



गुरु घासीदास विश्वविद्यालय

GURU GHASIDAS VISHWAVIDYALAYA

(A Central University established by the Central Universities Act, 2009, No.25 of 2009)

**KONI, BILASPUR-495 009 (C.G.) INDIA**, कोनी बिलासपुर 495 009 (छोगा) भारत

Tel. - +91-7752- 260381 Fax - +91-7752- 260154, 260148, website - [www.ggu.ac.in](http://www.ggu.ac.in)

Ref. No. 4167/Store/Security/2015 **Tender Notice for Security Services** Bilaspur, Date- 22.01.2015

Sealed tenders are invited from reputed and experienced Security agencies / Organization with sound technical and financial capabilities for the security services under two bids system. Tenders should be addressed to the Assistant Registrar (Stores), Guru Ghasidas Vishwavidyala, Bilaspur and should reach on or before 1500 hrs, 16.02.2015. Received tenders will be opened on 16.02.2015, 1600 hrs at the above address in the presence of bidders or their representatives. Tenders received after due date & time will not be considered. For more details please log on to [www.ggu.ac.in](http://www.ggu.ac.in).

Registrar

**NOTICE INVITING TENDERS (NIT) FOR OUTSOURCING SECURITY SERVICES**  
**NIT No. 4167/Store/Security/2015 Dated 22.01.2015**

Sealed tenders are invited from reputed and experienced Security agencies / Organization with sound Technical and Financial capabilities for the security services under two bids system for Guru Ghasidas Vishwavidyalaya, Bilaspur (CG).

Interested Security Service providers should visit the campus before submitting their proposal. All tenderers are advised to contact Assistant Security Officer, who would coordinate, for visiting the site and inspect the duty points and also acquainting themselves with the proposed work to be carried out before submission of their tenders.

Tender documents may be purchased from the Store Section on any working day between 10:30 AM to 05:00 PM upto 13.02.2015 against the payment of crossed demand draft (Non-Refundable) of 500/- in favour of Registrar, Guru Ghasidas Vishwavidyalaya, Bilaspur (CG). The tender document and more details are also available on University website [www.ggu.ac.in](http://www.ggu.ac.in). If the tender documents are downloaded from our website, the bidder has to pay the cost of tender documents through demand draft at the time of submission of tender.

Tenders are liable to be rejected if any of the conditions contained in tender document is/are not complied with. Amendment/corrigendum, if any, in the document shall appear only in the website of University only.

Incomplete or conditional tender or tenders submitted after the due date would be summarily rejected. University reserves the right to cancel any or all tenders without assigning any reason thereof.

The duly filled in tender document along with and related documents, tender fee & EMD is to be submitted in a sealed cover super scribed "TENDER FOR SECURITY" and addressed to The Assistant Registrar (Stores), Guru Ghasidas Vishwavidyalaya, Koni, Bilaspur (C.G.). The tender must be submitted through Speed post/Registered post/Courier service up to 3.00P.M on 16.02.2015

The tenders will be opened on 16.02.2015 at 4.00 P.M. The tenderer or his authorized representative may remain present at the time of opening of the tender.

**REGISTRAR (Acting)**

### **Scope of Work**

1. The persons to be deployed as Security Guards will be Ex-Servicemen with good character, conduct and behaviour, competent and qualified to perform the work for which they are deployed. The security personnel deployed shall be preferably below the age of 55 years. The requirement of manpower is as under:  
Security Guards (without arms) : 90 nos.  
Security Guards (with arms/ gunman) : 9 nos.  
Security Supervisor : 3 nos.

The above number is tentative; it may increase/decrease at the time award of contract.

2. The security personnel have to attend duties in neat uniform for which the cost will be borne by the agency. Identity badges (Showing the name of the personnel) shall have to be provided by the agency which should be displayed on uniform of all the security personnel while on duty.
3. The female security guard shall be deployed in Girls Hostel as per the requirement.
4. The watch and ward will be round the clock and 7 days of the week and shall be changed as per requirement of the University from time to time. In case there is any change in deployment of security guard, such change shall be intimated in writing by the Agency in advance.
5. The entry of the visitors will be regulated by the security personnel in the manner that will be instructed by this office from time to time. They will also ensure that all the electrical equipments/instruments/light/Fans must be switched off at the time of closure of this office.
6. The security agency will provide the security services round the clock in three shifts running from 6:00 am to 2:00 pm; 2:00 pm to 10:00 pm; 10:00 pm to 6:00 am. The security supervisors of the agency should be present to supervise the security work invariably between the shifts. The Security Agency shall have to follow the norms, rules and provisions of Labour Laws as prescribed by GoI from time to time.
7. The security personnel should be provided with the whistle, Torch and lathi by the Agency as per their requirement in the duty.
8. The stationery items like registers, scales, writing pads, pencils, staplers etc. will be provided by the agency as and when required.
9. The security personnel should not leave the point unless and until the reliever comes for shift duties which shall be supervised and monitored by CSS.
10. The security supervisor will maintain all the registers, which are kept at the main gate and other points.
11. From 10:00 pm to 6:00 am one security supervisor must be on patrolling duty in the campus by rotation and while patrolling he should check all the building locks including pump houses and other places of importance.
12. The security personnel should not give lenient or casual impressions in the duties and they should be alert and attentive. They should observe movement of all the staff, labours and visitors etc. They should not allow any visitors with vehicles to office or inside the campus without proper entry in the visitors registers.
13. On the requirement, the agency shall have to provide extra or more ex-serviceman/civilian guards, or any gunman as and when required for which separate charges shall be paid.
14. The Agency shall organize surprise visits (during day and night) to check the alertness and attentiveness of the security guards.
15. The security guards must be rotated from their deployment at an interval of six months.
16. The contractor shall submit a monthly report of compliance and happenings in the premises guarded to this office regularly.
17. The security personnel should be properly trained and should be alert in performance of his duty. His performance, if not found satisfactory, shall be replaced by the contractor, within a period of one day.
18. The character & antecedent of the guards to be deployed are to be verified from the local police station.

### **Eligibility Criteria**

1. The agency should be registered and be able to provide the required numbers of Ex-servicemen/Ex-para military personnel as mentioned above.
2. The agency should have satisfactory experience of not less than 3(Three) years in the field of Security services in government organizations/recognized Institutions/Public Sector and proven track record in the field to be produced.

3. The agency must have executed /have a running contract in any Government organization with deployment of minimum 50 ex-servicemen in a single contract in the last three years.
4. Bidder should have enough strength of Guards.
5. The agency should have average annual turnover of Rs. 50 lakhs in last three years.
6. The agency should have a labour license, trade license, PAN Card, registration under ESI, PF and Service Tax authorities.

#### **Rates & prices**

1. Rates are to be quoted in accordance with the DGR rate for Ex-service man as applicable for Bilaspur City. Please quote your competitive service charges also. Zero service charges or service charges having decimal values will not be considered by the University. Therefore quote services charges like 2%, 5%, 7% etc.
2. The rates quoted by the tendering agency should be inclusive of all statutory/taxation liabilities in force at the time of entering into the contract.
3. The offers/bids which are not in consonance of DGR Rates and other Labour laws will be treated as invalid.
4. In case more than one price bid quoting the same rates are received, the award of the contract will be decided on the basis of evaluation of their experiences & past performance. The decision of the University in this regard will be final and binding on the bidders.

#### **Statutory Obligations**

1. The security agency will have to pay minimum wages payable to Ex-Servicemen as a Security Guard which has been notified by Director General of Resettlement as applicable for Bilaspur. The minimum wages payable should be supported by a copy of notification issued by the DGR from time to time.
2. The minimum wages should include all the items of wages, allowances and statutory emoluments dues as notified by the DGR from time to time.
3. The rate requires to be quoted in the manner as prescribed by the DGR in their minimum wages notification for the current period. The service Tax will be paid by the University as per the statutory provisions, from time to time, to the agency on submission of evidence of payment made by them.
4. The contractor shall make all rounds statutory compliances regularly in respect of the personnel deployed. Payment of the wages shall be made by the contractor through bank and the agency shall get their workers accounts opened in the banks. The agency shall submit wage bill, proof of bank remittance to worker's bank account, proof of statutory compliances such as ESI, EPF, Service Tax along with the bill of subsequent month.
5. The agency will be responsible to comply with all labour legislations including social security, Service Tax wherever applicable and such other statutory orders by The Govt./Municipality which may be in force from time to time. The Successful bidder/tenderer shall obtain a valid license under the Contract Labour (R&A) Act, 1970 and rules framed there under and shall continue to hold it till Completion of the contract. The agency should also maintain all necessary records as required by administration. The agency should be registered with EPF, ESI and Service Tax authorities and shall possess valid code numbers.
6. Under no circumstances, the workmen/staff/employees of the security agency shall be treated, regarded or considered or deemed to be the employees of the University and the security agency alone shall be responsible for their remuneration, wages and to their benefits and service conditions of all the workmen/staff/employees deployed by the agency and shall indemnify and keep indemnified the University against any claim that may have to meet towards the workmen/ staff/ employees of the security agency.
7. The Bio-Data of Security personnel along with proof of "Ex-Servicemen" (copy of discharge book if any) to be submitted at the time of deployment.

#### **Earnest Money**

1. The earnest money of Rs. 1,00,000 to be deposited by DD in favour of Registrar, Guru Ghasidas Vishwavidyalaya payable at Bilaspur (C.G.) along with the tender form. Earnest money of successful

bidder can be adjusted with Performance Security Deposit, if he desires so. Earnest money of the unsuccessful bidders will be refunded without any interest.

**Performance Security Deposit**

1. The successful bidder will be required to deposit security money equivalent to 5% of the annual value of the contract in the form of Demand Draft/Term Deposit/ Bank Guarantee within 21 days from the date of award of contract.
2. The security money so deposited by the successful bidder will be retained by the University till completion of the contract and will be released(without any interest) thereafter on claim subject to adjustment if any, by the University arising out of terms and conditions pertaining to the tender.

**Validity of the contract**

1. The contract shall be valid for a period of one year and on satisfactory performance it may be extended for another one or two year at the same rate, terms & conditions on mutual consent.

**Other Terms and conditions:-**

1. The rate once offered and accepted by the authority, shall not be altered during the entire period of contract unless it is revised by the DGR.
2. The University reserves the right to increase/decrease the number of security guards at later date during the course of contract with existing terms & conditions.
3. The successful agency shall have to enter into an agreement with the University and cost incurred in this connection shall be borne by the agency.
4. Any theft, loss and damages of the property of University on account of negligence of agency's personnel shall be borne by the agency.
5. The competent authority reserves the right to reject any or all tenders at any time without assigning any reason thereof.
6. On failure of satisfactory performance, the Authority will have the right to terminate the contract. The contract shall be liable to be terminated on giving one months' notice by either side. During the period of notice both the parties shall continue to discharge their duties and obligations.
7. The Agency will be responsible for such conduct of the persons engaged by him in the University which will be conducive for maintaining the harmonious atmosphere in the University premises and will be responsible for any act of commission and omission of such persons. The Agency shall provide Security staff who should be smart, healthy and having good character, antecedent and conduct. If any security person is found under the influence of alcohol or narcotics or found in a state of inebriation in the premises, a penalty of Rs. 1,000/- per instance shall be deducted from contractor's bill and such employee shall not be allowed to enter the premises in future.
8. The Agency will not allow his employees to participate in any trade union activity or agitation in the premises of University.
9. The Agency shall not sublet, transfer or assign the contract to any part without the written permission from this office.
10. All the security guards should full fill the minimum physical and educational criteria as prescribed by the University from time to time.
11. In case, Ex-servicemen are not available and the successful bidder is facing problem to collect Ex-servicemen, 10% of ordered manpower can be arranged from trained civilian guards. In such cases the payment for civilian guards will be made on rates as approved by the Ministry of Labour and Employment under minimum wage act.
12. **Resolution of disputes:** University and the agency shall make every effort to resolve amicably, by direct informal negotiations, any disagreement or dispute arising between them under or in connection with the contract. If after thirty days from the commencement of such informal negotiations, University and the agency have been unable to resolve amicably a resolution by formal arbitration the Vice-Chancellor of University shall appoint a sole Arbitrator of the dispute who will not be related to the agency and whose decision shall be final and binding.
13. University reserves the rights of accepting in full or part/not accepting the tenders without assigning any reason.
14. Any addition/deletion/modification of this tender made before the due date of the tender will be displayed in university website only.

**List of Documents to be attached:-**

1. Tender application forms (Ann. I & II)
2. Quotation of Rate(Ann. III)
3. Duly acknowledged tender documents (signed on every pages)
4. ESI, EPF, Service Tax, Trade License, Registration under contract Labour(R&A) Act, Income Tax PAN documents/Regn. Documents.
5. Firm/Company Registration Certificate.
6. Bank Account No., IFS Code
7. Experience Certificate or work order.(if any).
8. Demand Draft towards earnest money for Rs. 1,00,000/-.
9. Demand Draft towards Tender Fee of Rs. 500/-
10. DGR Empanelment notification copy, if any.
11. Latest Copy of DGR specified wage structure.
12. Latest copy of circular issued by Ministry of Labour and Employment for minimum wages.
13. Annual Turnover certificates of last three years issued by C.A.

**Submission & Opening of Tender**

1. The tender application form is to be downloaded from the university website [www.ggu.ac.in](http://www.ggu.ac.in).
2. The tenders have been invited under two bid system i.e. Technical Bid and Financial Bid. The interested agencies are advised to submit two separate sealed envelopes superscribing "Technical Bid for Security Services" and "Financial Bid for Security Services". Both sealed envelopes should be kept in a third sealed envelope superscribing "Tender for Security" "Ref: 4167/Store/Security/2015 Dated 22.01.2015".
3. The duly filled tender document along with and related documents, tender fee & EMD is to be submitted in a sealed cover super scribed "TENDER FOR SECURITY" and addressed to The Assistant Registrar (Stores), Guru Ghasidas Vishwavidyalaya, Koni, Bilaspur (C.G.). The tender must be submitted through Speed post/Registered post/Courier service up to 3.00P.M on 16.02.2015.
4. The tenders (Technical Bid) will be opened on 16.02.2015 at 4.00 P.M. The tenderer or his authorized representative may remain present at the time of opening of the tender.

**REGISTRAR (Acting)**

## TENDER APPLICATION FORM FOR ENGAGEMENT OF SECURITY GUARDS

1. Name of the Agency: .....
- .....
2. Full Address: .....
- .....
- .....
3. Telephone no.(N) : .....
4. E-mail/Fax : .....
5. Whether a registered Firm/Company incorporated, and if so, the details thereof: .....
6. Name of the Owner/Partners/Director/Managing Director : .....
- .....
7. Name of bank with full address & bank A/c No. : .....
- .....
8. ESI Code : .....
9. EPF Code : .....
10. PAN no. : .....
11. Service Tax Regd. No. ....
12. DGR registration No. (If any) .....
13. Previous experience details with documentary proof: (Attach separate sheets if required)

| S. No. | Name of the client | Period of contract | Clients contact details (including name, email, Phone and fax no. and address) Proof of work order to be attached | Value of the contract. | Number of Guards deployed | Remarks |
|--------|--------------------|--------------------|---|------------------------|---------------------------|---------|
|        |                    |                    |   |                        |                           |         |
|        |                    |                    |   |                        |                           |         |

|  |  |  |  |  |  |  |
|--|--|--|--|--|--|--|
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

14. Annual Turnover of last three years: (Attach certificate issued CA)

| Financial Years | Annual Turnover |
|-----------------|-----------------|
|                 |                 |
|                 |                 |
|                 |                 |

15. Earnest money details: .....

16. Tender Fee details: .....

**UNDERTAKING**

We here by agree to the terms and conditions of the tender and will abide by the same as well as all the statutory obligation as required by the law.

Signature of the Proprietor/Partner/Managing Director with Stamp



The contractor willing to participate in the bid may visit the University for perusing our requirements and furnish a conceptual plan of the strategy in providing the services which may inter-alia include scope of the work, requirements of manpower etc. The conceptual plan provided should be based on optimal usage of manpower, for posting at important points as well as patrolling. If possible a pictorial representation of the scheme may also be provided. **This is a technical evaluation and should not include the financial quote.** All the details asked for must be filled in. Incomplete format is liable to be rejected.

Name of the Firm/Vendor: - \_\_\_\_\_

| Scope of Work  | Plan |
|--|------|
| Provision of Walkie-talkies/Mobile phones  |      |
| Provision of CCTV  |      |
| Provision of Metal Detector, Dog etc.  |      |
| Manpower proposed to be deputed along with the posts. (break up of Security guards and supervisor should be given with posts/patrolling) |      |
| Any other proposal   |      |

Signature of the Proprietor/Partner/Managing Director with Stamp

**RATE QUOTED FOR SECURITY GUARDS (as per the DGR wage structure in force as on date of submission for Bilaspur city)**

**Financial Bid**

|                |                                     | <b>Security Guard (without arms) (08Hrs Duty)</b> | <b>Security Guard (with arms)/Gunman(08Hrs Duty)</b> | <b>Supervisor</b>    |
|----------------|-------------------------------------|---|--|----------------------|
| <b>Sl. No.</b> | <b>Item (as per DGR)</b>            | <b>Ex-serviceman</b>                              | <b>Ex-serviceman</b>                                 | <b>Ex-serviceman</b> |
| 1              | Basic wages plus VDA                |   |  |                      |
| 2              | ESI @ 4.75% of Basic wages plus VDA |   |  |                      |
| 3              | EPF @13.61% of Basic wages plus VDA |   |  |                      |
| 4              |                                     |   |  |                      |
| 5              |                                     |   |  |                      |
| 6              |                                     |   |  |                      |
| 7              |                                     |   |  |                      |
| 8              |                                     |   |  |                      |
| 9              | Service Charges                     |   |  |                      |
| 10             |                                     |   |  |                      |
| 11             |                                     |   |  |                      |
| 12             |                                     |   |  |                      |
| 13             |                                     |   |  |                      |
| 14             | Total                               |   |  |                      |

\*\* Service Tax will be paid by University only on production of appropriate documentary proofs.

Note:- Rates quoted by the Bidder in the above table must be in accordance with the norms prescribed by DGR except Service Charges.

Read, understood & undertake to comply.

Signature of the Tenderer with stamp