

ASSAM UNIVERSITY
SILCHAR– 788011

SECTION - 1

NOTICE INVITING TENDER

AUG/Security-2/2017 date 16-11-2017

Sealed tenders in a two bid system i.e. (i) Technical bid and (ii) Price bid are invited upto 14:00hrs. on **12-01-2017** for “ Providing round the clock campus security services at Assam University ”for a period of two years (extendable for a further one or more years) from Private Limited/ Partnership Security Firms with experience in providing security services to Government and non-Government organizations, Public Sector Undertakings and Private organizations of repute. Tender papers shall have to be downloaded from the website www.assamuniversity.ac.in. No separate tender papers shall be issued from the office.

Requirements:

Contractor should furnish attested copies of the following documents in the technical bid of the tender:

- Preferably registration/ license with PSA(R) Act 2005 and PSA Rule 2008 Assam. EPF, ESI and Service Tax Registration/GST Certificates.
- Company’s up-to-date Balance Sheet for the last two financial years.
- EPF, ESI and Service Tax Challan Certificates of the last two years. Company brochure showing its profile. A copy of registration certificate under the Company’s Act, 1956 or Indian Partnership Act, 1932.
- Proof of minimum 2 years of experience in similar services with any other organization (preferably academic institution, where more than 100 security personnels are engaged). (Copies of relevant documents as proof are to be submitted).
A list of clients as on date and proof thereof. [Contractor should have at least one or two clients of Central Government/State Government/Autonomous Bodies/Public Sector Undertakings at Assam as on date with sufficient strength of Security Guards].
- Only a Company having its own Head Office or Branch Office in Silchar/Guwahati should apply (Proof to be submitted). The annual turnover of the company should not be less than Rs.1.5 Crores (Rupees One crores fifty Lakhs only) (Proof to be submitted)

- Previous credentials from the Labour Enforcement Office to the effect that agreed rate of wages have been paid by the agency to its employees.
- Preference would be given to party having experience in providing Security Service at any organization in North Eastern Region during last 2 years. (Proof to be submitted)

- The Tender Documents has to be downloaded from the Website of Assam University <http://www.assamuniversity.in>. The tender should be submitted with a Demand Draft/ Pay Order/Bankers' Cheque of Rs. 5000/-(Non refundable) as participation fee in favour of Registrar-Assam University.

The Earnest Money Deposit (EMD) of Rs.100,000/- (Rupees One Lakh only) (Refundable) in the form of Demand Draft /Banker's Cheque/ Pay Order in favour of Registrar, Assam University payable at Assam should be attached with the Technical Bid, failing which the Tender will be rejected. Tenders without requisite Tender Fee and EMD shall be summarily rejected.

The successful Contractor will be required to deposit Rs.2,00,000/ (Rupees Two lakh only)(Refundable) as Security Deposit in the form of a Demand Draft/Pay Order/Bankers' Cheque from any nationalized or scheduled bank in favour of Registrar , Assam University, payable at Assam within 15 (fifteen) days after the date of letter of acceptance. EMD can be adjusted against security deposit. EMD amount shall be refunded if the full amount of security deposit i.e. Rs.2,00,000 is provided . The Security Deposit will be refunded or released after expiry of Contract Agreement, subject to satisfactory completion of the contract. No interest is payable on the Security Deposit.

The tender documents complete in all respects along with Tender Fee/EMD must be submitted in a sealed envelope before 14:00hrs on 12-12-2017 to the Registrar , Assam University, Silchar, PIN-788011 (Assam) superscribing "Tender For Providing Round The Clock Security Service at Assam University".

The Assam University reserves the right to accept or reject any application for the issue of tender document without assigning any reasons.

Sd/-
Registrar, Assam University, Silchar.

SPECIFICATIONS, REQUIREMENTS & INSTRUCTIONS

1. Scope of the Work:

It is proposed to outsource the Security services pertaining to the Assam University Campus. The nature of security services will be for the protection of property against theft, pilferage, fire etc, ensuring safety of manpower, guiding visitors to concerned officials, regulating entry of unwanted visitors/salesmen for maintaining office decorum, maintenance of visitor registers, preventing entry of stray animals like dogs, cows etc., round the clock patrolling of the campus, checking of gate passes and allowing the exit of material accordingly, regulating the entry and exit of vehicles. Whenever additional services are required, the contractor will have to arrange for the same on the minimum wage rates, statutory charges, etc. quoted by the contractor in the price bid.

(i) The personnel engaged for the security services should be either ex-serviceman or trained having experience in similar organization. The age of such personnel (other than supervisors) should not be above 50 years as on 01.01.2018.

(ii) Areas to be covered under the scope of contract are shown in tabular form in Section 4.

2. Preparation of Bids:

Technical Bid and Price Bid are to be submitted in two separate sealed envelopes superscribing clearly each as Technical bid and Price bid, respectively. Both the sealed envelopes (i.e. Technical Bid and Price Bid) are to be placed inside another envelope for submission superscribing "Tender For Providing Round The Clock Security Service at Assam University".

3. Technical Bid:

- a) Technical Bid should contain Tender Fee of Rs.5000/- and EMD of Rs.1,00,000/- (in the form of Demand Draft /Banker's Cheque/ Pay Order) .
- b) The Technical Bid document along with legible photocopies of all the required documents as per tender document should be provided/submitted as per the format given in Annexure-I.
- c) All the pages of the bid are to be duly signed by the tenderer.

4. Price Bid:

The Price Bid showing total monthly amount on job contract basis for Security Services with item-wise break-up, which will include all mandatory, statutory payments including other percentage/expenses are to be submitted as per ANNEXURE-II. All the pages of the bid are to be duly signed by the tenderer.

5. Opening of Tender Document(Tentative):

Technical Bid: Time: 17:00 hrs Date: 12-12-2017 Venue: S.M.Ali Committee Room at Administrative Building, Assam University Silchar.

Price Bid: Price bid will be opened only for tenderers those who have qualified as per the criteria laid down in section 6 under the heading “Evaluation of Tender” of the tender document. The date of opening of price bid will be informed later to the qualified tenderers in the technical bid.

6. **Confidentiality of the Document:** This Tender Document is confidential and the Tenderer shall ensure that anything contained in this Tender Document shall not be disclosed to any third party in any manner, whatsoever.

SECTION - 3

TERMS AND CONDITIONS FOR PROVIDING CAMPUS SECURITY SERVICES AT ASSAM UNIVERSITY

1. The Contractor shall be fully responsible for the security of the entire campus of Assam University comprising of Academic Complex, Administrative Building, all Boys' Hostels, Girls' Hostel, Foreign students Hostel, Hospital Building, Commercial Complex, Library Computer Center Building, Power House, Water Treatment Plant, Sports Complex (Indoor Outdoor sports), Day Care Centre, Entrance Gate and all Residential Quarters and including all structures, installations, fittings, equipment, vehicles, office and house hold appliances and materials, building materials, any other property owned by the Assam University or inmates residing or working in or visiting the campus of the Assam University, Silchar, PIN-788011, Assam, and any other buildings on/off Campus which may be built during the contract period.
2. Besides the normal security services, as and when assigned, the other functions required to be performed for the safety of Assam University campus include the following:
 - (i) Man the security Main Entry Gate and at any other point specified by the Assam University's authority.
 - (ii) Security personnel deployed by the Contractor shall check the material/property (Government and Non-Government), going out of the Building/Campus through the Procedure of gate pass as laid down by Assam University's Authority.
 - (iii) Perform watch and ward functions including night patrol of Assam University campus (Which will be specified at the time of signing the agreement)
3. The Contractor shall compensate in full the loss sustained by Assam University or its campus inmates on account of any theft, burglary and any other kind of intrusion in the campus entrusted to him for security. The amount of loss to be compensated by the Contractor shall be determined by the Vice Chancellor of the Assam University on the basis of or otherwise, on findings of a Joint Enquiry Committee including Representatives of both the Assam University and the Contractor, and the same shall be binding on the Contractor. In case of any theft or burglary it will be the duty of the Security agency/Contractor or its representative to lodge an F.I.R. at the concerned Police Station with due intimation to the Assam University. If Assam University does not have enough dues of the Contractor with it to recover such amount, legal remedies will be resorted to as per the relevant law. The Contractor shall also be fully responsible for any loss of material and property of the Assam University attributable to the negligence or failure of the Security personnel in complying with the prescribed procedure. All losses suffered by Assam University on this account shall be compensated in full by the Contractor. The decision of the Vice Chancellor of the Assam University in this regard shall be final and binding on the Contractor.

4. The Contractor shall deploy only qualified persons, and such persons shall only be pensioner drawing Ex-Serviceman or para military personnel such as BSF, CRPF, or PAC etc. or trained persons as Security Guards below the age of 50 only for the purpose of this contract. The Assistant Security Officer/ Security Supervisors shall be below the age of 55 years. Before the security personnel report for duty or within a stipulated period, necessary documents to prove that the personnel qualify as mentioned above, shall be produced by the Contractor before the concerned officer of the Assam University. The fact shall be verified by Assam University's Authority and only those personnel shall be deployed by Contractor on duty in whose case documentary proof has been rendered to the Assam University's satisfaction.

In addition to this, if any of the personnel deployed for the security services is found to be unsatisfactory, he shall have to be withdrawn by the Contractor within 24 hours from the campus. No wages shall be payable in respect of such security staff in whose case documentary evidence in support of their being qualified is not provided in time by the Contractor. A complete list of the security personnel engaged by the Contractor for deployment in Assam University shall be furnished by the Contractor along with complete addresses and other antecedents. The Contractor shall deploy only those, whose antecedents have been verified by the police authorities. Further, for safety and security reasons, the Contractor should ensure deployment of only such personnel who are not residing in the close vicinity of the Assam University.

5. At least 9 (nine) security guards out of the total guards should possess valid driving license and be available on a 8 hrs shift basis (including leave reserve) on all week days for driving the Assam University ambulance, whenever the need arises.
6. The rates payable to the Contractor for security services viz., Security Supervisor, Security Guard are required to be quoted separately in ANNEXURE II. Minimum wages for the Security Supervisor will be treated at par with those for skilled category, and Security Guard and staff shall be treated as semi skilled/ unskilled within the meaning of Minimum Wages Act, 1948 and will be based on the current rates laid down by the Central Labour Department under the Minimum Wages Act (MWA), 1948. No other charges will be paid in addition to the above. The Contractor will follow all the statutory requirements as per labour laws prevailing during the contract period and will be wholly responsible for following all such laws. Since the Asstt. Security Officer is not covered under labour laws and the Minimum Wages Act 1948, independent rate needs to be quoted in this case. But in this case also, EPF & ESI, if applicable, will be paid and deposited by Contractor. It shall be the responsibility of the Contractor to ensure that the Security Personnel deployed by him, as the case may be, at no point of time, will be paid less than the minimum rates of wages as prescribed and revised from time to time for the respective categories. In case of revision/increase of rate of Minimum wages by the Government, only the excess amount pertaining to Minimum wages along with EPF & ESI will be paid by the Assam University. The Contractor is required to quote GST (Government Levy) separately at the rates applicable in Assam.

7. The price bid (ANNEXURE-II) should be submitted in a separate sealed cover super scribing "PRICE BID for providing campus security at Assam University". The price bid shall be opened only for those vendors who have qualified in technical bids.

The Contractor will be paid on monthly basis for his services. Bill shall be raised by the Contractor in accordance with the agreed rates on every 1st day of the succeeding month and bills will be submitted for payment along with the EPF and ESI deposits and details of service tax paid to the Assam University's authority. The number of security personnel required can vary subject to time to time requirements.

8. The Contractor will only fix the timings of the various duty shifts. However, the same may, in exceptional circumstances be subjected to change at the discretion of the Assam University. A single duty shift will have a normal duration of 8 (eight) hours excluding rest intervals. The areas to be covered under the scope of contract are given in Section 4 hereto and the contractor shall propose the number of personnel required to cover the above areas. The contractors are requested to visit Assam University, Silchar before submitting the tender document for assessment of its strength and other security related issues. The Contractor will have to submit weekly duty chart of the security personnel to the Assam University's authority prior to commencement of the week. The Contractor will also submit the list of personnel deployed by him.
9. The Contractor may have to replace/ transfer security and other personnel on a random basis. This shall be done with the prior knowledge of the Assam University's authority and full particulars of the security and other personnel so deployed shall be given to Assam University's Authority. In case any of the security and other staff found to be posted without the previous knowledge of the Assam University's Authority, Assam University's Authority shall not be liable to pay for such security and other personnel. The Contractor will be at absolute liberty to rotate the deployment of staff/personnel so deputed among its various and different clients for ensuring better security prospects and for better utilization of energies of its personnel. Periodic rotation of the staff/personnel by the concerned Security agency shall be a mandatory requirement.

A security personnel deployed by the contractor must not be kept in the premises of Assam University - Assam for a period of more than eleven months at a time and replacement of the same should be intimated to the concerned section of Assam University-Silchar. Such a person cannot be deployed at the campus again till period of three months have elapsed since his moving out of the campus. Assam University-Silchar reserves the right to not pay for such security personnel who are present for more than eleven months without permission.

10. No leave of any kind shall be sanctioned by Assam University's authority to the security and other personnel. The Contractor shall be liable to make substitute arrangements in case of the absence of the security personnel. The Contractor shall man all the security check posts

and other locations as specified by Assam University's authority on all the weekdays. No short leave or meal relief shall be permitted to the security and other personnel unless the Contractor provides suitable substitute without any extra payment. The Contractor will have to provide sufficient number of leave reserves.

The Contractor shall ensure that at no time any designated security point is unmanned. A register shall be maintained at the main gate where round the clock duty is performed, for the purpose of taking charge/ handing over of the duty by the security personnel. A register will be maintained by the Contractor at the Main Gate to enter incoming and outgoing vehicles. Apart from this, the Contractor may have to maintain any such register as required from time to time. The Contractor will have to abide by any other regulatory system as will be found necessary by the Assam University. Performance of duty in two shifts by the same guard on a day shall not be permitted. However, in an emergent case exception can be made with the prior approval of the Assam University's Authority to the extent of only one person in any one of the shifts. But payment to such a person for the extra shift shall be restricted to 75% of the rates applicable.

11. The Contractor will have to arrange to robe all the security personnel on duty smartly and neatly on the pattern of Uniformed Services and ensure their good behavior with the Assam University establishment and visitors. They shall abstain from taking part in any staff union and association activities. The Contractor will have to provide as a part of dress, appropriate woolens to the security personnel in the winter season and raincoats/ umbrella for the rainy season (as per Clause 2 of Section-5). The security personnel shall not be permitted to wear any odd wrappers. The dress shall be of uniform colour and design.
 - a. The Assam University will also provide a rent free security barrack only for 1/2 (half) of the total Security Guards / Security Supervisors within the Assam University campus, preferably those who will be engaged for night duty which requires stay in the campus. Charges for electricity will be levied for the same @ Rs.8000/- p.m. No Charges for water supply will be levied for the same

12. The Contractor as envisaged in hereto will have to bear the expenses incurred on the followings:
 - i) Providing torches and batteries to the security guards on night patrol.
 - ii) Providing Lathi/Ballam and other implements to the Security personnel.
 - iii) Providing stationery for writing duty charts and registers at the security checkpoints and for making entries of the visitors.
 - iv) Provide training programme for the security personnel from time to time.
 - v) Provide appropriate uniform as per Clause 2 Section-5.
 - vi) Provide accommodation for security personnel.
13. The Assam University's Authority shall have the right to check the various implements/torches etc. The Contractor will have to maintain these items to the satisfaction of the Assam University's authority.
14. The security personnel deployed by the Contractor will be bound to observe all instructions issued by Assam University's authority concerning general discipline and behavior.
15. For all intents and purposes the Contractor will be the "Employer" within the meaning of different labour legislations in respect of the security personnel so employed and deployed by him.
16. The Contractor shall be responsible for recruitment and deployment of security personnel and the security personnel so recruited and deployed by him shall be under his direct control/supervision. The Contractor shall exercise total superintendence, control and supervision over the security personnel so deployed for the entire security services.
17. In case the security personnel deployed by the Contractor commit any act of omission or commission constituting mis-conduct or indiscipline, the Contractor will be liable and responsible to take disciplinary action against the personnel/staff, including suspension, dismissal from service etc. or removal from Assam University's premises /campus.
18. The Contractor will be responsible and liable for the implementation of all the statutory provisions as regards security and other personnel to be deployed by him in respect of minimum wages, Provident Fund, and ESI etc. as and when they become applicable under the Labour Laws. The Contractor shall maintain all the statutory registers under the law. The Contractor shall produce the same on demand to Assam University's authority or any other authority under law. As and when applicable the Contractor will obtain a license under the Contract Labour (R&A) Act. 1970. In case, the previous month's challan pertaining to ESI and EPF having been deposited do not accompany the bill as a documentary proof, the Assam University has the right to hold up a requisite portion/ or whole of bill amount till such proof is produced and furnished, at the discretion of the Assam University. The Contractor will ensure payment of wages to his personnel within the period prescribed under Labour Laws for the purpose. The Contractor is also required to have a registration under the Company's Act, 1956 or under Indian Partnership Act, 1932 and should have a 'Memorandum and Article of Association' of the company or Partnership Deed, a certified copy of which will be submitted along with the tender. In case the Contractor fails to comply with any statutory obligation under any Labour Laws, and as a result thereof the Assam University is put to any loss or obligation, monetary or otherwise, the Assam University will be entitled to get itself reimbursed out of the bills or the security deposit of the Contractor, to the extent of the loss or obligation in monetary terms.

19. Assam University shall not be responsible financially or otherwise for any injury to the security personnel caused in the course of their performing the security functions/duties, or for payment of any compensation.
20. The Contractor shall not be permitted to transfer or sublet or assign his rights and obligations under the contract to any other organization or otherwise.
21. Time shall be the essence of the Contractor and the duration of this contract shall be for a period of 2 (two) years which is extendable for one or more years up to a maximum of five years at the discretion of the Assam University, except in the event of earlier termination under the terms and conditions. The contract shall automatically expire after completion of 2 (two) years, unless extended further by mutual consent of the two parties in writing.
22. The Assam University has the absolute right to terminate the contract at any time before the due date of expiry without assigning any reason by giving 3 (three) month's notice in advance to the Contractor in writing or by making equivalent payment thereof. The Assam University shall also have the right to extend the contract in writing on the same terms and conditions or with some addition/deletion/modification for a further period of one or more years or for a shorter period until such time as a new security agency takes over in the event of Assam University resorting to the process of appointing a fresh contractor/Agency.
23. In the event of the Contractor desiring an earlier termination of the contract, he shall have to give 5 (five) months advance notice to the Assam University.
24. The Contractor will be bound by the details and documents as furnished by him to the Assam University while submitting the tender or at any other time. In case any of the details of such documents furnished by him, are found to be false at any stage, it would be deemed to be a breach of the terms of Contract, making him liable for punitive action.
25. In case of breach of any of the terms of Agreement, the security deposit of the Contractor will be liable to be forfeited by the Assam University. In addition, the Contract/ Agreement will also be liable to be terminated. Any sum of money due or payable to the Assam University including the security deposit refundable to him under the contract can be appropriated by the Assam University against any amount which the Contractor may owe to the Assam University.
26. The Contractor shall be liable to be fined to the extent of agreed amount in each case for any theft in the premises of Assam University, which are not covered in clauses of the contract agreement.
27. The Contractor will ensure that no unauthorized entry is permitted and the guards at the entry points are able to categories the legitimate residents and visitors without causing any embarrassment or discourtesy.
28. Entry of any stray dogs and cattle into the campus is to be prevented.
29. It should be ensured that trees, flowers, plants and grassy lawns are not damaged either by the campus inmates or by outsiders.
30. All personnel employed by the Contractor shall be bound to provide full help in extinguishing any fire, that might break out anywhere in the campus. In the event of any mal practice on the part of the Contractor or his employees vis-a vis any staff of the Assam University or otherwise, the right to terminate the Contract will vest with the Assam University.

31. The performance of security services under the contract will be reviewed by the Concerned Officer of the Assam University on the second day of every month and the Contractor will remain present personally or depute an authorized representative for the same. In the event of the second day of the month being a holiday, the meeting shall take place on the next working day.
32. Income tax and GST will be deducted at source (TDS) as per prevailing Income Tax/GST Laws and certificate to this effect shall be provided to the Contractor by the Assam University.
33. In case of termination of this contract/agreement on its expiry or otherwise, the staff, or personnel engaged and deployed/deputed by the Contractor, will not be entitled to and will not claim any absorption in the regular or otherwise services of the Assam University. The personnel of the Contractor will not claim and will not be entitled to pay, perks or any other facilities as admissible to the regular/ confirmed employees of the Assam University during the subsistence of the contract/agreement and even after the expiry of the Contract/Agreement.
34. Any dispute arising out of this contract shall be settled through a sole arbitrator appointed by the university. The award of the Arbitrator is final and binding upon both the parties. It is hereby made clear that civil court shall have no jurisdiction to entertain any dispute arising out of this tender.
35. The Contractor shall seek instructions from Assam University or any concerned Officers of the Assam University authorized for the purpose. The Contractor will be required to sign a written Agreement before the initiation of the contract. The agreement once signed shall be deemed to be an Agreement between two Principal Employers. The Agreement shall be one for services and not of services.
36. The Contractor shall have to coordinate with local police during major events of the Assam University under the guidance of Assam University Security Officer/ Commanding Officer.
37. The Company should have sufficient number of trained Female Security Gaurds.
38. The Contractor should submit complete profile of his company as per Section-6 .
39. The Contractor shall well and truly execute/perform the required services contracted to be performed by him hereunder, to the satisfaction of the Assam University.
40. Awarding of formal order to the successful bidder would be at the sole discretion of Assam University as per convenience.

SECTION-4

**TENTATIVE AREAS TO BE COVERED UNDER THE SCOPE OF CONTRACT,
AND TIMINGS:**

(In addition to the regular security services, works are to be carried out but not limited to according to areas which are mentioned in Remark column)

Sl No.	Location/Site	MORNING SHIFT (0500HRS – 1300HRS)	EVENING SHIFT (1300 HRS – 2100 HRS)	NIGHT SHIFT (2100HRS – 0500HRS OF NEXT DAY)	TOTAL
1	V.C's. Bungalow	2	2	2	6
2	Professors / Lecturers Quarter	2	2	2	6
3	Mahatma Gandhi Residential Enclave	1	2	2	5
4	International Guest House	H/G	H/G	H/G	-
5	Guest House	1	1	1	3
6	Non-Teaching Quarters(Phase-1 & 2)	1	2	2	5
7	Housing Colony Entry Gate	2	2	2	6
8	Main Gate	4	4	4	12
9	Bipin Ch. Paul Seminar Hall			1	1
10	P.H.E. Unit			1	1
11	Administrative Office	1	1	2	4
12	Controller of Examinations	1	2	2	5
13	Old French Building			1	1
14	Pharmaceuticals Deptt.	1	1	1	3
15	Health Centre	H/G	H/G	H/G	-
16	Pathology Lab. of H/Centre	H/G	H/G	H/G	-
17	Gym Centre & S.C. Hall	1	1	1	3
18	Ladies Hostel-1	1	1	1	3
19	Ladies Hostel-2	1	1	1	3

20	Ladies Hostel-3	1	1	1	3
21	Ladies Hostel-4	1	1	1	3
22	Ladies Hostel-5	1	1	1	3
23	Boys Hostel-1	1 + H/G	1 + H/G	1 + H/G	3
24	Boys Hostel-2	1	1	1	3
25	Boys Hostel-3 (SOT)	1	1	1	3
26	Boys Hostel-4	1	1	1	3
27	Social Science Building	1	1	H/G	2
28	Education Deptt.	1	1	H/G	2
29	Social Works Deptt.	-	-	-	-
30	New Philosophy Building	H/G	H/G	H/G	-
31	Foreign Linguistic Deptt.	H/G	H/G	H/G	-
32	Indian Linguistic Deptt.	H/G	H/G	H/G	-
33	Business Admin. Deptt.	1	1	1	3
34	Fine Arts & Mass Com. Bldg.	1	1	1	3
35	Computer Centre Bldg.	1	1	1	3
36	Mathematics Deptt.	1	1	1	3
37	Library Science	1	1	1	3
38	Law Deptt.	1	1	1	3
39	Earth Science	1	1	1	3
40	Computer Science Deptt.	1	1	1	3
41	Chemistry Deptt.	1	1	1	3
42	Physics Deptt.	1	1	1	3
43	Ecology Deptt.	1	1	1	3
44	Life Science Deptt.	1	1	1	3
45	Bio-Tech. Deptt.	1	1	1	3
46	Micro Biology Deptt.	H/G	H/G	H/G	
47	Electronics & Telecom. Deptt.	1	1	1	3
48	I.T. Deptt.	1	1	1	3
49	Kendriya Vidyalaya,AUS Campus	1	1	1	3

49	Agri-Engineering Deptt.& workshop	H/G	H/G	H/G	-
50	Commerce & Economics Bldg.	1	1	1	3
51	V.C.'s Office	1	1		2
52	Central Library	1	2	2	5
53	Registrar's Office		1		1
54	Lock Man			1	1
55	Patrol duty				2
56	Supervisor				4

H/G- Represents Home Guard deployed by Govt. Of Assam.

The time of duty is specified in terms of shifts as given under:

Shift 1 = 05:00hrs. to 13:00hrs.

Shift 2 = 13:00hrs. to 21:00hrs.

Shift 3 = 21:00hrs. to 05:00hrs.

Day Shift = 09:00hrs to 17:00hrs

NOTE: Requirement of work force is subjected to changes if required, at the discretion of the Registrar, Assam University. The distribution of work force is also subject to change as required, at the discretion of the Concerned Officer of the Assam University.

B) TIMINGS FOR SECURITY PERSONNEL

1. Asstt. Security Officer:- Overall in-charge - from 09:00 hrs. to 17:00 hrs and to attend duty as and when required.
2. Security Supervisors:- One each in the 3 (three) shifts viz. (i) 05:00hrs. – 13:00hrs., (ii) 13:00 hrs. – 21:00 hrs. and (iii) 21:00 hrs.- 05:00 hrs. for effective supervision of all security functions.
3. Security Guards:- Nominal duty points for effective security coverage of different campus segments including necessary patrolling in three shifts. viz. (i) 05:00hrs. – 13:00hrs., (ii) 13:00 hrs. – 21:00 hrs. and (iii) 21:00 hrs.- 05:00 hrs.

Note: If any necessary change in the above timings, it should be made as per the directives of the Competent Authority of the Assam University.

SECTION- 5

PAYMENT AND UNIFORM

The Contractor will be paid the minimum wages as applicable within the meaning of Minimum Wages Act, 1948 (as applicable in the State of Assam) for the following who will be treated at par with skilled/semi skilled/unskilled as the case may be:

- | | |
|------------------------|-------------------------|
| 1. Commanding Officer | Skilled |
| 2. Security Supervisor | Skilled/Semi skilled |
| 3. Security Guards | Semi skilled/ Unskilled |

2. **Uniform** :The Contractor will bear full responsibility of providing a smart uniform to the security personnel. There will not be any burden on this account on part of security personnel and other staff to be employed by the Contractor.

The details of uniform to be provided per annum per security personnel activities are as follows:-

- [a] Two shirts and two trousers
- [b] Two pairs of shoes and socks
- [c] Two jersey pullovers
- [d] One jacket
- [e] One Cap and one Belt
- [f] Scarf, torch, batteries, lathi/ ballam, whistle and stationery items etc.
- [g] Ceremonial uniform for special occasions as and when required and permanently for the security guard at the gate and the office complex in working hours of the Assam University.
- [h] Any extra warm clothing required in case of extreme cold will be of uniform pattern
- [i] One Rain coat
- [j] One pair of Gum boots
- [k] One umbrella

Assam University

Tender for Security Services

TECHNICAL BID

Particulars of the Tenderer		
The Tenderer should furnish the details requested for in the format given below:		
Sl. No	Area of the details to be provided	Responding Firm's / Company Details to be provided
A	Name of the agency/firm	
B	Full Postal Address with PIN code, Email, Mobile, Phone, Fax etc.	
C	Company Registration Details. Preferably registration/ license with PSA (R) Act 2005 and PSA Rule 2008 Assam	i)Registration number of _____ the Tenderer: ii)Date of Registration: _____ iii)Validity Period (if applicable)
D	EPF, ESI and Service Tax Registration Certificates.	i) VAT Registration Details: ii) Service Tax/GST Registration Details: iii) EPF & ESI details: iv) PAN Number: v) TIN Number:
E	EPF, ESI and Service Tax Challan Certificates of the last two years.	
F	Company profile either in Brochure /handout/ proper documentation.	
G	Registration certificate under the Company's Act, 1956 or Indian Partnership Act, 1932. If not included in column B above.	i)Registration number of _____ the Tenderer: ii)Place of Registration: _____ iii)Date of Registration: _____ iv)Product Service for which Tenderer is registered: _____ v)Validity Period (if applicable)

G(i)	The Tender Fee of Rs. 5,000/- (Rupees Five Thousand) (Non-Refundable) in the form of Demand Draft /Banker's Cheque/ Pay Order.	i)Name of the Bank:..... ii)Amount of Tender Fee: iii)DD/Banker's Cheque no..... & Date:...../.../2017
G(ii)	The Earnest Money Deposit (EMD) of Rs. 100,000/- (Rupees One Lakh only) (Refundable) in the form of Demand Draft /Banker's Cheque/ Pay Order/Fixed Deposit.	i)Name of the Bank:..... ii)Amount of EMD: iii)DD/Banker's cheque no..... iv)Date:...../.../2017

H	Only Company having its own Head Office or Branch Office in Guwahati should apply. And a declaration stating details of Litigations / Ineligibility for corrupt or fraudulent practices/ Blacklisted with any of the Government or Public Sector Units [Necessary proof to be attached]	a. Proof for own head/branch office in Guwahati Annexure-I.H [for details of litigations/Ineligibility for corrupt or fraudulent practices /blacklisted with any of the Government or Public Sector Units.]
I	Proof of minimum 2 years of experience in similar services with any other organization. A list of clients as on date and proof thereof. [Contractor should have at least one or two clients of Central Government / State Government/Autonomous Bodies/Public Sector Undertakings at Assam as on date with sufficient strength of Security Guards (Ex-Servicemen)]	Information should be furnished as per the format given in Annexure-I.I and Annexure-I.I(i)
J	Present Strength of the firm/ agency: Please give all the details of manpower, vehicle owned, tools etc.	Information should be furnished as per the format given in Annexure-I.J

K	<p>Proposed Plan for various issues related to Assam University-Silchar. The plan should include such as i) Manpower deployment both in quantity and quality ii)procedure/system for checking/ manning gate iii)Emergency plan such as Fire, Earthquake, Accident etc. iv)Theft, Burglary, robbery management v) Traffic control management.</p> <p>Note: The firms/agency are expected to visit the site to know the area under the scope of contract of security services and to attend Pre-bid session to clarify the doubt prior submission of the tender.</p>	<p>Information should be furnished as per the format given in Annexure-I.K (i) and (ii) for manpower deployment. For other plan in separate sheet of paper as Annexure.</p>
L	<p>Financial Ability: Give details of annual turnover of the organization in last five years:</p> <p>i. 2016 ii. 2015 iii. 2014 iv. 2013 v. 2012</p>	
	<p>The annual turnover of the company should not be less than Rs.1.5 core (One core fifty lakh). Audited balance sheet should be submitted in support of the claim.</p>	

Declaration:

We, the undersigned Agency, having read and examined in detail all the bidding documents in respect of the above mentioned Tender, in respect of the security services as a gesture towards our commitment for support for our services do hereby declare as under:

1. We shall be the single point of contact for Assam University-Silchar for the entire scope of the work as detailed in tender document
2. We hereby agree to abide by the General Contract Conditions of this Tender.
3. We hereby agree to provide to Assam University-Assam, required assistance, consultancy and any services beyond the defined scope of work to resolve issues under critical and unforeseen situations. We hereby confirm that this undertaking is made in good faith and the aforesaid declarations are binding on us for the entire term of contract under the aforementioned Tender.

(Signature)

Authorised signatory

Name & Designation:

Place:

Office Seal:

Date:

Details of Litigations / Ineligibility for corrupt or fraudulent practices / Blacklisted with any of the Government or Public Sector Units

(To be submitted on the Letterhead of the responding firm)

To
The Registrar
Assam University
Silchar- 788011
Assam, India.

Subject: Declaration for not involved in any litigation, not being under an ineligibility for corrupt or fraudulent practices or blacklisted with any of the Government or Public Sector Units

Dear 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:

Experience of Security Services

Sl No.	Name of Clients	Type of Organisations (Clients) Central Government / State Government / Autonomous Bodies / Public Sector Undertakings	No. of Manpower	Amount of contract per month	Total No. of Clients	Total Years of Experience

[to be supported with Annexure-I.I(i)]

Signature of tenderer:

Place:

Date:

Seal:

Annexure-I.I(i)
Details of Experience [to be submitted for each client]

Sl. No.	Details of Experience		
1	Name of the work		
2	Client		
3	Details of person to whom reference can be made (Name, Address, Telephone number, Email ID etc.)		
4	Location of the work		
5	Total areas (including buildings)		
6	Cost of services / Contract value		
7	Contract period		
8	Security personnel deployed (Numbers)		
a	Supervisor		
b	Security Guards (Male)	Armed	
		Un-armed	
c	Security Guards (Female)	Armed	
		Un-armed	
9	Completion		
10	Number of years for which services were provided.		
11	If certificate of performance is enclosed.		

Signature of tenderer:

Place:

Date:

Seal:

Present Strength of the Company/Firm/Agency

Manpower			Vehicle owned		Tools		
Commanding Officer	Supervisor or Equivalent	Security Guard	Four Wheeler	Motorcycle	Ballam	Lathi	Dragon Light/ Search Light

[Proof to be attached, in case not available then, a declaration to be submitted in separate sheet in letter head of tenderer]

Signature of tenderer:

Place:

Date:

Seal:

Assam University, Silchar

Tender for Security Services

Plan for manpower deployment

Sl. No.	Type of Security Staff	Total No.	Qualifications	Training	Years of Experience	Place of Experience	Remarks
1	Security Supervisor						Annexure –I.K(ii) to be submitted for each staff.
2	Security Guard (should include driver)						
3	Any other details						

Signature of tenderer: Place:

Date:

Seal:

Annexure-I.K(ii)

Manpower Details (supporting documents format) for each and every individual manpower.

S.No.	Particulars	Details			
1	Name				
2	Age				
3	Date of Birth				
4	Sex				
5	Educational Qualification				
6	Language	Language	Read	Speak	Write
7	Relevant experience				
8	Total years completed with the firm				
9	Category / Type of worker				
10	ESI Number				
11	EPF number				
12	Training Attended Operating security systems, Fire Systems, First Aid etc)	a.			
		b.			
		c.			
		d.			

Signature of tenderer: Place:

Date:

Annexure-II A
Assam University, Silchar
Tender for Security Services

PRICE BID

a) Break-up of wage component along with unit price (in Rs) for security services b) Total Price (in Rs) against the overall plan of security services. In addition to the percentage on commission/service charges to be quoted below by the Contractor, the University will pay to the selected contractor minimum wages as revised by the Ministry of Labour and Employment - Government of India, from time to time.

a. BREAKUP DETAILS OF WAGE RATE

Sl No.	Particulars	Rate Per Month (Rs.)		
		Supervisor	Security Guard (Armed)	Security Guard (Un-Armed)
1	Minimum Wages as per GOI Labour Laws			
2	ESI (Employer contribution, reimbursement basis) (@4.75% on Basic + VDA)			
3	P.F. (Employer Contribution, reimbursement basis) (@13.61 % on Basic + VDA)			
4	House Rent Allowance			
5	ESI on HRA (@ 4.75% of HRA)			
6	Bonus (@ 8.33% of Rs. 3500/, lower limit)			
7	Uniform Allowance			
8	Additional Charges			
9	Sub Total I (Wage/Month/Person)			
10	Leave Reserve (1/6 of Sub Total I)			
11	Sub total II (Wage/Month/Person)			
12	Service Charge			
13	Total (Wage/Month/Person)			
b.	Grand Total For the Proposed Security Deployment			

Signature of the Tenderer with Seal

NOTES:

1. The tenderer has to quote percentage on service charges above the Rate Analysis amount and also compute the total quoted amount. The quoted percentage and amount should be filled in figures and words. If any discrepancy is noticed between the two, then the amount written in words shall be considered final. Also, if any discrepancy is noted between quoted percentage and amount, the quoted percentage shall be taken as final and amount will be accordingly corrected.
2. The quoted rates/amount are for complete items in all respect. It will be deemed to include all risks & insurance liabilities, compliance of labour laws and other obligations set out or implied in the contract.
3. The Tenderers quoted rates/amount are inclusive of all taxes, statutory contributions etc. except Service Tax which is exempted for the University.
4. Income Tax and other statutory deductions as applicable will be deducted from every bill.

NOTE:

1. Tenderer should provide all prices as per the prescribed format under this Annexure, the tenderer is expected to quote the price in correlation with the Technical Bid (as per the proposed plan of manpower deployment and other services etc.). Tenderer should not leave any field blank. In case the field is not applicable, Tenderer must indicate "0" (Zero) in all such fields.
2. In order to avoid ambiguity in price of wages, latest (or same) notification for calculation of wage component will be taken into consideration.
3. The price bids shall be evaluated for completeness and accuracy. Arithmetical errors will be rectified on the following basis. If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail and the total price shall be corrected. If there is a discrepancy between words and figures, the amount in words will prevail.
4. The wages rate may change in future as per Government Order since Minimum wages are subjected to increase as per the Government notification.
5. Rate quoted per person per month should be inclusive of all statutory requirements as per the Minimum Wages Act of 1948 (as applicable in State of Assam) and in accordance with statutory provisions and requirements laid down by all Labour Acts applicable or any other statutory requirement in force at the applicable time.
6. If tenderer quotes **own independent rates** for each category which should cover MW, EPF, ESI, Uniform &, Relieving Charges with their Administrative Charges/ profit. In case any increase in min. wage of Government (applicable in Assam) in future , the contractor may not be considered for increased in MWA for at least one year ; the contractor may cover the same (extra payment) from his/ her profit Only service charges is to be paid to the contract from the Assam University end.
7. All the prices (even for taxes) are to be entered in Indian Rupees ONLY (% age values are not allowed)
8. It is mandatory to provide breakup of all Taxes, Duties and Levies wherever applicable and/orpayable.
9. Assam University-Silchar reserves the right to ask the Tenderer to submit proof of payment against any of the taxes, duties, levies indicated.

10. The Tenderer needs to account for all Out of Pocket expenses due to Boarding, Lodging and other related items.
11. It may be noted that in the event of increase in the Govt. Minimum Wages, the proportionate increase in rates (salary structure of Asst. Security Officer/ Security Supervisor) needs to be stated/ quoted. No other charges if any will be claimed.
12. Payment for work performed over and above normal working hours shall be payable on hourly basis, as applicable, calculated based on the agreed rate for the category of the employee. No payment will be payable for 30 minutes lunch break and the first one hour after normal working hours.

(Signature)
Authorised signatory

Name & Designation:
Place:

Office Seal:

Date:

