NOTICE - INVITING TENDER FOR SECURITY SERVICES AT MAHATMA GANDHI ANTARRASHTRIYA HINDI VISHWAVIDYALAYA AT ITS MAIN CAMPUS WARDHA AND REGIONAL CENTRES AT PRAYAGRAJ, KOLKATA & RIDDHAPUR AND ADDITIONAL CENTRES OPENED IF ANY DURING THE PERIOD OF CONTRACT.

TENDER NO.: MGAHV/CD/34/2024-25/Security Serv./01

DATE OF ISSUE OF TENDER : 20.05.2024 at 10.00 am

LAST DATE OF SUBMISSION OF TENDER : 10.06.2024 at 3.00 pm

DATE AND PLACE OF OPENING OF TENDER (i.e. TENDER BID) : 10.06.2024 at 5.00 pm
Registrar Office, MGAHV, Wardha

CLARIFICATION ABOUT TENDER : From 22.05.2024 to 30.05.2024

Signature of the Bidder With Seal
NOTICE - INVITING TENDER FOR SECURITY SERVICES AT MAHATMA GANDHI ANTARRASHTRIYA HINDI VISHWAVIDYALAYA AT ITS MAIN CAMPUS WARDHA AND REGIONAL CENTRES AT PRAYAGRAJ, KOLKATA & RIDDHAPUR AND ADDITIONAL CENTRES OPENED IF ANY DURING THE PERIOD OF CONTRACT.

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NOTICE INVITING TENDER

TENDER NO.: MGAHV/CD/34/2024-25/Security Serv./01

SEALED TENDERS ARE INVITED IN TWO BID SYSTEM FOR SECURITY SERVICES AT MAHATMA GANDHI ANTARRASHTRIYA HINDI VISHWAVIDYALAYA AT ITS MAIN CAMPUS WARDHA AND REGIONAL CENTRES AT PRAYAGRAJ, KOLKATA & RIDDHAPUR AND ADDITIONAL CENTRES OPENED IF ANY DURING THE PERIOD OF CONTRACT

The bidders may collect the Tender documents/ forms containing detailed specification, terms and conditions of Tender, by mentioning the Tender NOTICE MGAHV/CD/34/2024-25/Security Serv./01 from 20.05.2024 to 10.06.2024 in person alongwith Demand Draft of Rs.2,500/- (Rs. Two Thousand Five Hundred Only, Non-refundable) drawn in favors of Finance Officer, MGAHV, Wardha, towards the cost of TENDER FORM or download from the University Website or CPPP portal and submit the same alongwith Demand Draft of Rs.2,500/- (Rs. Two Thousand Five hundred Only, Non-refundable) drawn in favour of Finance Officer, MGAHV, Wardha towards the cost of Tender Form. However the Vendors registered with MSEs/NSIC are exempted from cost of Tender Form subject to production of valid certificate for claiming exemption.

Mahatma Gandhi Antarrashtriya Hindi Vishwavidyalaya, Wardha will not be responsible for any postal delay/ non-receipt of Tender Form. Tender forms duly filled in, should reach in the office of the Registrar, Administration Building, Mahatma Gandhi Antarrashtriya Hindi Vishwavidyalaya, Wardha-442001, Maharashtra on or before 10.06.2024 upto 3.00 p.m. Tenders (i.e. Technical Bid) shall be opened at 5.00 p.m. on the same day, however, in case of holiday is declared by the Govt. of India or by the University on the day of opening of Tender, the same will be opened on the next working day. The Vice-Chancellor, MGAHV, Wardha reserves the right to accept or reject any or all Tenders. Tender received without Tender fee and received after stipulated date & time will not be accepted.

For more inquiries, Contact: Campus Development, MGAHV, Wardha.

Registrar
1. **MODE OF SUBMISSION OF TENDER:**

1. The application alongwith all the required documents shall be placed in a sealed envelope, which shall be superscribed "TENDER FOR SECURITY SERVICES."

2. The TENDER document shall be delivered by hand or sent by post (Regd./Speed Post) at the following address on or before 10.06.2024 up to 3.00 p.m. TENDERS received after stipulated date and time will not be accepted.

3. Bidder should submit separate envelope for Technical Bid and shall be superscribed as "TENDER FOR SECURITY SERVICES – TECHNICAL BID."

4. Bidder should submit separate envelope for Financial Bid and shall be superscribed as "TENDER FOR SECURITY SERVICES – FINANCIAL BID."

5. Bidder should put both envelope in another separate envelope and shall be superscribed as "TENDER FOR SECURITY SERVICES."

6. Only those financial bids will be opened who qualify in Technical Bid.

7. The Estimated cost per annum is approximately **Rs. 2,40,00,000 Only.**

8. Tenders shall be sent to:

   The Registrar  
   Mahatma Gandhi Antarrashtriya Hindi  
   Vishwavidyalaya, Gandhi Hills,  
   Wardha- 442001 (Maharashtra)

Signature of the Bidder With Seal

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2. **General Instruction:**

1. This tender document contains **thirty Two (32) pages.**

2. MGAHV, Wardha reserves the absolute right to accept or reject any or all the tenders on whole or in part without assigning any reason thereof.

3. The agency should be concerned registered with the Central Government /State Government Authority etc.

4. The Bidder must have successfully executed/completed similar services over the last three years as mentioned below –
   a) Three similar services /work costing not less than the amount equal to 40% of the estimated cost.(240 Lakh × 40% = 96 Lakh) or
   b) Two similar services /work costing not less than the amount equal to 50% of the estimated cost. or
   c) One similar services /work costing not less than the amount equal to 80% of the estimated cost.

5. The requirement of Security to be deployed/hired at MGAHV, Wardha and its Regional Centers/outside campuses of will be at sole discretion of the Registrar MGAHV, Wardha.

6. The service provider shall ensure that he takes over all responsibilities of the Security deployed by earlier agency for smooth transfer. All statutory requirements like continuation of EPF/ESI etc. including issuing appointment letters to those deployed Security should be ensured by the new agency.

7. The rate of agency service charges should be in percentage terms, on remuneration (inclusive of all statutory obligations) to be paid to the outsourcing employees on monthly basis.

8. **Terms of Payment:** Payment to the Security deployed as third party outsourced staff to MGAHV, Wardha shall be made on the first working day of every month by the agency and subsequently bill should be raised by the agency on monthly basis. The payment by MGAHV, Wardha will be made after due verification and with the approval from Competent Authority. The agency should submit monthly attendance duly countersigned by the Security Officer alongwith the monthly bill of the agency for payment to be made by MGAHV, Wardha. For per working day, Delay in payment of salary of deployed Security, a penalty as decided by the Competent Authority shall be charged by MGAHV, Wardha.

9. TDS, as applicable on date, will be deducted from the bill.

10. Copies of challan towards deposit of EPF/ESI/Professional Tax/GST etc. should be furnished to the MGAHV, Wardha on a monthly basis alongwith a declaration stating that the EPF/ESI contributions pertaining to the Security Deployed at MGAHV, Wardha and its Regional Centres have been included in the respective challans.

11. Postal delay will not be considered and the Tender received late will be rejected.

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Signature of the Bidder With Seal
12. **Validity of Tender:**
Tender shall remain valid for a period not less than 120 days after the last date of submission of Tender.

13. **Evaluation of Tenders**
The tenders will be evaluated by a duly constituted committee.

**Conditional Tender(s) will not be accepted.**

14. **Earnest Money Deposit:**
The bidder shall invariably enclose the E.M.D. of **Rs. 4,80,000/- (Rupee Four Lakh Eighty Thousand Only)** as Bid Security in a separate envelope in the form of Demand Draft drawn in favour of Finance Officer, MGAHV, Wardha payable at Wardha from a Nationalized Bank.

**Note:** Tender(s) without E.M.D. will be outrightly rejected, except those registered with MSEs/NSIC subject to the production of copy of valid registration certificate issued by MSEs/NSIC for the purpose.

15. The financial bids of the bidder who are not eligible in technical bid will not be opened. However, the EMD of such bidders will be returned in due course of time.

16. The bids shall be submitted in three parts:
   a) **EMD of Rs. 4,80,000/- (Rupee Four Lakh Eighty Thousand Only)** in the form of account payee Demand Draft in favour of "Finance Officer, MGAHV, Wardha " payable at Wardha alongwith Tender fee of Rs 2,500/- if Tender Form downloaded from the website.
   b) Technical bid.
   c) Financial bid.

17. **Award of Work:**
The MGAHV, Wardha will award the work to the bidder, whose tender has been determined to be substantially responsive, and who has offered the lowest rate in percentage terms.
   a) Notwithstanding the above, MGAHV, Wardha reserves the right to accept or reject any tender(s) and to cancel the bidding process and reject all tenders at any time prior to the award of work.
   b) The bidder whose bid is accepted will be notified for award of work, by MGAHV, Wardha prior to expiration of the Tender validity period. The terms of the accepted offer shall be incorporated in the work order.

18. Bidders are requested to provide their offer latest by (Please refer Tender) **3.00 p.m.** on or before 10.06.2024.

19. **Scope of Work:**
1. To provide a total of Eighty Seven (87)* Security Personnel (74 Male and 10 Female uniformed, trained and experienced Security Guards) and 03 Supervisors (preferable Ex-Servicemen). The University reserves the right to increase/ decrease the Security Personnel depending upon the actual requirement either at the time of award of the contract or during the currency of the contract.

______________________________
Signature of the Bidder With Seal
2. These guards should be able to catch snakes etc., and relocate them away from the habitat. The agency has to ensure that adequate safety measure are followed by these Guards.

3. Guard deployed shall be properly trained in handling emergency situation also they must have primary knowledge of first Aid treatment.

4. The Security Agency must allot the duty to the respective Security Guards in each shift for smooth patrolling/security work of the Campus.

5. Monitor and authorize entrance and departure of employees, visitors and other persons to guard against theft and maintain security of Main Gate, Office Buildings, Labs, All Type of Quarters, Hostels Area etc. Writing of reports of daily activities and irregularities, such as equipment or property damage, theft, presence of unauthorized persons, or unusual occurrences. Restraining trespassers, inspecting access points etc.

6. The firm shall provide security to all areas covered in this tender by deploying security arrangement/measures. The whole open and built-up area will have to be covered from security angles. The duty area as mentioned above of each point shall be manned by shifts with 8 hours of duty by each guard. No overlapping of duties of any shift/point is allowed.

7. Regulate access on all gates, misuse of grounds, unauthorized parking of vehicles.

8. To check entry of all vehicles, vendors, operator or personnel etc, such as nuisance elements, stray animals

9. Day and Night patrolling on regular basis across the campus area covered in the Tender Document.

10. The contractor for routine patrolling inside the campus. Sufficient quantity of torch light should be made available for night patrolling guards.

11. To interact with local police authorities or PCR Van for police assistance for safety of the institute property.

12. The agency shall obtain the required license of all the security related equipment like DFMD, HHMD. Walkie-Talkie, Baggage Scanner and explosive detector, which will be provided to Central University of Wardha as per the requirement. The staff should be adequately trained to handle these equipment. The Details of minimum required equipment are as under:

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<th>Sr.</th>
<th>Equipment Nomenclature</th>
<th>Minimum Qty (Nos.)</th>
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<tr>
<td>1</td>
<td>Hand Held Walkie-Talkie (5Watt)</td>
<td>20</td>
</tr>
<tr>
<td>2</td>
<td>HF/VHF installed at Control Room/patrolling Vehicle, Must</td>
<td>01 for control room</td>
</tr>
<tr>
<td></td>
<td>be capable to communicate with all Walkie-Talkie (5Watt)</td>
<td>01 for patrolling vehicle</td>
</tr>
<tr>
<td></td>
<td>in the whole</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Search Mirror with light</td>
<td>04</td>
</tr>
<tr>
<td>4</td>
<td>Police Anti Riot Helmet</td>
<td>20</td>
</tr>
<tr>
<td>5</td>
<td>Police Riot Shield</td>
<td>20</td>
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<tr>
<td>6</td>
<td>Polycarbonate Police Lathi</td>
<td>40</td>
</tr>
<tr>
<td>7</td>
<td>e-attendance monitoring system (Biometric) for agency</td>
<td></td>
</tr>
<tr>
<td></td>
<td>security</td>
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Signature of the Bidder With Seal

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13. The maintenance of the above said equipment is the responsibility of the agency and all the minimum required equipment should always be in very good and working conditions. The above mentioned minimum requirement being found out of order will attract penalty of Rs. 2000 per/day on each equipment.

14. Check and keep record of all incoming/outgoing materials, items with proper gate pass. Undertake firefighting operations with fire extinguishers as and when required.

15. To regulate incoming and outgoing vehicles at the gate and also parking of authorized vehicles only at the proper parking area.

16. Carry out any other job assigned by the competent authority in the interest of security of the Institute.

17. The staff provided should also maintain discipline in the premises of Institute.

18. The patrolling guard will patrol the area and report if any diffidence or loss, damage or any other suspected happenings.

19. The firm will maintain proper records of the guards with full bio-data, address, mobile no. and other required certificates, Next of Kin (110K) name of Kin (HOK) name and address and mobile no. of near relative. Copy of the same shall be submitted to the Security Officer of the Central University of MGAHV Wardha for record.

20. The security agency is advised to have a complete inspection of the all buildings and total area before applying for the security tender.

21. The firm will bear the loss or damage occurred due to negligence or lapse of duty by the guard.

22. For the above purpose the contractor deployed following Security personnel in the Central University of MGAHV Wardha.

20. **Eligibility Criteria : (a+b+c)**

The bidder should have:

a. Capability to provide Ex-Servicemen/trained personnel having good bearing training and maintaining high standards of turn out. And also should have at least three years experience of providing a minimum of 100 (One Hundred) security personnel during the last five years ending i.e. 31-03-2024 in guarding Universities companies, firms etc. 

   (plus)

b. Established infrastructure with / for training surveillance network, equipment communication facilities.

   (plus)

c. The participating Security Agencies shall be registered under private Security Agency Regulation Act, 2005 (PSARA)

Documents in support of the above should be submitted along with the tender.

Signature of the Bidder With Seal
21. **Specific Conditions for Non-acceptance of Tender Documents:**

No tender document shall be considered if the Agency /firm a party falling under the following categories.

a. Regular employee/ contractual employee / temporary employee/ outsourcing employee/ project employee / student of the University of any employee (as mentioned above).

b. Ex-Contractor(s) Existing Contractor(s) of the University of MGAHV having outstanding dues except where the dues are pertaining to salaries of statutory payments like, ESI & PF.

c. Bidders who have been blacklisted/de-barred by Government undertakings/ Departments like Railway Defence of any other Government of India/State Government organizations.

22. **DECLARATION:**

a) Undertaking that no case is pending with the police against the Proprietor/Firm/Partner or the Company (Agency).

b) That no case is pending with the EPF, ESI & other statutory authorities.

23. Any additional information, which is necessary in regard to its capabilities to establish that the Firm is capable in all respects to successfully complete the envisaged work.

24. Proof of work experience in the form of work completion certificate (minimum experience should be of **03 (Three) years** for providing of Security Services in Central Govt/State Govt./University including Centrally funded Autonomous bodies and PSUs.

25. The Bidder should inspect the sight before filling in and submitting the Tender to get fully aquainted with the scope of work as no claim whatsoever will be entertained for any alleged ignorance thereof.

*Registrar*

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Signature of the Bidder With Seal
BID DOCUMENT

Tender No. MGAHV/CD/34/2024-25/Security Serv./01

Name of the work: SECURITY SERVICES AT MAHATMA GANDHI ANTARRASHTRIYA HINDI VISHWAVIDYALAYA AT ITS MAIN CAMPUS WARDHA AND REGIONAL CENTRES PRAYAGRAJ, KOLKATA & RIDDHAPUR AND ADDITIONAL CENTRES OPENED IF ANY DURING THE PERIOD OF CONTRACT

1.1 Sealed tenders are invited by the MGAHV, Wardha upto 10.06.2024 till 03.00 p.m. from registered agencies/firms/companies for Security Services as detailed given in the enquiry letter. The bidder must be a legally constituted proprietary firm/partnership firm/limited company or corporate body who possess the required licenses, registrations etc.

1.2 The bidders should quote their offer in clear terms without any ambiguity.

1.3 The rates should be quoted both in figures and in words and legibly written without any over-writings.

1.4 In case of any discrepancy between the offer in figures and that in words, the offer in words will be accepted as correct.

1.5 The last date for receipt of the bid (10.06.2024 upto 3.00 p.m.) is marked in the NIT. In case the above date is declared a holiday for MGAHV, Wardha, then the bids will be received upto the given time on the next working day.

1.6 The bids must be sent by registered post/speed post/ by hand only so as to reach to the Registrar, MGAHV, Wardha on or before the last date of receipt.

1.7 Bids received after the due date and time shall not be taken into consideration.

1.8 The bids shall be submitted in three parts:
   i) The tender form fee of Rs 2,500/- along with earnest money deposit of Rs 4,80,000/- (Rupee Four Lakh Eighty Thousand Only) in the form of Demand Draft separately in favour of Finance Officer, MGAHV, Wardha payable at Wardha.
   ii) Technical bid
   iii) Financial bid.

Signature of the Bidder With Seal
2.0 **Technical Bid**

It should be supported by self-attested photocopies of:

2.1 Valid Registration certification of the Agency/Firm
2.2 Valid GST registration certificate
2.3 Valid License under PASARA Act
2.4 Valid PAN Card
2.5 Valid Registration with EPF
2.6 Valid Registration for ESIC
2.7 Valid License under Contract Labour (Regulation and Abolition) Act, 1970.

2.10 Proof of work experience in the form of work completion certificate (minimum experience should be of **03 (Three) years** for providing of Security in Central Govt./State Govt./University/ Centraly funded Autonomous Bodies and PSUs.

2.11 The Bidder must have successfully executed/completed similar services over the last three years as mentioned below:

a) Three similar services/work costing not less than the amount equal to 40% of the estimated cost.
b) Two similar services/work costing not less than the amount equal to 50% of the estimated cost.
c) One similar service/work costing not less than the amount equal to 80% of the estimated cost.

2.12 List of major customer to whom similar service were provided.

2.13 Satisfactory performance certificate from past customer for each work completed in the last three years.

2.14 Details of office/branch within 100 km. of Wardha

2.15 Bidder letter Form

2.16 Bidder Information sheet

2.17 **NON BLACKLISTING CERTIFICATE**

2.18 **DECLARATION ABOUT FRAUD AND CORRUPT PRACTICES**

2.19 **TENDER CONDITIONS ACCEPTANCE CERTIFICATE**

2.20 **SOLVENCY CERTIFICATE (40% of Estimated cost)**

2.21 Undertaking that no case is pending with the police against the Proprietor/Firm/Partner of the Company (Agency).

2.23 Any additional information, which is necessary in regard to its capabilities to establish that the Firm is capable in all respects to successfully complete the envisaged work.

2.24 Staff strength presently available in the Service of the Agency (Category wise)

   a) Security Supervisors
   b) Gun Man
   c) Security Guards Men/Women

2.25 Proof of payment related to EPF, ESIC (Copies to be enclosed)

   a) EPF Challan for last 03 Months.
   b) ESIC Challan for last 03 Months.
   c) Number of Security Guards employed for last 03 Months.

2.26 Copy of ISO Certificate, if any.
All the above documents arranged according to the mentioned order and must be serially numbered, failing which the Bid will not be considered.

3.0 Financial Bid:
The bidder shall submit the financial bid in the prescribed proforma (Annexure-VIII) of the bid document.

3.1 Agency should quote service charges in percentage on remuneration (including all statutory obligations) to be paid to the outsourced employees deployed for MGAHV, Wardha.

3.2 The percentage of the agency service charges shall be 3.85% and in fraction upto two decimals.

3.3 The financial bids shall be evaluated on the following criteria:

i) Grand total shall be taken into account.

ii) In case total cost quoted by more than one firm is at par with L1 cost then L1 will be decided in chronological order as below:

a) The average highest turnover during financial year 2021-22, 2022-23 & 2023-24 and bidder will be L1. In case of more than one bidder having equal average highest turnover then, L1 will be decided as per below Clause (ii) (b).

b) The average highest turnover during financial year 2020-21, 2021-22 & 2022-23 and highest experience in the relevant field in Central Govt. / State Govt./ University.

c) Acceptance of Bid: Bids which are technically qualified will be considered for opening of financial bids, Lowest bid (L1) will be considered for award of contract. However, in case of Tie, Institute/Firm with higher turnover in last financial year will be given preference.

The above bids must be signed & sealed by the bidder in separate cover duly superscribed EMD, Technical bid and Financial bid respectively and all three signed sealed covers are to be put in a bigger cover which should also be signed & sealed and duly superscribed. "Bid for Security Services." A bidder who submits more than one bid shall be disqualified.

4. Payment Condition:

4.1 The remuneration should be paid first by the agency to the Security Persons deployed for the above said work after completion of 30 days or part thereof i.e. on the first working day of next month. MGAHV, Wardha will pay all the statutory contributions/deductions towards ESI, EPF, GST (if applicable) etc. apart from the remuneration as per the Central Govt. norms and after due verification of the bill raised by the agency.

The agency should submit monthly attendance duly countersigned by the Security Officer alongwith the monthly bill of the agency for monthly payment to be made by MGAHV, Wardha.

4.2 The amount as per government norms will be deducted from the monthly bill and remitted to the Government by MGAHV, Wardha.
4.3 The Agency shall not pay to the persons engaged by him less than the minimum wages as prescribed under effective Central Minimum Wages Act.

4.4 MGAHV, Wardha will not be liable to pay any amount other than settled in the contract. Any payment under provision of the ESI or any other Statutory liability shall be made by the agency and challan/receipt must be enclosed with the monthly bill. The agency shall be solely responsible and liable for his persons under the provisions of Contract Labour (R&A) Act. A certificate to this effect will have to be submitted by the agency in separate challan in respect of Security Services deployed by him. The certified copy of challan must be submitted next month along with the bill.

4.5 Before submission of the bill, the agency shall ensure that the payment of Security deployed by the agency have been made for the billed period. The agency must ensure the payment to staff by 1st working day of each month from his own resources through ECS and proof of credited amount be produced.

4.6 TDS and other taxes, as applicable, will be deducted from the agencies bill as per the Govt. instructions from time to time.

The GST as applicable will be reimbursed only after the submission of proof of payment of GST along with a certificate that the GST amount claiming from the University is included in the challan.

4.7 The increase in Central wages as per notification of Govt. of India which may be affected during the contract period, the increase in resulting due to notification will be applicable.

5. **General Conditions:**

5.1 Self undertaking to be provided regarding information submitted in the Bid is correct and if found false in future also, contract shall be terminated.

5.2 The bids shall be opened in MGAHV, Wardha campus on the date and time given in the NIT. The bidders themselves may attend the bid opening meeting or may send their authorized representative with authority letter, otherwise he will not be allowed to participate. In the event of the above bid opening date being declared holiday for MGAHV, Wardha, the bids will be opened at the given time and place on the next working day.

5.3 Technical Bid will be opened, if Tender Fee/EMD envelope is as per Tender notice and only the eligible bidders shall be allowed to participate in the Financial Bid which may be opened on the date fixed by the Competent Authority and will be communicated to the qualified bidder through email and telephonically. List of qualified and not qualified bidder will be display on the University website. Therefore, the bidders are advised to visit the University website continuously.

5.4 In case the bid being submitted by a firm it must be signed separately by each partner thereof or in the event of the absence of any partner, it must be signed on his behalf by a person holding a power of attorney authorizing him to do so or in the case of a company, a tender be signed in the manner laid down in the said Company's Article of Association.

5.5 An Index Page showing contents/ annexure and page no. should be annexed first followed by relevant documents with proper page numbering and signed by the owner of the firm or his/her authorized signatory as token of acceptance of terms and
conditions. In case the tenders are signed by the authorized signatory, a copy of the power of attorney/authorization may be enclosed along with tender.

5.6 Any changes (corrigendum/ addendum/ dedendum) with respect to this tender will be notified through University website: www.hindivishwa.org only.

5.7 MGAHV, Wardha reserves the right to accept or reject any or all the tenders without assigning any reason.

5.8 The bidder has to be sign in full at all pages of the bidding document.

5.9 All entries in the tender form should be legible and filled clearly. If the space provided for furnishing information is insufficient, a separate sheet may be attached. No overwriting or cutting is permitted in the Financial Bid. In such cases, the tender shall be summarily rejected. The authorized signatory shall sign on all the pages of the bid with rubber stamp. NO PAGE SHOULD BE REMOVED/DETACHED FROM THIS BID DOCUMENT.

5.10 Clarification of bidding documents: A prospective agency/bidder requiring any clarification of the tender documents may contact Campus Development Section in person during office hours.

No clarification from any agency shall be entertained after the close of date and time for seeking clarification mentioned in tender notice. It is further clarified that MGAHV, Wardha shall not entertain any correspondence regarding delay or non-receipt of clarification from MGAHV, Wardha.

5.11 The Security is to be provided as per requirement of MGAHV, Wardha and the number of persons required may vary from time to time. MGAHV, Wardha reserves the right to increase or decrease the Security, if considered necessary. The requirement of Security Services to be deployed at MGAHV, Wardha will be at sole discretion of the Vice-Chancellor, MGAHV, Wardha.

5.12 Discrepancies if any or disputes arising out on account of non-adherence to statutory & Labour Laws would be the responsibility of the Agency only and MGAHV, Wardha will not be responsible for the same.

5.13 The Security deployed by the agency will always keep Identity Card of the third party outsourced agency with them for verification while working.

5.14 A formal declaration has to be submitted by the agency that the Security deployed by the agency are employees of the agency. MGAHV, Wardha shall not have any liability/responsibility to absorb the persons engaged by the agency and/or to extend any type of recommendation etc. for obtaining any job in MGAHV, Wardha or elsewhere.

5.15 The details of the Security deployed by the agency with bio-data, attested proof of identity, the latest photographs of all the persons shall be supplied to MGAHV, Wardha for the record.

5.16 No personnel can be changed without prior consent from the University after deployment in the campus.

5.17 The Agency shall be solely responsible for compliance to the provisions of various Labour Laws such as wages, allowances, compensations, EPF/ESIC etc. The Agency shall also be responsible for the insurance of its personnel.

5.18 Necessary license, permit, consent, sanction etc. as may be required or called for from / by local or any other authority for doing such work shall be obtained by the agency. The Agency shall comply at its own cost with all
applicable laws, rules and regulation in force from time to time whether of Central or State Govt. as applicable to him or this contract without any liability and responsibility to MGAHV, Wardha, whatsoever it may be.

5.19 The selected agency shall also be liable for depositing all Taxes, Levies, Cess etc., to the concerned tax authorities from time to time as per the rules and regulations on the matter.

5.20 The details regarding character and antecedence, police verification and medical fitness etc. of Security deployed for Security Services by the agency to MGAHV, Wardha. The agency should ensure that his worker does not smoke or indulge in drinking alcohol or intoxicants or in gambling.

5.21 Any dispute arising out of or in any way connected with the agreement shall be deemed to have arisen in Wardha and only court in Wardha shall have jurisdiction to determine/decide the same.

5.22 List of Directors, Consultant and top Executives (with name, address, phone number etc.) should be furnished with the tender. The attested copies of relevant documents (Aadhar, Voter I.D. etc.) should be submitted.

5.23 The selected agency will have to sign the agreement document in two copies with the University within 15 days from the date of issue of work award letter by furnishing non-judicial stamp paper of Rs. 100/- for signing of agreement.

5.24 The period of contract will be for One year from the date of commencement of work with half yearly appraisal, extendable for two years on year to year basis on the existing Terms & Conditions subject to the satisfactory performance of work and mutually agreed upon.

5.25 **Termination:** The contract may be terminated by giving three months notice, in case the agency:

(a) assigns or sub contracts any of the service,
(b) violation/ contravention of any of the terms and condition mentioned herein,
(c) Performance of services is not found satisfactory and does not improve the performance of the services inspite of instructions,
(d) any violation of instructions/ agreement or suppression of fact,
(e) Contractor being declared insolvent by the Court of Law.

If agency is willing to exit from this contract, a three months notice, in advance should be given by the agency. MGAHV, Wardha shall not indemnify any loss caused by the agency by such terminations, whatsoever it may be.

During the notice period of the termination of the contract in the situation contemplated above, the agency shall keep on discharging his duties till the expiry of the notice period.

In the event of premature termination of the contract for the said reason, the security deposit money shall be forfeited by MGAHV, Wardha.

5.26 On acceptance of the Tender, the successful bidder is required to give performance security amounting to Rs. 12,00,000/- (Rupees Twelve Lakhs Only) in the form of Demand Draft or Bank Guarantee from a Nationalized Bank which will be refundable without interest after successful completion of the contract and no liabilities from the agency or its employees. In case of
any complaint, the security deposit shall be discharged only after adjusting all dues or liabilities whatsoever.

5.27 In case of any change of constitution of the Agency, the rights of MGAHV, Wardha should not suffer.

5.28 The scope of work, terms & conditions of tender shall form the part and basis of the contract and decision of the University in reference to all matters of dispute shall be final and binding.

5.29 Number of Security to be deployed at the University may increase or decrease as per the requirement. The exact number of Security required on a particular department/section of the University will be communicated by the University and the payment will be made accordingly.

5.30 Agency shall submit break up of wages as per Rules to be charged by the Firm, including statutory liabilities for Security deployed at MGAHV, Wardha.

5.31 The agency shall install Biometric System at its own cost for maintaining attendance of the Security deployed. Biometric attendance should state Incoming and Outgoing time. The agency should submit monthly attendance duly countersigned by the Security Officer alongwith the monthly bill of the agency for payment to be made by MGAHV, Wardha.

5.32 MGAHV, Wardha shall be at liberty to check at any time the deployment of persons / work of the agency and discrepancies, if any noticed penalty shall be imposed on the agency, as decided by the competent authority.

5.33 The agency shall be liable for full fidelity of the Security to be deployed and in case any pilferage/ damage / theft / shortage is caused to the property of the University due to the carelessness, the value as assessed shall be recovered from the payment due to the agency under the contract. If some amount is still found recoverable, the agency shall deposit the same within 15 days of receipt of notice from MGAHV, Wardha.

5.34 Break-up of monthly payment details to each category of Security staff alongwith biometric attendance duly countersigned by the Security Officer should be submitted on monthly basis to the Registrar, MGAHV, Wardha.

5.35 Any violations of terms and conditions will lead to termination of the contract, forfeiture of the performance security and blacklisting of the agency for future works.

5.36 Agency shall maintain all records/registers as required to be maintained under various Labour Laws and other statutory laws in force from time to time and shall produce the same as and when asked for.

5.37 The Security Personnel deputed shall not be below the age of 21 years and should be physically fit/ healthy for performing the assigned duties.

5.38 Local representative of agency shall be In-charge of the entire contract and shall be responsible for the efficient rendering of the services under the contract, while working at the premises of MGAHV, Wardha, they shall work under the directives and guidance of MGAHV, Wardha. This will, however, not diminish in any way, the Agency’s responsibility under contract to MGAHV, Wardha. At the end of each month, monthly work

Signature of the Bidder With Seal
performance will be reviewed and if work performance is found unsatisfactory, contract may be terminated.

5.39 The Security so deployed by the agency should be disciplined and will not participate in any activity prejudicial to the interest of MGAHV, Wardha / Govt. of India/State Govt. In case any of the Security so deployed by the Agency does not come up to the mark in terms of general discipline or does not perform his/her duties properly or indulges in any unlawful activity including riots or disorderly conduct, the Agency on the instruction of University, shall immediately withdraw such person(s) from the premises of the University.

5.40 In case, personnel of the agency implicated in any law/suit or is injured by any person or group of persons agitating mob etc. during the course of performing his duty/ their duties for MGAHV, Wardha it shall be the sole responsibility of the agency to defend its personnel in the Court of Law or to extend all medical and financial help etc. without charging any cost to MGAHV, Wardha.

5.41 In case MGAHV, Wardha is implicated in any law / suit on account of not fulfilling of any or all obligations under any law or due to performing the duties by any personnel of the agency, all cost of defending such suit settlement of claims, penalty etc. shall be borne by the agency or recovered from the due amounts payable to the agency and or from the performance security with the MGAHV, Wardha.

5.42 In the event of any accident and/or injury, in respect of which compensation may become payable under the Workman's Compensation Act,1923 including all amendments thereof, MGAHV, Wardha shall have full powers to retain out of any sums payable / becoming payable to the agency, any sum as may be deemed sufficient to meet such liability on receipt of award of compensation from the competent authority under the said Act, and the same shall be adjusted from this amount. Any shortfall shall be recovered and any excesses shall be refunded. The decision of the Vice-Chancellor, MGAHV, Wardha shall be final in regard to all matters arising under this clause.

5.43 The decision of the Vice-Chancellor, MGAHV, Wardha in regard to interpretation of the terms and conditions and the agreement shall be final and binding to the agency.

5.44 The Vice-Chancellor, MGAHV, Wardha shall be the sole authority to decide and judge the quality of services rendered by the agency and all other matters and his decision shall be final and binding.

5.45 The Agency must insure that no Security Supervisor/Guard having mobile phone during working Hrs.

5.46 At the end of contract period/termination of the contract, the agency shall hand over the charge to the new service provider (appointed by MGAHV, Wardha) without any hindrance.

5.47 No accommodation will be provided by MGAHV, Wardha to the Security deployed by the agency.

5.48 Details of award/ certificate of Merit etc. received from any Organization. (Please attach copy of certificates [Attach extra sheets, if required]).
5.49 Scope of the work includes providing protection and security to Offices/ School Buildings/ Hostels/ Residential premises etc. of the University at Wardha and its regional centers. The job of the Security Agency will be to provide a full proof Security system for the above work places.

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

5.51 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.

5.52 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.

5.53 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.

5.54 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.

5.55 Uniform, along with Metal Detector, Whistle-Baton, Rechargeable Torche, Lathi, Umbrella, Raincoat during rainy season & woollen jacket during winter season etc. 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.

5.56 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.

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

5.58 After awarding the work, if the Security Agency fails to provided the desired strength of Security Personnel (Ex-Servicemen/Professionally Trained) as prescribed in the work order/ contract and fails to take 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.

5.59 The Contract agreement shall be initially 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 satisfactory performance and mutual agreement.

5.60 The successful tenderer should provide the complete profile of all the Security Personnel so deployed by them with the University with their proof of educational qualification, date of birth, latest passport size photograph and also services/discharge certificate in case of Ex-Servicemen Security Personnel. This should be provided to be the University for record within 5 (five) days of the issue of the work order/contract.
5.61 At the end of each financial year the service provider shall provide the statement pertaining to the EPF on receipt of those from the EPF Organization.

5.62 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 MGAHV or any other Authorities, under Labour Law.


5.64 **Functional Area in Details** –
As directed by the Competent Authority. Such as

<table>
<thead>
<tr>
<th>a) Main Gate</th>
<th>e) Hostels</th>
<th>i) Canteen</th>
</tr>
</thead>
<tbody>
<tr>
<td>b) Rear Gate</td>
<td>f) School Buildings</td>
<td>j) Hospital</td>
</tr>
<tr>
<td>c) Admin Block</td>
<td>g) Children Park</td>
<td>k) Crèche</td>
</tr>
<tr>
<td>d) Residential Areas</td>
<td>h) Guest Houses</td>
<td>etc</td>
</tr>
</tbody>
</table>

5.65 The Contractor has to rotate and change its manpower on monthly basis or as directed by the Authority to have a better output and co-ordination, including weekly change of shift.

5.66 Shift report in every shift is required to be submitted by the Security Supervisor on daily basis before the Security Officer/In-Charge, Security. Non-compliance of the same will attract disciplinary action against the concerned Supervisor.

5.67 The Ex-Servicemen personnel of maximum age of 55 (Fifty-Five) years who are mentally and physically fit and not released on medical ground should only be deployed for Security Supervisor. Should be enclosed Photocopy of the relevant discharge certificate.

5.68 The Vice-Chancellor MGAHV, Wardha reserves the right to accept or reject any or all tender offer.

### 6. Miscellaneous Terms and conditions

1. The University is a "NO SMOKING ZONE". The Agency should ensure that its employees DO NOT SMOKE while working in the University Campuses, they will also not indulge in drinking alcohol or any other intoxicants. They will not consume drugs and eat pan/khaini/tobacco etc. They will not play cards or indulge in gambling on campus or any other anti-social activities what so ever.

2. The work supervisor deployed by the agency is supposed to be present in the campus of University, who will have to submit required report to authorized nominee of the University.

3. The University shall have the right to seek replacement of any person without assigning any reason whatsoever and the substitute shall have to be provided by the agency immediately.

4. No worker/employee will be engaged and removed without the consent of the University.

5. The University will not provide any medical facility and residential
accommodation to the staff of the contractor.

6. The reliever will be provided by the firm. The minimum wages will be made as per the latest notification of the Government of India.

7. Termination: The Contract may be terminated by giving one months' notice, in case the agency:

   a) Assigns or sub-contracts any of this service.

   b) Violation/contravention of any of the terms and conditions mentioned herein.

   c) Does not improve the performance of the services in spite of instructions.

   d) Any violation of instruction/agreement or suppression of facts.

   e) Agency being declared insolvent by competent court of law.
<table>
<thead>
<tr>
<th>NO</th>
<th>Particulars</th>
<th>Yes/No</th>
<th>Page Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Tender Document Fee by way of DD from any nationalized Bank, (If downloaded) Rs. DD No: Date:</td>
<td></td>
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<tr>
<td>2</td>
<td>EMD(DD) from a Nationalized Bank Rs. DD No: Date:</td>
<td></td>
<td></td>
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<tr>
<td>3</td>
<td>Bidder letter Form Annexure II</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Bidder Information Sheet Annexure III</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Valid Registration certificate of the Agency/Firm</td>
<td></td>
<td></td>
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<tr>
<td>6</td>
<td>Valid S.T./GST Registration certificate</td>
<td></td>
<td></td>
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<tr>
<td>7</td>
<td>Valid PAN card, Aadhar and Voter ID</td>
<td></td>
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<tr>
<td>8</td>
<td>Valid Registration with EPF</td>
<td></td>
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<tr>
<td>9</td>
<td>Valid Registration for ESI</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>Income Tax Return for the year 2021-22, 2022-23 and 2023-24</td>
<td></td>
<td></td>
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<tr>
<td>11</td>
<td>Valid License Number under Contract Labour (R&amp;A) Act</td>
<td></td>
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<tr>
<td>13</td>
<td>The Bidder must have successfully executed/completed similar services over the last three years as mentioned below:</td>
<td></td>
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<tr>
<td></td>
<td>a) 3 similar services /works costing not less than the 40% of Estimated cost.</td>
<td></td>
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<tr>
<td></td>
<td>b) 2 similar services /works costing not less than the 50% of Estimated cost.</td>
<td></td>
<td></td>
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<tr>
<td></td>
<td>c) 1 similar services /works costing not less than the 80% of Estimated cost.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>14</td>
<td>Proof of work experience (minimum experience should be of 03 (Three) years for providing Security Services in Central Govt./ State Govt. including centrally funded Autonomous Bodies, and PSU’s etc.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>15</td>
<td>List of major customer to whom similar service were provided</td>
<td></td>
<td></td>
</tr>
<tr>
<td>16</td>
<td>Details of office/branch within 100 km. of Wardha</td>
<td></td>
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</tr>
<tr>
<td>17</td>
<td>NON BLACKLISTING CERTIFICATE Annexure IV</td>
<td></td>
<td></td>
</tr>
<tr>
<td>18</td>
<td>DECLARATION ABOUT FRAUD AND CORRUPT PRACTICES Annexure V</td>
<td></td>
<td></td>
</tr>
<tr>
<td>19</td>
<td>Undertaking that no case is pending with the police against the Proprietor/Firm/Partner or the Company (Agency).</td>
<td></td>
<td></td>
</tr>
<tr>
<td>20</td>
<td>TENDER CONDITIONS ACCEPTANCE CERTIFICATE Annexure V I</td>
<td></td>
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</tr>
<tr>
<td>21</td>
<td>SOLVENCY CERTIFICATE Annexure V II</td>
<td></td>
<td></td>
</tr>
<tr>
<td>22</td>
<td>Any other information/documents that are required in the bid document</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Bidder Letter Form

From:
(Registered name and address of the bidder)

To,
The Registrar
Mahatma Gandhi Antarrasitiya Hindi Vishwavidyalaya
Gandhi Hill, Wardha – 442001 (Maharashtra)

Sir,
Having examined the bidding documents and amendments thereon, for providing Security Services at MGAHV main campus Wardha and its regional centers at Prayagraj, Kolkata & Riddhapur in response to your NIT No. ............................................ dated ............................................

1. I/We hereby offer to provide Security Services as per scope of work as listed in this tender hereto as you may specify in the acceptance of Tender at the price given in the Financial Bid and agree to hold this offer open for a period of 120 days from the date of opening of the tender.

2. I/we shall be bound by a communication of acceptance / rejection by MGAHV, Wardha.

3. I/We have understood the scope of work, Instructions to bidders and terms and conditions of contract in the form as enclosed with the invitation to the tender and have thoroughly examined and am/are fully aware of the nature of the services required and my/our offer is to provide Security Services strictly in accordance with the Tender.

4. Certified that ours is:  
   a) A sole proprietorship firm and the person signing the bid document is the sole proprietor/constituted attorney of the sole proprietor,

   OR

   D.* A partnership firm, and the person signing this bid document is a partner of the firm and has authority to refer to disputes concerning the business of the partnership by virtue of the partnership agreement /by virtue of general power of attorney,

   OR

   D.* A Company and the person signing the document is the constituted attorney/Authorized Signatory.

   (NOTE: Strike out whichever is not applicable. All corrections/deletions should invariably be attested by the person authorized to sign the bid document).

5. I/We do hereby undertake that, until a formal notification of award, this bid, together with your written acceptance thereof shall constitute a binding contract between us.

6. If bid is accepted, I/we undertake to;
   a) Provide services/execute the work according to the time schedule specified in the bid document,

Signature of the Bidder With Seal
b) Submit the performance guarantee of a bank in accordance with bid requirements for the due performance of the contract.

c) Agree to abide by the bid conditions, including pre-bid meeting minutes if any, which remain binding upon us during the entire bid validity period and bid may be accepted any time before the expiration of that period.

7. We understand that you are not bound to accept the lowest or any bid you may receive, nor to give any reason for the rejection of any bid and that you will not defray any expenses incurred by us in bidding.

Yours faithfully,

(Signature) Dated this day of

Address:

Telephone:
FAX:
E-mail:
<table>
<thead>
<tr>
<th></th>
<th>Bidder Information Sheet</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Name of the Organization:</td>
</tr>
<tr>
<td>2</td>
<td>Year of Establishment:</td>
</tr>
<tr>
<td>3</td>
<td>Registered Office Address</td>
</tr>
<tr>
<td>4</td>
<td>Bio data or profile containing name, educational, qualifications, occupation and postal address of Proprietor / Partners / Directors / Managing Director / Chairman (Please use separate sheet if necessary)</td>
</tr>
<tr>
<td>5</td>
<td>Nature of the firm (Proprietorship/Partnership/Private Limited or Cooperative body)</td>
</tr>
<tr>
<td>6</td>
<td>License number under Contract Labour (R&amp;A) Act.</td>
</tr>
<tr>
<td>7</td>
<td>Registration Number of Firm</td>
</tr>
<tr>
<td>8</td>
<td>GST Registration Number</td>
</tr>
<tr>
<td>9</td>
<td>PAN Card</td>
</tr>
<tr>
<td>10</td>
<td>TIN Number (Taxpayer Identification Number)</td>
</tr>
<tr>
<td>11</td>
<td>Employees Provident Fund Account Number</td>
</tr>
<tr>
<td>12</td>
<td>ESI Number</td>
</tr>
<tr>
<td>13</td>
<td>Name &amp; Designation of Authorized Person,</td>
</tr>
<tr>
<td></td>
<td>(a) Phone No.</td>
</tr>
<tr>
<td></td>
<td>(b) Fax No</td>
</tr>
<tr>
<td></td>
<td>(c) Email-ID</td>
</tr>
<tr>
<td>14</td>
<td>Branch offices within 100 km. of Wardha</td>
</tr>
<tr>
<td>15</td>
<td>Any other trade / business in addition to Security Services.</td>
</tr>
<tr>
<td>16</td>
<td>Total experience (Years / Months) in Security Service Field.</td>
</tr>
<tr>
<td>17</td>
<td>Have your Concern / Firm / Company ever changed its Name any time? If yes, provide the previous name and the reasons there for?</td>
</tr>
<tr>
<td>18</td>
<td>Have you or your constituent ever left the contract awarded to you incomplete? If so, give name of the contract and reasons for not completing the contract.</td>
</tr>
<tr>
<td>19</td>
<td>Brief details of Litigations, if any, connected with Security Services work, Current or during the last three years, the opposite party and the disputed amount.</td>
</tr>
</tbody>
</table>

Signature of the Bidder With Seal

Page 24 of 32
20 Specify whether there are any issues / disputes against your Agency / Firm / Company are pending before the Commissioner of Provident Fund, Employees State Insurance, Labour Tribunal Authorities, etc.,

21 Give information, if any, regarding the proceeding for Bankruptcy, Insolvency or winding up in which the bidder is / was involved

22 Details of Awards, if any received

23 A certificate on Firm letterhead that service provider has not been defaulted in payment of EPF/ESI/ GST /Income tax etc.

24 Affidavit stating that the Service Provider is / has not been blacklisted by Central Government Departments/State Government/Statutory bodies/ Autonomous Bodies/PSUs /Private Sector at any point of time.

<table>
<thead>
<tr>
<th>Bank Details of the Agency:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bank Name with Address</td>
</tr>
<tr>
<td>Bank Account Number</td>
</tr>
<tr>
<td>IFS Code</td>
</tr>
</tbody>
</table>

25

26 Tender Document Fee (Non-refundable)  
   Amount Rs. 
   D.D. No.
   Date.
   Issuing Bank & Branch: 

27 Earnest Money Deposit  
   Amount Rs. 
   D.D. No.
   Date.
   Issuing Bank & Branch: 

28 Financial Turnover of the firm ONLY FROM Security Services for the 03 years (Annual Report and Audited Balance sheet, Profit & Loss Account for the last three financial years to be attached)

<table>
<thead>
<tr>
<th>Financial Years</th>
<th>Annual Turnover (In Rs)</th>
<th>Amount/ Turnover for Security Services</th>
</tr>
</thead>
<tbody>
<tr>
<td>2021-22</td>
<td></td>
<td></td>
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<tr>
<td>2022-23</td>
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<tr>
<td>2023-24</td>
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<td></td>
</tr>
</tbody>
</table>

Signature of the Bidder With Seal
29. **Details of office/branch in Maharashtra**

<table>
<thead>
<tr>
<th>S.No</th>
<th>Full Address of Office</th>
<th>Contact person with phone No.</th>
<th>No of Employees</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
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</tr>
</tbody>
</table>

30. Furnish the details of Institute/Organization/Agency/Firm has provided Security Services during last 3 years (Attach separate copy if needed)

<table>
<thead>
<tr>
<th>Name of the Organization</th>
<th>Officer-in-Charge with Designation</th>
<th>Phone/Mobile No and e-mail id</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
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<tr>
<td></td>
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<td></td>
</tr>
</tbody>
</table>

31. List of Government Departments/ PSU/ reputed Private Companies/ Statuary or Autonomous Bodies, Agency/ Firm has supplied Security Services during last 3 years. Attach copy of WORK COMPLETION CERTIFICATE in support of every claim. Please attach a certificate of satisfactory performance from the concerned Govt. Departments/ PSU/ Statuary bodies/ Autonomous Bodies/ Private Sector

<table>
<thead>
<tr>
<th>Name of the organization</th>
<th>Category of Security</th>
<th>Duration of contract</th>
<th>Amount of contract</th>
<th>No. of staff deployed</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>From</td>
<td>To</td>
<td></td>
</tr>
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</table>

Place:
Date:

**Signature of the Bidder**
**With Seal**
NON BLACKLISTING CERTIFICATE

[To be submitted on letterhead]

I/We hereby certify ___________________________ [Name of the Company/Firm] that has not been ever blacklisted/debarred by any Central/State Government Department/Public Sector Undertaking/Autonomous Organization on any account.

I/We also certify the firm will provide Security Services as per the specification given by MGAHV, Wardha time to time and also abide all the terms and conditions stipulated in the bid document.

I/We also certify that the information given in bid is true and correct in all aspects and in any case at a later date if it is found that any details provided by us are false and incorrect, contract given to the concern firm or participation may be summarily terminated at any stage, the firm will be blacklisted and MGAHV, Wardha may imposed any action as per the rules.

Yours faithfully,

(Signature of Authorized Person)

Place: ____________________________
Date: ____________________________

Name: ___________________________
Designation: ______________________
DECLARATION ABOUT FRAUD AND CORRUPT PRACTICES

(To be executed by the bidder on Rs. 100/- Stamp paper & attested by Public Notary/Executive Magistrate)

We certify that during the last 3 years, we have neither failed to perform any contract, as evidenced by imposition of a penalty by an arbitral or judicial authority or a judicial pronouncement or arbitration award, nor been expelled from any project or contract by any public/private authority nor have had any contract terminated by any public authority for breach on our part.

We declare that:

a) We have not directly or indirectly or through an agent engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice in respect of any tender or request for proposal issued by or any agreement entered into with the Authority or any other public sector enterprise or any Government. (Central or State).

b) We have taken steps to ensure that in conformity with the provisions against Corrupt Practices and no person acting for us or on our behalf has engaged or will engage in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice.

c) We certify that in regard to matters other than security and integrity of the country, we or any of our Associates have not been convicted by a Court of Law or indicted or adverse orders passed by a regulatory authority, which could cast a doubt on our ability to undertake the contract or which relates to a grave offence that outrages the moral sense of the community.

d) We further certify that in regard to matters relating to security and integrity of the country, we have not been charge-sheeted by any agency of the Government or convicted by a Court of Law.

e) We certify that, we are remitting statutory dues/taxes regularly to Government and no default was made in this regard.

f) We further certify that no investigation by a regulatory authority is pending either against us or against our CEO or any of our directors/managers/employees.

Signature of authorized person

Name

& Designation with office Seal

Signature of the Bidder With Seal
TENDER CONDITIONS ACCEPTANCE CERTIFICATE
(To be given on Company Letterhead)

1. I/We do hereby certify that I/we have read entire terms and conditions of the tender documents from Page no. 01 to 32 (including all documents) which form part of the contract agreement and I/we shall abide hereby the terms & conditions/ clauses contained therein.

2. The corrigendum(s), if any issued by MGAHV, Wardha too has also been taken into consideration, while submitting this acceptance letter.

3. I/ We hereby unconditionally accept the tender conditions of above mentioned Tender document(s) / Corrigendum (s) in its totality / entirely.

4. In case any provisions of this tender are found violated, your organization shall be at liberty to reject this Tender/bid including the forfeiture of the full said earnest money deposit absolutely and we shall not have any claim/right against organization in satisfaction of this condition.

5. That all the information submitted herein is true and nothing material has been concealed.

6. That the bidder undertakes to render MGAHV, Wardha free from all and any kind of liability and consequences resulting out of this present agreement.

7. That I am the authorized person to sign this tender form under a resolution on dated

Place: ——— ....... —
Date -- ..................——

Signature of authorized person:
Name: ..... — ———-........
Designation ... ---- - ......
Seal:
SOLVENCY CERTIFICATE
(On Bank's Letterhead)

REF. NO. .............................................  DATE ..........................

TO WHOMSOEVER IT MAY CONCERN

This is to certify that to the best of our knowledge and information, M/s ..........................

----(Bidders name with complete address), a customer of our Bank, is respectable, and is capable of executing orders to the extent of Rs. ............................... (Rupees ..................................) as disclosed by the information and records which are available with us.

M/s .............................. .... — have been our customer since ..........................
to date and has been granted the following limits, at present, against various facilities granted by the Bank, ..........................

This certificate is issued without any guarantee, risk or responsibility on behalf of the Bank or any of its officials, this certificate is issued at the specific request of the customer for the purpose of participating in MGAHV, Wardha Tender No- MGAHV/CD/34/2024-25/Security Serv./01

Signature of Authorized Person

Name: 

Date: 

Signature of the Bidder With Seal

Page 30 of 32
PROFORMA FOR FINANCIAL BID

FINANCIAL/PRICE BID (SECURITY SERVICES)
(Should be kept in a separate sealed cover)- To be filled in blue ink

1. The wages rate 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. ---------------- per month</td>
</tr>
<tr>
<td></td>
<td>@ Rs. ---------------- per day</td>
</tr>
<tr>
<td>ii) Trained Security Guard</td>
<td>@ Rs. ---------------- per month</td>
</tr>
<tr>
<td></td>
<td>@ Rs. ---------------- per day</td>
</tr>
<tr>
<td>iii) Trained Gun Man</td>
<td>@ Rs. ---------------- per month</td>
</tr>
<tr>
<td></td>
<td>@ Rs. ---------------- per day</td>
</tr>
<tr>
<td>iv) Applicable Goods &amp; Service Tax</td>
<td>@ Rs. ---------------- per month</td>
</tr>
<tr>
<td></td>
<td>@ Rs. ---------------- per day</td>
</tr>
</tbody>
</table>

2. Contractor's commission/service charge

<table>
<thead>
<tr>
<th>Name of the Agency</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Address</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Agency Service charges in percentage on remuneration (including all statutory obligations) to be paid to the Security Personnel on monthly basis.</th>
</tr>
</thead>
<tbody>
<tr>
<td>In Figure: -------------------%</td>
</tr>
<tr>
<td>(In Words: ________________________________________________________________________________________________________)</td>
</tr>
</tbody>
</table>

Signature of the Bidder With Seal
NAME & SIGNATURE OF THE PROPRIETOR/ PARTNER WITH OFFICIAL STAMP/ SEAL AND COMPLETE OFFICE ADDRESS AND TELEPHONE NUMBER(S):

Note: The percentage of the agency service charges shall be above 1.00% and in fraction up to two decimals. In case of tie for services charges, the agency having higher average turnover for last three years will be given preference. The agency quoting service charges less than equal to 1.00% will be disqualified.

Place:
Date:

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