

JIWAJI UNIVERSITY, GWALIOR

TENDER DOCUMENT FOR SECURITY CONTRACT

.....
JIWAJI UNIVERSITY, GWALIOR (M. P.)

PRICE – Rs.1000/- Only

Tel: (0751) 2442801, 2442823

Website: www.jiwaji.edu

JIWAJI UNIVERSITY, GWALIOR(M.P.)

Tender No.: JU/Sec/2011/

dated

Notice Inviting Tender

Sealed tender for security work of various buildings and premises of the university are invited from reputed professional security service agencies having turnover of at least **Rs. 75 Lacs** during the financial year 2010-11. Tender form along with terms and conditions can be obtained from the store section in office hours by depositing the cost of tender form in cash **Rs.1000/-**. Earnest Money Deposit for the tender is **Rs. 100000/- (Rs. One Lac only)** and should be submitted by DD in favour of the Registrar Jiwaji University, Gwalior. The Tender Document along with terms and conditions can also be downloaded from our website www.jiwaji.edu. In case, the tenderer submits the downloaded tender document, the cost of Tender Document should also be enclosed by DD for **Rs.1000/-** in favour of the Registrar Jiwaji University Gwalior. The last date for receiving the tender is 26-08-2011 till 03:00 p.m.

Registrar

JIWAJI UNIVERSITY, GWALIOR(M.P.)

(To be submitted in Envelope-2)

CHECK LIST OF ENCLOSURES

Please arrange documents in Envelope-2 for technical bid as per enclosure number given below - (Please write enclosure no. on the cover page of each document with ink)

- | | |
|---------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Enclosure-1 | Technical bid form and terms & conditions duly signed by the tenderer with seal of the firm on each page. |
| Enclosure-2 | Copy of PAN No. issued by Income tax department |
| Enclosure-3 | Copy of Registration Certificate issued by Labour Commissioner Office. |
| Enclosure-4 | Copy of Registration Certificate issued by EPF Commissioner. |
| Enclosure-5 | Copy of Registration Certificate issued by ESIC Office. |
| Enclosure-6 | Copy of Service Tax Registration . |
| Enclosure-7 | Copy of Registration Certificate issued under MP Shops and Establishments Act or other applicable Act. |
| Enclosure-8 | Copy of Registration Certificate issued by Competent Authority under the Private Security Agency Regulation Act 2005. |
| Enclosure-9 | Copy of Audited Balance Sheet along with Audit Report of the firm for the last two financial years 2009-10, 2010-11 . |
| Enclosure-10 | Copy of Income Tax Return of the firm for the last two financial years 2009-10,2010-11 . |
| Enclosure-11 | Copies of work orders for proving the experience of two calendar years 2009,2010 and present year 2011 in providing security services to Govt. Educational and Training Institutions,. Govt. Hospitals and Govt. Offices/Undertakings. |
| Enclosure-12 | Copies of the work orders , Proof of EPF and ESIC contribution made,proof of Service Tax submission alongwith list of atleast 50 security personnel in total for minimum two running contracts presently in calendar year 2011 in providing security services to Govt. Educational and Training Institutions,. Govt. Hospitals and Govt. Offices/Undertakings. |

Signature of Tenderer with Seal

JIWAJI UNIVERSITY, GWALIOR(M.P.)

TECHNICAL BID (To be submitted in Envelope-2)

(Please write all entries in Capital letters and enclose relevant documents as required)

- 1- NAME OF THE TENDERER FIRM :.....
- 2- ADDRESS OF THE FIRM :
-
-
- 3- NAME OF THE PROPRIETOR OF THE FIRM :.....
- 4- TELEPHONE NUMBER 1- OFFICE :.....
- 2- RESIDENCE :.....
- 3- MOBILE :.....
- 5- E-Mail ID OF THE FIRM :
- 6- DETAILS OF THE EMD AMOUNT :
- Rs..... D.D. No..... Dated.....
- Name and address of the Bank :
- 7- DETAILS OF THE COST OF FORM PURCHASED :
- (A) IF PURCHASED FROM THE UNIVERSITY : Amount Rs.
- (Please enclose photocopy of the receipt) -Receipt No..... Dated.....
- (B) IF DOWNLOADED FROM THE UNIVERSITY WEBSITE
- Rs..... D.D. No..... Dated.....
- Name and address of the Bank :

Signature of Tenderer with Seal

- 8- PAN No. issued by Income Tax Department :
(Please enclose photocopy)
- 9- Registration/License No. issued by the office of :
Labour Commissioner (Please enclose photo copy)
- 10- Registration No. issued by the office of Employees :
provident Fund Commissioner (Please Enclose photo copy)
- 11- Registration No. issued by the office of Employees State :
Insurance corporation (Please enclose photo copy)
- 12- Service Tax Registration No. issued by competent :
authority (Please enclose photo copy)
- 13- Registration No./certificate issued under M.P. shops and :
Establishment Act or other applicable Act (Please enclose photo copy)
- 14- Registration No./Certificate issued by competent authorities :
under the private security agency Act 2005
(Please enclose photo copy)
- 15- Annual turnover of the firm for the year 2010-11 : Rs.
- 16- Audited Balance sheet along with Audit Report of the firm : Yes/No
For the last two financial Years 2009-10,2010-11 is enclosed
- 17- Income Tax Return of the firm : Yes/No
For the last two financial Years 2009-10, 2010-11 is enclosed
- 18- Acceptance of terms & conditions is enclosed : Yes/No
(Please sign each page of terms & conditions as
token of acceptance)

Signature of Tenderer with Seal

19- Details of experience of two calendar years 2009,2010 and present year 2011 in providing security services to Govt. Educational and Training Institutions, Govt. Hospitals and Govt. Offices/Undertaking: (Please enclose work order)

Year	No.	Name of the office	Work order is enclosed
2009	1-		Yes/No
	2-		Yes/No
	3-		Yes/No
	4-		Yes/No
	5-		Yes/No
2010	1-		Yes/No
	2-		Yes/No
	3-		Yes/No
	4-		Yes/No
	5-		Yes/No
2011	1-		Yes/No
	2-		Yes/No
	3-		Yes/No
	4-		Yes/No
	5-		Yes/No

Signature of Tenderer with Seal

- 20- Details of minimum two running contracts presently in calendar year 2011 in providing security Service to Govt. Educational and Training Institution, Govt. Hospitals and Govt. Offices/Undertakings having engaged atleast 50 security personnel in total (Please enclose copy of work order, proof of EPF and ESIC contribution made and Service Tax submission proof alongwith list of atleast 50 security personnel)**

Year	Name of the Office	No. of Security personnel engaged	Work order is enclosed	Proof of Service Tax Submission is enclosed	Proof of EPF Contribution made enclosed	Proof of ESIC Contribution made enclosed
2011	1.		Yes/No	Yes/No	Yes/No	Yes/No
	2.		Yes/No	Yes/No	Yes/No	Yes/No
	3.		Yes/No	Yes/No	Yes/No	Yes/No
	4.		Yes/No	Yes/No	Yes/No	Yes/No
	5.		Yes/No	Yes/No	Yes/No	Yes/No

I certify and agree with all the terms and condition of this tender. I further certify that I have read and understood all the terms and conditions of the document and I have personally understood the quantum of security work expected from us. The information furnished is true to the best of my knowledge.

Signature of Tenderer with Seal

JIWAJI UNIVERSITY, GWALIOR(M.P.)

(To be submitted in Envelope-2)

TERMS AND CONDITIONS

1. The sealed offers should be addressed to the Registrar Jiwaji University Gwalior, and to be submitted on or before 26 Aug , 2011 by 03.00 p.m.
2. The offer received after 26 Aug 2011, 03.00 p.m. shall not be accepted.
3. Tenders received within the specified time shall be opened on 26-08-2011 at 4:00 p.m. at room no.16 Jiwaji University, Gwalior in presence of the tenderers or their authorized representatives who choose to remain present.
4. The offer shall be accompanied with EMD of Rs. 100000/- (Rs. One Lakh only) in the form of Demand Draft drawn on any Nationalised Scheduled Bank in favour of the Registrar Jiwaji University Gwalior . In case of the tender document downloaded from the website, the cost of tender document of Rs.1000/- should also be submitted by DD in favour of the Registrar Jiwaji University Gwalior.
5. Firms should have atleast experience of two calendar years 2009,2010 and present year 2011 in providing security services to Govt. Educational and Training Institutions,. Govt. Hospitals and Govt. Offices/undertakings. (Please enclose work order with technical bid)
6. Tenderer should have minimum two running contracts presently in calendar year 2011 in providing security Service to Govt. Educational and Training Institution, Govt. Hospitals and Govt. Offices/undertakings having engaged at least 50 security personnel in total (Please enclose copy of work order, proof of EPF and ESIC contribution made and Service Tax submission proof alongwith list of atleast 50 security personnel with technical bid)
7. Tenderer should have turnover of minimum of Rs.75 Lakhs in the last financial year 2010-11.
8. Tenderer should enclose the copy of audited balance sheet along with Audit Report ,PAN, Income tax return of the firm for the last two financial years 2009-10, 2010-11 with technical bid
9. The tenderer should have registration in Labour Commissioner Office, Employees Provident Fund Commissioner Office and Employees State Insurance Corporation and these must be enclosed with technical bid.
10. The tenderer should have Service Tax registration by competent authority.(Please enclose copy of registration with technical bid)

Signature of Tenderer with Seal

11. The tenderer should have registration under M.P. Shops Establishments Act or other applicable Act. (Please enclose copy of registration with technical bid)
12. The tenderer should have registration by competent authority under the Private Security Agency Regulation Act or other applicable Act. (Please enclose copy of registration with technical bid)
13. Technical bid shall be opened only of those who have submitted the EMD and cost of tender form as specified.
14. Financial offer shall be opened only of those who have submitted proper EMD and cost of tender document and are selected in Technical bid Evaluation.

15. **A - Submission of the Tender Document**

The tender shall be submitted under TWO BID system in **three different sealed envelopes**:

Envelope No.1:- EMD and cost of tender document, if downloaded from the website.

Envelope No.2 :- **Technical Bid** and Terms & Conditions containing all certificates, documents alongwith duly filled in check list, as set out in the tender document and in the order as given in the check list.

Envelope No.3 – **Financial Bid**, containing the rates quoted by the tenderer alongwith break-up of details.

ENVELOPE No.1

- (i) This envelope will consist of the Earnest Money Deposit (EMD) of Rs.100000/- in the form of DD from any nationalized scheduled bank, in favour of the Registrar Jiwaji University Gwalior. In case of the tender document downloaded from the website, the cost of tender document of Rs.1000/- should also be included in this envelope by DD in favour of the Registrar Jiwaji University Gwalior.
- (ii) Those tenders not containing the EMD and the cost of tender document will be summarily rejected.
- (iii) This envelope will be superscribed as “**Envelope No.1 – EMD**” and should be addressed to the Registrar Jiwaji University, Gwalior.

ENVELOPE No.2

- (i) All technical information in Technical bid along with Terms and Conditions , certificates, etc., to be submitted in Envelope No.2 duly sealed. The tenderer should write enclosure No. as given below on each document of the enclosures of Technical bid envelope and arrange them in the following order :

Signature of Tenderer with Seal

- Enclosure-1** Technical bid form and terms & conditions duly signed by the tenderer with seal of the firm on each page.
- Enclosure-2** Copy of PAN No. issued by Income tax department
- Enclosure-3** Copy of Registration Certificate issued by Labour Commissioner Office.
- Enclosure-4** Copy of Registration Certificate issued by EPF Commissioner Office.
- Enclosure-5** Copy of Registration Certificate issued by ESIC office.
- Enclosure-6** Copy of Service Tax Registration .
- Enclosure-7** Copy of Registration Certificate issued under MP Shops and Establishments Act or other applicable Act .
- Enclosure-8** Copy of Registration Certificate issued by Competent Authority under the Private Security Agency Regulation Act 2005.
- Enclosure-9** Copy of Audited Balance Sheet along with Audit Report of the firm for the last two financial years 2009-10, 2010-11 .
- Enclosure-10** Copy of Income Tax Return of the firm for the last financial years 2009-10, 2010-11 .
- Enclosure-11** Copies of work orders for proving the experience of two calendar years 2009,2010 and present year 2011 in providing security services to Govt. Educational and Training Institutions,. Govt. Hospitals and Govt. Offices.
- .
- Enclosure-12** Copies of the work orders , Proof of EPF and ESIC contribution made,proof of Service Tax submission alongwith list of atleast 50 security personnel in total for minimum two running contracts presently in calendar year 2011 in providing security services to Govt. Educational and Training Institutions,. Govt. Hospitals and Govt. Offices/undertakings.

- (ii) All pages including the enclosures shall be signed with seal by the tenderer.
- (iii) This envelope will be superscribed as “**Envelope No.2 – TECHNICAL BID**” and should be addressed to the Registrar Jiwaji University, Gwalior.

ENVELOPE No.3

- (i) FINANCIAL BID shall be in the third envelope containing the filled up schedule of *rates duly sealed*.
- (ii) *This envelope should be superscribed as “Envelope No.3 – FINANCIAL BID”* and should be addressed to the Registrar Jiwaji University, Gwalior.

Signature of Tenderer with Seal

B. *All the above three envelopes are to be inserted in a larger envelope and duly sealed before submitting the tender document. This envelope should be addressed to the Registrar Jiwaji University Gwalior – 474011 (M.P.) and superscribed as ~TENDER FOR SECURITY SERVICES~*

16. All tenderers are required to read tender document carefully before quoting rates and submission of tenders. Submission of the tender shall be considered as meeting the following requirement:
 - (a) **Tender documents have been fully read and understood by the tenderer, and**
 - (b) **The tenderer has duly visited the work site and has fully understood the expectations and obligations described in this tender document.**
17. The rates in the financial bid shall be filled in figures as well as in words. Overwriting of figures is not permitted. All erasures, cuttings and alterations made while filling the offer document should be initialed by the Tenderer..
18. Tenders not having duly filled in checklist will not be considered.
19. Earnest money shall be forfeited in case the Agency does not start the work as stipulated after awarding the Contract by the Registrar Jiwaji University Gwalior.
20. EMD of unsuccessful tenderers shall be returned after the award of the contract. EMD of successful tenderer shall be converted into Performance Security and refunded on expiry of the contract. No interest shall be paid on the EMD/Performance Security.
21. The contract shall generally be awarded to the lowest tenderer as per the Bid Evaluation Criteria complying with statutory norms. However the Registrar Jiwaji University Gwalior does not bind itself to accept the lowest or any other offer and reserves the right to accept or reject any or all the offers either in full or in part without assigning any reason. The Registrar Jiwaji University, Gwalior also reserves the right to reject any bid which in his opinion is violating any of the conditions and statutory provisions without any liability to any loss whatsoever it may cause to the tenderer in the process.
22. Conditional Tenders shall not be accepted in any case. A copy of the terms and conditions must be signed by the tenderer with seal alongwith the technical bid as token of acceptance of the terms and conditions.
23. Wages as per the Minimum Wages Act would be payable to the security personnel. Since, the wages are variable in nature, and would be made applicable as per the circular issued by the competent authority to this effect from time to time therefore the Agency should submit a copy of the Circular while claiming the increased wages as per the circular.

Signature of Tenderer with Seal

24. Tax deducted at source (TDS) will be deducted by the Registrar Jiwaji University from the bills as per rules in force from time to time. The Agency will have to bear all applicable taxes and duties enforced by the Central / State Government / Local Bodies from time to time.
25. If the awarded tenderer fails to accept the contract, the EMD amount will be forfeited and the second lowest in the list of selected agencies shall be given the opportunity for the contract.
26. The successful tenderer has to enter into an agreement to establish and maintain a system of strict Security control and discipline for smooth functioning for a period of one year within 7 days of the receipt of the order.
27. The successful tenderer shall undertake overall security arrangements of entire campus and buildings of the Jiwaji University Gwalior.
28. The successful tenderer shall make arrangement for deploying the requisite number of both male and female security guards per shift in 8 hr. shifts. At present university campus needs roughly 50 (Fifty only) security personnel per shift. The Agency may be required to increase/decrease the numbers as per the requirement from time to time. They shall undertake all reasonable steps within their physical capabilities to prevent theft, fire, pilferage, destruction by mobs, employees, labours, Community riots etc. and will perform their duties as per the direction/instruction/orders laid down by the Registrar Jiwaji University Gwalior. The security Staff shall be deployed at different locations and perform their duties as per instructions by the Registrar Jiwaji University Gwalior from time to time. The agency shall get an approval from the Registrar Jiwaji University Gwalior before deploying any staff.
29. The Security Agency shall be fully responsible for discipline and turnout of their security personnel during their duty hours consisting of 8 hours per shift or given at specified time and notified places as and when required.
30. The Security Agency as per the instructions/directions received from the Registrar Jiwaji University Gwalior from time to time will undertake search of all employees of the Jiwaji University, visitors entering the premises and contractual labourers working in the establishment while entering in and leaving out of the Jiwaji University premises.
31. The Security Agency shall ensure that no inward/outward material movements take place from Jiwaji University Gwalior premises without proper documents and papers found completed in every respect and signed by authorized signatory of the Jiwaji University Gwalior which shall be communicated to the Agency, from time to time.
32. The Registrar Jiwaji University Gwalior shall undertake verifications/surprise checks of all the Security personnel deployed by Agency for ensuring the presence of Security Personnel on duty,

Signature of Tenderer with Seal

their performance, maintenance of records etc. without any prior notice. The observations of these surprise/verification/checks will be communicated to the Agency verbally or in writing for remedial measures, if required. The Agency will ensure that adequate measures on the observation of surprise checks have been taken accordingly and immediately.

33. The Security Personnel provided by Agency shall be the employees of Agency and shall not have any right whatsoever to claim the employment in the Jiwaji University Gwalior in any form either during or after the currency of this agreement.
34. In the event of any loss and damage caused to the properties of the the Jiwaji University Gwalior due to the negligence of the security personnel, the Agency shall be solely responsible to repay the loss/damage accordingly.
35. Jiwaji University will not be responsible for any injury sustained to the Security Staff of the Agency during the performance of their duties and also for any damages or compensation due to any dispute between the Agency and their security personnel. To comply with all liabilities arising out of any provision of Labour Law/ enactment hitherto in force or enacted from time to time during the execution of this contract, shall be the entire responsibility of the Agency.
36. The Agency shall be responsible for compliance of all statutory obligations under Contract Labour (Regulations & Abolitions) Act, Minimum Wages Act, Service Tax Act and Payments of Wages Act. etc. and also be responsible for payment of employee's contribution under E.P.F. and ESI Act. etc. in respect of staff deployed for Jiwaji University duties.
37. All bills concerning security payments shall be put up by the Agency to the Registrar Jiwaji University for his verification and then only it shall be further processed and forwarded by the Security Incharge to Accounts Department for the payment of these bills.
38. Pattern of uniform for Security Personnel shall be the standard Pattern of the Agency and the Agency has to arrange the uniform and other necessary requirements such as belt, shoes, socks, caps, torch with cell, can stick, gun, bullets etc on its own expenses.
39. The Agency shall not at any time during the currency of this agreement sub-contract the job entrusted to them for performance to any other party.
40. No food and transport and any other amenity in the nature of perks will be provided by the Jiwaji University for the security personnel.
41. The Agency shall affect Insurance at their own cost for their personal and properties belonging to them, Jiwaji University shall not be responsible for any damage/loss of any nature whatsoever.
42. The Agency shall be responsible for maintenance of proper records for incoming and outgoing vehicles, visitors, employees, materials and properties of the Jiwaji University in the prescribed

Signature of Tenderer with Seal

formats, which will be provided by the the Registrar Jiwaji University.

43. All the Security Personnel will have to submit a Bio-data and recent passport size photograph, at the expenses of the Agency to the the Registrar Jiwaji University for office records.
44. The Agency shall produce all the records to the Registrar Jiwaji University as and when required or called for, for verification and inspection purpose.
45. In the event of dispute arising out of this agreement, the Vice Chancellor Jiwaji University, shall be the sole Arbitrator and his decision shall be final and binding on both the parties.
46. The rates to be quoted must indicate basic wages , EPF Contribution, ESI Contribution, Service Tax (as per prevailing statutory provisions) , administrative and service charges on basic wages and their total sum .
47. The wages need to be paid by the agencies to the security guards at par with the amount claimed from the Jiwaji University by 7th of the following month positively irrespective of actual payment of the bills from Jiwaji University and to this effect an unconditional undertaking to be given by the agency to Jiwaji University on award of the contract.
48. The Agency shall not be allowed to deploy one person for more than 36 duties in a month. In case, the agency is found to deploy one-person more than 36 duties, it will be a sufficient reason for cancellation of Contract and forfeiture of Performance Security.
49. The Agency shall be responsible for depositing Provident Fund, ESI Contribution and other statutory charges payable and shall attach documentary proof of having deposited the same alongwith the bill of next month. The amount deposited against these liabilities should be deposited on a separate challan only for manpower deployed for Jiwaji University. The amount deposited should exactly match the amount deducted from the Salary of employee and amount paid by Jiwaji University towards such liabilities. Non compliance of this condition will be a sufficient reason for cancellation of Contract and forfeiture of Performance Security.
50. No tenderer shall contact Jiwaji University on any matter relating to its bid, from the time of the bid opening to the time the contract is awarded. Any effort on part of a tenderer to influence the Competent Authority or members of Technical and Purchase committee, in the decision making of bid evaluation; bid comparison or award of contract may result in rejection of the tenderer's bid.

Signature of Tenderer with Seal

51. This agreement can be terminated by either side by giving one-month notice without assigning any reason whatsoever.
52. The Registrar, Jiwaji University, Gwalior can extend the original contract of the successful tenderer, subject to original Terms and Conditions for a period deemed fit by him, but not exceeding six months, for which the tenderer will have to abide. However the extension beyond six months can be granted on mutual consent.
53. Legal proceeding if any arising out of the Tender shall have to be lodged in courts situated in Gwalior City only.
54. It is expected and assumed that all documents, certificates, declarations made are true and correct on the basis of which technical evaluation will be made. If the above information is not correct and subsequently has come to the knowledge of Jiwaji University, then the awarded contract may be liable for cancellation at the discretion of jiwaji University and EMD/Performance Security will be forfeited.

Signature of Tenderer with Seal

JIWAJI UNIVERSITY, GWALIOR(M.P.)

FINANCIAL BID

(To be submitted in Envelope-3)

Name of the Tenderer Firm:.....

Address :.....

..... Phone No. :.....

S.No.	Particular	Basic wages (including weekly off) Rs.	EPF Rs.	ESI Rs.	Service charge Rs.	Service Tax Rs.	Gross Total (3+4+5+6+7) Rs.
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
1	Supervisor						
2	Security Guard (With can stick)						
3	Security Guard (Gun Man)						
4	Security Guard (Ex Army man)						
5	Total						

Gross Total in Words Rs.

I certify and agree with all the terms and condition of this tender. I further certify that I have read and understood all the terms and conditions of the document and I have personality understood the quantum of security work expected from us .

Signature of Tenderer with Seal