

**TENDER FOR PROVIDING THE SECURITY SERVICES AT  
STATE UNIVERSITY OF PERFORMING & VISUAL ARTS,  
SECTOR-6, ROHTAK**

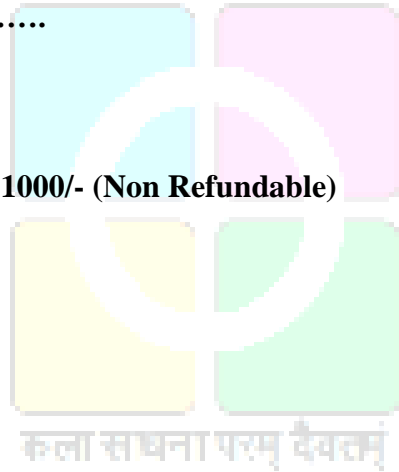
Issue to.....

Date of issue.....

Receipt no.....

**Tender document cost Rs. 1000/- (Non Refundable)**

**EMD = Rs. 1,00,000/-**



**ROHTAK**

## NOTICE INVITING TENDER

Sealed tenders are invited from the Service Provider Agencies/ Firms having valid Registration Certificate, including registration with the Regional Labour Commissioner & DG-Resettlement (Ministry of Defence), EPF Registration, ESI Registration, Service Tax Registration, PAN Card, up to date, VAT clearance certificate and having similar line of business for more than 2 years in the Government / Semi- Government / Autonomous Departments/ Organizations for providing the security services in the university FOR ONE YEAR.

### Terms & Conditions:

1. Tender form/documents and other details may be collected from Estate Office on any working day between 9:00 A.M to 3:00 P.M after depositing fee of Rs. 1000/- (Rupees one thousand only) towards the cost of the tender document,.
2. Tender in sealed cover super scribing "Tenders for Security Services at SUPVA, Sector-6, Rohtak" should reach to REGISTRAR, SUPVA, Sector-6, Rohtak on or before **21.07.2016 upto 1:00 P.M.** along with the Earnest Money Deposit (EMD) of Rs. 1,00,000/- (Rupees one lacs only) in the shape of separate Demand Drafts drawn in favour of State University of Performing & Visual Arts, Rohtak.
3. **Tenderer / Service providers should have local Offices at Rohtak** to ensure satisfactory fulfilment of contractual obligations towards out-sourcing of Security Services.
4. Service Provider Agencies / Firms having good track record, manpower capacity and relevant experience are eligible to apply.

The Department reserves the right to reject or accept the offer without assigning any reason.

ROHTAK

**REGISTRAR**

**A. Eligibility criteria alongwith with the documentary proof to be Submitted in the technical bid:**

1. Turnover of the Bidder should be at least Rs. 2.0 crores per annum for the last two consecutive years for providing manpower.
2. Bidder must possess a valid labour license for last two consecutive years.
3. The Agency/Contractor shall submit the performance certificate from at least 3 reputed organizations where they have successfully executed the contract for the security services.
4. Bidder ISO 9001:2000 certified company shall be preferred.
5. Bidder must submit documents of EPF submission in proof of having security persons employed during the last period of 2 years with the organization.
6. Agency/Contractor must be registered under ESI Act and Copy of registration papers along with proper code numbers attached to the Agency/Company must be provided.
7. Agency/Contractor must be registered with Labour Commissioner.
8. Agency/Contractor must have valid service tax registration number and documentary evidence must be provided for the same.
9. PAN No. of the firm must be indicated. And documentary evidence of this must be provided.
10. Agency/Contractor must be submitted ITR for the last two financial years.
11. Agency/ contractor must have Security License from DGP, Haryana.
12. Agency /firm must be registered with Director-General, Resettlement, Minister of defence, Govt. of India.

**11. RIGHT TO ACCEPTANCE OR REJECTION OF TENDERS:**

**A. The tender is liable to be rejected inter-alia:**

- i) If it is not in conformity with the instructions mentioned in the tender paper.
- ii) If it is not properly signed by the bidder.
- iii) If it is received after the expiry of the due date and time.
- iv) If it is not enclosed with the cost of the Tender Document.
- v) If it is not accompanied by the requisite EMD and proper documents.

**B. SUPVA office reserves the right to:**

- i). Accept / Reject any of the tender in full or part thereof.

- ii). Revise the requirement at the time of placing the order.
- iii). Add modifies, relax or waive any of the conditions stipulated in the tender specification wherever deemed necessary.
- iv). Reject any or all the tenders in part or full without assigning any reason thereof.
- v). Award contracts to one or more bidders for the items covered by the tender.

**General Conditions:**

1. Agency/Contractor shall ensure that none of their employees will be a member of any of the employee's union(s) or take any interest in their activities undertaking in this regard will be submitted by each workmen/ security guard.
2. Employees engaged by the agency/Contractor will be in the employment of the Contractor only and not of the SUPVA, Rohtak.
3. Agency/Contractor shall provide any number of extra persons as desired by the SUPVA, Rohtak Office during the period under this agreement at the rates already agreed to in the contract.
4. No sub-contracting of any job or part of a job would be allowed.
5. The agency shall make the payment to the workmen through by banker's Cheque or through RTGS by 7<sup>th</sup> of every successive month otherwise penalty Rs. 1000/- per day for the respective default days shall be imposed without any further notice and this penalty amount shall not be reimbursed. SUPVA shall have the right to make payment to the work men supplied by the service provider directly and action against the firm shall be initiated as deemed fit.
6. The manpower will have to be supplied by the agency within 7 days of award of contract or as the date conveyed by SUPVA.
7. **All services shall be performed by persons qualified and skilled in performing such services as per the eligibility criteria indicated for each category.**
8. The tenders should be submitted in two sealed covers.
  - (A) The first sealed cover should be superscribed "Technical Bid" and should contain
    - I. Checklist of documents submitted (Annexure-I)

- II. Agency profile including previous experience of manpower supply to Government / Semi Government / autonomous agencies.
  - III. Acceptance of terms and conditions there under.
  - IV. Demand Draft for Earnest Money Deposit.
  - V. Demand Draft towards the cost of Tender document.
  - VI. All other required documents.
- (B) The second sealed envelope superscribed “Financial Bid” should contain only rates in percentage of the value of the services provide on amount of basic rate of the employee which are to be quoted in the annexure-III of the tender document.
- (C) Both the sealed covers should be placed in the main sealed envelope superscribed “Tender for Outsourcing of Security Services”. This should be addressed to THE REGISTRAR-State University of Performing & Visual Arts, Sector-6, Rohtak, Haryana and sent by post or hand delivered latest by **1:00 P.M. of 21.07.2016** and shall be opened on the same day at 3:00 PM in presence of the tenderers or their authorized representatives. In the event of office, being closed on the last date of receipt or opening of bid as specified, the bid will be received / opened on the next working day at the same time and venue.
9. Tenders received after, the due date and time will be summarily rejected. Incomplete and conditional tenders shall not be accepted.
  10. Technical Evaluation Committee will assess the eligibility & ability of the agencies to render the requisite services based on its past record, profile and on such other criteria as it may fix and only those found fit will be eligible for financial bid opening.
  11. The bidders are required to submit EMD and cost of the document along-with the attested copies of valid Registration Certificate, EPF Registration, ESI Registration, DG Resettlement registration, Pan-Card and up-to date VAT & Service Tax clearance along-with the bid documents, failing which the tender shall be declared as non-responsive and thus liable for rejection.
  12. Submission of more than one tender by a tenderer for a particular work will render the bid liable for rejection.
  13. The bidders may assess about the nature and quantum of work before quoting their rate.

14. The rates for different category of security persons shall not be less than the rates of minimum wages prescribed by the DC, Rohtak from time to time under contract Labour (R&A) Act-1970 and the Minimum Wages Act 1948.
15. Bidders are required to quote their rates both in percentage as service charges on the basic rates of the Security Guard words and figures and put their signature; they should also sign on any overwriting or any correction made in the tendered rate. The rates filled in figure only and not in words shall be liable for rejection for which no paper cost shall be returned to the tenderer(s).
16. Bidders while submitting tender shall furnish an affidavit along with the tender about the authenticity of the tender document including EMD. Conditional tenders will not be accepted under any circumstances by the authority. EMD deposit of unsuccessful bidders will be refunded within 120 days after finalization of Tender without interest.
17. Mode of payment of Wages of preceding month shall be disbursed through Bank's Cheque or through RTGS by 7<sup>th</sup> of next month. In case of noncompliance of the same, penalty of Rs. 1000/-per day shall be imposed without any further notice. SUPVA shall have the right to make payment to the work men supplied by the service provider firm / agency/ contractor and action against the firm shall be initiated as deemed fit.
18. **This will be strictly adhered** to before making payment to the firm, it will ensured that the firm has deposited the EPF, ESI of the workmen for the salary period of the preceding month in Provident Fund office, Rohtak, only then the payment shall be made after the submission of the proof of the deposit. In the event of non deposit of EPF and ESI amount by the contractor, entails, criminal liability under law shall be initiated against the firm.
19. The Agency/Contractor shall provide laminated Identity Card to all its manpower deployed as per the format provided by the SUPVA, Office.
20. The Agency/Contractor shall deposit security in the shape of Bank Guarantee of scheduled bank in favour of State University of Performing & Visual Arts, Rohtak equal to Rs. 10.00 lacs (Rs. Ten Lacs only) with validity of the contract period plus 60 days. within 10 days of the issue of award letter otherwise the award of the work shall be treated as cancelled and the EMD deposited with the tender shall be forfeited and the work shall be awarded to the second lowest or as decided by the competent authority of the university as per PWD Code. Security deposit shall remain valid for a period of sixty days beyond the date of completion of all

contractual obligations of the service provider. The security deposit will be forfeited in case the supply of manpower is delayed beyond the period stipulated by this office or non-compliance of the terms of agreement by the service provider or frequent absence from duty/misconduct on the part of manpower supplied by the Agency EMD will be refunded after the submission of Bank guaranty.

21. Security staffs provided by the Agency/Contractor to the university are in case found to be indulging in any undesirable or unfair activities in the premises of the office, the contractor will solely be responsible for all the consequence apart from the liberty of SUPVA to lodge complaints before appropriate authorities. The decision on what qualifies as an unfair activity rests solely with Office of SUPVA, Rohtak.
22. The Agency/Contractor will be responsible for the discipline of manpower deployed by them as per Conduct Rules and Regulations.
23. In case the Agency/Contractor fails to give satisfactory service the work will have to be got done from any other contractor/agency at the discretion of SUPVA, Rohtak even at the higher rates and excess amount would be deducted from the contractor's bill and the excess shall be deducted from the dues of the agency available with the SUPVA in the shape of EMD/ Performance security.
24. The persons supplied by the Agency should not have any Police records/criminal cases against them. The Agency should make adequate enquiries about the character and antecedents of the persons whom they are recommending. The character and antecedents of persons will be verified by the Service Provider before their deployment through local police, collecting proofs of residence, driving license, bank account details, previous work experience and recent photograph and a certification to this effect submitted to this office alongwith the 1<sup>st</sup> bill submitted by the firm to the SUPVA for payment. The service provider will also ensure that the personnel deployed are medically fit and will keep in record a certificate of their medical fitness. The Service Provider shall withdraw such employees who are not found suitable by the office for any reasons immediately on receipt of such a request.
25. The service provider shall engage necessary persons as required by this office from time to time. The Deployment of personnel is to be on monthly basis. Thus deployment/arrangement of the personnel should be in such a manner that there shall be no violations of any leave Rules and weekly off days. The tenderer will have to bear cost of providing personnel for this work load/ duty hours or weekly off. The

said persons engaged by the service provider shall be the employee of the service provider and it shall be the duty of the service provider to pay their salary every month.

26. There is no Master and Servant relationship between the employees of the service provider and this office and further that the said person of the service provider shall not claim any absorption in this office or the Government.
27. There will be surprise checking as required by the representatives of the SUPVA. The shortcomings if any shall be restored by the contractor within 24 hours of its bringing to his notice. ***Further if any services are not provided as per the contract agreement, then in both the cases the Vice Chancellor/ Registrar, SUPVA, Rohtak shall exercise his option of invoking of penalty clause whereby the bill of particular month stands appropriately reduced on pro-rata basis of the deficiency pointed out. The decision of Vice Chancellor, SUPVA in this regard shall be final.***
28. Any damage caused to any equipment/or items available or any loss at the office premises due to negligence of the Agency/Contractor to SUPVA Rohtak. Agency/Contractor shall compensate in full the loss sustained by this office on account of damage or theft of material during discharge of activities or due to lapse on part of security agency. The amount so involved on this account shall be deducted from the payment due to contractor.
29. The service provider's person shall not claim any benefit/compensation/absorption /regularization of services from/in this office under the provision of Industrial Disputes Act., 1947 or Contract Labour (Regulation & Abolition) Act, 1970. Undertaking from the persons to this effect shall be submitted by the service provider to this office.
30. The service provider's personnel shall not divulge or disclose to any person, any details of office, operational process, technical know-how, security arrangements and administrative/ organizational matters as all are of confidential/secret nature.
31. The service provider's personnel should be polite, cordial, positive and efficient, while handling the assigned work. The service provider shall be responsible for any act of indiscipline on the part of persons deployed by him. The agency shall be bound to prohibit and prevent any of their employees from being intoxicated while on duty, trespassing or acting in any detrimental or prejudicial to the interest of this office. The



decision of the officer-in-charge upon any matter arising under the clause shall be final and binding on the agency.

32. The functional / disciplinary administrative control over the personnel deployed by the Agency will rest with SUPVA.
33. This office may require the service provider to dismiss or remove from the site of work, any person or persons, employed by the service provider, who may be incompetent or for his/ her/their misconduct and the service provider shall forthwith comply with such requirements. The Service provider shall replace immediately any of its personnel, if they are unacceptable to this office because of security risk, incompetence, conflict of interest and breach of confidentiality or improper conduct upon receiving instructions from office.
34. The transportation, food, medical and other statutory requirements in respect of each personnel of the service provider shall be the responsibility of the service provider.
35. That the agency will be wholly and exclusively responsible for payment of wages to the persons engaged by it in compliance of all the statutory obligations under all related legislations as applicable to it from time to time including Minimum Wages Act, Employees Provident Fund, ESI Act, Maternity Benefit Act, Contract Labour (Regulation & Abolition) Act etc. and this office shall not incur any liability for any expenditure whatsoever on the persons employed by the agency on account of any obligation. The agency will require providing particulars of EPF, ESI of its employees engaged in this office. The Agency will comply all statutory provisions of law, rules and regulations of Act and keep this office informed about any amendment in the law from time to time.
36. Payments of the bill to the service provider would be strictly on certification by the officer with whom he is attached that his services were satisfactory. The certificate invariably be record on the bill itself.
37. Income tax or any other statutory tax, cess/ levies as applicable under govt rules shall be deducted at source and shall be deposited with concerned quarter.
38. No wage/remuneration will be paid to deployed persons for the days of absence from duty. In case the service provider is unable to provide services in place of absent double the wages will be deducted from the service provider.
39. The service provider will provide the required personnel for a shorter period also, in case of any exigencies as per the requirement of this office.

40. The service provider shall provide a substitute well in advance if there is any probability of the person leaving the job due to his/her own personal reasons. The payment in respect of the overlapping period of the substitute shall be the responsibility of the service provider. The service provider shall be contactable at all times and messages sent by phone /e-mail/ fax / special messenger from this office shall be acknowledged immediately on receipt on the same day. The Service Provider shall strictly observe the instructions issued by the Department in fulfilment of the contract from time to time. This office shall not be liable for any loss, damage, theft, burglary or robbery of any personal belongings, equipment or vehicles of the personnel of the service provider. That the Service Provider on its part and through its own resources shall ensure that the goods, materials and equipments etc. are not damaged in the process of carrying out the services undertaken by it and shall be responsible for acts of commission and omission on the part of its staff and its employees etc. If this office suffers any loss or damage on account of negligence, default or theft on the part of the employees/Agencys of the agency, then the agency shall be liable to reimburse to this office for the same. The agency shall keep this office fully indemnified against any such loss or damage. Any accident/ casualty occurred during the course of working to any staff engaged by the agency, the responsibility will remain with the Agency. For any accident or casualty occurred during the course of working to any staff deployed by the Agency, the liability that will arise out of the accident will be borne by the Agency. The responsibility will remain with Agency and this office will no way be responsible for it or any other clause mentioned above.
41. The successful bidder will enter into an agreement immediately with the Department as per format given at Annexure "A" of the Outsourcing Policy of the State, containing all the terms and conditions on non-judicial stamp paper of Rs. 100/-. The above stamp paper will be arranged by the bidder for execution of agreement. The service charges/rates quoted by the agency shall be fixed for a period of one year and no request for any change/modification shall be entertained before expiry of the period of one year. Any statutory increase in wages/DA etc. is to be absorbed by the service provider. The contract/agreement is extendable by one more year subject to satisfactory performance of the agency and such amendments as mutually agreed to.

42. The agreement can be terminated by the University by giving one month's notice. Performance security will be forfeited besides debarring the agency for the period of 1 one years.
43. That on the expiry of the agreement as mentioned above, the agency will withdraw all its personnel and clear their accounts by paying them all their legal dues. In case of any dispute on account of the termination of employment or non-employment by the personnel of the agency, it shall be the entire responsibility of the agency to pay and settle the same.
44. In the event, if any dispute arises touching any of the clauses of the agreement, the matter will be referred to the Vice Chancellor, SUPVA, Rohtak, whose decision thereon shall be final and binding on both the parties.
45. The bidders shall have to obtain the required license from the licensing authority of respective Department/Circle/Division/Other units before deployment of personnel in this office.
46. if any amount is found payable by the bidders towards, wages, allowances and statutory dues in respect of personnel or any loss to this office property, the same shall be adjusted from the security deposit to the extent of the amount so determined reserving right to recover the deficit amount through other modes of recovery including the right to terminate the agreement without notice.
47. The Agency/Contractor shall strictly comply with the terms and conditions of agreement. Further, they shall also comply with all statutory obligations. In case of violation, the agreement shall be liable for cancellation immediately and security deposited will be forfeited.
48. In case of any unsatisfactory services rendered by the Contractor, the Vice Chancellor/ Registrar, SUPVA, Rohtak reserves the right to terminate the contract even during the continuity of the contract after giving reasonable opportunity.
49. The Agency/Contractor shall be required to sign a contract with Registrar, SUPVA, Rohtak, containing all the terms and conditions of the tender document.
50. The contract shall be valid for a period of **one year** which may be extended for another year depending upon the performance of the firm. The decision in this regard rests solely with the Vice Chancellor, SUPVA.
51. Tender received after the closing of date and time will be summarily rejected. No appeal against such rejection shall lie.

52. Tender shall be in the prescribed form. No tender will be considered which is not as per the printed form and does not bear the tenderer's signature and seal at the bottom of every page of the tender document.
53. The Office of Vice Chancellor/ Registrar, SUPVA reserves the right to accept or reject any tender in part or full without assigning any reason whatsoever.
54. The Office of REGISTRAR, SUPVA, Rohtak takes no responsibility for delay, loss or non-receipt of tender sent by post.
55. The bidder must have a qualified team of professionals in the organisations and will be required to give a presentation before the Tender Committee as to how they are going to provide the services.
56. Biometric attendance will be made for the employees provided by the agency. A complete biometric generated attendance will be maintained & submitted with the monthly bill submitted by the firm to the University for Payment. Independent Biometric tab Machine will be provided by the agency in the Estate Office. The biometric machine to be installed will be got approved from officer incharge of SUPVA.
57. Other terms and conditions as per Outsourcing Policy of the State as amended from time to time shall be applicable.
58. Agency must provide Supervisory Staff as per requirement at their own cost to the SUPVA for supervision of their staff.
59. Payment of holidays / leave etc. has to be paid by the contractor.
60. The engaged manpower has to be available for 8 hours daily as per timing schedule. The number has to intimate in submitted bid by the contractor.
61. The Agency/ Contractor shall provide security guards preferably Army Retired with proper supervision of the jobs. The number of security guards in one shift shall be decided by the office of SUPVA, Rohtak & There shall be 3 shifts and the security guard shall perform 8 hours duty per shift (Day or Night time) and agency shall give weekly off on the 7<sup>th</sup> day as per rules. The agency shall provide additional security guard as reliever to perform the duties in shift on weekly off days.
62. The Agency/ Contractor shall provide proper uniform and a spare uniform consisting of full pants, shirts, cap, lanyard with whistle, belt, shoes, badges, torch lights, walky talky, etc., to the security guard and shall ensure that their turnout is smart in all respect within 7 days of the award letter of the contract otherwise same shall be

provided by the University and cost what so ever shall be recovered from your dues with the University.

63. The Agency/ Contractor shall arrange subject to the provisions contained herein to safeguard the documents, appliances, fittings materials and property of the entire SUPVA Office Building by posting its men in such manner and at such points as may be necessary. In addition to providing security to the property of SUPVA Office Building , the services include patrolling of the required area at all time during day and night on 24 hours basis, giving instructions to park private vehicles at proper place, watching the movements of public/visitors and alert the concerned officer-in-charge in alarming situations.
64. Only able bodied, physically fit, well-trained disciplined and honest personnel shall be appointed for duty. Person so deployed shall not be below 21 years and above 50 years. They shall perform their duties to the satisfaction of the University. A representative of the Security Agency will report at least once in a week for coordination with the concerned officer-in-charge.
65. The Security guard shall be vigilant so that no person shall carry away any articles belonging to the offices housed in SUPVA Building out of its Building, and on finding such events he shall immediately inform the concerned officer-in-charge and act in accordance with the instruction given by him/her from time to time.
66. Senior Officer of the agency should visit and check the Security Staff periodically in different shifts and monitor their performance.
67. The agency/ Contractor shall accept the responsibility for all acts of omission of its employees in relation to assets directly handed over and personally guarded by security Staff. In case of any theft in SUPVA, Building the concerned Officer-in-Charge will immediately register complaints with the police and inform the agency/ Contractor for immediate follow up investigation. It will be responsibility of Agency/ Contractor to pursue the matter with the police with the assistance of the concerned officers in the department.
68. The Service provider / agency / contractor shall have to submit the proof of the insurance of the all the security persons at his own cost as per the provision in the relevant labour Act and proof thereof be supplied to university alongwith the first bill for the reimbursement of the salary paid to the workmen.
69. Approximate requirement of the security guard as on the day of tendering is 40 nos. which may increase as per the requirement of the university.

## **Criteria for Allotment of Tender**

- Technical bids will be opened by the committee.
- The successful bidder in the technical bids will be eligible for opening his financial bid.
- Financial bids will be opened and rates of various categories will be compared, and lowest Service Charge quoting firm will be qualified.
- If the same Service Charge is quoted by various firms then Turn Over will be the as selection criteria for the firm having More Turn over.
- Performance certificates of Govt agencies will be considered.
- University (SUPVA) has final authority to reject or select any firm without giving any Reason.

### **1. Scope of Work of Security Services**

The tentative required number is **40**. However same may vary from time to time.

a) Manpower required to provide security for the campus, the identified areas are:

- State University of Fine Arts
- State University of Film and TV
- State University of design
- State University of Urban Planning and Architecture.
- Central Block
- Guest House
- New Girl's Hostel
- Main Gate
- Night guard for the entire campus for open areas

**Summary/ Salient features of the tender for appointment of Security Service.**

<b>S. No.</b>	<b>Particulars</b>	<b>Remarks</b>
1.	Type of tender	Two bid system
2.	Last date of submission of tender	21.07.2016 upto 1:00 P.M.
3.	Venue for submission of offer	Registrar , State University of Performing & Visual Arts, Sec-6, Rohtak-124001
4.	Availability of tender documents	Tender documents can be obtained from Estate Office SUPVA, Rohtak
5.	Cost of tender documents (non-refundable)	Rs. 1000/- in the form of pay order/ demand draft
6.	EMD (refundable)	Rs. 1,00,000/- in the form of pay order/ demand draft
7.	Security deposit	Rs. 10.00 lacs in the shape of Bank Guarantee
8.	Date of opening of technical Bids	21.07.2016 at 3:00 P.M.
9.	Validity of offers	90 days from the date of opening of technical bids
10.	Contract period	1 Year extendable another one year
11.	Details/ address of the campus/ buildings	State University of Performing & Visual Arts, Sector-6, Rohtak-124001
(a)	Total area of the campus	22 Acres
(b)	No. of blocks	8 blocks + University Campus / open area
(c)	Detail of blocks	04 Institutions blocks , 01 Guest house, 01 New girl's Hostel, 01 Central Library, 01 Administration block, Utility Block
(d)	Total covered area of 08 blocks	7 lacs Sq. Feet
12.	Details of the contact person for inspection of site	R.S.Malik, University Engineer 09416303636

## Technical Bid

### Term & Conditions

1. The agency should have experience of at least 2 years in relevant field and must doing such services for various reputed organizations /Department of Government of India/ Public Sector Undertakings /statutory bodies/ MNCs.
2. The details of inputs / information's required to be submitted by the agency is as per the **Annexure-1**.
3. The details of current /previous clients are to be submitted as per the following format:
  - (a) Details of Major Current clients**
    - (i) Name of the company /organization /office
    - (ii) Contact person with telephone number and Email IDs
    - (iii) Contract Period and volume of work like value, area covered and man power deployed.
    - (iv) Copy of contract/agreement/experience certificate to be enclosed
  - (b) Details of Major Previous clients**
    - (i) Name of the company /organization /office
    - (ii) Contact person with telephone number and Email IDs
    - (iii) Contract Period and volume of work like value, area covered and man power deployed.
    - (iv) Copy of contract/agreement/experience certificate to be enclosed

### **B. How to Apply**

The interested parties may submit their tender after inspection of SUPVA Building at the above mentioned address. The inspection of premises can be made between 10:00A.M to 4:00P.M on all working days from the date of issue of notification till the date of closure of tender.

Note: Any bidder not fulfilling the above conditions will be summarily rejected.



## Tender Form

Sr. No.																										
1.	Name of Applicant																									
2.	Address and Phone No. of Applicant Firm																									
3.	Contact Person Name Mobile No. : E-Mail ID :																									
4.	Registration No./Code no. Registered under EPF/ESI Act																									
5.	Registration No. of labour license																									
6.	PAN No. & Service Tax No.																									
7.	ISO No, if any.																									
8.	Details of similar contract of an Educational/Institutional University																									
9.	Details of Current Works:																									
	<table border="1"><thead><tr><th>Name of Client</th><th>Manpower/Employee</th><th>Period</th><th>Financial Value</th></tr></thead><tbody><tr><td></td><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td><td></td></tr></tbody></table>	Name of Client	Manpower/Employee	Period	Financial Value																					
Name of Client	Manpower/Employee	Period	Financial Value																							
10.	Experience of executed Works in last 2 years:																									

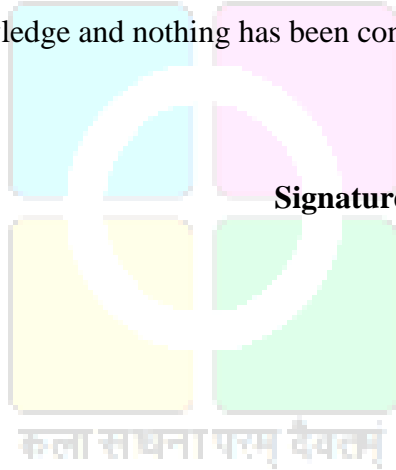
	Financial Year	Name of Client	Manpower/ Employee	Period	Financial Value
	2015-2016				
	2014-2015				
11.	Turnover of last 2 years				
	Years	Name of Client	Manpower	Period	Financial value
	2015-2016				
	2014-2015				
12.	Proposed Number/ Methodology and Detailed plan to provide Services (May use separate sheet for write up. May also required to make a presentation)				

**Verification:**

I solemnly declare and affirm that the above facts given from Sr. No. 1 to 12 are true to the best of my knowledge and nothing has been concealed.

**Date:**

**Signature with Seal of the Contractor**



ROHTAK

## Tender Form

### Part B (Financial)

Sr. No.					
1.	Name of Applicant				
2.	Address and Phone No. of Applicant Firm				
3.	Contact Person Name Mobile No. : E-Mail ID :				
12.	Proposed to provide Manpower				
Sr. No	<b>Type of Service</b>	<b>Rates offered</b>			
1	Security Services				
	Compulsory / Mandatory	<b>EPF</b>		<b>ESI</b>	Service Tax
	deposits in the account of each workman and shall be reimbursed by the University after submitting the proof of the deposit of the amount with concerned authority	<b>Employer's Share</b>	<b>Employee's Share</b>	<b>Employer's Share</b>	<b>Employee's Share</b>
		13.61% of the minimum wages as per latest DC rates and as amended time to time	12.00% of the minimum wages as per latest DC rates and as amended time to time	4.75% of the minimum wages as per latest DC rates and as amended time to time	1.75% of the minimum wages as per latest DC rates and as amended time to time
		Service Charges @..... % above on minimum wages as applicable latest during the contract period. <b><u>Note: No service Charge shall be paid on EPF, ESI &amp; Service Tax.</u></b>			

**Verification:**

I solemnly declare and affirm that the above facts given from Sr. No. 1 to 12 are true to the best of my knowledge and nothing has been concealed.

**Date:**

**Signature with Seal of the Contractor**

## Annexure “1”

**Details of Inputs/ Information’s to be provided by the tenderer**

S. No.	Items	Information /inputs to be filled by the tenderer (if required Separate sheets may be enclosed)
1.	<b>Name and address of the agency,</b> telephone number, fax, mobile number, email address	
2.	<b>Type of organization</b> (Whether proprietorship, partnership, private limited, limited company)	
3.	<b>Name and address</b> of the REGISTRARS/ proprietor /partners	
4.	Year of formation of the company/ experience as A house keeping agency	
5.	<b>Nature of business</b> carried by the company	
6.	<b>Branches</b> in other cities in India and contact details	
7.	Any <b>sister concerns</b> and their address	
8.	<b>Details of registration</b>	
9.	<b>Banker’s name and address</b> (Bank solvency certificate to be attached)	
10.	Total number of <b>employees</b> of the firm	
11.	Contact number in case of emergency	
12.	<b>Income tax return</b> for the last three financial years	
13.	Total turnover of the agency during last two financial years	
14.	Details of registration with statutory authorities like PF&ESI etc.	
15.	(a) <b>Service tax number/ certificate</b> (b) <b>PAN number</b>	
16.	<b>Change of the firm name at any time. If so, when and reason thereof</b>	
17.	<b>Infrastructure details</b>	
18.	<b>Dispute, if any</b>	

Copies of relevant documents are to be enclosed in support of above information’s.

**Undertaking:**

I hereby certify that all the information furnished above are true to my knowledge. I have no objection to University verifying any or all the information furnished in this document with the concerned authorities, if necessary.

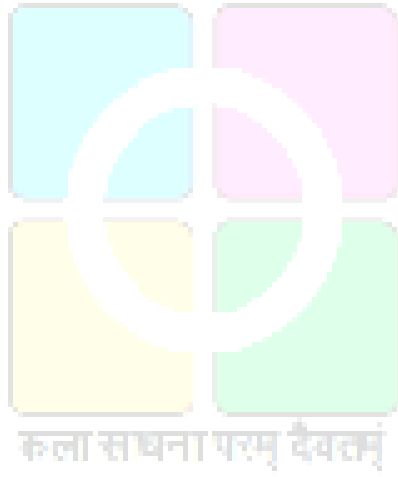
I also certify that, I have understood all the terms and conditions indicated in the tender document and hereby accept the same completely.

Signature of the authorized signatory of the agency

Official seal/ stamp

Date:

Place:



ROHTAK

**AGREEMENT FOR APPOINTMENT OF SECURITY SERVICES at SUPVA Rohtak (SPECIMEN COPY)**

Contract Agreement

No. \_\_\_\_\_ Dated \_\_\_\_\_

An agreement made this \_\_\_\_\_ Day of \_\_\_\_\_ Two Thousand and Sixteen between **State University of Performing & Visual Arts, Rohtak** represented hereafter referred as university on the one part and \_\_\_\_\_ and carrying on business at \_\_\_\_\_ under the name of \_\_\_\_\_ (hereinafter referred as the agency which expression shall be deemed to include his/their respective Heirs, Executors, Administrators, Legal Representative, Successors and Assignees) on the other part for the purpose of housekeeping services at the rates and under the terms and conditions specified in the form and its annexure.

Whereas the Agency has agreed with the University to perform all the operations set forth in the form and its annexure, which shall be treated as an integral part of this agreement, upon the terms and conditions governing contract annexed.

In consideration of the payment to be made by University, the Agency shall duly perform the said operations in the said forms and its annexure set forth and shall execute the same with great promptness, care and diligence in a workman like manner to the satisfaction of university and will carry out the work in accordance with the terms and conditions of contract with effect from \_\_\_\_\_ day of \_\_\_\_\_, 2016 upto \_\_\_\_\_ of \_\_\_\_\_ 2016 and will observe, fulfil and honour all the conditions herein mentioned (which shall be deemed and taken to be part of this contract as if the same had been fully set forth therein) and University hereby agrees that if the Agency observe and honour the said terms and conditions of the contract, University will pay or cause to be paid to the Agency for the operations, on the completion thereof, the amount due in respect thereof at the rates specified in the schedule hereto annexed. The cost of stamp duty on this account shall be borne by Agency. In witness whereof the said parties have hereunto set their hands the day and year first above written.

\_\_\_\_\_  
Agency

\_\_\_\_\_  
Registrar  
SUPVA, Sec-6, Rohtak

WITNESS

1. \_\_\_\_\_

\_\_\_\_\_

2. \_\_\_\_\_

\_\_\_\_\_

WITNESS

1. \_\_\_\_\_

\_\_\_\_\_

2. \_\_\_\_\_

\_\_\_\_\_

## ANNEXURE “3”

**PERFORMANCE GUARANTEE / SECURITY DEPOSIT IN THE FORM OF BANK GUARANTEE**

1. In consideration of **State University of Performing & Visual Arts, Rohtak** (hereinafter called the University), having its head office at **State University of Performing & Visual Arts, Rohtak** agreed to permit M/s \_\_\_\_\_ (hereinafter called the said Agency) to provide security related services on its behalf as custodians of the University on the terms and conditions of the agreement for and on production of a Bank Guarantee for 10% of total Tentative cost. We \_\_\_\_\_ promise to pay to University, an amount not exceeding 10% of total Tentative cost against any loss or damages caused to or suffered by University, by reason of any failure of the Agency to provide security services in contravention of the terms and conditions in the said agreement.
2. We \_\_\_\_\_ Bank, do hereby undertake and promise to pay the amount due or payable under this guarantee without any demur, merely on a demand from the University, stating that the amount claimed is due by way of loss or damage caused to or would be caused or suffered by the University, by reason of any failure of the said Agency to perform the said operations safely without damaging the materials/ goods. Any such demand made on the Bank shall be under this guarantee. However, our liability under guarantee shall be restricted to an amount not exceeding 10% of total Tentative cost.
- 3.1 We \_\_\_\_\_ Bank, further agree that the guarantee herein contained shall be taken for the performance of the said agreement and that it shall continue to be enforceable till all dues of the University, under or by virtue of the said agreement have been fully paid and its claim satisfied or discharged or guaranteed unless a demand or claim under this agreement is made on us in writing on or before three months after the date of completion of the contract, we shall be discharged from all liability under this guarantee thereafter.
- 3.2 Notwithstanding anything to the contrary contained herein the liability of the Bank under this guarantee will remain in-force and effect until such time as

this guarantee is discharged in writing by the University, or until the date of the expiry of the contract (whichever is earlier) and no claim shall be valid under this guarantee unless notice in writing thereof, is given by the University, within three months from the date of aforesaid agreement.

4. We \_\_\_\_\_  
 Bank, further agree with the University, that University shall have the fullest liberty without our consent and without affecting in any manner out of obligations hereunder to vary any of the terms and conditions of the said contract from time to time or to postpone for any time or from time to time any of the powers exercisable by the University, against the said Agency and to forbear or enforce any of the terms and conditions of the said agreement and we shall not be relieved from our liability by reason of any such variation or extension being granted to the said Agency or for any bearance, act or commission on the part of University or any indulgence by the matter or thing whatsoever which under the law relating to sureties but for the said reservation would relieve us from the liability.
5. This guarantee will not be revoked by any change in the constitution of the Bank or of the surety.
6. We \_\_\_\_\_  
 Bank lastly undertake not to revoke this guarantee during this currency except with the previous consent of University in writing.

OFFICER'S SIGNATURE WITH BANK SEAL

DATE