

NOTICE INVITING TENDER

PLACE: Thapar University, Patiala

NAME OF Work: Contract for providing Security Services,

Sealed tenders are invited under Two-Bid system from reputed agencies for the above said work for a period of one year starting. The tender document can be obtained from the office of the Administration Section Thapar University, Patiala on submission of Rs. 500/- in the form of Demand Draft/Bank deposit receipt on any working day between 10.00 AM to 4.00 PM on or before by 26-05-2017 OR can be downloaded from the university website; www.thapar.edu. The bidder submitting the tender document downloaded from website, shall have to deposit the tender cost of Rs. 500/- (Non-refundable) and EMD of Rs. 50000/- (Refundable) amount in form of Demand Draft of a scheduled bank in favour of Registrar, Thapar University, Patiala along with the tender.

Last date for submission of tender(s) is 29-05-2017 by 5:00 p.m. The Technical Bids shall be opened on 31-05-2017 at 4.00 PM in presence of the bidders who wish to remain present. In case, any holiday falls on the day of opening, the tenders will be opened on the next working day at the same time. The Financial Bids for the bidders whose Technical Bid is found complete and conform the eligibility criteria, shall be opened later. The tenders received after the above said scheduled date and time will not be considered. No tender by fax will be entertained.

Thapar University Reserve the rights to reject any tender or all the tender at any stage.

Registrar

Tender Document

NAME OF Work: Contract for Providing Security Services

GENERAL INSTRUCTIONS TO BIDDERS

1. Eligibility Criteria: The present tender is being invited for the Contract for providing services relating to Security (hereinafter referred to as “Services”):

- I. Annual turnover during the last three consecutive years, must not be less than Rs. 2.0 crore and it must also have the proven experience of executing similar nature of works of security services of value not less than as prescribed above.
- II. The bidder must possess valid Security License from Punjab Police Department, EPF & ESI registration number and all other necessary regulatory/statutory licenses, approvals, permissions, sanctions and registrations to perform the Services. The agencies not possessing the same shall not be considered eligible for participating in the tenders.
- III. The certificates issued by the concerned department, establishing the satisfactorily completion/execution of similar works stating the amount of work executed must be enclosed along with the tender. Copy of Award Letter shall not be considered as proof of work executed.

2. Technical Bid and Financial Bid:

- 2.1. The tender shall be submitted in sealed cover, consisting of separate Technical and Financial Bid for the above mentioned Services. This sealed cover shall contain Technical Bid and Financial Bid sealed in separate envelopes for the above mentioned Services. All the sealed envelopes shall be clearly marked with “Contract for providing Security Services”, address to Registrar, Thapar University, Patiala and name & address of the bidder. The complete tender must be submitted before 4.00 P.M. on 29-05-2017. The tender received after the due date and time shall not be entertained.

3. Earnest Money Deposit (Bid Security):

- 3.1 The bidder shall deposit the earnest money in form of DD/Pay Order of a scheduled bank in favour of Registrar, Thapar University, Patiala payable at Thapar University, Patiala along with the tender document. The interest free refundable EMD amount is Rs. 50000/-
- 3.2 Any Tender not accompanied by Bid Security shall be out rightly rejected.
- 3.3. Bid securities of the unsuccessful bidders will be returned without any interest to them at the earliest after expiry of the final bid validity and latest on or before the 30th day after the award of the contract.

- 3.4. Bid security of the successful bidder shall be returned without any interest on receipt of Performance Security by the THAPAR UNIVERSITY, PATIALA and after signing the agreement.
- 3.5. Bid Security shall be forfeited if the bidder withdraws his bid during the period of Tender validity.
- 3.6. Bid Security shall be forfeited if the successful bidder refuses or neglects to execute the Contract or fails to furnish the required Performance Security within the time frame specified by the Thapar University, Patiala.
- 3.7. The Earnest Money Deposit (Bid Security) will remain valid for a period of forty-five days beyond the final bid validity period.

4. ONE BID PER BIDDER:-

Each bidder shall submit only one tender either by himself or as a partner in joint venture or as a member of consortium. If a bidder or if any of the partners in a joint venture or any one of the members of the consortium participate in more than one bid, the bids are liable to be rejected and the Bid Security/EMD shall not be refunded in such cases.

5. COST OF BID:-

The tender document can be obtained from the office of the Administration Section, Thapar University, Patiala or can be downloaded from the University website: www.thapar.edu. Whjo so ever submit the downloaded tender document is required to submit cost of tender document in the form of Demand Draft. The Demand Drafts of Rs. 500/- (non-refundable) as tender cost and EMD amount Rs. 50000/- (refundable) in favour of Registrar, Thapar University, Patiala shall be submitted along with the tender.

6. VISIT TO THAPAR UNIVERSITY, PATIALA:-

Thapar University, Patiala is a rapidly growing university spread over approx. 250 acre of land. Besides various academic departments, there are several, polytechnics, hostels, residential houses etc. in University campuses. There are several entry/exit points in the campus. The bidders are therefore advised to visit the campus and acquaint themselves with the area, scope of work and operational system thoroughly. The costs of visit shall be borne by the bidder itself. It shall be deemed that the bidder/contractor has undertaken a visit to Thapar University, Patiala and is fully aware of the scope of work and operational conditions prior to the submission of the tender documents.

7. TENDER DOCUMENTS:-

7.1. Contents of Tender Documents.

7.1.1. The Tender Invitation Document has been prepared for the purpose of inviting tenders for Contract for providing Security Services, at Thapar University, Patiala. The Tender document comprises of: **(A) Technical Bid:**

Tender Notice

General Terms & Conditions; Annexure-I

Special Terms & Conditions for Security Arrangement; Annexure-II

Scope of work for Security Arrangement; Annexure-III

Performa for the Manpower Deployment Plan, to be filled up by the bidder; Annexure-IV

Check list for the Technical Bid, Part-A; Annexure-V

Check list for the Technical Bid, Part-B; Annexure-VI

Undertaking (on a Stamp Paper of Rs. 100.00); Annexure-VII

Tender Form; Annexure-VIII

(B) Financial Bid:

7.1.1. Financial Bid for Contract for providing Security Services; Annexure-A

7.1.2. The bidder is expected to examine all instructions, Forms, Terms and Conditions in the Tender document. Failure to furnish all information required by the tender document or submission of a tender not substantially responsive to the tender document in every respect will be at the bidder's risk and may result in rejection of his bid.

7.1.3. The bidder shall not make or cause to be made any alteration, erasure or obliteration to the text of the tender document.

8. PREPARATION OF BIDS:-

8.1. Language.

The bids and all accompanying document shall be in English.

8.2. Documents Comprising the Bid.

8.2.1. The tender shall be submitted in sealed cover. This sealed cover shall contain Technical Bid and Financial Bid sealed in separate envelopes for each work. All the sealed envelopes shall be clearly marked with name of work and name of bidder.

8.2.2. The complete tender must be submitted by 4.00 PM on 29-05-2017. The tender received after the due date and time shall not be entertained.

8.3. BID PRICES:-

8.3.1. Bidder shall quote separately the **Service charges on basic rates in percentage. The rates of wages to be paid will be provided by the Thapar University on the basis of Punjab Government minimum wages circular or as decided by the Thapar University, Patiala.** The ESI, Employer contribution of PF etc. shall be paid in addition to the wages as applicable from time to time. Identity cards of personnel deployed by the

bidder/contractor and all others required for the smooth and satisfactory execution of the work should be issued by the contractor. The statutory deductions like income tax, work contract tax etc. (wherever applicable) shall be deducted from the bills of the contractor. The full winter and Summer Uniform will also be provided by the contractor.

8.3.2. Conditional bids/offers will be summarily rejected.

8.4. FORM OF BID:-

The Form of Bid shall be completed in all respects and duly signed and stamped by authorized representative of the Bidder. If the Bidder comprises a partnership firm, consortium or a joint venture, the Form of Bid shall be signed by a duly authorized representative of each member of participant thereof. Signatures on the Form of Bid shall be witnessed and dated. Copies of relevant power of attorney shall be attached.

8.5. Currencies of Bid and Payment:-

8.5.1. The Bidder shall submit his price bid/offer in Indian Rupees and payment under this contract will be made in Indian Rupees.

8.6. Duration of Contract:-

The contract shall be valid initially for one year however the same can be extended on same rates, terms & conditions for another one year or part thereof with written mutual consent of both the parties.

8.7. Format and Signing of Bid:-

8.8.1. The bidder shall submit one copy of the Tender document and addenda, if any, thereto, with each page of this document signed and stamped to confirm the acceptance of the terms and conditions of the tender by the bidder.

8.8.2. The documents comprising the bid shall be typed or written in indelible ink and all pages of the bid shall be signed by a person or persons duly authorized to sign on behalf of the bidder. All pages of the bid, where entries or amendments have been made, shall be signed by the person or persons signing the bid.

8.8.3. The bid shall contain no alterations, omissions or additions except those to comply with instruction issued by the Thapar University, Patiala, or are necessary to correct errors made by the bidder, in which case such corrections shall be initialed/signed and dated by the person or persons signing the bid.

9. Submission of Bids:-

9.1.1. **The bidder shall submit the Technical Bid of Services in a sealed cover and the Financial Bid for in a separate sealed cover duly super scribed and these sealed covers are to be put in a bigger cover which should also be sealed and duly super scribed.**

9.1.2. The sealed cover of Technical Bid should consist of the following documents:-

- (a) Earnest Money Deposit (Bid Security) for the amount as mentioned
- (b) Self attested one recent passport size photograph(s) of the authorized person(s) of the firm/agency with name, designation, Office/Residential address and office Telephone numbers, whether the bidder is a sole proprietor/partnership firm and if partnership firm, names addresses and telephone numbers of Directors/Partners also;
- (c) Self attested copy of PAN No. card under Income Tax Act;
- (d) Self attested copy of Service Tax or Good & Services Tax (GST) Registration Number whichever is applicable;
- (e) Self attested copy of Valid Registration No. of the Agency/Firm;
- (f) Self attested copy of valid Provident Fund Registration Number;
- (g) Self attested copy of valid ESI Registration Number;
- (h) Self attested copy of valid License and Number under Contract Labour Act, 1970
- (i) Certificate for Security Services from DGP of the State of Punjab and under any other Acts/Rules;
- (j) Proof of Average Annual turnover supported by Audited Balance Sheet;
- (k) Proof of experience supported by documents from the concerned organizations;
- (l) Duly filled and signed all Annexures
- (m) Duly signed General Instructions and Terms & Conditions
- (n) Duly signed Special Terms and Conditions
- (o) Duly signed Scope of Work
- (p) Undertaking
- (q) Duly signed Other papers which are part of the Tender Document
- (r) The Demand Drafts of EMD and cost of the Tender document
- (s) Performa for the Manpower Deployment Plan

9.1.3. The sealed cover of Financial Bid separately for each work should contain only the Price bid in original duly filled in figures and words.

9.1.4. All the sealed covers shall be addressed to the Registrar, Thapar University, Patiala

9.1.5. The tenders shall remain valid and open for acceptance for a period of 90 days from the last date of submission of tender.

9.2. Late and Delayed Tenders:-

9.2.1. Bids must be received in the Registrar, Thapar University, Patiala at the address specified above not later than the date and time stipulated. The Thapar University, Patiala may, at its discretion, extend the deadline for submission of bids. Any bid received by the Thapar University, Patiala after the deadline for submission of bids, as stipulated above, shall not be considered. No tender by fax will be entertained.

10.1. Bid Opening and Evaluation:-

10.1.1. The authorized representatives of the Thapar University, Patiala will open the Technical Bids in the presence of the Bidders or their representatives who choose to attend at the appointed place and time.

10.1.2. The bid of any bidder who has not complied with one or more of the conditions may be summarily rejected at the discretion of the committee.

10.1.3. Conditional bids may also be summarily rejected at the discretion of the committee.

10.1.4. Financial bids of only the technically qualified bidders will be opened for evaluation. The date and time for opening the Financial Bids shall be communicated to the technically

qualified bidders to facilitate for being present at the time of opening the Financial Bids, if they want.

10.1.5. The Financial Bids shall be evaluated for respective services only.

10.1.6. The Financial Bid not conforming to the minimum wages and other statutory obligations like EPF, ESI etc. are liable to be rejected.

10.2 Right to accept any Bid and to reject any or all Bids:-

10.2.1. The Registrar, Thapar University, Patiala is not bound to accept the lowest or any other bid and may reject any or all the bids without assigning any reason at his sole discretion without citing any reason for the same.

10.2.2. The Registrar, Thapar University, Patiala may terminate the contract or reject the bid without refund of the bid security/EMD, if it is found that the agency is black listed on previous occasions by any of the Govt. Deptt./Institutions/Local Bodies/Municipalities/Public Sector Undertakings, etc.

10.2.3. The Registrar, Thapar University, Patiala may reject the Bid in the event that the Bid is accepted but the successful bidder fails to furnish the Performance Security or fails to execute the contract agreement within the time stipulated by Registrar, Thapar University Patiala.

11.1 Award of Contract:-

11.1.1. The Registrar, Thapar University, Patiala will award the contract to the successful evaluated bidder whose bid has been found to be responsive and who is eligible and qualified to perform the contract satisfactorily as per the terms and conditions incorporated in the bidding document.

11.1.2. The Registrar, Thapar University, Patiala will communicate the successful bidder that his bid has been accepted. This letter (hereinafter and in the condition of contract called the "Letter of Offer") shall prescribe the amount which Thapar University, Patiala will pay to the contractor in consideration of the execution of work/services by the contractor as prescribed in the contract.

11.1.3. The successful bidder will be required to execute a detailed contract agreement within a period of 30 days from the date of issue of Letter of Offer and in the event of any inconsistency between the terms of this tender document and the detailed contract agreement to be executed, the clauses of contract agreement shall prevail.

11.1.4. The successful bidder shall be required to furnish interest free Performance Security deposit within 10 days of receipt of "Letter of Offer" for an amount of Rs. 300000/- in the form of an Account Payee DD from a scheduled bank in favour of Registrar, Thapar University, Patiala. The Performance Security shall remain valid for a period of sixty days beyond the date of completion of all contractual obligations. In case the contract period is extended further, the validity of Performance Security shall also be extended by the contractor accordingly.

The bidder shall mention, in the prescribed Performa, the number of the personnel he proposes to deploy on day to day basis, including holidays, for the smooth execution of the Services. Besides this, the bidder shall mention the list of major tools, plants and other equipment that he proposes to use in smooth execution of work.

Signature
of the Bidder with seal

General Terms & Conditions

1. In case any of contractor's personnel deployed under the contract fails to report in time and contractor is unable to provide suitable substitute in time for the same it will be treated as absence.
2. In case any public complaint is received attributable to misconduct/misbehavior of contractor's personnel, a penalty of Rs.1000/- for each such incident shall be levied and the same shall be deducted from contractor's bill. Further the concerned contractor's personnel shall be removed from the system immediately.
3. **In case the contractor fails to commence/execute the work as stipulated in the agreement or unsatisfactory performance or does not meet the statutory requirements of the contract the Registrar reserves the right to forfeit the performance Security and the firm will be black listed for a period of four years from participating in such type of tender.**
4. The Registrar, Thapar University, Patiala reserves the right to cancel or reject all or any of the tender without assigning any reason.
5. Any act on the part of the tenderer to influence anybody in the Registrar, Thapar University, Patiala is liable to rejection of his tender.
6. Every employee of security services so engaged by the contractor shall wear uniform and a badge wearing his/her name, while on duty. The said uniform and badge shall be provided by the contractor at his own cost.
7. The contractor shall engage the men/women for security services only whose age shall be between 18-50 years duly trained for the job. Any exceptions to this clause shall be approved by the Registrar.
8. The contractor shall be responsible to provide immediate replacement to take place of any staff engaged by him, who is not available for duty at the place of posting and such other additional staff as may be required for additional area for which prior information have been given.
9. The contractor shall abide by and comply with all the relevant laws and statutory requirements covered under Labour Act, Minimum Wages and Contract Labour (Regulation & Abolition Act 1970), EPF, ESI, Bonus, Gratuity, Leave etc. with regard to the personnel engaged by him. It will be the responsibility of the contractor to provide details of manpower deployed by him, in the THAPAR UNIVERSITY, PATIALA.
10. The Registrar, Thapar University, Patiala shall have the right to ask for the removal of any person of the contractor, who is not found to be competent and orderly in the discharge of his duty.
11. The contractor shall not engage any sub-contractor or transfer the contract to any other person in any manner.
12. The antecedents of staff deployed shall be got verified by the contractor from local police authority and an undertaking in this regard to be submitted to the Registrar, Thapar University, Patiala.
13. The Contractor will maintain a register on which day to day deployment of personnel will be entered. While raising the bill, the deployment particulars of the personnel engaged during each month, shift wise, if any, should be shown. The Contractor has to give an undertaking duly countersigned by the concerned official of the Registrar,

Thapar University, Patiala, regarding payment of wages as per rules and laws in force.

14. All liabilities arising out of accident or death while on duty shall be borne by the contractor.
15. The contractor and its staff shall take proper and reasonable precautions to preserve from loss, destruction, waste or misuse the areas of responsibility given to them by the Registrar, Thapar University, Patiala and shall not knowingly lend to any person or company any of the effects of the Thapar University, Patiala under its control.
16. The workers/personnel engaged by the contractor shall not accept any gratitude or reward in any shape.
17. The contractor shall be responsible to maintain all property and equipment of the Thapar University, Patiala entrusted to it. Any damage or loss caused by contractor's persons to the Thapar University, Patiala in whatever shape would be recovered from the contractor.
18. The personnel supplied have to be extremely courteous with very pleasant mannerism in dealing with the students/staff/visitors, especially with female students/staff/visitors and should project an image of utmost discipline. The Registrar, Thapar University, Patiala shall have right to have any person removed in case of student/staff/visitor complaints or as decided by representative of the Thapar University, Patiala if the person is not performing the job satisfactorily or otherwise. The contractor shall have to arrange the suitable replacement timely in all such cases.
19. That in the event of any loss occasioned to the Thapar University, Patiala, as a result of any lapse on the part of the contractor or its deputed employee the said loss shall be claimed from the contractor up to the value of the loss. The decision of the Director, Thapar University, Patiala will be final and binding on the contractor.
20. Any liability arising out of any litigation (including those in consumer courts) due to any act of contractor's personnel shall be directly borne by the contractor including all expenses/fines. The concerned contractor's personnel shall attend the court as and when required.
21. The contractor shall deploy his personnel only after obtaining the Registrar, Thapar University, Patiala approval duly submitting curriculum vitae (CV) of these personnel. The Registrar Thapar University, Patiala shall be informed at least one week in advance and contractor shall be required to obtain the Registrar, Thapar University, Patiala approval for all such changes along with their CVs.
22. During the course of contract, if any of contractor's personnel are found to be indulging in any corrupt practices causing any loss of revenue to the Thapar University, the university shall be entitled to terminate the contract forthwith duly forfeiting the contractor's Performance Security amount.
23. If any money shall, as the result of any instructions from the Labour authorities or claim or application made under any of the Labour laws or Regulations, be directed to be paid by the Thapar University, Patiala, such money shall be deemed to be payable by the contractor to the Registrar, Thapar University, Patiala within seven days. The Registrar, Thapar University, Patiala shall be entitled to recover this amount from the contractor by deduction from money due to the contractor or from monthly bill of the contractor.
24. The contractor shall indemnify and hold the Thpaar University, Patiala harmless from and against all claims, damages, losses and expenses arising out of, or resulting from the works/services under the contract provided by the contractor.
25. The bidder should be registered with the concerned authorities of Labour under Contract Labour (R&A) Act 1970.

26. Only physically fit personnel shall be deployed for duty by the contractor.
27. The contractor shall ensure that the personnel deployed by him shall not take part in any staff union and association activities.
28. The THAPAR UNIVERSITY, PATIALA shall not be responsible for providing residential accommodation to any of the personnel of the contractor.
29. The THAPAR UNIVERSITY, PATIALA shall not be under any obligation for providing employment to any of the worker of the contractor after the expiry of the contract. The THAPAR UNIVERSITY, PATIALA does not recognize any employee employer relationship with any of the workers of the contractor.
30. If as a result of post payment audit any overpayment is detected in respect of any work done by the agency or alleged to have done by the agency under the tender, it shall be recovered by the THAPAR UNIVERSITY, PATIALA from the contractor.
31. The contractor shall provide the copies of relevant records during the period of contract or otherwise even after the contract is over whenever required by the THAPAR UNIVERSITY, PATIALA.
32. The contractor will have to deposit the proof of depositing employee's contribution towards PF/ESI etc. of each employee on monthly basis.
33. The contract is likely to commence from **01.06.2017** and would be continue till a period of One year, unless it is curtailed or terminated by this office owing to deficiency of service, substandard quality of the material/attendants deployed, breach of contract, reduction or cessation of the requirement of work.
34. A man day shall consist of eight hours of satisfactory work by a worker. A man month will consist of 26 such man days. The person deployed by the contractor will not be entitled to any leave by the University.
35. **Payments of wages must be paid through bank account transfer or through net banking, cheque or Demand Draft and wages must be paid upto 7th of every month. No cash payment will allowed.**
36. **Previous payment Voucher must be attached with the bill clearly mentioning the deduction of E.S.I, E.P.F. along with Account No. of all deputed employees at Thapar University, Patiala**
37. **In case deduction for E.S.I, E.P.F., labour cess etc are found incorrect or not deposited with the concerned authority in time the Security amount may be forfeited at the discussion of the University.**
38. If any employee deployed by the Contractor goes to the ALC or Labour court, the Contractor shall be liable for ALC, Labour Court proceedings.
39. ***Wages shall be paid as per Thapar University prescribed rates which are based on Punjab Govt. minimum wages or D.C. Patiala rates. If Thapar University rates are revised during the financial year the wages should be paid as per revised rates along with arrear.***
40. Termination of services of any person deployed by the Contractor shall be made by a letter of termination by the Contractor, University will not issue any letter in this regards.

41. The contractor shall deploy security at the main gates and other area for security services in consultation with the Administrative Officer of the University.

The duty hours of the deputed Personnel will be as under :

Security Staff :

First Shift	:	8:00 A.M. to	4:00 P.M.
Second Shift	:	4:00 P.M. to	12:00 MN
Third Shift	:	12:00 M,N. to	8:00 A.M.

41. **OBLIGATION OF THE CONTRACTOR:-**

- a. The contractor shall ensure full compliance with tax laws of India with regard to this contract and shall be solely responsible for the same. The contractor shall submit copies of acknowledgements evidencing filing of returns every year and shall keep the Employer fully indemnified against liability of tax, interest, penalty etc. of the contractor in respect thereof, which may arise.
- b. The THAPAR UNIVERSITY, PATIALA will deduct Income Tax at source under Section 194-C of Income Tax Act from the contractor's bill at the prevailing rates. Any other statutory deductions, if required shall also be made as applicable.

43 **Dispute Resolution:-**

Any dispute and or difference arising out of or relating to this contract will be resolved through joint discussion of the authorities' representatives of the concerned parties. However, if the disputes are not resolved by joint discussions, then the matter will be referred for adjudication to a sole Arbitrator appointed by the, THAPAR UNIVERSITY, PATIALA.

43.2 The award of the sole Arbitrator shall be final and binding on all the parties. The arbitration proceeding's shall be governed by Indian Arbitration and Conciliation Act 1996 as amended from time to time.

43.3 The cost of Arbitration shall be borne by the respective parties in equal proportions. During the pendency of the arbitration proceeding and currency of contract, neither party shall be entitled to suspend the work/service to which the dispute relates on account of the arbitration and payment to the contractor shall continue to be made in terms of the contract.

44. **GOVERNING LAWS AND JURISDICTION OF COURT:-**

The courts at Patiala shall have the exclusive jurisdiction to try all disputes, if any, arising out of this agreement between the parties. The Contract shall be governed and construed in accordance with the laws of republic of India.

45. Payment to the contractor: The payment to the contractor for the work done/service provided shall be made on monthly basis subject to the following:

45.1 The work has been satisfactorily executed, as per the Terms & Conditions of the contract, for the month for which the contractor has raised the bill.

45.2 The disbursement of the wages to the workers should be paid by the Contractor for the month for which payment to the contractor is under consideration.

45.3 The Contractor shall submit duly certified bills/invoices and the same shall be cleared after due verification and subject to deduction of costs, charges, taxes (if any) etc.

Signature
of the Bidder with seal

SPECIAL CONDITIONS FOR SECURITY ARRANGEMENT

1. The contractor shall ensure that all the instructions by the officer-in-charge, THAPAR UNIVERSITY, PATIALA or his authorized representative are strictly followed and there is no lapse of any kind.
2. No outsider shall be allowed to enter the campus without issuance of proper gate pass.
3. No items are allowed to be taken out without proper gate pass issued by the officer-in-charge, THAPAR UNIVERSITY, PATIALA or his authorized representative. The specimen signature of such authorized officer will be available with the security personnel.
4. The contractor shall ensure deployment of at least 85% trained and educated among the security personnel. Sufficient number of female security personnel shall be deployed in consultation with THAPAR UNIVERSITY, PATIALA.
5. The security personnel should be trained to extinguish fire with the help of fire extinguishing cylinders and other firefighting material available on the spot. They will also help the firefighting staff in extinguishing the fire or in any other natural calamities.
6. The security person on duty shall not leave his post until his reliever reports for duty.
7. The work shall be executed as per the scope of work with utmost sincerity and no lapse of any sort shall be allowed.
8. The contractor shall ensure the compliance of all the statutory laws, rules, regulations, notifications etc. and maintain all the records required under the applicable laws.
9. The personnel engaged by the contractor to provide the Service to Thapar University, Patiala shall remain the employees of the Contractor for all the times and shall not have any claim or demand for employment against Thapar University, Patiala at any time whatsoever. The Contractor shall be solely responsible for compliance of all the statutory provisions in respect of its employees including but not limited to ESI, PF, Gratuity and Insurance etc.
10. The Security Guard cum driver must possess valid driving license to drive light and heavy motor vehicles i.e. Ambulance etc

Signature
of the Bidder with seal

SCOPE OF WORK FOR SECURITY ARRANGEMENT

THAPAR UNIVERSITY, PATIALA is a rapidly growing university spread over 250 acre of land. Besides various academic departments, there are several, polytechnics hostels, residential houses etc. in the University Campus of the university. There are several entry/exit points in the campus..

The security arrangement at THAPAR UNIVERSITY, PATIALA as covered in the tender includes mainly the following: The list of deputed staff will be provided alongwith the work order.

1. Tentative Round the clock security arrangement shall be provided to ensure protection of the students, personnel and property of the university, at the following tentative points. The final points may be given at the time of offer by the Administrative Officer, Thapar University, Patiala

Sl.No.	Location	No. of Points
1.	Main Gate	1
2.	Main Hall	1
3.	C- Block	1
4.	D- Block	1
5.	Cycle Stand 1	1
6.	Opp. State Bank of Patiala TU Branch	1
7.	P.G. Hostel	1
8.	E- Hostel	1
9.	C- Hostel	1
10.	B- Hostel	1
11.	Girls Hostel	1
12.	Hostel – J	1
13.	COS Building	1
14.	Kali Gate	1
15.	Carrier Gate (Near Staff Colony)	1
16.	Core Building	1
17.	Swimming Pool	1
18.	Petroling	1
19.	TCIRD Main Gate	1
20.	Director Bungalow	1
21.	Library	1
22.	All new hostels	1

2. The deployment points will also be provided by the Administrative Officer at the time of award of letters.
3. The scope also includes prevention of trespassing and entry of stray dogs & cattle, anti-social elements, unauthorized persons and vehicles in the campus of THAPAR UNIVERSITY, PATIALA.

4. The scope also includes the provision of patrolling vehicle Motor Cycle, (**For Motor Cycle, Diesel/ Petrol will be provided by the contractor**), setting up the Control Room, communication equipment like wireless sets (some walkie talkie will also be provided by the University), torches, batteries etc.
5. The scope covers the watch & ward of the vehicles parked in the parking lots of the university campus including that of residences.
6. The scope of work covers the watch & ward of flower plants, trees and grassy lawns to prevent any damage by the staff, students, outsiders or stray cattle.
7. The scope includes the care of water taps, valves, water hydrants etc. installed in the open all over the campus.
8. The scope covers the firefighting operation in case there is a fire.
9. Round the clock security arrangement of entire THAPAR UNIVERSITY, PATIALA North and South campuses including all institutional buildings (residential & non-residential), constituent colleges, polytechnic, schools, hostels, all entry/exit points.
10. The approximate minimum manpower required is as under. The strength may decrease or increase as per the university requirements and will be intimated before the work order given

The tentative staff : Security Guard : 90; Security Guard cum driver : 6 Security Supervisor : 05. The strength is tentative and it may be increased or decreased,

Signature
of the bidder with seal

PERFORMA FOR CONTRACT FOR PROVIDING SECURITY SERVICES

The bidder shall mention the number of personnel assessed by him while quoting the rates and found necessarily to be deployed for the smooth execution of the work in the following Performa. The committee will discuss the plan given by the company.

Sl.No.	Category	Number of personnel on working days	Number of personnel on week ends and other holidays
1.	Security Arrangement: i. Security Guard ii Security Guard cum Driver iii. Supervisors		

- Note:
1. The bidder should furnish the above information very carefully, keeping in mind the complete scope of work. The number proposed above must be adequate enough to execute the work smoothly.
 2. The bidder should also provide the list of various major equipment, he proposes to put in use if the contract is awarded.

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CHECK-LIST FOR TECHNICAL BID

PART-A

Sl. No	Documents asked for	Page number at which document is placed
1.	Earnest Money Deposit (Bid Security) of Rs. _____ in form of DD/Pay Order	
2.	One Self attested recent passport size photograph of the authorized person of the bidder, with name, designation, address, and telephone numbers. If the bidder is a partnership firm, name designation, address and office telephone numbers of Directors/Partners.	
3.	Undertaking on a Stamp paper of Rs. 100/- as per the given Format, Annexure	
4.	Self-attested copy of PAN card along with the copy of Income Tax return of the last financial year.	
5.	Self-attested copy of Service Tax or Good & Services Tax (GST) Resignation Number, whichever is applicable	
6.	Self-attested copy of Registration Number of the firm/agency	
7.	Self-attested copy of valid EPF Registration Number	
8.	Self-attested copy of valid ESI Registration Number	
9.	Self-attested copy of valid License No. under Contract Labour (R&A) Act-1970	
10.	Proof of satisfactorily execution of similar works as specified in the Eligibility Criteria, Annexure-I	
11.	Self-attested copy of Annual Income Tax Returns of previous three years supported by audited balance sheet	
12.	Copy of certificate / License from the competent authority to provide security services.	
12.	Any other documents, if required.	

Signature
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CHECK-LIST FOR FINANCIAL BID

PART-B

Sl. No.	Information to be provided	To be filled by the Bidder	For Office Use
1.	Annual Turnover (Rupees in Lakhs) during previous three years		
2.	Manpower on roll (different category)		
3.	Experience of similar works in years		
4.	Volume of similar works done during last five years as per eligibility criteria		
5.	Number of trained supervisory staff		
6.	ISO Certification of the firm, if any		
7.	Any other information		

Note: Photocopies of all necessary documents duly self-attested must be attached for verification of the information provided.

Signature
of the Bidder with seal

(ON A STAMP PAPER of Rs.100/-)

UNDERTAKING

To

(Designation and Name of the concerned Department)

Name of the firm/Agency_____

Name of the tender_____ Due date:_____

Sir,

1. I/We hereby agree to abide by all terms and conditions laid down in tender document.
2. This is to certify that I/We before signing this bid have read and fully understood all the terms and conditions and instructions contained therein and undertake myself/ourselves abide by the said terms and conditions.
3. I/We abide by the provisions of Minimum Wages Act, Contract Labour Act and other statutory provisions like Provident Fund Act, ESI Bonus, Gratuity, Leave, Relieving Charges, Uniform and Allowance thereof and any other charges applicable from time to time. I/We will pay the wages to the personnel deployed as per Minimum Wages Act as amended by the Government from time to time and shall be fully responsible for any violation.

ONLY FOR SECURITY ARRANGEMENT

4. I/We shall provide minimum 75% security guards amongst the category of Trained. Sufficient number of women security guards as per direction of THAPAR UNIVERSITY, PATIALA will be provided.
5. I/We do hereby undertake that complete security of the University shall be ensured by our Security Agency, as well as any other point considered by our Agency.

(Signature of the Bidder)
 Name and Address of the Bidder.
 Telephone No.

Annexure -VIII

TENDER FORM FOR

<p>Affix duly Attested P.P. Size recent photograph of the prospective bidder.</p>

SNo.	Particulars	
1.	Name and Address of firm/Agency (Kindly attach proof)	
2.	Registration number of the firm/Agency (Kindly attach proof)	
3.	Name and Address & Telephone number of Auth. Person	
4.	Please specify as to whether Tenderer is sole proprietor/ Partnership firm. Name and Address and Telephone No. of Directors/partners should specified.	
5	Copy of Pan Card Issued by Income Tax Department (Attach Proof)	
6	Mention Income tax Return of last three years (Kindly attach and also mentioned in lacs)	
7	Provident Fund Account No.	
8	ESI Number	
9	License Number under contract Labour (R&A) Act, if any	
10	Details of Tender Cost and EMD Amount	
11	Details of ISO Certificate, if any	
12	Certificate from DGP Punjab and others	

FINANCIAL BID FOR SECURITY ARRANGEMENT

Annexure-A

Rates to be quoted by the bidder must be as per cost analysis given below

SL. No.	Description		
1	Basic rates (as per Thapar University rates based on Punjab Government Minimum wage Rates from time to time)	The Rate of wages will be provided by the Thapar University, Patiala based on Punjab Govt. minimum wages rates	
2	E.P.F.on basic rates (as per Govt. rules/ Act from time to time)	(As per Govt. Rules/Act from time to time)	
3	ESI on basic rates (as per Govt. rules/ Act from time to time)		
4	Service Charges (On basic rates) – Kindly mention here		
5	Service Tax or Good & Services Tax (GST) whichever is applicable on Sub total amount (As per Govt. rules from time to time)	(As per Govt. Rules/Act from time to time)	

Note: -i) The security arrangement shall be provided on all 7 days in a week.

ii. In case of any ambiguity in rates between the figures and words, the rates quoted in words shall prevail.

**Signature
of the bidder with seal**