

STATE UNIVERSITY OF PERFORMING AND VISUAL ART
SECTOR - 06 ,ROHTAK

E-Tender Notice

E-TENDER FOR OUTSOURCING THE SECURITY SERVICES AT STATE UNIVERSITY OF PERFORMING AND VISUAL ARTS, SECTOR-6, ROHTAK.



- Cost of Bid document is **Rs.4000/-** (To be Paid Online)
- The Earnest Money of the tender is **Rs.2.20 Lakh** (To be Paid Online)

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NAME OF WORK: PROVIDING SECURITY SERVICES IN SUPVA, ROHTAK

PRESS NOTE

STATE UNIVERSITY OF PERFORMING AND VISUAL ART(SUPVA) ROHTAK	
Name of work	Providing Security Services in SUPVA Campus, Sector 06 Rohtak
Contract Amount (Estimated)	1.10 Crore
Earnest Money	2.20 Lakh
<p>(1) The tenders will be received only through E-tendering, for further details visit website https://haryanaeprocurement.gov.in. or https://supva.haryanaeprocurement.gov.in</p> <p>(2) Cost of tender document is Rs.4000/- (To be Paid Online)</p> <p>(3) The Earnest Money of the tender is Rs.2.20 Lakh (To be Paid Online)</p> <p>(4) Last date for submission of bid is 26.09.2017</p> <p style="text-align: right;">REGISTRAR</p>	

The Bidders can download the tender documents from the Portal:

<https://supva.haryanaeprocurement.gov.in>

or

<https://haryanaeprocurement.gov.in>

- 1) Earnest Money and Document Fee have to be deposited through Online Mode Only.
- 2) Agency shall have to pay the e- service fees of Rs.1000/- through Online mode
- 3) However, the details of the EMD, Tender document Fee & E-Service Fee are required to be filled/provided scan copies at the time of online Bid Preparation Stage the Bidders are required to keep the EMD, Tender document fee & E- Service fee details ready beforehand. The Agencies can submit their tender documents as per the date mentioned below:

KEY DATES

Sr. No.	SUPVA Rohtak Stage	Agency Stage	Start Date & Time	End Date & Time
1		Tender Document Download and Bid Preparation & Submission	09.09.2017 (09:00 AM)	26.09.2017 (2:00 PM)
2		Submission of Tender Fees and online EMD Fees	09.09.2017 (09:00 AM)	25.09.2017 (2:00PM)
3	Technical Opening/ Technical Evaluation/ Opening of Financial Bid		25.09.2017 (3:00 PM)	Financial Bid date will be decided and will be informed

For any query in relation to E-tendering process, the bidder may contact the Nodal Officer, Sh. Devender Rathee, Assistant Registrar, SUPVA, Rohtak on 9466628298.

Important Note:-

- 1) The bidders shall have to complete Bid Preparation & Submission" stage on scheduled date & time as mentioned above. If any bidder failed to complete his/her aforesaid stage in the stipulated online time schedule for this stage, his/her bid status will be considered as "bids not submitted".
- 2) Bidder must confirm & check his/her bid status after completion of his/her all activities for e-bidding.

DETAIL NOTICE INVITING TENDER

E-Tender is invited for providing of below mentioned services in single stage two cover system i.e. Request for Technical Bid (online Bid under PQQ/ Technical Envelope) and Request for Financial Bid (comprising of price bid Proposal under online available Commercial Envelope).

Sr. No	Name of work	Appx. Cost (Rs. In lacs)	EMD to be deposited by Bidder	Tender Document Fee & E-Service Fee (Rs.)	Start Date & Time of Bid Preparation & Submission	Expiry Date & Time of Tender fee & EMD Submission	Expiry Date & Time of Bid Preparation & Submission
1.	Providing Security Services in SUPVA Campus, Sector 06 Rohtak	1.10Crore	2.20 Lakh	Rs. 4000/-for Tender Document fee And Rs. 1000/- for e-Service fee	09.09.2017	25.09.2017 (2:00 PM)	26.09.2017 (2:00 PM)

1. Detailed notice inviting tender can be seen in the office of the Estate Office during office hours.
2. Bidding documents available on website
<http://supva.haryanaeprocurement.gov.in>
3. Newly enlisted Agency/societies/suppliers/manufactures should bring with them proof of their enlistment in appropriate class.
4. The bidders would submit bid through e-tendering only on the website i.e.
<http://haryanaeprocurement.gov.in>

Under this process, the Pre-qualification/ Technical online bid Application as well as online Price Bid shall be invited at single stage under two covers i.e. PQQ/Technical & Commercial Envelope. Eligibility and qualification of the Applicant will be first examined based on the details submitted online under first cover (PQQ or Technical) with respect to eligibility and qualification criteria prescribed in this Tender document. The Price Bid under the second cover shall be opened for only those Applicants whose PQQ/ Technical Applications are responsive to eligibility and qualifications requirements as per Tender document.

1. The payment for Tender Document Fee and e-Service Fee shall be made by eligible bidders online directly through Debit Cards & Internet Banking Accounts and the payment for EMD can be made online directly through RTGS/NEFT or OTC Please refer to 'Online Payment Guideline' available at

the Single e-Procurement portal of GoH(Govt. of Haryana) and also mentioned under the Tender Document.

2. Intending bidders will be mandatorily required to online sign-up (create user account) on the website <https://haryanaeprocurement.gov.in> to be eligible to participate in the e-Tender. He/She will be required to make online payment of EMD fee in due course of time. The intended bidder fails to pay EMD fee under the stipulated time frame shall not be allow to submit his / her bids for the respective event / Tenders.
3. The interested bidders must remit the funds at least T+1 working day (Transaction day + One working Day) in advance and make payment via RTGS /NEFT or OTC to the beneficiary account number specified under the online generated challan. The intended bidder / Agency thereafter will be able to successfully verify their payment online, and submit their bids on or before the expiry date & time of the respective events/Tenders at <https://haryanaeprocurement.gov.in>.

The interested bidders shall have to pay mandatorily e-Service fee (under document fee – Non refundable) of Rs.1000/- (Rupee One Thousand Only) online by using the service of secure electronic gateway. The secure electronic payments gateway is an online interface between bidders & online payment authorization networks.

The Payment for document fee/ e-Service fee can be made by eligible bidders online directly through Debit Cards & Internet Banking.

Important Note:

1. The Applicants/bidders have to complete ‘Application / Bid Preparation & Submission’ stage on scheduled time as mentioned above. If any Applicant / bidder failed to complete his / her aforesaid stage in the stipulated online time schedule for this stage, his / her Application/bid status will be considered as ‘Applications / bids not submitted’.
2. Applicant/Bidder must confirm & check his/her Application/bid status after completion of his/her all activities for e-bidding.
3. Applicant/Bidder can rework on his/her bids even after completion of ‘Application/Bid Preparation & submission stage’ (Application/Bidder Stage), subject to the condition that the rework must take place during the stipulated time frame of the Applicant/Bidder Stage.
4. In the first instance, the online payment details of tender document fee + e-Service and EMD & PQQ/Technical Envelope shall be opened. Henceforth financial bid quoted against each of the item by the shortlisted bidder/ Agency wherever required shall be opened online in the presence of such bidders/ Agency who either themselves or through their representatives choose to be present. The bidder can submit online their bids as per the dates mentioned in the schedule/Key Dates above.

The bids shall be submitted online in two separate envelopes:

Envelope 1: Technical Bid

The bidders shall upload the required eligibility & technical documents online in the Technical Bid.

Envelope 2: Commercial Bid

The bidders shall quote the prices in price bid format under Commercial Bid.

Instructions to bidder on Electronic Tendering System

These conditions will over-rule the conditions stated in the tender documents, wherever relevant and applicable.

Registration of bidders on e-Procurement Portal: -

All the bidders intending to participate in the tenders process online are required to get registered on the centralized e - Procurement Portal i.e. <https://haryanaeprocurement.gov.in>. Please visit the website for more details.

Obtaining a Digital Certificate:

- 1.1 The Bids submitted online should be encrypted and signed electronically with a Digital Certificate to establish the identity of the bidder bidding online. These Digital Certificates are issued by an Approved Certifying Authority, by the Controller of Certifying Authorities, Government of India.
- 1.2 A Digital Certificate is issued upon receipt of mandatory identity (i.e. Applicant's PAN Card) and Address proofs and verification form duly attested by the Bank Manager / Post Master / Gazetted Officer. Only upon the receipt of the required documents, a digital certificate can be issued. For more details, please visit the website – <https://haryanaeprocurement.gov.in>.
- 1.3 The bidders may obtain Class-II or III digital signature certificate from any Certifying Authority or Sub-Certifying Authority authorized by the Controller of Certifying Authorities or may obtain information and application format and documents required for the issue of digital certificate from:

M/s Nextenders (India) Pvt. Ltd.
O/o. DS&D Haryana,
SCO – 09, IIInd Floor,
Sector – 16,
Panchkula – 134108
E-mail: chandigarh@nextenders.com
Help Desk: 1800-180-2097 (Toll Free Number)

- 1.4 The bidder must ensure that he/she comply by the online available important guidelines at the portal <https://haryanaeprocurement.gov.in> for Digital Signature Certificate (DSC) including the e-Token carrying DSCs.
- 1.5 Bid for a particular tender must be submitted online using the digital certificate (Encryption & Signing), which is used to encrypt and sign the data during the stage of bid preparation. In case, during the process of a particular tender, the user loses his digital certificate (due to virus attack, hardware problem, operating system or any other problem) he will not be able to submit the bid online. Hence, the users are advised **to keep a backup of the certificate** and also keep the copies at safe place under proper security (for its use in case of emergencies).

- 1.6 In case of online tendering, if the digital certificate issued to the authorized user of a firm is used for signing and submitting a bid, it will be considered equivalent to a no-objection certificate /power of attorney / lawful authorization to that User. The firm has to authorize a specific individual through an authorization certificate signed by all partners to use the digital certificate as per Indian Information Technology Act 2000. Unless the certificates are revoked, it will be assumed to represent adequate authority of the user to bid on behalf of the firm in the department tenders as per Information Technology Act 2000.
- 1.7 The digital signature of this authorized user will be binding on the firm.
- 1.8 In case of any change in the authorization, it shall be the responsibility of management / partners of the firm to inform the certifying authority about the change and to obtain the digital signatures of the new person / user on behalf of the firm / company. The procedure for application of a digital certificate however will remain the same for the new user.
- 1.9 The same procedure holds true for the authorized users in a private/Public limited company. In this case, the authorization certificate will have to be signed by the directors of the company.

Opening of an Electronic Payment Account:

For purchasing the tender documents online, bidders are required to pay the tender documents fees online using the electronic payments gateway service. For online payments guidelines, please refer to the Home page of the e-tendering Portal <https://haryanaeprocurement.gov.in>.

Pre-requisites for online bidding:

In order to operate on the electronic tender management system, a user's machine is required to be set up. A help file on system setup/Pre-requisite can be obtained from Nextenders (India) Pvt. Ltd. or downloaded from the home page of the website -<https://haryanaeprocurement.gov.in>. The link for downloading required java applet & DC setup are also available on the Home page of the e-tendering Portal.

Online Viewing of Detailed Notice Inviting Tenders:

The bidders can view the detailed N.I.T and the time schedule (Key Dates) for all the tenders floated through the single portal eProcurement system on the Home Page at <https://haryanaeprocurement.gov.in>.

Download of Tender Documents:

The tender documents can be downloaded free of cost from the eProcurement portal <https://haryanaeprocurement.gov.in>

Key Dates:

The bidders are strictly advised to follow dates and times as indicated in the online Notice Inviting Tenders. The date and time shall be binding on all bidders. All online activities are time tracked and the system enforces time locks that ensure that no activity or transaction can take place outside the start and end dates and the time of the stage as defined in the online Notice Inviting Tenders.

Online Payment of Tender Document Fee, eService fee , EMD fees & Bid Preparation & Submission (PQQ/ Technical& Commercial/Price Bid):

i) Online Payment of Tender Document Fee + e-Service fee:

The online payment for Tender document fee, eService Fee & EMD can be done using the secure electronic payment gateway. The Payment for Tender Document Fee and eService Fee shall be made by bidders/ Vendors online directly through Debit Cards & Internet Banking Accounts and the Payment for EMD shall be made online directly through RTGS / NEFT & OTC. The secure electronic payments gateway is an online interface between Agency and Debit card / online payment authorization networks.

ii) PREPARATION & SUBMISSION of online APPLICATIONS/BIDS:

Detailed Tender documents may be downloaded from e-procurement website (<https://haryanaeprocurement.gov.in>) and tender mandatorily be submitted online.

Scan copy of Documents to be submitted/uploaded for Prequalification or Technical bid under online PQQ/ Technical Envelope: The required documents (refer to DNIT) shall be prepared and scanned in different file formats (in PDF /JPEG/MS WORD format such that file size is not exceed more than 10 MB) and uploaded during the on-line submission of PQQ or Technical Envelope.

FINANCIAL or Price Bid PROPOSAL shall be submitted mandatorily online under Commercial Envelope and original not to be submitted manually)

ASSISTANCE TO THE BIDDERS: -

In case of any query regarding process of e-tenders and for undertaking training purpose, the intended bidder can also avail the following and can contact service provider as per below:

Office Timings of Help-desk support for Single e Procurement Portal of Government of Haryana- Technical Support Assistance will be available over telephone Monday to Friday (09:00 am. to 5:30 pm) & Training workshop will be conducted on every 1st, 2nd Friday (from 3:30 pm upto 6:00 pm) and 4th Saturday (from 11:30 am upto 3:00 pm) of each month.

All queries would require to be registered at our official email-chandigarh@nextenders.com for on- time support (Only those queries which are sent through email along with appropriate screenshots or error description will be considered as registered with the Help-desk)

Important Note: -

- (a) Any intending bidder can contact the helpdesk on or before prior to 4 hours of the scheduled closing date & time of respective e-Auction/ Tender event.
- (b) For queries pertaining to e-Payment of EMD, please contact the helpdesk at least 2 business days prior to the closing date & time of e-Auction/Tender event.
- (c) Help-desk support will remain closed during lunch break i.e. from 1:30 PM up to 2:15 PM on each working day.

Schedule for Training:

<i>Training workshop will be held on 1st, 2nd Friday (from 3:30 pm upto 6:00 pm) and 4th</i>		
<i>Saturday (from 11: 30 am upto 3:00 pm) of each month at following addresses:</i>		
Nextenders (India) Pvt. Ltd Municipal Corporation Faridabad, Near B.K. Chowk, Opp. B.K.Hospital, NIT, Faridabad Contact no.	Nextenders (India) Pvt. Ltd. Public Health Division No. 2 Hisar, Model Town Opp. N.D Gupta Hospital, Hisar	Nextenders (India) Pvt. Ltd., Nirman Sadan (PWD B&R), Plot No.- 01, Basement, Dakshin Marg, Sec- 33 A, Chandigarh -160020 For Support- 1800-180-2097,

Haryana eProcurement Help Desk Office will remain closed on Saturday (except 4th Saturday), Sunday and National Holidays

NOTE:- Bidders participating in online tenders shall check the validity of his/her Digital Signature Certificate before participating in the online Tenders at the portal <https://haryanaeprocurement.gov.in>.

For help manual please refer to the 'Home Page' of the e-Procurement website at <https://haryanaeprocurement.gov.in>, and click on the available link 'How to...?' to download the file.

Guideline for Online Payments in e-tendering

Post registration, bidder shall proceed for bidding by using both his digital certificates (one each for encryption and signing). Bidder shall proceed to select the tender he is interested in. On the respective Department's page in the e-tendering portal, the Bidder would have following options to make payment for tender document & EMD:

- i. Debit Card
- ii. Net Banking
- iii. RTGS/NEFT

Operative Procedures for Bidder Payments

A) Debit Card

The procedure for paying through Debit Card will be as follows.

- i. Bidder selects Debit Card option in e-Procurement portal.
- ii. The e-Procurement portal displays the amount and the card charges to be paid by bidder. The portal also displays the total amount to be paid by the bidder.
- iii. Bidder clicks on "Continue" button
- iv. The e-Procurement portal takes the bidder to Debit Card payment gateway screen.
- v. Bidder enters card credentials and confirms payment
- vi. The gateway verifies the credentials and confirms with "successful" or "failure" message, which is confirmed back to eProcurement portal.
- vii. The page is automatically routed back to e-Procurement portal
- viii. The status of the payment is displayed as "successful" in e-Procurement portal. The e-Procurement portal also generates a receipt for all successful transactions. The bidder can take a print out of the same,
- ix. The e-Procurement portal allows Bidder to process another payment attempt in case payments are not successful for previous attempt.

B) Net Banking

The procedure for paying through Net Banking will be as follows.

- i. Bidder selects Net Banking option in e-Procurement portal.
- ii. The e-Procurement portal displays the amount to be paid by bidder.
- iii. Bidder clicks on "Continue" button
- iv. The e-Procurement portal takes the bidder to Net Banking payment gateway screen displaying list of Banks (v) Bidder chooses his / her Bank
- v. The Net Banking gateway redirects Bidder to the Net Banking page of the selected Bank

- vi. Bidder enters his account credentials and confirms payment
- vii. The Bank verifies the credentials and confirms with “successful” or “failure” message to the Net Banking gateway which is confirmed back to e-Procurement portal.
- viii. The page is automatically routed back to e-Procurement portal
- ix. The status of the payment is displayed as “successful” in e-Procurement portal.

The e-Procurement portal also generates a receipt for all successful transactions. The bidder can take a print out of the same. (xi) The e-Procurement portal allows Bidder to process another payment attempt in case payments are not successful for previous attempt.

C) RTGS/ NEFT

The bidder shall have the option to make the EMD payment via RTGS/ NEFT. Using this module, bidder would be able to pay from their existing Bank account through RTGS/NEFT. This would offer a wide reach for more than 90,000 bank branches and would enable the bidder to make the payment from almost any bank branch across India.

- I. Bidder shall log into the client e-procurement portal using user id and password as per existing process and selects the RTGS/NEFT payment option.
- II. Upon doing so, the e-procurement portal shall generate a pre-filled challan. The challan will have all the details that is required by the bidder to make RTGS-NEFT payment. iii.
- III. Each challan shall therefore include the following details that will be pre-populated:
 - Beneficiary account no: (unique alphanumeric code for e-tendering)
 - Beneficiary IFSC Code:
 - Amount:
 - Beneficiary bank branch:
 - Beneficiary name:
- iv. The Bidder shall be required to take a print of this challan and make the RTGS/NEFT on the basis of the details printed on the challan.
- v. The bidder would remit the funds at least T + 1 day (Transaction + One day) in advance to the last day and make the payment via RTGS / NEFT to the beneficiary account number as mentioned in the challan.
- vi. Post making the payment, the bidder would login to the e-Tendering portal and go to the payment page. On clicking the RTGS / NEFT mode of payment, there would be a link for real time validation. On clicking the same, system would do auto validation of the payment made.

D) Over-the-Counter (OTC)

This solution shall allow the bidder having account with ICICI Bank, to make the payment from any CMS enabled Branch of ICICI Bank in India. Bidders can make the payment via cash (if amount is <= 49,999), ICICI Bank Cheque.

The procedure for paying through OTC mode is as follows:

- i Bidder selects Over-the-Counter remittance option in e-Procurement portal.
- ii The e-Procurement portal displays the amount to be paid. Bidder chooses the bank account no. for refund of the amount.
- iii Bidder clicks on “Continue” button
- iv The e-Procurement portal displays the details of payment. Bidders clicks on “print _challan” and prints the OTC challan.
- v Bidder submits the OTC challan at the counter of any designated branch of ICICI Bank with
- vi Cash / Demand Draft / ICICI Bank Cheque (Payment in cash is allowed upto Rs. 49,999/-)
- vii ICICI Bank verifies the URN (format to be discussed and decided) and Amount with e-Procurement portal prior to accepting the payment
- viii On successful verification from e-Procurement portal, ICICI Bank accepts the payment. In case of failure, ICICI Bank shall return back the OTC challan and payment to the Bidder.
- ix ICICI Bank will commit the payment transaction (in case of successful verification from e-Procurement portal) and sends the Bank Transaction Number (I-Sure Reference Number) online against the URN and Amount.
- x ICICI Bank will generate receipt for the payment transaction and issues the same to the Bidder.
- xi The e-Procurement system updates the bank transaction number against the URN and Amount based on details sent by ICICI Bank online prior to generation of receipt.
- xii The status of payment will be displayed as “verification successful” in e-Procurement portal, when the bidder clicks on verification option in the portal

Bidder would be required to upload the scan copy of receipt as received from ICICI Bank as part of proof in Nex-tender portal before submitting the tender

Important Notes (Do's/Don't)

Sr no.	Scenario	Do's / Don'ts
1	In the event of making Payment through NEFT/RTGS	<p>Do's</p> <ul style="list-style-type: none"> • It is the bidder's responsibility to ensure that RTGS/NEFT payments are made to the exact details as mentioned in the challan which are: 1) Beneficiary account no: <client code> + <random number> 2) Beneficiary IFSC Code: As prescribed by ICICI Bank (this shall remain same

	<p>across all tenders)</p> <ul style="list-style-type: none"> • Amount: As mentioned on the challan. It is specific for every tender/transaction • Beneficiary bank branch: ICICI Bank Ltd, CMS • Beneficiary name: As per the challan • For every tender, details in the challan are different and specific to that tender only. Bidder should not make use of a challan for making payment for another tenders' EMD • It is advised that all the bidders make payment via RTGS/NEFT at least one day in advance to the last day of tender submission as certain amount of time is required for settlement and various parties are involved. The payment may not be available for the bidder validation. In such cases bidder may not be able to submit the tender • Bidder has to make only single payment against a challan as per the amount mentioned on the challan. • Bidder must do the payment before tender validity gets expired <p>Don'ts</p> <ul style="list-style-type: none"> • Bidder should not enter erroneous details while filling the NEFT/RTGS form at their bank. The following possibilities may arise: <p>1) Incorrect IFSC code mentioned: - Transaction would be rejected and the amount would be refunded back in to the bidders account 2) Incorrect Beneficiary account number mentioned (<client code> + <random number>):</p> <p>-</p> <p>a) In case, the beneficiary account number mentioned is incorrect the transaction would be rejected and the bid would not be accepted.</p> <p>3) Incorrect Amount mentioned: The amount would be rejected if the amount mentioned in while making the payment is incorrect. Such cases will be captured as unreconciled transactions and will be auto-refunded directly to bidder's account.</p> <p>In the event of any discrepancy, payment would not be considered and bidder would not be allowed to bid/ participate.</p> <ul style="list-style-type: none"> • Bidder is not supposed to use challan generated in one tender for payment against another tender since details in the challan are unique to the tender and bidder combination.
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		<ul style="list-style-type: none"> • Bidder must not make multiple or split payments against a particular challan. Any split payment received against the same challan will be refunded back to the bidder. • Bidder would not be entitled to claim that he is deprived of participating in the tender because his funds are blocked with the division on account of incorrect payment made by the bidder
2	<p>In the event of making Payment through OTC</p>	<p>Do's</p> <p>It is the bidder's responsibility to ensure that OTC payments are made to the exact details as mentioned in the challan which are:</p> <p>Beneficiary account no: <client code> + <random number> Amount: As mentioned on the challan It is specific for every tender/transaction</p> <p>Beneficiary name: As per the challan</p> <p>Bidder has to make only single payment against a challan as per the amount mentioned on the challan</p> <p>Bidder must do the payment before tender validity gets expired</p> <p>Bidder needs to mandatorily upload the scan copy of the payment receipt issued by ICICI Bank, in Nextender Portal before submitting the Tender</p>
		<p>Don'ts</p> <ul style="list-style-type: none"> • If the bidding amount is greater than Rs49,999, then • Bidder should not make payment in cash. In this case, • Bidder should pay via Demand Draft/ICICI Bank Cheque • It is bidder's responsibility to ensure that Demand draft should be valid and should not have discrepancies such as signature not found, stale DD, mutilated, material alteration, favouring third party etc., Inthe event of Demand Draft returned by bidder's Bank on account of such discrepancies, ICICI Bank shall ensure that such communication is sent to the Client within 3 days from the date of rejection by the Bidder's Bank • For every tender, details in the challan are different and specific to that tender only. Bidder should not make use of a challan for making payment for another tenders' EMD

COVERING LETTER:

Format of letter to be submitted with the Tender for Providing Security Services in SUPVA Campus, Sector 06 Rohtak.

TO,

The Registrar
State University of Performing and Visual Arts
Rohtak – 124001 (Haryana)

Sub: Providing Security Services in SUPVA Campus, Sector 06 Rohtak.

Dear Madam/Sir,

1. This is with reference to your TENDER notice dated I have examined the TENDER document and understood its contents. I hereby submit the bid for **Providing Security Services in SUPVA Campus, Sector 06 Rohtak.**
2. The Bid is unconditional for the said Tender. This bid is valid for a period not less than 120 days.
3. It is acknowledged that the Authority will be relying on the information provided in the Tender and the documents accompanying such Tender for qualification of the bidders for the above subject items and we certify that all information provided in the Tender and in Annexures are true and correct; nothing has been misrepresented and omitted which renders such information misleading; and all documents accompanying the bid are true copies of their respective originals.
4. This statement is made for the express purpose of the above mentioned subject.
5. We shall make available to the Authority any additional information it may find necessary or require to supplement or authenticate the Qualification statement.
6. We acknowledge the right of the Authority to reject our bid without assigning any reason or otherwise and hereby relinquish, to the fullest extent permitted by applicable law, our right to challenge the same on any account whatsoever.
7. It is declared that:
 - a) We have examined the Tender document and have no reservations to the Tender document.
 - b) We have not directly or indirectly or through an agent engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice in respect of any Bid or request for proposal issued by or any Agreement entered into with the Authority or any other public sector enterprise or any Government, Central, State or local.
8. It is understood that the University may cancel the Bidding Process at any time without incurring any liability to the University and that you are neither bound to invite the applicants to Bid for the items nor to accept any bid that you may receive.
9. It is understood that the University can use any evaluation scheme/evaluation metrics/weightage or take the help of any consultant, as required in selecting the successful agency/agencies and we agree to abide by it.
10. It is certified that we have not been convicted by Court of Law or indicted or adverse orders passed by a regulatory authority which could cast a doubt on our ability to undertake the

Services or which relates to a grave offence that outrages the moral sense of the community.

11. It is here by certified that the firm has not been debarred/blacklisted for any reason/period by any central/state Govt. department/University/PSU etc. if so particulars of the same may be furnished. Concealments of facts shall not only lead to cancellation of the order but may also warrant legal action.
12. It is hereby affirmed that we are in compliance of/shall comply with the statutory requirements, as applicable.
13. We hereby irrevocably relinquish any right or remedy which we may have at any stage at law or howsoever otherwise arising to challenge or question any decision taken by the Authority in connection with the selection of bidders, selection of the Agency, or in connection with the selection/Bidding Process itself, in respect of the above mentioned items and the terms and implementation thereof.
14. We agree to undertake to abide by all the terms and conditions of the TENDER document.
15. We agree to undertake to be liable for all the obligations of the Agency under the Agreement. In witness, thereof, we submit this application under and in accordance with the terms of the TENDER document.

Place:-

Date :.....

Yours faithfully,

(Signature, name and designation of the Agency/Authorized Signatory)

Official Seal

ELIGIBILITY CRITERIA ALONG WITH THE DOCUMENTARY PROOF TO BE SUBMITTED IN THE TECHNICAL BID:

1. Average turnover of the Bidder should be at least Rs. 2.50 Crores per annum for the last three consecutive years for providing security guards.
2. Bidder must possess a valid labour license for last three consecutive years.
3. Agency/Contractor should have minimum 03 years' experience in similar job. The Agency/Contractor shall also submit the performance certificate from at least 3 reputed organizations where they have successfully executed the contract for the security services.
4. Agency/Contractor should have employed minimum 100 Nos. (average) of security guards for last three years.
5. Bidder ISO 9001:2000 certified company shall be preferred.
6. Bidder must submit documents of EPF submission in proof of having security persons employed during the last period of 3 years with the organization.
7. 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.
8. Agency/Contractor must be registered with Labour Commissioner.
9. Agency/Contractor must have valid service tax registration number/GST and documentary evidence must be provided for the same.
10. PAN No. of the firm must be indicated. A documentary evidence of this must be provided.
11. Agency/Contractor must submit ITR and Balance sheet duly certified by the CA for the last three financial years.
12. Average profitability should not be less than 2% for last three years.
13. Agency/Contractor must have Security License from DGP, Haryana.

TECHNICAL ASSESSMENT WILL BE DONE BROADLY ON FOLLOWING PARAMETERS:

1. Presentation by the firm/contractor
2. Experience and previous performance
3. Organizational Setup and resources

The technical committee will assess the capacity of the bidder to undertake the tendered work and commercial bids of only those bidders will be opened who qualify in technical evaluation.

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 enclosed with the cost of the Tender Document.
- v) If it is not accompanied by the requisite EMD and proper documents.

B. SUPVA 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, modify, 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 undertaken 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 State University of Performing and Visual Arts, Rohtak.
3. Agency/Contractor shall provide any number of extra persons as desired by the SUPVA, Rohtak during the period under this agreement at the rates already agreed to in the contract.
4. No sub-contacting 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 7th 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. In case the Agency fails to commence/ execute the work as stipulated in the agreement or unsatisfactory performance or does not meet statutory requirements of the contract, University reserves the right to impose the penalty as detailed below:-
 - i 0.5% of cost of order/agreement per day subject to maximum of 10%.

- ii After four weeks delay University reserves the right to cancel the contract. The agency shall be blacklisted for a period of 5 years from participating in any such type of work and Earnest Money will be forfeited
8. 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.
 9. The bidders are required to submit EMD and cost of the document online 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/ GST clearance along-with the bid documents, failing which the tender shall be declared as non-responsive and thus liable for rejection.
 10. It will be the responsibility of the Agency to get all the related clearances as applicable under the Indian Laws and complete the necessary formalities as required under relevant statutes, rules and regulations, including Private Security Agencies (Regulation)Act, 2005 (29 of 2005) and any other act applicable.
 11. 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.
 12. The agency shall comply with all the statutory provisions as laid down under various Labour Laws/Act/Rules & Regulations and other Labour Laws/Acts/Rules in force from time to time at its own cost. In case of violation of such statutory provisions under Labour Laws and/or any other law etc. applicable, by the Agency, there will not be any liability on part of the University.
 13. By virtue of the provisions of the Workman's Compensation Act or any other Act, the University if obliged to pay compensation to person employed by the Agency in execution of the work, then the University will be entitled to recover the same from the Agency. The amount of compensation so paid shall be recovered from the Agency.
 14. The agency will maintain all the relevant records, register and documents as required by the Labour Department, Regional Provident Funds Commissioner and Employees State Insurance Corporation or other local bodies etc. as per the existing rules and/or regulations as amended from time to time.
 15. The Agency shall indemnify the University against all damages/charges and expenses for which the University is held liable or pays on account of the negligence of the Agency or its servants or any persons under its control, whether in respect of accident, injury to the person or damages to the property of any member of the public or any persons or in executing the work or otherwise and against all claims and demands thereof.
 16. Bidders are required to quote their rates both in percentage as service charges on the basic rates of the Security Guard in words and figures. **The Service charge less than 2% shall not be accepted.**

17. It will be the solely responsibility of Agency to make following payment of EPF, ESI etc to their employee on the minimum wages as per latest DC rates and as amended time to time:

EPF		ESI	
Employer's Share	Employee's Share	Employer's Share	Employee's Share
13.16% 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

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. 11.00 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 refundable 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.
24. The security guards 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 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 proof of residence, driving license, bank account details, previous work experience and recent photograph and a certification to this effect submitted to this office along with the 1st 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 laps 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 or any other law for the time being in force. 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 obligations. 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 recorded 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 service 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 personnel 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/Agencies 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 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 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 University as per format 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 increases in wages/DA etc. is to be absorbed by the service provider.

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 one year.
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, allowance 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 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 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 two years depending upon the performance of the firm. The decision in this regard rests solely with the Vice Chancellor, SUPVA.**
51. Tender received after 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 tender'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. SUPVA, Rohtak takes no responsibility for delay, loss or non-uploading of tender on website.
55. The bidder must have a qualified team of professionals in the organizations and will be required to give a presentation before the tender Committee as to how they are going to provide 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 monthly tab Machine will be provided by the agency in the Estate Office. The biometric machine to be installed will be got approved from the officer- in- charge 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 be intimated 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 SUPVA, Rohtak and 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 7th 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, badges, torch lights, walky talky, etc. to the security guard at his own cost 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 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 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 60 nos. which may increase as per the requirement of the university.
70. Any disputes arising out of and / or in relation to this agreement shall be resolved through Arbitration in terms of Arbitration & Conciliation Act, 1996. Any party may approach the Hon'ble Vice Chancellor in writing with copy to other party for appointment of Sole Arbitrator. The Hon'ble Vice Chancellor may appoint any person as Sole Arbitrator and refers the matter for Arbitration. The decision of the Sole Arbitrator, so appointed shall be final and binding upon the parties.
71. The dispute if any shall be subject to the jurisdiction of courts at Rohtak. Any other jurisdiction mentioned in the quotation/ tender or invoices or any other document shall have no legal sanctity.
72. If any doubt or ambiguity arises as to the meaning and effect of any provision(s) of this agreement, the same shall be referred to the Vice-Chancellor, State University of Performing and Visual Arts, Rohtak for clarification. The clarification so provided by the Vice-Chancellor shall be binding.

SCOPE OF WORK:

Protection of property and personnel (faculty, officers staff, students, official visitors and residents) of the University against wilful harm; the University meaning All Gates, Academic Areas, Activities Area, Hostels, Guest Houses, Play Grounds / Open spaces, Residential Houses etc. all within the boundary of University Campus. The tentative required number is **60**. However same may vary from time to time.

The Agency shall provide services of safety and Security of entire campus as mentioned in the tender document by deploying the manpower.

1. To maintain various gates and any other sensitive points specified by the University.
2. Security personnel deployed by the Agency shall check the material/property/public/casual workers entering and exiting the campus through the procedure of entry pass/gate pass, as laid down by the University.
3. The Security Agency will be responsible for proper controlling of the all gates of the Departments of university. The agency will be responsible to handle any nuisance during the entry at his or her own level. The Agency will also be responsible to check the cameras installed at gate whether they are properly working or not .If not then the agency will immediately report to the IT officer of the University. Further, vehicles with Black glasses will not be permitted to enter in the campus. Agency will also be responsible for proper entry of the vehicles from main gate traffic jam.
4. Round the clock security guards will be deputed at each institutional building/hostels on the entry points and control the illegal entry. The agency is also responsible for any theft/loss/damage of the property of the buildings. Further the agency is also responsible to handle mob/ agitation to avoid any damage of property and shall check that no nuisance is created in the campus. If required the agency may take help of the local police at their own level and same will be informed to competent authority.
5. The agency is responsible for controlling vehicles creating loud noise by using pressure horn, playing loud music and without silencer etc.
6. The agency is responsible to check mischievous elements/unethical behaviour at university parks and other premises of the university.
7. The agency is responsible to check the movement of unauthorized vehicles having Jet-Black glasses, drinking of alcohol in the vehicles and any other prohibited drugs in any university buildings and parks etc.
8. The Agency is responsible for the protection cash/ documents etc.(static or in transit) due to burglary.
9. Regulate access control at gates, prevent misuse of University grounds and facilities by outsiders, preventing trespassing, unauthorized parking, unauthorized construction,

- squatting in the University Campus, and prevent vandalism, breaking of twigs / trees throwing of garbage / littering and ensuring cleanliness. Ensure proper & timely reporting of any such violations to concerned authorities.
10. To carryout, lift rescue operations in the University Campus.
 11. To undertake fire-fighting operations with provided equipment.
 12. Regulate parking of vehicles at designated areas of the University and also regulate traffic movement at the entry/ exit gates within the campus and ensure traffic rules are followed.
 13. Adhere to the Standard Operating Procedures (SOPs) given by the Competent Authority which may be modified from time to time by the Competent Authority/Controller Security.
 14. The Agency will provide extra security guards on one day notice
 15. The Agency will carry out 'on the job' training of Guards at the time of induction and ensure Refresher Training during the period of the contract every 06 months.
 16. The Agency will also carry out regular Mock fire drills, Mock lift rescue operations and Mock Security exercise to train staff, students, faculty and residents at least once in a year.
 17. Prevent defacing/ damage to University property buildings etc. (prevent Graffiti/ poster pasting etc.)
 18. To prevent entry of stray/wild animals into the University Campus.
 19. The Agency will ensure to switch off lights/ leakage of water taps of the buildings/common places etc. When not in use and same may be intimated to the concerned officer.
 20. The Agency is responsible to carry out any other job assigned by the Controller Security or Competent authority in the interest of Security of University.
 21. To Provide extra security as and when required for any function/ festivals, VVIP/ VIP visits inside the University Campus.
 22. The agency shall be responsible for maintaining the register for material/equipment/machinery coming in or coming out from the buildings or as directed by the Controlling Officer/Controller Security.

23 The agency shall be responsible for deployment of minimum manpower as per the following table:

Security Guards(Male/female):

Venue	6 AM to 2 PM	2 PM to 10 PM	10 PM to 6 AM	
Main Gate	3	3	3	Agency shall also provide reliever according to the no. of Security guards provided.
Department of Design	1	1	1	
Department of Film & TV	1	1	1	
Department of Fine Art	1	1	1	
Department of Urban Planning & Architecture	1	1	1	
Guest House	1	1	1	
Common Activity Block	1	1	1	
VC Residence	1	1	1	
Gate No. 2	1	1	1	
Girl Hostel	3	3	3	
Faculty residence	4	4	4	
TOTAL = 54	18	18	18	

24 The agency shall be responsible to provide ladies guard for specific areas /buildings as per the direction of the Controlling Officer.

25 The Agency will provide hand held search lights at least 20 each and 10 sets of portable radios / Walky –Talky for University campus ,Rohtak. The portable radios / Walky – Talky and similar / such instruments should be under license issued as per the rules / provisions of Indian Telegraph Act & Rules / Indian Wireless Telegraph Act Rules.

26 The agency shall submit the weekly/monthly duty chart prior to the commencement of the week/month of all the security personnel deployed in the University to the Authorized officer of the University

27 One overall In charge will be deputed by the Agency in the University Campus.

28 Change in the name of the Agency will not be allowed. The authorized signatory of Agency with seal of Agency/Firm/company should sign every paper of the tender. In case any person signing the tender/contract/agreement on behalf of Limited Company or Firm, he will produce letter of authority/resolution passed by the company/firm empowering him to sign the tender/agreement/contract on behalf of the company or firm.

29 The University will deduct Income Taxes at source as applicable from time to time.

30 The University shall not be responsible financially or otherwise for any injury to the security personnel in the course of performing the Security duties as per this tender.

DUTY HOURS:

- A. First Shift 06:00 hrs to 14:00 hrs
- B. Second shift 14:00 hrs to 22:00 hrs
- C. Third shift 22:00 hrs to 06:00hrs
- D. General shift – 09:00 hrs to 17:00 hrs (with staggered Lunch Break with appropriate arrangement to be made by the agency)
- E. Duty timing shall be changed by the University as per requirement and necessity.

State University of Performing & Visual Arts, Rohtak

TECHNICAL BID

Name of Service/work : E-TENDER FOR OUTSOURCING THE SECURITY SERVICES

Sr.no	Particulars	Information to be provided by the bidders
1.	Name & Address of the Service provider (copy of proof unclosed at page No.)	
2.	Phone No/Fax/E-mail of the Agency	Landline No: _____ Mobile No: _____ Fax No: _____ E-mail: _____
3.	Name of the Authorized Representative	
4.	Details of the Authorized Representative (copy of address proof enclosed at page No _____)	(i) Address: (ii) Contact No(s) including landline No: (iii) E-mail id: (iv) Fax No : (v) PAN :
5.	Whether the average turn over of the bidder is atleast 2.50 Crore per year for last three years.	
6.	Copy of Labour license no. for last 03 consecutive years.	
7.	Security License No. from DGP, Haryana (Copy attach)	
8.	Registration No. of the Firm (copy of the Registration Certificate with upto date renewal is enclosed at page No.)	

9.	A. Whether the Agency is Registered Partnership Firm or Company/ Society (copy of proof enclosed at page No.) B. Registered from (Name & Address of the department)	
10.	Permanent Account Number (PAN) of the Firm.(copy of proof enclosed at page No._____)	
11.	Service Tax Registration Number/GST No. (copy of Registration Certificate enclosed at page No._____)	
12.	E.P.F Registration Number (copy of Registration Certificate enclosed at page No._____)	
13.	I.S.O. Certificate, if any (copy of Registration Certificate enclosed at page No._____)	
14.	E.S.I. Registration Number (copy of Registration Certificate enclosed at page No._____)	
15.	Welfare Fund Registration Number (copy of Registration Certificate enclosed at page No._____)	
16.	T.A.N (copy of proof enclosed at page No._____)	
17.	Have you cleared all statutory obligations in the previous contract(s)	
18.	Details of experience in the relevant field (copies of proof enclosed at page No._____)	
19.	Period for which services being offered	12 months

20.	Are you defaulter/back listed for not providing satisfactory service/defaulters of non-depositing EPF/ESI etc.	
21.	Registration no. with Haryana Private Security Agencies Rules, 2009, if any	
22.	Any other information which the tenderer may like to provide in the tender form that may affect the contract/job work.	

FINANCIAL INFORMATION

1. Financial Turnover of the Agency for the past 3 years:

Financial	Turnover (in Rs.)		Profitability (in Rs.)		Income tax paid	Page reference
	In figures	In words	In figures	In words		
2014-2015						
2015-2016						
2016—2017						

2. Also submit certified copy of the balance sheet by Chartered Accountant.

Details of all Contract of Similar nature completed during Last 3 Years:

S.No	Name of Contract/ and location	Owner /organization Department	Value of Contracts	Nos. of workmen deployed	Name & Address Telephone of officer to whom reference may be made	Page reference	Remarks
1	2	3	4	5	6	7	8

(SIGNATURE OF APPLICANT)

Form 'C'

Name of the Contract under Execution or Awarded

S.No.	Name of Contract /and Location	Owner /organization Department	Nos. of secures guards deployed	Date of Commencement as per contract	Period of contract	Name & Address Telephone if officer to whom reference may be made	Remarks (indicate whether any show cause notice issued on account of the poor services, if any ?)	Page reference
1	2	3	4	5	6	7	8	9

Certified that above list of works is complete and no work has been left out and that the information given is correct to my knowledge and belief.

(SIGNATURE OF APPLICANT)

Performance Report of works Referred in Form 'B' & 'C'

(Furnish this information for each individual contract from the employer for whom the services was provided)

1. Name of the Contract & Location :
2. Agreement No, if any? :
3. Contract Value :
4. Performance report :
5. (a) Quality of services : Excellent /Very Good / Good
/Fair
- (b) Resourcefulness : Excellent /Very Good / Good
/Fair

Date

**Security Officer/
Incharge or Equivalent
(Seal of the Organization)**

Structure of the Organization

Sr.no	Information to be supplied	Particulars	Page Nos.
1.	Name and address of bidding firm		
2.	Telephone No/Fax No./email address		
3.	Legal status (Attach copies of original document defining the legal status.) The applicant is : a) An individual b) Proprietary Firm c) A Firm in partnership d) A Limited company or corporation		
4.	Particular of registration with various Govt. bodies (Attach attested photocopies) a) Registration Number b) Organization /place of registration c) Date of validity		
5.	Name and title of Directors and officers with designation to be concerned with this work with designation of individuals authorized to act for the organization.		
6.	Have you or your constituent partner(s) ever left the work awarded to you incomplete? If so, give name of the project and reasons for not completing the work.)		
7.	Have you or your constituent partner (s) been debarred /black listed for tendering in any organization at any time? If so, give details.		
8.	Any other information considered necessary but not included above.		

Financial Bid

1.	Name of Applicant							
2.	Address and Phone No. of Applicant Firm							
3.	Contact Person Name Mobile no: E-Mail ID:							
4.	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 10%;">Sr. No.</th> <th style="width: 40%;">Type of Service</th> <th style="width: 50%;">Rates Offered</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">1.</td> <td>Security Services</td> <td> Services Charges @% above on minimum wages as applicable latest during the contract period. <u>Note: No service charge shall be paid on EPF, ESI & Service Tax.</u> </td> </tr> </tbody> </table>		Sr. No.	Type of Service	Rates Offered	1.	Security Services	Services Charges @% above on minimum wages as applicable latest during the contract period. <u>Note: No service charge shall be paid on EPF, ESI & Service Tax.</u>
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1.	Security Services	Services Charges @% above on minimum wages as applicable latest during the contract period. <u>Note: No service charge shall be paid on EPF, ESI & Service Tax.</u>						

Verification:

I solemnly declare and affirm that the above facts are true to the best of my knowledge and nothing has been concealed.

Date:

Signature with Seal of the Contractor

LIST OF ENCLOSURES

Sr.no	Type of Form	Enclosed Yes- Y/No-N Tick as applicable	Supporting Document(s) (please specify the page No.also)
1.	Form 'A' Financial information		
2.	Form 'B' Details of all works of similar contract executed during the last 03 years.		
3.	Form 'C' Works/Projects under execution /awarded		
4.	Form 'D' Performance Report of works referred in Form-B & C .		
5.	Form-'E' Structure of the organization and details of employees		
6.	Any additional information (If not included in Form-A to E)		

UNDERTAKING:

- (I) I undertake that all the eligibility condition mentioned in the tender document are fulfilled .Further, all supporting document have been attached herewith.
- (II) I have gone through and fully understood the terms and conditions supplied in the tender form and Haryana State Govt./ Govt. of India instructions issued from time to time and I hereby undertake to abide by all terms and conditions and also undertake to abide by the instructions to be issued by SUPVA from time to time for due discharge of Service Agreement .
- (III) It is declared that all the entries made in this form are correct. In case of detection of any false entry and incorrect information /document , the submitted tender may be rejected.
- (IV) It is understood and agreed that in case any deficiency /false Statement (s)/adverse finding (s) is/are discovered prior to or after allotment of the tender ,then University will reserves the right to terminate the contract and other necessary action as deemed fit may be taken as per law.

Signature with seal of Service Provider

Annexure A

AGREEMENT FOR APOINTMENT OF SECURITY SERVICES AT SUPVA, ROHTAK (SPECIMAN COPY)

Contract Agreement

No _____ Dated _____

An Agreement made this _____ day of _____ State University of Performing and Visual arts, Rohtak represented hereafter refereed as university on the part and _____ carrying on business at _____ under the name of _____ (hereinafter refereed as the agency which expression shall be deemed to include his/their respective Heirs, Executors, Administrators, Legal Representative, Successors and Assigns) on the other part for the purpose of **security services** at the rates and under the terms and conditions specified in the form and its annexure.

Whereas the Agency has agrees 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 form 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 contractor with effect from _____ day of _____ up to _____ of _____ and will observe, fulfill and honor all the conditions herein mentioned (which shall be deemed and taken to be part of this contract as if the same has been fully set forth therein) and University hereby agrees that if the Agency observe and honor the said terms and conditions of the contract, University will pay of cause to be paid to the Agency for the operations, on the completion thereof, the amount due in respect thereof at the rates borne by Agency. In witness whereof the said parties have hereunto set their hands the day year first above written.

Agency

Registrar
SUPVA, Sec-6, Rohtak

WITNESS
1. _____
2. _____

WITNESS
1. _____
2. _____

Annexure B

PERFORMANCE GURANTEE / SECURITY DEPOIST IN THE FORM OF BANK GURANTEE

1. In consideration of State University of Performing and Visual Arts, Rohtak (hereinafter called the University), having its heads office at State University of Performing and 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 oOf 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 of 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% 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 till all of the University, under off by virtue of the said agreement have been fully paid and its claim satisfied of discharge 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 discharge from all liability under this guarantee thereafter.
- 3.2 Now withstanding anything to the contrary herein the liability of the Bank under this guarantee will remain in-force and effect until such time as this guarantee is discharge 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 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 postpone for any time or from time to time any of the powers exercisable by the University, against the said Agency and forebear to 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 bearing act or commission on the part of University or any indulgence by the matter of 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 this guarantee during this agency currency except with the previous consent of University in writing.

OFFICER'S SIGNATURE WITH BANK SEAL

DATE