



Central University of Orissa
(Established under the Central Universities Act, 2009)
Sunabeda, Dist.: Koraput. Odisha Pin.: 763 004.
Phone:06852-288235/238 Fax.06852-288225

Ref.:CUO/Admn./AMC-Security/70

Dt.05/08/2019

NOTICE INVITING TENDER

Sealed quotations are invited from the registered and experienced security agencies for providing security, watch and ward services at Central University of Orissa, Koraput. The sealed quotations are to be submitted on or before dt. 26.08.2019 by 15.00Hrs. as per the prescribed terms and conditions.

For further details please log on to University website: www.cuo.ac.in.

Sd/-
Registrar

TERMS & CONDITIONS:

I. ESSENTIAL QUALIFICATION:

The tenderers shall fulfill the following eligibility criteria, failing which their quotations will be summarily rejected:

- a. The tenderer must possess valid License, Registration etc. issued by the Competent Authority as applicable.
- b. The tenderer must have satisfactorily completed:
 - i. One security contract of Rs.50.00 lakhs or more or
 - ii. Two Security Contracts of Rs.36.00 lakhs each or more or
 - iii. Three Security Contracts of Rs.20.00 lakhs or more in any Govt./Autonomous/PSU Organizations (Central or State) for similar services during the last 03 Financial Years (i.e. 2016-17, 2017-18 and 2018-19).

Note: (i) The contract which is not satisfactorily completed will not be considered;
(ii) The contract executed in any private organization will not be considered.

- c. The total turnover of the tenderer shall not be less than Rs.2.00 Crores during the last 03 Financial Years (2016-17, 2017-18 and 2018-19).
- d. The tenderer must deposit Earnest Money (EMD) of Rs.1,00,000/- (Rupees One Lakh only) along with their tenderer in the form of Demand Draft drawn in favour of Central University of Orissa payable at Koraput.
- e. The tenderer must deposit the cost of tender document of Rs.500.00 (Rupees Five hundred only) in the form of demand draft drawn in favour of Central University of Orissa payable at Koraput. The cost of the tender document is non-refundable.
- f. The tenderer must possess his own Bank Account, PAN, and G.S.T No.

II. DOCUMENTS TO BE ENCLOSED

The tenderer shall submit copies of the following documents along with the tender, failing which their quotation will be summarily rejected:

1. Copy of registration / license under the Contract Labour Act 1970 issued by the Competent Authority.
2. Work Completion Certificate issued by the authority with reference to Sl.No.b above consisting of the following details:
 - i. Copy of valid Provident Fund Registration Number
 - ii. Copy of valid ESI Registration Number
 - iii. Satisfactory completion certificate issued by the concerned Govt./ Autonomous/ PSU Organization (Central or State), Public Sector Banks / Universities under the signature of the appropriate authority.
 - iv. Date of commencement of Contract
 - v. Date of completion of contract
 - vi. Number of Security Guards / Supervisors / Gunmen deputed.
 - vii. Total value of the contract
 - viii. Whether the deployment of security personnel was satisfactory or not.
3. Copy of income tax returns and / or annual accounts of the last 03 Financial Years.
4. Copies of Bank Account, PAN, and Goods and Services Tax Registration Certificate.
5. Demand Draft of Rs.1,00,000/- (Rupees One Lakh only) drawn in favour of Central University of Orissa payable at Koraput towards value of EMD.
6. Demand Draft of Rs.500.00 (Rupees Five hundred only) towards cost of tender document drawn in favour of Central University of Orissa payable at Koraput which is not refundable.
7. Certificate of issued by the Organisation for providing Security Services.

III. INSTRUCTIONS TO THE BIDDER:

1. **Bid Opening Date and Time:** The tenderers may send their bids by speed post or registered post or in person only addressed to the Registrar, Central University of Orissa, Sunabeda, Dist.:Koraput, Odisha – 763 004, so as to reach the University on or before 26/08/2019 by 15.00Hrs., super-scribed as "Tender for the work of Ref. No.....date....." The bids will be opened at 15.30 hrs on the same day in the presence of representatives of the tenderers if any.
2. The tenderers may drop in person their sealed envelope containing bids in the tender box to be kept in the office of the Registrar, Central University of Orissa upto 1500hrs of 26.08.2019.

3. The rates and specifications quoted by the tenderers shall be strictly as per the Proforma attached as Annexure 02 and 03 otherwise their quote will be liable for rejection.
4. The bids sent through normal post or courier or Fax or e-mail shall not be considered.
5. All the documents submitted by the tenderer shall be serially numbered.
6. Central University of Orissa, Koraput reserves the rights to accept / reject any offer in full or in part without assigning any reason thereof.
7. The blank bid documents may be downloaded from the University Website www.cuo.ac.in
8. Tenders / Bids must be valid for 120 days from the date of opening of tender.
9. The contract shall be valid for a period of one year from the date of commencement of agreement and the University reserves the right to curtail or to extend the validity of contract on the same rates and terms & conditions for such period as may be mutually agreed to.
10. The successful tenderer shall deposit @5% of the total annual contract value or Rs.2,00,000/- (Rupees Two Lakhs Only) whichever is less, as Performance Security Deposit within 15 days after award of Contract with the University in the form of Demand Draft drawn in favour of Central University of Orissa payable at Koraput. The performance security deposit shall remain with the University till the completion of contract. In case of increase in no. of guards, the performance security deposit amount will be increased as per total contract value.
11. GST will be reimbursed as per Govt. of India rules on production of documentary proof for remittance. TDS will be as per Income Tax Act/Govt. of India rules.
12. In the event of any dispute or difference(s) between the Central University of Orissa and the successful tenderer arising out of or relating to this contract will be resolved through joint discussion with 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 Vice-Chancellor of Central University of Orissa.
13. The decision of the sole Arbitrator shall be final and binding on all the parties. The arbitration proceedings shall be governed by Indian Arbitration and Conciliation Act 1996 as amended from time-to-time. 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 to or account of the arbitration and payment to the Security agency shall continue to be made in terms of the contract. Arbitration proceedings will be held at Koraput only. All disputes shall be subject to Jurisdiction of courts at Koraput only.

14. The unsuccessful tenderers shall be returned of their EMD amount within 15 days after finalization of the tender and issue of order in favour of successful tenderer. However, the EMD of the successful tenderer shall be retained by the University till the Performance Security Deposit of the full amount is deposited by him in the form of Demand Draft.
15. Any documents submitted by the tendere after opening of the bids shall not be considered at all. However, the University reserves the right to seek clarification the documents submitted by the tenderer along with their bids.
16. The men deployed by the agency are required to mark their attendance in the Register. While raising the bill, the agencies are required to submit a copy of the Attendance Register showing the particulars of the personnel engaged during each month.
17. The agency is required to disburse the wages to their men before 10th of every month as per the provisions of the Payment of Wages Act and submit their bill for the previous month along with copies of all statutory remittances like PF, ESI, GST, copy of the wage bill with the signatures of their employees in order to process their bill by the University.
18. The bills submitted by the agency for the previous month will be released to them by the University after making statutory deductions if any within 15 days from the date of submission. It is the responsibility of the agency to pay the wages to their men irrespective of payment released by the University.
19. Failure to make timely payment of wages would attract penalty @0.5% per day on the billed amount. Maximum of penalty imposed would be up to 5%.

OTHER ESSENTIAL TERMS AND CONDITIONS:

20. The list of staff going to be deployed shall be made available to the University and if any change is required on part of the University, fresh list of staff shall be made available by the Security agency after each and every change.
21. Every employee so engaged by the Security agency shall wear uniform and badge bearing his / her name, while on duty. The said uniform and badge shall be provided by the Security agency at his own cost.
22. The security agency shall not employ any person below the age of 18 years and above the age of 45 years and should be physically fit. Personnel so engaged shall be trained for security services and fire fighting services.
23. The staff engaged by the Security agency shall be available at all the time as per their duty roster and they shall not leave their place of duty without the prior permission of the authorized officer of the University.

24. In case of the personnel deployed by the agency are absent on any day, a penalty equivalent to the day's wages for the number of security staff absent on that particular day shall be levied by the University and the same shall be deducted from the monthly bill of the agency.
25. The agency awarded the work has to open one functional office in Koraput.
26. In case any public complaint is received attributable to misconduct / misbehavior of the security personnel, a penalty of Rs.500.00 for each such incident shall be levied and the same shall be deducted from the agency's bill and the personnel concerned shall be removed from the duty immediately.
27. The Security agency shall abide by and comply with all the relevant rules, laws and statutory requirements covered under Payment of Wages Act, Minimum Wages Act and Contract Labour (Regulation & Abolition) Act, EPF & ESI Act etc. with regard to the personnel engaged by them.
28. The University shall have the right to ask for the removal of any person of the Security agency, who is not found to be competent and fit in the discharge of his duty.
29. The antecedents of staff deployed shall be got verified by the Security agency from local Police Authority and an undertaking in this regard shall be submitted to the University.
30. The Security staff engaged by the Security agency shall not accept any gratitude or reward in any shape from anybody.
31. That in the event of any loss occasioned to the University, as a result of any lapse on the part of the person(s) engaged by the Security agency which will be established after an inquiry conducted by the University, the said loss will be claimed from the Security agency up to the value of the loss. In this regard, the decision of the Vice-Chancellor of the University will be final and binding on the Security agency.
32. Any liability arising out of any litigation (including those in consumer courts) due to any act of the Security agency's personnel shall be directly borne by the Security agency including all expenses/fines. The concerned the Security agency's personnel shall attend the court as and when required.
33. The Security agency shall deploy his personnel only after obtaining the University approval after duly submitting the curriculum vitae (CV) of these personnel. The University shall be informed at least one week in advance and the Security agency shall be required to obtain the University approval for all such changes along with their CVs.
34. During the course of contract, if any of the Security agency's personnel are found to be indulging in any corrupt practices causing any loss of revenue to the

University, the contract shall be terminated forthwith and forfeit and forfeit the security deposit.

35. In the event of default being made in the payment of any money in respect of wages of any person deployed by the Security agency for carrying out the assignments stipulated under the contract and if a claim thereof is filed in the office of the Authorities and proof thereof is furnished to the satisfaction of the Authorities.
36. The University may make payment of such a claim on behalf of the Security agency to the said Authorities and any sums so paid shall be recovered by the University from the Security agency.
37. The security agency shall indemnify and hold the University 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 Security agency.
38. The Security agency shall ensure that their personnel shall not take part in any staff union and association activities.
39. The University shall not be responsible for providing residential accommodation to any of the personnel of the Security agency.
40. The personnel deployed by the Security agency are their own men and therefore, they are not the employees of the University and it shall not be under any obligation for providing employment to any of the personnel of the Security agency after the expiry of the contract. The University does not recognize any employee-employer relationship with any of the workers of the Security agency.
41. 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 been done by the agency under the tender, the same shall be recovered by the University from the Security agency.
42. The Security agency shall provided the copies of relevant records during the period of contract or otherwise even after the contract is over, whenever required by the University.
43. All liabilities arising out of accident or death of their personnel if any while on duty shall be borne by the Security agency.
44. The Security agency shall not engage any sub-security agency or transfer the contract to any other person in any manner.

Duties and responsibility of Security Agency:

1. The security personnel shall be engaged in three shifts of 8 hours duration per day i.e. 06.00AM to 02.00PM, 02.00PM to 10.00PM and 10.00PM to 06.00PM of the next day.
2. Security agency will ensure that all the instructions of the administration are strictly followed and there is no lapse of any kind.
3. The security agency shall keep the proper record for inward and outward movement of guests, visitors, materials and vehicles.
4. The Security agency shall not allow taking out any material, equipment etc. without proper Gate Pass issued by the authorized representative of the University.
5. The security personnel on duty will also take care of vehicles such as cars, scooters / motor cycles / bicycles parked in the parking sites located within the premises.
6. The Security personnel shall prevent the entry of the street dogs and stray cattle into the premises. They should be driven out at once.
7. The Security personnel on patrol duty should take care of all the water taps, valves of water pipelines, hydrants etc. installed in the campus / premises / in open areas etc. for any leakage / overflowing / breakage and report to the concerned authorities.
8. The Security personnel shall ensure that lights, ACs, Computers, other electrical equipment etc. those installed in open areas, halls etc. are not left on, after closing of the working hours on normal working days as well as on off days.
9. The Security personnel shall ensure that flower plants, trees and grassy lawns are not damaged either by the students, staff or by the outsiders or by stray cattle.
10. The security personnel should be trained to extinguish fire with the help of fire extinguishers and other fire fighting material available on the spot. They will also help the fire fighting staff in extinguishing the fire or in any other natural calamities.
11. The security personnel are required to display mature and polite behavior with every visitor.
12. The security personnel on duty shall not leave the premise until his reliever reports for duty.
13. The security agency will be responsible for all liaisoning with local Police in case of any theft in campus / premises and they would lodge complain / FIR to Law and Order Authorities.
14. The security agency shall keep the University informed of all the matters of security and co-operate in the investigation of any incident relating to security.
15. The security personnel shall escort of cash and other valuables of the University, if required.

**Sd/-
Registrar**

BIDDER'S PROFILE**NAME OF THE WORK : PROVIDING SECURITY, WATCH AND WARD SERVICES AT CENTRAL UNIVERSITY OF ORISSA, KORAPUT.**

1. Name of the Tenderer :
2. Full Address of the tenderer :

3. Contact details of the tenderer
 - a) Telephone No. :
 - b) Mobile No. :
 - c) Fax No. :
 - d) E-mail id :

4. Details of Earnest Money Deposited (Rs.1,00,000/-)
 - a) D.D. No. & Date :
 - b) Issuing Bank :

5. Details of the cost of tender document deposited (Rs.500/-)
 - a) D.D. No. & Date :
 - b) Issuing Bank :

6. List of Documents enclosed :

Sl. No.	Name of the documents	Information to be filled in this column		Whether copies of the documents enclosed (Tick)
1.	License/ Registration (Number)			Yes / No
2.	Contract completion certificate (Name of the organization, value, date of commencement & completion etc)			Yes / No
3.	Income Tax Return (Annual Income During last 3 financial years)	2016-17	Rs.	Yes / No
		2017-18	Rs.	

		2018-19	Rs.	
4.	Audited balance sheet & profit and loss account annual turnover during last three financial years	2016-17	Rs.	Yes / No
		2017-18	Rs.	
		2018-19	Rs.	
5.	Bank account details (Bank Name, Branch & Account no.)			Yes / No
6.	GST (Number)			Yes / No
7.	PAN (Number)			Yes / No

7. Validity period of the Bid:

8. Additional information, if any proposed to be furnished by the tenderer.

Certificate: Certified that we accept all the terms and conditions of the tender documents.

Date:

Place:

Signature of authorized person

Full Name:

Designation:

Seal:

BILL OF QUANTITY (BOQ)

Name of the Company/ Agency:

Sl.No.	Description	Security Guard	Security Supervisor	Security Officer
1.	Rates quoted per person for 08 hours duty (Rate not less than minimum wages as per orders of Labour Commissioner, including VDA)			
2.	Statutory charges			
	a. ESI (% of monthly basic wages)			
	b. EPF (% of monthly basic wages)			
	c. Bonus As per GOI norms			
	d. Gratuity/ terminal benefits as per GOI norms			
	e. Any other (specify name)			
3.	Service Charges (%)			
4.	Additional wages in lieu of service on Week/ National Holidays			
5.	Total Charges			
6.	Reliever Charges (%)			

Place:

Date:

Signature of the Bidder:

Name of the bidder:

PROJECTION FOR DEPLOYMENT OF GUARDS:

Sl. No	Name of the Block	No. of Floors/ Blocks	Location	No of Guards required per shift			Total No of Guards per day
				1 st Shift	2 nd Shift	3 rd . Shift	
01	Landiguda Campus	01	Main Gate	01	01	02	04
02	Central Library, Landiguda, Koraput	01	Entrance	General Shift 09.00Hrs. to 17.00Hrs.			01
03	Tribal Welfare Centre, Koraput	01	Koraput	01	01	01	03
04	VC Residence	01	Type-VI 02, HAL T/S, Sunabeda	01	01	01	03
CUO Camp Office Bhubaneswar							
05	Main Gate	01	Bhubaneswar	01	01	01	03
CUO Campus Sunabeda							
06	Main Entrance Gate	01	Sunabeda	01	01	01	03
07	Guest House	04	Entrance Gate	01	01	01	03
08	Guest House	01	Admn. Office	01	01	01	03
09	Water Tank		Top	01	01	01	03
			Bottom	01	01	01	03
10	Boys Hostel	03	Main Gate	01	01	01	03
11	Girls Hostel	03	Main Gate	01	01	01	03
12	Academic Block I	01	Entrance	01	01	01	03
13	Academic Block II	01	Entrance	01	01	01	03
14	Central Library, CUO, Sunabeda	01	Main Entrance	01	01	01	03
		01	Library Entrance	General Shift 09.00Hrs. to 17.00Hrs.			01
Total No. of Security Guards to be deputed							45
15	Security Supervisors						02
16	Senior Security Supervisor						01
Total of Security Guards and Supervisors to be deputed							48