



**TENDER DOCUMENT FOR SECURITY SERVICES**

**AT**

**TEZPUR UNIVERSITY**

**Tezpur University, Napaam-Assam**

**Tezpur 784028**

## NOTICE INVITING TENDERS FOR SECURITY SERVICES AT TEZPUR UNIVERSITY

Online Tenders are invited under Two-Bid (Technical and Financial) system from reputed and experienced security service provider (hereinafter referred to as "Agency") for providing 43 Nos. Female Security Guards at Tezpur University. Schedule and other details of Tender are as under:

<b>Tender Name</b>	<b>Security Services at Tezpur University</b>
Tender No.	ET-NIT- 3611 DT- 17/02/2023
Bid document download end date	10.03.2023 (02.00 PM)
Date of Opening of Technical Bid	11.03.2023 (02.00 PM)
Date of Opening Financial Bid	Would be indicated later on CPP portal
Tender Fee (Non-refundable)	Rs. 5,000/- (Rupees Five Thousand only)
EMD (Earnest Money Deposit)	Rs. 1,00,000/- (Rupees One Lakh only)
Performance Bank Guarantee	Rs. 10,00,000/- (Rupees ten Lakh only)
Estimated Cost	Rs. 1,20,00,000/- (Rupees One Crore Twenty Lakh only) per annum

In case of any holiday on the day of opening the tenders will be opened on the next working day at the same time.

Details of the tender along with General Terms and conditions and other documents can be seen/downloaded at/ from the Central Public Procurement (CPP) Portal <https://eprocurement.gov.in> or Tezpur University website: [www.tezu.ernet.in](http://www.tezu.ernet.in) . This tender Bid is required to be uploaded on the website <https://eprocure.gov.in> only. Manual bid/tender will not be accepted under any circumstances. Incomplete bid/documents shall be rejected without giving any reason. The EMD and tender fee is to be submitted in a sealed envelope, superscribed the Tender name/date and the name of the agency and must reach "**Joint Registrar (GA), Tezpur University, Tezpur, Napam, 784028, Assam, India**" **before** the last date & time for submission of the Bid.

  
**Joint Registrar (GA)**  
**Tezpur University**

## Scope of Work

1. Security Services will be required at part or entire area of Tezpur University Campus at Napaam, Tezpur, Assam and any other place designated by Tezpur University at subsequent time.
2. Security Services will include –
  - (a) Providing female Security Guards (43 in total) for round the clock (in three shifts per day, 8 hours per shift) security on the campus at designated places. The number of security guards may increase or decrease as per requirement.
  - (b) Security of the assets of the University against theft, burglaries, dacoits, pilferage and misappropriation etc.
  - (c) Prevention of injury, assault and violation of the persons, residents of the campus and legitimate visitors, providing protection to everyone, considering liberal and open culture among residents.
  - (d) Prevention of injury, assault and violation of the persons, residents of the campus and legitimate visitors, providing protection to everyone, considering liberal and open culture among residents.
  - (e) Assisting the University in handling emergencies like fire, flood, earthquake etc.
  - (f) Maintaining records of visitors entering the University campus
  - (g) Regulating incoming and outgoing movement of material and vehicular traffic.
  - (h) Daily Flag Hoisting and Flag Lowering in the University.
  - (i) Taking care of vehicles parked in parking area(s) within the University Campus.
  - (j) Maintaining logbook at main gate for all the vehicles entry in the Campus.
  - (k) Adhering to the Standard Operating Procedure (SOP) issued by the University from time to time.
  - (l) Any other related work assigned by the University from time to time.



## Eligibility of Bidder

1. The agency should be registered and licensed Security Agency under the Private Security Agencies (Regulation) Act, 2005, read with the Assam Private Security Agencies Rules, 2008.
2. The agency must have minimum of 03 (three) years' experience in providing security services at University/IIT/IIM/ other Reputed Academic Institutions in the North-Eastern region of India as on 31.03.2022 with at least 40 (Forty) ladies security personnel on outsourcing basis. Current work executed shall also be considered.
3. Security agency having not less than 40 trained lady security guards on their payroll as on last date of submission of bid.
4. The agency must have organized training arrangements for lady security guards with clear recruitment policies and may be own training centres.
5. Tender Fee: The tenderer shall deposit Non-refundable Tender fee of Rs. 5,000/- (Rupees Five Thousand only) through Demand Draft drawn in favour of "**Registrar, Tezpur University**" payable at Tezpur.
6. Earnest Money Deposit (EMD): The Tenderer shall deposit Earnest Money of Rs. 1,00,000/- (Rupees One Lakh only) through Demand Draft drawn in favour of "**Registrar, Tezpur University**" payable at Tezpur. The Earnest Money Deposit will be refunded to the tenderers whose offers are not accepted within one month from the day of offer letter to successful bidder. Earnest Money Deposit of the tenderers whose offer is accepted will be kept until such time, that the Performance Bank Guarantee is received by the University.
7. The agency should have total turnover of 4 crores during the last three financial years, however, the average financial turnover should not be less than Rs. 1 Crore (Rupees One Crore) per year from security services related work in the last 03 (three) financial year ended on 31.03.2022.





## Terms and Conditions

1. Security personnel employed by the agency:
  - (a) The agency shall not employ any personnel who belong to the area within a radius of 10 KM from the University campus.
  - (b) Every personnel deputed by the Security Agency shall be literate/educated, who have a working knowledge of Assamese, Hindi and English.
  - (c) The lady security guards deployed by the agency shall be medically fit with good antecedents, etc. and neat and clean always.
  - (d) Anyone found below the minimum standard mentioned above shall be removed immediately from the University campus.
2. **Uniform of employee:** The agency shall provide proper uniform including boots/shoes, belt, badge, whistle, caps, canes/ stick, torch, jersey (woollen sweaters) & raincoat etc. to every security personnel deployed by the agency in the University Campus at their own costs and expenses. It would be the responsibility of the agency to supply minor equipment necessary for discharge of the duty at Tezpur University.
3. The agency personnel shall carry identity card duly attested by the authorized person from University and Executive of Security Agency, A photocopy of these cards along with personal details of every security personnel deployed shall be submitted to the University for record, verification etc.
4. The security personnel shall be experienced with the first-aid treatment and fire-fighting equipment.
5. The agency shall ensure attendance of its lady security guards which shall be verified by authorized University official from time to time.
6. The University shall have the right to check the lady security guards on duty, the uniforms worn by the security personnel, their fitness etc., and it must meet with the satisfaction of the University.
7. The agency should have a regular system of training of the Lady Security Guards before mounting them on duty.
8. The agency shall be capable to provide vehicles and licensed radio/ wireless equipment's for communication.
9. The conduct/ characters/ antecedents and proper bonafide of the security personnel shall be the sole responsibility of the agency. The agency should provide all the necessary details/ records of its employees deployed at the University to the University.
10. There should be no police case pending against the Proprietor/Firm/ Partner or the agency and should not be blacklisted by any Government Agency. An undertaking to this effect on agency's letterhead should be submitted in the tender. All the security personnel should have recent police verification and record should be submitted to the University.
11. The agency shall maintain record of every major/ minor incidents on daily basis and report the same to the University authorized official in this regards. The security agency shall also be responsible to lodge complaints with police authorities in such instances after prior

permission of the University and take follow-up action for recovery of lost materials/equipment's.

12. The University shall intimate the requirement of lady security guards, to be deployed for the security of the campus, time to time. The University reserves the right to increase or decrease the number of the security personnel. In addition to the prescribed manpower, whenever required, agency has to provide additional manpower and/or equipment at the rates quoted in the tender.
13. The agency shall have a proper system of checking the guards on duty especially at night. Records of the same should be effectively maintained and shortcomings, if any, should be immediately rectified.
14. The agency shall appoint Male CO/Supervisors in adequate numbers to supervise the lady security guards especially during night time and also for co-ordination with University Security Officials.
15. The agency shall maintain a complaint book at the Main Gate of the University.
16. The responsibility for taking appropriate security measures shall be entirely that of the Security agency. The University will be entitled for compensation from the agency, in case an inquiry by the University establishes that the theft or loss or damage has been caused due to negligence of the agency or any of its employees. The said compensation shall be in addition to the findings and recommendations that the enquiry may propose. After enquiry, if it is found that such theft or loss or damage has been caused by acts of commission and omission of the personnel of the agency or if the lady security guard of the agency has either taken active part in such acts or has aided and abetted in the act of such commission and omission or its employees to whom loss is caused, shall be totally indemnified/compensated by the agency on actual basis.
17. The agency shall nominate a nodal officer for day to day communication.
18. Night Guards should be equipped with proper protection and illuminating/lighting device. While working at the premises of the University, they shall work under directives and guidance of the designated/ authorized by the University.
19. The personnel deployed by the Agency in the University shall be removed immediately, if the University considers such removal is necessary on administrative grounds. The agency shall also immediately remove any personnel who is found not discharging his duties properly or is of doubtful character, had any sort of intoxicating item on duty and shall replace her with substitute personnel either on its own or on the demand of the University. In case of removal of such personnel, no claim shall be maintainable against the University.
20. If the University incurs any expenses or any liability is put on them in connection with the deployment of the employee of the agency, the same shall be adjusted from the bill of the agency.
21. The agency shall ensure that the personnel deployed by it are disciplined and do not participate in any activity prejudicial to the interest of the University/ Government of India/any State or any Union Territory.



22. A non-refundable amount of Rs. 15,000.00 (Fifteen Thousand) only shall be paid by the Agency to the University towards Emergency Medical treatment of the deployed staff in the University Health Centre only during the contract period.
23. **Preparation and submission of Tender:** The tender should be submitted in two parts i.e. Technical Bid and Financial Bid. For submission of bids, all interested bidders have to register online on e-procurement portal. After registration, bidders shall submit their Technical Bid and Financial Bid documents on <http://eprocure.gov.in>. duly signed and sealed on each page of tender. For details, kindly see Annexure III of this tender document for Instruction for Online Bid Submission.
24. **Performance Bank Guarantee:** The tenderers whose tender is accepted, will be required to furnish Performance Bank Guarantee of Rs. 10,00,000/- (Rupees Ten Lakh Only) before signing the Contract. The Performance Bank Guarantee shall be in the form of Guarantee Bonds/Bank Guarantee of any nationalized bank in accordance with the format prescribed herein in Annexure II. In case the tenderer fails to deposit the requisite performance bank guarantee the EMD furnished by the tenderer shall be forfeited without any further notice to the tenderer. Performance Bank Guarantee shall be valid for minimum 60 days after the expiry of the contract.
25. In the event of bidder backing out before actual award or execution of the agreement, the University will have right to forfeit the EMD. In case the successful tenderer declines the offer the contract, for whatsoever reason(s) his EMD will be forfeited.
26. Intending tenderers are advised to inspect and examine at their own cost, the site and its surroundings and satisfy themselves to the nature of the only site. The nature of the site, the means of access to the site, the accommodation they may require and in general shall themselves obtain all necessary information as to risks, contingencies and other circumstance which may influence or effect their tender. A tenderer shall be deemed to have full knowledge of the site whether she inspects it or not and no extra charges consequent on any misunderstanding or otherwise shall be allowed. Submission of tender by a tenderer implies that she has read the tender documents and made herself aware of the scope and specifications of the work do be done.
27. **Sub-Contracting:** The agency shall not assign, sub-contract or sub-let the whole or any part of the contract in any manner.
28. **Taxes, labour Laws and Other Regulations:**
- (a) The agency shall comply with all statutory requirements existing as well as those promulgate from time to time viz. EPF Act, ESI Act, Bonus Act, Minimum Wages Act, Contract Labour Act, Workmen's Compensation Act, Casual Labour (R & A) Act, Migrant Labour Act and/ or such other Act or Laws of Central, State, Municipal and Local governmental agency or authority etc. whichever is/are applicable to the organization of the security agency and shall be held responsible, accountable, answerable, explainable & liable, as the case may be, for the lapses committed by them in this regard.

- (b) The agency is liable for the payment of any and all existing taxes of the Central or State Government or of any other authority with respect to the contract or anything done, or services rendered pursuant thereto.
- (c) The agency shall be responsible for proper maintenance of all registers, records and account as far as it relates to compliances with any statutory provisions/ obligations. The agency shall be responsible for making the records pertaining to payment of Minimum Wages Act and for depositing the EPF and ESI contributions, with the authorities concerned. The agency shall be responsible and liable for all the claims of its employees.
- (d) The agency shall obtain the license under the Contract Labour (R & A) Act from the agency of the Central Labour Commissioner and produce the same along with the monthly bill. The first bill will be cleared only on the submission of the said license. The agency would be required to maintain all books and registers like Employment Register, Wages Register, Overtime Register, First Aid Box, Display of Notice, etc. as required under CLR&A, 1970 for inspection by visiting Labour Enforcement Officers.
- (e) The agency shall obtain adequate insurance policy in respect of its workmen engaged by it towards meeting the liability of compensation arising out of injury/disablement at work.
- (f) The agency shall not involved in the matters of University in any way whatsoever in any dispute with regard to compliance of statutory provision and in case of any violation of any law; the agency shall be solely responsible.
- (g) The agency shall indemnify and keep indemnified the University against all losses and claims for injuries and or damages to any person or property. The agency shall abide by and observe all statutory laws and regulation in matters of Labour Law, Factory Act, Explosive Act, Workmen compensation Act, Goods & Service Tax (GST), Royalty, Works contract etc. and all shall keep the University indemnified against all penalties and liabilities of kind of breach of any such statute ordinance or law/ regulations or Bylaws. The agency shall not employ child labour.
- (h) Payment to workers must be according to Minimum Wages Act. Payment of Wages to employees must be through Banks accounts of the employees and contractor shall submit a certified copy of Bank Statement on payment of wages with the bill of subsequent month.

**29. Payment of Bills:** The payment for services under this agreement shall be made on monthly basis on satisfactory completion of job contract services, through NEFT/RTGS/PFMS (online transfer). The final payment shall, however, be made only after adjusting all the dues/claims of the University. Income Tax (TDS) as applicable at the prevailing rate will be deducted at source.

**30.** The agency shall pay the monthly wages bill not later than the 7<sup>th</sup> day every successive month duly certified by the concerned designated officials of the University. University shall reimburse the payment of the Wages and other payment to the agency. The agency shall directly pay the wages to the individuals bank account (DBT) of the security personnel. The duty schedule and attendance register must be produced to the concerned official of the



University on weekly basis for countersignature. Monthly submission of payment records of EPF, ESI etc. shall be mandatory along with the reimbursement bill for successive month. Tezpur University, being the principal employer, shall have the right to ensure that payments are duly made to the security personnel's bank accounts. In order to ensure that, a declaration (*format to be notified with the work order*) is to be furnished by the Agency along with the bill for the following month. The Finance Officer or his nominee shall check the relevant records, as may be deemed necessary, to substantiate the claim of payment of wages and other dues like EPF, ESI, etc., before reimbursement of payment.

31. The persons employed by the agency for the lady security guards services of the University will be the employees of the Security Agency and the University shall have nothing to do with their employment or non-employment. Under no circumstances any liability in respect of matters connected with their employment shall be held against the University and the security personnel employed by the agency shall have no right whatsoever to claim employment or other rights from the University.
32. The lady security guard employed by the agency shall not form/join any union and shall not make any claim on service or other matter from university.
33. The agency shall be responsible for all injuries and accidents to persons employed by them and under no circumstances, University will be responsible to compensate them under any Act/law.
34. None of the employees of the agency shall enter into any kind of private work within or outside the campus of the University. Non-compliance with this provision will be deemed to be violation of the contract inviting penal action as per penalty clause of Terms & Conditions.
35. The lady security Guards and Security Supervisors shall be required to work in three shifts (eight hours' basis). However, no shall be allowed to perform continuous duty beyond one shift.
36. The lady Security guards of the agency shall not work for more than 26 days in a month.
37. All deployed lady security guards should be treated/ oriented to be Gender Sensitive while discharging their duties.
38. **Bid Validity:** The quoted rates must be valid for a period for 180 days from the last date of submission of the bid. The overall offer for the assignment and price quoted by the bidder shall remain unchanged during the period of validity. If the bidder quoted the validity shorter than the required period, the same be treated is unresponsive and the tender may be rejected.
39. In case the tenderer withdraws, modifies or change his/her offer during validity period, bid is liable to be rejected and the EMD shall be forfeited without assigning any reason thereof. The tenderer should also be ready to extend the validity, if required, without changing any terms, conditions etc. of their original tender.
40. In exceptional circumstances, the University may request the bidders' consent for an extension of the period of bid validity. A bidder may however be at liberty to refuse the request without risking forfeiture of his/her EMD. A bidder agreeing to extend the validity of bid will not be allowed to modify his/her bid.

41. Anyone or more the following action/ commission/ omission are likely to cause rejection of tender:
- (i) Any Tender Fees/EMD received are without conclusive proof, that it was delivered before the specified closing time.
  - (ii) Any conditional bid or bid offering rebate.
  - (iii) Any bid in which rates have not been quoted in accordance with specified formats/ details as specified in the Bid Documents.
  - (iv) Any effort by a bidder to influence the University or its employees in the bid evaluation, bid comparison or contract award decision.
  - (v) Any bid received with period of validity of bid shorter than 180 days.
42. **Evaluation of Technical Bid:** The evaluation Technical Bid will be based on the (i) completeness of the tender document (ii) at least 03 years of experience in providing Security Services with at least 40(Forty) lady security personnel on outsourcing basis to University/IIT/NIT/IIM/Reputed Academic Institutions in the North-Eastern region of India as on 31.03.22. Current work executed shall also be considered(iii) at least 100 numbers of security Personnel on roll with minimum 2 years of experience, of which atleast 40% of them should be female security guards(iv) total turnover of 4 crore or above in the last three financial years (2019-20, 2020-21, 2021-22) and annual turnover of the mentioned financial years should not be less than 1 (one) Crore, (v) satisfactory feedback from the client (educational organizations) where services in last five years are rendered.
43. Contract should ordinarily be awarded to the lowest quoted rate (L1) tenderer whose bid is found to be responsive, eligible and qualifies to perform the contract satisfactorily as per the terms and incorporated in the tender document. However, the L1 quote should not be the Abnormally High Rate (AHR) or Abnormally Low Rate (ALR) compared to reasonable rates based on the prevailing market rate. If L1 rate is AHR or ALR, then it will not be considered for the contract and next lowest bidders (L2 and L3) may be considered, if otherwise found suitable, rate is reasonable on the basis of prevailing market rates, and agrees upon to work at L2 and L3 rate. Agencies quoting Abnormally Low Rate (ALR), if considered by the University shall have to provide two times more the normal Performance Bank Guarantee i.e. Rs. 20 Lakhs for the entire Contract period.
- If more than on Agency has quoted same Service Charge (L1), bidders shall be selected on the basis of clients' feedback, number of contracts etc. at the sole discretion of the University Authority.
44. **Feedback:** The University may ask the agency to submit monthly feedback collected from the users. On the basis of feedback, University may at its own discretion impose financial penalty as per penalty clause of Terms & Conditions depending on gravity of the issue and in case of similar repetition University can cancel the contract unilaterally without notice and in that case, the Performance Bank Guarantee will be forfeited.
45. **Authority of Person signing document:** A Person signing the tender form or any documents forming part of the contract on behalf of another shall be deemed to warrant, that he has authority to sign.



**46. Interpretation:** All the terms and conditions of contract shall be read in conjunction with all other documents forming part of this contract. Notwithstanding the subdivisions of the documents into these separate sections. Every part of which shall be deemed to be supplementary to and complementary of every part and shall be read with and into the contract.

#### **47. ARBITRATION**

Except as otherwise provided elsewhere in the contract, if any dispute, difference, question or disagreement or matter whatsoever, shall, before/ after completion or abandonment of work or during extended period, hereafter arises between the parties, as to the meaning, operation or effect of the contract or out of or relating to the contract or breach thereof, shall be referred to a Sole Arbitrator to be appointed by the Vice Chancellor, Tezpur University.

#### **48. FORCE MAJURE**

If at any time, during the continuance of this contract, the performance in whole or in part by either party, of any obligation under this contract, shall be prevented or delayed by reason of any floods, explosions, epidemics, quarantine restriction or act of God (hereinafter referred to as events), provided notice of happening of any such eventuality is given by either party within 7 days from the date of occurrence thereof, neither party shall be due to reason of such event be entitled to terminate this contract nor shall either party have any such claim for damages against the other in respect of such non-performance or delay in performance. The operation of contract shall be resumed as soon as practicable after such event may come to an end or cease to exist and the decision of University as to whether the operation have been so resumed or not shall be final and conclusive, provided further that if the performance in whole or in part of any obligation under his contract is prevented or delayed by reason of any such event for a period exceeding 90 days either party may at his option terminate the contract Provided also that if the contract is terminated under this clause, University shall be at liberty to take over from the agency, the security personnel, vehicles & equipment deployed in the campus until a new security agency is appointed and commences the operation.

#### **49. PENALTY**

Penalty for complaint, non-adherence of terms & condition specified in this tender document, indiscipline & unsatisfactory operation of security services and the incidence given in the various clause of this document for the purpose, may be levied as per below:

- (a) Rs. 5,000/- (Rupees five thousand) on each such first occasion.
- (b) Rs. 10, 000/- (Rupees ten thousand) on repetition of each such incident of similar nature.

- (c) Entire Security amount shall be forfeited in case of withdrawal before the completion of the contract period or termination of the contract because of unsatisfactory service.

**50. Jurisdiction:**

All matter and disputes arising out of this agreement will be subject to the jurisdiction of the courts located at Tezpur only

- 51.** The University reserves the right to reject the tender in whole, or in part, without assigning any reasons thereof.
- 52. Period of Contract:** Contract period will initially be for Three Years' renewable every year. The contract may be extended subject to satisfactory performance at the sole discretion of the University on an annual basis for a further period of up to five years. In the event of bidder backing out before actual award or execution of agreement the University will have right to forfeit the Performance Bank Guarantee of the Agency.
- 53. Exit Clause:** Notwithstanding anything contained in any other clause of this tender, the contract can be terminated by the University by giving three months' notice without giving any reason and the agency can also terminate the contract by giving three months' notice.
- 54. Contract Agreement:** The successful bidder shall be bound to execute an agreement on non-judicial stamp paper of Rs.1000/- (Rupees One thousand only). The University reserves the right to amend the terms & conditions of contract by mutual discussions and such amendments shall be in writing. The amended terms and conditions will form part of the agreement.

  
**Joint Registrar (GA)**  
**Tezpur University**



**PART A: TECHNICAL BID  
SECTION I  
PROFILE OF THE TENDERER**

Sl. No.	Particulars	Details
<b><i>Details of the Tenderer</i></b>		
<b>1</b>	Name of the Agency (Block Letters)	
<b>2</b>	Name of the proprietor/partners/Directors	
<b>3</b>	Full address of the registered office with pin code, mobile number	
<b>4</b>	Name and designation of authorized person with Telephone No./ Mobile No./ Email id (Authorization letter to be enclosed)	
<b>5</b>	Number of years of experience in providing Security Services as per the tender requirements	
<b><i>Registration &amp; Other Statutory document details</i></b>		
<b>6</b>	Security Agency registration number and date of registration under Private Security Regulation Act (Government of Assam) (Certificate to be attached)	
<b>7</b>	PAN Number	
<b>8</b>	EPF Number	
<b>9</b>	ESI Number	
<b>10</b>	GST Number	
<b>11</b>	Labour License Certificate Number, Validity and Numbers of Workers Permitted in the License	
<b>12</b>	ISO or equivalent Certified agency, if available	

Certified that all above information's are correct to the best of my/our information, knowledge and belief. All the attached relevant documents are duly signed, sealed and serially numbered.

**Date:**

**Signature of Tenderer  
Office Seal**



**PART A: TECHNICAL BID**  
**SECTION II**  
**DOCUMENTS ENCLOSURE DETAILS**

Sl no	Items	Details
1	Tender Fee: Amount, Bank Draft No., Date Bank name and branch	<i>(Write down the name of the Tenderer at the back of the demand draft)</i>
2	EMD: Amount, Bank Draft No., Date Bank name and branch	<i>(Write down the name of the Tenderer at the back of the demand draft)</i>
3	An affidavit duly certified by a Notary that the Agency/ Firm/Company is/ are not involved in any Police case/ Vigilance enquiry pending or ever been punished by any Hon'ble Court <b>(in original)</b>	<i>(Write down the enclosure serial number)</i>
4	An affidavit duly certified by a Notary That the Partners of the Agency/ Firm/Company or Sole Proprietor or Agency/Firm/ Company Has never been blacklisted or changed the name of the firm <b>(in original)</b>	<i>(Write down the enclosure serial number)</i>
5	Income Tax Return (last three years) <i>(enclosed photocopies and attested by Tenderer)</i> 2019-20 2020-21 2021-22	<i>(Write down the enclosure serial number in each items)</i>
6	Audited Balance Sheet and Profit/Loss A/C <i>(enclosed photocopies and attested by the Tenderer)</i> 2019 -20 2020-21 2021-22	<i>(Write down the enclosure serial number in each items)</i>
7	Security Agency registration number and date of registration under Private Security Regulation Act (Photocopy and attested by the Tenderer)	<i>(Write down the enclosure serial number)</i>
	PAN Number <i>(Photocopy and attested by the Tenderer)</i>	<i>(Write down the enclosure serial number)</i>
	EPF Number <i>(Photocopy and attested by the Tenderer)</i>	<i>(Write down the enclosure serial number)</i>
	ESI Number <i>(Photocopy and attested by the Tenderer)</i>	<i>(Write down the enclosure serial number)</i>



7	GST Registration Number (Photocopy and attested by the Tenderer)	(Write down the enclosure serial number)
	Labour License Certificate Number, Validity and numbers, Validity and numbers of Workers permitted in the License (Photocopy and attested by the Tenderer)	(Write down the enclosure serial number)
8	Proof of Financial Capacity from his banker (In Original)	(Write down the enclosure serial number)
9	Details of experience in Security service for the past five years (Section IV Proforma)	(Write down the enclosure serial number)
10	Details of experience from each client i.e. educational institution such as University/IIT/NIT/IIM/ Reputed Academic Institutions where Services was/is provided (Section V Proforma)	(Write down the enclosure serial number)
11	Details of feedback from each client (Section VI Proforma)	(Write down the enclosure serial number)
12	Details of the present strength of the Agency (Section VII Proforma)	(Write down the enclosure serial number)
13	Details of Manpower deployment plan and proposed plan to provide security service at Tezpur University (Section VIII Proforma)	(Write down the enclosure serial number)
14	Details of the Quantitative Assessment of the Agency (Section IX Proforma)	(Write down the enclosure serial number)
15	Tender Acceptance Letter (Annexure I Proforma)	(Write down the enclosure serial number)
16	Have you signed all the pages of the Tender document with your office seal?	Yes/No

*Certified that all above information's are correct to the best of my/our information, knowledge and belief. All the attached relevant documents are duly signed, sealed and serially numbered.*

Date:

Signature of Tenderer  
Office Seal



**PART A: TECHNICAL BID**

**SECTION III**

**Undertaking**

**Litigation/ Ineligibility for corrupt or fraudulent practices/ Blacklisted with any of the Government or Public Sector Units or Educational Institutions including Tezpur University**

*(To be submitted on the Letterhead of the responding agency)*

To

The Registrar

Tezpur University

Tezpur 784028

India

**Subject:** Declaration for not involved in any litigation, not being an ineligibility for corrupt or fraudulent practices or backlisted with any of the Government or Public Sector Units or Educational Institutions or Tezpur University.

Sir,

We, the undersigned, hereby declare that

We are not involved in any litigation with any client,

We are not under a declaration of ineligibility for corrupt or fraudulent practices, we are not blacklisted with any of the Government or Public Sector Units.

Thanking you,

Yours faithfully

**(Signature of the Tenderer)**

Name:

Designation:

Seal:



**PART A TECHNICAL BID**

**SECTION IV**

**Experience Details of the Agency in providing Security Services to University/IIM/NIT**

Sl. No.	Name of the Client	Details of Person to whom reference can be made (Name, Address, telephone number, Email ID etc.)	Number of Manpower services provided	Annual contract value (Rs. In Lakhs)	Number of years the services provided

*(May use separate sheet, if necessary, in same format)*

*Certified that all above information's are correct to the best of my/our information, knowledge and belief. All the attached relevant documents are duly signed, sealed and serially numbered.*

**Date:**

**Signature of Tenderer  
Official Seal**



**PART A: TECHNICAL BID  
SECTION V**

**Details of experience (to be submitted for each client separately)  
(Reference Section IV)**

Sl No.	Particular	Details
1	Name of the work	
2	Name of the Client/ Educational Organization	
3	Details of person to whom reference can be made (Name, Address, Telephone number, Email ID etc.)	
4	Location of the work	
5	Annual cost of services. Contract value	
6	Contract period	
7	Security personnel deployed (Numbers)	
	a Supervisor (Designated)	
	b Security Guards (Male)	
	c Security Guards (Female)	
8	Completion	
9	Number of years for which services were provided.	
10	If certificate of Feedback is enclosed.	

*Certificate that all above information's are correct to the best of my/our information, knowledge and belief. All the attached relevant documents are duly signed, sealed and serially numbered.*

**Date:**

**Signature of Tenderer  
Official Seal**



**PART A: TECHNICAL BID  
SECTION VI**

**Details of Feedback to be submitted from each client separately**

Feedback about M/s (Name of the Agency/ Form/Company): \_\_\_\_\_

Engaged by (Name of the Client): \_\_\_\_\_

Sl no.	Activities	Excellent	Very Good	Good	Satisfactory	Poor
1	Turnout					
2	Record maintenance					
3	Crime detection and fellow-up action					
4	Welfare measure by the agency to their staff					
5	Gadget used (Wireless, Alcohol detector, Handheld metal detector etc.)					
6	Disaster management mechanism					
7	Monitoring mechanism					
8	Training (in-door/out-door/traffic control)					
9	Liaison / Rapport with local police, if necessary					
10	Behaviour with University/Institute Authority Faculty/Staf/Students/Guests					
11	Disciplinary action against security personnel or company if any					
12	Overall Performance					

Place  
Date

Signature of the client  
Official Seal

**PART A: TECHNICAL BID**  
**SECTION VII**  
**Present Strength of the Agency**

Sl No.	Particular	Details
1	Number of contracts the Agency/ Firm/ Company was/ is providing since last five years	
2	Number of manpower deployed for the contract (Maximum number in a month in any particular organisation in last five years)	
4	Number of Assistant Security Officers (Designated)	
5	Number of Supervisor Officer (Designated)	
6	Number of Security Guards	Male
		Female
7	Number of Cycles/Vehicles owned by the agency	Cycles
		Motor cycles
		Four wheeler
8	Number of Tools/Equipment owned by the agency	Lathi
		Search Lights
		Alcohol detector
		Walkie Talkie
9	Any other information wants to be provided by the agency/firm/company	

*Certified that all above information's are correct to the best of my/our information, knowledge and belief. All the attached relevant documents are duly signed, sealed and serially numbered.*

*[Proof to be attached, in case of non-availability then, a declaration has to be submitted in separate sheet in letter head of Tenderer]*

Date:

Signature of Tenderer  
Official Seal



**PART A: TECHNICAL BID**

**SECTION VIII**

**MANPOWER DEPLOYMENT PLAN AND PROPOSED PLAN TO PROVIDE SECURITY SERVICE AT TEZPUR UNIVERSITY**

<b>MANPOWER DEPLOYMENT PLAN</b>							
Sl No.	Type of Security Staff	Total Number	Qualification	Training	Years of Experience	Place of Experience	
1	Assistant Security Officer (Designated)						
2	Security Supervisor (Designated)						
3	Security Guard (including driver) Male: Female:						
<b>PROPOSED PLAN TO PROVIDE SECURITY SERVICE</b>							
01	Plan for smooth operation of Visitors and Vehicle entry	Paper base visitor entry	Computer base visitor data entry	Manual Vehicle checking	Alcohol detector	Sensor base vehicle entry	Handheld metal detector
02	Disaster Management Plan	Fire		Accident		Earthquake	
03	Traffic control management Plan	Regular Traffic control	Traffic Management for various events at University	Traffic Management during dignitaries visit to University	Traffic management for special event such as Convocation		Any special events at University

**Date:**

**Signature of Tenderer  
Official Seal**

*AA*

**PART A: TECHNICAL BID**  
**SECTION IX**  
**Quantitative Assessment of the Agency**

Sl No.	Particulars	Details	Documentary evidence serial number in the Tender document
<b>Experience</b>			
1	Number of contracts the agency was/is providing since last five years		
2	Number of manpower deployed for the contract		
3	Amount of contract per month (Rs. In lakhs)		
<b>Present Strength of the Agency</b>			
4	Number of Assistant Security Officer (Designated)		
5	Number of Supervisor (Designated)		
6	Number of Security Guard		
7	Number of Vehicles/Type of vehicles to be deployed at Tezpur University by the agency at their own cost		
8	Number of Tools/Equipment will be used at the University		
<b>Proposed plan to provide Security Service at Tezpur University</b>			
9	<b>Quality of Service</b> Number of supervisor Number of security guards		
10	Plan for smooth operation of Visitors and Vehicle entry		
11	Disaster Management Plan		
12	Traffic control Management		

*Certificate that all above information's are correct to the best of my/our information, knowledge and belief. All the attached relevant documents are duly signed, sealed and serially numbered..*

**Date:**

**Signature of Tenderer  
Official Seal**

*H*



**Please Note:** Period of security services provided to multiple organization at the same time shall not be added together for the purpose of counting the period of 60 months.

- A. Own training centre, if any for training of Security Guards, Documentary evidence duly certified by the appropriate authority should be provided.
- B. Experience of providing atleast 40 (Forty) Lady Security Guards per day during the last three financial years ended on 31.03.2022. Documentary evidence duly certified by the appropriate authority should be provided.
- C. Agency should have not less than 100 (One Hundred) trained security guards on their payroll as on date of submission of bid, of which atleast 40 female security guards should be on active role. Documentary evidence duly certified by the appropriate authority should be provided.
- D. An affidavit duly certified by a Notary That the Partners of the Agency/ Firm/Company or Sole Proprietor or Agency/Firm/ Company Has never been blacklisted or changed the name of the firm should be provided in original issued not earlier than the date of issue of tender. It should be submitted to the Joint Registrar(GA), Tezpur University within 03(three) days after closing of the bid.
- E. An affidavit duly certified by a Notary that the Agency/ Firm/Company is/ are not involved in any Police case/ Vigilance enquiry pending or ever been punished by any Hon'ble Court should be provided in original issued not earlier than the date of issue of tender. It should be submitted to the Joint Registrar(GA), Tezpur University within 03(three) days after closing of the bid.
- F. Agency should have visited the site and its surroundings and satisfy themselves before submitting tender. An undertaking to this effect on firm letterhead should be attached.
- G. The agency should possess all mandatory statutory requirement mentioned in this tender document.
- H. All third party certificates should be duly signed, stamped by the bidding agency.
- I. No price should be specified in the technical bid, including such information will entail rejection of the bid.





## PROFORMA OF PERFORMANCE BANK GUARANTEE

1. In consideration of the Registrar, Tezpur University having offered to accept the terms and conditions of the proposed agreement between **Tezpur University** and ..... (hereinafter called "the said agency"), for the work of "Security services at Tezpur University" (herein after called "the said agreement") having agreed to production of an irrevocable Bank Guarantee for Rs. .... (Rupees ..... Only), as a Security/Guarantee from the agency for compliance of his/her obligations in accordance with the terms & conditions in the said agreement.
2. We ..... (indicate the name of the Bank), (hereinafter referred to as the "Bank") do hereby undertake to pay amounts due and payable under this Guarantee without any demur, merely on a demand from the Tezpur University stating the amount claimed is required to meet the recoveries due or likely to be due from the said agency. Any such demand made on the Bank shall be conclusive as regards the amount due and payable by the Bank under this guarantee. However, our liability under this guarantee, we shall be restricted to an amount not exceeding Rs. .... (Rupees ..... only).
3. We, the said bank, further undertake to pay to the Tezpur University any money so demanded notwithstanding any dispute or disputes raised by the agency in any suit or proceeding pending before any Court or Tribunal relating thereto, our liability under this present being absolute and unequivocal. The payment so made by us under bond shall be a valid discharge of our liability for payment thereunder and the agency shall have no claim against us for making such payment.
4. We ..... (indicate the name of the Bank) further agree that the Guarantee herein contained shall remain in full force and effect during the period that would be taken for the performance of the said agreement, and it shall continue to be enforceable till all the dues of the Tezpur University under or by virtue of the said agreement have been fully paid and its claims satisfied or discharged, or till the Registrar, Tezpur University on behalf of the Tezpur University, certifies that the terms and conditions of the said agency and accordingly discharges this guarantee.
5. We ..... (indicate the name of the Bank) further agree with the Tezpur University that the Tezpur University shall have the fullest liberty without our comment, and without effecting in any manner our obligations hereunder, to vary any of the terms and conditions of the said agreement or to extend time of performance by the said agency from time to time or to postpone for any time of from time to time of the powers exercisable by the Tezpur University against the said agency and to forebear or enforce any of the terms and conditions relating to he said agreement, that we shall not be relieved from our liability by reason of any such variation or extension being granted to the said agency or for any forbearance, act of omission on the part of Tezpur University or any indulgence by the Tezpur University to the said agency or by any such matter or thing whatsoever which under the law relating to sureties would, but for this provision, have effect of so relieving us.
6. This Guarantee will not be discharges due to the change in the constitution of the Bank or the agency.
7. We ..... (indicate the name of the Bank) lastly undertake not to revoke this Guarantee except with the previous consent of the Tezpur University in writing.

8. This Guarantee shall be valid up to .....unless extended on demand by the Tezpur University.

Notwithstanding anything contained herein above:

- a) Our liability under this Guarantee shall not exceed Rs. ....(Rupees ..... only).
- b) This Bank Guarantee shall be valid up to .....and,
- c) We are liable to pay the Guarantee amount or any part thereof under this Bank Guarantee only and only if you serve upon us a written claim or demand on or before ..... all yours rights under this guarantee be forfeited and we shall be relived and discharges from all liabilities thereunder.

Dated.....day of .....for.....

***(Indicate the Name of the Bank)***

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