

టెండర్ నెం.1

దరఖాస్తు వెల రూ॥ 500/-

శ్రీ విరిడి సాయిబాబా సంస్థాన్ ట్రస్ట్  
దిల్సుఖ్ నగర్, హైదరాబాద్.  
ఫోన్ నెం.04024066566, 24166566  
[www.saisansthan.in](http://www.saisansthan.in)

### సెక్యూరిటీ సేవల కొరకు టెండర్ ప్రకటన

శ్రీ విరిడి సాయిబాబా సంస్థాన్ ట్రస్ట్, దిల్సుఖ్ నగర్ నందు సెక్యూరిటీ సేవలు అందించుటకు వీలుగా ప్రముఖ రిజిస్టర్ సెక్యూరిటీ సంస్థల నుండి టెండర్లు కోరడమెన్నది. ఆసక్తి గల ఏజెన్సీలు సంస్థాన్ P.R.O కార్యాలయములో ఉ॥.9:00 గం॥ల నుండి సా॥.6:00 గంటల లోపు రూ.500/- చెల్లించి దరఖాస్తు, మరియు నియమ నిబంధనల వివరములు పొందవచ్చు మరియు టెండరు ఫారములను సంస్థాన్ వెబ్ సైట్ [www.saisansthan.in](http://www.saisansthan.in) నుండి కూడా పొందవచ్చును. అట్టి టెండరు దరఖాస్తుకి రూ॥ 500/-లు అదనంగా చెల్లించవలెను. పూర్తి చేసిన టెండరు దరఖాస్తులను సీల్డ్ కవరులో తేది: 24.03.2024 ఆదివారము సా॥.6:00 గం॥ల లోపు సంస్థాన్ P.R.O కార్యాలయములో సమర్పించవలెను. తేది. 25.03.2024 సోమవారము సా॥.5:00 గం॥లకు టెండర్లు తెరవబడును.

OM SAI

SRI SAI

JAYA JAYA SAI

**SRI SHIRDI SAIBABA SANSTHAN TRUST**

(646/92)

DILSUKHNAGAR, HYDERABAD

Phone No.: 040-24066566, 24166566

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**TENDER FORM FOR SECURITY SERVICES IN SANSTHAN TRUST**

PHOTOGRAPH  
OF HEAD OF  
THE  
SECURITY  
AGENCY

1. NAME OF THE SECURITY AGENCY :
2. SECURITY AGENCY REGISTRATION NUMBER :
3. GST REGISTRATION NUMBER :
4. PAN No. :
5. ADDRESS :
6. LIST OF ENCLOSURES :
7. EMD AMOUNT (RS.25,000)
- D.D.NO. :
- DATE :
- BANK :
- BRANCH :

I hereby certify that the information furnished by us is true and our Agency will accept and obey the Rules and Regulations of the Sansthan Trust.

SIGNATURE:  
NAME:  
DESIGNATION:

**TENDER FOR SECURITY GUARDS**

**(The amount quoted in Colum No.4 should be inclusive of all GOVERNMENT TAXES AND OTHER PRICES)**

<b>S.NO.</b>	<b>DESIGNATION</b>	<b>HOURS</b>	<b>QUOTED AMOUNT (In Rs.)</b>
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>
1.	Chief Security Officer	12	
2.	Guard	12	
3.	Armed Guard	12	

**SIGNATURE OF COMPETENT  
AUTHORITY WITH STAMP AND SEAL**

## **TERMS AND CONDITIONS**

1. All Tender applications duly filled in all aspects should reach the Sansthan Office **on 24.03.2024 Sunday at 6.00 p.m** The received tenders will be opened on **25.03.2023 Monday at 05.00 p.m.** The application should be sealed and sent by post or should be submitted in person by dropping in Tender box located at P.R.O Office.
2. An amount of **Rs. 25,000/-** (Rupees Twenty five thousand only) has to be deposited in the form of Demand Draft obtained on or before **24.03.2024 from any Nationalized Bank in favour of Shri Shirdi Sai Baba Sansthan Trust Charity, Dilsukhnagar, Hyderabad.**
3. The deposit amount of successful bidder is to be retained with the Trust till completion of contract period and the deposit amounts of unsuccessful bidders will be refunded with in 15 days from the date of tender.
4. **The Tender/Contact Time limit for period of 01.04.2024 to 31.03.2025.**
5. The Executive Committee of Sansthan has full rights to reject, accept or to cancel the Tender without mentioning any reason. Any explanations or correspondence in this regard will not be entertained.
6. The successful bidder should perform the security duties only for the amount eligible in the contract. The amount payable to the Security Services will be paid monthly only by way of A/c payee cheque duly deducting the TDS and other charges as applicable.
7. The Executive Committee of Sansthan has full rights to cancel the contract of agency during the contract period without any prior notice if any lapses are found in the maintenance/security of Trust. In that case the deposit amount

will not be refunded and further any explanation or correspondence of the agency will not be entertained.

8. The Executive Committee has full rights to change or alter any of the terms and conditions on the tenderer during the period of contract. The successful bidder should also abide to any other terms and conditions of the Executive Committee during the tender period.
9. The successful bidder should give a declaration to the Executive Committee for accepting the terms and conditions of the committee in the prescribed proforma.
- 10. The tenderer should submit a surety from a Gazetted Officer to the Executive Committee for the contract.**
11. The security persons should have sound physical fitness and at least 3 years experience in the field. He should wear the prescribed uniform, badge, **lati stick etc., while performing the duties.** The Contractor should obtain the permission/verification of the Executive Committee or the **person incharge of the** Sansthan Trust for posting of the Candidates in the Sansthan Trust before sending to the duty.
12. The security agency should record and maintain the inward and outward registers for all types of materials, Punching System and Staff movement register and responsible and custodian for all material in the Trust.
13. The Manager and Supervisors of the Trust will watch / observe the performance of all the security personnel and give a report to the Executive Committee.
14. The security personnel should maintain good relation and cooperation with the staff and the devotees.
15. The security personnel should not work more than one duty continuously.

16. The tenderer / security agency is responsible for any loss to the moveable/ immoveable property of the Trust. They should also maintain personal records of the Security guards and should verify the antecedents of the Guards before appointing into the Sansthan Trust.
17. The Security agency should pay all the Taxes and follow the labour laws of the Government. The agency is not entitled for any extra claim beyond the amount quoted for any other Official payments.
18. The Agency should quote the amount including all taxes, weekly off's of the Security guards. The bill amount will be calculated based on the hourly basis.
19. The Agency should provide Standard Uniform, whistle, cap, badge, lati stick and belts and should provide Internal Communication Systems (Wireless sets) among the Guards.
20. The agency should make alternative arrangements for the Guards who will go for Breakfast/Lunch/Dinner and natural calls. Under any circumstances the Guards should not leave the posted beat or Premises of Sansthan.
21. The Agency should supply extra guards on Thursdays and other Festival days. However the agency should be in a position to supply the extra persons as and when required for Security Duties within 24 hours notice.
22. The Tenderer should have a sufficient security guards and should indicate the name and Telephone numbers of the firms, where the agency is rendering service. They should also submit performance certificate from the firms where they are working continuously for the last one year.
23. The Tenderer or his proxy can attend at the time of Tenders Opening.

24. గతంలో సంస్థాన్ టెండర్లో అనుమతి పొందిన వివిధ సంస్థలు/ ఏజన్సీలు- సంస్థలు సేవలలో లోపం మరియు జ్యాపం చేసిన వారు మరియు సంస్థాన్ ట్రస్ట్ కు బకాయిలు వున్నవారు ఈ టెండర్లో పాల్గొనుటకు అనర్హులు.

**Executive Committee**