



# Indira Gandhi National Tribal University, Amarkantak

(A Central University established by an Act of Parliament)

Mekal Sadan, Kapildhara Road

Amarkantak – 484 886 (M.P.)

## **TENDER FOR DEPLOYMENT OF PRIVATE SECURITY AGENCIES**

Sealed offers in two-bid system are invited from registered Private Security Agencies (PSA) having their own Offices in major Cities/Towns providing services of Security Guards, Armed, Unarmed guards & Allied Services at the University Campus/Offices/Hostel (Boys & Girls) of Indira Gandhi National Tribal University, Amarkantak, District-Anuppur (MP).

Tender Forms can be obtained from office of the Registrar and on payment of Rs. 1000.00 (Non-Refundable) by way of Demand Draft/ Pay Order favoring Indira Gandhi National Tribal University, Amarkantak, District-Anuppur (MP). However, for Tender Forms downloaded from the University website [www.igntu.ac.in](http://www.igntu.ac.in) and Demand Draft will be submitted along with the Techno-commercial Offer.

Date of commencement of issue of Tender :	30.06.2014
Last date for submission of Tender :	23.07.2014
Opening of Techno-commercial Offer :	24.07.2014

All conditions and parameters will be evaluated with reference to the firms submitting the tenders. The Indira Gandhi National Tribal University reserves the right to reject any/all applications without assigning any reason whatsoever.

### **SCOPE OF THE WORK**

Deployment of approximately 03 Supervisors, 80 Unarmed Guards and 03 Armed Guards at University Campus/Offices/Hostel (Boys & Girls) and other points identified by the authority of Indira Gandhi National Tribal University.

### **TERMS & CONDITIONS**

1. Deployment of Security Guards is to be completed within a period of one month commencing from the date of acceptance of the offer by the Indira Gandhi National Tribal University.
2. Any delay in deployment over the stipulated period will attract penalty of 2% of the monthly contract payment per day subject to maximum of the monthly contract payment per month of delay. The Indira Gandhi National Tribal University reserves its right to recover this amount by any mode, which includes adjusting from any payment to be made by the Indira Gandhi National Tribal University to the supplier.
3. The agency shall be registered with all the Government authorities which is applicable for providing Security Services.

4. The agency shall in all times indemnify the University of all claims like damages, compensation etc under the provisions of Labour Law.
5. The agency shall be responsible to recover the contribution payable by the workmen engaged by it towards EPF & ESI and remit the amount so deducted together with their deposits to the concerned department.
6. In case of any accident to the personnel employed by the agency during the business time, the agency alone is liable to pay workmen's compensation and any other statutory dues or payments and the University is not liable for any payment of such kind.
7. The responsibility of payment of wages for the personnel deployed to carry out the contract lies with the contractor and the University shall not entertain any representations, whatsoever in this regard.
8. The Proprietor of the Agency or their authorized representative shall visit the Security office/officials twice a week for review of the security system.
9. The security personnel working in the University at different posts shall cover the area earmarked by the administration for patrolling.
10. The security personnel under the agency shall follow the instructions of the University from time to time.
11. Due to any Security lapses, statutory authority imposes any punishment like fines etc., and if the University is made a party in such penal action, the University has the right to retain the security deposit of the Agency, until it is proved to the satisfaction of the University that such penal actions are ceased. Such penal actions may also be a reason for termination of contract.
12. The security personnel at the University shall check and ensure that all the Sections/Units/Departments/Buildings are properly locked after the office hours.
13. If any theft or loss of property is reported at University Campus due to the negligence or improper action of any trespass of unauthorized persons, the security agency shall be responsible and the University shall have the right to recover damages from the payment dues & the Security Deposit of the agency.
14. During the period of agreement, the University is at liberty to alter/modify/add/delete any of the conditions of the agreement in the interest of the University.
15. The successful bidder will be allowed to commence the business upon the fulfillment of the formalities like payment of security deposit, execution of agreement etc.
16. No person who has been convicted by a competent court or who has been dismissed or removed on grounds of misconduct or moral turpitude while serving in any of the armed forces of the Union, State Police Organisations, Central or State Governments or in any private security agency shall be employed or engaged as a security guard or a supervisor. No person who is facing criminal charges or

being contemplated against him/her shall be deployed for watch and ward in the University.

17. The agency should maintain strict discipline in dealing with the University employees and should not act in any manner unbecoming of a security person.
18. The agency should deploy energetic and trained security personnel between the age group of 20-45 yrs and preferably Hindi/English speaking knowledge. In all the three shifts, the security staff shall properly be dressed, possess whistle, *lathi* and torch light etc. If any guard is not suited to the duty, the security agency must replace such guard immediately.
19. The security guards should not develop any relationship with the University staff.
20. If the services are not satisfactory, the University has every right to cancel the contract at any time, by giving one month's notice.
21. No claim such as leave-cum-salary, PF, ESI and services charges etc., shall be allowed on any ground, and the financial liabilities shall be borne by the security agency.
22. Any dispute during the contract period between the University and the agency, the decision of the Competent Authority shall be final and binding.
23. The rates accepted shall include expenditure towards uniform, seasonal clothing, rain coats and the essential items like *lathis*, torch with batteries, whistle etc. The batteries for the torch shall be replaced at regular intervals by the agency to keep the torch functional and effective.
24. The University shall not provide any accommodation for guards or other personnel deployed.
25. An ISO certified agencies will be preferred based on minimum wage Act, if rates are reasonable and based on site visits of the agency.
26. Conditional bids shall not be accepted.
27. Any person who may be or has been employed or engaged as a private security guard by the private security agency shall not divulge to anyone other than the University authorities any information acquired by him during such employment with respect to the work which he has been assigned by such employer.
28. The agency should provide the names, addresses, and photographs of the security guards/supervisors deployed in the University. Any security guard/supervisor found without wearing I.D. cards shall be treated as absent and shall not be allowed in the campus.
29. The agency shall comply with the requirements of law with regard to duration of working hours of the security personnel deployed and University shall not be responsible for the violation of labour laws by the agency in this regard.
30. In case if it is required to engage guards on extra duty/ overtime, it shall not exceed 100 hours 1/3 of the salary, whichever is less per month per guard, subject to approval of the University.

31. The firm will be requested to present the copy of pension payment order in respect of Ex-Servicemen at the time of contract.
32. The firm should ensure that the security guards should well versed in basic fire fighting to meet any eventually.
33. The contractor shall not pay to the persons engaged by him less than the minimum wages as approved under Minimum Wages Act.
34. The Indira Gandhi National Tribal University will not be liable to pay any amount other than settled in the contract. Any payment under provision of the ESI Act, 1948, Workman Compensation Act 1923, payment of Gratuity Act, 1948 and Employee's provident Fund and Miscellaneous Provisions, Act 1952 or any other statutory liability shall be made by the contractor and challans/receipts must be enclosed with the monthly bill. The contractor shall be solely responsible and liable for his persons under the provisions of Contract Labour (R&A) Act and the labour and services laws. A certificate to this effect will have to be submitted by the contractor in separate challan in respect of manpower employed by him. The certified copy of challans must be submitted next month along with the bill.
35. The Contractor must ensure the payment to staff by 07<sup>th</sup> of each month from his own resources. The payment must be made in the presence of the Designated Officer authorized by Indira Gandhi National Tribal University through Bank A/c of the respective personnel.
36. The Character of supervisor should be good not more than 45 years having graduate degree with three years experience of supervisory activities in Security Agency.

#### **ELIGIBILITY CRITERIA FOR SHORT-LISTING**

1. For empanelment or shortlist of Private Security Agencies (PSA) the following criteria shall be applied. For this purpose PSAs shall submit proof documents along with the Tender and PSAs not conforming to any of these parameters will not qualify for empanelment or short listing:
  - (a) PSAs should be only registered private limited company or registered partnership firms or proprietor ship firm registered for providing security guards' services.
  - (b) PSAs should have obtained a license from the 'Controlling Authority' in accordance with Private Security Regulations Act 2005 for carrying on the business of Private Security Agency.
  - (c) PSAs should have their own infrastructure for training their guards.
  - (d) PSAs should have credible Supervisory Infrastructure.
  - (e) PSAs should have Income Tax, PAN, TAN and the latest IT Clearance Certificate.
  - (f) PSAs should have Audited Balance Sheets and Profit & Loss Accounts for the past five years and the average turnover of the PSA in the last five years should not be less than one crore per annum.

- (g) PSAs should have a valid certificate under EPF & Miscellaneous Provisions Act-1952 (Certified copy of annual inspection report last 5 years [Compulsory])
- (h) PSAs should have Documents proving compliance of Minimum Wages Act-1948.
- (i) PSAs should have an office with telephone & fax and manned during the office hours.
- (j) PSA should have been in the business of providing Security Guards' services to corporate clients at least for the last five years.
- (k) PSA should furnish five Reference Sites and on request by the Indira Gandhi National Tribal University the Referees should testify about the performance of the PSA to the Indira Gandhi National Tribal University's satisfaction.
- (l) PSAs should have on its roles minimum 200 Security Guards (Attach proof with client agreement copy) and performance certificate.
- (m) successful Bidder of PSAs should submit Bank guarantee of Rs. 20 Lacs (Rupees Twenty Lacs) Only on nationalise banks/commercial banks before signing the agreement.
- (n) PSA must depute three separate Supervisor at University Head Quarter to look after the activities of Security personnel engaged in the University premises.
- (o) PSA should submit the monthly PF contribution receipt of each security guard to the office of the Registrar.

2. Intending PSAs should furnish details about their firm as per PSA's profile (Annexure-I)

3. **TWO BID SYSTEM OFFER**

The offer will be in two parts, Technical Bid and Financial Bid. Both the parts should be submitted in separate sealed covers duly super scribed "**Technical Bid for Security Guards Services**" and "**Financial Bid for Security Guards Services**" respectively and both sealed envelopes should be placed in another sealed envelope super scribed "Offer for Security Guards Services". The tenders for deployment of security guards/armed guards for University Campus/Offices/ Hostel (Boys & Girls) in Madhya Pradesh should be dropped in the Tender Box in Indira Gandhi National Tribal University, Amarkantak, District-Anuppur (MP) Address to **Registrar, Indira Gandhi National Tribal University, Amarkantak, District-Anuppur (MP).**

4. **EARNEST MONEY DEPOSIT**

Earnest Money Deposit of Rs. 50,000/- (Rupees fifty thousand) only, in the form of a demand draft/pay order issued in favour of **Indira Gandhi National Tribal University, Amarkantak, payable at Central Bank of India, (IFSC code CBIN0284695)** must be submitted along with the Technical Bid. Offers not

accompanied with Earnest Money Deposit of Rs. 50,000/- will not be accepted. No interest will be payable on the Earnest Money Deposit. Indira Gandhi National Tribal University Guarantee in lieu of Earnest Money Deposit will not be accepted. The Earnest Money Deposit will be refunded to the unsuccessful offerers without any interest.

5. **TECHNICAL BID OFFER (TO)**

The Technical Bid Offer should be complete in all respects and contains all information asked for in this document. *It should not contain any price information.*

6. The Technical Bid Offer should comprise of the following:

1. Covering letter on the prescribed format (**Annexure-I**)
2. Pay Order for Rs. 1000/- i.e., Cost of Tender Forms, if downloaded from Indira Gandhi National Tribal University's website.
3. Earnest Money Deposit of Rs. 50,000/- in the form of a demand draft in favour of Indira Gandhi National Tribal University, Amarkantak.
4. PSA profile as per **Annexure-I**.
5. Documentation (Product Brochures, leaflets, manuals etc., if any)

7. **PRICE BID**

The Price Bid should contain all relevant rates and charges and the rates should be quoted in Indian Rupees only. The Price Bid should not contradict in any manner.

8. **PRICE COMPOSITION**

1. Monthly Rates per Supervisor, per unarmed Security Guard and per Armed Guard will be given separately in accordance with the minimum wages Act applicable at the Govt. of India.
2. The PSA should have to claim its service Charges separately. The agency who doesn't claim Administrative Charges, their tender cannot be considered.
3. The Indira Gandhi National Tribal University will shortlist agencies, who satisfy commercial and other requirements laid down in the document. The Price Bids of only the short listed agencies will be opened. Short listed agencies will be notified by e-mail/post and the agencies/authorized representatives may be present at the time of opening of the Price Bids.

9. **NO ERASURES OR ALTERATIONS**

Techno-commercial details must be completely filled up. Corrections or alterations, if any should be authenticated.

10. **AGREEMENT BETWEEN THE PSA AND INDIRA GANDHI NATIONAL TRIBAL UNIVERSITY**

The successful offerer shall execute an Agreement with the Indira Gandhi National Tribal University on Rs. 500/- non-judicial stamp paper as per Terms & Conditions as decided by the University.

11. **VALIDITY OF OFFER**

The offer should be valid for period of one year from the date of deployment of the security personals, and renewable for further period on mutual agreement subject to satisfactory service by the Agency.

12. **EVALUATION PROCESS**

Offers (Tenders) will be evaluated in the following stages;

1. **Stage-I** : Incomplete Offers, i.e., offers not accompanied by the mandatory documents as per paragraph 6 above, cost of Tender Forms and EMD shall be rejected.
2. **Stage-II** : Offers will be evaluated against the stipulated minimum eligibility criteria based purely on valid proof documents submitted by the PSAs. Offers not complying with the eligibility criteria will be rejected.
3. **Stage-III** : Short-listing of agencies based on site visits by the Indira Gandhi National Tribal University's officials and satisfactory feedback from reference sites.
4. **Stage-IV** : Price bids of the short-listed firms will be opened for area-wise price discovery and fix "Approved Rates".
5. **Stage-V** : Willingness letter obtained from shortlisted firms to work on "Approved Rates".
6. **Stage-IV** : Allotment of regions and issue of work orders to the shortlisted firms.

13. **OPENING OF OFFERS**

Technical Bid offers will be opened on 24.07.2014 at 03:30 PM. The Tenderers/ their authorised representatives may be present at the time of opening of the Technical Bid Offers. No separate intimation will be sent in this regard to the Tenderers for deputing their representatives. The Technical Bid Offers will be opened at the time and date stipulated above irrespective of the number of offerers of their representatives present.

14. **ORDER CANCELLATION**

If the selected PSA fails to deploy their Security Guards within the stipulated time schedule. It will be a breach of contract. The Indira Gandhi National Tribal University reserves the right to cancel the order in the event of delay in deployment of Security Guards and forfeit the Earnest Money Deposit.

15. **PAYMENT TERMS**

No advance amount will be paid to PSA. Monthly payment conforming to the attendance of the Security Guards as per documents to be maintained by the PSA

and shown to the Indira Gandhi National Tribal University shall be made within one week after the end of every calendar month.

16. **NO COMMITMENT TO ACCEPT LOWEST OR ANY TENDER**

The Indira Gandhi National Tribal University shall be under no obligation to accept the lowest or any other offer received in response to this notice and shall be entitled to reject any or all offers without assigning any reasons whatsoever.

**Registrar**



**PRIVATE SECURITY AGENCY PROFILE**

1. Name of the Organization and Address :  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
2. Year of Establishment :  
 \_\_\_\_\_
3. Status of the Firm :  
 \_\_\_\_\_  
 (Whether Pvt. Ltd. Company/Public Ltd. Company/Registered Partnership Firm)
4. Name of the Chairman/Managing Director/CEO/parteners (as the case may be):  
 \_\_\_\_\_  
 \_\_\_\_\_
5. Whether registered with the Registrar of Companies/Registrar of Firms in India. If so, mention number and date and enclose Registration Certificate copy.  
 \_\_\_\_\_  
 \_\_\_\_\_
6. (a) Name and address of bankers :  
 (i) \_\_\_\_\_ (ii) \_\_\_\_\_  
 \_\_\_\_\_
- (b) Turnover of the Company/Firm in 2010-11-2012-2013:  
 (Please attach a copy of audited Balance Sheet and Profit & Loss Account for the years 2010-11, 2011-12 and 2012-13 as proof documents)
- |         |   |       |
|---------|---|-------|
| 2010-11 | : | _____ |
| 2011-12 | : | _____ |
| 2012-13 | : | _____ |
7. Whether registered for Service Tax purposes. If so, mention number and date.
8. Mention Permanent Account Number & furnish copies of Income tax clearance certificate, Employees PF code & ESI Registration No..
9. Is the Company/Firm a supplier of Security Guards Services ? If yes.  
 (a) Mention the addresses and phone numbers of the Company's offices in Madhya Pradesh below:  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

10. What are your main fields of activities ? Mention the fields giving the annual turnover for each field.

- (i) \_\_\_\_\_  
 \_\_\_\_\_  
 (ii) \_\_\_\_\_  
 \_\_\_\_\_  
 (iii) \_\_\_\_\_  
 \_\_\_\_\_  
 (iv) \_\_\_\_\_  
 \_\_\_\_\_

11. Since when and how long your Company/Firm has been supplying Security Guards services ?

\_\_\_\_\_

12. If you have been prequalified by other corporate bodies and public sector 'Indira Gandhi National Tribal Universities' for supply of Security Guards Services, furnish their names and date of empanelment.

\_\_\_\_\_

13. Furnish the names of renowned organizations, where you have supplied Security Guards Services in Madhya Pradesh & other states in the last three years, i.e. from 15 January 2009 to 15 July 2012.

Name of Organization with Address	Since when ?	Average annual Payment received
(Please attach copies of their orders or payment proof) (A separate sheet may be attached if the above space is inadequate)		

Details of Security Supervisory Staff

Sr.No.	Name	Qualification	Post Held	Experience


1. I/We have read the instructions appended to the Proforma and I/We understand that if any false information is detected at a later date, any contract made between ourselves and Indira Gandhi National Tribal University, Amarkantak, Dist-Anuppur (MP) on the basis of the information given by me/us can be treated as invalid by the Indira Gandhi National Tribal University and I/We will be solely responsible for the consequences.
2. I/We agree that the decision of Indira Gandhi National Tribal University, Amarkantak, District-Anuppur (MP), in selection of PSAs will be final and binding to me/us.
3. All the information furnished by me/us above here is correct to the best of my/our knowledge and belief.
4. I/We agree that I/We have no objection if enquiries are made about the work listed by me/us here in above and/or in the accompanying sheets.

Place :

Date :

Signature  
Name & Designation & Seal of the  
Company



# Indira Gandhi National Tribal University, Amarkantak

(A Central University established by an Act of Parliament)

Mekal Sadan, Kapildhara Road, Amarkantak – 484 886 (M.P.)

## FORM – B

<p>(To be put in a separate sealed cover marked ‘ TECHNICAL BID’)</p> <p>Questionnaire to be filled by the Company/Agency applying for tender for Security Contract in IGNTU, Amarkantak (MP). (Each response document must be given with proper reference in the following tender document)</p>	<b><u>EMD Details</u></b>
	D.D. No. ....
	Date .....
	Bank Name .....

1.	Name of the Company/Agency (full address with Tel. No.)	
2.	Registration No. of the Company/ Agency under State/ Central Govt. under PSARA 2005.	
3.	Status of the Company/Agency (Ltd, Pvt. Ltd, Partnership or Proprietorship) Attach details.	
4.	Bio-Data of key officials (Please attach extra sheets)	
5.	Details of any tie-ups (Please attach details)	
6.	If already registered with Labour Department for engaging a minimum of 200~250 employees, then submit the proof. If not, please give reason. Please submit an undertaking to register in the event of being awarded the contract.	
7.	(a) ESI No.	
	(b) EPF No.	
	(c) Service Tax No	
	(d) PAN	
	(e) TAN	
8.	Do you have any experience in handling of:	
	(a) Access Control Systems	
	(b) CCTVs and recorders	
	(c) Computers	
	(d) Communication and Wireless equipment.	
9.	Has the firm filed its Income Tax return in the previous financial year? If yes, please attach duly acknowledged copy of the same.	
10.	Financial Status of tenderer including annual report of past 3 years with Registrar of Companies receipts duly authenticated by Chartered Accountant	
11.	Do you have provision of Group Insurance cover for your employees? If yes, please attach proof.	

12.	Do you have experience in security business for at least 5 years?		
13.	Do you have an experience of working in Educational Institutes, specially handling Student related activities viz Hostels, Student functions/ festivals/ Official Programmes/ Elections etc? If yes, provide details.		
14.	Ability to provide minimum 10% Ex-Servicemen and remaining Civilians out of which 5% Female Guards. (Please State Clients where provided). (Attached as Appendix B)		
16.	Basic Devices Available with Agency for ready use		
	(a) Ropes		
	(b) Lathis		
	(c) Guard Cover ( Cane shield)		
17.	Please provide the details of Bankers		
	(a) Name of the Bank / Branch / IFSC Code		
	(b) Address		
	(c) Account Number		
18.	Please provide the details of Company's Office/ office Equipments and facilities		
19.	Do you have training facilities? If yes, provide details.		
20.	Please provide the details of Arms/Ammunitions available with manpower on your roll.		
# Please provide locations where installed.			

\_\_\_\_\_  
Signature of the Contractor or his  
Authorized signatory with seal of  
the Agency/Company

**Note:** *If any information given in the technical bid is found false at any stage of assessment, the tender shall be rejected and the entire amount of earnest money deposit will be forfeited by IGNTU, Amarkantak (M.P.).*



# Indira Gandhi National Tribal University, Amarkantak

(A Central University established by an Act of Parliament)

Mekal Sadan, Kapildhara Road,  
Amarkantak – 484 886 (M.P.)

## PROFORMA FOR

for

### Financial Bid Scheduled Rates for Security Services

(Advertisement No. ....)

Sl.No.	Payment Details	Security Guards (per month rates in Rs.)	Supervisor (per month rates in Rs.)	Armed Guard
1.	Manpower (No.)	80	03	03
2.	Basic Rate (Minimum wages)			
3.	EPF @ 13.61%			
4.	ESI @ 4.75%			
5.	Total (2 to 4)			
6.	% Service charges			
7.	Total (5 to 6)			
8.	Wages* quoted by the Agency as per minimum wages act: (*Inclusive of EPF & ESI)			
	Category	Ex-Servicemen	Civilian	
(i)	Supervisor			
(ii)	Guard			
(iii)	Lady Security Guard			
9.	Any Other Charges			
	Total payable (7 to 9)			

\_\_\_\_\_  
Name and Signature of the  
Authorized Person of the firm along  
with seal