

# **TENDER DOCUMENT**

**NAME OF WORK:**

**TENDER FORM FOR PROVIDING  
SECURITY SERVICES**

**GURUKULA KANGRI (DEEMED TO BE UNIVERSITY)**

**HARIDWAR-249404**

**GURUKULA KANGRI (DEEMED TO BE UNIVERSITY),  
HARIDWAR-249404**

**TENDER FORM FOR PROVIDING SECURITY SERVICES IN THE  
MAIN,ENGINEERING CAMPUS ,KGV HARIDWAR &KGV DEHRADUN**

**1. ELIGIBILITY AND SELECTION CRITERIA**

- 1.1 A registered company, firm or agency having experience of at least **five years** in Security Services having minimum annual turnover of **Rs. 10 Crore** during the preceding three financial years ending 2020 and experience of undertaking at least two independent completed projects in security services of educational institutional worth Rs.150 Lakh each. The tenderer should have provided a minimum of 75 guards per month in an educational institution.
- 1.2 The Tenderer should be registered with the Competent Authority (**DGRS & PSARA**) for providing security service and should have PAN/TAN number, Sale Tax/Service Tax registration.
- 1.3 The Tenderer shall have well established office at Haridwar/ Roorkee/ Dehradun.
- 1.4 The Tenderer should have 5 years experience in security services in Govt. Deptt./Semi-Govt./ Corporate Sector/educational institutions.
- 1.5 The Tenderer should not have been blacklisted and any official service dispute, corruption by any Govt. Deptt./Semi-Govt./Deptt. or any other organization.
- 1.6 The Tenderer must submit duly filled Tender form specified in **Annexure I (as Technical Bid)** of this document.
- 1.7 Certificate of registration, MOU in case of partnership firm, article of association etc. shall be attached.
- 1.8 The Tender form shall be accompanied by the attested documents mentioned in checklist specified in **Annexure III** of this document.
- 1.9 The Tenderer without the qualifications as mentioned at Sl. No.1 to 7 above and Tender without all the documents mentioned at Sl. No.8 above, shall be rejected. Tenders incomplete in any form are liable to be rejected out rightly.
- 1.10 Tender is liable to be rejected without EMD.
- 1.11 Every page of Tender document should be signed by the Tenderer.
- 1.12 In case any person signs the tender/agreement on behalf of a limited company or firm, letter of authority/resolution passed by the Company/firm empowering him/her to sign the documents on behalf of company or firm shall be enclosed in the tender document.

## 2 SUBMISSION & OPENING OF TENDERS

- 2.1 Tenders should be submitted on specified format supplied by GKU or downloaded from university website along with Account Payee Demand draft, of any nationalized scheduled bank amounting **to Rs.5,00,000/- (Rs. Five Lacs Only)** with validity of not less than 3 months beyond the validity period of tender, drawn in favour of Registrar, Gurukula kangri Vishwavidyalaya, Haridwar towards E.M.D. In case the downloaded Tender Document from GKU website is submitted, an additional demand draft (separate) of **Rs. 10000/- (Rs. Ten Thousand Only)** will be required to be attached.
- 2.2 The E.M.D. of unsuccessful Tenders will be returned after finalization of the contract. No interest shall be paid on the E.M.D. In case of successful tender, amount paid as E.M.D. will be adjusted towards performance security deposit and this amount will not carry any interest.
- 2.3 No Tenders will be accepted after **04:00 pm dated 10.01.2022.**
- 2.4 Both the Technical Bid & Financial Bid as at annexure I & III should be placed in separate sealed envelopes and both sealed in bigger envelope super-scribing "Tender for Security Services". **EMD should be with Technical Bid.**
- 2.5 Technical Bid will be opened on 15.01.2022 **at 5:00 pm** in the office of the Registrar of University at Main Campus, Haridwar- 249404 in presence of Tenderers if any and for opening of financial bid date, time, and venue will be conveyed to technically qualified tenderers by post/telephonically.
- 2.6 The Registrar, GKU will have full authority to reject any/all offers without assigning any reasons. Any enquiry after submission of the tender will not be entertained.
- 2.7 Before submitting the tender, the Tenderer must ensure that they strictly fulfill all the eligibility conditions to avoid rejection of their tender.
- 2.8 The Agency submitting the Tender would be presumed to have considered and accepted all the terms & conditions of this tender. No enquiry, verbal or written shall be entertained in respect of acceptance/rejection of tender.
- 2.9 Tenders should be dropped in the box kept in room No.101, GKU Main campus, Haridwar or submitted by registered post on and before the closing date between **10:00 am to 04:00 pm** from on before 10-01-2022 No tender will be accepted after **04:00 pm on 10.01.2022.**
- 2.10 Tenderers are advised to carry out physical survey of the University campuses (at Haridwar & Dehradun), before quoting so as to fully acquaint themselves of the conditions on ground.

### 3 SCOPE OF WORK TO BE EXECUTED BY THE CONTRACTOR

The successful tenderer shall be fully responsible for providing the watch and ward services in all campuses of the university as laid down in the tender and the contractor shall work under the overall supervision and direction of Registrar and chief security officer, Gurukula Kangri (Deemed to be University) Haridwar.

#### TERMS AND CONDITIONS

- 4.1 Tender shall be issued to those specialized agencies that are in trade of providing security services for at least last five consecutive years with a minimum of 100 guards per month, in an educational institutions/Govt. Department/Semi Govt./Corporate Sector.
- 4.2 The Contractor should submit complete profile of his company as per tender format.
- 4.3 The tender form should be clearly filled in ink legibly or typed. The tenderer(s) should quote the number, rates and amount tendered by him/them in figures and as well as in words. Alterations/cuttings unless legibly attested by the Tenderer, shall disqualify the tender. The form should be signed by the Tenderer himself. The forwarding letter should be along with quotations. Attested photocopies of the Registration Number of the Firm, Provident Fund Account Number allotted by the Provident Fund Commissioner, ESI Number, PAN Number allotted by the Income Tax Department and copy of the last Income Tax Clearance Certificate, Satisfactory Performance Certificate issued by the concerned agencies/organizations where such type of works/jobs have been performed by the contractor earlier and where at least 90 guards have been deployed per month should also be enclosed. The rate should be inclusive of and in accordance with the provisions of Minimum Wages Act, Contract Labour Act and other statutory provisions like Provident Fund Act, ESI, Bonus, Gratuity, Leave and Uniform Allowance etc.
- 4.4 The tenderer should have minimum annual turnover during the preceding Five financial years ending **31<sup>st</sup> March, 2017, 2018, 2019, 2020 and 2021 for Rs. 10 Crore in Security Services**. The details of turnover for the financial year indicated above should be produced in the following format on the letter head of the Tenderer and verified by submitting the copy of Chartered Accountant Certificate for the corresponding years.

Year	Name of Client	Period of Service	Amount of Contract	Total Payment received during Financial Year
April 2016 – March 2017				
April 2017 – March 2018				
April 2018 – March 2019				
April 2019- March 2020				

April 2020- March 2021				
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Balance Sheet and Profit and Loss Account for last Five years ending 2021 duly certified by Chartered Accountants.

4.5 Tenderer should give the documentary proof of minimum of five years experience (for the last 5 financial years) in providing security services. The experience shown should be for providing continuous service for at least one year for each client. This should be given in the following format and it should be submitted on letterhead of tenderer.

Sl. No.	Year	Name and address of the clients where experience in Providing Security Services in Govt. Institutions are claimed
1.	2020-21	
2.	2019-20	
3.	2018-19	
4.	2017-18	
5.	2016-17	

**Performance Certificate**

It is certified that (M/S Tenderer.....) had provided Security Services for the premises located at \_\_\_\_\_ have no. of security staffs \_\_\_\_\_ for the period from \_\_\_\_\_ (date to date). The Annual Financial component of the Security Services work contract for the above said work is Rs..... The performance of the firm was satisfactory/good/very good.

**Signature of the Client  
With Seal of the Client's Firm of  
the Tenderer**

Note: The tender committee may also accept performance certificate in other similar Performa and its decision shall be final.

## 5 Tender Form

- 5.1 **Earnest Money Security Deposit:** Tenderer will submit tender form for security services in the University along with Earnest money deposit amounting to Rs.5,00,000/- (Rs. Five Lacs Only) to be paid in the term of Bank draft of any nationalized Bank in favour of Registrar, Gurukula Kangri (Deemed to be University), Haridwar. In case the download tender document from GKU website is submitted an additional Bank demand draft of Rs. 10000/- (Rs. Ten Thousand Only) will be required to be attached. In no case, cheques and/or cash shall be accepted. The tender will not be accepted, if it is not accompanied by Earnest Money Deposit.
- 5.2 The Earnest Money Deposit shall be adjusted towards performance security deposit of the successful bidder. The University shall not pay any interest on Earnest Money or Performance Security Deposit.
- 5.3 The Agency whose bid is finally accepted shall be required to make a **Security Deposit equal to 10% of the amount of the yearly contract** with the Institute. In the form of a Bank Guarantee of a scheduled bank pledged in the name of the Registrar, GKU, Haridwar-249404, Uttarakhand. The Stamp duty of Rs. 250/- will be paid by the bidder to execute the Contract Agreement.
- 5.4 If the performance security amount of 10% of the contract exceeds Rs.5,00,000/- (Rs. Five Lacs Only) the balance amount must be deposited by the qualifying tenderer within 30 days of the award of the contract in the form of a bank draft/Bank Guarantee in favour of Registrar, Gurukula Kangri (Deemed to be University) , Haridwar.
- 5.5 The contractor shall indemnify the Gurukula Kangri (Deemed to be University), Haridwar against all damages/charges and expenses for which the Government may be held liable or pay on account of the negligence of the contractor or his servants or any person under his control whether in respect of accident, injury to the person or damages to the property of any member of the public or any person or in executing the work or otherwise and against all claims and demands thereof.
- 5.6 The Gurukula Kangri (Deemed to be University), Haridwar reserves the right to terminate the contract at any time without assigning any reason. However, contractor shall give two months notice in advance, if he wants to cancel the contract.
- 5.7 The individual signing the tender form or any document forming part of the contract on behalf of a firm shall be responsible to produce a proper power of attorney duly executed in his favour stating that he has authority to bind other such person(s) of the firms, as the case may be, in all matters pertaining to the contract including the arbitration clauses. If subsequently the person so signing fails to provide the said power of attorney within a reasonable time, the Gurukula Kangri (Deemed to be University), Haridwar may, without prejudice to other civil and criminal remedies, cancel the contract and hold the signatory liable to all costs and damages. In case of registered or unregistered Partnership Firm, all

the partners should sign the tender. In case any person signing the agreement on behalf of limited Company or firm, he will produce letter of authority/resolution passed by the company empowering him to sign the agreement on behalf of the company or firm.

- 5.8 The contractor shall seek instructions from the Registrar of the Gurukula Kangri (Deemed to be University), Haridwar or any other officer authorized by him for the purpose.
- 5.9 The contractor shall be fully responsible for the security/watch & ward services in the premises of the GKU campuses as laid down in the Agreement.
- 5.10 Besides the normal security, the other functions required to be performed are:-
- i) To maintain security/check posts located at the various gates and any other sensitive points specified by the University.
  - ii) Security personnel deployed by the agency shall check the material/property/public visitors/any other outsider going out of the Building through the procedure of the gate pass etc. as laid down by GKU Haridwar.
  - iii) To perform watch and ward functions including night patrolling on the various points of deployment.
  - iv) To prevent the entry of stray dogs and cattle & antisocial elements, unauthorized persons and unauthorized vehicles into the building.
- 5.11 The contractor shall also be fully responsible for any loss of materials & property etc. of the GKU attributable to the negligence or failure of the security personnel in complying with the prescribed procedure. All such losses suffered by the GKU on this are compensated in full by the contractor. The decision of University in this regard shall be binding on the contractor.
- 5.12 The agency shall not sublet the contract/work to any other agency in any circumstances.
- 5.13 The contractor shall submit weekly duty chart of the security personnel to the Registrar or any officer of the University authorized by him prior to the commencement of the week. He shall also submit the daily attendance sheet of the security personnel for the previous working day. Failure to do so can result in non-payment for the day/days for which the attendance sheet is not furnished. In addition to the above contractor is also required to submit documentary proofs with bank challan & deposit receipts of providing provident fund, ESI, Bonus etc. and daily attendance sheet duly signed by the guards in position at the time of preferring the monthly salary bill.
- 5.14 The Contractor shall not replace the security personnel at random. This shall be done with the prior knowledge of the Registrar and Chief Security Officer. All particulars of the security personnel so deployed shall be given to the Registrar through officer authorized by him as referred to above. In case, any of the security staff is found to be posted without the previous knowledge of the Registrar or any authorized officer no payment shall be made in respect of such security personnel by the University.
- 5.15 The contractor shall be liable to make alternate arrangement in case of the absence of the security personnel. Similarly, the contractor shall have to make alternate arrangements in case of the weekly off; no extra payment shall be payable on this account. No short leave

or meal relief shall be permitted to the security personnel unless the contractor provides suitable substitute without any extra payment. The contractor has to keep sufficient number of security staffs as leave reserves.

- 5.16 The University shall be authorized to fix timings of the various duty shifts. A single duty shift will have normal duration job of 8 hrs. In case of any compelling reasons, if the duty shift is to be extended, the same shall not be resorted to by the contractor without the prior consent of University. Normally there shall be 3 shifts of 8 hrs each.
- 5.17 The contractor shall arrange to provide dress/uniforms with identity cards to all the security personnel as per seasons on duty smartly and neatly on service pattern and ensure, good behavior with all the staff students in the University and as well as with the visitors to the University. They shall abstain from taking part in any staff union and association activities. The contractor shall provide as a part of the dress, appropriate woollens to the security personnel in winter season. The dress shall be of uniform colour and design, caps with black shoes.
- 5.18 The University shall not be liable to provide any residential accommodation to the security personnel. No cooking or lodging shall be allowed at the check posts and premises of the University.
- 5.19 The contractor shall bear all the expenses incurred on the following:
- i) Provision of uniform, whistles, torches and cells to the Security Guards/Supervisor on night patrol.
  - ii) Provision of Battans/Lathis/Ballams and other implements to the security checks points and for making entries of the visitors.
  - iii) Stationery for writing duty charts and registers at the security check points and for making entries of the visitors.
  - iv) Mobile communication network among Manager, Supervisor, Guards shall be provided.
  - v) The vehicles should be provided for patrolling in day & night in all premises of university.
- 5.20 The security staff shall be bound to observe all the instructions issued by the University concerning general discipline and behavior. In case of default by any person employed by the contractor who do not observe, the contractor shall replace such person immediately with a suitable substitute at the request of the University.
- 5.21 The University has also the right to check the various instruments etc. as mentioned on no.5.19. The contractor shall maintain these items to the complete satisfaction of the University.
- 5.22 No escalation will be payable on the quoted price. However, for the purpose of payment to contractor, minimum wages will be taken as the rates prevailing in the concerned month mentioned in the Rate analysis on basic salary & daily allowances only as notified by Government of Uttarakhand after work agreement the rates. The contractor has to pay at least minimum wages and other statutory contributions/payments to the manpower and maintain necessary records prescribed in the statutes and/ or as directed by the Officer-in-



charge. Before release of each bills/Final bill, the contractor has to produce the records and documentary proof of payments and statutory contributions up to the previous month.

- 5.23 The University shall not be responsible financially or otherwise for any injury or death to the security personnel in the course of performing the security functions in or out side campus premises.
- 5.24 In case of breach of any of the terms of agreement, the security deposits of the contractor shall liable to be forfeited by the Registrar, Gurukula Kangri (Deemed to be University), Haridwar.
- 5.25 The contractor shall be liable to be fined to the extent of minimum Rs.10,000/- (Rupees Ten Thousand only) or actual (whichever is higher) in each case for any property losses or theft in the university premises.
- 5.26 The contractor will ensure that no unauthorized entry is permitted and the guards at the entry points will be able to categories the legitimate visitors without causing any embarrassment to them.
- 5.27 The strangers/visitors (pedestrians, scooters, motor cyclist or motorists) shall be allowed only after entry has been made in the register at the entry gate. This practice is to be followed at each entry gate. Entry of cycles and vehicles such as scooters, motor cycles and motors of strangers/visitors shall not be allowed in the premises. Entry of any vehicle should be restricted subject to the permission of the Office Incharge concerned.
- 5.28 Duty hours of the security personnel will be as detailed below:
- |      |                       |   |                           |
|------|-----------------------|---|---------------------------|
| i.   | 1 <sup>st</sup> Shift | - | 06.00 hrs. to 14.00 hrs.  |
| ii.  | 2 <sup>nd</sup> Shift | - | 14.00 hours to 22.00 hrs. |
| iii. | 3 <sup>rd</sup> Shift | - | 22.00 hrs to 06.00 hrs.   |
- (Duty hours may, however be determined by the Registrar/ Chief Security officer, GKU as per his requirements).
- 5.29 The respective Security Manager and Supervisor, of Security agency will be responsible for overall security arrangement of the University covered in the Contract.
- i) He will ensure that all the instructions of the administration are strictly followed and there is no lapse of any kind.
- ii) He will be available mostly at the main gate. But during the course of his duty, he will take round of the entire Campus. His whereabouts, while on round, should be known to the security guard at main gate, as in case of need, he shall have to be available within 10 minutes at the main gate.
- 5.30 The Security Guard should ensure that entry of all vehicles entering in the premises is made in the register. Entry of all outsiders should also be made in the register.
- i) No outsiders are allowed to enter in the Building campus without proper entry in the register at gate.
- ii) No items are allowed to be taken out without proper gate passes, issued by the competent officers as laid down in the contract or authorized by the Registrar, GKU for in/out movement of stores. Specimen signature will be available to security personnel posted along with Telephone No. at the Office and residence of

the above Officers.

- iii) Department Officers and officials will keep their identity cards with them for checking and allowing entry by security staff.
  - iv) Requirement of positing of Guards/ Security Supervisors will be done and monitored personally by the security officer of University from time to time as per instructions called for and will be responsible for its optimum utilization.
  - v) Security personnel deployed in the premises on holidays and Sunday will be assessed as per actual requirement and the number of personnel will be suitably reduced or increased.
  - vi) The guard will also take round of the back sides of all the important sensitive points (as specified by the University).
  - vii) Patrolling will be done round the clock. The guard on duty round the clock i.e. 24.00 hrs. will also take care of all store(s) mentioned/lying within the University and University cycle stand, vehicle/car parking etc.( run by the University).
- 5.31 Entry of street dogs and cattle etc. into premises covered under the contract, is to be prevented. Not a single street dog or cattle head should be seen in the premises.
- 5.32 The security guards on patrol duty should take care of all the water taps, valves and water hydrants installed in the open, all over the premises, for horticulture purposes.
- 5.33 It would be ensured that university vehicles (Car ,Buses) ,building & garden lights , water fountains, flowers, plants, trees and grassy lawns are not damaged either by the students/staff or by the outsiders.
- 5.34 The security guards will also help the fire fighting staff in extinguishing the fire, if there is a fire or any other natural calamities.
- 5.35 Any other provisions as advised by the Registrar, GKU shall be incorporated in the agreement. The same shall also be binding on the contractor.
- 5.36 The contractor shall indemnify the GKU and its officers and staff against any claim, in which by the virtue of the provisions of the Workman's Compensation Act, any compensation is ordered to be paid by any court of Law to such person employed by the contractor in execution of the work.
- 5.37 The contractor shall indemnify the University against all other damages/charges and expenses for which the Government may be held liable or pay on account of the negligence of the contractor or his servants or any person under his control whether in respect of accident, injury to the person or damages to the property of any member of the public or any person or in executing the work or otherwise and against all claims and demands thereof.
- 5.38 Security supervisors must be ex-service men holding the pension scheme with driving licenses and their age must be less than 55 years.**
- 5.39 Security Guard would be screened before deployment in the university with Chief security officer/ security officer of the university. Security gunman should be with valid arm licenses issued by appropriate Govt. agencies. Security gunman/guards should be sound strong body capable to perform standing duty on security posts. Their qualifications should not be less than high school and must have their Aadhar cards. All guards must have police

verification before deployment on duty. Payment of the guards should be made through bank.

- 5.40 All security personals have good moral characters, no any legal case found in any police department and courts. It will be ensured by contractor and agency.
- 5.41 Gurukula Kangri (Deemed to be University), Haridwar is a premier vedic educational institution following principles of Arya samaj, hence all security personals should be strictly vegetarian, non-smoker and teetotaler in the university campuses during on & off the duty hours.
- 5.42 The Agency shall attend with responsibility and sincerity to the security threats like thefts, pilferage, unauthorized occupation of buildings and University land, encroachment, trespassing removal of unauthorized hoarding and temporary/permanent shops, eve-teasing, criminal acts, cattle pounding, grazing, stray dogs & other animals and any other unforeseen contingencies. The Agency will thus carry out duties such as checking of incoming and outgoing vehicles, control on visitors, removal of unauthorized persons from campus, checking of consignments, check errant trespassers, handing over of criminals to the local police, operation of the fire fighting equipment, safeguarding of employees/students, buildings, equipment, stores etc. during peace and also during any strike by the employees & students unrest, normal preventive security measures, providing early warning & mobilizing trouble shooting elements in the Institute, to keep away the stray animals from the University Campuses and take the necessary security measures as deemed fit, for maintaining a calm and tranquil environment in the institute. The Agency will maintain good liaison with the University administration, the local administration & the police for smooth and peaceful day to day working and congenial environment in the University campus.
- 5.43 The Agency shall provide complete, continuous, round the clock security as per the shift timings (three shift basis) decided by the University through deployment of security personnel as per the terms & conditions of the Contract to be signed by the Agency with the University.
- 5.44 Maintain the fearless environment inside the campus. And if University feels that the Agency is unable to maintain this or lacking of this, then proper penalty can be imposed to the Agency.
- 5.45 The Agency will impart training to the security personnel on regular basis.
- 5.46 The bids of the agency found black listed from any organization involved any litigation will be rejected.**

#### **5.47 SELECTION OF STAFF**

- (i). The Agency shall deploy the requisite number of literate, trained, smart, active and motivated security personnel of good character and sound health and preferably not more than 45 years of age in the case of Security Guards/50 years, in the case of Supervisory Staff, as per the security requirements of the Campus. The Guards should be minimum matriculates or equivalent and the Supervisors should be minimum graduates or of JCOs rank in the case of ex-servicemen. The Civilian Guards should have been imparted at least four weeks of security training and experience in security work of minimum one year. In case of fresh recruitment of guards, a three/four weeks training is mandatory before putting

on job in GKU, Haridwar campuses. The physical and medical standards of all personnel should be as under:

(a) Height (minimum)- 5'-6" (165 cms)

5'-4" (160 cms), in case of persons from the Uttrakhand state, Hill tribes and Gorkhas)

(b) Weight as per the Weight & Height Chart given below:

(10% of Variation on Either Side of Average Acceptable)

Height in cm.	AGE IN YEAR						
	18-22	23-27	28-32	33-37	38-42	43-47	48 & above
	Kg	Kg	Kg	Kg	Kg	Kg	Kg
156	49	51	52.5	53.5	54	54.5	55
158	50	52	54	55	55.5	56	56.5
160	51	53	55	56	56.5	57	57.5
162	52.5	54.5	56	57.5	58	58.5	59
164	53.5	55.5	57.5	59	59.5	60	60.5
166	55	57	59	60.5	61	61.5	62
168	56.5	58.5	60.5	62	63	63.5	64
170	58	60	62	64	64.5	65	65.5
172	60	61.5	63.5	65.5	66	66.5	67.5
174	61	63.5	63.5	67.5	68	68.5	69
176	62.5	65	67	69	69.5	70	71
178	64	66.5	68.5	70.5	71.5	72	72.5
180	65.5	68	70.5	72.5	73	74	74.5
182	67.5	69.5	72	74	75	75.5	76.5
184	70	71.5	74	76	76.5	77.5	78
186	70.5	73	75.5	78	78.5	79	80
188	72	75	77.6	79.5	80	81	82
190	73.5	76	78.5	80.5	81	82	83

(c) Chest -

With expansion - 36"(80cm)

Without expansion - 34"(75cm)

(d) No noise from the chest  
while breathing

(e) (l) No skin disease

(f) B.P.- 80/120 mm of Hg

(g) Heartbeat- 72 per minute

(h) Eyesight –

Without glasses- 6/9

with glasses -6/12

(i) No night blindness

(j) No deafness

(k) No known history of ailments.

(l) No known history of  
Drunkenness or drug abuse.

(ii) The Security Manager/Unit Manager (Security) and Shift In-charge must be Ex-servicemen only.

5.48 The Agency shall not deploy any security personnel whose place of permanent residence is in district Haridwar, unless approved in advance by the University in writing before deployment. Before posting of the Security Manager/Shift's In-charges(s) and Security

Supervisor(s), their bio-data shall be required to be submitted to the Institute to obtain its clearance for their posting well in advance.

5.49 The deployed security personnel must carry and display their identify cards. They should be registered with the local Police for verification of their past conduct, character antecedents and bonafides within three months of posting. At the time of their first posting in the campus. Agency shall provide the provide the following details about them.

- |                    |                               |
|--------------------|-------------------------------|
| (i) Name           | (v) Nearest Police Station    |
| (ii) Father's Name | (vi) Past Security Experience |
| (iii) Age          | (vii) Qualification           |
| (iv) Address       | (viii) Training Certificate.  |

A security personnel will be deployed by the Agency after his verification is completed, and only after proper screening at the university level, conveyed in writing to the Agency by the University.

5.50 The deployed security personnel must necessarily be able to read, write & speak Hindi and preferably be able to read and write English also.

**5.51** The deployed security personnel must have an impressive bearing, physically and mentally fit, sound and alert. A medical fitness certificate from the Government Hospital must be submitted by each security personnel at the time of posting. They shall also have to undergo a medical test for fitness as and when required by the University.

## **5.52 FINANCIAL ISSUES**

(i). The Agency shall be solely responsible for timely payment of salaries/wages leave, rest etc. as per laws of the land to his security personnel and the University will not be responsible in any way in this regard. Security personnel will be the employees of the Agency and shall not be the employees of the Institute. The Agency shall ensure compliance of all government Rules including minimum wages. Acts and Regulations applicable to personnel employed by the Agency as may be applicable from time to time. Under no circumstances any liability in respect of matters connected with employment will devolve on the University. Any dispute between the Agency and his Staff under the Labour Act will be the sole responsibility of the Agency.

(ii). The Agency shall in no case pay its employees a monthly amount which shall not be less than the minimum mandated rates, as per the minimum wages Act. The payment should be made by cheque or online transaction and a record of that should be kept in a register which may be examined by the University at any time. The agency is liable to open the UAN of each security person within three month on priority as that his accumulated fund may be shown against his account and UAN.

5.53 The Agency will ensure the payment of monthly wages (salary) to their security personnel by 7th day of each month and claim the amount will supported documents i.e. Attendance and payment both i.e. wages and statutory liability. The reimbursement of payment for the security services shall be made by the Institute monthly through a crossed cheque drawn in favour of the Agency of online transaction within fifteen days of receipt of the bill for each calendar month, supported with the requisite document to establish proof of depositing the

statutory liabilities which shall be opened to scrutiny by the Institute. It shall be the responsibility of the Institute to ensure that regular and timely payment is made of the amount due to the Agency.

5.54 The Agency must provide pay-slip and proof for Provident Fund, ESI & other statutory payments, as admissible to each of their employees posted at GKU, Haridwar campus and must issue a Passbook for the same in each month. It will also be mandatory for the Agency to give proof to the University every month that the Provident Fund contribution of each individual has been paid along with the salary claim for next month. The Agency shall also be responsible for proper insurance, ESI contribution payments etc. to its employees.

## 6. BIDS EVALUATION PROCEDURE

### Technical Bid and Price Bid

An evaluation committee will be formed for evaluation of the bids. Decision of the committee would be final and binding upon all the Tenderers.

#### 6.1 Evaluation of Technical Bid:

6.1.1 Before evaluation of the technical bid, bidders are expected to meet the Qualifying criteria (Requirements) as mentioned in section 1. Bidders failing to meet these criteria or not submitting requisite supporting documents / documentary evidence for supporting the eligibility criteria, are liable to be rejected summarily.

6.1.2 The technical bids must be complete in all respects and should cover the entire scope of work as stipulated in the tender document, the Performa is placed at Annexure-I.

6.1.3 The details of evaluation of technical bid submitted by security agency will be as follows:

<b>Total marks for Technical Bid is 100</b>	
<b>I.</b>	<b>Security strength of agency: Total marks: 40</b>
	<p><b>No. of security contracts (10 max. marks)</b></p> <ul style="list-style-type: none"> <li>• Below 3 nos.=2 mark, 4 to 5nos.= 5 mark, 6-8 nos. =8 marks and above 8 nos. =10 marks.</li> <li>• Number of contracts the firm was/is providing since last five years.</li> </ul>
	<p><b>Type of organizations of security provided (10 max. marks)</b></p> <ul style="list-style-type: none"> <li>• Only Private org. =2; State Govt. but not central govt / PSU / autonomous =5; Central govt. /PSU / autonomous body =8, both state and Central govt. educational institutions=10.</li> </ul>
	<p><b>No. of manpower deployed for the contract (10 max. marks)</b></p> <ul style="list-style-type: none"> <li>• □below 50=0; 51-74=1; 75-100=3; 101-125=4; 126-150=5; 151-175=6, 176-200=7; 201- 240=8, 240-260=9 above 260 =10.</li> <li>• The calculation will be made on the basis of the maximum number of manpower deployed in a month in any particular organization in last five years with proof thereof.</li> </ul>
	<b>Amount of security contract per month (Rs.in lakhs): (10 max. marks)</b>

		<ul style="list-style-type: none"> <li>• 10-15 lakhs =1, 16-20 lakhs=3, 21-25 lakhs=5, 26-30 lakhs=7, above 30 lakhs =10.</li> <li>• The calculation will be made on the basis maximum amount in a month in any particular organization in last five years with proof thereof.</li> </ul>	
	<b>II. Financial Ability</b>	<b>Total marks: 20</b>	
		Give details of annual turnover of the organization for the following financial years. i. 2016-17, ii. 2017-18, iii. 2018-19 iv. 2019-20, v.2020-21 <ul style="list-style-type: none"> <li>• Rs.100000000/- to 101000000/- = 10 mark; 101000000/- to 105000000= 15 marks and above 1051,00,000/-= 20 marks.</li> </ul>	
	<b>III. Training centre</b>	<b>Total marks: 05</b>	
		<ul style="list-style-type: none"> <li>• Own Training centre - 05 Marks</li> <li>• Shared Training centre- 03 Marks</li> </ul>	
	<b>IV. Office in Haridwar</b>	<b>Total marks: 10</b>	
		<ul style="list-style-type: none"> <li>• Office with high officials at Haridwar – 10 Marks</li> <li>• Office with high officials at Dehradun- 8 Marks</li> <li>• Office with high officials at Roorkee - 8 Marks</li> <li>• Office with high official at other places- 5Marks</li> </ul>	
	<b>V. Presentation by bidder before evaluation committee</b>	<b>Total Marks:25</b>	
	1.	Company profile as official & technical management	05 Marks
	2.	Financial billing & liability compliance management	05 Marks
	3.	Providing claims about trained supervisors /guards /services	05 Marks
	4.	Provide claims mobile connectivity (walki- talkies), patrolling vehicles etc.	05 Marks
	5.	Providing CSR Fund for social health programe	5 Marks

6.1.4 The maximum marks for technical evaluation is 100 points.

6.1.5 Financial bids will be opened for those tenderers who have obtained pass grade (Min. 70 Points) in technical bids .

6.1.6 The Total Technical score of tenderer will be based as per obtained marks in Technical evaluation.

## 6.2 Financial (Price) Bid Evaluation:

6.2.1 Price bids will be opened for those tenderers who have obtained pass grade in technical bids.

- 6.2.2 Tenderer should provide all prices as per the prescribed format as placed in Annexure-II, the tenderer is expected to quote the price in correlation with the Technical Bid (as per the proposed plan of manpower deployment and other services etc.). Tenderer should not leave any field blank. In case the field is not applicable, Tenderer must indicate "0" (Zero) in all such fields.
- 6.2.3 In order to avoid ambiguity in price of wages, latest (or same) notification for calculation of wage component will be taken into consideration.
- 6.2.4 The price bids shall be evaluated for completeness and accuracy. Arithmetical errors will be rectified on the following basis. If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail and the total price shall be corrected. If there is a discrepancy between words and figures, the amount in words will prevail.
- 6.2.5 The overall Contract Value shall be used for the purpose of price evaluation of bids.
- 6.2.6 **The service charges will be calculated only wages in basic and daily allowance, when the tenderer quoted the rates as price calculation in financial bid .**
- 6.2.7 The wages rate may change in future as per Government Order since Minimum wages in basic and daily allowance only are subjected to increase as per the forthcoming Government notification of Uttarakhand only.
- 6.2.8 Rate quoted per person per month should be inclusive of all statutory requirements as per the Minimum Wages Act of 1948 (as applicable in State of Uttarakhand) and in accordance with statutory provisions and requirements laid down by all Labour Acts applicable or any other statutory requirement in force at the applicable time.
- 6.2.9 If tenderer quotes **own independent rates** for each category which should cover MW (Basic & DA), EPF, ESI, Gratuity, Uniform &, Relieving Charges etc. with their Administrative Charges/ profit. In case any increase in min. wage of Government (applicable in Uttarakhand) in future , the contractor may not be considered for increased in MWA for at least one year ; the contractor may cover the same (extra payment) from his/ her profit .Only service charges is to be paid to the contract from the Institute end.
- 6.2.10 All the prices (even for taxes) are to be entered in Indian Rupees ONLY (%age values are not allowed).
- 6.2.11 It is mandatory to provide breakup of all Taxes, Duties and Levies wherever applicable and/or payable.
- 6.2.12 GKU Haridwar reserves the right to ask the Tenderer to submit proof of payment against any of the taxes, duties, levies indicated.
- 6.2.13 The Tenderer needs to account for all Out of Pocket expenses due to Boarding, Lodging and other related items for providing the security services.
- 6.2.14 It may be noted that in the event of increase in the Govt. Minimum Wages, the proportionate % increase in rates (Basic salary & DA structure only of Security



Supervisor/ Security guards /Security gunman only) needs to be stated/ quoted. No other charges for any security instruments etc. if any will be claimed.

6.2.15 Payment for security work performed over and above normal working hours shall be payable on hourly basis, as applicable, calculated based on the agreed rate for the category of the employee in the agreement. No payment will be payable for 30 minutes lunch break and the first one hour after normal working hours of security on all posts in university campuses.

6.2.16 The tenderer should be submitted the financial documents of Govt. of India regarding the Central/State educational institutional are eligible to pay the GST on security services provided by private security agency otherwise no GST will be paid by GKU, Haridwar.

## **7. Determination of Successful bidder:**

- a. The calculation will be based on the evaluation 75% from Technical Bid and 25% from price bid to determine the successful bidder.
- b. The following formula will be applied to determine lowest bidder. Highest marks obtained in the Final Calculation (F) will be the lowest bidder:

$$F=[(CL / C) \times 25 + 0.75 \times T]$$

As an example, suppose A got 75 out of 100 in the Technical bid; so  $0.75 \times T$  will be 56.25; its price bid is Rs. 1,20,000/- whereas, Rs. 1,00,000/- is the value of CL i.e. the price bid of the lowest bidder; in that case,  $F=[(100000/120000) \times 25 + 56.25] = 77.08$

Legends: C= Current Price Bid (Grand Total price),  
CL=Price Bid of the Lowest Bidder, T=Technical Bid score out of 100 ,  
F=Final Evaluation.

7.3. The selection of successful tenderers will be based on highest marks obtained in the Final Calculation (F) will be the lowest bidder.

7.4 On the basis of final calculation (F), the Registrar , GKU,Haridwar will announced the name of successful tenderer and letter will be sent by registered post.

7.54 The decision of registrar will be final and every tenderer should be accepted. Latter on any claim by any tenderer will not accepted.

<b>Particulars of the Tenderer</b>		
The Tenderer should furnish the details requested for in the format given below:		
S No.	Area of the details to be provided	Responding Firm's/Company Details to be provided
A.	Name of the agency/firm	i) Registration number of the Tenderer_____
	Full Postal Address with PIN code, Email, Mobile, Phone, Fax etc.	
B	Company Registration Details. Preferably registration/licence with Directorate General Resettlement (DGR)PSARA ( Govt.of Uttarakhand)	iii) Validity Period (if applicable) iv) VAT Registration Details: v) Service Tax Registration Details: vi) EPF & ESI details: vii) PAN Number viii) TIN Number
C	EPF, ESI and Service Tax Registration Certificates	
D	EPF, ESI and Service Tax Challan Certificate of the last two years.	
E	Company profile either in Brochure/handout proper documentation.	
F	Registration certificate under the Company's Act 1956 or Indian Partnership Act, 1932. If not included in column B above.	i) Registration number of the Tenderer:_____
		ii) Place of Registration:_____
		iii) Date of Registration:_____
		iv) Product Service for which Tenderer is registered:_____
		v) Validity Period (if applicable)
G	The Earnest Money Deposit (EMD) Of Rs.5,00,000/- (Rs. Five Lacs Only) (Refundable) in the form of Demand Draft /Banker's Cheque/ Pay Order.	i) Name of the Bank.....
		ii) Amount of EMD:
		iii) DD/Banker's cheque no.....
		iv) Date:...../...../2018
H	The Company having its own Head Office or Branch Office near to Haridwar should apply. And a declaration stating details of Litigations /Ineligibility for disputed or fraudulent practices /blacklisted with any of the Government or Public Sector Units [Necessary proof to be attached.]	a. Proof for own head/branch office in Haridwar b. Annexure-I.H [for details of the litigations/Ineligibility for disputed or fraudulent practices /blacklisted with any of the Government or Public Sector Units.]
I	Proof of minimum 5 years of experience in similar services with any other organization. A list of clients as	Information should be furnished as per the format given in Annexure-I.I and Annexure-I.I(i)

	on date and proof thereof. [Contractor should have at least one or two clients of Central Government/ State Government educational institutions/Autonomous Bodies/Public Sector Undertakings as on date with sufficient strength of Security Guards (Ex- Servicemen)	
J	Present Strength of the firm/agency: Please give all the details of manpower, vehicle owned, tools, etc.	Information should be furnished as per the format given in Annexure-I.J
K	Proposed Plan for various issues related to GKU Haridwar. The plan should include such as i) Manpower deployment both in quantity and quality ii) procedure/system for checking/ manning gate iii) Emergency plan such as Fire, Earthquake, Accident etc. iv) Theft, Burglary, robbery management. Note: The firms/ agency are expected to visit the site to know the area under scope of contract of security services and to attend Pre-bid session to clarify the doubt prior submission of the tender.	Information should be furnished as per the format given in Annexure-I.K (i) and (ii) for manpower deployment. For other plan in separate sheet of paper as Annexure.
L	Financial Ability Given details of annual turnover of the organization in last five years: i) 2020-2021 ii) 2019-2020 iii) 2018-2019 iv) 2017-2018 v) 2016-2017	

**Declaration:**

We, the undersigned Agency, having read and examined in detail all the bidding documents in respect of the above mentioned Tender, in respect of the security services as a gesture towards our commitment for support for our services do hereby declare as under:

1. We shall be the single point of contact for GKU Haridwar for the entire scope of the security work as detailed in tender document
2. We hereby agree to abide by the General Contract Conditions of this Tender.
3. We hereby agree to provide security services to GKU Haridwar, required assistance, consultancy and any services beyond the defined scope of work to resolve issues under critical and unforeseen situations.

We hereby confirm that this undertaking is made in good faith and the aforesaid declarations are binding on us for the entire term of contract under the aforementioned Tender.

\_\_\_\_\_  
(Signature)

Authorised signatory

Name & Designation:  
Place:

Office Seal:  
Date:

**Details of Litigations / Ineligibility for corrupt or fraudulent practices / Blacklisted with any of the Government or Public Sector Units**

*(To be submitted on the Letterhead of the responding firm)*

To  
The Registrar,  
Gurukula Kangri (Deemed to be University)  
Haridwar

**Subject:** Declaration for not involved in any litigation, not being under an ineligibility for dispute or fraudulent practices or blacklisted with any of the Government or Public Sector Units.

Dear Sir,

We, the undersigned, hereby declare that we are not involved in any litigation with any client.

We are not under a declaration of ineligibility for dispute or fraudulent practices and we are not blacklisted with any of the Government or Public Sector Units.

Thanking you,

Yours faithfully,  
(Signature of the Tenderer)  
Name:  
Designation:

**Experience of Security Services**

Sl No.	Name of Clients	Type of Organisations (Clients) Central Government / State Government / Autonomous Bodies / Public Sector Undertakings	No. of Manpower	Amount of contract per month	Total No. of Clients	Total Years of Experience

[to be supported with Annexure-I.I(i)]

Signature of tenderer:

Place:

Date:

Seal:

**Details of Experience [to be submitted for each client]**

Sl. No.	Details		
1	Name of the work		
2	Client		
3	Details of person to whom reference can be made (Name, Address, Telephone number, Email ID etc.)		
4	Location of the work		
5	Total areas (including buildings)		
6	Cost of services / Contract value		
7	Contract period		
8	Security personnel deployed (Numbers)		
a.	Supervisor		
b.	Security Guards (Male)	Armed	
		Un-armed	
		Armed	
		Un-armed	
9	Completion		
10	Number of years for which services were provided.		
11	If certificate of performance is enclosed.		

Signature of tenderer:

Place:

Date:

Seal:

## Tender for Security Services

## FINANCIAL (PRICE) BID

FOR SECURITY SERVICES

- a) Break-up of wage component along with unit price (in Rs) for security services and  
b) Total Price (in Rs) against the overall plan of security services

Sl. No.	Category	Salary (Basic)-A1	DA-A2	ESI -A3	EPF-A4	BONUS-A5	Weekly off/ Releivingcharge- A6	Total wage per month(Pm=A1+A2+....+A6)	% of Service Charges	Total (in Rs)
01	Security Supervisor (Ex.- Serviceman)							P1		
02	Security Guard(Male) Ex.- Serviceman							P2		
	Civilian									
03	Security Gunman Ex.- Serviceman							P3		
	Civilian									
Grand Total (in figures)										
Grand Total (in words)										

**Note:**

- The service charges will be calculated only wages in basic and daily allowance, when the tenderer quoted the rates as price calculation.
- The tenderer should be submitted the financial documents of Govt. of India regarding the Central/State educational institutional are eligible to pay the GST on security services provided by private security agency otherwise no GST will be paid by GKU, Haridwar.



**NOTE:**

1. Tenderer should provide all prices as per the prescribed format under this Annexure; the tenderer is expected to quote the price in correlation with the Technical Bid (as per the proposed plan of manpower deployment and other services etc.). Tenderer should not leave any field blank. In case the field is not applicable, Tenderer must indicate “0” (Zero) in all such fields.
2. In order to avoid ambiguity in price of wages, latest (or same) notification for calculation of wage component will be taken into consideration.
3. The price bids shall be evaluated for completeness and accuracy. Arithmetical errors will be rectified on the following basis. If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail and the total price shall be corrected. If there is a discrepancy between words and figures, the amount in words will prevail.
4. The service charges will be calculated only wages in basic and daily allowance, of security supervisor, security guards and security gunman, when the tenderer quoted the rates as price calculation .
5. The overall Contract Value shall be used for the purpose of price evaluation of bids.
6. The wages rate may change in future as per Government Order since Minimum wages on basic & daily allowance only are subjected to increase as per the Government notification (State of Uttarakhand).
7. Rate quoted per person per month should be inclusive of all statutory requirements as per the Minimum Wages Act of 1948 (as applicable in State of Uttarakhand) and in accordance with statutory provisions and requirements laid down by all Labor Acts applicable or any other statutory requirement in force at the applicable time.
8. If tenderer quotes **own independent rates** for each category which should cover MW (Basic & DA), EPF, ESI, Uniform &, Relieving Charges with their Administrative Charges/ profit. In case any increase in min. wage of Government (applicable in Uttarakhand) in future, the contractor may not be considered for increased in MW (Basic & DA only) for at least one times in a year; the contractor may cover the same (extra payment) from his/ her profit .Only service charges on basic & DA only will be paid to the tenderer from the end of Gurukula Kangri (Deemed to be University) , Haridwar.

9. All the prices (even for taxes) are to be entered in Indian Rupees ONLY (%age values are not allowed)
10. It is mandatory to provide breakup of all Taxes, Duties and Levies wherever applicable and/or payable GKU Haridwar reserves the right to ask the Tenderer to submit actual proof of payment against any of the taxes, duties, levies indicated.
11. The Tenderer needs to account for all Out of Pocket expenses due to Boarding, Lodging and other related items on their own end.
12. It may be noted that in the event of increase in the Govt. Minimum Wages as per Uttarakhand state Govt., the proportionate % increase in rates ( basic salary & DA structures of Security personal posted in GKU campuses only) needs to be stated/quoted. No other charges if any will be claimed.
13. Payment for security work performed over and above normal working hours shall be payable on hourly basis, as applicable, calculated based on the agreed rate for the category of the employee. No payment will be payable for 30 minutes lunch break and the first one hour after normal working hours to perform the security duty in University campuses.
14. The service charges will be calculated only wages in basic and daily allowance, when the tenderer quoted the rates as price calculation.
15. The tenderer should be submitted the financial documents of Govt. of India regarding the Central/State educational institutional are eligible to pay the GST on security services provided by private security agency otherwise no GST will be paid by GKU, Haridwar.

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(Signature)  
Authorised signatory

Name & Designation:  
Place:

Office Seal:  
Date:

**Check  
List:-**

1. Registration No. of the Firm (under Shops & Establishment Act) or registration no. of the company (under Companies Act, 1956), as applicable (attach attested copy of certificate) to provide the security services under DGRs and PSARA state of Uttarakhand.
2. Earnest money deposit (Demand Draft of Rs.5,00,000/- (Rs. Five Lacs Only) in favour of Registrar, GKU Haridwar.
3. Demand Draft/Pay order for Rs. 10,000/- (Rupees Ten Thousand Only) i as cost of the tender document, if the same was downloaded from website. In case Tender Document is purchased by cash, enclose the cash receipt.
4. Service Tax Clearance Certificate.
5. Income Tax Clearance Certificate.
6. PAN Card of Firm/Company (attach attested copy of PAN Card).
7. Provident Fund Account No. of Firm/Company (attach attested copy of certificate).
8. ESI No. of Firm/Company (attach attested copy of certificate).
9. The details of the turnover for the year, 2016-17, 2017-18, 2018-19, 2019-20 and 2020-21 should be shown and verified by submitting the copy of Income Tax Returns of respective financial year certified by chartered accountant.
10. The details of the Turnover on the Letter Head of the Tenderer.
11. Details of work executed by the tenderer in its letterhead.
12. Copies of Work Orders(s) issued by Tenderer's clients as per point 15 above.
13. Performance Certificate in security services (to be submitted on the letterhead of the tenderers).
14. Performance certificate (attested copies) issued by the clients to the tenderer, (which should have minimum rating of 'satisfactory') for five years.
15. Technical Bid at Annexure-I.
16. Terms and Conditions of the Tender duly signed on each page.
17. Financial Bid in the letterhead of the Firm /Company at Annexure II
18. The above Documents shall be placed in a single large envelope and it should be sealed and super-scribed, as "Financial Bid for security services at Gurukula Kangri (Deemed to be University), Haridwar".

**Signature of the Tenderer  
With Seal of the Firm/Company**