionately (per day basis) from the bills of the contractor and a penalty @ Rs.500/- per working day will be imposed if work is not performed for continuously three days.
24. The stamp duty on this agreement and duplicate thereof shall be borne by the Contractor. The original shall be retained by the Tribunal and the Contractor shall retain the duplicate.

9-11-2020  
(P. RAVIKUMAR)

REGISTRAR I/c  
DEBTS RECOVERY TRIBUNAL  
VISAKHAPATNAM

Copy to Notice Board, DRT, Visakhapatnam  
NIC Cell for uploading the same in the web site.

**P. RAVI KUMAR**  
Registrar & Head of Office (I/C)  
DEBTS RECOVERY TRIBUNAL  
Govt. of India, Ministry of Finance  
VISAKHAPATNAM

**PROFORMA FOR TECHNICAL BID**

- 1) Tenderer/contractor's Name: :
- 2) Tenderer/Contractor's Address with Telephone, Fax and E-mail :
- 3) PAN of the tenderer/Contractor (Attach copy) :
- 4) Registration No. of the tenderer/contractor (GST/VAT/Sales Tax, Service Tax, if any) (Attach copy) :
- 5) Details of Government sector client (s):- :

S.No.	Name & Address of Govt. Organization	Telephone & Fax No.	Period of contract
1.			
2.			
3.			
4.			
5.			

- 6) Copy of last 3 (three) years Income Tax Return :
- 7) Copy of last 3 (three) years completion certificate :
- 8) Copy of EPF & ESI Registration certificate :

(Signature of Owner/Authorized Representative)  
NAME OF THE AGENCY WITH SEAL

## ANNEXURE - II

**PRICE BID**

**Name of Contract:** Deployment of Un-armed round the clock Security Guards in DRT  
Visakhapatnam

1. Annual Comprehensive maintenance service of :

S.No.	Description of work	*Rate per unit/per year(Rs.) Amount
01	03 security guards, one guard in each shift of 8 hour duration, in three shifts a day i.e.24 hours of a day and on all days including Saturday, Sunday and Holidays.	

**Details**

Basic Pay	VDA@	EPF%	ESI%	Weekly off	Service Charges%	CGST%	SGST%	Service Tax %

\*Tentative figure Total Rs..... (In words.: .....

- 2 (b) The above rates will be valid for one year from the date of executing the agreement & deployment of guards.

Date : .....

(Signature of Owner/Authorized Representative)  
NAME OF THE AGENCY WITH SEAL