



BERHAMPUR UNIVERSITY
BHANJA BIHAR, BERHAMPUR-760007 (ODISHA)

No. 958/SEC (CA)

Date: 03.02.2021

TENDER CALL NOTICE

Sealed tenders are invited for deployment of Security Personnel (Ex-Army) inside Berhampur University campus. Details along with Proforma for Technical and Financial Bids are available in the University Website www.bamu.nic.in.

Tenders marked as "**TENDER FOR THE SUPPLY OF SECURITY PERSONNEL INSIDE BERHAMUR UNIVERSITY CAMPUS,**" on top of the envelope should reach the **Registrar, Berhampur University, Berhampur** on or before **1 PM on 26.02.2021**.

Apurva
3.2.2021
REGISTRAR

Memo No. 959(3)/SEC (CA)

Date: 03.02.2021

1. The O.I.C. (Publication), Berhampur University for information and necessary action. He is requested to arrange to publish the ordered Tender Call Notice latest by **10.02.2021** in the following newspapers at I & PR rate 8 pt. fonts in one issue only:
 - i) *The New Indian Express* (All Odisha edition)
 - ii) *The Samaya* (All Odisha edition).
2. Copy to the Comptroller of Finance, Berhampur University for information and necessary action.
3. The Web Administrator, Berhampur University Website for uploading this Tender Call Notice along with Detailed Tender Notice in the University website.

Apurva
3.2.2021
REGISTRAR



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TENDER FORM

No. _____

Date. _____

Cost of Tender Document Rs. 500/-

Annexure – I of IV

PROFORMA FOR TECHNICAL BID

NOTE: Tenderer must read 'Instructions to Tenderers' and Terms and Conditions before filling the particulars in this part. Wherever necessary, the information furnished in the form must be substantiated with the self-attested photocopies of supporting documents:

1 Credentials of the Tenderers

1.1 Name of the Agency/ Company: _____

1.2 Registration No. and Year of Registration

(With documentary evidence): _____

1.3 Organization/Authority with whom the Agency has been

registered with _____

1.4 Office Address and Tel. No. _____

1.5 Type of Organization: _____

(Whether sole Proprietorship/Partnership/Private Limited or Cooperative body etc. attach proof)

1.6 Name(s) of the Proprietor/Partners' _____

2. Documentary Proofs

Sl. No.	Particulars	Attached (Yes/No)	Page/Appendix (If attached)
2.1	Proof of incorporation/inception of the Agency		
2.2	Registration for manpower supply/License to engage in the business of Private Security Agency with the Department of Home, Government of India		



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2.3	Proof of Registration with the Labour Commissioner		
2.4	Valid license from the respective State Government		
2.5	PF Registration Proof		
2.6	ESI Registration Proof		
2.7	PAN Card		
2.8	Income Tax Returns for the last three years		
2.9	Proof of Service Tax registration		
2.10	Satisfactory Performance certificate from at least three organizations where the Agency has supplied a group of more than 30 persons at a time for Security Services during the last 5 years		
2.11	Annual turnover (Preferably for last three years)		
2.12	Any other relevant document/information		

3. Profile of the Tenderer/Security Agency

3.1 Past & Present Experience: Preferably for last five years, with recommendations/ satisfactory service certificate from employer(s), if any. [Attach extra sheets, if required]

Sl. No.	Year	Name of the Organization [WORK SITE]	Name of the Officer concerned in the Orgn./Tele.No.	From	To	No. of security Personnel
a	2015 - 16					
b	2016 - 17					
c	2017 - 18					
d	2018 - 19					
e	2019 - 20					



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3.2 Has the firm been ever debarred/ black listed by any organization?

If 'Yes', the details thereof. _____

3.3 Details of award/certificate of Merit etc. received from any Organization.

(Please attach Copy of certificates) _____

3.4 Staff strength presently available in the Agency

a) Security Guards : _____

b) Security Supervisors : _____

3.5 Percentage of Ex-Servicemen

Guards that can be provided _____

3.6 Time and type of training imparted to the security personnel in the past with documentary proof
(Enclose extra sheet if required):

4. **Payment Details:**

4.1 Cost of Tender form:

Amount	Rs. 500.00
D.D. No. & Date	
Issuing Bank & Branch	

4.2 Earnest Money:

Amount	Rs. 50,000.00
D.D. No. & Date	
Issuing Bank & Branch	

Name & signature of the proprietor/ authorised signatory with official
stamp/seal and complete office address and telephone numbers

Place:

Date:

For important Terms & Conditions and instructions please see Annexure III & IV.



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TENDER FORM

Annexure – II of IV

PROFORMA FOR FINANCIAL BID

1. The Wage Rates of Security Personnel Quoted/Paid by the Agency should not be less than those presently applicable under Minimum Wages notification as amended from time to time. The rates quoted should be inclusive of all allowances, and statutory levies, etc.

[please enclose a component-wise break-up of the wages for each category of personnel on a separate sheet duly stamped and signed]

CATEGORY

NET PAYABLE FOR 8 HRS. DUTY
PER PERSONNEL PER MONTH
(INCLUSIVE OF ALL)

- i) Security Supervisor : @ Rs. _____ p.m.
- ii) Trained Security Guard : @ Rs. _____ p.m.
- iii) Applicable Taxes : Rs. _____ p.m.

2. Any other component or condition which the tenderer would like to add

Name & signature of the proprietor/ authorised signatory with official stamp/seal and complete office address and telephone numbers

Place:

Date:

For important Terms & Conditions and instructions please see Annexure III & IV.



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Annexure –III of IV

TERMS AND CONDITIONS

1. The agency/Company should have national presence with at least twenty-five employees deployed throughout the country (attach proof)
2. The agency/company should have a Regional Office at Bhubaneswar and a local Office at Berhampur (attach proof)
3. The agency/Company should have its own training academy with training infrastructure (attach proof)
4. The agency should have an annual turnover of at least Rs. 50.00 lakh for last financial year (2019-20) (attach proof)
5. The agency/Company should have all up to date statutory registrations (PF, ESIC, BONUS, Gratuity, etc.) (attach proof)
6. The agency/Company should have minimum 3 years of experience in any University Educational Institution of Odisha. (attach proof)
7. Scope of the work includes providing protection and security to all gates /Offices/Academic Departments/Hostels/Residential premises/ Stores, etc. of the University. The job of the Security Agency will be to provide a full proof system for the above work.
8. The safety & security of the students, employees & property/assets (fixed and moveable) of the University shall be the primary responsibility of the Security Agency.
9. The successful bidder will have to enter into a legal contract/agreement with the University before rendering its services to the University. The contract agreement shall initially be for a period of one year, which could be further extended by the University on year-to-year basis subject to maximum of three years, based on satisfactory services and mutual agreement.
10. Offers to be submitted by each tenderer in Two separate sealed packets
11. Packet 1- will contain Technical Bid on the prescribed format (as per Annexure-I) for which this envelope should be clearly superscribed as "Technical Bid". This envelope should also contain two separate Demand Drafts/Bank Drafts of Rs. 500/- as the cost of the Tender form and Rs. 50000/- as the Earnest Money.
12. Packet 2- will contain only Financial Bid on prescribed format (as per Annexure-II) for which this envelope should be clearly superscribed as "Financial Bid".
13. Both Packet-1 of Technical Bid (with both Demand Drafts/Bank Drafts inside) and Packet-2 of Financial Bid should be sealed separately and both of these packets be kept inside one main envelope & superscribed as "Tender for Security Services" and addressed to: The OIC Central Stock & Store, Berhampur University, Berhampur, Odisha should reach the Office of the Registrar, Berhampur University on or before **26.02.2021**.
14. At the first stage- only Technical Bids of the tenderers shall be opened at 3.30 pm on **26.02.2021 (Friday)** in the presence of the tenderers, who may like to be present.



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15. Financial bids shall be opened later in respect of only those tenderers, which will be found technically suitable as per the norms laid down by the UNIVERSITY. The names of eligible tenderers shall be posted on the University website and shall also be displayed on the University Notice Board.
16. Any additional information if required by the University on the Technical Bid should be submitted by the tenderer within three days of the receipt of its letter, failing which the offer will not be entertained.
17. Technical Bid and Financial Bid should be signed by the Proprietor or authorized signatory of the Agency.
18. The wages shall be for 8 hrs. duty inclusive of holidays, weekly offs and leave of all types as given to the Security Personnel by the agency.
19. The Agency shall ensure that the wages of the Security Personnel Quoted/Paid by them should not be less than those presently applicable under Minimum Wages notification, as amended from time to time. All rates quoted should be inclusive of all allowances, and statutory levies, etc.
20. While quoting its rates in the Financial Bid, the Agency must ensure to quote the same inclusive of all and submit a detailed component-wise break-up of the total wages for each category of personnel shall have to be compulsorily on a separate sheet, duly stamped and signed, following which no request for adding any other component (obligatory or otherwise) shall be considered by the University on whatsoever ground and under these circumstances, the Agency shall be liable to remit the same to the concerned beneficiary.
21. The Agency will not *suo moto* claim any increase in the WAGES or any other allowances during the contract period unless it has been duly notified by the government. The Agency will be solely responsible in regard to LEGAL OBLIGATIONS on Security Personnel employed by it and deployed with the University.
22. Additional Guards, wherever and whenever necessary, will have to be provided to the University, even at a short notice.
23. Verification of character and antecedents of the Security Personnel through POLICE and submission of report to the University shall be the responsibility of the Security Agency.
24. Copies of Discharge Certificates issued by the Defence Headquarters will have to be submitted in respect of Ex-Servicemen Security Personnel at the time of their deployment.
25. ONLY personnel discharged/retired from Army, Navy, Air Force, BSF, CISF, Assam Rifles, ITBP and Para-military forces will be treated as Ex-Servicemen for the purposes.
26. Security Personnel once posted shall not be changed without prior permission of the University.
27. The University shall not provide any accommodation, transport, canteen or medical facilities to the Security Personnel.



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28. Uniform, Metal Detectors, Whistles, Batons, Rechargeable Torches, Umbrellas, other items /equipments, etc. as may be required for effective discharge of security services shall be provided by the Security Agency at its own expenses.
29. Opening and closing of the office doors/windows and putting locks after office hours and on holidays shall be the responsibility of the Security Personnel and they shall ensure that all lights/fans and other electrical equipments are switched off immediately after the staff has left.
30. The Security Personnel should also know the usage of various types of Fire Fighting Equipments and other security related gadgets.
31. Losses caused to the University due to negligence/lapses/denigration on the part of Security Personnel will be recovered from the Agency/Contractor.
32. After awarding the work contract, if the Security Agency fails to provide the desired strength of Security Personnel (Ex-servicemen/professionally trained) as described in the work order/contract for taking over the charge from the present Security Agency on the given date/time, the offer of contract will automatically stand cancelled without any notice and the total earnest money will be forfeited.
33. The selected agency shall have to execute an agreement on non-judicial stamp paper of Rs.100/-[or of applicable amount] which will be signed by both the parties in the presence of two witnesses of the University.
34. The Contract agreement shall initially be valid for a period of one year but can be extended further up to a maximum period of 03 years on year-to-year basis subject to mutual agreement and satisfactory services & performances, to be reviewed every year.
35. The authorities of Berhampur University, Berhampur, Odisha reserves the right to reject or accept any or all the tenders with or without assigning any reason thereof.
36. The successful tenderer shall provide the complete profile of all the Security Personnel so deployed by them with the University with his proof of educational qualification, date of birth, latest passport size photograph and also Service/Discharge Certificate in case of Ex-Servicemen Security Personnel. This should be provided to the University for record within 10 (ten) days of the issue of the work order/contract.
37. The University shall not be responsible and accountable on account of any postal/courier delays/lapses for tenders being sent through mail.



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38. The tender document shall only be made available online through Berhampur University (www.bamu.nic.in) but has to be submitted offline only by downloading the same from the website. No separate Tender document/form shall be made available offline at any of the Offices of Berhampur University, Berhampur, Odisha or elsewhere.

Acceptance of the Tenderer:

The terms and conditions enumerated in the form, from Sl.No.01 to 38 have been read and understood by me/us and are acceptable to me/us.

Signature of the Proprietor/ authorised signatory of the Security Agency with
Stamp/Seal and Complete Address and Telephone no(s).

Annexure – IV of IV

INSTRUCTIONS TO THE TENDERERS

- 1 Berhampur University, Berhampur, Odisha requires Security Supervisor (approx. 02 nos.) and Security Guards (approx. 30 nos.). These work force shall be deployed on 08 (eight) hours duty shift for all 07 (seven) days a week. However, the total number of security personnel required may reduce or increase during any part of the year, as per requirement of the University.
- 2 Additional manpower, if any required, by the University, shall be on the same/existing rates terms and conditions as per the contract agreement.
- 3 The bidder shall deposit an earnest money of Rs. 50,000/- (Rupees Fifty thousand only) with the Technical Bid in the shape of Demand Draft/Bank draft of Scheduled/Nationalised Bank in favour of "Comptroller of Finance, Berhampur University", Payable at Bhanja Bihar, which shall be returned/refunded without interest within 30 days after finalization of bid in case the offer of bid is not accepted by the University. The Earnest money of the successful bidder to whom the contract would be awarded shall be refunded (without interest), only at time of the termination of the contract.
- 4 The Proprietor of the Agency will ensure that proper uniform as per the weather/season be provided to its personnel and they always wear them neatly. All personnel should have to wear or display their respective identity cards on the uniform for identification while on duty.
- 5 All documents/credentials submitted by the Agency/Tenderer in support of his/her Tender document should be duly attested by the Proprietor/Authorised Signatory of the Security Agency.
6. The Assignment Manager/ Coordinator by the Agency is supposed to be present in the University campus during working hours. He will give daily progress report to a Designated Officer/In-charge of security affairs of the University.
7. Payment of the bills shall be released on monthly basis after receiving a satisfactory duty completion/performance report of all the deployments from the concerned Designated Officer/In-charge of security affairs of the University. The Agency should submit its bill in the first week of every month along with proof of ESI, PF, Service Tax receipt and the payment for this will be released to the Agency through account payee cheque only, within 15 days from the date of submission of the bill.



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8. The Agency shall invariably have to submit to the University-copy of challans/receipts of PF, ESI and Service Tax remitted by them at every interval in respect of all the Security Personnel so deployed by them.
9. TDS and other taxes as applicable will be deducted from the Agency's bill as per Govt. instructions from time to time.
10. University shall have the right to replace any person with or without assigning any reason whatsoever and the substitute shall have to be provided by the Proprietor immediately.
11. The staff to be provided by the Agency should be physically and mentally fit for performing security duties and shall not be below 25 years and above 50 years of age.
12. The Agency shall deploy Indian nationals only. All the persons to be provided should have good moral character and antecedent verification should be carried out from the concerned authority by the agency and the copies of the report be made available to the University. The agency will ensure that no criminal case be pending against any of the persons so deployed by him with the University.
13. The Agency will have to take over the charge of security wing within one month from the date of award of contract or as mutual agreed upon. However, it would be expected from the successful bidder to visit all the sites in consultation with the University Officers, after the issue of work order/contract to them to gain a first-hand experience of the security requirements of the University and thereby to ensure smooth transition/taking over of the services.
14. The University, through its Designated/Authorized Officer shall be at liberty to check any time the deployment of the personnel by the Agency and in case of any absence/fault/lapse, shall deduct the wages of the absentee personnel/damages from the monthly payment made to the security agency and may also impose penalty as deem fit by it. In case of damages/lapses/breach of trust shall be equivalent to the amount decided by the Competent Authority of the University. The decision of the Vice Chancellor shall be final in this regard.
15. The Proprietor shall pay wages to the Security Personnel deployed by him as per the wage structure quoted by him in the Tender Document. This should however be not less than the applicable wages as approved under the Minimum Wages Act 1948 and shall also ensure timely payment of wages as per the Payment of Wages Act 1936 of Govt. of India.
16. The University will not be liable to pay any amount other than settled in the contract. Any payment under the provision of the Workman Compensation Act 1923, ESI Act, 1948, payment of Gratuity Act, 1972 and Employees' Provident Fund and Miscellaneous Provisions Act 1952, Payment of Bonus Act 1965 and/or any other statutory liability shall be made by the Proprietor/Security Agency and related challans/receipts must be enclosed with the monthly bill. The contractor shall be solely responsible and liable for his personnel under the provisions of Contract Labour (Regulation & Abolition) Act 1970. A certificate to this effect will have to be submitted invariably every month to the University by the Proprietor in respect of manpower deployed by him. The certified copy of challans should be submitted along with the monthly bills of the ensuing month.

Read and accepted

(Signature & Stamp/Seal of the Proprietor/authorised
signatory of the Security Agency)