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مؤلانا آزاڊ نیشنل اردو یونیورسٹی

**MAULANA AZAD NATIONAL URDU UNIVERSITY**

*(A Central University established by an Act of Parliament in 1998)*

*(Accredited "A" Grade BY NAAC)*



**TENDER NOTICE**

Sealed tenders are invited from reputed Security Agencies (Govt./Private) to provide 24 hours security (total 03 security guards for 03 eight hourly shifts) at an estimated cost of Rs.8,50,000/- to Maulana Azad National Urdu University's Satellite campus at Lucknow. The interested Security Agencies can obtain the tender form from the office of MANUU, Satellite Campus Lucknow or it can be downloaded from the University website [www.manuu.ac.in](http://www.manuu.ac.in). The last date for submission of the bids along with the required documents is 29.03.2019 till 03:00 PM. The bids received will be opened on the same day at 03:30 PM in the office of the MANUU Satellite Campus Lucknow in the presence of the prospective bidders/representatives, if they wish to be present.

**Registrar**

مولانا آزاد نیشنل اردو یونیورسٹی  
MAULANA AZAD NATIONAL URDU UNIVERSITY

(A Central University established by an Act of Parliament in 1998)

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**TENDER DOCUMENT FOR ENGAGING SECURITY GUARDS AT MANUU**  
**(Satellite Campus, Lucknow)**

**Last date and time for submission of tender is 29.03.2019 till 3:00 PM**

**A. Scope of work:**

1. Maintain round the clock security at the MANUU, Satellite Campus, Lucknow.
2. Deployment of security personnel should be for 3 shifts of 8 hours each (one security guard for each shift) during all the days in a month (31/30/29/28 days) without interruption. The contract is initially for 12 months i.e., one year and extendable for a period not exceeding than one more year based on the satisfactory performance and on mutual consent at the same terms & conditions. The agency should allow the weekly-off/leave to the security personnel and depute the substitute to provide uninterrupted security service. The University will make payment for the man days actually deployed for the service.
3. Agency shall maintain all security registers such as In & Out Registers, Vehicle Movement Register, Visitor's Register, Material Register, Gate Pass Register. All such registers shall be produced to Satellite Campus, Lucknow office on monthly basis.
4. Agency shall restrict the entry of all unauthorized persons in the University Campus (Campus premises).
5. Any other security related duties assigned to the guards from time to time by the Campus.
6. Agency shall maintain cordial relations with the Campus employees/student community.

**B. Terms and Conditions:**

1. Agency must be registered under appropriate authorities of GST, Income Tax, Employees Provident Fund (EPF), and Employees State Insurance Corporation (ESIC) and must hold valid license under similar Act/Rules promulgated by the Government of India.
2. Agency shall at all times indemnify the University of all claims like damages, compensation etc., under the provisions of Labour Law.
3. Agency shall produce copies of deposited Challans towards the contribution payable for the workmen engaged by it towards EPF&ESI and remit the amounts deducted together with their deposits to the concern account.
4. (a) The average annual financial turnover of the bidding firm for providing security services during the last three financial years ending 31<sup>st</sup> March, 2018 should not be less than Rs.2,55,000/-.  
(b) The agency must have successfully executed/ completed security services over the preceding three financial years ending 31<sup>st</sup> March, 2018 and in the current financial year:
  - i) Three similar completed services costing not less than Rs.3, 40,000/-
  - ii) Two similar completed services costing not less than Rs.4, 25,000/-
  - iii) One similar completed service costing not less than Rs.6, 80,000/-
5. In case of any accident occurred to the personnel employed by the agency during the duty time, the agency alone is liable to pay workmen's compensation or any other statutory dues or payments. The MANUU Satellite Campus, Lucknow is not liable for any payment of such kind.
6. Responsibility of payment of wages for the personnel deployed to carry out the contract lies with the contractor. MANUU Satellite Campus, Lucknow shall not entertain any representations, whatsoever in this regard.
7. Agency shall have to comply with requirement of law under the "the Private Security Agencies Act 2005" as amended from time to time and shall hold availed license from the competent authority under "the Private Security Agencies Act 2005" as amended from time to time.
8. Proprietor of the Agency or his authorized representative shall visit the MANUU Satellite Campus, Lucknow (campus premises) once a week for review of the security system.
9. The Minimum Wage rates prescribed by the Chief Labour Commissioner (Central) from time to time will have to be adopted. Accordingly, all the agencies are required to quote the rates as prescribed by the said authority applicable w.e.f. 01.10.2018/latest.

The agency shall revise & pay the minimum wages automatically with the date of effect as and when it is enhanced and claim the same from the MANUU Satellite Campus, Lucknow. The bidder may quote the prevailing wage rate fixed by the Chief Labour Commissioner (Central) Government of India.

10. Agency shall ensure that all labour laws and the Rules and Regulations governing conditions of labour including Minimum Wages Act, Employees State Insurance Act, Employees Provident Funds Act, and Contract Labour (Regulation & Abolition) Act are followed strictly and complied with. The Agency shall enclose relevant remittance Certificates of the ESI and EPF and other statutory dues and returns as applicable to the relevant act/rules to the invoice raised on the MANUU Satellite Campus, Lucknow every month.
11. a). Bills will be processed monthly, and payment will be released as per the attendance & Acquittance of the guards' duty (man-days) ascertained by the University on submission of ESI and EPF statement from the competent authority. The payment shall have to be disbursed into the bank in their respective accounts of the guards on or before 10<sup>th</sup> of every month and the bank statement along with the Invoice of the last month is to be submitted. Further, TDS @2% will be deducted from the Gross bill amount towards income tax. The agency should keep this aspect into consideration and quote appropriate amount under "Service Charges". In other words, the service charges amount quoted should be inclusive of income tax component which will be deducted from the bills.  
b). Further, GST @01% shall be deducted at **source** from the bill payments. The balance GST amount has to be remitted by the Agency to the respective Government Department and also submit the **periodical** returns.
12. Security personnel under the agency shall follow the instructions of the MANUU Satellite Campus, Lucknow. The Security Agency will be under the administrative control of the MANUU Satellite Campus, Lucknow. The Security personnel shall perform the duties with utmost care and loyalty and should not develop undue familiarity nor join any union of the employees of University. The Agency shall be held responsible for the entire administration of security staff as per law enforced.
13. The term of the contract will be initially for a period of twelve months and renewable for further period not exceeding twelve months on mutual agreement subject to satisfactory service on the same terms & conditions.
14. The Prospective bidder shall have to furnish Bid Security (Earnest Money Deposit) of Rs.20,000/- (Rupees twenty thousand only) in the form of Account Payee Demand Draft, Fixed Deposit Receipt or Banker's Cheque of any nationalized bank drawn in favour of Maulana Azad National Urdu University payable at Hyderabad. However, Micro, Small & Medium Enterprises (MSME) as defined under MSME Policy of Government of India are exempted from furnishing the bid security. Bid securities of unsuccessful bidders will be returned after expiry of final bid validity period and latest by 30<sup>th</sup> day after award of the contract. Bid security of successful bidder will be refunded on receipt of performance security as mentioned in clause 15
15. Successful bidder has to deposit Interest free Security Deposit for contract in the form of a Demand Draft/Bank Guarantee/Fixed Deposit Receipt of Rs.85,000/- (Rupees eighty five thousand only) drawn in favour of '**Maulana Azad National Urdu University**, payable at **Hyderabad**, Telangana State which is refundable after the expiry of a period of 60 days beyond the date of completion of all contractual obligations of the agency subject to recoveries of any of the damages or loss of property caused to the University during the course of the contract period.

16. In case, any statutory authority imposes any punishment like fines etc., and if the MANUU Satellite Campus, Lucknow is made a party in such penal action, the University has the right to retain the security deposit etc., until it is proved to the satisfaction of the University that such penal actions are ceased. Such penal actions may also be a reason for termination of contract.
17. Security personnel deployed at the MANUU Satellite Campus, Lucknow shall check and ensure that all the Sections of the Buildings are properly locked after the University hours.
18. If any theft or loss of property is reported by any Department/Section due to the negligence or improper action of any trespass of unauthorized persons, the security agency shall be responsible and the University shall have the right to recover damages from the payment dues & the Security Deposit of the agency.
19. The University reserves the right to modify its requirements of security services specified in this tender enquiry at any time during the **concurrency** of the contract.
20. Successful bidder will be allowed to commence the service upon the fulfillment of the formalities like payment of security deposit, execution of agreement etc.
21. No person who has been convicted by a competent court or who has been dismissed or removed on grounds of misconduct or moral turpitude while serving in any of the armed forces of the Union, State Police Organizations, Central or State Governments or in any private security agency shall be employed or engaged as a security guard or a supervisor. No person who is facing criminal charges or being contemplated against him/her shall be deployed for watch and ward in the MANUU Satellite Campus, Lucknow.
22. The agency should maintain strict discipline in dealing with the MANUU Satellite Campus, Lucknow employees and should not act in any manner unbecoming of a Security person.
23. Security personnel deployed should be in the age group of 22-45 years and should have the sufficient education and intelligence required to check Identity cards and Gate passes; answer questions of visitors on location and directions to various offices. Knowledge of Hindi/Urdu/English is essential and they must possess the minimum training in fire safety and firefighting.
24. Agency should provide the required number of security personal as per the shifts on all the dates. In case of shortfall in the supply of security guards, a notice will be issued and the agency should be able to depute the required personnel within 3 days. The University reserves the right to terminate the contract if the agency repeatedly/willfully fails to provided required number of security guards; the University has every right to cancel the contract at any time, by giving one month's notice. In such case, the Security Deposit submitted will be forfeited.
25. Items of equipment, headgears, torches, lathis, uniform, rain coat, jersey etc., for efficient conduct of duty by the agency personnel should be provided by the Agency

at its own cost and they shall be in good and functional condition. In all the three shifts, the security staff shall properly be dressed, possess whistle, lathi and torch light etc.

26. The MANUU Satellite Campus, Lucknow shall not own any responsibility about any untoward happening during duties of security deployed. Any compensation, statutory payments or otherwise shall have to be paid by the employer i.e., security agencies/contractor only.
27. Any dispute during the contract period between the MANUU Satellite Campus, Lucknow and the agency, the decision of the Registrar, MANUU shall be final and binding.
28. The rates accepted shall include expenditure towards uniform, seasonal clothing, rain coats and the essential items like lathi, torch with batteries, whistle etc. The batteries for the torch shall be replaced at regular intervals by the agency to keep the torch functional and effective.
29. The MANUU Satellite Campus, Lucknow shall not provide any accommodation for guards or other personnel deployed.
30. Conditional bids shall not be accepted.
31. Any person who may be or has been employed or engaged as a private security guard by the private security agency shall not divulge to anyone other than the MANUU Satellite Campus, Lucknow authorities any information acquired by him during such employment with respect to the work which he has been assigned by such employer.
32. Agency should provide the names, addresses and photographs of the security guards/supervisors deployed in the MANUU Satellite Campus, Lucknow office from time to time. Any security guards found without wearing I.D. cards shall be treated as absent and shall not be allowed in the MANUU Satellite Campus, Lucknow.
33. Agency shall comply with the requirement with regard to duration of working hours of the security personnel deployed and the MANUU Satellite Campus, Lucknow shall not be responsible for the violation of labour laws by the agency in this regard.
34. Price Schedule (Annexure-II) is enclosed herewith for furnishing the quotation in sealed cover. The price schedule is designed for 26 days taking into consideration 4 weekly-off days for the security personnel. However, the services are required to be provided for the full number of days (31/30/29/28 days) in a month and payment will be made proportionately to the number of days of services provided in a month.
35. It shall not be binding on the MANUU Satellite Campus, Lucknow to accept the lowest tenders or any other tender. The University reserves the right to accept/reject part or whole tender without assigning any reason thereof. The decision of the Registrar, MANUU in all matters shall be final and binding.

36. The MANUU Satellite Campus, Lucknow may short list firms on L-1 basis as per Financial Bid and thereafter the committee may visit the firms to finalize one firm out of short listed firms to award the contract. The decision of the University will be final in this regards and all other matters.
37. In case of any dispute, Hyderabad will be the Jurisdiction and the Registrar, Maulana Azad National Urdu University, Hyderabad shall decide the issue and his decision will be final and shall be binding on both the parties.
38. The Agency will be required to execute the contract agreement on a non-judicial paper of Rs 100/- on the acceptance of the tender.
39. The prospective bidders shall have to furnish the tender along with all the requisite documents such as Income Tax returns from 2015-2016, 2016-17, 2017-18, PAN, GSTIN, firm/Company registration certificate, EPF, ESI registration certificates and turn over details as per clause 4 and EMD as well as an affidavit certifying that the agency has not been black listed.
40. Number of security personnel i.e., 3 for three shifts in a day is provisional and the category/number of the security personal may vary depending upon the functional requirements of the University.
41. Further, the University reserves the right to cancel the tender without assigning any reasons on the administrative grounds.
42. Every dispute, difference or question which may at any time arise between the parties here to or any person claiming under them, touching or arising out of or in respect of this agreement (deed) to be entered or the subject matter there of shall be referred to the arbitrator to be appointed by the Registrar, MANUU or if he shall be unable or unwilling to act, to another arbitrate or to be agreed upon parties or failing agreement to be nominated by (This will be decided for force of time) or, failing agreement to two arbitrators one to be appointed by each party to the difference (whether consisting of one or more than one person) and in case of difference of opinion between them to an umpire appointed by the said two arbitrators before entering on the reference and the decision of the arbitrator (or such arbitrators, or umpire as the case may be) shall be final and binding on the parties.

**Registrar**

**TECHNICAL BID**

**PROFORMA OF QUOTATION FORM FOR ENGAGING SECURITY AGENCY**

|     |  |          |
|-----|--|----------|
| 1.  | Name of the Agency (In capital letters)  |          |
| 2.  | Name of the Proprietor of the Agency   |          |
| 3.  | Father's Name of Proprietor  |          |
| 4.  | Office address for correspondence  |          |
| 5.  | Details of License from State/Central Government to undertake the work                             | Yes / No |
| 6.  | Tender Cost of Rs. 100.00/- (Nil) is enclosed by DD/pay Order No. _____ dated: _____ Bank _____    | .....    |
| 7.  | EMD of Rs. 85,000/- is enclosed by DD/pay Order No. _____ dated: _____ Bank _____                  | Yes / No |
| 8.  | Balance Sheet (Audited) of the previous/preceding year   | Yes / No |
| 9.  | The annual turnover of the agency (Certificate be enclosed) :                                      | Rs. .... |
| 10. | Last 3 years IT returns of your agency (copy enclosed)   |          |
| 11. | Attested Copy of Income Tax Returns for the previous/preceding year                                | Yes / No |
| 12. | Service Tax Returns for the previous/preceding year  | Yes / No |
| 13. | Copy of EPF Registration   | Yes / No |
| 14. | Copy of ESI Registration   | Yes / No |
| 15. | Copy of Service Tax/GST Registration Certificate   | Yes / No |
| 16. | Copy of PAN/TAN  | Yes / No |
| 17. | Tender Documents – All pages signed with Seal on all pages   |          |
| 18. | An affidavit on non-judicial stamp paper that the firm is not declared blacklisted duly notarized. | Yes / No |
| 19. | List of present clients of the Agency  | Yes / No |

**Note:** Please enclose the copy/certificate in support of your claim

**Signature of the Proprietor with seal**



ANNEXURE-2 (to be placed in a sealed cover)

**FINANCIAL BID/PRICE SCHEDULE**

Name of the Agency:

Wages for Security Personnel (for 26 days per person per month for engagement of 3 security personnel):

| Sl. | Category of Security personnel     | Qty. | Basic +VDA<br>Per person/Per month<br>(26 Days)<br>Rs. | EPF @ 13 %<br>Per person/per month<br>Rs. | ESI @ 4.75%<br>Per person/<br>per month<br>Rs. | Sub Total<br>(4+5+6)<br>Per person/<br>per month<br>Rs. | Service Charges<br>(amount on Col.7)<br>Per person/per month<br>Rs. | GST<br>18% | Amount Per Person / per month Rs.<br>(Col.7+8) | Total Amount for three Security Guards per month (26 days)<br>(Col. 3X10) |
|-----|------------------------------------|------|--|---|--|---|---|------------|--|---|
| (1) | (2)                                | (3)  | (4)  | (5)                                       | (6)  | (7)   | (8)   | (9)        | (10)   | (11)  |
| 1.  | Guard(Without arms)/Civilian Guard | 03   |  |   |  |   |   |            |  |   |

**Note:** The tender form should be filled in consonance with the terms and conditions stipulated by the university and should be signed on each page by the Proprietor of the Agency. The University reserves the right to accept or reject quotations without assigning any reason.

Place:

Date:

**Signature of the Proprietor with seal**