

***BID NOTIFICATION***  
FOR  
SELECTION OF SERVICE PROVIDER FOR  
**SECURITY SERVICES**

AUGUST 2026

FOR

**CENTRE FOR GOOD GOVERNANCE**  
SURVEY NO.91, ORR X ROAD, GACHIBOWLI  
HYDERABAD 500 032 TELANGANA  
INDIA

## **NOTICE INVITING TENDER FOR PROVIDING SECURITY SERVICES FOR CENTRE FOR GOOD GOVERNANCE OF TELANGANA**

### **Introduction:**

The Centre for Good Governance (CGG) is a Government of Telangana Organization registered as a society with the mandate to provide governance, administrative reforms and eGovernance support to the departments.

### **Objective of the Bid**

CGG of Telangana through this Bid invites proposals from qualified and reputed Service Providers for providing Security Services to its sprawling campus located at Road No. 25 Jubilee Hills, Hyderabad and Survey no.91, ORR X Road, Gachibowli, Hyderabad **for a period of 1 year.**

#### **Time Schedule of various Bid related events**

|                                   |                         |
|-----------------------------------|-------------------------|
| Bid calling date                  | 06.08.2026              |
| Bid closing Date & Time           | 13.08.2026 5.00 p.m.    |
| Technical Bid Opening Date & Time | 14.08.2026 at 4.00 p.m. |
| Financial Bid opening Date & Time | 19.08.2026 at 4.00 p.m. |
| Bid Document Fee                  | Rs. 15,000/-            |

### **Submission of Bid:**

Bids shall be submitted in sealed box in CGG Gachibowli Campus.

- The bidders who desire to participate in this Bid shall submit their technical bids, financial bids as per the standard formats available in Bid.
- The bidder shall sign on all the statements, documents, certificates uploaded by them, owning responsibility for their correctness/authenticity.
- The financial Bid must be submitted as a Physical copy with separate sealed cover which must be dropped in the drop box.

### **Other Conditions:**

- After filling in the documents, the copies of the statements, certificates, documents and original Demand Drafts in respect of EMD and Bid fee are to be submitted to the office of CGG.

- B. Failure to furnish any of the required documents or certificates shall result in rejection of the bid. The CGG shall not hold any risk because of postal delay. Similarly, if any of the certificates, documents, etc., furnished by bidder are found to be false/fabricated/bogus, the bidder will be disqualified, blacklisted and action will be initiated as deemed fit and the Bid Security/EMD will be forfeited.
- C. CGG will not hold any risk and responsibility regulating non-visibility of the scanned and uploaded documents.

**Terms & Conditions:**

- ❖ All the required documents should be submitted in sealed cover. If any document is found missing, such bids will be rejected and considered as non-qualified for financial bid.
- ❖ Rs.15000/- DD is mandatory towards bid cost drawn on any nationalised/scheduled commercial banks payable at Hyderabad.
- ❖ This awarded contract should not be transferred to any subcontract under any circumstances.
- ❖ Bidder registered/corporate office should be at the consignee location/ Hyderabad.
- ❖ Scope of work should be executed as mentioned in the tender document.
- ❖ Self-certification on company letter head of vender that they are following all the terms & conditions of this tender document.

## Notice Inviting Tender and schedule of Events

Centre for Good Governance of Telangana, Hyderabad invites tenders under two bid systems (Technical Bid and Financial Bid) for the following work:

|                                         |                                                                                                                                                                                                                                                                                                                                                                                                                               |
|-----------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Name of the Work                        | Providing Security Service for CGG, Hyderabad                                                                                                                                                                                                                                                                                                                                                                                 |
| Tender No.                              | Tender No.: CGG/Admin/001/2026<br>Tender-for Security Services<br>Dt: 06.08.2026                                                                                                                                                                                                                                                                                                                                              |
| Bid Document Fee (Non-refundable)       | Rs.15,000/- (Rupees Five Thousand Only) by Demand Draft in favour of M/s Centre for Good Governance of Telangana. This amount is non-refundable.                                                                                                                                                                                                                                                                              |
| EMD                                     | <b>Rs.3,00,000.00 (Rupees Three Lakhs Only)</b> by demand draft in favour of Centre for Good Governance. Valid for 3 months from the date of tender notice.                                                                                                                                                                                                                                                                   |
| Estimated volume of business            | <b>Rs. 6,88,152/- per month</b> as detailed in the Tender document (Excluding GST & Service charges)                                                                                                                                                                                                                                                                                                                          |
| Contract Period                         | The period of contract will be one year with a built-in scheme for review of the performance at the end of Contract period. The contract may be extended based on yearly performance.                                                                                                                                                                                                                                         |
| Issue of Tender                         | The Tender document can be downloaded from the CGG website ( <a href="http://www.cgg.gov.in">www.cgg.gov.in</a> ) for reference. Interested bidders shall pay an amount of Rs. 15,000/- (Rupees Five Thousand only) towards the bid document fee in the form of a Demand Draft (DD) and enclose the same along with the Technical Bid. The DD shall be drawn in favour of "Centre for Good Governance", payable at Hyderabad. |
| Submission of Tender                    | Submission of Tender document should be in sealed tender box, and Hard copies should be submitted as per the schedule                                                                                                                                                                                                                                                                                                         |
| Opening of Tender                       | Part-A Technical Bid [along with Rs. 15000/- DD]<br>The technical Tender documents shall be opened on 14.08.2026 at 4.00 p.m.                                                                                                                                                                                                                                                                                                 |
|                                         | Part-B Financial Bid<br>Financial Bid of the technically qualified bidders as recommended by the Tender Committee shall be opened on 19.08.2026 at 4.00 p.m.                                                                                                                                                                                                                                                                  |
| Contact Person (for any clarification)  | Centre for Good Governance, Survey No.91, ORR X Road, Gachibowli, Hyderabad, Telangana – 500032, Phone:040-23130300                                                                                                                                                                                                                                                                                                           |
| Bank Guarantee towards Security deposit | <b>10 % of contract value</b>                                                                                                                                                                                                                                                                                                                                                                                                 |

## **PART - A**

### **IMPORTANT INSTRUCTIONS**

The service providers who wish to participate in the bidding are hereby informed that the Manpower is included in the estimated cost given in this tender document.

1. Read the tender documents carefully before filling.
2. **Sign each page with seal.**
3. PART "A" should contain—
  - a) Technical Bid with all relevant signed documents as mentioned in Terms and Conditions (hard copies).
  - b) EMD in the form of DD payable at Hyderabad.
  - c) Proof of Bid document fee of Rs.15,000/-
  - d) Sealed envelope containing hard copies of tender documents with super scribe **"TENDER FOR SECURITY SERVICES FOR CGG" - PART "A"**
4. **Put a, b, c above in separate sealed covers** and put all the sealed covers in one cover addressed to "The Director (Admin & Finance), Centre for Good Governance, Survey No.91, ORR X Road, Gachibowli, Hyderabad, Telangana – 500032, Phone: 040-23130300 with super scribe on the cover as "TENDER FOR Security SERVICES FOR CGG and send to the under mentioned address on or before 3.00pm on 14.08.2025. **"The Director (Admin & Finance), Centre for Good Governance, Survey No.91, ORR X Road, Gachibowli, Hyderabad, Telangana-500032.**
5. The Tender document fee is non-refundable.
6. Bid Application without Bid Document Fee and EMD will not be considered.
7. CGG accepts no responsibility for any loss/delay/non-receipt of Hard copies not submitted. **Hard copies received late/incomplete will be summarily rejected.**
8. The technical bid will be opened at 4.00 pm on 14.08.2026.
9. The financial bids of only those Tenders, who are technical qualified by Tender Committee will be opened.
10. During the opening of the two-bid tender the name of Tenderers who have submitted their bids along with Earnest Money Deposit will only be read out and no other information/details whatsoever, will be shared at this stage
11. The offer of the tender shall be valid for 6(Six) months from the last date of submission of Tender.
12. In deciding upon the selection of agency for the work, great emphasis will be put on the ability and competence of agency to provide high-quality services according to the time schedule.
13. The Tender should be complete in all respects and should be duly signed. Late and delayed tenders due to any reason including postal delays shall not be considered at all. Offer sent through fax/e-mail will not be accepted.

14. Hypothetical, conditional, incomplete bid will not be accepted & will be summarily rejected.
15. The period of contract would be for (1) year from the date of award of the contract, and it may be further extended on satisfactory performance of service provider. The performance of the service provider will be evaluated on yearly basis.
16. Please keep visiting our website for any corrigendum /amendments and submit the bid documents accordingly. Separate advertisement will NOT be published in newspaper for any corrigendum/extension/clarification, etc.
17. The CGG reserves right to modify the conditions of the tender, at any time without assigning any reasons for the same.
18. CGG reserves the right to accept/reject any tender in part or full, without assigning any reason whatsoever.
19. If the last date of receiving/opening of the tenders coincides with a holiday, then the next working day shall be the receiving/opening date.

### **TENDER DOCUMENTS CONSIST OF THE FOLLOWING**

- I. Eligibility criteria
- II. General Instructions to Tenders
- III. Details of Nature & Scope of Work
- IV. General Conditions of Contract
- V. Technical Bid
- VI. Checklist of the documents
- VII. Financial Bid (In separate Sealed cover only Super scribing Financial Bid for Security Services)

#### **I. ELIGIBILITY CRITERIA**

1. Bidder should have at least Five (5) years of experience up to the date of Bid Publication in providing Security services, satisfactorily to reputed organizations including Hotels (3-star and above whether Government or private), Corporate Offices, Multinational Companies. This should be supported by documentary evidence (such as, work order/work completion certificate/Agreement).
2. **Certificates of satisfactory performance** for the last three years from all the tenders/work order of the agency should be submitted along with the tender.
3. The bidder shall **possess valid ISO 9001:2015 and ISO 14001:2015** certifications and shall submit copies of the valid certificates along with the technical bid.
4. The Bidder should be a registered company under private limited firm/Partnership firm.

5. Should have at least

a) One work contract of 60 lacs or more per annum.

OR

b) Two work contracts of 35 lacs or more per annum.

Proof of the same (work order) to be furnished along with contact details of the concerned firms.

6. Bidder should have Solvency Certificate of 2.5 Cr and share the document as proof.

7. Should be registered with the following statutory authorities in Telangana and must furnish attested copies of supporting documents

- GST registration certificate
- ESI registration certificate
- EPF registration certificate
- FIRM PAN Card
- Labour Registration certificate from labour Department) of Govt. Of Telangana (ACT 1970 R&A) certificate Mandatory
- **The bidder shall possess a valid Private Security Agencies Regulation Act (PSARA), 2005 Licence issued by the competent authority of the concerned State/UT for providing private security services. The licence shall remain valid during the entire contract period. A self-attested copy of the valid PSARA Licence shall be submitted along with the technical bid.**
- Any other registrations in respect of Security Services.

8. The following documents must be submitted along with tender. -

1. Audited balance sheets and profit and loss account & audit report of 3 years i.e., 2023-24, 2024-25 & 2025-26 duly certified by a Chartered Accountant.
2. The bidder shall submit copies of Income Tax Returns (ITRs) for the last three financial years, i.e., 2023-24, 2024-25 & 2025-26 duly filed with the Income Tax Department, along with the technical bid.

9. The Bidder should enclose with the Technical Bid an Earnest Money Deposit **(EMD)** of **Rs.3,00,000/- (Rupees Three Lakhs Only)** in the form of Demand Draft drawn in favour of Centre for Good Governance, Hyderabad, Tender forms not accompanied by the EMD shall be summarily rejected. This amount will be returned interest - free to the unsuccessful tenderers after three months from the closing date of the Tender or after one month of the award of the contract, whichever is earlier.

## II. GENERAL INSTRUCTIONS TO TENDERERS

1. Eligible and willing agencies are advised to visit the Organisation to get an on-site assessment of the work on any working day between 10.00 AM to 04.00PM after taking permission from the Associate Director (Admin), CGG.
2. The Tenders are to be submitted as per two bid system i.e., technical bid and financial bid.
  - (a) The technical bid should contain the papers to fulfil all the eligibility criteria, certificates of experience, satisfactory performance certificates, undertaking as per instructions, work plan and list of the equipment, tools and tackles required for the job.
  - (b) Financial bid should contain the rates quoted for the services to be provided as per the instructions given in this tender document.

Technical bids should be submitted in sealed envelope super-scribed as

### **"Technical Bid for Security Services"**

3. The Earnest Money Deposit will be refunded to the unsuccessful tenderer only after finalization of the contract. No interest will be paid on the EMD. In case the successful tenderer declines the offer of contract, for whatsoever reason(s), his EMD will be forfeited.
4. The bid shall be valid for (180) days from the date of opening of tender. No tenderer will be allowed to withdraw his tender after submission during the bid validity period (180) days. In case the tenderer does not honour his bid, the EMD submitted by the tendering firm would stand forfeited.
5. **The tender form should be complete in all respects giving** correct and relevant data. All entries in the tender form should be legible and filled clearly. Any over writing or correction which is unavoidable has to be signed by the authorized signatory.
6. Incomplete tenders/tenderers not complying with the terms and conditions of the tender document, tenders received after the closing date, suppression/falsification of information/ influencing or intimidating other tenderers shall entail **disqualification of the tender**.
7. The **tender document must be signed** by the authorised signatory or by a person holding a power of attorney authorising him/her to do so, **each page of the tender should bear the signature**, date, name and title of the person signing the tender and affixing a rubber stamp indicating the name of the firm and enclosed with Technical Bid.
8. A formal contract shall be entered into with the successful tenderer. In this contract, the successful tenderer shall be defined as agency.
9. **A performance security deposit equal to 10% of the total contract value** in the form of Bank guarantee of any scheduled bank, drawn in favour of "Centre for Good Governance" is to be submitted by the successful bidder



and commence the work within 7 days of acceptance of the tender. Otherwise, the contract may be cancelled and EMD forfeited. The EMD amount paid by the successful bidder can be adjusted against the required performance security deposit of 10% by depositing the differential amount between EMD and the 10% performance security deposit amount.

10. The CGG Estimated Value as per G.O. Ms. No. 6 Labour, Employment, Training & Factories (LAB -I) Dept dated 30.05.2026 **Rs.6,88,152/- (Rupees Six Lakhs Eighty Eight Thousand One Hundred and Fifty Two only)** per month, which is inclusive of manpower wages, ESI & EPF for 36 members employer share and excluding Agency Commission & GST.

### **ESTIMATE/QUOTE**

**Name of the work:** Providing **Security Services** for CGG Gachibowli and Jubilee Hills office for One Year as per G.O. Ms. No. 6 Labour, Employment, Training & Factories (LAB -I) Dept dated 30.05.2026.

| Required Manpower            | No. of Staff | Minimum Wages per person Rs. | Total Amount Rs. | EPF (13%) | ESI (3.25%) | Amount Per Person including EPF & ESI | Total Rs.          |
|------------------------------|--------------|------------------------------|------------------|-----------|-------------|---------------------------------------|--------------------|
| security officer (Skilled)   | 9            | 18,500                       | 1,66,500         | 17,550    | 5,411.25    | 21051.25                              | 1,89,461.25        |
| Security Guards (Un-Skilled) | 27           | 16,000                       | 4,32,000         | 52,650    | 14,040.00   | 18,470.00                             | 4,98,690.00        |
|                              | 36           |                              | 5,98,500         | 70,200    | 19,451.25   | -                                     | 6,88,151.25        |
| <b>Round off</b>             |              |                              |                  |           |             |                                       | <b>6,88,152.00</b> |

11. The Tenderers should **quote agency commission on Basic Minimum wages** (not less than 2%) excluding EPF & ESI in Financial Bid.

Note: **Tie in Financial Bids:** In the event that two or more technically qualified bidders quote the same financial value (L1), and quoting below the fixed minimum price is not permitted, the L1 bidder shall be selected through a lottery system in accordance with Standard procedures. This draw will be conducted transparently in the presence of the Tender Evaluation Committee, and the outcome will be final and binding.

### **III. Details of Nature & Scope of work.**

A. **Deliverables:**

CGG intends to engage a Service Provider to provide Security services at **three** locations: **The deliverables are mentioned below:**

| Sl. No | Name of staff                | Jubilee Hills | Gachibowli | Additional SO/Guards for weekly offs | Total     |
|--------|------------------------------|---------------|------------|--------------------------------------|-----------|
| 1      | Security Officer (skilled)   | 4             | 4          | 1                                    | 9         |
| 2      | Security Guards (Un-Skilled) | 9             | 12         | 6                                    | 27        |
|        | <b>Total Persons</b>         | <b>13</b>     | <b>16</b>  | <b>7</b>                             | <b>36</b> |

B. The persons deployed by the agency should be adequate in numbers and properly trained, have requisite experience and skills for carrying out a wide security services work using appropriate tools/equipment. As per the requirement of the CGG work force have been categorized as following

I. Security Officer - 09 (M/F)

II. Security Guard -27 M/F

- The wages of required work force will be applicable as per the Minimum Wages Act of Government of Telangana, **G.O.Ms No. 6 dated 30-05-2026**
- The successful bidder should furnish the details of staff deployed to CGG
- SOs and Guards will have 8 hours duty and a weekly off.

**C. Discipline, good conduct, behaviour & personal hygiene:** All Security staff deployed should be of good conduct & behaviour, observe strict personal hygiene and be, free from any chronic/contagious diseases

**Uniforms & Identity cards to staff:** All workers shall be provided identity card, two pairs of uniform with shoes and gloves at the cost of agency.

D. Security staff is prohibited from demanding or accepting tips.

E. Once the Security staff is allotted an area of work he or she will be under supervision of the Manager (Facility)/ his authorised representatives and in addition to the instructions issued by the agency side they must follow all instructions and orders given by the Manager (Facility)/his authorised representatives. These instructions should be considered as within scope of work.

F. **Thefts:** The Agency is responsible for the safe custody of organization property assigned. The agency is responsible to make goods of the losses due to thefts/damages to the organization.

**G. Staff to be deployed in three locations as per below schedule:**

| Sl. No | Shifts        | Main Building JH |       | eDevelopment JH |       | Gachibowli |       | Total                                                       |
|--------|---------------|------------------|-------|-----------------|-------|------------|-------|-------------------------------------------------------------|
|        |               | SO               | Guard | SO              | Guard | SO         | Guard |                                                             |
| 1      | General shift | -                | -     | 1               | -     | 1          | 2     | Additional 01 SO & 06 Guards for duties against weekly offs |
| 2      | 1st Shift     | 1                | 2     | -               | 1     | 1          | 3     |                                                             |
| 3      | 2nd Shift     | 1                | 2     | -               | 1     | 1          | 3     |                                                             |
| 4      | Night Shift   | 1                | 2     | -               | 1     | 1          | 4     |                                                             |
| Total  |               | 3                | 6     | 1               | 3     | 4          | 12    | 36                                                          |

**IV. GENERAL CONDITIONS OF CONTRACT (GCC)**

1. The area under security coverage includes the entire premises located at Centre for Good Governance, Main Building and eDevelopment Cell at Road No. 25 Jubilee Hills, Hyderabad – 33 and Centre for Good Governance, Survey No. 91, ORR X Road, Gachibowli, Hyderabad – 500 032. including all movable and immovable/fixed assets in the premises.
2. The Service Provider shall provide Security Services by deploying adequately trained and well-disciplined security personnel to safeguard the Offices, moveable and immovable assets, equipment and other items at the above addresses from any thefts, pilferage or damage and ensure safety of the employees, visitors, guests or any other person working in its premises.
3. **The Security personnel shall be deployed round the clock in 3 shifts (of 8 hours) and General shift at the offices to safeguard the premises.**
4. The Security personnel shall be responsible for opening/closing of the building and rooms as necessitated/directed by the Organization on working and closed days (holidays)
5. The service provider shall maintain data on the attendance of security attendance sheet which will be the basis for payment monthly wages.
6. The Service Provider shall be responsible for maintenance of required registers such as vehicle movement register, personal registers, visitor register, proper maintenance/message registers etc., as per the directions of the Organisation and submit them to the Manager (Facilities)/In charge of Security Services/any other office authority periodically.
7. The registers maintained by the Service Provider as above shall be inspected from time to time by the Organization or any other competent Government authorities. The Organisation shall in no way be responsible for the lapses/violations and non-compliance of any, by Security.

8. **The Service Provider shall be responsible for ensuring the good conduct/behavior and performance of their security personnel deployed in the Organization. Agency must produce PVC (Police Verification Certificate) with clean record within 15 days failing which no payment will be made for personnel deployed without Police Verification Certificate.**
9. The Qualification and other requirements of the Security Personnel are as follows:
- a) **Essential Qualification:** SSC / Intermediate for ASO & Security Guards.
  - b) The age shall not be less than 21 years and not more than 50 years with minimum Height 5'4".
  - c) The deployed security personnel shall have knowledge of the local language, i.e., Telugu, with the ability to read, write, and speak. Knowledge of spoken Hindi shall also be essential for effective communication.
  - d) The Service Provider shall be responsible for the suitability, medical fitness and police verification of the character and antecedents of the personnel engaged by it for deployment at the Organization.
  - e) Service provider providing the security services shall not employ or engage any person unless he or she is a citizen of India or a citizen of such other country as permitted to be employed in terms of Government rules and regulations in force.
  - f) No person who has been convicted by a competent court or who has been dismissed or removed on grounds of misconduct, or moral turpitude while serving in any of the armed forces of the Union, State Police Organization, Central or State Governments or in any private security agency shall be employed or engaged by the service provider.
  - g) Service provider, while employing a person shall give preference to a person who has served as a member in Army, Navy and Air force or other central paramilitary forces, Central Police forces, even for posts which are not specifically indicated as that of ex-service man in the roles and responsibilities.
  - h) The service provider shall deploy his personnel only after obtaining the departments concerned approval from the Organisation and upon duly submitting curriculum vitae (cv) of personnel. CGG should be informed at least one week in advance and service provider will be required to obtain concerned departments approval for all such changes along with their CVs.
  - i) The Organisation shall have the right to have any personnel removed who is considered to be undesirable with proper reasoning or otherwise and similarly the Service Provider reserves the right to remove any personnel with prior intimation to the Organisation.
  - j) Security personnel should be robust, energetic, agile and capable of withstanding minimum force when needed.
10. The Service Provider should provide reasonably good uniform and photo Identity cards to its personnel deployed to the Organisation and ensure that they are used

by the personnel deployed and are maintained in good condition. The incidentals such as belt, shoes, caps, torch, umbrellas/raincoats and vehicle mirror check shall be borne/supplied by the Service Provider.

11. The security personnel shall attend their duty with their photo identity card, in neatly dressed uniform and properly polished shoes. The service provider should provide hand gloves to the guard at the main entrance of the administrative block.
12. The photo identity card shall be issued in such form as may be prescribed by the Service Provider. However, the same shall be subject to approval or change by the Organisation.
13. The Service Provider shall not assign or transfer this contract or part thereof to any other person or persons or third parties.
14. The manpower deployed by the Service Provider shall be the employees of the Service Provider for all intents and purposes and in no case, there shall be a relationship of employer and employee between the Organisation and said Security Personnel implicitly or explicitly.
15. The Service Provider shall provide security personnel with proper training/skills in handling fire-fighting equipment and CCTV monitoring etc.
16. The Service Provider upon award of the contract
  - a) shall submit a consent letter of undertaking the contract with respect to all the conditions stated in Bid document, after receipt of work order
  - b) Agency shall deposit an amount equal to 10% of the total contract value as security deposit in the form of Bank Guarantee; the security deposit in the form of Bank Guarantee will form an essential condition of the Tender conditions and no negotiation/deviation in this regard is permissible.
  - c) Agency shall sign an agreement bond with the Organisation on non-judicial stamp worth Rs.100/- (the amount shall be borne by the Service Provider)
  - d) Shall submit the list of Persons to be deployed at the Organisation with all documents supporting their qualifications of those personnel and also submit the original certificates for verification as per clause 9 A and D as per Bid documents part 1. The original certificates shall be returned after verification.
17. The Service Provider shall be responsible for obtaining necessary licenses from time to time to meet the requirements under relevant Acts & Rules of State /Central Governments for carrying out Services efficiently. The Organisation shall not be liable in any manner, in case of failure on the part of the Service Provider in this regard.
18. The Service Provider shall be responsible for recording and informing, without any delay, the Competent Officer/Designated Authorities about any incident, accident or other unusual matter regarding security at the Organisation and be in contact with the authorized officer of the Organisation on day-to-day basis regarding security arrangements.

19. The contract shall be for a period of **one (1)** year with a review of the performance of the Service Provider at the end of each year by in-house committee. Based on satisfactory performance by the Service Provider, the Organisation on its own and sole discretion may extend the contract period for a further year for providing Security Services with a price escalation based on mutual negotiations between the parties. The discretion of the Organisation shall be final and binding on the Service Provider in this regard and the Service Provider waives his right to challenge the same. The organisation reserves the right for asking more or less personnel's than the present requirement as mentioned in the Bid document under various categories with the same rates. In such cases, the payment shall be made in proportion to the actual number of personnel deployed and paid at the same rate.
20. The Service Provider shall arrange to stop vehicles at the main entrance, note down the Vehicle number, purpose of visit, date & time of entry and exit and checkup and inspect the vehicles and politely deal with the occupants in the vehicles.
21. The Service Provider shall indemnify the Organization against any claim by any authority in lieu of dues by the Service Provider. In the event of Organisation to pay any individual, Statutory Body or any agency for reasons directly or indirectly attributable to this contract, the Service Provider should pay such damages/Claims and even if the Organisation is called upon to pay such damages, the Service Provider must reimburse the same immediately.
22. All staff/personnel shall be paid their respective wages by the Service Provider through respective bank accounts on monthly basis. The Service Provider shall pay the statutory payment such as EPF, ESI etc., in time for the staff/personnel employed to provide the service to the CGG and the CGG shall not be liable for any statutory payments to the staff/personnel employed by the Service Provider. The Service Provider shall furnish the proof/documents of the same while claiming subsequent months bills from the office. The Service Provider shall claim the wages from the Organisation as per contract only after paying the wages to his security staff on monthly basis while submitting the proof of the payment.
23. The agency or his employees shall not use the premises allotted to him/ her for any purpose other than the purposes defined and shall not act in any manner as to cause any **nuisance or annoyance** to the organisation or the participants of the organisation.
24. The agency would have to provide additional manpower as the work demands. The agency will also have to **provide substitutes** if regular staffs proceed on leave, etc.
25. **Penalties & Recoveries:**
  - a) Penalties shall be levied on account of poor quality of service; complaints received from guests/ employees. A designated officer/committee of the office may inspect from time to time to assess and evaluate the quality of services and where necessary may recommend for imposing suitable penalty.
  - b) For every poor quality of work reported by staff/designated officer/committee a penalty of upto 10% of the monthly bills shall be imposed, which will be deducted from the monthly bills claimed by the agency.

26. Termination of contract: Either Party may terminate this Agreement by giving the other Party **30 (Thirty) days' prior written notice** without assigning any reason. During the notice period, the Service Provider shall continue to perform the Services in accordance with the terms and conditions of this Agreement.

**Place: CGG, Hyderabad**

Date:

## V. TECHNICAL BID

### PROFILE OF THE COMPANY/AGENCY

|                               |                                                                                                                                                                                                                                                                                   |  |
|-------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| 1                             | How is your company /Agency constituted?<br>Indicate the Year of Establishment                                                                                                                                                                                                    |  |
| 2                             | If registered as a Company enclose copy of certificate of incorporation giving following details<br>(a) Furnish the names of Chairman/ Managing Director<br>(b) Names of Operation Manager<br>(c) Is the company/agency ISO certified? If yes, enclose a copy of its Certificate. |  |
| 3                             | Is your Company /Agency carrying out any other trade/business? If yes, furnish particulars of the other trade/business.                                                                                                                                                           |  |
| 4                             | Location and address of the Registered / Main Office/ Local Office.                                                                                                                                                                                                               |  |
| 5                             | What is the annual Turnover of the Agency for the financial years 2023-2024, 2024-25 & 2025-26.<br>Attach I.T returns, audited balance sheets, profit & Loss Accounts, certified by a chartered accountant for the last three years.                                              |  |
| 6                             | Please provide the details of permanent Account Number of the company issued by Income Tax authorities.                                                                                                                                                                           |  |
| 7                             | Name & address of your Company's Bank with the type of facility provided by the bank.                                                                                                                                                                                             |  |
| 8                             | No. of Years of experience in the field<br>Enclose certified copies of experience from last five years                                                                                                                                                                            |  |
| <b>STATUTORY REQUIREMENTS</b> |                                                                                                                                                                                                                                                                                   |  |
| 9                             | Have you registered under ESI Act?<br>Enclose copy of Registration.                                                                                                                                                                                                               |  |
| 10                            | Have you registered under Employees Provident Fund.<br>Enclose copy Registration                                                                                                                                                                                                  |  |
| 11                            | Registration with GST Department. Enclose copy                                                                                                                                                                                                                                    |  |
| 12                            | Details of labour license obtained from competent authority (copy to be enclosed)                                                                                                                                                                                                 |  |
| 13                            | PSARA registration which is mandatory for such agencies stipulated by concerned authorities (copy to be enclosed).                                                                                                                                                                |  |



| <b>General Details</b> |                                                                                                                                                                                                                                             |  |
|------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| 14                     | Copies of certificates from clients regarding satisfactory performance and duration of the services rendered, during the last three years. Certificates are required to be produced for verification as and when required.                  |  |
| 15                     | Any other information. Document which may help CGG in assessing your Company's capabilities, may be enclosed                                                                                                                                |  |
| 16                     | Details of bank draft for Rs.3,00,000/- (Rupees Three Lakhs Only) as EMD enclosed.                                                                                                                                                          |  |
| 17                     | <p>Experience Letters from the clients for the last Five Years</p> <ul style="list-style-type: none"> <li>• Experience Letters regarding quality of services rendered</li> <li>• Turnover details (change of manpower over time)</li> </ul> |  |

Note: The enclosures if any should be serially page numbered. Against each column wherever they are quoting "enclosed" should indicate page number at which that information is available

## **DECLARATION**

I certify that all the information furnished above is true to the best of my knowledge. I have no objection to Centre for Good Governance to verify any or all the information furnished in this document with the concerned authorities, if necessary.

I also certify that I have understood all the terms and conditions indicated in the Tender document and in agreeing for the same, I am signing this document as an authorised signatory in the capacity of \_\_\_\_\_

Date: \_\_\_\_\_

Signature:

Place: \_\_\_\_\_

Name:

Designation: (With Seal)

## VI. Checklist of the documents to be submitted with the tender

Confirm the enclosure of all the below listed documents without which tenderer may not be eligible to participate in the tender.

| S.No. | Items                                                                                                                                         | Unit |
|-------|-----------------------------------------------------------------------------------------------------------------------------------------------|------|
| 1     | a) Bid Document fee<br>b) Earnest Money Deposit                                                                                               |      |
| 2     | Tender form with complete technical bid<br>With all pages serially numbered, signed and stamped<br>on each page                               |      |
| 3     | Audited balance sheet of last three years with<br>details of annual turnover, profit & loss account etc.,                                     |      |
| 4     | Income tax returns of last three years                                                                                                        |      |
| 5     | Attested photocopy of PAN card                                                                                                                |      |
| 6     | ESI registration certificate copy                                                                                                             |      |
| 7     | EPF registration certificate copy                                                                                                             |      |
| 8     | GST registration certificate with details of the last<br>payment                                                                              |      |
| 9     | Registration certificate under labour department.<br>Copy of valid labour licence                                                             |      |
| 10    | Professional Tax certificate                                                                                                                  |      |
| 11    | Documentation support of contracts fulfilled in last 5<br>years along with their values in support of<br>experience and financial credibility |      |
| 12    | Satisfactory completion of contract certificate from<br>previous organizations.                                                               |      |
| 13    | Break up of labour according to minimum wage act                                                                                              |      |
| 14    | PSARA Licence Registration Copy                                                                                                               |      |
| 15    | Documentation regarding on going contracts as<br>required.                                                                                    |      |
| 16    | Provide self-certification on company letter head<br>that, they will not transfer this contract to any<br>subcontract                         |      |
| 17    | Work experience certificate (Five years) and work<br>order                                                                                    |      |

Signature of Authorized person

Full Name:

Date:

Place: Company's seal

Form F-1

**VII. FINANCIAL BID**  
**(In Sealed Tender Box)**

| <b>S. No</b> | <b>Item</b>                                                                                                                                                                                                | <b>Commission quoted in % (excluding applicable taxes)<br/>Not less than 2%</b> | <b>Commission quoted in words (excluding applicable taxes)</b> |
|--------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------|----------------------------------------------------------------|
| 1            | Quote percentage commission per month only on Estimated amount For <b>Rs.5,98,500/-</b> This includes minimum Wages for 36 Persons per Month for security services.<br>Manpower: as per the scope of work. |                                                                                 |                                                                |

**Note:**

- All applicable taxes are extra
- In case of discrepancies between words and figures, the bid which is least of the two versions shall be taken into consideration for evaluation.

**Place:**

**Date:**

**Signature of the bidder & Seal**

**\*\*\*End of the document\*\*\***