

**ARMY COLLEGE OF DENTAL SCIENCES**  
**CHENNAPUR – CRPF ROAD**  
**JAI JAWAHARNAGAR**  
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**REQUEST FOR PROPOSAL : TENDER FOR ENGAGEMENT OF AN AGENCY / CONTRACTOR**  
**FOR PROVIDING CONSERVANCY AND SECURITY SERVICES AT ARMY COLLEGE OF**  
**DENTAL SCIENCES, SECUNDERABAD**

**SCOPE OF WORK(SOW)**

1. **Area to be covered under contract.** Principal, Army College of Dental Sciences, Secunderabad will ask the successful tenderer to make available the required services, on day to day basis to be detailed at Army College of Dental Sciences Secunderabad for the required services in Army College of Dental Sciences.

2. **Work Execution**

- (a) Security of ACDS complex to be provided, with the 14 Guards.
- (b) Security will be provided for the faculty and employees who live in the ACDS complex.
- (c) The workers will be wearing the uniform during duty hours.
- (d) Attendance of the complete hired staff for security and conservancy will be made available viz. Security – ASO-02, 14 including 3 female guards, Plumber- 01, Gardener -01 and conservancy (05 Male and 26 Female). Any deficiency of staff due to leave/ other circumstances will be made up by the contractor and in failing to do so will result in deduction of salary of the day for each individual absent.
- (e) Daily recording of timing of the security and conservancy will be maintained.
- (f) The tasks will also include removal and disposal of dead animals by conservancy staff.
- (g) Removal general garbage from then bins daily at a specific time as set by the user authority and transporting them to authorized dumping points outside the user premises.
- (h) Then metallic/plastic garbage bins with garbage bag adjacent to each building/ wing should be covered to prevent the garbage from getting wet during rain and to avoid littering by animals and birds, post clearing of the garbage.
- (i) Shifting of furniture, if required, will also be carried out.
- (k) Cleaning of sewage drains.
- (l) Any other work directed by the Administrative Supervisor towards upkeep and maintenance of the premises.
- (m) Service charges incl taxes being charged.
- (n) The successful tenderer has to provide effective supervision during the period of contract.
- (o) The successful tenderer will visit, survey and study the site and quantum of work before starting execution of work.
- (p) The work related to all types of monitoring, supervision, administration and execution of the contract lies with successful tenderer. For any faults, damages, complaint, an equal number of personnel from both side will inquire to have mutually agreed consent and if found to be the fault of the successful tenderer will be held responsible and shall be liable to penalty as decided by the Principal, Army College of Dental Sciences.

- (q) The successful tenderer must ensure that workers are deployed for only 06 days a week with 01 day off in a week. Only Indian nationals shall be employed.
- (r) The successful tenderer shall maintain the following register:-
- (i) Muster Roll.
  - (ii) Register of wages.
  - (iii) Register of deduction for damages or loss.
  - (iv) Register of Fines.
  - (v) Register of overtime.
  - (vi) Register of persons employed.
  - (vii) Register of advance.
  - (viii) Register of sanitation materials issued and its usage.
- (s) There will be periodical as well as surprise checking of the services provided by the successful tenderer for the subject job by the Principal, Army College of Dental Sciences, Secunderabad or his representative.
- (t) Workers will be paid wages as per agreement signed in the contract. Tenderers should credit the wages of a worker directly to his Bank account online. A certificate to this effect should be forwarded with claim bill for release of payment to the Principal, Army College of Dental Sciences who shall be the principal employer for the workers engaged in the work for the purpose of implementation of all acts. Principal, Army College of Dental Sciences may ask the successful tenderer to make payment to the conservancy workers in any manner and the same shall be complied forthwith by the successful tenderer.

3. **(a) Schedule of Requirements :-**

**(i) Man Power:**

The successful tenderer shall undertake to deploy the prescribed infrastructure in terms of man power and equipment for fulfilling the contractual obligations in each unit given below :-

Ser No	Name of Post	Total No of employees	Age Limit
(a)	Assistance Security Officer	02	Above 21- years – below 60 years
(b)	Security Guard (Including three Lady Security Guard)	14	Above 21- years – below 55 years
(c)	Plumber	01	Above 21- years – below 60 years
(d)	Gardener	01	Above 21- years – below 60
(e)	Conservancy Staff		
	(i) Male	05	Above 21- years – below 60
	(ii) Female	26	Above 21- years – below 60

(ii) The successful tenderer / supervisor have to supervise contract work as well as to maintain liaison with staff of the Army College of Dental Sciences. They have to submit daily report consisting of attendance of staff and assigned duties to Principal Army College of Dental Sciences or his representative.

(b) **Rate fixation :-**

<b>(aa) WAGES (Per Day):</b>			
	<b>No.of Emp.</b>	<b>Wage per day</b>	Total in one month
Assistance Security Officer	02		
Security Guard (Including three Lady Security Guard)	14		
Plumber	01		
Gardener	01		
*Conservancy Staff			
Male	05		
Female	26		
		<b>Total Wages</b>	

\* Minimum wages for conservancy staff should be Rs. 8,500/- per month.

(c) Commission of the Tender -

(d) GST -

(e) Total

4. The quotation to be submitted in the above format.

5. **Period of contract:** The contract period will be for one year. Please note that contract can be cancelled unilaterally by the GOC TASA & Chairman Army College of Dental Sciences / Principal Army College of Dental Sciences in case of unsatisfactory performance in the work. The decision of the GOC TASA & Chairman Army College of Dental Sciences / Principal Army College of Dental Sciences regarding the performance in sanitation provided by contract shall be final and binding on the successful tenderer. Extension of contract period will be at the sole discretion of the GOC TASA & Chairman Army College of Dental Sciences / Principal Army College of Dental Sciences.

6. The successful tenderer has to render the said sanitation at Army College of Dental Sciences on all the days of the month except one weekly holiday as per time specified by the Principal, Army College of Dental Sciences for work for 08hrs per day (The weekly holiday need not be a specified day of the week and will be given on as and when required basis).

7. **Penalties.** Penalties for work not done as per specifications for the below mentioned lapses fines shall be imposed as follows:

- (a) For employing less labour force than what is to be provided on any day.
  - (i) 1<sup>st</sup> time inspection penalty is per head wages as applicable on the day.
  - (ii) 2<sup>nd</sup> time inspection Rs. 2000/-
  - (iii) 3<sup>rd</sup> time inspection Rs. 3000/-
  - (iv) Any further lapses at Rs. 10,000/- per head and liability of cancellation of the contract at the discretion of Principal, Army College of Dental Sciences Secunderabad.
- (b) Not adhering to fixed schedule approved by Principal.
  - (i) 1st time lapses penalty Rs.1000/-
  - (ii) 2nd time lapses penalty Rs.2000/-
  - (iii) Any further lapses at Rs. 10,000/- per head and liability of cancellation of the contract at the discretion of Principal, Army College of Dental Sciences Secunderabad.
- (c) Inadequate and improper instruments and tools.
  - (i) 1st time lapses penalty Rs.1000/-
  - (ii) 2nd time lapses penalty Rs.2000/-
  - (iii) Any further lapses at Rs. 10,000/- per head and liability of cancellation of the contract at the discretion of Principal, Army College of Dental Sciences Secunderabad.
- (d) Any designated main road, footpaths etc., found not cleaned or improperly cleaned.
  - (i) 1<sup>st</sup> time lapses penalty Rs.2000/-
  - (ii) 2<sup>nd</sup> time lapses penalty Rs.3000/-
  - (iii) Any further lapses at Rs. 10,000/- per head and liability of cancellation of the contract at the discretion of Principal, Army College of Dental Sciences Secunderabad.
- (e) Any other lapse as per terms and conditions of agreement.
  - (i) 1<sup>st</sup> time lapses penalty Rs.1000/-
  - (ii) 2<sup>nd</sup> time lapses penalty Rs.2000/-
  - (iii) Any further lapses at Rs. 10,000/- per head and liability of cancellation of the contract at the discretion of Principal, Army College of Dental Sciences, Secunderabad.

8. **Eligibility Criteria.** Firms fulfilling the following criteria which are mandatory will be eligible for consideration:-

- (a) **ESI Registration Certificate.** (Attested copies of ESI Certificate along with latest receipt of premium paid should be attached failing which the certificate/receipt will be considered invalid).
- (b) **EPF Registration Certificate.** (Attested copies EPF Certificate along with latest receipt of premium paid should be attached failing which the certificate/receipt will be considered invalid).
- (c) **PAN Card.** (Firm should have valid PAN Card in the form or in the name of proprietor of the firm in case of proprietary firm (copy to be enclosed).
- (d) **Registration** : Firm should be registered with the Ministry of Labour for hiring of labourers and copy of registration certificate is to be attached with the Technical Bid.
- (e) **Labour License.** Should have labour license issued by the competent authority.
- (f) The successful tenderer would require to deposit Rs. One Lakh only ( Rupees one lakh only) as Security Deposit for contract period.

9. **Attendance Register.**

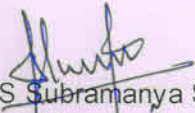
- (a).The successful tenderer would require to maintain an attendance register for presence/absence record on day-today basis.
- (b)As per requirement some police verified manpower shall be available as standby with successful tenderer on all working days to meet any absenteeism on the part of sweeping staff.

10. **Signing of Contract Agreement.** The successful tenderer will be required to sign an agreement with the Principal, Army Dental College within three days from the date of written intimation to this effect.

11. **Police Verification.** At all times, the successful tenderer will be responsible to ensure that workers engaged by him are Indian nationals and security cleared by Police Station of worker's residing area Police verification is to be submitted at least 10 days prior to commencement of the contract. The successful tenderer will also ensure that no person employed by him for the services has been/ is involved in any activity against the interest of state.

Dated. 31-10-2023.



  
(Dr S Subramanya Sharma)  
Principal  
Army College of Dental Sciences