

**Rama Devi Women's University**

**Bhubaneswar, Odisha 751022**

**[www.rdwuniversity.nic.in](http://www.rdwuniversity.nic.in)**

**TENDER DOCUMENTS**

**FOR**

**SELECTION OF SECURITY SERVICE**

**PROVIDER**



**RAMA DEVI WOMEN'S UNIVERSITY, BHUBANESWAR**

Odisha-751022, Ph.no-0674-2542644, E-mail-[registrar@rdwu.ac.in](mailto:registrar@rdwu.ac.in)

Website- [www.rdwuniversity.nic.in](http://www.rdwuniversity.nic.in)

No. 4992 Dt. 11.9.18

**TENDER CALL NOTICE**

Sealed tenders are invited from reputed Registered Agencies/Security Services providers to Rama Devi Women's University, Bhubaneswar on contract basis under two-bid system. The tenderer must be experienced having PAN, EPF, ESI and service Tax Registration, all tax clearances and valid license from appropriate authority. The tender documents and detailed information are available in the University Website [www.rdwuniversity.nic.in](http://www.rdwuniversity.nic.in). The tenderers are required to download respective tender papers and submit as per guidelines. The tender opens on **12.09.2018** and closes on **26.09.2018 (2p.m)**. Incomplete tender in any respect will not be entertained. The authority reserves the right to reject all and/or any tender at any stage without assigning any reason thereof.

  
Registrar

Memo No. 4993 Dt. 11.9.18

Copy to all notice boards/ University website/ The Samaj / CoF/ OIC, Purchase/ Chairperson P.G Council/COF/ Dy. Registrar (Estd.)/ HC/ PS to Vice Chancellor for information and necessary action.

  
Registrar

## **Important Dates and Information:-**

- 1. Tender opens from 12.09.2018.**
- 2. Tender closes on 26.09.2018 (2 P.M.)**
- 3. Opening of Technical Bid: 26.09.2018 (3 P.M.)**
- 4. Opening of Financial Bid will be done for those tenderers whose Technical Bids are found in order.**
- 5. Documents submitted to: The Registrar, Rama Devi Women's University, Bhubaneswar-751022.**
- 6. Mode of Submission: Only through Speed Post/ Registered post/ Courier Service ( Hand Submission not allowed)**
- 7. For clarification or supplementary information before submission of Bids, the intending tenderers may visit the University premise or contact the University office.**
- 8. Fees:**
  - a) Tender processing Fees: Rs.500/- (Five Hundred Only- Non-refundable)**
  - b) EMD: Rs.5,000/-(Five Thousand Only- Refundable without interest to the unsuccessful bidders but adjustable towards the EMD of the successful bidder)**
  - c) Performance Security Deposit : Rs.25,000/- (Twenty Five Thousand Only)**

## Scope of work and general instructions for bidders

1. The Rama Devi Women's University, Bhubaneswar requires the services of reputed well established and financially sound security Service providers to provide services of Security Guards on contract basis for smooth functioning of the University.
2. The contract for providing the aforesaid services is likely to commence from **dt.01.10.2018** and would continue till **dt.30.09.2019**. The period of the contract may further be extended beyond **dt.30.09.2019** provided the requirement of services persists at that time or may be curtailed / terminated before **dt.30.09.2019**.
3. The tender has been invited under two bid systems i.e. **Technical Bid and Financial Bid**.The interested agencies are advised to submit two separate sealed envelopes super scribing-**"Technical Bid for providing security services to the University"** and **"Financial Bid for providing security services to the University"**.Both sealed envelopes should be kept in another third sealed envelope super scribing **"Tender for providing security Services to the University'**.
4. The tenderer will download the Technical Bid and Financial Bid proforma from the University Website [www.rdwuniversity.nic.in](http://www.rdwuniversity.nic.in), fill it up and attach necessary documents in support of the eligibility and two A/ C Payee drafts, one for tender processing fees of Rs.500/- only ( Non-refundable) and the other one towards EMD of Rs.5000/-only (Refundable without interest) **with Technical Bid only**. No document will be submitted with Financial Bid.Both the drafts are to be drawn in favour of **Comptroller of Finance, Rama Devi Women's University, Bhubaneswar**, Payable at Bhubaneswar. **The Financial Bids of those tenderers will be opened whose Technical Bids are in order**. The conditional bids shall not be considered and will be out rightly rejected at first instance.
5. The successful Bidder will have to deposit a performance security deposit of an amount of Rs. 25,000/- (Rupees twenty-five thousands) only in the shape of bank drafts drawn in favour of **Comptroller of Finance, Rama Devi Women's University, Bhubaneswar, Payable at Bhubaneswar within two days of tender finalisation before issue of the contract order**.
6. The tendering security service providers are required to enclose self-attested

photocopies of the following documents **along with the Technical Bid, failing** which their Bids shall be summarily/ out rightly rejected and will not be considered any further :-

- A. Registration Certificate of the applicant organization from competent authority .
- B. Copy of the PAN / GIR Card
- C. Copy of the IT Return filed for the last 2 financial years
- D. Copy of EPF and ESI Certificates
- E. Copy of the Service Tax Registration Certificate
- F. Certified extracts of the Bank account containing transactions during during last two years
- G. Approval of Commissioner of police, Bhubaneswar

7. All entries in the tender form should be legible and filled clearly. If the space for furnishing information is insufficient, a separate sheet duly signed by the proprietor/authorized signatory may be attached. However, the cutting, if any, in the technical Bid application must be initialised by the person authorized to sign the tender bids. No overwriting or cutting is permitted in the financial bid form. In such cases, the tender shall be summarily rejected.

8. The Technical Bids shall be opened on the scheduled date and time in the Office of the **Registrar, Rama Devi Women's University, Bhubaneswar**. The bidders or their authorised representatives may be present on the spot at that time.

9. The Financial Bids of only those tenderers will be opened whose technical bids are found in order.

10. The University reserves the right to cancel all bids without assigning any reason thereof.

### **TECHNICAL REQUIREMENTS FOR THE TENDERING SECURITY SERVICE PROVIDER (Eligibility)**

**The tendering security service provider should fulfil the following technical Specifications:-**

(a) The registered office or one of the branch offices of the security service provider should be located within the jurisdiction of Bhubaneswar. The security service provider should provide the name, designation and contact number of the person to liaise with the University

(b) They should be registered with the appropriate registering authority.

(c) They should have at least two years' experience in providing security to Government Departments/ Public Sector Companies/ Banks etc.

(d) They should have their own Bank Account.

(e) They should be registered with Income Tax and Service Tax Departments.

(f) They should be registered with appropriate authorities under Employee' Provident Fund and Employees' State Insurance Acts.

(g) They should have regulatory clearance from labour Department and the Employees' Provident Fund Organization that may be required for providing security service.

(h) Minimum turnover requirement per annum is Rs. 50 lakh.

(i) Execution of contracts of similar type during preceding 2 years of value of Rs. 2,00,000/-.

(j) The age of Security personnel should not be below 25 years and above 40 years. The Security personnel are to be physically and mentally strong.

(k) The Security guards must be able to read and write with one year of experience and should be in Uniform.

## TECHNICAL BID APPLICATION

Selection of Security Service providers to Rama Devi Women's University, Bhubaneswar

Sl no.	Particulars	Information
<b>1</b>	Name of Tendering Security Service Provider	
<b>2</b>	(a)Details of Tender Fee	DD No..... / date..... Rs...../ Name of the Bank.....
	(b)Details of Earnest Money Deposit	DD No..... / date..... Rs...../ Name of the Bank.....
<b>3</b>	Name of the Proprietor	
<b>4</b>	Full Address of Registered Office	
	Telephone No:	
	Fax No	
	E.mail	
<b>5</b>	Full Address of Operating /Branch Office	
	Telephone No:	
	Fax No	
	E.mail	
<b>6</b>	Name & Telephone No. of Authorised Officer/ Person to liaise with Field Office(s)	
<b>7</b>	Banker of the Security Service Provider(Attach certified copy of statement of A/C for the last two years  Address and telephone no. Of the Bankers	
<b>8</b>	PAN/GIR No. ( Attach attested Copy)	
<b>9</b>	Service Tax Registration No( Attach the attested copy)	
<b>10</b>	E.P.F Registration No( Attach the attested copy)	
<b>11</b>	E.S.I Registration No( Attach the attested copy)	
<b>12</b>	Financial turnover of the tendering Security Service Provider for the last 2 financial years(Amount in Rs lacs)	
	<b>2016-17</b>	
	<b>2017-18</b>	

<b>13</b>	Copy of approval of the Commissioner of Police Bhubaneswar for providing security services must be enclosed.	
<b>14</b>	Give details of the major similar contracts handled by the tendering Security Service Provider during the last two years in the following format.  (If the space provided is in sufficient, a separate sheet may be attached)	
	Type of the security provided	
	Amount of Contract( Rs. In lakh)	
	Duration of contract	

**N.B.1)**All documents enclosed must be signed and sealed by the authorized person  
**2)**Additional information- Attach proof of the above documents in separate sheet

## **DECLARATION**

1. I, -----Son/ Daughter/ Wife ofShri -----  
-----Proprietor/Director/ authorized signatory of the Security Service Provider mentioned above and competent to sign this declaration and execute this tender document;
  
2. I have carefully read and understood all the terms and conditions of the tender and undertake to abide by them;
  
3. The information /documents furnished along with the above application are true and authentic to the best of my knowledge and belief. I/we/am/are well aware of the fact that furnishing of any false information/ fabricated document would lead to rejection of my tender at any stage besides liabilities towards prosecution under appropriate law.

Place

Signature of the proprietor/ Authorized person

Date

Name:

Seal



# FINANCIAL BID APPLICATION

## Selection of Security Service providers to Rama Devi Women's University, Bhubaneswar

1.Name of tendering Security Service Provider:

2.Rate per person per month (on the basis of 8 hours duty per person per day) inclusive of all statutory liabilities, taxes, levies, Cess etc.

### Monthly Rate per person (Rs.)

Sl. No	Manpower Type	Take Home remuneration	EPF	ESI	Other Statutory Dues	Service charge	Total Per Person

**N.B - The Minimum remuneration per person should be as per the circular of Finance Department, Govt. of Odisha, enforced from time to time.**

Place

Signature of the proprietor/  
Authorised Signatory

Date

Name:

Seal

### Notes:

1. The total rate quoted by the tendering agency should be inclusive of all statutory/taxation liabilities in force at the time of entering into the contract.
2. The payment shall be made on conclusion of the calendar month only on the basis of number of working days for which duty has been actually performed by each manpower.
3. The rate quoted shall be firm & fixed for the period of contract. No escalation shall be allowed under any circumstances.

## **AGREEMENT**

This Agreement is made on this.....day of 2018 between the Registrar, Rama Devi Women’s University Bhubaneswar represented by.....hereinafter referred to as the “Authority” which expression shall, where the context so requires or admits, also include its successors or assignees of the one part. .

### **And**

M/s.....represented by  
Sri.....hereinafter called the “Security Service Provider” which  
expression shall, where the context so required or admits, also include its successors or  
assignees of the other part.

Whereas, the “Authority” desires that the services of”.....” are required  
in.....Department/ Office.

And whereas the “Security Service Provider” has offered its willingness to the same in  
conformity with the Provisions of the agreement.

And where as the “Authority” has finalised the rate as per the terms and conditions of the  
agreement to the “Security Service Provider”.

### **Now this agreement witnesses as below:-**

1. That the Annexure containing the terms and conditions shall be deemed to form and to be  
read and construed as part of this agreement.

2. That in consideration of the payment to be made by the “Authority” to the  
“Security Service Provider”, the “Security Service Provider” hereby agrees with the  
“Authority” to provide personnel to be engaged as “.....” in the  
Rama Devi Women’s University Bhubaneswar in conformity with the provisions of the Terms  
and Conditions.

3. That the “Authority” hereby further agrees to pay the “Security Service Provider” the  
contract price at the time and in the manner prescribed in the said Terms and Conditions.

4. That in the event of any dispute that may arise, it shall be settled as per the Terms and  
Conditions of the contract.

5. That this agreement is valid up to.....

IN WITNESS WHEREOF the parties have caused their respective common seals to be here unto affixed or have here unto set their respective hands and seals on the day and year first written above.

Signature of the Officer

Authorized to sign on  
behalf of Security Service

Signature of the Registrar

Rama Devi Women's University, Bhubaneswar

In the presence of witness:-

Witness

1.Name.....

Address.....

.....

2.Name.....

Address.....

.....

Witness

1. Name.....

Address.....

2. Name.....

Address.....

## **GENERAL TERMS & CONDITIONS**

1. The Agreement shall commence from dt.01.10.2018 and shall continue till dt.30.09.2019 unless it is curtailed or terminated by the authority owing to deficiency of service, sub-standard quality of Security deployed, breach of contract etc or change in requirements.
2. The Agreement shall automatically expire on 30.09.2019 unless extended further by the mutual consent of the Security Service Provider and the Authority.
3. The Agreement may be extended on the same terms and conditions or with some additions/ deletions/ modifications, for a further specific period mutually agreed upon by the Security Service Provider and the Authority.
4. The Security Service Provider shall not be allowed to transfer, assign, pledge or subcontract its rights and liabilities under this Agreement to any other agency or organization by whatever name be called without the prior written consent of the Authority.
5. The requirement of no. of security guards of the University may further increase or decrease during the period of initial contract also and the tenderer would have to provide additional Security services, if required, on the same terms and conditions.
6. The Security Service Provider will be bound by the details furnished by it to the Authority while submitting the tender or at subsequent stage. In case, any of such documents furnished by it is found to be false at any stage, it would be deemed to be a breach of terms of Agreement making it liable for legal action besides termination of the Agreement.
7. The Authority reserved the right to terminate the Agreement during initial period also after giving one month notice to the Security Service Provider.
8. The persons deployed shall be required to report for work as per the duty allotted by the manager /such other Officer as may have been kept in charge of the University. In case, the person deployed remained absent on a particular day or comes late/ leaves early on three occasions, proportionate deduction from the remuneration for one day will be made .
9. The Security Service Provider shall nominate a coordinator who shall be responsible for immediate interaction with the University Authority so that optional services of the persons deployed could be availed without any disruption.

10. The entire financial liability in respect of Security services deployed in the University shall be that of the Security Service provider and the University will in no way be liable. It will be the responsibility of the Security Service Provider to pay to the person deployed a sum not less than the minimum rate quoted in the financial bid and adduce such evidence as may be required by the University.

11. For all intents and purposes, the Security Service Provider shall be the "Employer" within the meaning of different Rules & Acts in respect of Security so deployed. The persons deployed by the Security Service Provider shall not have any claim whatsoever like employer and employee relationship against the University.

12. The Security Service Provider shall be solely responsible for the redressal of grievances or resolution of disputes relating to persons deployed. The University shall, in no way, be responsible for settlement of such issues whatsoever.

13. The University shall not be responsible for any financial loss or any injury to any person deployed by the Security Service Provider in the course of their performing the functions/ duties, or for payment towards any compensation.

14. The persons deployed by the Security Service Provider shall not claim nor shall be entitled to pay, perks and other facilities admissible to regular/ confirmed employees during the currency or after expiry of the Agreement.

15. In case of termination of this Agreement on its expiry or otherwise, the persons deployed by the Security Service Provider shall not be entitled to and shall have no claim for any absorption in regular or other capacity.

16. The person deployed shall not claim any benefit or compensation or absorption or regularization of deployment with the University under the provision of rules. Undertaking from the person deployed to this effect shall be required to be submitted by the Security Service Provider.

17. The Security Service Provider must be registered with the concerned Govt. Authorities i.e. Labour Commissioner, Provident Fund Authorities, Employees' State Insurance Corporation etc. and a copy of the registration should be submitted. The Security Service Provider shall comply with all the legal requirements for obtaining License under Contract Labour (Regulations and Abolition) Act, 1970, if any, at his own part and cost.

18. The Security Service Provider shall provide a substitute well in advance, if there occurs any probability of the person leaving the job due to his/her own personal reasons. The payment in respect of the overlapping period of the substitute shall be the Security Service Provider's contributions towards Provident Fund and Employees State Insurance, wherever applicable.

19. The persons deployed by the Security Service Provider should have good police records and no criminal case should be pending against them.

20. The persons deployed should be polite, cordial and efficient while handling the assigned work and their actions should promote goodwill and enhance the image of the University. The Security Service Provider shall be responsible for any act of indiscipline on the part of the persons deployed.

## **LEGAL**

21. The persons deployed shall, during the course of their work, be privy to certain qualified documents and information which they are not supposed to divulge to third parties. In view of this, they shall be required to take oath of confidentiality and breach of this condition shall make the Security Service Provider as well as the person deployed liable for penal action under the applicable laws besides, action for breach of contract.

22. The Security Service Provider shall be responsible for compliance of statutory provisions relating to minimum wages payable to different types of workers in respect of the persons deployed by it in the University. The University shall have no liability in this regard.

23. The Security Service Provider shall also be liable for depositing all taxes, levies, cess etc. on account of service rendered by it to the University to the concerned tax collection authorities, from time to time as per the rules and regulations in the matter. Attested Xerox copies of such documents shall be furnished to the University.

24. The Security Service Provider shall maintain all statutory registers under the Law same, on demand, to the authority of the University or any other authority under Law.

25. The Tax deduction at Source (T.D.S) shall be done as per the provisions of Income Tax Act/ Rules as amended from time to time and a certificate to this effect shall be provided by the University.

26. In case, Security Service Provider fails to comply with any liability under appropriate law, and a result thereof, the University is put any loss/ obligation monetary or otherwise, the University will be entitled to get itself reimbursed out of the outstanding bills or the Performance Security Deposit of the security Service Provider to the extent of the loss or obligation in monetary terms.

27. The Agreement is liable to be terminated because of non performance, deviation of terms and conditions of contract, non payment of remuneration of employed persons and non payment of statutory dues. The University will have no liability towards non payment of remuneration to the persons employed by the Security Service Provider and the outstanding statutory dues of the service provider to statutory authorities. If any loss or damage is caused to the University by the persons deployed, the same shall be recovered from the unpaid bills or adjusted from the Performance Security Deposit.

## **Financial**

28. The technical Bid should be accompanied with an Earnest Money Deposit (EMD refundable without interest) of Rs.5,000/- drawn in favour of “ **Comptroller of Finance, Rama Devi Women’s University. Bhubaneswar**”

29. The Earnest Money Deposit in respect of the agencies which do not qualify the Technical Bid (First Stage)/ Financial Bid (second competitive stage) shall be returned to them without any interest. In case of successful tenderer, if the agency fails to deploy the required manpower against the initial requirement within 30 days from the date of placing the order, the EMD shall stand forfeited without giving any further notice.

30. The successful tenderer will have to deposit a performance security Deposit of Rs. 25,000/-

31. In case of breach of any terms and conditions attached to this agreement, the performance Security Deposit of the Security Service Provider shall be liable to be forfeited besides annulment of the Agreement.

32. The Security Service Provider shall raise the bill, in triplicate, along with attendance sheet duly verified by the Office of the University in respect of the persons deployed and submit the same to the prescribed authority in the first week of the succeeding month. As far as possible the payment will be released by the second week of the succeeding month.

33. The claims in bills regarding Employees’ State Insurance, Provident Fund, and Service Tax etc. should be necessarily accompanied with documentary proof pertaining to the

concerned bill month. A requisite portion of the bill or whole of the bill amount shall be held up till such proof is furnished.

34. The amount of penalty calculated @ Rs. 100 per day on account of delay, if any, in providing a suitable substitute for the period beyond three working days by the Security Service Provider shall be deducted from its monthly bills in the succeeding month.

35. The competent Authority of the University reserves the right to withdraw or relax any of the terms and condition mentioned above so as to overcome the problem encountered at a later stage.

36. In the event of any dispute arising in respect of the clauses of the agreement shall be resolved through negotiation. Alternatively, the dispute shall be referred to the next higher authority of the University for his decision and the same shall be binding on all parties.

37. All disputes shall be under the jurisdiction of the competent courts located at Bhubaneswar , Odisha .

38. The successful bidder will enter into an agreement with the University for supply of suitable and qualified Security as per requirement of the University on the above terms and conditions.