



S
UBMS/24-...
Date: 14.01.2025

NOTICE INVITING SEALED TENDERS

Sealed Tenders are invited from registered Firms for the Providing Security Services for Shoolini University, Bajhol-Solan during 2025-2026.

Tenders Documents along with Terms & Condition date & time of tenders opening and tender evaluation form can be downloaded from the Shoolini University website shooliniuniversity.com or collected from the office of Director Operations, Shoolini University, Bajhol- Solan

Quotation in sealed envelope must reach the office of Director Operations, Shoolini University, Bajhol-Solan at the given address by 31st January 2025. Tenders will be opened on 10th February 2025 in the presence of bidders/authorized representatives.

Shoolini University
Village Bajhol, PO Sultanpur
District Solan 173229.

Date of issue: 14.01.2025

**NOTICE INVITING TENDER FOR HIRING OF "UNARMED SECURITY GUARD" FOR,
FOUNDATION FOR LIFE SCIENCES AND BUSINESS MANGEMENT (SHOOLINI UNIVERSITY)**

The Office of the '**Foundation for Life Sciences and Business Management (Shoolini University), Bajhol, Solan Himachal Pradesh** invites Tender (in prescribed format) from registered Agency/Contractor/Manpower Service Providers for providing "**Unarmed Security Guard, Supervisor And other personal**" for campus of the '**Foundation for Life Sciences and Business Management (Shoolini University)**, located at Village Bajhol, Post Office-Sultanpur, District-Solan, Himachal Pradesh, PIN – 173 229 (here-in-after referred to as the "said Office (**Shoolini University**)", for a period of **1 (One) year**.

Tender Critical Date Sheet

Bid Submission Start Date & Time	15th January 2025
Bid Submission Closing Date & Time	31st January 2025
Technical Bid Opening Date & Time	10th February 2025

2. The complete tender document containing general terms & conditions, pre- Qualification requirements etc. are available on <http://shooliniuniversity.com> can be downloaded free of cost. The Tender notice can also be downloaded from www.shooliniuniversity.com.
3. The interested Service providers who comply with the terms and conditions and scope of Work of this tender provided in the **ANNEXURE I & ANNEXURE II** may submit their bids in the prescribed format with all the necessary documents with signature at shooliniuniversity.com on or before bid submission closing date & time.
4. Bidder who has downloaded the Tender from the Shoolini University website shooliniuniversity.com not tamper/modify the tender form including downloaded price bid template in any manner. In case if the same is found to be tampered/ modified in any manner, tender will be completely rejected, and bidder is liable to be banned.
5. Intending bidders are advised to visit website shooliniuniversity.com till closing date of submission of tender for any corrigendum / addendum/ amendment.
6. Technical Bid will be opened as per date/ time as mentioned in the Tender Critical Date Sheet.
7. The rates will be inclusive of all taxes (except GST), fees, levies, etc. and any revision in the statutory taxes, fees, etc. will be responsibility of the Bidder.
8. In case of any discrepancy/difference in the amounts indicated in figures and words the amount in words will prevail and will be considered.
9. The quoted rates shall remain firm throughout the tenure of the contract and no revision is permissible for any reason.

10. Not more than one tender shall be submitted by one or more service provider having business relationship. Under no circumstances persons/firms having business relationship with one another (i.e. when one or more partner(s)/director(s) are common) be allowed to tender for the same contract as separate competitors. A breach of this condition will render the tenders of both parties liable for rejection.

NOTE: The Vice Chancellor, Shoolini University, Solan, Himachal Pradesh has the right to reject all or any of the offers without assigning any reason therefore and the decision of this office shall be final and binding.

11. Submission of Tender: -

- (a) The tender shall be submitted, **technical Bid** in **Annexure-III** and **Financial Bid** in **Annexure-IV** in separate sealed envelope clearly marked and 'Technical Bid' and 'Financial Bid' at the main office of Shoolini University.
- (b) All the pages of bid being submitted must be signed and sequentially numbered by the bidder irrespective of nature of content of the documents before uploading.
- (c) The offers submitted by Fax/email/Post will not be considered. No correspondence will be entertained in this matter.
- (d) The bidder is required to submit an undertaking in the Proforma placed at **Annexure — V**.

13. For any queries regarding the bidding procedure, the following person is to be contacted:

Asst. Director Operations, Contact No. 98053-50006.

AN NEXURE-1

TERMS & CONDITIONS

A) GENERAL

1. The agreement shall be valid initially for a period of ONE year and thereafter it may be extended for a further period as may be necessary on mutual agreement.
2. The Security Service Personnel provided by the Agency should possess Minimum Educational Qualification with good physique without any communicable disease.
3. The Security Service Personnel provided by the Agency must wear a tidy uniform and identity card issued by the Agency.
4. The outsourced Security Service Personnel should have No past criminal record. His antecedents should have been got verified by the Agency from the local police authorities.
5. The Security Service Personnel provided by the Agency should submit Character Certificates from Gazetted Officers of the Central Government/ State Government.
6. The agency should be required to provide substitute Security Service Personnel in case any of the deployed personnel gets sick/ proceeds on leave with prior information to the said office. This office will have the right to deduct proportionate daily wages for the period of his absence/non-replacement.
7. The Agency should be required to provide additional security service personal at a notice of upto seven days as per the same proportion rate of daily wages for the duration of period employed.
8. The personnel engaged by the tenderer shall be their own employee and he will claim no privilege from the said office authorities. The contractor will be directly responsible for the administration, general discipline, and courteous behavior of outsourced employee.
9. The payment will be made directly to the agency/contractor on man-month bill on monthly basis. Accordingly, the offer/ bid should also be on man-month basis. Pro-rata or applicable deduction in salary shall be made for absentee.
10. The Agency will be fully responsible to compensate the losses caused by its deployed employee to the department such as damage caused to the office documents and/or equipment's, if the personnel provided by the Agency are found responsible for the said loss.
11. The Security Service Personnel should be provided for round the clock on twelve hours shift basis (Security in a shift basis) on all days including Saturdays, Sundays and Holidays.
12. The service provider Agency will be wholly and exclusively responsible for payment of wages to the deployed service personnel. He will also be responsible for compliance of all statutory obligations under Minimum Wages Act, Employees Provident Fund, ES1 Act, etc. University will not be responsible for making any payment to the Security Service Personnel.
13. The Service Personnel provided by the service provider shall have no right or claim to direct or indirect for any employment in the said office/ department.

14. The said office will maintain an attendance cum duty roster in respect of the Service Personnel so deployed by the Service Provider Agency, on the basis of which the cost of service will be paid.
15. The Service Personnel/ Service Provider will not take out of the said office premises any articles or stores without a Gate-Pass issued by the proper Authorities of the said office.
16. The Service Personnel during course of his work shall be privy to certain classified document/ information which he is not supposed to divulge to third parties. In view of this, he shall be required to take oath of confidentiality and breach of this condition shall make the service provider as well as the person concerned liable for penal action under relevant sections of the IPC, CRPC or any other law for the time being in force.
17. The departmental security/officer shall have the right to search the Service Personnel at any time while going out of the office premises and there shall be no grievance expressed/ felt on this account either by the Service Provider Agency or its employee.
18. In case of failure to provide the requisite, Service Personnel within the time frame prescribed for the purpose, the said office would be free to engage other personnel from any other Agency. The expenses of the same would be borne by the Service Provider Agency.
19. In case, the said office has to pay more than the normal agreed upon amount, the difference shall be recovered from the agency from the unpaid bills etc, or by any other means if no such bills are outstanding.
20. The service provider Agency shall not assign or further outsource contract to any other person or party without obtaining written permission of the designated authorities of the said office who shall have every liberty to refuse such request.
21. The service provider Agency should comply with all the statutory regulations that are in force and which may come in future from time to time in all matters relating to the agreement/ contract and matter arising there from and should certify so.
22. In case of any dispute, the decision of the DRI, Solan shall be final and binding on all the parties concerned.
23. For termination of the agreement, two months' notice will be required from the service provider Agency side in writing. The said office authorities can however terminate this contract on a notice of thirty (30) days without assigning any reason whatsoever.
24. The department will bear no responsibility in the event of any accident/death and in any case and any claim being enforced by any court, the department will not bear any financial liability as the contractor shall bear all expenses in such cases.
25. The bidder is required to submit an undertaking in the Proforma placed at **Annexure —V**

25. The service provider Agency shall make available the extract of the ESI and EPF statements in respect of the hired personnel as and when sought by the said office.

26. In case of breach of terms and conditions mentioned herein, the competent authority shall have the right to cancel the contract without assigning any reason thereof and nothing will be payable by the said office in that event.

27. The Vice Chancellor, Shoolini University reserves the right to reject any quotation without assigning any reason. Also, the office does not bind itself to accept the lowest tender.

(B) TECHNICAL:

1. The Agency providing the services should be in business of providing Security Services/Manpower to Government/ PSU/ Corporate offices for the last 3 years or more, (Requisite documents to support this claim will have to be produced for verification).

2. The Agency must enclose documentary evidence of at least two offices or organizations where such outsourcing services had been running or presently running by them.

3. A satisfactory performance certificate regarding outsourcing of security services from at least three Government Department/ PSU/ Corporate Offices should be furnished.

4. The Agency should be registered with GST Department and should submit a copy of GST Registration Certificate.

5. The Agency must submit a copy of their Income Tax PAN.

6. The Registration Certificate of the Agency along with address of the Office & telephone number should be furnished.

7. The Agency should have a trade license issued by the concerned authority.

8. The performance of the manpower provided by the contractor will be observed by the department to assess the quality of work. Only the Agency & its manpower meeting the above technical terms & conditions should submit their quotations. Technical bid shall include documentary proof in respect of each of the above points of technical terms & conditions. Financial bids of Agencies, who fail to fulfil any of the above conditions, will not be considered.

9. The Technical Bid may be quoted in the Proforma placed at Annexure-III.

(C) FINANCIAL:

- i. The Tenderer shall mention the rate for each Security Service Personnel (Unarmed) per month including Saturdays, Sundays and Holidays.
- ii. The rates may be quoted separately in provided BOO Format only.
- iii. The rates quoted above shall remain valid during the entire contract period and no enhancement whatsoever shall be claimed by the Tenderer in excess of the rate agreed upon.
- iv. The quotations offered over and above the prevailing minimum wages of the Central Government (as applicable) pertaining to Service Charge/ Administrative Charges quoted by the bidder necessarily has to be over and above Zero percent. Further zero percent includes all derivatives of zero upto 0.999 and thereof. Any service charge not adhering to the above guidelines should be considered unresponsive and such bid will not be considered.**
- v. The selected agency will have to sign a service agreement within seven days from the date of receipt of the work order.

ANNEXURE - II
SCOPE OF WORK

- A. To provide security of University Campus, Hostel and Office building and its fixtures.
- B. To attend incoming telephone calls at the gate of the said office.
- C. To provide safety of the office equipment's like vehicles (Departmental & detained/seized), Photocopier, Fax, Computer, Furniture, Office documents /records and Goods (detained /seized) etc.
- D. To maintain the inward-outward register for the visitors.
- E. To co-ordinate with the officers of the said office to collect misc. Information.
- F. Any other job as assigned by the authorities of the said office from time to time.
- G. The personnel engaged should be mentally and physically sane/fit for duty and shall be away from the vices like addiction to drinking, gambling or other misconduct.
- H. Any other terms and conditions as applicable under various laws/orders for Contract labour for the time being in force, will be followed *mutadis mutandis*.
- I. The personal engaged should be trained in Security duties and should undergo refresher training periodically.
- J. To carry out the security analysis of the University campus and submit the same to the Vice Chancellor, Shoolini University, before the start of engagement.

Annexure III

TECHNICAL BID for hiring of Security Services

1	Name of the Agency		
2	(a) Detailed office address of the Agency		
	(b) Office Telephone Number/Mobile No & Email Id		
	(c) Name of the contact person and mobile number		
	(d) Complete local Address with PIN Code, Telephone/Mobile No and name of the Contact Person		
3	PAN/TAN Number (Attach certificate)		P/N-
4	GSTIN (Attach certificate)		P/N
5	EPF Registration No (Attach certificate)		P/N
6	ESI Registration No (Attach certificate)		P/N-
7	Trade Licenses No & Validity (Attach certificate)		P/N-
8	Registration No of Firm (Attach certificate)		P/N-
9	License under Contract Labour Act, 1970 and validity (Attach certificate)		P/N-
10	Whether the firm is blacklisted by any Govt Department or any criminal case is registered against the firm or its owner/partner anywhere in India (Attach self declaration)		P/N-
11	No of years of experience in the field		
12	Experience in dealing with Govt Department (Indicate the names of the Govt Department) (Please attach self attested copies)		P/N-
13	List of other clients		P/N-

Note : Please indicate the relevant Page Number (P/N) where the documents are attached

DECLARATION

I/We hereby certify that the information furnished above is true and correct to the best of my/our knowledge I/We understand that in case, any deviation is found in the above statement at any stage; I/We will be blacklisted and will not have any dealing with the Department in future

Date:

Signature of authorized person

Place:

Full Name & Address:

Seal:

Annexure - 'IV'

FINANCIAL BID

(For hiring of Unarmed Security Guard & Supervisor)

(To be submitted only in BOQ format separately)

Tender Inviting Authority: Shoolini University

Name of Work: Hiring of Unarmed Security Guard & Supervisor for Shoolini

University Contract No:

4. Name of the Bidder/ Bidding Firm / Company:

PRICE SCHEDULE

SI No	Item Description	Rate per security personnel	Units	Basic wages per month per Security personnel (amount in Rs)	Monthly EPF per Security personnel (amount in Rs)	Monthly ES▶ per Security personnel (amount in Rs)	Monthly Service Charge per Security personnel (amount in Rs)	TOTAL AMOUNT per month per Security Personnel excluding GST
1	2	3	4	5	6	7	8	
	Hiring of unarmed Security Guard & Supervisor for Shoolini University, Solan	<u>To be submitted only in BOO format separately</u>						

Annexure - 'V'

UNDERTAKING BY THE TENDERER

I/We certify that I/we have read the terms and conditions of the tender as well as the provisions as mentioned in the service agreement I/we undertake that it is my/our responsibility to ensure that being the employer in relation to persons engaged/deployed by me/us to provide the services/activities under this service agreement as well as to make the payment of monthly wages/salary, which in any case shall not be less than the minimum wages as fixed or prescribed under the Minimum Wages Act 1948 along with all other statutory dues such as Employees Provident Fund, Employees State Insurance, Employees Deposit Link Insurance, etc to the employees I/We undertake to observe the compliance of all the relevant Labour Laws as applicable viz, payment of Wages Act 1936, Minimum Wages Act, 1948, Contract labour (Regulation & Abolition) Act, 1970, State Contract Labour/R&A Rules, 1974, EPPF Act, 1952, ESI Act, 1948, as applicable and as amended from time to time by the Central or State Government and or any authority constituted by or any other law, for the category of persons deployed by me/us

Certified that I/We have read over the tender document containing the nature and scope of work, term & conditions and the Draft of service Agreement and have understood the contents

I/We undertake to abide by the terms and conditions as laid down in the tender document and the service agreement in case the work order is allotted to me/us in near future

Place:

Signature of Tenderer:

Dated:

Name of the Tenderer:

Address: