

# VEER KUNWAR SINGH UNIVERSITY, ARA

Date:- 13-05-2022

CORRIGENDUM/ ADDENDUM TO TENDER NO. 01/2022 NOTIFIED ON 06-05-2022

For

Providing security, House keeping and manpower services at Veer Kunwar Singh University, Ara

Corrigendum is as follows:-

Sl. No.	References	Earlier/Existing Statement	Revised/Modified Statement
1	<u>TENDER NOTICE</u> (i) Name of the work	Providing Security, House Keeping and Manpower Services for the Veer Kunwar Singh University, Ara	(a) Providing Security Personnel at Veer Kunwar Singh University, Ara. Wherever name of the work is mentioned as providing Security, House Keeping and manpower Services should be read as providing security personnel/ men at V.K.S.U. Ara (b) Tender for the work of providing House Keeping and manpower will be notified lateron.
	(ii) Tender closing date and time	28.05.2022 upto 5:00 PM	03.06.2022 upto 1:00 PM
	(iii) Tender opening date and time	10.06.2022 at 3:00 PM	03.06.2022 at 3:00 PM
	(iv) Pre bid meeting	A Pre bid meeting will be held on 10.06.2022	Since deleted
	<u>Tender Document</u> (i) First page of the tender documents	Providing Security House Keeping and Manpower Services at Veer Kunwar Singh University, Ara	Providing Security Personnel/ Men at Veer Kunwar Singh University, Ara
	(ii) Office order no.	Office order no. 138/Estab/2022 Veer Kunwar Singh University, Ara Security and Manpower Services dated 06.05.2022	Office order no. 138/Estab/2022 Veer Kunwar Singh University, Ara SecurityPrsonnel/ Men Services dated 14.05.2022

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<p><u>Term and Conditions</u></p> <p>1 Page 3</p> <p>4 page 3</p> <p>5 page 3,4</p> <p>(a) page 6</p> <p>(c)page 6</p>	<p>Project Proposal tender for providing Security, House Keeping and Manpower services at Veer Kunwar Singh University, Ara should clearly indicate tender closing date and time</p> <p>Any bid received after 5:00 PM on 28.05.2022 shall not be considered.</p> <p>Technical bid will be opened on 10.06.2022 at 3:00 PM in the presence of representative of the firm duly authorized.</p> <p>The Security and House Keeping personnel should be physically fit and strong.</p> <p>All security and House Keeping personnel should wear clean uniform while they are on duty.</p>	<p>Project Proposal tender for providing Security services at Veer Kunwar Singh University, Ara should clearly indicate tender closing date and time</p> <p>Any bid received after 1:00 PM on 03.06.2022 shall not be considered.</p> <p>Technical bid will be opened on 03.06.2022 at 3:00 PM in the presence of representative of the firm duly authorized.</p> <p>The Security men should be physically fit and strong.</p> <p>All security personnel should wear clean uniform while they are on duty.</p>
<p>(k) page 7</p> <p>(l) page 7</p> <p>(m) page 7</p> <p>(o) page 7</p>	<p>The University will not take any responsibility to pay salary to the security house keeping manpower and others</p> <p>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 additional to regular manpower on additional payment at the agreed rates man day basis.</p> <p>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.</p> <p>The agency has to provide manpower as per the requirement of University (Residential as well as official campus of the University).</p>	<p>The University will not take any responsibility to pay salary to the security personnel/ men and others</p> <p>In case of emergency or on special occasions when more security personnel are required by the university then additional manpower will be provided by the agency at short notice in additional to regular manpower on additional payment at the agreed rates man day basis.</p> <p>Security personnel deployed by the agency are strictly forbidden to take part in any labour union activities inside the campus.</p> <p>The agency has to provide security personnel as per requirement of the University.</p>

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(t) page 8	University reserves the right to increase/decrease the manpower as per actual requirement.	University reserves the right to increase/decrease the number of security personnel as per actual requirement.
(v) page 8	University reserves the right to increase/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.	University reserves the right to increase/decrease the number of security personnel or it may cancel the tender at any stage without assigning any reason thereof by giving three months notice.
(x) page 8	"Project Proposal" Tender for providing security, housekeeping manpower services at V.K.S.U. Ara.	"Project Proposal" Tender for providing security, services at V.K.S.U. Ara.
16. Page 9	Self Declaration that company was not blacklisted on judicial stamp paper of Rs. 100.	Self Declaration that company is not blacklisted on judicial stamp paper of Rs. 100.

Addendum:- (A) The agency has to provide securitymen as per the details enclosed herewith

(B) Financial Bid

(C) Draft Agerement format of MoU

\* However, all other terms and conditions of the tender documents will remain unchanged.

\* The tender documents all available on our university website [www.vksu.ac.in](http://www.vksu.ac.in)

  
Registrar

V.K.S. University, Ara

  
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# VEER KUNWAR SINGH UNIVERSITY

ARA (BIHAR) 802 301

## ADDENDUM (A):-

The agency has to Provide Securitymen as per the following details-

Sl.No.	Designation	Work Profile	Qualification	Category
1.	DGR	Supervisor	Ex-Army	Highly Skilled
		With Arms	Ex-Army	Highly Skilled
		Without Arms	Ex-Army	Skilled
	Civil	Male Guard	Having Experience	Skilled
		Female Guard	Having Experience	Skilled

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14-05-22

## ADDENDUM (B)

### FINANCIAL.BID

(To be put in a separate sealed Envelope)

1. Name and full address of the Agency/Firms (With Email Id& Tel. Mobile No.)

Statutory wages and dedication should be as per norms					
As per minimum wages act, of Govt. of Bihar/DGR Rate/ (Central Govt.) as revised from time to time.					
Daily wage Rate Including VDA		Security Supervisor Ex Army	Security Guard (Ex-Army with Arms)	Security Guard (Ex-Army without Arms)	Security Guard (Civil)
Category		Highly Skilled	Highly Skilled	Skilled	Skilled
Per Day (A)					
ESI (B)	3.25% OF A				
EPF (C)	13% OF A				
BONUS (D)	8.33% OF A				
UNIFORM (E)	5% OF (A)				
UNIFORM WASHING (F)	3% OF A				
HRA (G)	16% OF A				
TOTAL (H) (SUM OF A TO G)					
Relieving charge (I)	1/6th OF H				
TOTAL (J) (SUM OF H TO I)					
Service Charge (K) (@ 14% - 20%) of J					
Grand Total Sum of (J to k)					

1. The rates mentioned above will be revised as per the DGR and Bihar State Govt. notification, Issued from time to time.
2. GST shall be charged as per prevailing Govt. rules.
3. Above rates are being quoted for 8 hours daily.

Signature of the Tenderer

**ADDENDUM (C)**  
**DRAFT AGREEMENT FORMAT OF MOU**

TO BE MADE ON NON-JUDICIAL STATMP PAPER OF Rs.1000/-

This agreement number..... is made at ..... on the .....day of. Between Registrar, Veer Kunwar Singh University, Arrah acting through, having its office at Veer Kunwar Singh University, Arrah. (hereinafter called First party which expression shall, unless repugnant to the context or meaning thereof be deemed to mean and include its successors, legal representatives and assigns of the First party.

And ..... having its registered office at..... (here in after called the 'agency' which expression unless repugnant to the context shall mean and include its successors its interest assigns etc.) of the Second Party

WHEREAS, the First Party is desirous to engage the Second Party for providing Security services at Veer Kunwar Singh University, Arrah and its location within Bihar in the terms and conditions stated below including any other relevant position mentioned anywhere in this tender document. [In case of any duality or discrepancy or contradiction between different provisions/expressions in this tender document, interpretation/decision made by the First Party will be held supreme and unchallengeable and binding upon the Agency.]

The Second Party shall be primarily responsible for compliance to provisions of various Labour and any other laws applicable and all statutory obligations such as Wages, Allowances, Compensations, EPF, Bonus, ESI etc. relating to Security deployed at Veer Kunwar Singh University, Arrah and its locations within Bihar from amongst Ex army-man. The First Party shall have only liability in this regards as Principal Deployer as per provisions of concerned laws.

The Second Party shall be solely responsible for any accident/medical health related liability compensation for the personnel deployed by it at Veer Kunwar Singh University, Arrah and its locations within Bihar as per provisions under ESI Corporation. The First Party shall have non-liability in this regard.

Veer Kunwar Singh University, Arrah as Principal employer is committed to pay the amount for each security guard engaged through the agency [Immediate Employer] as the statutory wages plus other statutory claims stipulated by related Laws of the land like minimum Wages Act etc. in favor of employee in a manner deemed fit to ensure compliance of these laws as per contract herein mentioned between the parties i.e. the First Party and the Second party.

Licenses if any required for Security Services at the site will be made available by the Second Party.

The payment terms shall be governed by Para 16 (C) of the DGR Guidelines vide Ministry Of Ex- Servicemen welfare Office Memorandum No. 28(3)/2012-D(Res-1) dated 09 July 2012.

- The Second Party shall submit the bills by the 1<sup>st</sup> day of the preceding month and the same shall be disbursed to the second party by the fifth day of the month for paying the wages to security guards before the 7<sup>th</sup> day of the month as per Minimum Wages Labour Regulations.
- Any deliberate violation of this clause of contract or any terms and conditions mentioned any- where in this tender document or suppression of facts will attract termination of contract without any reference or any notice period. In such cases the First Party may choose to impose penalty up to 10% of the total annual value of contract or termination with penalty also.
- In normal circumstances if any party wants to discontinue the contract at their sweet will, the same can be terminated by giving one-month notice on either side.
- Security deposit in the shape of bank draft Valuing Rs. 10,00,000/- (Rupees Ten Lakh only) drawn in favor of Registrar Veer Kunwar Singh University, Arrah shall be furnished by 2<sup>nd</sup> party at the time of signing agreement or contract.
10. The security personnel provided by the 'Second Party' will not claim to become the employees of Veer Kunwar Singh University, Arrah and there will be no Employee and Employer relationship between the personnel engaged by the 'Second party' for deployment Veer Kunwar Singh University, Arrah site.
  11. There would be no increase in the rates/ Contractor agreemental value payable to the Second party' during the contact period.
  12. The 'Second party' also agrees to comply with annexed Terms and Conditions and amendments there to from time to time.
  13. The 'Second party' shall ensure full compliance with tax laws of India with regard to this Contract and shall be solely responsible for the same. The 'Second Party' shall keep 'First party, fully indemnified against liability of tax, interest, penalty etc. Of the 'Second Party in respect thereof, which may arise.
  14. In case of any dispute between the 'Second Party 'and First party shall have the right to be decided. However, all matters of jurisdiction shall be at local courts at Arrah.
  15. The payment will be made as per existing wages declared by Government of Bihar/DGR/Central Government as per applicability.
  16. In case of any dispute between both parties, before going to court, channel of arbitration will be exhausted first as per Arbitration and conciliation act 1996. For this purpose arbitration process will be carried out through sole arbitrator appointed by the First party.

**This Agreement will be valid for 3 years with effect from..... 2022 to ..... and shall be extended in quantum of 1 year after mutual consent on the basis of performance.**

IN WITNESS WHERE OF both the parties herein to set and subscribe their respective hands and seals on the day, month and year first above witten.

For, and on behalf of Veer Kunwar Singh University, Ara For, and on behalf of Second Party

(.....)

(.....)

Signature of the authorized Official

Signature of the authorized Official.

Name of the Official

Name of the Official

Stamp/Seal of Veer Kunwar Singh University,

Stamp/Seal of Second Party

Witness:

On behalf of "First party"

On behalf of "Second Party"

Name:- .....

Name.....

Address:-.....

Address: .....

Signature:-.....

Signature: .....





# VEER KUNWAR SINGH UNIVERSITY

ARA (BIHAR) 802 301

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CORRINGENDUM / ADDENDUM TO Tender No. 01/2022 Notified on  
06.05.2022. For

Providing Security, Housekeeping and Manpower Services at Veer Kunwar  
Singh University, Ara.

Corrigendum as Follows:-

- A. Providing Security personnel at Veer Kunwar Singh University, Ara. Wherever name of work is mentioned as providing Housekeeping and Manpower should be read as providing security personnel/ Men at V.K.S.U Ara
- B. The Tender for the work of providing Manpower and Housekeeping will be notified lateron.

Sealed tenders are invited under two bid systems through registgered/Speed Post/ Courier Services only from reputed and experienced agencies **for providing Security, Services** at Veer Kunwar Singh University. 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 03.06.2022 up to 1:00 P.M. and the same will be opened on 03.06.2022 at 03:00 P.M. Details are available on [www.vksu.ac.in](http://www.vksu.ac.in)

  
Registrar

V.K.S. University, Ara



# **VEER KUNWAR SINGH UNIVERSITY**

ARA (BIHAR) 802 301



## **FOR TENDER DOCUMENTS FOR**

Providing Security Services for the  
Veer Kunwar Singh University, Ara

Office Order No. 138/Ex.66/2022, Veer Kunwar Singh University  
Security Services. Dated:- 14.05.2022

## NOTICE INVITING TENDER / QUOTATION

Sealed tenders are invited in 2-Bid Systems (Technical Bid & Financial Bid) from reputed and experienced agencies **for providing Security 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 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 1:00 P.M. on 03.06.2022 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 03.06.2022 at 3:00 P.M. in the

Cont. ....

- 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

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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 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 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. 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 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 deployed by the agency are strictly forbidden to take part in any labour union activities inside the campus.
- (n) All types of Security deployed by the agency should strictly avoid consumption of liquor or smoking while they are on duty.
- (o) The agency has to provide Security as per the requirement of University (Residential as well as officials campus of the University):-

Sl.No.	Designation	Work Profile	Qualification	Category
1.	DGR	Supervisor	Ex-Army	Highly Skilled
		With Arms	Ex-Army	Highly Skilled
		Without Arms	Ex-Army	Skilled
	Civil	Male Guard	Having Experience	Skilled
		Female Guard	Having Experience	Skilled

- (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 security 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 it may cancel the tender at any statge 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 10,00,000 = 00 (Rupee Ten 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 . 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 super scribed **"Project Proposal Tender for providing security 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 is 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.)

*AKM* 14.02.22

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