

MAHARASHI DAYANAND UNIVERSITY
TENDER NOTICE

Sealed tenders are invited from reputed Security Agencies only for providing the Security Services on the Campus so as to reach the undersigned up to **22/09/2014** by **3.00pm.**, which shall be opened the same day at **4.30 pm** in the office of the undersigned ,in the presence of the tenderers or their authorized representatives who may like to be present. A pre bid meeting of the interested agencies shall be held on 19/09/2014at 4.30pm to clarify doubts, if any.

The documents costing Rs. 5,000/- can be purchased in person from Controller Security of the University or by post or may be downloaded from University Website i.e. www.mdurohtak.ac.in with related details .Payment of the document fee can be made in cash or Bank Draft drawn in favour of Finance Officer,M.D.University payable at Rohtak. Tenders not accompanied by document fee and earnest money and those found incomplete or received late shall be rejected straightway.

REGISTRAR

MAHARSHI DAYANAND UNIVERSITY ROHTAK

Sealed tenders are invited from highly reputed, well established & Professional Security agencies, capable of providing approximately 180 Security Guards including 4 Supervisor for duty in three shifts. The agency should be fulfilling following criterion:-

1. ELIGIBILITY CONDITIONS

- (a) The Agency should be registered under Company Act 1956 and affiliated with any reputed security association in India and must have security licensee under PSARA Act 2005.
- (b) The Agency should be having registration of ESI, EPF, PAN & Service Tax registration.
- (c) The Agency should be having valid ISO 9001:2008 certification.
- (d) Currently be providing at least 50 to 60 Security Guards per shift at one location in Center /State Govt. Universities Technical Universities.
- (e) The agency must be currently providing the similar service in educational institution with having costing minimum 100 lakh at 03 work places.
- (f) The Agency should be able to provide 100% Ex-Serviceman Comprising (Defense Services & Para Military forces)
- (g) The Agency should have an annual turnover of minimum 4 crores (Rs. Four crores) at least for the last 03 financial year.
- (h) The Agency should possess adequate continuous experience of at least 7 years for providing security.
- (i) The Agency besides providing Security Services could be capable of monitoring Traffic Safety, Parking & Trespassing.
- (j) The Agency should be able to provide a Bank Guarantee of Rs. 15 Lakh (rupees Fifteen lakh) during the period of the contract which will be renewed from time to time as per further renewals for the contract, if any.
- (k) The Agency will have to produce Contract Labour License as per Labour Act from the Labour Department Haryana.
- (l) The Agency should be able to submit ITR of last three years
- (n) The Agency should have an Insurance policy for making good the losses if any.
- (o) The agency is required to maintain template for all the security guards personnel as per DGR norms respectively.

- (p) The bidder should have a proper Office within a radius of 100 Kms with adequate infrastructure like computer, email, fax, telephone, wireless sets, backup support in terms of manpower and a 24x7 Centralized manned Control Room and should be capable of providing vehicles, wireless communication and ground control devices as and when required.

AGENCIES NOT MEETING ABOVE ELIGIBILITY CONDITIONS NEED NOT APPLY.

1. The Tender form may be downloaded from the university website www.mdurohtak.ac.in The downloaded form should be accompanied with the bank draft of Rs. 5,000/- in favour of Finance Officer, MDU, Rohtak at the time of deposition of the completed form.
2. The tender document comprises of three parts, that is , (I) Technical bid (II) Commercial Bid and (III) Terms & Conditions for providing security services.
3. The tenderer should quote in figures as well as in words the total amount tendered by them in the financial bid.
4. The tenders in the prescribed form duly completed are required to be submitted as follows:
 - (i) Technical bid along with Terms & Conditions, in sealed envelope No. 1 duly marked as Technical Bid.
 - (ii) Earnest Money of Rs. 500,000 (Rs. Five Lakh) in the form of Demand Draft in favour of Finance Officer, MDU, Rohtak, in envelope No. 2, duly marked as Earnest Money.
 - (iii) Financial Bid in envelope No. 3 duly marked as Financial Bid, duly sealed & signed.

All the three envelopes to be sealed in a separate big envelope duly signed and the same shall be received in the office of Registrar, MDU, Rohtak up to 3.00 PM.....

5. The pre-bid meeting will be held on..... atPM in the O/o the Registrar.
6. At first stage, the technical bids shall be opened in the presence of tenderers, who may like to be present on at 04:30 PM. The tenderers will be invited on a notified date for an assessment and presentation session in which they are expected to carry out a survey of the MDU Campus and give a presentation. The time and date of opening of Financial Bids shall be intimated later. The Financial Bids of only those tenderers will be opened who are declared qualified by the Technical Committee. An undertaking to abide by the conditions governing the terms for providing security services should be enclosed along with the technical bid. Only

successful tenderers, on the basis of the Technical Bid and inspection of establishment concerned or otherwise by assessing the suitability, as deemed fit by the Technical Committee, shall be called at the time of opening of Financial Bid.

7. The tender is not transferable or assignable under any circumstances.
8. Telegraphic, conditional or incomplete tenders will not be accepted. Canvassing of any kind, direct or indirect, shall lead to automatic disqualification of the tenderer.
9. Tender in any form other than the prescribed form issued by MDU Rohtak will not be entertained and will be rejected.
10. All pages of the tender documents i.e. Technical Bid, Financial Bid and Terms & Conditions and also enclosures should be properly numbered signed and stamped by the tenderer or his/ her authorized signatory
11. MDU Rohtak reserve the right to accept or reject any or all or any part of the tender without assigning any reason there of, and the decision of MDU Rohtak in this respect shall be final.

SCOPE OF WORK

1. Protection of property and personnel (faculty, officers, staff, students, official visitors and residents) of the university against willful harm; the university meaning all Gates, Academic Areas, Activities Area, Hostels, Guest House, Play Grounds, Residential Houses, Community Centers, Commercial Centers and Health Center etc within the boundary of the MDU Rohtak.
2. Protection of cash and documents, static or in transit or due to burglary (where loss is due to entry after breaking any entry lock/ door/ window/ grill) etc.
3. Prevent loss that is on account of lapse in “access control measures” at Gates of the university.
4. Regulate parking of vehicles in designated areas of the university and also regulate traffic movement at the entry/ exit gates as well as the campus and a ensure traffic rules are followed.
5. The Agency shall be able to provide extra security guards at a day’s notice.
6. Prevent defacing/damage to institute property building and plantation etc. (prevent graffiti/poster pasting etc.)
7. Prevent entry of animals into the campus and chasing of dogs from Academic Area

and Hostels, Liaison with Police/ Fire and Civil Government Departments.

8. Carry out any other job assigned by the Registrar/Controller Security in the interest of Security of the university.

ADDITIONAL SCOPE OF WORK

9. The additional scope of work is as under:-

- (a) Protection of property and personnel of the university in transit when so specified.
- (b) Provide extra security as and when required viz; students festivals, VVIP/ VIP visits, social & religious functions inside the MDU Campus.

MAHARSHI DAYANAND UNIVERSITY, ROHTAK Part-1

INSTRUCTIONS FOR FILLING UP OF TECHNICAL BID

1. Tenders are to be submitted strictly in the enclosed format along with supporting documents duly numbered & signed.
2. The Agency along with the tender form should produce all the certificates asked for duly attested and stamped by its authorized signatory.
3. The Agency shall furnish details of any legal suit/ legal action/ black listing, pending especially with regard to any violation in the PF Act, ESI Act, Labour Laws, and Income Tax etc. If there is no pending legal proceeding then an affidavit affirmed to this effect as per format attached as **Annexure-I** be furnished. In case any legal proceedings in respect of the above have been since disposed of, details of the same along with copy of final order be provided. Scrutiny & evaluation of the above information shall be done at the discretion of the university.

M.D UNIVERSITY, ROHTAK

FORM A

(to be put in a separate sealed envelope No. 2, marked Earnest Money)

Details of Earnest Money

Name of the Bank	:	
Bank Draft No.	:	
Dated	:	
Amount	:	

Dated:-

**Signature of the Bidder or
His authorized signatory
With Seal of the Agency**

M.D UNIVERSITY, ROHTAK

FORM-B

Detailed to be filled by the agency applying for tender for security contract at MDU, Rohtak (each response/documents must given with proper reference in the following tender document)

1	Name of the Agency (full address with Tel. No., Mobile No. & email address)	
2	Registration No. of the Agency under State/Central Govt. (Copy of registration certificate Attached as Appendix-B-I)	
3	(a)Current list of the center/state govt. universities wherein security staff of 50 to 60 or more per shift is provided in one location/campus in above institutions/universities.(Attached as Appendix B-2) (b)Experience of Working in Educational Institutes specially handling Student related activities viz, Hostels, Students Functions/Festivals(Attached as Appendix B-3)	
4	Ability to provide 100% Ex-Serviceman. Affidavit (Attached as Appendix B-4)	
5	(a) ESI No. (b) EPF No. (c) Service Tax No. (d) Pan No. (Please attached attested copies as Appendices B-5,B-6,B-7& B-8)	
6	(a) Total Annual Turnover. (The agency should have an annual turnover of minimum Rs. 4 Crores (Four crores) at least for the last 3 years.) (Please attach copies of Balance Sheets duly certified by Chartered Accountant as Appendix B-9)	

	(b) ITR Clearence of last three years(Appendix-B-10,11&12.	
	(c) Details of Bankers and acertificate from the Bank for providing bank guarantee of minimum value of Rs. 15 Lakh (Fifteen,Lakh) (Attached as Appendix-B-13)	
7	Experience in Security business for at least 7 years. Please attach details as Annexure B-14 (Please attach certificates from clients)	
8	Details of ISO Certificate. Annexure B-15	
9	PASARA License No: Date Of Issue: Date Of Expiry: Issued by:	

MAHARSHI DAYANAND UNIVERSITY, ROHTAK

TERMS AND CONDITIONS

- 1 “SCHEDULE OF SERVICE” is as per Scope of Work. The charges for extra jobs, details of which are specified in Additional Scope of Work will be submitted by the Agency separately which should be settled mutually.
- 2 The Agency shall be responsible for all/any injuries and accidents to persons employed by it. It will also cover, through an Insurance Policy its personnel for personal accident whilst performing the duty.
- 3 The agency shall be responsible for the good conduct and behavior of its employees. If any employee of the Agency is found misbehaving with the supervisory staff or any other staff member/student of the university, it shall terminate the services of such employees on the recommendation of the Controller Security or Authorized Officer of MDU, Rohtak.
- 4 The Agency and its staff shall take proper and reasonable precautions to preserve from loss, destruction, waste or misuse the areas of responsibility given to it by the University and shall not knowingly lend to any person or Agency of the effects or assets of the University under its control.
 - (a) In the event of any loss being caused to the University on account of negligence/derelection of duties by the Agency or Agency’s employee that shall be established after a inquiry comprising of the representatives of the university and the Agency, the university should get the same compensated from the Agency.
 - (b) The Agency will not be held responsible for the damages caused to the property of the university due to natural calamities like lightening earth quake, floods etc.
- 5 The Agency shall not appoint any other Agency or third party to carry out any Obligation /task/function, under the contract.
- 6 The Agency shall take day to day instructions from the Controller Security or his Deputy, in his absence, of the University.
- 7 If the Agency fails to implement the assigned jobs or parts of the Standard Operating Procedures to the satisfaction of the authorities of the University or any officer nominated by him or any day in any part of the areas assigned, the Agency

shall be penalized by imposing a fine in addition to the claim of the University as mentioned above in Para 4. The amount of penalty will be deducted from the monthly bills.

- 8 None of the employees of the Agency shall enter into any kind of private work at any location of the University during working hours or otherwise, failing which penalty as stipulated in Clause(7) of the above terms and conditions shall be imposed.
- 9 **Physical Standards and Qualifications:** the employees of the Agency shall be of Good character and sound health.

Security Guard:

- (i) Age : Not more than 55 years
- (ii) Educational Qualifications : Matric Pass
- (iii) Character : Exemplary

Supervisors:

- i. Age : Not more than 55 years
- ii. Character : Exemplary
- iii. Educational Qualification : NOC or Equivalent from Service/Military/Police

- 10 The Security Personal to be supplied 100% Ex-serviceman beside 10 lady security guards. The University will have liberty to change this ratio, should the University consider this change necessary for better security. In addition the university will have liberty to increase/decrease the total number of Guards by giving at least one week's notice to the Agency. It would be desirable that the Security Staff provided should have knowledge of Fire Fighting, Scooter/Motor Cycle/LMV Driving & handling Wire-less communication.
- 11 All Guards & Supervisors should have working knowledge of ENGLISH & Hindi. After the work is awarded, the Agency is required to provide the details of the staff, proposed to be deployed viz. their name, father's name, DOB, residential address, telephone number, recent passport size photograph, in the form of a data base in both hard & soft copy.
- 12 Agency shall abide by all laws of the land including, Labour Laws (ESI, PF, Income Tax, Service Tax or any other extra Taxes levied by the Government) Companies Act,

TAX Deduction liabilities, Welfare measures of its employees and all other obligations that enjoin in such cases and are not essentially enumerated and defined herein, though any such onus shall be the exclusive responsibility of the Agency, and it shall not involve the university in any way what-so-ever.

- 13 The number of duty hours per guard should as per provision in the labour law and in no case shall be exceed twelve hours four hours extra duty on the discretion of the university officer on duty or with the prior permission of the Controlling officer in the time of emergency only.
- 14 The manpower proposed to be deployed by the Agency shall be subject to screening by the University, to ascertain their suitability and skills. Before deploying a person in the University the Agency shall furnish complete particulars and obtain written approval of the designated officer of the University on a Performa to be collected from Authorized Officer, Maharishi Dayanand University, Rohtak.
- 15 University reserves the right to ask and require the Agency to remove any person deployed by the Agency, without assigning any reason/notice.
- 16 Duration of the contract shall be one year subject to yearly appraisal and review by the University authorities and in case the jobs performed are not found to be satisfactory, the contract shall be terminated even before one year by giving notice of one month to this effect. The University may terminate this agreement by giving one month's notice in writing to the Agency, at any time during the contract, without assigning any reason. The Agency may also terminate this agreement by giving one month's notice in writing to the University, without assigning any cause. A record of every lapse small or big to be maintained by the University Authorities & a weekly meeting of the representative of the Agency with Security Incharge will be held and minutes of the same recorded for compliance.
- 17 The payment should be made by cheque or e-transfer and a record of that should be kept in a register which may be examined by the University at any time. In case the Agency fails to make timely payments to its employees. In case of EPF, the Agency shall produce original challans/receipts alongwith the scroll of the employees, whose EPF stands deposited by the Agency to the Controller Security of the University for verification & reimbursement.
- 18 The Agency shall supply uniforms (all weather) with name plates to the persons engaged by it. The university shall not allow any employee of the Agency to work inside the Institute without uniform except in cases wherein specifically asked for. The uniform should be in good condition and not torn/worn out/faded. The Agency shall get the identity card of each employees countersigned by the Security Incharge of the Agency.
- 19 No employee of the Agency shall work for more than than the days in a month as specified by Labour Laws.

- 20 The Agency shall deposit an amount of ₹ 10 Lakh (Rupees ten lakh), interest free, as Security with the university for the entire duration of the contract. The Agency/shall also provide a Bank Guarantee of ₹ 15 Lakh (Rupees fifteen lakh), during the currency of the contract which will be renewed from time to time as per further renewals of the contract to be used in case Agency fails to pay its labour force or any other default. The aforesaid security deposit shall be returned to the Agency after termination/expiry of the contract, after deductions, if any, is made by the university.
- 21 The Agency shall have a proper system for checking the guards on duty, day & night for every shift. Records of the same should be effectively maintained and shortcomings if any should be immediately rectified. A daily report to be submitted to the Controller Security. The Agency should supply Guard Check Books to all guards post wise at its own cost. All such records shall be subject to scrutiny by the university.
- 22 Agency will submit a copy of labour lenience which obtained by the Labour Commissioner.
- 23 That no right, much less a legal right shall vest in the Agency's workers/employees to claim/have employment or otherwise seek absorption in the University nor the Agency's workers/employees, shall have any right whatsoever to claim the benefits and/or emoluments that may be permissible or paid to the employees of the University. The workers will remain the employees of the Agency at all times and this shall be solely the responsibility of the Agency/Agency to make it clear to their workers before deputing on work at the University; such a stipulation shall also be mentioned in the appointment letter, or any similar document which may be issued to workers/employees of the Agency.
- 24 The Agency shall not be allowed to change its name and style after the award of the contract.
- 25 Any duplicacy in these conditions will be considered which is beneficial to the university.
- 26 The tender form is not transferable.
- 27 The firm should have never been de-barred or black listed .An affidavit in this regard must be attached from first class magistrate.
- 28 In case a family member or close relative of the contractor/service provider is serving in the university in any capacity then a certificate to this effect must be recorded on the offer document concealment of this fact will lead to the tender/contract being rejected as and when such a fact comes to light. A suitable certificate on the letter head to be attached.
- 29 The contractor shall submit a copy of the registered partnership deed issued by Sub Registrar/Executive Megistrate.This shall be duly signed by the authorized

representative. Proof of authorization of authorized representative who has signed the tender documents will be attached .

- 30 The tender rates quoted in a foreign currency will not be accepted. Rates should be filled up in INR carefully both in words and figures and without cutting ,eraser or overwriting.
- 31 The contractor shall append the declaration with the tender as attached with the tender form. This declaration be marked and attached as Annexure-1.

ARBITRATION

Any disputes arising out of and in relation to this agreement shall be referred to arbitration by a sole arbitrator, to be appointed by the Vice-Chancellor of the University. The arbitration would be conducted and governed by and under the provisions of Arbitration and Conciliation Act 1996. The language of Arbitration shall be English and the seat of Arbitration shall be at the MDU Campus. Any legal dispute will be subject to jurisdiction of Rohtak Courts and no other Court shall have the jurisdiction.

(Annexure-1)**DECLARATION**

I/We (Name) _____ do hereby solemnly affirm and declare that the facts stated in Technical Bid No. _____ dated _____ and Financial Bid No. _____ dated _____ are correct and true to the best of my/our knowledge and belief and that nothing has been concealed or misrepresented and if detected at any stage , I/We will be liable to legal action under section 182 and Section 415 read with Section 417 and 420 of the Indian Penal Code at the case may be.

(Signature of the quote)

Place: _____

Name: _____

Date : _____

Annexure-X**PART II - FINANCIAL BID****(To be placed inside the envelope-II.)****To be filled in properly, legibly and submit in a separate sealed envelope marked as financial bid.**

S.No.	Description	Percentage
1.	Service charges	

It is certify that I/We before filling & signing this part tender document have read and fully understood in the Annexure-x of the contract and undertake myself/ourselves to abide them.

Date:**Signature of the Tenderer with seal****(Authorized Signatory)**