

# **BIDDING DOCUMENT**

## **For**

### **Procurement of Security Personnel**

#### **Technical Bid**

<b>Invitation for Bid No.</b>	<b>:</b>	<b>DAM/SO/2225</b>
<b>Issued on</b>	<b>:</b>	<b>01/09/2017</b>



**G.B. Pant University of Agriculture & Technology**  
**Pantnagar – 263145 (Udham Singh Nagar)**  
**Uttarakhand**

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## NOTICE INVITING TENDER (NIT)

IFB No. : DAM/SO/2225

Date :01-09-2017

### BIDDING FOR THE SUPPLY OF SECURITY PERSONNEL

1. The **Director Administration & Monitoring , G. B. Pant University of Agriculture & Technology, Pantnagar on behalf of Vice Chancellor , G. B. Pant University of Agriculture & Technology, Pantnagar** invites sealed bids from eligible bidders for supply of item(s) listed below:

Sr. No.	Particular	Quantity (Approx)
1	Security Personnel	400

2. The complete bid document can be downloaded from web site [www.uktenders.gov.in](http://www.uktenders.gov.in) by paying a non-refundable and non-transferable Bid Document fee of Rs. 2000/- (Rs. 2000/- document fee Plus Rs. 360/- GST (@18%) Totaling to Rs. 2360/-) in the form of crossed Demand Draft issued by the Scheduled Bank (SBI/PNB/UCO Bank Only ) drawn in favour of **Comptroller, G.B. Pant University of Agriculture & Technology, Pantnagar** and payable at **Pantnagar** should be sent preferably through Registered post/Speed post and submitted in person up to the last date & time of acceptance of bid to the Security office of the officer In-charge, Stores Purchase, GBPUA&T, Pantnagar and a scanned copy of the Demand Draft/Banker's Cheque should be attached in online bid as mentioned under technical bid.

a)	Date of commencement of sale of e-tender document and availability in website <a href="http://www.uktenders.gov.in">www.uktenders.gov.in</a>	:	DATE: 02-09-2017 TIME: 10:00 Hrs
b)	Last date for Sale of Bidding Document	:	DATE: 18-09-2017 TIME: 12:00 Hrs
c)	Date ,Time and Venue of Pre-Bid Meeting	:	DATE: 07-09-2017, TIME: 15:00 Hrs
d)	Last date and Time for Submission of Bids online.	:	DATE: 18-09-2017, TIME: 17:00 Hrs
e)	Last date for physical submission of Tender Fee, EMD and other documents.	:	DATE: 19-09-2017, TIME: 14:30 Hrs
f)	Date and Time of Opening of Technical Bids	:	DATE: 19-09-2017, TIME: 15:30 Hrs
g)	Date and Time of Opening of Financial Bids	:	To be announced later on after opening Technical Bids
h)	Pre-bid meeting	:	Committee Room No. 02, Administrative Building, G.B.Pant University of Agriculture & Technology, Pantnagar 263145, Uttarakhand
i)	Place of Opening of Bids/Pre-Bid Meeting	:	E-tendering Cell, Office of the Officer I/C, Stores Purchase, G.B. Pant University of Agriculture & Technology Pantnagar-263145 Uttarakhand

j)	Address for Communication	: Security Office, G.B. Pant University of Agriculture & Technology Pantnagar-263145 Uttarakhand
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3. All bids must be accompanied by Demand Draft/Fixed Deposit Receipt for **Rs. 10,00,000.00 (Rs. Ten Lakh Only)** pledged in favour of **Comptroller, GBPUAT, Pantnagar** and payable at **Pantnagar** as Earnest Money Deposited (EMD), which will be refunded, if the offer is not accepted. In case, if offer is accepted, but not honored by the bidder, the Earnest Money will be forfeited. The Earnest Money will also be forfeited, if wrong information is given in the Bid document. The EMD should be submitted along with duly filled and signed GAR-43 form as attached with the tender document for refund of EMD and a scanned copy of Demand Draft/Banker's cheque should be attached in online bid as mentioned under technical bid. The EMD of unsuccessful tenderer shall be refunded after the finalization of the order. No interest shall be paid on EMD.
4. **The bidder has to submit a hard copy of the bid document along with original copies of EMD, Bid document fees, Authorization Letter and other relevant desired documents before 19-09-2017 till 14:30 hrs, otherwise bid will not be considered for the further process.**
5. Bids will be opened in the presence of Bidders' representatives who choose to attend on the specified date and time.
6. **The Tender should be submitted in proper letter pad of Firm/Agency/Contractor.**
7. **Any cutting/overwriting should essentially be countersigned by authorized person of Firm/Agency/Contractor.**
8. In the event of the date specified for bid receipt and opening being declared as a University holiday for purchaser's office, the due date for submission of bids and opening of bids will be the following working day at the specified time.
9. **TENDER QUOTING LESS THAN 5% SERVICE CHARGE (INCLUDES GST.TDS & TDS) WILL NOT BE CONSIDERED AND WILL BE REJECTED.**

  
 Director of Administration & Monitoring  
 G.B. Pant University of Agriculture & Technology  
 Pantnagar - 263145 Uttarakhand

# **Part 'A'**

## **Technical Bid**

**To be submitted in a separate envelope  
Superscribing 'Technical Bid'  
For Supply of Security Personnel**

### Important dates

<b>Submission of Documents</b>	<b>:</b>	<b>18 /09/2017/ upto 05.00 P.M.</b>
<b>Technical Bids Opening</b>	<b>:</b>	<b>19 /09/2017/ upto 15.30 A.M.</b>
<b>Venue for bid opening</b>	<b>:</b>	<b>Office of the Store Purchase G.B. Pant University, Pantnagar Uttarakhand - 263145</b>
<b>Financial Bids Opening</b>	<b>:</b>	<b>Will be decided after technical verification</b>

# **TENDER FORM FOR PROVIDING SECURITY PERSONNEL**

**OFFICE OF THE CHIEF SECURITY OFFICER  
G.B. PANT UNIVERSITY OF AGRICULTURE & TECHNOLOGY, PANTNAGAR  
UDHAM SINGH NAGAR (UTTARAKHAND)**

## **TENDER FORM FOR DEPLOYMENT OF SECURITY PERSONNEL**

**“PLEASE CAREFULLY GO THROUGH THIS DOCUMENT AND ENSURE COMPLIANCE. THE NON-COMPLIANCE OF ANY CONDITION MAY MAKE YOUR OFFER INVALID”**

### **Part (A): Technical Bid**

“Please furnish the following information in this part so as to enable the panel to decide about the qualification & the Technical Bid. Necessary documents/certificates from the appropriate authority must be attached in support of statement at serial ‘4’ to ‘17’ below.

For qualification criteria the tenderers are required to provide the specified documents during the last three financial years and the bidders have to furnish from their clients a certificate in support of satisfactory performance.

Tenderer’s reference No. \_\_\_\_\_ Date \_\_\_\_\_

1. Name of the tenderer: \_\_\_\_\_

2. Address \_\_\_\_\_  
\_\_\_\_\_

Telephone No. \_\_\_\_\_ Fax No. \_\_\_\_\_

Mobile \_\_\_\_\_

E-mail \_\_\_\_\_

3. Earnest Money (**must be attached with technical bid**)

(a) Amount : \_\_\_\_\_

(b) In favour of Comptroller, GBPUA&T Pantnagar

(c) FDR/DD/Banker Cheque No. & date A/c M/s \_\_\_\_\_

4. Status of the applicant

As per tender notice. (Certificate must be submitted from appropriate authority). \_\_\_\_\_

5. Self attested copy of License of Security agency Under ACT 2003 Service Tax Registration \_\_\_\_\_

6. Self attested copy of PAN No. of the firm \_\_\_\_\_

7. Self attested Copy of valid ISO Certificate For Security Agency \_\_\_\_\_

8. Self attested Copy of License for security Agency Under EPF Act 1952 \_\_\_\_\_

9. Self attested Copy of License of security Agency Under Companies Act 1956 \_\_\_\_\_

10. Self attested Copy of License of security Agency Under Labor Regulation Act 1970 \_\_\_\_\_

11. Self Certified Copy of License of security Agency \_\_\_\_\_  
Under PSARA-2005/PSAMR-2009
12. Annual turnover for the last three years certified by competent authority  
 (a) 2014 – 15 : \_\_\_\_\_  
 (b) 2015 – 16 : \_\_\_\_\_  
 (c) 2016 – 17 : \_\_\_\_\_
13. Details of clients \_\_\_\_\_  
(List to be attached separately)Minimum two client of university/IIT or other govt Institutions'
14. Details of single largest award letter (**Attested photo copy**)  
During last two years  
 (a) Name of client & address \_\_\_\_\_  
 (b) Amount \_\_\_\_\_
15. Self certified recent character certificate issued \_\_\_\_\_  
By District Magistrate in favor of tenderer
16. List of Assets and equipments available with the agency \_\_\_\_\_  
To carry out security arrangements at different level
17. Non blacklisting affidavit of tenderer on Rs.100  
Non-Judicial stamp paper from Central/State  
Govt. or Pantnagar University or any Public  
Institution (attach notarized affidavit) \_\_\_\_\_
18. A tenderer must have 3 years experience of  
Security works. The tenderer must have average  
Turnover of Rs.10 crore per annum in the last  
Preceding 03 financial years from the security  
(2013-14, 14-15 & 15-16) Service business for this  
purpose they should Produce self attested copies of  
trading a/c, profit & loss a/c and balance sheet \_\_\_\_\_

**NOTE:**

Before sending/submitted the tender, the tenderer should read carefully, the attached terms & conditions, special terms & conditions, instructions to the tenderer.

**Signature of tenderer  
With seal**

## EVALUATION OF TECHNICAL BID

The bidder who quote less than 5% service charge (includes GST.TDS & TDS) shall not be considered for further processing of tender. If more than one bidder happens to quote same lowest price than GBPUAT reserves the right to decide the criteria for evaluation as mentioned below and further processing for award of contract. The decision of GBPUAT shall be final for awarding the contract.

### **Method and manner in which bids would be evaluated:**

The technical scoring of the bidders will be broadly based on the following parameters:-

<b>Sr. no.</b>	<b>Particulars (WORK EXPERIENCE IN INDIA ONLY WILL BE CONSIDERED)</b>	<b>Max. marks</b>	<b>Scoring Mechanism</b>
1.	Experience of the bidder in the line of business of providing manpower service	25 marks	1-2 years – 05 marks 3-5 years – 10 marks 5-10 years – 20 marks >10 years – 25 marks
2.	Turn over from desired line of Business (Security personals supplied)	25 marks	Business from the desired line of business: 1-10 crore – 05 marks 10.1-20 crore – 10 marks 20.1-40 crore – 20 marks > 40 crore – 25 marks
3.	Number of employees on the payroll of the bidder engaged in proposed assignment (PSU/GOVT.):	25 marks	200-300 – 05 marks 301-600 – 10 marks 601-900 – 20 marks > 900 – 25 marks
4.	Number of similar projects handled successfully during the last 5 years including PSU/Govt. (Central/State)	25marks	1-2 – 05 marks 2-4 – 10 marks 4-6 – 20 marks > 6 – 25 marks

#### **Note:**

1. Minimum marks to qualify in bidding process = 50.
2. In case of same service charges quoted by more than one firm, the bidder having scoring of higher marks as per above shall be considered for awarding the contract.



**OFFICE OF THE CHIEF SECURITY OFFICER  
G.B. PANT UNIVERSITY OF AGRI.& TECH. PANTNAGAR- 263145  
(U.S.NAGAR) UTTARAKHAND**

**GENERAL TERMS & CONDITIONS**

(Jurisdiction- Udham Singh Nagar, Uttarakhand)

1. E-tenderer/ Sealed tenders are invited by the “Chief Security Officer”, G.B. Pant University of Agri. & Tech., Pantnagar (Udham Singh Nagar) for Deploying of Security Personnel.
2. For a two bid tender (Technical Bid & Financial Bid) will be received in two separate sealed envelopes, in one big envelope & sealed properly superscribing “Technical Bids” for the Deploying of Security Personnel due on .....
3. (a) The envelope containing Technical Bid should be superscribed “Technical Bid” for The Deploying of Security Personnel.  
(b) The envelope containing Financial Bid should be superscribed “Financial Bid” for The Deploying of Security Personnel..
4. Tender documents must be submitted consisting of notice inviting tender, tender form (technical and/or financial), general terms & conditions of supply, instructions to the tenderers, duly completed & signed by the tenderer.
5. Tenders should be addressed to the Security Officer/Chief Security Officer, G.B. Pant University of Agri. & Tech., Pantnagar- 263 145 (U.S. Nagar) Uttarakhand, duly sealed properly.
6. Tenders will be accepted in the office of the Security Officer up to **19.9.2017, 14:30 Hrs** the Technical Bid/ tender so received shall be opened on **19.9.2017 at 15.30 Hrs.** in the presence of the tenderers or their authorized representative who may like to be present at the time of opening of technical bids/tender.
7. The terms & conditions given by the tenderer will not be binding on us. Conditional tenders shall be summarily rejected.
8. A tenderer shall not be permitted to submit more than one tender for the same set for security personnel.
9. The tender so submitted shall be governed by the laws of Uttrakhand/Govt. of India and be interpreted in accordance with such laws.
10. Any dispute arising in process of the tender, the matter shall be referred to the sole arbitrator who in such cases shall be the Vice-Chancellor, G.B. Pant Univ. of Agri. & Tech., Pantnagar, and whose verdict shall be binding on both the parties.
11. The acceptance of a tender will rest with the University who does not bind itself to accept the lowest tender and reserves itself the authority to reject any or all the tenders received without assigning any reason.
12. Bulky tenders which can not be dropped in the tender box will be accepted by the Security Officer or his authorized representative and receipt issued.
13. The Tenderer must have service Tax registration/ GST registration for supply of security personnel failing which tender shall be rejected.
14. The Tenderer must have ISO certificate (for security work) valid atleast upto March 2018, failing which tenders shall be rejected.
15. A tenderers must have 3 years experience of security work. The tenderer must have minimum turnover of Rs.10 crore per annum in the last preceding 03 financial years from the security service business for this purpose. They should produce self attested copies of trading a/c, profit and loss a/c and balance sheet.
16. The tender document fee Rs. 2,000+GST 18%= 2,360.00 in form of Bank draft issued by SBI, (SBIN0001133), UCO Bank (UCBA0000678), PNB (PUNB0444600) or Union Bank (UBIN0573469) in favour of Comptroller, G.B. Pant University of Agriculture & Technology, Pantnagar (Uttrakhand) against the tender document downloaded from University website.

**17. The Contract will be awarded on the basis of existing guidelines of Central Vigilance Commission**

I have read the above terms & conditions and the instructions attached herewith and understood them carefully and agree to abide by the same.

**Signature of Tenderer  
with seal**

“Certified that undersigned has downloaded the complete tender document from University Web Site [www.uktenders.gov.in](http://www.uktenders.gov.in) and [www.gbpuat.ac.in](http://www.gbpuat.ac.in) and for any difference in content from original document we shall be fully responsible and understand that contract awarded, if any, may be terminated by University on this account. The tender fee of Rs. 2000+GST@ 18% = Rs.2,360.00 is enclosed in form of Bank Draft No..... date..... payable at SBI/PNB/UCO/Union Bank, Pantnagar in favour of Comptroller, GBPUA & T, Pantnagar.

**Signature of tenderer  
With seal**

**NOTE -The participating firm if required can depute only one authorized representative to deal with their tender, whose signature must be duly verified by the tenderer, no other person will be allowed to deal with tender.**

**OFFICE OF THE CHIEF SECURITY OFFICER  
G.B.PANT UNIVERSITY OF AGRICULTURE & TECHNOLOGY, PANTNAGAR  
UDHAM SINGH NAGAR (UTTARAKHAND)**

**INSTRUCTIONS TO THE TENDERERS**

1. Tender hard copy should be addressed to the Chief Security Officer, G.B. Pant University of Agri. & Tech., Pantnagar, Distt Udham Singh Nagar, Pin – 263 145, Uttarakhand and be sent in a properly sealed cover. The tender should be sent in an envelope superscribed as “**Tender for the deploying of Security Personnel due on 18-09-2017 at 17.00 Hrs.**”
2. Earnest Money (EMD) as per conditions stipulated be deposited along with the tender / technical bid in the form of DD/FDR/Bankers Cheque, duly pledged or issued in favour of the *COMPTROLLER, G.B.P.U.A. &T., PANTNAGAR*. Tender without earnest money will not be accepted. In case tender is not accepted for award of contract, the Earnest Money shall be refunded after its finalization. The EMD should be drawn from the account of the tendering firm otherwise tender shall be rejected. **DD/FDR/Bankers Cheque issued in personal name shall not be accepted.**
3. Tenders shall be received in the office of the **Chief Security Officer**, G.B. Pant University of Agri. & Tech., Pantnagar (Distt Udham Singh Nagar, Pin – 263145) Uttarakhand & opened as per schedule given in the **important dates** in presence of the tenderers or their representative who may like to be present at the time of opening of the same.
4. The tenders may be dropped in the Tender Box kept in the office of the CSO/SO and the same may also be sent by post/courier but the University will not be responsible for any postal delay or otherwise. Tenders received after the stipulated date & time shall be rejected.
5. Firms black-listed by any department of Central/State Govt. or Pantnagar University need not to tender.
6. Interim enquiries or subsequent offers if any, will not be entertained.
7. Tenders, which do not fulfill all or any of the conditions or found incomplete in any respect shall be rejected.
8. The Earnest Money shall be released only after 120 days of expiry of the Contract.
9. The acceptance of tenders rests with the Vice-Chancellor of the University who does not bind himself to accept the lowest tender & reserves the right to reject any or all the tenders without assigning any reason whatsoever thereof .
10. **Tender must be submitted through e-tender alongwith a hard copy (signed).**
11. Take care of RTI Act.-2005. Certified copies of your tender document can be supplied to any competitor or someone else on demand.
12. Tender form is to be filled up in prescribed format without any cutting or over writing or rewriting thereon. Cutting if any should be properly signed by the tenderer. Any information concerning with the tender can be had from security office of the university through telephone number 05944-233587 on any working days.
13. EMD of Rs.100,00,00.00 (10 Lak) issued/pledged in favour of **Comptroller, GBPUAT, Pantnagar**, payable at **SBI/UCO/PNB/Union Bank, Pantnagar** is necessary to be enclosed with the technical bid.
14. Self attested copy of valid/renewed ISO certificate (for Security work) of the security agency Is necessary to be enclosed with the technical bid.
15. Self attested copies of license under EPF Act.1952/ C. Act. 1956/ I.T.Act.1961/ CLR Act.1970/ ST Act.2003 and PSARA- 2005 /PSASMR-2009 are necessary to be enclosed with technical bid.

16. Self last three years' attested copies of the certificates for daily deployment of 400 or more security personnel's from **June, 2014** onward with their salary payment worth **Rs.30 lacs** per month is necessary to be enclosed with technical bid.
17. Self attested recent character certificate issued by concerned District Magistrate Equivalent executive in favour of tenderer, is necessary to be enclosed with technical bid.
18. List of assets and security equipment available with the security agency to carry out security arrangement at different levels, is necessary to be enclosed with technical bid.
19. Affidavit of tenderer on Rs.100.00 stamp paper for 'not being black listed' his agency from any institution is necessary to be enclosed with technical bid.
20. All the tenders are to be filled up in two phases such as Technical Bid and Financial Bid along with required documents bearing annexure numbers according to them. Both the sealed bids are to be enveloped in a separate big envelop to be finally sealed. In default the tender shall be rejected.
21. In the event of non-indicating the required information's, non-furnishing the required documents and the required documents not to be in order to tender form or enclosure of irrelevant documents with the tender may be result in rejection of the tender.
22. The agency breakup of total monthly service charges for each category is to be given separately in the financial bid. Monthly service bills of the agency would be cleared accordingly on payment to its security staff and completion of all government requirements applicable from time to time.
23. The agency shall make payment of monthly wages to its security personnel and get payment of monthly service bills from the university. A month means, 26 working days of a particular month with four weekly rest.
24. Percentage of service charge is to be quoted for well trained security personnel, following PSASMR-2009, under government notification No.615/XX (2)/ 56/Security/ 2007 dated June 16, 2009.
25. **Wages are to be quoted as applicable to state establishments under Govt. of Uttarakhand for Security personnel (watch and ward).**
26. **Cutting if any should be properly signed by the tenderer.**

**Signature of issuing authority,**

**Chief Security Officer**

I have read all instructions carefully and promise to abide by them during the period of rate contract.

**Signature of tenderer  
With seal**

**Date:-**

**OFFICE OF THE CHIEF SECURITY OFFICER  
G.B.PANT UNIVERSITY OF AGRI.& TECH. PANTNAGAR- 263145  
(U.S.NAGAR) UTTARAKHAND**

**TENDER FOR UNIVERSITY RATE CONTRACT FOR THE SUPPLY OF SECURITY PERSONNEL**

“PLEASE CAREFULLY GO THROUGH THIS DOCUMENT AND ENSURE COMPLIANCE. THE NON-COMPLIANCE OF ANY ONE CONDITION MAY MAKE YOUR OFFER INVALID”

**Part (B): Financial Bid(BOQ)**

## DEED OF AGREEMENT

**That this agreement is made this ..... Day of ....., 2017 between G.B.Pant University of Agriculture and Technology, Pantnagar, Distt. Udham Singh Nagar, Utrakhnad through its Comptroller, herein-after called the University.**

**AND**

**M/s (Complete address of the firm), herein-after called the Security Agency.**

Whereas, the Security Agency provides varied security services to different organizations, such as maintenance of gate procedure, regulation of entries/exits of persons/vehicles, guarantee against round the clock vigil, watch and ward against mischief and damages, surety against theft and pilferage, safety against fire and flood, protection against commission of offences and agitations as well as guarding and escort to cash and VIPs.

Whereas, the University is willing to utilize the services of Security Agency on job contract basis for strict and effective security arrangement of the university and its-out stations, all over the state, as per need from time to time which includes safety & security of university buildings such as gates, schools, colleges, research laboratories, offices, hostles, stores & godowns, workshops, markets, guest houses, hospital and staff residences with assets therein as well as of university land, roads, drains, playgrounds, gardens, orchards, plants, trees, dairy, poultry and fish ponds etc.

Whereas, at the request of the University, the Security Agency has agreed to provide its services on job contract basis for strict and effective security arrangements of the University and its out stations, all over the state. The Security Agency will attend with responsibility & sincerity, all threats to security viz. unauthorized ingress to all campuses, unauthorized occupation on University land or its buildings, erection of unauthorized hoardings or shops or kiosks, criminal acts, eve teasing, impounding of stray animals and other unforeseen contingencies. The Security Agency will thus carry out security duties such as checking of incoming or outgoing vehicles, consignments, errant trespassers, handing over of criminals to local police, removal of unauthorized persons from the campus, control over visitors, safe guard of University buildings, stores & godowns, workshop, employees, students and their properties as described in para-2 above, both in normal or abnormal conditions of the University. The Security Agency will maintain good liaison with University as well as with district administration for smooth and peaceful working. And also the Security Agency has accepted the offer of University to deploy its staff on competitive monthly service rates inclusive of wages, allowances, EPF contributions, taxes and service charges, whatsoever applicable from time to time as detailed below:-

**As par govt. orders' The VDA will be reimbursed by the University to M/s .....**

**As per notification of Government of Uttarakhand from time to time.**

Category of Security Personnel		Monthly Service rate per head
a) Security Guards-	360	Rs.
b) Gunmen-	20	Rs.
c) Supervisor-	20	Rs.

**NOW THIS AGREEMENT WITNESS AS FOLLOWS:**

1. That the contents of tender document supplied by the University on payment of fee shall remain the part to this agreement which is to be signed by the tender signing authority of the Security Agency.
2. That the period of contract shall be only for two years form the date of its commencement which can further be extended on mutually agreed terms conditions. However, it will be the option of either parties to terminate this agreement by way of three month's written notice or payment of expenses in lieu thereof.
3. That the overall administrative control of the security, shall be of the Chief Security Officer of the University or the Security Officer, in his behalf or incharges of out stations, who are to be followed by the Security Agency for strict and effective security arrangements of the university and it's out stations.
4. That the University shall provide office accommodation to Security Agency, within the university campus to run its office for the smooth functioning of its security services. House rent, electric and water charges of the same shall be borne by the Security Agency as applicable from time to time.
5. That the Security Agency shall provide the C U G (mobile phone) facility at different Security points (30 points) in the University at its own expenditure.
6. That the University shall neither provide any job or employment nor any accommodation or open land, nor any wages or salary nor any overtime or allowance, nor any uniform or protective equipments, nor refund of EPF or interest thereon, nor any medical facility or expenses, nor any insurance or any kind of compensation to the security staff, deployed by the Security Agency.
7. The Contractor had to attach following documents along with bills for payment:
  - (a) Proof of having deposited employee's as well as employer's contribution towards EPF. The EPF amounts have to be deposited by 12<sup>th</sup> of each month for every completed previous month.
  - (b) If the Contractor fails to deposit the EPF by 12<sup>th</sup> of each month, he will be liable for penalty @ Rs. 5000/- per day. This penalty will be deducted from performance security deposited by him from 13<sup>th</sup> of each month till its reimbursement to the University.
  - (c) Proof of having paid wages to his workmen within 7<sup>th</sup> day of the following wag period. Wages must be paid to the workmen engaged by the contractor in the presence of an officer authorized by the University and the Wage Register is to be signed by said officer with following certification:

“Certified that the amount shown in Column No. .... Has been paid to the workmen concerned in my presence on ..... at .....”.
  - (d) Copy of attendance register (in original) of workmen concerned.
8. That the Security Agency shall recruit mentally and physically fit, well looking, young, smart, trained and motivated security staff to be deployed to the University, at its own cost and expenses. The educational qualification for the recruitment will be high school and physical standards as per the recruitment of the Uttarakhand state for the recruitment of constables. Also 75% of the total strength of the security staff be in the age group of 21 to 45 years, rest 25% of he strength may be in the age group of 46 to 58 years. The agency will also be responsible for the behavior of its employee.
9. That the Security Agency shall maintain personal record consisting of complete bio-data, fitness certificate from CMO/Medical Officer of the Pantnagar University Hospital and training certificate from Security Agency of each security personnel deployed with the University, right from the date of joining to his removal and supply a copy thereof to the Chief Security Officer of the University before deputing to the post.
10. That the Security Agency must have submit police verification certificate of each security personnel engaged in security work of the university to the security officer



11. That the Security Agency shall maintain an attendance register showing duty allocation and take attendance as well as an incident register showing details of incidents with follow up action at different levels and achievements which will be checked by the Security Officer of the University or Asstt. Security Officers on his behalf from time to time.
12. That the Security Agency shall provide its security staff, fine quality cloth's summer and winter uniform in respective seasons, supported with protective equipments, safety weapons and identifying items, as detailed below. Cost of these items will be born by the security agency.

S.N.	Name of items	Qty	S.N.	Name of items	Qty.
a.	Cap- with badge	01	l.	Woolen Jersey-dark green	01
b.	Shirts	02	m.	Woolencoat- darkgreen	01
c.	Scarf	02	n.	Woolen pant-Khaki:	01
d.	Shoulder badges	02	o.	Overcoat-dark green	01
e.	Identity card	01	p.	Rain coat-dark green	01
f.	Whistle with string	01	q.	Boot –Black	01
g.	Pant	02	r.	Gum boot-Black	01
h.	Belt	01	s.	3 cell Torch	01
i.	Socks	02	w.	Licensed DBBL Gun	01
j.	Fiber Sticks with radium/ floursent reflector (दंडा)	01	x.	Light radium jacket for night working	
k.	walky – talky at every cheek points (optional)				

\* Colour of the dress will be decided later as per discussion and mutual agreement in between qualified tenderor and Chief Security Officer.

13. That the Security Agency shall be fully responsible for proper discipline, unquestionable loyalty, cordial conduct, maintenance of decency and decorum, monthly replacement of security personnel so as they are not enter mingled with undesirable elements and commits any misdeed.
14. That the Security Agency shall ensure daily parade with fire fighting, horse riding and other security training to its security staff in “Kisan Mela Ground” from 6.00 a.m. to 7.00 a.m. sharp to make them more trained, energetic and disciplined by way of exercise and teachings prior to start their duties.
15. That the Security Agency shall depute its well-dressed security staff at different points to the University with effect from ..... in three shifts starting from 6.00 a.m. as per the demand of Security Officer of the university or in-charges of out stations under the provisions of PSASMR-2009 and deploy extra staff, if required, on pro-rata basis.
16. That the Security Agency shall ensure closure of all the gates, all the times which will be opened only to facilitate studying students, Alumni, working staff, related businessmen as well as their relatives, official guests and visitors after due inquiry and after proper entry of all such incoming and out-going persons and their vehicles in the gate register .
17. That the Security Agency shall ensure departure of such persons from the same gate, by detaining driving license of vehicle driver at the University main gates which will be returned back to him/her at the time of his return with proper entry in the departure column of gate register.
18. That the Security Agency shall ensure easy movement of campus/ university vehicles having stickers or departmental plates on them respectively. The details of departmental vehicles will be entered by the security guards themselves in a separate gate register.



19. That the Security Agency shall ensure quick opening of gates with due regard for smooth movement of VIPs, Ministers, MPs, MLAs and government officers incoming or outgoing vehicles as well as vehicle of Vice-chancellor and University officials or fire extinguishers or ambulances, just on hearing their hooters.
20. That the Security Agency shall not permit any University student to cross its boundaries without written permission under the seal & signature of wardens and with detailed entry in the gate register at the incoming or outgoing timings. Students trying to move outside under forged seal and signature of the wardens or otherwise crossing the University boundaries shall be handed over to security officer of the university.
21. That the Security Agency shall not permit exit of any item from the gates and/ or University boundaries such as iron, bricks, cement, concrete, sand, soil, garbage, waste, dung, sugarcane, cereals, straw, wood, scrap, implements, equipment, consignment, animals, poultry birds, tank fish and dairy milk etc. without proper printed gate pass of the University under seal and signature of sectional head.
22. That the Security Agency shall not permit any person on foot or on bicycle or rickshaw or two-three-four wheelers through University campus from Nagla to Rudrapur side or vice versa. Such persons shall be treated as tress passers and shall be directed to perform their journeys through by pass road.
23. That in no case the Security Agency shall permit exit of any item from the gates or University boundaries as detailed in para-19 above, before sun-rise or after sun-set, in any manner even on presentation of valid gate pass. In extra ordinary cases, permission of Security Officer shall be necessary.
24. That the Security Agency reserves the right to check all the outgoing vehicles from the gates all the times without any hitch but with due regards. And in case, any item is found therein, without proper gate pass such vehicles with men and material shall be handed over to security officer of the university.
25. That the Security Agency shall not permit any beggar, hawker and drunkard etc. to enter in the campus from the University boundaries and to roam in the University premises. The defaulters if any shall be searched and thrown out of campus. However, smooth movement of vendors will have to be ensured on each Thursday and Sunday for bi-weekly haat.
26. That in case the gunman on duty had to open fire with his licensed weapon to disperse a violent mob or to run-up the miscreants or in self defense, University will replace/exchange his blank cartridges with live ones or pay the cost to the Security Agency on verification from Security Officer.
27. That the security agency will enroll at least 400 security personnel and deploy them through rostering in such a way that 350 workers get 26 days employment with 04 days weekly rest in each and every month without fail.
28. That the Security Agency shall supervise the work of its security staff with its own Branch Manager/supervisor through its own Four wheeler vehicle and at its own cost which shall be monitored by the Security Officer/Assistant Security Officers of the University or in-Charges of its out stations as the case may be.
29. That the Security Agency shall provide all the facilities like uniform, tool and equipments, preliminary medical treatment etc. to the security staff deployed with the University, under labour laws of Uttarakhand, particularly eight hours duty with weekly rest.
30. That the Security Agency shall pay wages to its security staff deployed with the University under '**Minimum Wages Act**' as par govt. notification are applicable from time to time and ensure its payment through bank by 7<sup>th</sup> of each succeeding month under the '**Payment of Wages Act**', issuing pay slip to each security personnel.

31. That the Security Agency shall record a certificate on its service bill to the effect that she has paid its employees wages for the succeeding month in accordance with the labour laws. The agency shall also issue a certificate to the University for having received payment of its services every month.
32. That the Security Agency shall raise bills of its services to Security Officer of the University or in-charges of out stations, on each 1st working day of the succeeding month with attendance sheet of its security staff, showing total amount of each employee with deduction of PF contributions.
33. That the University shall arrange payment of Security Agency through bank after necessary deductions.
34. Eligible tenderer shall arrange the insurance of all employees working in on the payroll on its own cost under WCP act. The actual amount will be reimbursed by the university in two installments. For this company will provide separate bill & no other service charge will be paid on this amount.
35. That the Security Agency shall ensure re-imburement of PF contributions with interest thereon to the outgoing employees within three months from the date of their applications for release. In case of non-payment the amount in question shall be deducted from the service bills of Security Agency and paid to the subscriber.
36. That the Security Agency shall be fully responsible for all government compliances, whatsoever, and face all the legal matters concerning with it or its security staff during the period of contract or discharge of their duties, as the case may be. The Security Agency shall keep the university indemnified against all such legal matters.
37. That the security agency shall provide performance security Rs. 3,00,00,00.00 (30 lakh) in the form of account payee DD/FDR/ bank guarantee in favour of Comptroller GBPUA&T, Pantnagar, U.S.Nagar. Performance security will be valid for 60 days beyond the period of service contract. EMD of security agency will be refunded to the successful bidder on receipt of performance security. (Chapter 2 para 21 (1, 2, 3) of Uttrakhand pro.rule 2008).
38. That the Security Agency shall obtain labour license from Deputy Labour Commissioner at its own cost and expenses within 15 days from the date of its execution and supply a copy thereof to the Security Officer immediately. In default the amount of performance security of the Security Agency shall be forfeited.
39. That in-case a security personnel is found absent from his duty or without uniform or in improper uniform or improper conditions or improper manners as well as careless or drunk or sleeping or misbehaving with anyone while on duty, a penalty of Rs.500.00 per security personnel shall be imposed on Agency for each event separately.
40. That the security agency must ensure the reservation policies (for SC/ST/OBC) as per state government order issued from time to time shall be applicable to the employees engaged in security work.
41. That in case the services of a security personnel are either not up to mark or he creates nuisance or he is found indulged in antisocial activities or involved in theft/pilferage or demanding/ accepting bribe or his presence is not desirable in the University or its out stations, he shall be removed from the roll by the Security Agency immediately.
42. That the Security Agency shall be fully responsible for the losses, if any, caused due to acts or lapses of its security staff deployed with the University. And if so, the Security Agency shall be liable to make good, loss of the University or its visitors or students or employees or their families or residents or their guests by way of payment of its present purchase cost.

- 43. That in case the Security Agency transfer this agreement to any one or commits any misdeed against the social norms or tries to reflect the image of the University or acts against the spirit of this agreement or fails to comply with the conditions of agreement, the University shall terminate this agreement with immediate effect without any notice or assigning any reason therefore.
- 44. That in the event of termination of this agreement, amount of Earnest Money, Bank Guarantee and Security Deposits whatsoever, of the Security Agency, shall be forfeited to make good, loss of the University. And in case the loss of the University is more than the forfeited amount the agency shall deposit the same in cash.
- 45. That on successful completion of term of two years, if not further extended, amount of Earnest Money, Bank Guarantee and Security Deposits, whatsoever, of the Security Agency shall be released after completion of required formalities with removal of its security staff.
- 46. That the Vice-Chancellor of this University shall be the sole arbitrator, in case of any dispute arising out of this agreement, whose decision shall be final and binding upon both the parties. And, none of the parties shall file any suit or appeal in any court of law against his decision, whatsoever.

Signed this .....day of .....2017 at Pantnagar, District Udham Singh Nagar, Uttrakhand.

Signature of Comptroller  
with official seal

Signature of tenderer  
with official seal

Recent pass port size  
photograph of the  
tenderer to be affixed  
here under his seal &  
signature

Signature of witnesses with official seal.

1.....

1.....

2. ....

2.....

\* \* \* \* \*  
\* \* \*  
\*



**Format for list of assets & equipments available with the agency to carry out its security arrangement at different levels**

**On letter head of security agency**

Ref.No./

Dated: 2017

**To whom it may concern**

Certified that we have under noted assets and equipments to carry out our security arrangement at different levels as detailed below:

<b>Sl.No.</b>	<b>Name of asset &amp; equipment</b>	<b>Locations</b>	<b>Nos.</b>
1.	Training centers		
2.	Armored Vehicles		
3.	Four wheel vehicles		
4.	Two wheel vehicles		
5.	Cash van		
6.	Fire extinguishers		
7.	Firefighting equipment		
8.	Door Framed Metal Detector		
9.	Hand Held Metal Detector		
10.	Alarm Devices		
11.	Movie Cameras		
12.	Walky-talky		
13.	Pistols + Revolvers		
14.	Rifles		
15.	DBBL+ SBBL Guns		

Signature of tenderer  
With official seal

**Check list for security of tender documents of**

M/s.....

Sl.	Description	Valid	Invalid
1.	DD of tender document fee Rs 2360/-		
2.	EMD worth Rs.10 Lakh in shape of BC/BD/FDC/NSC		
3.	Self certified copy of valid/ renewed ISO certificate		
4.	Self certified copy of license under EPF Act.1952		
5	Self certified copy of license under C. Act.1956		
6	Self certified copy of license under I.T. Act.1961		
7	Self certified copy of license under CLR Act.1970		
8	Self certified copy of license under S.T. Act.2003		
9	Self certified copy of license under PSARA-2005/ PSASMR-2009		
10	Self certificate for deployment of 400 security personnel per day with salary payment worth Rs. 30 lacs per month		
11	Self certified recent character certificate from DM only		
12	List of assets & equipment available with the agency		
13	Affidavit of tenderer for not being black listed		
14	Complete details of the tenderer.		
15	Total number of enclosures.		
16	Receipt of tender in double bid system with required documents.		
17	Receipt of only bids with required enclosures.		
18	Required documents to be in order without irrelevant papers.		
19	The tenderer must have 3 years experience of security works. The tenderer must have average turnover of Rs.10 crore per annum in the last preceding 03 financial years from the security service business. For this purpose they should produce self attested copies of trading a/c,		

From the technical bid, it is quite evident that the above security agency is/not qualified for demo presentation as per procedure laid down. Hence, EMD as well as financial bid of the agency is recommended to be detained/returned.

Signature of the committee  
With date

**Format of authority letter to be issued by the security agency**

**On letter head of security agency**

Ref. No.....

Dated: 2017

Chief Security Officer,  
GBPUA& T, Pantnagar

Dear Sir,

I..... (Full name).....  
(Designation) who has signed the tender for and on behalf of  
M/s.....

.....  
hereby authorize Mr.....

Whose signature is attested below to attend the financial bids opening programmed of the university  
on .....2017 and to take spot decision, if any.

Signature of the tenderer  
With official seal

Signature attested

Signature of the tenderer  
With official seal

**Affidavit of tenderer on Rs.100-00 stamp paper for not being black listed from any institution after 01-01-2014**

Ref.No .....

Dated .....

**Last Para**

That our security agency has deployed its security staff to different organizations from 1.1.2014 onward. During this period neither the agency's contract was terminated nor did its earnest money with bank guarantee and security deposits forfeited nor it was black listed.

Signature of tenderer  
With official seal



**Format for complete details of tenderer**

**On letter head of security agency**

Ref.No. ....

Date.....

- 1. Name -----
- 2. Designation -----
- 3. Official Ph. No. -----
- 4. Mob.No. -----
- 5. Fax No. -----
- 6. E mail address -----
- 7. Website address -----
- 8. Specimen Signature -----

**Signature of tenderer  
with official seal**

Individual evaluation for DEMO presentation of M/s-----  
 -----in CR-2 of Administrative building on -----  
afternoon.

Sl.	Description	Marks	Awarded
1	Company's status	10	
2	Training center's status	10	
3	Assets & equipments	10	
4	Security management	10	
5	Security operations	10	
6	Communication skills	10	
7	First aid facilities	10	
8	Uniform & getup of trainees	10	
9	Discipline among trainees	10	
10	Lectures to trainees	10	
	Total	100	

The agency has scored        % marks out of 100. The financial bid of the agency is recommended to be opened and earnest money detained for process.

Date\_\_\_\_\_

Seal & Signature of evaluator

