

TENDER DOCUMENT

Common to All Tenders/ EOI

Tender Schedule

- | | |
|--|---|
| a) Last Date and Time for the submission Tender Document : | 28.07.2018 up to 3.00 PM
by Speed Post/ Registered
Post/Courier |
| b) Date and time for opening of the Technical Bids: | 28.07.2018 at 4.00 PM in
the office of the Registrar,
G. M. university |
| c) Cost of Tender Paper: | Rs.500/- (Rupees Five
hundred only) in shape of
Bank Draft in favour of
Comptroller of Finance,
G.M.University, Sambalpur |
| d) Bid Security (EMD): | Rs.5000/- (Rupees Five
thousand only) in shape of
Bank Draft in favour of
Comptroller of Finance,
G.M.University, Sambalpur |

Note: Late bid shall be out rightly rejected.

Sd/-
REGISTRAR

**GANGADHAR MEHER UNIVERSITY
SAMBALPUR, ODISHA.**

NOTICE INVITING TENDER

Gangadhar Meher University (GMU), invites sealed Tender for **providing SECURITY man power Service**. Details of the terms and conditions of tender are available on GMU's website

www.gmuniversity.ac.in.

BIDDER'S PROFILE

(To be filled in & returned with the documents)

1. Full Name of the Firm
(In Capital letters)

2. Firm Address

3. Telephone No

Office:-

Residence:-

Mobile :-

Fax No :-

4. Name / Names of Proprietors ,
Partners / Directors.

5. Registration certificate under GST Act must be furnished

6. Income Tax account number / PAN Number
(Last Income Tax Clearance certificate to be attached)

7. Details of similar past work and . experience of similar nature. (Certificate from the past employer should be enclosed)

I do hereby certify that the above mentioned particulars are true and correct.

Signature of the Bidder

PROFORMA OF TENDER FOR PROVIDING MANPOWER

With reference to Notice No. _____/GMU Dated _____

1. Name of the party/Agency/Firm/Company/Organisation _____
2. Address of the Registered Head Office and Branch Office _____

Phone No. _____ E-mail ID _____

3. Details of Certificate of Incorporation (Xerox copy to be attached):
4. Details of Labour License/Registration under the contract Labour(Regulation & Control) Act.1970 (Xerox copy to be attached):
5. PAN Card No: _____ (Xerox copy to be attached)
6. Bank Account No. _____ (Xerox copy to be attached)
7. E.P.F. Registration No. _____ (Xerox-copy to be attached)
8. E.S.I. Registration No. _____ (Xerox copy to be attached)
9. G.S.T. Registration No. _____ (Xerox copy to be attached)
10. IT return and Audit report of the party/Agency/Firm/Company/Organization for the last three financial years (FY2015-16,FY2016-17 & FY2017-18)
11. Annual Turn Over for the last three financial years (FY2015-16,FY2016-17 & FY2017-18).
12. Balance Sheet for the last three financial years (FY2015-16,FY2016-17 & FY2017-18).
13. Details of past experience of executing similar nature of work in following format:-

Sl. No.	Name and address of client organization	Type of man power provided	Period of Contract		Amount of the Contract (in Rs)
			From	To	

14. An affidavit stating that the said party/ Agency/ Firm/Company/Organization is not blacklisted by the Govt. of Odisha / Govt. of India and have not found guilty in any court during last 3 years.

15.EMD details of Rs.5000/- in shape of Demand Draft in favour of "Comptroller of Finance, G.M. University" and Payable at UCO Bank, Budharaja Branch

Name of Bank _____ Bank Draft No. _____ Date _____

DECLARATION

Certified that the above mentioned particulars are true to the best of my knowledge and belief. In case, any above statement is not found correct, my Tender may be rejected.

I also confirm that our offer shall be valid for two year from the date of finalization of Tender. I also authorize to the Registrar, G.M. University to forfeit my Security Money Deposit in case of my Tender is accepted and I fail to execute the job for whatever reason there may be.

Date

Signature of Tendered with Seal

Place

(Full name)

1. Rate per person per month (8 hours per day) inclusive of all statutory liabilities taxes, levies, cess etc:

Sl. No.	Type of Manpower	Basic Rate	EPF (13.36%)	ESI (4.75%)	Service Charges	G.S.T.	Total 3+4+5+6+7
1	2	3	4	5	6	7	8
1	Un Armed Security (male)						
2	Un Armed Security (female)						
3	Armed Security						

Date
Place

Signature of Tenderer with Seal
(Full Name)

- The wages shall not be less than the minimum daily wages approved by the Government of Odisha, Labour and ESI Department. Violating this at any stage will lead to rejection of Tender or termination of service.
- The Service Charge should be more than the TDS amount. The Agency quoting service charge equivalent or less than IDS amount will be rejected out rightly.
- In case of Service Charges and marks of two or more Agencies/Firm/Companies remains the same, the selection will be made in favor of the Firm/Agency/Company in terms of having (i) **higher turnover**, (ii) **higher net profit (in amount) as per Income Tax returns** and (iii) **more experience in providing service of similar scale**.
- 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 performed by each person. The E.S.I. and E.P.F. dues of the employees along with the G.S.T. deposited by the Manpower Service Provider will be submitted every month with the bills by 1st week of every month or else that monthly bill will be held up for payment.
- Eligibility of manpower to be deployed: - (*)**
 - The Armed Security Guard must have the required License to this effect.
 - Persons deployed must adhere to minimum physical standard required for this purpose.
- In case the tenderers are signed by the Authorized Signatory, a copy of the power of attorney/authorization may be enclosed along with tender.

TERMS AND CONDITIONS FOR PROVIDING SECURITY SERVICE

1. A sum of Rs. 5000/- (Rupees five thousand) only shall be deposited as Earnest Money Deposit (EMD) in shape of B.D. in favour of "Comptroller of Finance, G.M. University" payable at UCO bank, Budharaja. The Earnest Money Deposit shall be refunded to the unsuccessful bidder after finalization of the quotations.
2. i. The selected party/Agency/Firm/ Company/Organization shall deposit "Security Money Deposit" of Rs. 1,00,000/- (Rupees one lakhs) only in favour of "Comptroller of Finance, G.M. University" payable at UCO bank, Budharaja in shape of DD in addition to EMD.
ii. The EMD will be returned without any interest to the service provider, after the completion of satisfactory services as per term and conditions.
3. The security money Deposit will be forfeited if the successful bidder fails to execute job whatever reason there may be.
4. The firm must have at least three years of experience. The firm must have at least three years experience. The firm must have valid certificate of Incorporation, labour license, PSARA License, PAN number, E.P.F. Registration, E.S.I. Registration, G.S.T. Registration, Income Tax Return and Audit Report for last three financial years, Annual Turn Over, balance Sheet.
5. Irregular service or bad behavior or willful absence of the labourer and which may cause termination of approval without prior notice.
6. The Security Guards must be literate staffs with minimum educational qualification who work for eight (8) hours daily. All the educational certificates of the Security guard/ Supervisors will be verified by the G.M. University authority before starting of the work. The full particulars of the guard to be deployed by the agency including their names and addresses shall be furnished to G.M. University along with testimonials before they are actually deployed for the job. The agency shall not deploy or shall discontinue deploying the person(s), without consent of the G.M. University at any time without assigning any reason whatsoever.
7. The bidder shall undertake to supply the Security guard having minimum physical standards as per the Government of Odisha notification failing which the agreement will be terminated. The Security Guards & Supervisors should be preferably Ex-service men & Ex- Police men.
8. The University shall not be liable to the Security Service Provider/Contractor in any manner for any loss; damage caused to the Security Guards.
9. The rates of different categories of security guard shall not be less than the rates of minimum wages prescribed by the Government of Odisha from time to time under the Contract Labour (R&A) Act, 1970 and the Minimum Wages Act, 1948.
10. The Security Service Provider will have no liberty to seek revision of rates of wages and the service charges for different category or Security guard without any hikes by the Govt. of Odisha.
11. For attending of such duty the Authority of G.M. University will exercise his power to fix the rate of wages for payment as and when revised by the department of labour, Govt. of Odisha and

which shall be applied to the G.M. University or by negotiation with the party on a written request.

12. The payment to the Security Service Provider/Contractor will be made after the execution of satisfactory work and obtaining due certification from Controlling Officer. The Agency shall make payment of wages to workers engaged by it by the stipulated date irrespective of any delay in settlement of its bill by the G.M. University for whatever reason. The Agency shall also be responsible for the insurance of its guard. The security agency shall specifically ensure compliance or various Laws/Acts, including but not limited to with the following and their re-enactments/amendments/modifications. The agency shall be solely liable for all payment/dues of the Workers employed and deployed by it. The agency shall fully indemnify G.M. University against all the payments, and liabilities whatsoever incidental or directly arising out of or for compliance with or enforcement of the provisions of any of the labour or other laws to the extent they are applicable to establishment /work in G.M. University premises/facility. If any complaint with regard to non payment of wages or allowances and statutory benefits is received, on that eventuality, the amount shall be adjusted out of the bills, Security Money Deposit of the security service provider.
13. The successful bidder/tenderer must establish its office in Burla/Sambalpur for smooth functioning of the work.
14. The Security Service Provider/Contractor shall not entrust the work to any other party or parties.
15. The Security Service Provider shall provide smart and professionally looking/uniform with name badges to its guard deployed at G.M. University at its own cost and ensure that they are used by the guard deployed and are maintained in good condition. The incidentals, such as, belt, shoes, socks, caps, torch with cell, cane stick, gun with license etc shall be borne/ supplied by the Agency at its own cost.
16. All staffs of the organization shall wear photo identity card during the period of work, which shall be duly signed by the University authority/ representative of the organization.
17. The successful bidder at its own cost and expenses shall provide the trained Security Guard within the age group of 18 to 35 years to perform the watch and ward work on shift wise at all of the places as and when required with the instructions of the authorities of University. The security Guard shall be deployed round the clock in 3 shifts at the G.M. University to safeguard the premises. One shift is equal to 8 Hours.
18. The successful bidder at its own cost & expenses and with all its liabilities maintains the Security.
19. The successful bidder shall pay all statutory contribution payable by the employer (the bidder) under the provisions of the various labour laws and other laws in force and applicable during operation or the contract.
20. The security service provider shall deploy/arrange the Security staff in accordance with the Security guidelines and in strict observance of the leave rules and other rules applicable to it.
21. In case of any theft or pilferages, loss or other offences, the agency will investigate and submit a report to G.M. University and maintain liaison with the police. FIR will be lodged by G.M. University, wherever necessary. If need be, joint enquiry comprising of both the parties shall be conducted and responsibility will be fixed. The security service provider shall be responsible

before the authority for any loss or damage on account of any act of commission or omissions on the part of the Security staffs and shall be liable for compensating the G.M. University on such account. If the security service provider fails to deposit the amount against such loss or damage, the same shall be deducted by G.M. University from the Security Money Deposit reserving the right to recover the deficit amount by adopting other mode of recovery. In case of frequent lapses on the part of the security guard deployed by the agency, G.M. University shall be within its right to terminate the contract forthwith or take any other action without assigning any reason whatsoever.

22. The security service provider shall be responsible for all statutory payments including the taxes in respect of the security guard.
23. Income Tax/TDS shall be deducted at the prescribed rate as per provisions of Income Tax Act.
24. The security service provider shall raise their bills in triplicate by quoting Order No. and date for the payment and payment shall be made within 2nd week of the month.
25. The bills shall be submitted with all the particulars i.e. E.P.F. and E.S.I. contribution, Service Tax Challan / Vouchers of the preceding month with signature of the Authorized Representative of the security service provider, absentee statement of the Security guard of the previous months to the Officer concerned of the institution for verification. In the event of the failure on the part of the security service provider to comply with the above, the Officer concerned of the G.M. University has right to withhold the payment of the bills. Any interest/penalty imposed on the Agency by the Statutory Authorities shall be liable to pay such interest/ penalty by the Security Agency and the G.M. University shall not be held responsible in respect of statutory deposits.
26. The entire financial liability in respect of Security services deployed in the Authority shall be that of the Security Service Provider and the G.M. 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 Authority.
27. The bidder shall have no claim whatsoever against G.M. University for any loss / damage caused to the security service provider and to its guard as well as properties by reasons of war, accident, disaster, riot, commotion, disturbance, pestilence, epidemical sickness, strike, lockout, earthquake, fire, storm, flood, explosion or any change in the nature, breakdown of plant or machinery for whatsoever reasons. If the performance in whole or part of any terms/ obligations under the contract is prevented or delayed by any such eventuality for period of exceeding fifteen Days, the contract may be terminated at the discretion of the executants by G.M. University.
28. In case of any strike, the agency must intimate G.M. University authority prior to 7 days or legal action will be taken against the agency.
29. G.M. University will not recognize any union of the private security guard engaged by the selected bidder. If it is formed the selected bidder will be held responsible for the same.
30. The security service provider shall furnish the records/ documents/ original vouchers/ challans in respect of statutory deposits in respect of the Security Guard to the officer concerned of the G.M. University as and when required, failing which the management has every rights to terminate the contract with one month notice to that effect. The authority of G.M. University

has the right to add in addition to the above terms and conditions as may be considered proper at the time of execution of the agreement. The Agency should have their own Bank Account in the name of Firm.

31. The security agency must be approved by Home Deptt. of Govt. of Odisha and must follow all the provisions of the Private Security Agencies (Regulation) Act, 2005 and Odisha Private Security Agencies Rules, 2009 and relevant guidelines.
32. All the guard must be trained as per the standards of private security agencies rules, 2009 of Govt. of Odisha. The guard enrolled must produce training certificate while joining along with police verification credential.
33. All the security guard will appear before the Security Scrutiny Committee with documents regarding training, police verification before the start of the work. It's the responsibility of the selected agency to select proper candidate and make them appear before Scrutiny committee. After approval of the Committee, the security guard will be allowed to work.
34. The Security Service Provider shall be responsible for opening/closing of the building and rooms as necessitated/directed by G.M. University on working and closed days. The Security Service Provider shall ensure that water taps/lights/ ACs are not left open/on after close of working hours on normal working days as well as on off days, as the case may be. The Security Service Provider shall maintain records of inward and outward movement of men/women (G.M. University Employees, and also regulation of guests and visitors), materials and vehicles, etc. with proper check on the same as per instructions given from time to time by G.M. University. The security guard deployed shall take regular rounds of the premises to maintain vigil and remain alert. The security guard shall be duly trained in Fire Safety Operations. The Security Service Provider shall keep the G.M. University informed of all the matters of security and co-operate in the investigation of any incident relating to security.
35. The Security Service Provider shall provide Security services by deploying adequately trained and well disciplined security Guard to safeguard the G.M. University, buildings, moveable and immovable assets, equipment and other items at the above address from any thefts, pilferage or damage and also ensure safety of the employees, visitors, guests or any other persons working in its campus. The Security Service Provider shall ensure that security staff appointed by them is fully loyal-to and assist the G.M. University during normal periods as well as during strike and other emergencies for the protection and guard of the property both moveable and immovable to the entire satisfaction of the G.M. University.
36. The Security Service Provider shall be In-charge of the security system and shall be responsible for the efficient rendering of the service under the contract. While working at the premises of G.M. University, they shall work under directives and guidance of Officer-in-Charge, G.M. University and will be answerable to Officer-in-Charge, G.M. University. This will, however, not diminish in any way, the Security Service Provider's responsibility under contract to the G.M. University.
37. A senior level representative of the Security Service Provider shall visit G.M. University premises at least in a fortnight and review the service performance of its guard. During the weekly visit, Security Service Provider's representative will also meet the G.M. University Officer dealing with

service under the contract for mutual feedback regarding the work performed by his guard and removal of deficiencies, if any, observed in their working.

38. The day-to-day functioning of the services shall be carried out in consultation with and under direction of the G.M. University. Proposals for efficient functioning of the security systems shall be discussed, considered and implemented from time to time by the Security Service Provider with approval of G.M. University.
39. In the event of any security guard being on leave/absent, the Security Service Provider shall ensure suitable alternative arrangement to make up for such absence. To meet such eventualities the Security Service Provider shall make provision for leave reserve.
40. As and when G.M. University requires additional security strength on temporary or emergent basis, the Security Service Provider will depute such security guard under the same terms and conditions. For the same, a notice of two days will be given by the G.M. University. In case of non-compliance/non-performance of the services according the terms of the contract, the G.M. University shall be at liberty to make suitable deductions @Rs.100/-per day from the bill without prejudice to its right under other provisions of the contract.
41. If the security guard deployed by the Security Service Provider any time are found absent from duty or sleeping or found engaged in irregular activities, the G.M. University shall deduct the requisite amount at the pro-rata rates from the bill of the Security Service Provider besides imposition of penalty for non-observance of the terms of contract.
42. The Security Service Provider shall arrange to maintain at the security desk/post, the daily shift-wise attendance record of the security guard deployed by it showing their arrival and departure time. The Security Service Provider shall submit to G.M. University an attested photocopy of the attendance record and enclose the same with the monthly bill.
43. The security guard deployed by the Security Service Provider shall have at least the minimum elementary knowledge of reading and writing so as to be able to make entries in the registers kept at the security desk/post whenever required and also to write their names in the attendance register and mark their arrival and departure by signing in the register.
44. The Authority reserves all the right to withdraw or relax any or the terms and conditions mentioned above so as to overcome the problem encountered at a later stage.
45. In the event of any dispute arising in respect of the clauses of the agreement, the same shall be resolved through negotiation. Alternatively the dispute shall be referred to the next higher authority or controlling officer for his decision and the decision of the Vice Chancellor shall be the final and binding to the all parties.
46. All disputes shall be under the jurisdiction of Sambalpur court only where the headquarters of the authority who has executed the agreement is located.
47. All the pages and papers of the Tender document will be self-attested with seal of the party / Agency/Firm/Company/Organization.
48. The G.M. University reserves all the right to cancel any or all/accept any or all the tenders without assigning any reason thereof. The decision of the Authority of the G.M. University shall be final and binding to all the bidders.
49. The University reserves all the right to termination of contract at any time with one month notice.

50. These terms and conditions are part of the Contract/Agreement as indicated in the Agreement between G.M. University and the Security Service Provider and any non-compliance shall be deemed as breach of the Contract/Agreement.


REGISTRAR
GANGADHAR MEHER UNIVERSITY
SAMBALPUR

ADHERENCE TO MINIMUM PHYSICAL STANDARDS

Standard of physical fitness for Security Guards deployed by the security service provider is specified below:-

1.

(i) Height, 165cms (for female 155 cm), Weight according to standard table of Height and weight, Chest 80 cm with an expansion of 4 cm (for females no minimum Requirement for chest measurement); Provided that a person belonging to Scheduled Tribes, is eligible for relaxation of height by 5 cm.

(ii) Eye sight: - Far sight vision 6/6, near vision 0.6/0.6 with or without correction, free from colour blindness, should be able to identify and distinguish colour display in security equipment and read and understand display in English alphabets and Arabic numerals.

(iii) Free from knock knee and flat foot and should be able to run one kilo meter in six minutes.

(iv)Hearing: - Free from any defect; able to hear and respond to the spoken voice and alarms generated by security equipment.

(v) The candidate must have dexterity and strength to perform searches, handle objects and use force for restraining the individuals in case of need.

2. A candidate must be free from any contagious or infectious disease; He must not be suffering from any disease which is likely to be aggravated by service or is likely to render him unfit for service or endanger the health of the public.

3. The security service provider shall ensure that every security guard working for it undergoes a medical examination after every six months from his last such examination so as to ensure his continued maintenance of physical standard as prescribed for the entry level.


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