



दक्षिण बिहार केन्द्रीय विश्वविद्यालय  
Central University of South Bihar

SH-7 Gaya Panchanpur Road, Village Karhara, Post Office: Fatehpur Gaya – 824236, www.cusb.ac.in

CUSB/PSD/ADMIN/SECURITY/T/09/2024-25

Dated: 26/07/2024

**NOTICE INVITING TENDER**

The Central University of South Bihar invites sealed tenders under two Bid Systems for providing the “Deployment of Private Security Guard & Manpower for Office Jobs etc.” at Panchanpur, Gaya from reputed Security Service Provider. The last date and time of submission of tender document is 16/08/2024 by 4:00 PM. The detailed tender document is available on the University website [www.cusb.ac.in](http://www.cusb.ac.in) and CPP Portal. The cost of tender form is Rs. 2000/- (Rs. Two Thousand Only). The tender forms can also be downloaded from University website and be accompanied by DD of Rs. 2000/- (as cost of Tender) in favour of Central University of South Bihar, payable at Gaya must be sent by POST / by HAND (in Tender Box) to the office before last date of closing of the bid to following address:-

To,

The Registrar

(Tender Document)

Central University of South Bihar

SH-7, Gaya- Panchanpur Road

Village- Karhara, Post- Fatehpur

P.S- Tekari, District- Gaya

PIN - 824 236 (Bihar)

For any query, E-mail to:

[registrar@cub.ac.in](mailto:registrar@cub.ac.in)

Contact – 0631-2229519

Website Address - [www.cusb.ac.in](http://www.cusb.ac.in)

CPP Portal - [www.eprocure.gov.in/epublish/app](http://www.eprocure.gov.in/epublish/app)

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**Documents shall be kept as per below instructions**

<b>Envelope - A</b>	Tender Fee and EMD in form of DD / MSME Certificate
<b>Envelope - B</b>	Technical Bid along with signed/sealed copy of Tender Document and all requisite documents with Un-priced Financial Bid
<b>Envelope - C</b>	Financial Bid
<b>Cover Envelope</b>	<b>Envelope A, B &amp; C</b> shall be kept in a big cover envelope mentioning Tender Number and Tender Name over it.



# दक्षिण बिहार केन्द्रीय विश्वविद्यालय Central University of South Bihar

SH-7 Gaya Panchanpur Road, Village Karhara,

Post Office: Fatehpur Gaya - 824236

[www.cusb.ac.in](http://www.cusb.ac.in)

## Notice Inviting Tender (NIT) (Domestic Tender) for

“DEPLOYMENT OF PRIVATE SECURITY GUARD & MANPOWER FOR OFFICE JOBS etc.” At CUSB

### Index for Tender Form

S. No.	Items	:	Details
1.	Tender Notice No.	:	<b>CUSB/PSD/ADMIN/SECURITY/T/09/2024-25</b> <b>Dated: 26/07/2024</b>
2.	Name of work	:	Tender for “ <b>Deployment of Private Security Guard &amp; Manpower for Office Jobs etc.</b> ” at Central University of South Bihar, SH-7, Gaya- Panchanpur Road, Village- Karhara, Post- Fatehpur, P.S- Tekari, District- Gaya (Bihar) PIN- 824 236.
3.	Tender Fee	:	Tender fee of <b>Rs. 2000/-</b> (Rs. Two thousands only) in the form of DD in favour of ‘Central University of South Bihar’ payable at Gaya from any scheduled Bank.
4.	Earnest Money Deposit	:	EMD of <b>Rs. 10,00,000/-</b> (Rs. Ten Lakhs Only) in shape of DD/BG/FDR drawn in favour of ‘Central University of South Bihar’ payable at Gaya from any scheduled Bank.
5.	Start of submission of Bids	:	26/07/2024
6.	Pre-bid Meeting	:	30/07/2024 by 11:00 AM at CUSB Gaya.
7.	Last date and time for Receipt of Bids	:	16/08/2024 by 04:00 PM
8.	Date and Time of opening of Technical Bids	:	16/08/2024 by 04:30 PM
9.	Place of opening of Bids	:	CUSB Gaya.

- Note:** (i) *The Prospective bidders are requested to read the complete tender documents and visit the site to understand its locality, terrain, surrounding conditions etc. before submission of Bids.*
- (ii) *Tender Document enclosing Tender Fee & EMD (in original) must reach to CUSB before closing date of bid.*
- (iii) *EMD Exemption: Bidders having MSME / other relevant govt. certificate shall be exempted from submission of EMD.*

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- Note :** (i) Tender document containing detailed guidelines is enclosed. Vendors should read the Tender Document carefully before submitting their offers.
- (ii) Tenderer should visit the site to understand the terrain, surroundings and requirement of the services.

## INSTRUCTIONS TO CONTRACTORS FOR SUBMISSION OF TENDER

1. Duly signed/sealed all pages of tender documents is required to be delivered at Central University of South Bihar, by Registered Post/ Speed Post/By Hand (to be submitted in Tender Box) to reach on or before ...../...../2024 by 4:00 PM. The Technical Bids will be opened at CUSB, Gaya in presence of the tenderers or their authorized representatives, who wish to attend.
2. For any clarification and doubt related with the Tender, tenderer may email their queries to <[registrar@cub.ac.in](mailto:registrar@cub.ac.in)>.
3. The tender shall be submitted in three separately sealed envelopes marked as “A”, “B”, & “C”. The language used shall be English. In case any information is given in foreign language, then translated (in English) copies of those pages must be enclosed, failing which the tender will be disqualified.

### 4. **ENVELOPE ‘A’ (Earnest Money & Tender Cost)**

The tender shall be accompanied by the cost of the tender document for **Rs. 2000/-** (Rupees Two thousand only) in the form of Demand Draft failing which the tender will not be accepted.

Tender must also be accompanied by EMD of **Rs.10,00,000/-** (Rs. Ten lakh only) in the form of Demand Draft / Bank Guarantee / FDR in favour of Central University of South Bihar, payable at Gaya executed by any Scheduled Bank. The Demand Draft towards Earnest Money & cost of tender document will be placed in sealed **Envelope ‘A’**.

EMD is not required to be submitted by bidders who are exempted in terms of MSME, Govt. of India guidelines. However, they are required to furnish requisite certificate in this regard issued by the Competent Authority.

### 5. **ENVELOPE ‘B’ (Technical Bid Document)**

Bidder shall submit the signed/sealed copy of tender document along with the eligibility credential as required (Physical and Financial) and all other requisite document in **Envelope-‘B’**.

### 6. **ENVELOPE ‘C’ (Financial Bid Document)**

The **Envelope ‘C’** shall contain the filled-in Financial Bid Proforma as attached in Annexure-12.

**The Financial Bid should be submitted separately in separate Envelope-C clearly mentioning the Financial Bid along with tender number on top of the Envelope.**

7. All columns shall be duly filled in with specific information on the cost involved.
8. The Tenderer should clearly mention in all the three envelopes (i.e. A, B and C) along with tender number and Tender Name. If any discrepancy is observed, the offer would be treated as non-responsive and would be rejected outrightly.
  - **Envelope ‘A’** (Earnest Money & Tender Cost),
  - **Envelope ‘B’** (Technical Bid Document), and
  - **Envelope ‘C’** (Financial Bid Document), shall be in separate sealed envelopes, each marked as “**Envelope ‘A’**”, **Envelope ‘B’** and **Envelope ‘C’**, respectively.
  - All the three envelopes shall be submitted together in another big envelope sealed and super-scribing thereon **Tender Number and Name**.
  - The envelope should be addressed to:

*The Registrar, (Tender Document) Central University of South, SH-7, Gaya - Panchanpur Road, Village - Karhara, Post-Fatehpur, P.S. Tekari, District - Gaya (Bihar) PIN - 824236.*
  - The envelope marked **Envelope ‘B’** of only those Tenderers shall be opened, whose earnest money & tender cost are placed in the **Envelope ‘A’** and found to be in order. In case of waiver of the charges, relevant documents shall be submitted in **Envelope ‘A’**.

The Tender Evaluation Committee will evaluate the Technical Bids and is fully authorized to reject any incomplete tender or on its satisfaction that the requirements are not met for the complete need of the CUSB with regard to the Committee. The decision of the Tender Evaluation Committee shall be final. Only those Technical Bids cleared by the Tender Evaluation Committee shall be eligible for consideration of Price Bid. Those successful Tenderers for whom the **Envelope ‘C’** (Price Bid) would be opened, shall be duly intimated.

**9. Clarification on Tender Documents**

During evaluation of tenders, the University authorities/ committee may at its discretion ask the Tenderer for any clarification(s) if so deemed fit. The request for clarification and the response shall be in writing. However, the Tenderer is not permitted to alter the quotation furnished in the Price Bid (**Envelope 'C'**).

- 10. The amount of Earnest Money Deposit (EMD), in case of successful Tenderer, shall be refunded on submission of Security Deposit/PBG. However, EMD of unsuccessful Tenderers will be refunded after the award of the contract to the successful Tenderer.
- 11. Final order shall be placed to bidder obtained Highest Score (HS-01) in combined evaluation (Technical & Financial) as per 'Evaluation Process' of the tender. In case of two or more bidder found same as HS-01, bidder quoting Minimum Service Charge shall prevail. If service charges found same, bidder having highest average turn-over in last five years shall prevail.
- 12. Tender shall remain open for acceptance for a period of **90 days** from the date of opening of the tenders. If any Tenderer withdraws his tender before the said period or makes any modifications in the terms and conditions of the tender which are not acceptable to CUSB, then CUSB, shall without any prejudice to any other right or remedy, be at liberty to forfeit full earnest money, absolutely. The decision of Vice Chancellor, CUSB in this behalf shall be final and binding on the Tenderer.
- 13. The notice Inviting tender shall form a part of the contract document.
- 14. In case of any dispute, all cases shall be processed under judiciary of Gaya Court.
- 15. No additional conditions from the Tenderer shall be acceptable. The tenders having any additional conditions will be summarily rejected without assigning any reason.

Date:  
Place:

**Signature of the Tenderer**

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**Documents shall be kept as per below instructions**

<b>Envelope - A</b>	Tender Fee and EMD in form of DD / MSME Certificate
<b>Envelope - B</b>	Technical Bid along with signed/sealed copy of Tender Document and all requisite documents with Un-priced Financial Bid
<b>Envelope - C</b>	Financial Bid
<b>Cover Envelope</b>	<b>Envelope A, B &amp; C</b> shall be kept in a big cover envelope mentioning Tender Number and Tender Name over it.

## TECHNICAL BID PROFORMA

Ref. No. CUSB/PSD/ADMIN/SECURITY/T/09/2024-25

Dated: 26/07/2024

**Tender Name : TENDER FOR DEPLOYMENT OF PRIVATE SECURITY GUARD & MANPOWER FOR OFFICE JOBS etc.**

1. Tender in two-bid system is invited from registered Private Security Agencies (PSA) having their own Offices in major Cities/Towns for providing **services of Security Guards, (Ex-serviceman and Civilian guards) & Multi-Tasking Staff** for University Campus/Offices/Hostel (Boys & Girls) by the **Central University of South Bihar** at Panchanpur, Gaya, Bihar.
2. Demand Draft / Bank Guarantee / Fixed Deposit Receipts of **Rs. 10,00,000/-** (Rs. Ten Lakhs only) in original as Earnest Money Deposit (EMD) must be attached with the bid. EMD shall be waived off on submission of MSME/other relevant certificate(s) as per government norms.
3. All conditions and parameters will be evaluated with reference to the firms submitting the tenders. The Central University of South Bihar (CUSB) reserves the right to reject any/all the applications at any stage without assigning any reason whatsoever.

#### 4. SCOPE OF THE WORK

- 4.1. Deployment of approximately **60 (Sixty) Security Guards preferably ex-service men.**
- 4.2. **Subject to fulfillment of relevant clauses of this document, Ex-Service Men and Civilians with the criteria/experience as prescribed in the table shown below (4.4.3) will be considered for Skilled Category and Civilian Guards (male/female) having experience as shown in the table below (4.4.2) would be considered in Semi-Skilled category depending upon requirement.**
- 4.3. **65 (Sixty-five) outsourced manpower required in various category such as MTS/Mali/ Carpenter/Driver/ Electrician/ Plumber etc.** at the University Campus/Offices/ Hostel (Boys & Girls) and other points identified by the Authority of Central University of South Bihar from time to time.
- 4.4. **The number of manpower in any category may increase or decrease as per the requirement. Estimated category wise details of workforce required is mentioned below:-**

S.No.	Category	Trades	* Required Manpower
1	Unskilled	Bus Cleaner, Labour etc.	1. Security Guard – 60
2	Semi-Skilled	Office Attendant, Mali Helper, Cook Helper, Plumber Helper & Civilian Security Guard.	2. Other Manpower for Office Jobs – 65
3	Skilled	Ex-Serviceman Security Guard, MTS, Driver, Electrician, Mali, Plumber, Carpenter, Mason, Data Entry Operator, Cook, Medical Attendant	* Number of required other manpower shall be provided after issuing LOA.
4	Highly Skilled	Horticulture Supervisor, Security Guard Supervisor/Gun Man (Ex-Serviceman only)/CCTV operator (After successfully clearing a skill test conducted by the University authority, if required) etc.	

**5. TERMS & CONDITIONS.**

- 5.1. Deployment of Security Guards as well as other required manpower must be completed within a period of 15 days commencing from the date of acceptance of the offer issued by the University.
- 5.2. Any delay in deployment over the stipulated period will attract penalty of 2% per week of the monthly contract payment subject to maximum of the monthly contract payment or the Performance Bank Guarantee (PBG) or any other means for the delayed period. The Central University of South Bihar reserves its right to recover this amount by any mode, which includes adjusting from any payment to be made by the Central University of South Bihar.
- 5.3. **For deployment of MTS staff, a list of at least 50 persons having knowledge of Letter Drafting & Typing shall be provided by the Service provider within 15 days of awarding the LOA. University shall intimate the selected list of persons for deployment as MTS based on eligibility/ skill test/ any other parameters decided by the University.**
- 5.4. The service provider will provide / arrange **minimum 06 (SIX) Security Guards (out of 60 Guards) having valid Driving License for driving LMV Vehicle or Ambulance** in case of emergency requirement of the University. At least one such Guard must be deployed in each shift at gate of Health Centre Building for emergency requirement on ambulance or patrolling requirement by Proctorial Board or any other purpose.
- 5.5. The Agency must be registered with all the Government authorities applicable to agencies for providing Security Services & House Keeping services.  
(Attested valid registration certificate(s) have to be enclosed)
- 5.6. The Agency shall in all times will be bound to indemnify the University for all claims like damages, compensation etc. under the provisions of Labour Law.
- 5.7. The Agency shall be responsible to recover the contribution payable by the workmen engaged by it towards EPF & ESI and timely remit the amount so deducted together with their deposits to the concerned department.
- 5.8. In case of any accident to the personnel employed by the agency during the business time, the agency alone is liable to pay workmen's compensation and any other statutory dues or payments. The University is not liable for any payment thereof.
- 5.9. Adequate supervision will be provided to ensure correct and effective performance of the security services by the prevailing assignment and instructions agreed upon between the two parties. The security personnel shall ensure that there are no unidentified/unclaimed/suspicious objects/persons in the building/premises. The vehicles that enter the premises must be identified, noted in the register and parked at designated places.
- 5.10. The responsibility of payment of wages for the personnel deployed to carry out the contract lies with the Contractor and the University shall not entertain any representations; whatsoever in this regard.
- 5.11. The Proprietor of the Agency or their authorized representative(s) shall visit the Security office/officials twice a week for review of the Security System and must report to the Registrar of the University.
- 5.12. The security personnel working in the University at different posts shall cover the area earmarked by the administration for patrolling.

- 5.13. The security personnel as well as other manpower under the agency shall follow the instructions of the Competent Authority of the University from time to time.
- 5.14. If due to any Security lapses, statutory authority imposes any punishment like fines etc., and if the University is made a party in such penal action, the University has the right to retain the security deposit of the Agency, 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.
- 5.15. The security personnel at the University shall check and ensure that all the Sections/Units/Departments/Buildings are properly locked after the office hours.
- 5.16. During the period of agreement, the University is at liberty to alter/modify/add/delete any of the conditions of the agreement in the interest of the University.
- 5.17. If any theft or loss of property is reported at University Campus due to the negligence or improper action of any trespassing 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.
- 5.18. The successful bidder will be allowed to commence the business upon the fulfillment of the formalities like payment of security deposit, execution of agreement etc.
- 5.19. The responsibilities of the Agency to ensure any 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, any private security agency or any other organization; shall not be employed or engaged as a security guard or a supervisor or any other manpower. Any person who has faced criminal charges or charges being contemplated against him/her; shall not be deployed for watch and ward in the University.
- 5.20. The financial liabilities shall completely be borne by the security agency. University shall not be bond for submission/deposition/disbursement of any claim with regard to leave-cum-salary, PF, ESI and service charges etc. of the individual on any ground.
- 5.21. **PSA must depute three (03) separate Security Supervisor** at University Head Quarter, from their own resources besides the required numbers, to look after the activities of Security personnel engaged in the University premises.
- 5.22. In all the three shifts, the security staff shall properly be **dressed**, possess **whistle, lathi and torch light etc.** The items/logistics shall be provided by the vendor.
- 5.23. The Security Agency must ensure that the Security Personnel deployed in the University are in proper **uniform/badge/ID Card**, and are provided with **raincoats, boots, gumboots, whistles, torches, batons etc.** as required for efficient discharge of their duties. **Registers and other stationary items** for Office routine work shall be provided by the vendor. **TDS** as per government norms shall be deducted from monthly payment bill. *The quoted rate should inclusive of **Reliever Charges**, wherever applicable.* The security agency must ensure to provide uniform to outsourced workforce also. It is to be ensured by the agency that the Uniform and badges provided to the security personnel are to be worn and the security staffs are smartly dressed at all times and the same be maintained in respect of all other outsourced workforce also. **No deduction** can be made from the salary of the Security Personnel as well as other outsourced workforce for providing uniform and personal protective equipment(s).
- 5.24. OM No. **F.6/1/2023-PPD** dated 06/01/2023 issued by Procurement & Policy Division, Dept. of Expenditure, Ministry of Finance, Govt. of India regarding 'Proposal on Minimum Floor Price for Minimum Wage-based Manpower Outsourcing Services' shall strictly be followed while quoting the financial bid.



**Note: Bidder should quote the reasonable rate for service charges keeping in mind the expenses to be incurred under provisions at Para 5.21 to 5.23 & Para 12.**

- 5.25.** The Contractor must ensure the payment to all security personnel, multi-tasking staffs, and housekeeping etc. **by 7<sup>th</sup> day of the following month** from his own resources by depositing their wages in their respective Bank Accounts only.
- 5.26. There will be no cash disbursement in any circumstances.**
- 5.27.** No escalation of rate as quoted in bid will be entertained within the contract period other than the Basic + DA and consequential increase on PF/ESI which is admissible as per the Government norms. The quoted rate should be in line with Minimum wages as applicable at the time of bidding.
- 5.28.** The breakup of the rate as per area category-C is provided in **Annexure-12** and signed/ sealed copy of the same must be submitted with the bid. Failure to comply the breakup of rate will lead to rejection of offer.
- 5.29.** In case, if it is required to engage guards on extra duty/overtime, it shall not exceed 100 hours or 1/3<sup>rd</sup> of the salary, whichever is less per month per guard, subject to approval of the Competent Authority of the University.
- 5.30. ISO certified agencies** will be preferred based on *Minimum Wages Act*, if rates are reasonable and based on site visits of the agency, if required by the Authority.
- 5.31.** The bidder must have its office in **GAYA / PATNA** and must have training centre(s) in Bihar recognized under **PASARA-2005**; or have tie up with the training institutions recognized in terms of PSARA-2005; to ensure that PSARA qualified Security Guards are made available. A certificate is to be uploaded as required under **Annexure-9**.
- 5.32.** If any guard is not suited to the duty, the security agency must replace such guard immediately in consultation with the University.
- 5.33.** The agency shall properly maintain the muster roll for the person employed/ engaged in connection with the work at the various different premises of the University. Payment to such workers must be made by the agency through e-transfer only. To ensure this, the agency will get a bank account opened for every engaged security personnel and other office manpower. The agency will ensure that workers engaged by him must receive their entitled wages on time. In view of this, the following procedure will be adopted:
- i.** To ensure that such workers get their entitled wages by the 7<sup>th</sup> of the following month, the following schedule will be adhered to:
  - ii.** Monthly bill cycle will be from 1<sup>st</sup> day of the previous month to the last day of that month.
  - iii.** Monthly bill as of each cycle should be submitted by the agency on the 10<sup>th</sup> of the following month.
  - iv.** The agency must ensure that entitled wages of the workers are credited to their bank account by the 7<sup>th</sup> of the following month; the agency will not be given any relaxation in this matter.
  - v. While submitting the bill for the next month, the service provider must file a certificate certifying the following:**
    - a.** Wages of workers were credited to their bank account on ..... (date) (copy of bank statement enclosed in respect of the personnel deployed at CUSB.
    - b.** ESI contribution relating to member fo workers amounting to Rs. .... was deposited on ..... (date) (copy of the challan enclosed in respect of personnel deployed at CUSB.

- c. EPF contribution relating to member fo workers amounting to Rs. .... was deposited on ..... (date) (copy of the challan enclosed in respect of personnel deployed at CUSB.
- d. Agency is complying with all statutory Labour Laws including the Minimum Wages Act.
- 5.34. The contractor shall not pay to the persons engaged by him less than the minimum wages as approved under *Minimum Wages Act* of the Ministry of Labour, Govt. of India, notified from time to time by the office of the Labour Commissioner.
- 5.35. The agency should maintain strict discipline in dealing with the University employees and should not act in any manner unbecoming of a security person.
- 5.36. The agency should deploy energetic and trained security personnel preferably ex-army / para military personnel between the age group of 20-45 yrs. with t he ability to speak, read and write in Hindi and English.
- 5.37. If the services are not satisfactory, the University has every right to cancel the contract at any time, by giving one month notice.
- 5.38. The services is required for 24X7 days basis. However, each deployed staff shall be eligible for 01 day paid leave for every six days of continuous work on 08 hours a day basis.
- 5.39. The bidders on award of the contract, is required to submit with the list of the workers deployed by them along with an Aadhaar Card, PAN Card, Voter ID, Bank Details, Date of Birth, Age, Qualification, Father's Name, Residential Address, Work Experience etc., whichever is applicable/ required. The 'Police Verification Report' in respect of each security guard/manpower is required to be arranged, obtained and submitted to the University.
- 5.40. The agency shall ensure that the persons deployed are disciplined and shall enforce the prohibition of consumption of alcoholic drinks, paan, gutkha, smoking, drugs, loitering and shall not engage in gambling, satta or any immoral activity.
- 5.41. The security guards should not develop any relationship with the University staff.
- 5.42. The University shall not provide any accommodation for guards or other personnel deployed.
- 5.43. The Contractor must ensure installation of **Bio-Metric Attendance** as well as Monitoring of Attendance, Mobility of security personal and performance of outsourced workforce.
- 5.44. 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 University authorities any information acquired by him during such employment with respect to the work which he has been assigned by such employer.
- 5.45. The firm to provide the copy of pension payment order (PPO) in respect of Ex-Servicemen at the time of Contract and past experience certificate (copy of PF) in favour of civilians security guard.
- 5.46. The agency should provide the names, addresses, valid ID proof and photographs of the security guards/supervisors & other manpower deployed in the University. If any security guard/ supervisor/other manpower found without wearing **I.D. card** as well as **name batch on the Uniform**, shall be treated as absent and shall not be allowed in the campus.
- 5.47. The agency shall comply with the requirements of law with regard to duration of working hours of the security personnel deployed and University shall not be responsible for the violation of labour-laws by the Agency in this regard.
- 5.48. The security agency shall be responsible to execute, fulfill and discharge the work and obligations to the entire satisfaction of the CUSB compulsorily fulfilling the criteria mentioned herein.

- 5.49. The services are required round the clock i.e. 24x7. The agency should always ensure manning of all posts and maintaining services at all the time so as to ensure that no unauthorized person enters the premises. They will also maintain the 'Gate in Register' for entering vehicle/personnel and 'Gate out Register' for checking of leaving vehicle/personnel not carrying any unauthorized goods.
- 5.50. Any dispute during the contract period between the University and the agency, the decision of the Competent Authority of the University shall be final and binding.
- 5.51. Personnel to be deployed are necessarily required to be well-trained/experienced in all respects to perform security services effectively such as safety/frisking/checking of vehicles/identifying hidden weapons/communication on conventional and latest systems and also related emergency services such as fire/flood/electrical etc. to protect the property and employees/visitors in the campus premises. The firm should ensure that the security guards should be well versed in basic fire-fighting equipment(s) to meet any eventuality.
- 5.52. PSAs should have a local office with telephone & fax and manned during the office hours. If so not, then must be established within one month from the date of acceptance of offer, if selected.
- 5.53. The Character and physical fitness of a supervisor should be good and age should not be more than 55 years, having graduate degree with five years' experience for an ex-serviceman and 10 years' experience for a civilian guard in any Govt./Security Agency, preferably in an educational institution.
- 5.54. The Central University of South Bihar will not be liable to pay any amount other than settled in the Contract. Payment under provision of the *ESI Act 1948, Workman Compensation Act 1923, payment of Gratuity Act 1948 and Employee's provident Fund and Miscellaneous Provisions Act 1952* or any other statutory liability raised by the Contractor will be made by CUSB on submission of the challan/receipts enclosed with the monthly bill. The Contractor shall be solely responsible and liable for the implementation of the provisions of *Contract Labour (R&A) Act* and the *Labour and Services Laws during the deployment of personnel*. **A certificate to this effect as detailed in para 5.32 has to be submitted by the Contractor in separate challan while submitting the bill for the cycle in respect of manpower deployed by him.** The certified copy of challans must be submitted in the following month along with the bill invoice for consideration and further payment process.
- 5.55. In addition to 60 guards, the agency shall provide reliever on week-off days of security guard.
- 5.56. Final selection of the manpower for deployment at the Campus shall be done by the University Authorities out of a pool of manpower, at least three times of the required manpower, provided by the vendor. Out of the pool, the university authority shall pick the appropriate ones as per the requirement. The preference will be given having experience in educational institution.
- 5.57. Security Guards are normally deployed in 8 hours shift system and shift timings may be changed as per requirement of the University.

## 6. **ELIGIBILITY CRITERIA FOR SHORT-LISTING**

- 6.1. For empanelment or shortlisting of Private Security Agencies (PSA) the following criteria shall be applied. For this purpose, PSAs shall submit documentary proofs of eligibility along with the Tender. PSAs not conforming to any of these parameters will not qualify for empanelment or short listing.
- 6.1.a. PSAs must be a Registered Private Limited Company or Registered Partnership Firms or Proprietorship Firm, Registered for Providing Security Guards' and other Services.
- 6.1.b. PSAs must have obtained a license from the 'Controlling Authority' in accordance with *Private Security Regulations Act 2005, Contract Abolition & regulation Act* for carrying on the business of Private Security Agency and other Services.

- 6.1.c. PSAs must have a valid certificate, under *EPF & Miscellaneous Provisions Act 1952* including ESIC Registration Certificate and a copy of same must be submitted.
- 6.1.d. PSAs must have Documents for compliance of *Minimum Wages Act-1948*. PSA should have been in the business of providing Security Guards' services and other services at least for the last five years.
- 6.1.e. PSAs must have credible Supervisory Infrastructure.
- 6.1.f. PSAs must have their own infrastructure for training their guards.
- 6.1.g. PSAs must have Income Tax, PAN, TAN and the latest IT Clearance Certificate.
- 6.1.h. The bidder should have an experience of similar work for minimum five (05) years as on 31/12/2023 during the last seven years.
- 6.1.i. PSA must submit at least five (05) copy of Award Letter/ Order/ Performance Report out of which at least two must pertains to Educational Institutions/University for minimum one year.
- 6.1.j. Past performance and experience in related areas must be complied as per GEM norms and as under - (i) Three similar completed services costing not less than the amount equal to 40% of the estimated cost. (ii) Two similar completed services costing not less than the amount equal to 60% of the estimated cost. (iii) One similar completed service costing not less than the amount equal to 80% of the estimated cost.
- 6.1.k. **PSAs should have at-least one running unit of more than 100 Security guards on-roll at a place & time.** Proof of client agreement copy as well as performance certificate must be attached.
- 6.1.l. **PSA must furnish five Reference Sites and on request by the Central University of South Bihar. The Referees should testify about the performance of the PSA to the satisfaction of the university/submit performance reports, if deemed or required so.**
- 6.1.m. PSAs must have Audited Balance Sheets and Profit & Loss Accounts for the last three years and the average turnover of the PSA in the last five years should not be less than **25.0 Crore (Rupees Twenty-five Crore)** per annum.
- 6.1.n. PSA must submit the following reports with the bid document in prescribed format.
  - i. Details of Experience in Security Business for at least 05 years in last 07 years.
  - ii. Details for Running Contracts with Minimum 100 deployed Security Guards in each contract.
- 6.1.o. Minimum Eligibility Criteria must be fulfilled and documents should be submitted as per requirement of '*Technical Evaluation Sheet*' attached at **Annexure-01**.
- 6.1.p. All Annexures (*Annexure-02 to 11*) in prescribed proforma must be submitted otherwise bid shall not be considered for further evaluation.
- 6.1.q. Intending PSA should furnish details about their firm as per PSA's profile (**Annexure-02 to 04**).

## **7. TWO BID SYSTEM OFFER**

- 7.1 The offer will be in two parts, Technical Bid and Financial Bid.
- 7.2 After opening of Technical Bid and further evaluation on basis of submitted documents, technically qualified bidders shall be declared as per defined criteria on minimum obtained marks basis and same shall be updated on the GEM portal.
- 7.3 Final order shall be placed to bidder obtained Highest Score (HS-01) in combined evaluation (Technical & Financial) as per 'Evaluation Process' of the tender. In case of two or more bidder found same as HS-01, bidder quoting Minimum Service Charge shall prevail. If service charges found same, bidder having highest average turn-over in last five years shall prevail.

- 7.4 Tender Fee of Rs. 2000/- in form of DD and EMD (in original) for **Rs. 10,00,000/-** in form of DD/BG/FDR for the tenders for Deployment of Security Guards and Other Services for University Campus/Offices/Hostel (Boys & Girls) must reach to CUSB before closing date of bid by hand/Speed post/ Registered post addressed to : -

*“The Registrar (Tender Document), Central University of South Bihar, SH-7, Gaya-Panchanpur Road, Village-Karhara, Post Office-Fatehpur, Dist.-Gaya, PIN-824236.”*

- 7.5 OM No. **F.6/1/2023-PPD** dated 06/01/2023 issued by Procurement & Policy Division, Dept. of Expenditure, Ministry of Finance, Govt. of India regarding ‘Proposal on Minimum Floor Price for Minimum Wage-based Manpower Outsourcing Services’ shall strictly be followed while quoting the financial bid.

- 7.6 Bidder should quote the reasonable rate for service charges keeping in mind the expenses to be incurred under provisions at **Para 5.21 to 5.23 & Para 12.**

## 8. **ELIGIBILITY CRITERIA**

- 8.1 **Financial Eligibility Criteria** : PSAs must have Audited Balance Sheets and Profit & Loss Accounts for the last three years and the average turnover of the PSA in the last five years should not be less than **25.0 Crore (Rupees Twenty-five Crore)** per annum.

- 8.2 **Physical Eligibility Criteria** : Past performance and experience in related areas must be complied as per GEM norms and as under - (i) Three similar completed services costing not less than the amount equal to 40% of the estimated cost. (ii) Two similar completed services costing not less than the amount equal to 60% of the estimated cost. (iii) One similar completed services costing not less than the amount equal to 80% of the estimated cost.

The bidder should have an experience of similar work for minimum five (05) years as on 31/12/2023 during the last seven years.

PSAs should have the Experience of working in five (05) organizations for minimum one year out of which at least two must be in Educational Institution/ University.

PSAs should have at-least one running unit of more than 100 Security guards on-roll at a place & time. Proof with client agreement copy as well as performance certificate must be attached.

## 9. **EARNEST MONEY DEPOSIT**

Earnest Money Deposit of **Rs. 10,00,000/-** (Rupees Ten Lakh only) in the form of DD/BG/FDR issued in favour of Central University of South Bihar payable at Gaya must be submitted along with the Technical Bid. **EMD in original must be reached to CUSB before closing date.**

Offers not accompanied with Earnest Money Deposit of Rs.10,00,000/- will not be accepted. No interest will be payable on the Earnest Money Deposit.

The Earnest Money Deposit will be refunded to the unsuccessful bidders without any interest. EMD shall be waived off as per the GFR/GEM/Gol Norms.

## 10. **TECHNICAL BID OFFER (TO)**

The Technical Bid Offer should be complete in all respects and contain all information asked along with documentary proof as listed/required in **Para-6, 8 and ‘Technical Evaluation Sheet (Annexure-01)’** / any other relevant para(s).

***It should not contain any price information.***

***Price/Quotation shall be filled in only Financial Bid Proforma.***

## 11. **FINANCIAL / PRICE BID**

Financial Bid should be quoted in requisite financial Bid Proforma attached in compliance of Annexure-12 and attached “important notes for financial bid”.

Final order shall be placed to bidder obtained highest score in combined evaluation (Technical & Financial) as per ‘Evaluation Process’ of the tender. In case of same score gained, bidder quoting Minimum Service Charge shall prevail. If service charges found same, bidder having highest average turn-over in last five years shall prevail.

## 12. **PRICE COMPOSITION**

12.1 Monthly Rates for per Security Guard (Ex-serviceman under skilled category) and for per Security Guard (Civilian under semi-skilled and skilled categories) along with other Staff (under Highly-skilled/Skilled/Semi-skilled/Un-skilled) is provided in prescribed proforma as in Annexure -12 for reference for quoting the financial bid.

12.2 The PSA should have to claim its overall service Charges separately. The agency who doesn't claim Service Charges, their tender cannot be considered.

***The Service Charges should only be realistic to meet expenditure from their own resources on account of (i) Salary of 03 (three) Security Supervisors deputed at University Campus for day to day monitoring of duty/attendance/ deployment/movement of Security Personnel, (ii) 2 Sets of Summer Uniform, (iii) 2 sets of Winter Uniform, (iv) 1 Pair of Shoes, (v) Kits, (vi) Torch, (vii) Bicycle, (viii) washing allowance for uniforms,(ix) Stationary, (x) Safety shoes with gloves to housekeeping personnel, if required,(xi) incidental and other expenses related to security personnel and housekeeping workforce (xii) TDS/Taxes to be deducted as per GOI norms. In addition, 15 licensed wireless sets is also to be provided by the agency to communicate within the guards) the service charge should also include the cost of relievers for 60 security guards.***

**Note:** Successful bidder must ensure compliance of above listed items within a month of award of the services (**Para 5.21 to 5.23 & Para 12**).

12.3 The Central University of South Bihar will shortlist the Agencies, who shall satisfy commercial and other requirements laid down in the document. The Financial/ Price Bids of the technically qualified agencies will be opened. Qualified agencies will be intimated/notified by e-mail/post/website, so that representative of agency may get available at the time of opening of the Price Bids.

12.4 OM No. **F.6/1/2023-PPD** dated 06/01/2023 issued by Procurement & Policy Division, Dept. of Expenditure, Ministry of Finance, Govt. of India regarding ‘Proposal on Minimum Floor Price for Minimum Wage-based Manpower Outsourcing Services’ shall strictly be followed while quoting the financial bid.

## 13. **OMISSION OR ALTERATIONS**

Techno-commercial details must be completely filled up. Corrections or alterations, if any should be authenticated.

## 14. **AGREEMENT BETWEEN THE PSA AND CENTRAL UNIVERSITY OF SOUTH BIHAR**

The successful bidder shall execute an Agreement with the Central University of South Bihar on Rs. 1000/- non-judicial stamp paper as per terms & Conditions as decided by the University within a period of 15 days from date of acceptance of award.

## 15 **Period of the Contract**

The offer should be valid initially for **one year** from the date of acceptance of the offer/order and further extendable for a period of **one years each time up to maximum of five years on same rate and terms & conditions**, on mutual consent and satisfactory performance of services rendered by the vendor. However, in case of breach of terms of the contract, the University shall have authority to terminate the contract at any time in the interest of the University.

## 16 **EVALUATION PROCESS**

Offers (Tenders) will be evaluated in the following stages;

**16.1 Stage-I** : Incomplete Offers i.e. offers not accompanied by the mandatory documents as per paragraph 6 above along with cost of Tender Fee and EMD shall be rejected.

**16.2 Stage-II** : Offers shall be evaluated against the stipulated minimum eligibility criteria purely based on the valid documents submitted by the PSAs. Offers not complying with the eligibility criteria shall be rejected.

**16.3 Stage-III** : Short-listing of agencies may be based on site visits and satisfactory feedback from reference sites, if so considered by the University authority.

**16.4 Stage-IV** : A '*Technical Evaluation Sheet*' is attached herewith as **Annexure-01**. *Minimum 60 marks* out of 100 must be obtained in Technical Evaluation to qualify.

**16.5 Stage-V** : Price bids of technically qualified bidders will only be opened and considered only if the firm has quoted the rate in accordance with specified area-wise price and fix Approved Rates as notified by Ministry of Labour & Employment. Final order shall be placed to bidder obtained Highest Score (HS-01) in combined evaluation (Technical & Financial) as per 'Evaluation Process' of the tender. In case of two or more bidder found same as HS-01, bidder quoting Minimum Service Charge shall prevail. If service charges found same, bidder having highest average turn-over in last five years shall prevail.

**16.6 Stage-VI** : Issuance of LOA/ Work Order to the winning firm in compliance of above stages.

## 17 **OPENING OF OFFERS**

The Technical Bid Offers will be opened at the time and date stipulated above irrespective of the number of bidders or their representatives present. The Tenderer(s) or their authorized representative(s) may be present at the time of opening of the Technical Bids. The Financial Bid of only technically qualified bidders will be opened. Date of Opening of Financial Bid will be announced later on.

## 18 **PAYMENT TERMS**

No advance amount will be paid to PSA. Monthly payment will be made conforming to the attendance of the Security Guards & other workers as per documents to be maintained by the PSA and shown to the University. Tax Deduction at Source (TDS) shall be done as per the provisions of Income Tax Act/Rules as amended from time to time and a certificate to this effect shall be provided to the agency by CUSB.

***Payment to the PSA tentatively be made within 15 days from the date of submission of bill completed in all respects to the office of the Registrar.***

## 19 **SECURITY DEPOSIT / PERFORMANCE BANK GUARANTEE**

Successful Bidder of PSAs should submit Security Deposit / Performance Bank Guarantee of **Rs. 40,00,000.00 (Rupees Forty Lakhs Only)** in shape of DD/BG/FDR in favour of 'CENTRAL UNIVERSITY OF SOUTH BIHAR' payable at GAYA issued from any nationalized banks/commercial bank before signing the agreement.

**20 NO COMMITMENT TO ACCEPT TENDER**

The Central University of South Bihar shall be under no obligation to accept the tender or any other terms & conditions received in response to this notice and shall be entitled to reject any or all bids without assigning any reasons whatsoever.

**21 Deployment and Removal Authority of Personnel**

*The personnel of hired manpower (Security Guard/other worker) shall be deployed by the agency as per requirement/area of skill decided and selected by the Competent Authority of CUSB and even removal & replacement of any hired personnel will be on consent of the Competent Authority only. The agency must ensure that no lapses in this regard should happen at any stage.*

**22 ORDER OF CANCELLATION**

If the selected PSA fails to deploy their Security Guards and compliance of requisition within the stipulated time schedule as mentioned in 5.1 and 5.2 above, be treated as a breach of contract. The University reserves the right to cancel the order and forfeiture of Earnest Money Deposit in event of delay in deployment of Security Guards as well as other manpower.

**23 Law and Jurisdiction :** All legal disputes arising out of this contract/Tender shall be subject to competent court under jurisdiction of Gaya/Patna only. Any fees/charges of arbitration shall be borne by both the contract parties equally.

**24 LEGAL**

- i. The contractor shall pay the wages at the rate applicable for "C" areas effective from date of deployment as per notification issued by the CLC, Ministry of Labour and Employment, Govt. of India/Bihar under the Manpower and Security Services (revised from time to time).
- ii. The Contractor shall be responsible for timely payment to the deployed manpower duly complying with all statutory provisions relating the Minimum /wages, Provident Fund, Employees State Insurance, Leave, Gratuity etc. and other social security schemes directed by the Central Government.
- iii. The contractor shall also be liable for depositing all taxes etc. in time on account of service rendered by him to the office to the concerned tax-collection authorities from time to time as per rules and regulation on the matter
- iv. The tendering agency shall maintain all statutory register required under the applicable laws. The agency shall produce the same, on demand, to the concerned authority of this office or any other statutory authority.
- v. Tax Deduction at Source (TDS) shall be done as per the provisions of Income Tax Act/Rules as amended from time to time and a certificate to this effect shall be provided by CUSB to the agency.
- vi. In case, the agency fails to comply with any statutory/taxation liability under appropriate law, and as a result of thereof, CUSB is put loss/obligation monetary or otherwise, CUSB will be entitled to get itself reimbursed out of the outstanding bills or Security Deposit of the agency, to the extent of the loss or obligation in monetary terms.



25. **Termination**: The Contract may be terminated either partly or fully by giving one month notice in writing of the intention to terminate without specifying any reason(s) for termination. On termination of the contract, the service provider shall take steps to withdraw employees in such smooth and orderly manner so that University operations/functions remain undisturbed.

\*\*\*\*\*

## Checklist for the Tender

S.N.	Documents Required	YES/NO	Annexure No.
<b>Documents to be kept in Envelope-‘A’</b>			
1.	Tender Fee		
2	EMD Fee (MSME Certificate for waiving off EMD)		
<b>Documents to be kept in Envelope-‘B’</b>			
3	Copy of registration of GST		
4	PAN No.		
5	TAN No.		
6	Copy of ESI registration		
7	Copy of EPF registration		
8	Registration No. (PSARA)		
9	Work Experience (Work orders / Performance Report)		
10	Copy of ITR and Annual Turn Over (Annual Accounts and Audited Balance Sheet by registered Chartered Accountant)		
11	ISO Certificate		
12	Certificate of Non-Blacklisting		
13	Availability of training facility		
14	Shop Establishment Certificates (proof of establishment of firms must be attached)		
15	Copy of Registered Private Limited Company or Registered Partnership Firms or proprietorship Firm		
16	All Annexure – 02 to 11 (duly filled in all requisite information and Signed/ Stamped)		
17	All pages of tender document to be signed/sealed as well as duly filled in copy of Annexure-I, Form-A & Form-B, except priced bid		
<b>Documents to be kept in Envelope-‘C’</b>			
18	Duly filled-in ‘Financial Bid Proforma’ as in Annexure - 12		

**EVALUATION PROCESS****(A) TOTAL MARKS FOR TECHNICAL BID : 100 (One Hundred)**

Sr. No.	Below Criteria will be considered for Agencies subjects to the submission of relevant documentary proof with a clear indication	Points
1.	Experience certificate/agreements/proof of work having a Min. of 100 (at least one running services) security personnel and other manpower per year (Documentary proof is required for last 07 Yrs)	Total 15 Marks
	No. of Contracts in last Three Financial Year	
	a) 1 to 4 number	7
	b) 5 to 7 number	10
	c) 8 to 10 number	13
	d) Above 10 number	15
2.	No. of Manpower deployed in a single contract (for minimum period of one year)	Total 10 Max marks
	a) 100 to 500 No.	5
	b) above 500 to 1000 No.	8
	c) Above 1000 No.	10
3.	Software Application in managing Manpower Outsource (Copy of proof must be attached)	Total 5 Marks
4.	ISO Certificate	Total 5 marks
5.	Financial Ability: Average Annual Turnover in Crore of the organization of Last Three Financial Year	Total 15 Max Marks
	a) 25 to 35 Crore	7
	b) above 35 to 50 Crore	10
	c) above 50 to 100 Crore	13
	d) above 100 Crore	15
6.	No. of currently running projects in Bihar	Total 5 Max marks
	a) 1-5	3
	b) 6-10	4
	c) more then 10 offices	5
7.	Company Owned Training Centre for security personnel at least one in Bihar)	Total 5 Max marks
	a) 1-2	3
	b) 3-5	4
	c) Above 5 (at least one in Gaya/Patna)	5
8.	Number of Organization where firm has worked for at least One Year.	Total 10 Max marks
	a) 05-10	5
	b) 11-15	8
	c) Above 15	10
9.	No. of Appreciation/Performance Letter received from existing clients (01 no. for each letter/certificate)	Total 5 Max Marks
10.	Registration Certificate of the Firm along with the date of registration (Total years of Exp.)	Total 5 Max Marks
	a) Up to 5 year	2
	b) above 5 to 10 years	3
	c) above 10 to 20 years	4
	d) above 20 years	5
11.	Presentation by the Bidders before the Technical Committee for Evaluation of the quality of the proposals as per buyer requirement. (a) Understanding of the Business Domain of Client (b) Proposed Methodology/Approach (c) Proposed Deployment Architecture (d) Proposed Resources & Technology (e) Demo of the Proposed Model	Total 20 Max Marks
<p><b>Note:</b> The opening of Financial Bid of only those Agency/ Bidders shall be considered who score 60% i.e. 60 marks or more in their technical bid evaluation (Ts) as evaluated by the Committee, whose decision in this regard shall be final and binding upon all the stake holders.</p>		

**(B) Financial bid**

Before opening of financial bids of those successful bidders in the technical evaluation, their marks obtained shall be made public before them or their authorized representatives.

Financial bid shall be given scoring as below:

The bidder who has quoted the lowest price will be assigned a score of 100 in the financial bid. The other bidders will be allotted score relatively to the score of bidder with the lowest quote as below:

$$F_s = 100 * FL / F$$

Where:

- F<sub>s</sub> = The Financial Score of the Financial Proposal being evaluated
- FL = The price of lowest priced Financial Proposal
- F = The quoted price of Financial Proposal under consideration

**(C) Combined evaluation**

The score of technical bidding would be given 40% weightage, and the financial proposal would be given 60% weightage. The weighted combined score of the Technical bid (Ts), and Financial proposals (Fs) shall be used to rank the bidders on the basis of formula given as below:

$$\text{Combined Score} = 40\% * T_s + 60\% * F_s$$

The first ranked i.e. the highest scoring bidder is eligible for providing Security and other Manpower Services at CUSB Gaya.

**Note :** Final order shall be placed to bidder obtained Highest Score (HS-01) in combined evaluation (Technical & Financial) as per 'Evaluation Process' of the tender. In case of two or more bidder found same HS-01, bidder quoting Minimum Service Charge shall prevail. If service charges found same, bidder having highest average turn-over in last five years shall prevail.

-----

**PRIVATE SECURITY AGENCY PROFILE**

1. Name of the Organization and Address : \_\_\_\_\_

2. Year of Establishment : \_\_\_\_\_

3. Status of the Firm : \_\_\_\_\_

(Whether Pvt. Ltd. Company/Public Ltd. Company/Registered Partnership Firm)

4. Name of the Chairman/Managing Director/CEO/partners (as the case may be):

\_\_\_\_\_

5. Whether registered with the Registrar of Companies/Registrar of Firms in India. If so, mention number and date and enclose Registration Certificate copy.

\_\_\_\_\_

6. (a) Name and address of bankers :

(i) \_\_\_\_\_ (ii) \_\_\_\_\_

(b) Turnover of the Company/Firm in the following years:

(Please attach a copy of audited Balance Sheet and Profit & Loss Account for at least three years as documentary proof)

2019-20 : \_\_\_\_\_

2020-21 : \_\_\_\_\_

2021-22 : \_\_\_\_\_

2022-23 : \_\_\_\_\_

7. Whether registered for Service Tax purposes. If so, mention number and date.

8. Mention Permanent Account Number & furnish copies of Income Tax clearance certificate, Employees PF code & ESI Registration No.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

9. Is the Company/Firm a supplier of Security Guards Services? If yes.

a. Mention the addresses and phone numbers of the Company's offices in Patna/Gaya as below:

\_\_\_\_\_  
\_\_\_\_\_

10. What are your main fields of activities? Mention the fields giving the annual turnover for each field.

- (i) \_\_\_\_\_
- (ii) \_\_\_\_\_
- (iii) \_\_\_\_\_
- (iv) \_\_\_\_\_

11. Since when and how long your Company/Firm has been supplying Security Guards services ?

\_\_\_\_\_

12. If you have been prequalified by other corporate bodies and public sector or other university for supply of Security Guards Services, furnish their names and date of empanelment.

\_\_\_\_\_

13. Furnish the names of at least five renowned organizations out of which at least two must be of Educational Organization, where you have supplied Security Guards Services in Bihar & other states in the last three years, i.e. from 1<sup>st</sup> April 2018 to 31<sup>st</sup> March 2023.

Name of Organization with Address	<i>Period of service rendere</i>	Average annual Payment
(Please attach copies of their orders or payment proof) (A separate sheet may be attached if the above space is inadequate)		

14. **Details of Security Supervisory Staff**

Sr.No.	Name	Qualification	Age	Post Held	Experience



दक्षिण बिहार केन्द्रीय विश्वविद्यालय  
**Central University of South Bihar**  
SH-7 Gaya Panchanpur Road, Village Karhara, Post Office: Fatehpur Gaya - 824236  
[www.cusb.ac.in](http://www.cusb.ac.in)

Annexure-03

TECHNICAL INFORMATION

(To be put in a separate sealed cover marked ' TECHNICAL BID')	<b>EMD Details</b>
Questionnaire to be filled by the Company/Agency applying for tender for Security Contract in CUSB, Gaya (Each response document must be given with proper reference in the following tender document)	D.D. No. ....
	Date .....
	Bank Name .....

1.	Name of the Company/Agency (full address with Tel. No.)	
2.	Registration No. of the Company/ Agency under State/ Central Govt. under PSARA 2005.	
3.	Status of the Company/Agency (Ltd, Pvt. Ltd, Partnership or Proprietorship) Attach details.	
4.	Bio-Data of key officials (Please attach extra sheets)	
5.	Details of any tie-ups for training of manpower (Please attach details)	
6.	If already registered with Labour Department for engaging a minimum of 200 -250 employees, then submit the proof. If not, please give reason. Please submit an undertaking to register in the event of being awarded the contract.	
7.	(a) DG Rehabilitation approval No., if any	
	(b) ESI No.	
	(c) EPF No.	
	(d) GST No./Service Tax No	
	(e) PAN	
	(f) TAN	
8.	Do you have any experience in handling of:	
	(a) Access Control Systems	
	(b) CCTVs and recorders	
	(c) Computers	
	(d) Communication and Wireless equipment.	
	(e) Firefighting equipments	
9.	Has the firm filed its Income Tax return in the previous financial year? If yes, please attach duly acknowledged copy of the same.	

10.	Financial Status of tenderer including annual report of past 3 years with Registrar of Companies receipts duly authenticated by Chartered Accountant	
11.	Do you have provision of Group Insurance cover for your employees? If yes, please attach proof.	
12.	Do you have experience in security business for at least 5 years?	
13.	Do you have any experience of working in Educational Institutes, specially handling of Student related activities viz Hostels, Student functions/ festivals/ Official Programmes / Elections etc? If yes, provide details.	
14.	Ability to provide minimum 70% Ex- Servicemen and remaining Civilians. (Please State Clients where provided). (Attached as Appendix B)	
16.	Basic Devices Available with Agency for ready use	
	(a) Ropes	
	(b) Lathis	
	(c) Guard Cover ( Cane shield)	
17.	Please provide the details of Bankers	
	(a) Name of the Beneficiary	
	(b) Name of the Bank & Address	
	(c) Bank Branch	
	(d) Account Number	
	(e) IFSC Code	
18.	Please provide the details of Company's Office/ office Equipments and facilities	
19.	Do you have training facilities? If yes, provide details.	
20.	Please provide the details of Ex-Serviceman available with manpower on your roll.	
# Please provide locations where installed.		

Date:

Place:

\_\_\_\_\_  
Signature of the Contractor or his  
Authorized signatory with seal of  
the Agency/Company

**Note:** If any information given in the technical bid is found false at any stage of assessment, the Bid shall be rejected and the entire amount of earnest money deposit will be forfeited by the Central University of South Bihar.



**VENDOR DETAILS FORM**

1.	Do you have a PFMS Unique ID (please tick)	NO	YES	UID No.-
2.	Name of the Firm			
3.	Address with City Name & Pin Code			
4.	Contact No.			
5.	Email ID			
6.	GST No. ( Yes / No )	GST No. -		
		If YES, a copy of GST CERTIFICATE must be attached.	If NO, duly signed/sealed attached DECLARATION OF GST NON-ENROLMENT must be submitted.	
7.	PAN No.			
8.	TIN No.			
9.	ADHAR No.			
10.	Name of the Contact Person With Mobile No. & E-mail ID	Name :		
		Mobile :	E-mail ID :	
11.	Bank Account Details			
	Beneficiary Name			
	Bank Name & Branch			
	Bank Account Number			
	IFSC Code			
	MICR Code			
	Type of Bank Account	Saving Account	Current Account	Cash Credit
Telephone no. and E-mail of Bank Branch	Telephone			
	Email ID			
12.	Vendor Type (please tick)	Manufacturer	Distributor	Reseller
		Service Provider	Stockiest	Indian Agency

Signature of Vendor with Seal

Name: \_\_\_\_\_

Date: \_\_\_\_\_

**FOR OFFICE USE ONLY****Finance & Accounts Section**

10.	FINANCIAL CONCURRENCE GIVEN	NO	YES	For Rs.:
11.	BUDGET CATEGORY	RECURRING	NON-RECURRING	PROJECT
12.	BUDGET HEAD (specify SUB-HEAD of expenditure)			
13.	CUSB BANK ACCOUNT DETAILS IN RESPECT TO POINT-11 & 12 FOR "RECEIPT" OF ONLINE EMD / SD (if any)	Bank Name :		
		Branch :		
		Account No. :		
		IFSC :		

\_\_\_\_\_  
Finance Officer

To : Purchase Section

## DECLARATION OF GST NON-ENROLMENT

DECLARATION OF GST NON-ENROLMENT

Dear Sir/Madam,

Sub: Declaration of non-requirement of registration under the Central/State/UT/Integrated Goods and Services Tax Act, 2017

I/We.....(Name of the service provider/business entity), do hereby declare that I/we am/are not registered under the Goods and Services Tax Act, 2017 as (select and fill below for the relevant reason)

-I/We deal in/supply the category of goods or services .....(Describe the nature of the services/goods) which are exempted under the Goods and Service Tax Act, 2017.

-I/We have the annual aggregate turnover below the taxable limit as specified under the Goods and Services Tax Act, 2017.

-I/We are yet to register ourselves under the Goods and Services Tax Act, 2017.

I/We hereby also confirm that if anytime during any financial year I/we decide or require or become liable to register under the GST, I/we undertake to provide all the requisite documents and information.

I/We request you to consider this communication as a declaration for not requiring to be registered under the Goods and Service Tax Act, 2017.

I/We hereby also confirm that .....(Name of the service recipient) shall not be liable for any loss accrued to me/us, due to any registration default with the GST.

Signature of Authorised Signatory:

Name of the Authorised Signatory:

Name of Business:

Date:

Stamp/Seal of the business entity:

**DECLARATION REGARDING ACCEPTANCE TO TERMS & CONDITIONS OF THE TENDER**

(On the Letter Head of the Firm/Agency)

To:  
The Registrar  
Central University of South Bihar, Gaya

**Regarding: Acceptance of Terms and Conditions**

- A. I/We, Owner/Director/authorized signatory of the Company/Firm M/s.....is competent to sign this declaration and execute this tender document.
- B. I/We have read the instructions appended to the Proforma and I/We understand that if any false information is detected at a later date, any contract made between ourselves and Central University of South Bihar, on the basis of the information given by me/us can be treated as invalid by the Central University of South Bihar and I/We will be solely responsible for the consequences.
- C. The information/documents furnished along with the above application are authentic to the best of my knowledge and belief. I/we, am/are well aware of the fact that furnishing of any false information/ fabricated document would lead to rejection of my tender at any stage besides liabilities towards prosecution under appropriate law.
- D. I/We agree that the decision of Central University of South Bihar, in selection of PSAs will be final and binding to me/us.
- E. I/We agree that I/We have no objection if enquiries are made about the work listed by me/us here in above and/or in the accompanying sheets.

Date:  
Place:

Signature of Authorized Person  
Name:  
Seal:

Note: Scanned copy if this document is to be uploaded along with other enclosures.

**DECLARATION REGARDING BLACKLISTING/NON-BLACKLISTING**

**(To be executed on Rs 100/-Stamp paper& attested by Public Notary/Executive Magistrate by the bidder)**

I/We Director(s)/Authorized Signatory of M/s..... hereby declare that the Company has not been blacklisted or debarred in the past by Central University of South Bihar, Gaya or any other Government department organization/ Under-taking from taking part in Government tenders

Or

I/We Directors) of M/S.....hereby declare that the Company namely M/S.....was blacklisted or debarred by Central University of South Bihar, Gaya or any other Government Department from taking part in Government tenders for a period of.....w.e.f.....The period is over on.....and now the company is entitled to take part in Government tenders.

In case the above information is found false I/We are fully aware that the tender/ contract will be rejected/cancelled by Central University of South Bihar, Gaya and EMD shall be forfeited.

In addition to the above, Central University of South Bihar, Gaya will not be responsible to pay the bills for anycompleted/partially completed work.

SIGNATURE OF THE BIDDER WITH SEAL

Note: Scanned copy of this document is to be uploaded along with other enclosures.

**Annexure-07**

**PERFORMA FOR NO NEAR RELATIVE(S) OF THE CONTRACTOR WORKING IN  
CENTRAL UNIVERSITY OF SOUTH BIHAR GAYA**

(To be executed on Rs.100/-Stamp paper & attested by Public Notary/ Executive Magistrate by the bidder)

I/We,            Owner/Director/Authorized            Signatory            of            the            company  
M/s.....

Hereby certify that none of my relative (s) as defined in the tender document is/are employed in CUSB as per detail given below, In the case at any stage, it is found that the information given is incorrect, CUSB shall have the absolute right to take any action as deemed fit, without any prior intimation to me.

The near relative (s) means:

- a) Members of a Hindu Undivided family:
- b) They are husband and wife.
- c) The one is related to the other in a manner as father, mother, son(s) & son's wife (daughter-in-law), Daughter (s) & daughter's husband (son-in-law), brother (s) brother's wife, sister (s), sister's husband (brother-in-law).

**The certificate will be given by all the Owner/Director/Authorized Signatory of the tendering company/Firm (or company secretary on behalf of all directors). Any breach of these conditions by the company/Firm, the tender/work will be cancelled** and earnest money/security deposit will be forfeited at any stage whenever it is so noticed. The department will not pay any damages to the company or firm or the concerned person. The company or firm or the persons will also be debarred for further participation in the concerned unit.

Name of Director\_\_\_\_\_

\_\_\_\_\_  
(Name of Owner Director/ Company Secretary)

Note: Scanned copy of this document is to be uploaded along with other enclosures.

**Annexure-08**

**CERTIFICATE REGARDING TURN-OVER OF TENDERER DURING THE LAST FIVE FINANCIAL YEARS**

I/We, M/s, the Bidder/Tenderer for providing Security/Manpower Services on a Monthly Contract Basis, hereby confirm the minimum Annual turnover of the firm/company of the five F.Y. during the last seven financial year wise break up is given below:-

Sl.No.	FINANCIAL YEAR	ANNUAL TURN OVER FOR THE YEAR (in Lacks)
1		
2		
3		
4		
5		

**Note:** Bidder may add more columns as per requirement.

Date:  
Place:  
Seal:

Signature of Authorized Person:  
Name:

**CERTIFICATE BY CHARTERED ACCOUNTANT**

I/We,..... Chartered Accountants, certify that the figures regarding Annual Turnover for the Financial years mentioned above in respect of M/s.....  
..... are true and found correct as per their Books of Accounts and other related records.

SIGNATURE & SEAL OF THE CHARTERED ACCOUNTANTS:

Note: Scanned copy of this document is to be uploaded along with other enclosures

**Details of Training Centres in Bihar**

(to be submitted on the letter head of the firm)

Address of the Administrative Office in Bihar:

(1)

(2)

....

Address of the Training Centres in Bihar:

(1)

(2)

....

Certified that the information given above is true as per the records (i.e. GST registration certificate, PSARA 2005 certificate and other relevant certificates)

Signature of the Authority

Name :

Date :

Seal of the Firm :

(To be certified by a Chartered Accountant with his seal and UDIN number)

## Annexure-10

### Details of Running Contracts with Minimum 100 Deployed Security Guards in each Contract

Sl. No.	Name and Address of the Organisation	City / State	Period of Contract		Number of Security personnel deployed	Contract Value (in INR)
			From	To		
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						
21						
22						
23						
24						

Note : Extra columns may be added, if needed.

**Signature/Seal of the Bidder**



## Annexure-11

### Details of Past Experience in Security Business

Sl. No.	Name and Address of the Organisation	City / State	Period of Contract		Number of Security personnel deployed	Contract Value (in INR)
			From	To		
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						
21						
22						
23						
24						

Note : Extra columns may be added, if needed.

**Signature/Seal of the Bidder**



दक्षिण बिहार केन्द्रीय विश्वविद्यालय  
**Central University of South Bihar**  
SH-7, Gaya-Panchanpur Road, Village-Karhara, Post Office-Fatehpur, Gaya - 824236  
[www.cusb.ac.in](http://www.cusb.ac.in)

**Annexure-12**

**Financial Bid Proforma**

**Deployment of Private Security Guard & Manpower for Office Jobs etc.**

(Advertisement No. Ref. No. CUSB/PSD/Admin./Security/T/09/2024-25 Dated 26/07/2024)

Sl.No.	Payment Details	Security Guards (Civilian) (per person per day) (rates in Rs.)	Security Guards (Civilian, Ex-Servicemen) (per person per day) (rates in Rs.)	Other manpower (Office Boy/MTS/Gardener etc.) (per person per day) (rates in Rs.)			
		Semi-Skilled	Skilled	Unskilled	Semi-skilled	Skilled	Highly Skilled
1.	Manpower (Approx. No.) Which may increase or decrease	18	42	28	21	15	1
		Total Approx. = 60 + 65 = 125					
2.	Basic Rate (Minimum wages), as notified by the Regional Labour Commissioner, Govt. of India from time to time	610	734	522	610	734	862
3.	Employer PF contribution	13%					
4.	ESI	3.25%					
5.	GST (if applicable)	18%					
6.	Overall percentage of Service Charges as per note given below	_____ %					

**Note : The number of manpower may increase or decrease as per the requirement**

\_\_\_\_\_  
Name and Signature of the Authorized Person of the firm along with seal

Place :

Date :

**IMPORTANT NOTES FOR FINANCIAL BID**

1. The PSA should have to claim its **overall service Charges** separately. The agency who doesn't claim Service Charges, their tender cannot be considered.
2. *The Service Charges should only be realistic to meet expenditure from their own resources on account of (i) Salary of 3 (three) Security Supervisors deputed at University Campus for day to day monitoring of duty/attendance/ deployment/movement of Security Personnel, (ii) 2 Sets of Summer Uniform, (iii) 2 sets of Winter Uniform, (iv) 1 Pair of Shoes, (v) Kits, (vi) Torch, (vii) Bicycle, (viii) washing allowance for uniforms, (ix) Stationary, (x) Safety shoes with gloves to housekeeping personnel, if required, (xi) incidental and other expenses related to security personnel and housekeeping workforce (xii) TDS/Taxes to be deducted as per GOI norms.*

**(With compliance of following clauses of T&C : Para 5.21 to 5.23 & Para 12)**

3. *Successful bidder must ensure compliance of above listed items within a month of award of the services.*
4. OM No. **F.6/1/2023-PPD** dated 06/01/2023 issued by Procurement & Policy Division, Dept. of Expenditure, Ministry of Finance, Govt. of India regarding 'Proposal on Minimum Floor Price for Minimum Wage-based Manpower Outsourcing Services' shall strictly be followed while quoting the financial bid.
5. Final order shall be placed to bidder obtained Highest Score (HS-01) in combined evaluation (Technical & Financial) as per 'Evaluation Process' of the tender. In case of two or more bidder found same as HS-01, bidder quoting Minimum Service Charge shall prevail. If service charges found same, bidder having highest average turn-over in last five years shall prevail.

**6. Category of Manpower**

<b>S.No.</b>	<b>Category</b>	<b>Trades</b>	<b>* Required Manpower</b>
1	Unskilled	Bus Cleaner, Labour etc.	1. Security Guard – 60
2	Semi-Skilled	Office Attendant, Mali Helper, Cook Helper, Plumber Helper & Civilian Security Guard.	2. Other Manpower for Office Jobs – 65
3	Skilled	Ex-Serviceman Security Guard, MTS, Driver, Electrician, Mali, Plumber, Carpenter, Mason, Data Entry Operator, Cook, Medical Attendant	* Number of required other manpower shall be provided after issuing LOA.
4	Highly Skilled	Horticulture Supervisor, Security Guard Supervisor/Gun Man (Ex-Serviceman only)/CCTV operator (After successfully clearing a skill test conducted by the University authority, if required) etc.	

**Date :**

**Place :**

**Signature with seal of bidder**