MAHATMA GANDHI ANTARRASHTRIYA HINDI VISHWAVIDYALAYA

(A Central University, Established by Parliament by Act No 3 of 1997)
Post: Hindi VishwaVidyalaya, Gandhi Hills, Wardha-442001 (Maharashtra)
Tel: 07152-230902 Fax: 07152-230903
www.hindivishwa.org

TENDER NOTICE
SECURITY SERVICES

Tender Enquiry No.: MGAHV/TENDER/ADMN/SECURITY/02/2017

Dated: 11 August, 2017

Sealed tender are invited from reputed agencies who have Licence to engage in the business of Private Security including that from the Controlling Authority, Department of Home, Govt. of Maharashtra or respective State Government, registered with the Chief Labour Commissioner (Central) under Contract Labour (Regulation & Abolition) Act, 1970, having valid registration with EPF & ESIC, possessing a valid trade license from Urban Development & Housing Department, Government of Maharashtra or equivalent and having a minimum experience of 5 years in this field, for providing its services on contract basis to the University Offices, hostel, residential premises, etc. located at Wardha, Kolkata and Allahabad.

In addition to statutory requirements, the agency Director/Owner should have the following qualifications:

1. Agency Director/Owner should have served as Commissioned Officer or Gazetted Officer in Police/ Military/Para Military force etc.
2. Agency Director/Owner should have sufficient experience in providing security services.
3. Agency Director/Owner must have the knowledge of rules and regulations of the country.

The Application/Tender Form with detailed terms and conditions can be downloaded from the University website www.hindivishwa.org and GOI website www.cprocure.gov.in from the date of publication of this notification till the last date of submission tender form.

Tenderers should submit their TENDER BIDS IN TWO SEPARATE SEALED ENVELOPES, superscribing, 'Technical Bid for Security Contract' and 'Financial Bid for Security Contract' and placing both sealed envelopes in ONE COMBINED SEALED ENVELOPE duly complying with the instructions contained in the Tender form, addressed to the Registrar, Mahatma Gandhi Antarrashtriya Hindi VishwaVidyalaya, Post-Hindi VishwaVidyalaya, Gandhi Hills, Wardha-442001 latest by 3.00 pm on 04.09.2017 [Monday] and to drop their bids in the tender box kept at the office of Registrar. Tenders received after the scheduled time and date will not be entertained. Tenders received without earnest money, conditional tenders or incomplete tenders shall be summarily rejected.

An amount of Rs. 2000/- (Rs. Two Thousand Only, non-refundable) as the cost of Tender form and Rs. 3,00,000/- (Rs. Three Lakh Only) as Earnest Money (refundable), should be remitted in the form of two separate Demand Drafts of any Scheduled/Nationalised Bank favouring "The Finance Officer, Mahatma Gandhi Antarrashtriya Hindi VishwaVidyalaya", payable at Wardha (Maharashtra) only. Both Demand Drafts must be enclosed inside the 'Technical Bid' only.

Technical Bid of the tenders will be opened on the same day at 4.00 pm (on 04.09.2017) in the presence of the tenderers who may like to be present. Financial Bid will be opened later on and only those qualified tenders in Technical Bid, whose names would be uploaded on the University website.

The Mahatma Gandhi Antarrashtriya Hindi VishwaVidyalaya, Wardha reserves the right to accept or reject any or all the tenders with or without assigning any reason whatsoever thereof.

Registrar

03/17
NOTE: Tenderer must read ‘Instructions to Tenderers’ and Terms and Conditions before filling the particulars in this part. Wherever necessary, the information furnished in the form must be substantiated with the self-attested photocopies of supporting documents:

1. Credentials of the Tenderers

1.1 Name of the Agency:

1.2 Registration No. and Year of Registration
(with documentary evidence):

1.3 Organization/Authority with whom the Agency has been registered with

1.4 Office Address, Tel. No. and Email ID

1.5 Type of Organization:
(Whether sole Proprietorship/Partnership/Private Limited or Cooperative body etc. attach proof)

1.6 Name(s) of the Proprietor/Partners’
### 2. Documentary Proofs

<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Particulars</th>
<th>Attached (Yes/No)</th>
<th>Page/Appendix (If attached)</th>
</tr>
</thead>
<tbody>
<tr>
<td>2.1</td>
<td>Proof of incorporation/inception of the Agency</td>
<td></td>
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<tr>
<td>2.2</td>
<td>Registration for manpower supply/license to engage in the business of Private Security Agency from the controlling Authority</td>
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<tr>
<td>2.3</td>
<td>Proof of Registration with the Labour Commissioner</td>
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<td>2.4</td>
<td>Valid trade license from Urban Development and Housing Deptt. Govt. of Maharashtra or of respective State Govt.</td>
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<td>2.5</td>
<td>PF Registration Proof</td>
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<td>2.6</td>
<td>ESI Registration Proof</td>
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<td>2.7</td>
<td>PAN Card</td>
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<td>2.8</td>
<td>Income Tax Returns for the last three years</td>
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<tr>
<td>2.9</td>
<td>Proof of Goods &amp; Service Tax registration</td>
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<td>2.10</td>
<td>Satisfactory Performance certificate from at least three organizations where the Agency has supplied a group of more than 10 persons at a time for Security Services during the last 3 years</td>
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<td>2.11</td>
<td>Annual turnover (Preferably for last three years)</td>
<td></td>
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<td>2.12</td>
<td>Any other relevant document/information</td>
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</table>
3. Profile of the Tenderer/Security Agency

3.1 Past & Present Experience: Preferably for last four years, with recommendations/satisfactory service certificate from employer(s), if any. [Attach extra sheets, if required]

<table>
<thead>
<tr>
<th>S.No.</th>
<th>Year</th>
<th>Name of the Organisation [WORK SITE]</th>
<th>Name of the Officer concerned in the Organisation with contact no.</th>
<th>From</th>
<th>To</th>
<th>No. of Security Personnel deployed</th>
</tr>
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<tbody>
<tr>
<td></td>
<td>2013-14</td>
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<tr>
<td></td>
<td>2014-15</td>
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<tr>
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<td>2015-16</td>
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<td></td>
<td>2016-17</td>
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</table>

3.2 Has the firm been ever debarred/ black listed by any organisation? If ‘Yes’, the details thereof.  
[Attach extra sheets, if required]

3.3 Details of award/certificate of Merit etc. received from any Organization. (Please attach Copy of certificates)  
[Attach extra sheets, if required]
3.4 Staff strength presently available in the Service of the Agency (Category wise): Security Supervisors __________
Gun Man __________
Security Guards __________

3.5 Percentage of Ex-Servicemen Guards that can be provided __________

3.6 Name and category of Services from which security personnel recruited: __________

3.7 Time and type of training imparted to the security personnel during last three years with documentary proof (Enclose extra sheet if required): __________

4. Payment Details:

4.1 Cost of Tender form:

<table>
<thead>
<tr>
<th>Amount</th>
<th>Rs. 2,000.00</th>
</tr>
</thead>
<tbody>
<tr>
<td>D.D./B.D. No</td>
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<tr>
<td>Issuing Bank &amp; Branch</td>
<td></td>
</tr>
<tr>
<td>with date of issue</td>
<td></td>
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</tbody>
</table>

4.2 Earnest Money:

<table>
<thead>
<tr>
<th>Amount</th>
<th>Rs. 3,00,000/-</th>
</tr>
</thead>
<tbody>
<tr>
<td>D.D./B.D. No</td>
<td></td>
</tr>
<tr>
<td>Issuing Bank &amp; Branch</td>
<td></td>
</tr>
<tr>
<td>with date of issue</td>
<td></td>
</tr>
</tbody>
</table>

NAME & SIGNATURE OF THE PROPRIETOR/PARTNER WITH OFFICIAL STAMP/SEAL AND COMPLETE OFFICE ADDRESS AND TELEPHONE NUMBERS: -

Place: __________
Date: __________

For important Terms & Conditions and instructions please see Annexure III & IV.
1. The Wage Rates of Security Personnel Quoted/Paid by the Agency should not be less than those presently applicable under Minimum Wages notification as amended from time to time. The rates quoted should be inclusive of all allowances, and statutory levies, etc.

[PLEASE ENCLOSE A COMPONENT-WISE BREAK-UP OF THE WAGES FOR EACH CATEGORY OF PERSONNEL ON A SEPARATE SHEET DULY STAMPED AND SIGNED]

<table>
<thead>
<tr>
<th>CATEGORY</th>
<th>NET PAYABLE FOR 8 HRS. DUTY PER PERSONNEL PER MONTH (INCLUSIVE OF ALL)</th>
</tr>
</thead>
<tbody>
<tr>
<td>i) Security Supervisor (JCO RANK)</td>
<td>@ Rs. __________ p.m.  @ Rs. __________ per day</td>
</tr>
<tr>
<td>ii) Trained Security Guard</td>
<td>@ Rs. __________ p.m.  @ Rs. __________ per day</td>
</tr>
<tr>
<td>iii) Trained Gun Man</td>
<td>@ Rs. __________ p.m.  @ Rs. __________ per day</td>
</tr>
<tr>
<td>iv) Applicable Goods &amp; Service Tax</td>
<td>@ Rs. __________ p.m.  @ Rs. __________ per day</td>
</tr>
</tbody>
</table>

2. Contractor’s commission /service charge:

NAME & SIGNATURE OF THE PROPRIETOR/PARTNER WITH OFFICIAL STAMP/SEAL AND COMPLETE OFFICE ADDRESS AND TELEPHONE NUMBER(S):

Place:
Date:
MAHATMA GANDHI ANTARRASHTRIYA HINDI VISHWVIDYALAYA
(A Central University, Established by Parliament by Act No 3 of 1997)
Post-Hindi Vishwavidyalaya, Gandhi Hills, Wardha-442001 (Maharashtra)
Tel: 07152-230902 Fax: 07152-230903
www.hindivishwa.org

TERMS AND CONDITIONS

1. Scope of the work includes providing protection and security to Offices/School Buildings/Hostels/Residential premises/Godowns/Stores, etc. of the UNIVERSITY at Wardha, Kolkata and Allahabad. The job of the Security Agency will be to provide a full proof system for the above work.

2. The safety & security of the employees & property/assets (fixed and moveable) of the University shall be the prime responsibility of the Security Agency.

3. The successful bidder will have to enter into a legal contract/agreement with the University before rendering its services to the University. The contract agreement shall initially be for a period of one year, which can be further extended by the UNIVERSITY on year to year basis subject to maximum of in case of manpower it is for Two years, based on satisfactory services and mutual agreement.

4. Tender should be submitted by each tenderer in Two separate sealed packets –
   Packet 1- will contain Technical Bid in the prescribed format (as per Annexure-I) for which tenderer should be clearly superscribed as “Technical Bid”. This envelope should also contain two separate Demand Drafts/Bank Drafts of Rs.2,000/- cost of the Tender form and Rs. 3,00,000/- for Earnest Money.
   Packet 2- will contain only Financial Bid in the prescribed format (as per Annexure-II) for which tenderer should be clearly superscribed as “Financial Bid”.

5. Both Packet-1 of Technical Bid (with both Demand Drafts/Bank Drafts inside) and Packet-2 of Financial Bid should be sealed separately and both of these packets to be kept inside one main envelope & superscribed as “Tender for Security Services” and addressed to: The Registrar, Mahatma Gandhi Antarrashtriya Hindi Vishwavidyalaya, Post-Hindi Vishwavidyalaya, Gandhi Hills, Wardha-442001 [Maharashtra] should be dropped personally in the tender box kept at Registrar’s Office.

6. At the first stage- only Technical Bids of the tenderers shall be opened at 04:00 am on 04.09.2017 (Monday) in the presence of the tenderers, who may like to be present.

7. Financial bids shall be opened later on and qualified tenderers, who will be found technically suitable as per the norms laid down by the UNIVERSITY. The names of qualified tenderers shall be upload on the MGAVIV, Wardha website and also shall be display on the University Notice Board at PRO’s office.

8. Any additional information, if required by the UNIVERSITY on the Technical Bid should be submitted by the tenderer within three days of the receipt of its letter, failing which the offer will not be entertained.

Annexure –III of IV
9. Technical Bid and Financial Bid should be signed by the Proprietor or authorized signatory of the Agency.

10. The wages shall be for 8 hrs. duty inclusive of holidays, weekly offs and leave of all types as given to the Security Personnel by the agency.

11. The Agency shall ensure that the wages of the Security Personnel Quoted/Paid by them should not be less than those presently applicable under Minimum Wages notification as amended from time to time. All rates quoted should be inclusive of all allowances, and statutory levies, etc.

12. While quoting its rates in the Financial Bid, the Agency must ensure to quote the same inclusive of all and submit a detailed component-wise break-up of the total wages for each category of personnel shall have to be compulsorily on a separate sheet, duly stamped and signed, failing which no request for adding any other component (obligatory or otherwise) shall be considered by the University on whatsoever ground and under any circumstances, the Agency shall be liable to remit the same to the concerned beneficiary.

13. The Agency will not suo moto claim any increase in the WAGES AND VDA or any other allowances during the contract period unless it has been duly notified by the government. The Agency will be solely responsible in regard to LEGAL OBLIGATIONS on Security Personnel employed by it and deployed with the UNIVERSITY.

14. Additional Guards whenever and wherever required will have to be provided to the University, even at a short notice.

15. Verification of character and antecedents of the Security Personnel through POLICE and submission of report to the University shall be the responsibility of the Security Agency.

16. Copies of Discharge Certificates issued by the Defence Hqrs. will have to be submitted in respect of Ex-Servicemen Security Personnel at the time of their deployment. The Security Agency shall have to ensure that the Supervisor are Ex-servicemen only.

17. ONLY personnel discharged/retired from Army, Navy, Air Force, BSF, CISF, Assam Rifles, ITBP and Para-military forces will be treated as Ex-Servicemen for the purposes.

18. Security Personnel once posted shall not be changed without prior permission of the University.

19. Uniform, Metal Detectors, Whistles Batons, Rechargeable Torches, Umbrellas, other items/equipments, etc. as may be required for effective discharge of security services shall be provided by the Security Agency only at its own expenses.

20. Opening and closing of the office doors/windows and putting locks after office hours and on holidays shall be the responsibility of the Security Personnel and they shall ensure that all lights/fans and other electrical equipments are switched off immediately after the staff has left.

21. The Security Personnel should also know the usage of various types of Fire Fighting Equipments and other security related gadgets.

22. Losses caused to the University security due to negligence/lapses/etc. on the part of Security Personnel will be recovered from the Security Agency.
23. After awarding the work contract, if the Security Agency fails to provide the desired strength of Security Personnel (Ex-servicemen/professionally trained) as per described in the work order/contract for taking over the charge from the present Security Agency on the given date/time, the offer of contract will automatically stand cancelled without any notice and the total earnest money will be forfeited.

24. The selected agency shall have to execute an agreement on non-judicial stamp paper of Rs.100/- [or of applicable amount] which will be signed by both the parties in the presence of two witnesses of the University.

25. The Contract agreement shall initially be valid for a period of one year and same can be extended further up to a maximum period of 02 years on year to year basis subject to mutual agreement and satisfactory services & performances to be reviewed every year.

26. The Vice-Chancellor, MGAHV, Wardha reserves the right to reject or accept any or all the tenders with or without assigning any reason thereof.

27. The successful tenderer should provide the complete profile of all the Security Personnel so deployed by them with the University with his proof of educational qualification, date of birth, latest passport size photograph and also Service/Discharge Certificate in case of Ex-Servicemen Security Personnel. This should be provided to the University for record within 5 (five) days of the issue of the work order/contract.

28. The University shall not be responsible and accountable on account of any postal/courier delays/lapses for tenders being sent through mail.

29. The tender document should be downloaded from MGAHV website (www.hindivishwa.org) and completed tender form shall be submitted offline only to the Registrar MGAHV, Wardha website. No separate Tender document/form shall be made available offline at any of the MGAHV Offices or elsewhere.

30. This University shall not be responsible for any damages, losses, claims, financial or other injury to any person deployed by service providing agency in the course of their performing the functions/duties, or for payment towards any compensation.

31. The personnel deployed by the Service Provider to MGAHV shall at no time be treated as the employees of the University and also shall have no claim to be regularized in the services of the University. But Service Provider will not change the personnel once deployed by it in the University without prior permission of the University.

32. End of financial year the provider shall provide the statement pertaining to the EPF on receipt of those from the EPF Organisation.

33. The personnel employed can avail of medical facilities available inside the campus.

34. There is no privacy of contract by and between the Provider and the University. The Temporary Personnel shall have no right to make any claim against the University directly or indirectly, monetary including wages or otherwise. They shall also have no right to claim for any regularization as well as no claim against the University of any Dues, statutory or otherwise. Similarly, even the representatives of any Temporary Personnel who have worked in the University shall have no right or claim against the University.

35. The Service Provider will be responsible for timely payment to the supplied manpower and statutory authorities and compliance of all statutory provisions relating to minimum wages, Provident Fund and Employees State Insurance etc. in respect of the persons deployed by it in MGAHV.
The Service Provider shall maintain all statutory registers under the applicable law. The agency shall produce the same, on demand, to the concerned authority of the MGAIV or any other authority under law.

**Acceptance of the Tenderer:**

The terms and conditions enumerated in the form, from Sl.No.01 to 36 have been read and understood by me/us and are acceptable to me/us.

Signature of the Proprietor/Partner(s) of the Security Agency with Stamp/Seal and Complete Address and Telephone no(s).
ANNEXURE – IV of IV

INSTRUCTIONS TO THE TENDERERS

1 MGAHV, Wardha requires Supervisor (approx. 03 nos.) and Security Guards (approx. 67 nos.). These work force shall be deployed on 08 (eight) hours duty shift for all 07 (seven) days a week. However, the total number of security personnel required may be reduced or increased during any part of the year, as per requirement of the university.

2 Additional manpower, if any required, by the University, shall be on the same/existing rates terms and conditions as per the contract agreement.

3 The bidder shall deposit an earnest money of Rs. 3,00,000/- (Rs. Three Lakh only) with the Technical Bid in the form of Demand Draft/Bank draft of Scheduled/Nationalised Bank in favour of “The Finance Officer, MGAHV, Wardha”, Payable at Wardha only which shall be returned/refunded without interest within 30 days after finalization of bid in case the offer of bid is not accepted by the University. The Earnest money of the successful bidder to whom the contract will be awarded shall be refunded (without interest), only at the time of the termination of the contract.

4 The Proprietor of the Agency will ensure that proper uniform as per the weather/season be provided to its personnel and they always wear them neatly. All personnel should have to wear or display their respective identity cards on the uniform for identification while on duty.

5 All documents/credentials submitted by the Agency/Tenderer in support of his/her Tender document should be duly attested by the Proprietor/Authorised Signatory of the Security Agency.

6. The Supervisor deployed by the Contractor is supposed to be present in the University campus during working hours. He will give daily progress report to a Designated Officer/Incharge of security affairs of the University.

7. Payment of the bills shall be released on monthly basis after receiving a satisfactory duty completion/performance report of all the deployments from the concerned Designated Officer/Incharge of security affairs of the University. The Agency should submit its bill in the first week of every month along with proof of ESI, PF Goods & Service Tax receipt and the payment for this will be released to the Agency through account payee cheque only, within 10 working days from the date of submission of the bill.
8. The Agency shall invariably have to submit to the University-copy of challans/receipts of PF, ESI and Goods & Service Tax remitted by them at every interval in respect of all the Security Personnel so deployed by them.

9. TDS and other taxes as applicable will be deducted from the Agency’s bill as per Govt. instructions from time to time.

10. University shall have the right to replace any person with or without assigning any reason whatsoever and the substitute shall have to be provided by the Proprietor immediately.

11. The staff to be provided by the Agency should be physically and mentally fit for performing security duties and shall not be below 25 years and above 50 years of age.

12. The Proprietor shall deploy Indian nationals only. All the persons to be provided should have good moral character and antecedent verification should be carried out from the concerned authority by the Proprietor and the copies of the report be made available to the University. The Proprietor will ensure that no criminal case is pending against any of the persons so deployed by him with the University.

13. The Proprietor will have to take over the charge of security wing immediately after award of work and execute at agreement. However, it would be expected from the successful bidder to visit all the sites in consultation with the University Officers, after the issue of work order/contract to them to gain a first-hand experience of the security requirements of the University and thereby to ensure smooth transition/taking over of the services.

14. The University, through its Designated/Authorized Officer shall be at liberty to check any time the deployment of the personnel by the Agency and in case of any absence/fault/lapse, shall deduct the wages of the absentee personnel/damages from the monthly payment made to the security agency and may also impose penalty as deem fit by it. In case of damages/lapses/breach of trust shall be equivalent to the amount decided by the Competent Authority of the University. The decision of the Vice Chancellor shall be final in this regard.

15. The Proprietor shall pay wages to the Security Personnel deployed by him as per the wage structure quoted by him in the Tender Document. This should however be not less than the applicable wages as approved under the Minimum Wages Act 1948 and shall also ensure timely payment of wages as per the Payment of Wages Act 1936 of Govt. of India through bank only.

16. The University will not be liable to pay any amount other than settled in the contract. Any payment under the provision of the Workman Compensation Act 1923, ESI Act, 1948, Payment of Gratuity Act, 1972, Employees’ Provident Fund and Miscellaneous Provisions Act 1952, Payment of Bonus Act 1965, Maternity Act 1961 and/or any other statutory liability shall be made by the Proprietor/Security Agency and related challans/receipts must be enclosed with the monthly bill. The contractor shall be solely responsible and liable for his personnel under the provisions of Contract Labour (Regulation & Abolition) Act 1970. A certificate to this effect will have to be submitted invariably every month to the University by the Proprietor in respect of manpower deployed by him. The certified copy of challans should be submitted along with the monthly bills of the ensuing month.

Read and accepted (Signature & Stamp/Seal of the Proprietor/Partner(s) of the Security Agency)