



# VEER KUNWAR SINGH UNIVERSITY

ARA (BIHAR) 802 301

Tender No. 01/2022 Veer Kunwar Singh University/Security, House Keeping and Manpower Services. Dated:- 06.05.2022

Sealed tenders are invited under two bid systems through registered/Speed Post/ Courier Services only from reputed and experienced agencies **for providing Security, House Keeping and Manpower Services** at Veer Kunwar Singh University. A Pre-Bid Meeting will be held on 10.06.2022 at 11:00. A.M. The interested agencies are required to submit their technical and financial bids separately containing full information along with supporting documents, must reach in the office of the undersigned on or before 28.05.2022 up to 5:00 P.M. and the same will be opened on 10.06.2022 at 03:00 P.M. Details are available on [www.vksu.ac.in](http://www.vksu.ac.in)

Registrar 06.05.22

V.K.S. University, Ara

A. Kumar

# **VEER KUNWAR SINGH UNIVERSITY**

**ARA (BIHAR) 802 301**



## **FOR TENDER DOCUMENTS FOR**

Providing Security, Housekeeping and Manpower Services for the  
Veer Kunwar Singh University, Ara

Office Order No. 138/Estab/2022 Veer Kunwar Singh University  
Security and Manpower Services. Dated:- 06.05.2022

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## NOTICE INVITING TENDER / QUOTATION

Sealed tenders are invited in 2-Bid Systems (Technical Bid & Financial Bid) from reputed and experienced agencies **for providing Security, House Keeping and Manpower Services** at Veer Kunwar Singh University, Ara. The bidders are required to read the tender documents carefully and ensure compliance with all instructions herein. Non-compliance with the instructions contained in these documents may disqualify the bidders from the tender exercise. Veer Kunwar Singh University, Ara reserves the right to select the item (in single or multiple units) or to reject any quotation wholly or partly without assigning any reason thereof. Incomplete tenders, amendments and additions to tender after submission or tenders received after due date are liable to be ignored and rejected.

### Terms and Conditions:-

1. The technical and financial bids should be quoted separately and put in different sealed envelopes marked "**Technical bid**" and "**Financial bid**" as applicable. These separate bids envelopes are to be put in an outer envelope which should also be sealed and marked as "**Project Proposal**" Tender as providing Security, House Keeping and Manpower Services at Veer Kunwar Singh University, Ara and should clearly indicate tender closing date and time.
2. Each individual sealed envelope as well as the outer envelope should be marked with the following reference on the top left hand corner: **NIT No.** .....  
Veer Kunwar Singh University, Ara/Security and Manpower Services,  
Dated :.....
3. Cutting/Over writing will not be accepted. If there are cutting, those should be duly attested, failing which the bids are liable to be rejected.
4. Any bids received after 5:00 P.M. on 28.05.2022 shall not be considered. Offers received within the stipulated period only will be considered. University shall not be responsible for any postal delay. All tender documents should be sent through courier, speed post or registered post only.

The Postal address for submitting the tenders is :-

Registrar,  
Veer Kunwar Singh University, Ara,  
Katira, Bhojpur, Bihar - 802301

5. The Technical Bids will be opened on 10.06.2022 at 3:00 P.M. in the

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presence of representative of the firm duly authorized only. The date & time for opening of Financial Bids will be informed later on to the technically qualified bidders. In case the date mentioned above is declared Government Holiday, the date shall automatically be shifted to next working day.

6. All disputes shall be subject to the territorial Jurisdiction of court of law at Ara only.
7. Any tender which does not fulfil all the prescribed conditions or any condition put forth by the employer shall be summarily rejected.

**Note:-** Price bids of only those bidders will be opened whose Technical bids are found suitable as per terms and conditions of the tender by the committee constituted for the purpose. Date and time of opening of price bids will be decided after technical bids have been evaluated by the committee. Information in this regard will be intimated only to the technically qualified bidders.

8. The bidders shall keep their bid valid for minimum 180 days from the date of opening of the financial bid.
9. Bidders should go through the tender terms, conditions and specifications carefully and fill in the attached compliance statement accurately and unambiguously. They should ensure that all the required documents are furnished along with the bid.
10. The successful bidder shall have to deposit/submit performance guarantee - 5% of the contract value before signing the agreement (MOU) in any of the following form"-
  - (i) A deposit in cash
  - (ii) Irrevocable Band Gurantee (BG)
  - (iii) Deposit Receipts, Pay orders, Demand Drafts, Gurantee Bond either of SBI or any of the Nationalised Banks.
  - (iv) A deposit in the Post Office Saving Banks.
  - (v) A deposit in NSC etc.
11. PG shall be deposited within 21 days from the date of issue of Letter of Acceptance (LOA).
12. PG shall be valied up to the contract period.

  
 Registrar  
 V.K.S. University, Ara  
 Registrar  
 V.K.S. University, Ara  
 06.05.22  
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## DETAILS ABOUT TENDERER

1. (a) Name of the Tenderer:-.....  
(b) Status of the Tenderer:- .....
2. Full Postal Address:- .....  
.....  
.....  
.....
3. Telephone No.:- .....
4. Mobile No.:- .....
5. Fax No.:- .....
6. E-mail Address:- .....
7. Name of the persons:- .....
- Who are responsible for conduct of business
8. PAN No.:- .....
9. GST No.:- .....
10. TAN No. (if applicable):-.....

**Seal of the Firm**



## TERMS AND CONDITIONS FOR PROVIDING SERVICES

- (a) The Security and House Keeping personal should be physically fit and strong, mentally alert and preferably in the age group of 30-50 Years. Minimum 10<sup>th</sup> Standard education is a must for the guards. Preference will be given to agency offering different conditions.
- (b) Bidder will be fully responsible for any loss of property/theft on account of negligence of their duty in the campus and the cost of such losses should be borne by the agency.
- (c) All Security and House Keeping personnel should always wear clean uniforms while they are on duty. The bidder should provide them all necessary uniform as and when required.
- (d) Security guards will be responsible to check all incoming and outgoing vehicles at the gates and if found any suspicious/doubtful should report to their Security Supervisor and finally inform to the superior Officers of the University.
- (e) The Security Guards will have to maintain exemplary discipline and be polite always and work for the welfare of the institute and should follow the campus rules.
- (f) Security services will be provided 24 hours in official/residential campus of Veer Kunwar Singh University, Ara as per existing rule. The duty hours of the Security Personnel will be as under:-
  - (i.) First Shift :- 6:00 A.M. to 2:00 P.M.
  - (ii.) Second Shift :- 2:00 P.M. to 10:00 P.M.
  - (iii.) Third Shift :- 10:00 P.M. to 6:00 A.M.
- (g) The Bidder should sign an agreement (MOU).
- (h) The period of contract will be intially for three years which may be extended further for one year subject to efficient and effective performance. Their contract can be foreclosed without assigning any reasons by giving three months notice on either side.
- (i) The Security Guards are expected to know the fire fighting and may be deployed in case the situation demands.

- (j) Materials or things should be allowed to move out of the campus only with proper gate pass issued or endorsed by the Security Officer/Supervisor/concerned department HOD of this University. A register must be maintained for the materials movement by the Security agency.
- (k) Monthly remuneration on production of bills will be paid by Cheque/RTGS only to the Agency and the University will not take any responsibility to pay salary to the Security, House Keeping and Manpower or others. No advance will be paid to the agency by the University under any circumstances.
- (l) In case of emergency or on special occasions when more Security and House Keeping personnel are required by the University, then additional manpower will be provided by the agency at short notice in addition to the regular manpower on additional payment at the agreed rates man-day basis.
- (m) Security, House Keeping and all other types of manpower deployed by the agency are strictly forbidden to take part in any labour union activities inside the campus.
- (n) All types of manpower deployed by the agency should strictly avoid consumption of liquor or smoking while they are on duty.
- (o) The agency has to provide manpower as per the requirement of University (Residential as well as officials campus of the University):-
- (p) The deployed firm will have to bear all the losses covered by the security lapses.
- (q) The applying firm has to provide documents regarding the Annual turnover of Rs. Five Crore during last three years.
- (r) The applying firm will quote the ESI, EPF, Bonus, Uniform, Uniform washing and HRA rate in the column Daily wages Rate on the current rate as per the Govt. norms as quoted in the Part A of the Financial Bid (Statutory wages and deduction should be as per norms). Bidders not quoting rates in accordance with the prescribed format will be out rightly rejected.
- (s) The applying company/firm will also have to provide the Character certificate if applicable otherwise self declaration, non blacklisting certificate on non judicial stamp paper may be submitted.



- (t) University reserves the right to increase/decrease the manpower as per actual requirement.
- (u) The duly approved firm after the finalization of rate will have to maintain proper liaison and contact with the local police/civil administration etc. for smooth and peaceful day to day working of the Veer Kunwar Singh University, Ara. The agency shall be fully responsible for taking follow up action and for pursuing the case after lodging the First Information Reports in the police station/the police department.
- (v) University reserves the right to increase or decrease the number of security personnel and other manpower, or it may cancel the tender at any stage without assigning any reason thereof by giving three months notice.
- (w) The Selected agencies of Veer Kunwar Singh University, Ara have to do patrolling continuously both in the residential area and as well as in official area. For this, Vehicle and the cost of fuel will be borne by the deployed security agency.
- (x) Preference will be given to the experienced agencies.

Agencies should submit the Cost of tender document by paying **non-refundable D.D. of Rs. 2000/- as Tender fee and EMD Amount of Rs 5,00,000 = 00 (Rupee Five lakh) only in favor of Registrar, Veer Kunwar Singh University, Ara payable at Ara. However firm registered under NSIC/MSME unit are exempted from paying tender fee and EMD amount (document in support of this should be submitted along with the technical bid)**. The tender document may be downloaded from the website; [www.vksu.ac.in](http://www.vksu.ac.in) . The bidders are expected to examine all instructions, forms, terms project, requirements and other details in the Tender documents. Failure to furnish complete information as mentioned in the Tender documents or submission of a proposal not substantially responsive to the Tender documents in all respect will be at bidders risk and may result in rejection of the proposal.

Detailed proposal in two sealed envelope boldly mentioned for technical bid and financial bid complying with above requirements is to be submitted and duly superscribed "**Project Proposal Tender for providing security, housekeeping and manpower**

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service at Veer Kunwar Singh University, Ara." The technical competence shall include the following terms and conditions.

1. Certificate of Registration & Memorandum under Companies Act 1956.
2. Shop and Establishment registration.
3. License issued by Dept. of Home, Govt. of Bihar.
4. EPF Registration of the firm,
5. Copy of more than 500 nos. of security personal enrolled in EPF Department should be submitted.
6. ESIC Registration of the firm.
7. ISO Certificate No. (Latest)
8. OHSAS Certificate No. (Latest)
9. GST Registration Certificate with paid challan copy of last one year.
10. PAN Card of the firm.
11. Copy of I.T. return audited by CA firm for last three years.
12. Labour License.
13. TAN No. / GST No.
14. Character/Performance certificate of the firm.
15. Average turnover Rs. Five Crore during last three years.
16. Self declaration that company was not blacklisted on non judicial stamp paper of Rs. 100.
17. Copy of 1 (one) crore solvency certificate (The certificate will be valid for 6 months from issued date).
18. Copy of experience certificate of last 15 Years (Central Govt./State Govt. & PSU, etc.)

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06.05.22

**Registrar**  
V.K.S.U. University, Ara.

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