

JAMIA HAMDARD

**TENDER DOCUMENT FOR  
SECURITY SERVICES**

The complete tender may be dropped in the drop box of purchase section  
latest by 24/2/2012 upto 2.30 p.m.

**Hamdard University  
(JAMIA HAMDARD)  
Hamdard Nagar, New Delhi – 62**

Cost of Tender	: Rs. 1,000/-	Earnest Money	: Rs. 1, 00,000/-
Last date of Submission	: <b>24/2/2012</b> (upto 2.30 p.m.)	Date of Opening	: <b>27/2/2012</b> Tender (at 3.00 p.m.)

**PETICULARS OF THE AGENCY/FIRM  
SUBMITTING THE TENDER FOR HIRING OF SERVICES**

1. Name of the firm/Agency : \_\_\_\_\_
2. Address with Telephone No. : \_\_\_\_\_  
: \_\_\_\_\_
3. Name & Address of branch, if any : \_\_\_\_\_  
: \_\_\_\_\_
4. Type of Organisation (whether sole : \_\_\_\_\_  
Proprietorship/Partnership/Private : \_\_\_\_\_  
Limited or Cooperative body etc. : \_\_\_\_\_  
Attach Proof) : \_\_\_\_\_
5. Name of Proprietor/Partner/Directors : \_\_\_\_\_  
of the Organisation/Firm : \_\_\_\_\_  
: \_\_\_\_\_
6. \* Registration No. : \_\_\_\_\_  
(Under Company's Act)
7. \* N.C.T. No. : \_\_\_\_\_
8. \* PAN No. : \_\_\_\_\_
9. \*Service Tax No. : \_\_\_\_\_
10. \* ESI No. : \_\_\_\_\_
11. \*EPF No. : \_\_\_\_\_
12. Experience (Annexure 'B') : Total No. of Years \_\_\_\_\_  
(List of References wherever worked/ working): \_\_\_\_\_
13. Earnest Money : a) Bank Draft no. \_\_\_\_\_  
(to be deposited along with Tender : b) Date \_\_\_\_\_  
Document) : c) Rs. \_\_\_\_\_  
: d) Drawn on \_\_\_\_\_
14. Proof of providing services to the reputed Institution/  
University for the last of three years : \_\_\_\_\_  
: \_\_\_\_\_

**\*Note (Attach Proof of Evidence of depositing Service Tax. /E.S.I. /E.P.F. etc.)**

**Authorized Signature  
Seal**

**Jamia Hamdard  
(Hamdard University)  
Hamdard Nagar, New Delhi -62**

**Tel: 26059688 (12 Lines)  
Fax No. 26059663**

**Subject: Security Arrangements**

**Introduction**

Jamia Hamdard is a well established University and located at Badar Pur – Mahrauli Road. The Campus is spread in an area of about 100 acres having 5,000 students out of which 2,000 are living in the 8 hostels 3 for boys and 5 for girls including a hostel for foreign students. Jamia Hamdard imparts professional education from undergraduate to Ph. D. level in different field's viz. Science, Pharmacy, Unani Medicine, Management, Nursing, Computer Science and Allied Health Sciences. There is a 350 bedded Hakim Abdul Hameed Centenary Hospital in this Campus, besides there are 155 residential flats in the University Campus. It has sophisticated and costly equipments in it laboratories, Central library, Computer Centre, Conference hall, Committee rooms etc. In addition to this there is a fleet of vehicles, photocopiers, Air-conditioners, Water Coolers, Desert Coolers, Computers & servers, Geysers, Heat Convectors, Heaters, Kitchen wares, Curtains, Linen and routine Office furniture and fitting and fixtures etc.

The University consists of the following faculties/ units:

1. Faculty of Science
2. Faculty of Pharmacy
3. Faculty of Nursing
4. Faculty of Medicine
5. Faculty of Islamic Studies and Social Sciences
6. Faculty of Allied Health Sciences.
7. Faculty of Management Studies and Information Technology
8. Hakim Abdul Hameed Centenary Hospital.
9. HIMSR Building.
10. Computer Centre.
11. Gymnasium, Bank & Post Office Building.
12. Hamdard Archives and Research Centre.
13. Rehabilitation Centre.

Residential Blocks:

1. Residential houses/ flats A,B,C,D,E,E-1,F,G,H, I,J&J – 1.
2. 3 Hostels for boys, 5 Hostels for girls including 1 for International Students.
3. Residential houses/ flats A, B, C, D, E & F at Pul Pahlad Pur.

The University intends to entrust the security of the Administration and Academic Building, some parts of the residential areas and the open land to a private reputed Security Agency on contract basis.

### **Duties and responsibilities:**

1. The Agency shall be responsible for all Security measures and arrangements to safeguard both movable and immovable properties of the University. For this purpose, it has to perform both mobile and static duties which include guarding of movable and immovable properties and manning the entry and exit points.
2. The Agency will indemnify the property of the University Campus for theft, loss/ damage, pilferage and fire from the areas entrusted to its control and shall be responsible for all such losses.
3. In order to effectively provide security to the University Campus, it is required that the agency shall provide the services of Security Supervisors, Security Guards and Gunman. The number of the Security personnel required presently may be increased/ decreased depending upon the commitments for which necessary notice will be given.
4. The University reserves the right to increase or decrease the Security Staff deployed by the agency as per need, without assigning any reason.
5. The Agency shall not deploy the Security Guards/ Supervisor more than the laid down duty hours.
6. The agencies shall make its own arrangements for the stay of their staff deployed in the University. No residential accommodation will be provided by the University.
7. The agency shall provide the services of trained security Supervisor and Security guards, who shall observe discipline, decency, decorum and code of conduct and mannerism befitting security personnel.
8. The Security Supervisors shall be Ex – Servicemen. Their age shall not be above 55 years. They should be alert, active and professional in their dealings/ approach.
9. The Security Guards shall be of sound health and good moral character. Their age shall not be above 45 years.
10. The Security staff shall be available all the time at the place of their duties as per roster and shall not leave the place of duty without prior permission.
11. The agency shall be responsible to provide immediate replacement in place of any guards/ security supervisor who is not available for duty, for any reason whatsoever.

12. The agency shall make arrangements for any additional staff as may be required by the University for which prior information shall be provided.
13. The security guards and supervisors should not entertain staff of University/ relatives/friends while on duty. No one except the guards should man the post.
14. The agency shall carryout such other duties as may be entrusted to them from time to time in regard to Security.
15. The agency will regularly check all the contract staff and other staff of the University as indicated by the University from time to time.
16. The agency will ensure that the university's land & buildings etc. are not encroached upon/occupied by unauthorized persons.
17. The agency will maintain a register at entry and exit points of the Administrative Block and at those places wherever required, and will enter the name of the visitors with their full address.
18. The security agency will be required to provide the following category of Security staff
  - a. Security Supervisor (Ex - Servicemen) =
  - b. Security Guards (preferably Ex - Servicemen) =
  - c. Gunman =
19. The Guards should be highly trained and result oriented in the following field:
  - a. Watch and Ward duty of Offices, institutions, residential accommodation, hostels and campus.
  - b. Protection of materials.
  - c. Prevent and report encroachments on land /properties, entrusted to their charge.
  - d. The persons deployed by the agency should, as far as possible, be of the same set of persons who come regularly on duty in the Jamia Hamdard. The agency shall have to provide photographs along with their signatures duly attested by the supplying agency of all the Guards.
21. **The Security Agency is required to survey the Campus and submit the details of the Manpower required for guarding the Campus properly.**

## **Terms and Conditions**

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1. The University will hire the services of a duly licensed Security Agency registered with the appropriate Govt. to provide Security in the University Campus which shall include the services of security supervisors/ security guards/gunmen on payment of a consolidated amount on monthly basis which should not be less than prevalent rates of minimum wages act as notified by the appropriate Govt. All other liabilities as per the existing laws will be borne by the concerned Security Agency without any liabilities of the university.
2. The agency should take care that the rates quoted are written clearly. In case of correction/overwriting the tender will not be accepted.
3. The agency should make the payment to its employees not less than the prevalent rates of minimum wages as notified by the appropriate Government from time to time.
4. Initially Security Agency selected will be on a probation period of three months. Depending upon performance, further extension of one year at a time, will be granted. Thereafter, the same shall be renewable on year to year basis for a period of maximum three years subject to its satisfactory services.
5. The contract can be terminated by the University by giving one month's notice. The Security Agency awarded the contract if so desire, can terminate the contract by giving three months notice.
6. The university shall not be responsible for any compensation which may be required to be paid to the worker(s) of the agency consequent upon injury/mishap.
7. The tender can be kept open for a period of three months from the date of opening of the same.
8. The tenderer submitting tender would be deemed to have considered and accepted all the terms and conditions.
9. No enquiry, verbal or written shall be entertained in respect of acceptance or rejection of the tenders.
10. Joint tender shall not be considered.
11. A list of the employees, engaged by the agency /contractor, shall be provided to the University at the time of taking over the Security duties.
12. The security staff shall be issued with name plate which they shall wear while on duty.
13. The agency shall be responsible for the conduct and behavior of its employees.

14. In the event of any loss being occurred to the University on account of negligence of agency /contractor's employees, the agency /contractor shall make good the loss sustained by the Jamia Hamdard either by replacement, or on payment of adequate compensation as decided by the University.
15. The university shall not be responsible for the payment of the wages or any other allowances to the staff/employees engaged by the tenderer. It shall be expected from the agency to follow all the rules, regulations and directions as regards welfare of Labour issued by the Government from time to time.
16. The Agency/ contractor shall provide sufficient set of uniforms to its employees who shall wear the same during duty /working hours.
17. The Agency will issue the identity cards to their staff. This will be provided by the agency at their own cost.
18. The employees deployed by the agency/ contractor shall be of good character & sound health and should not be from the adjacent area of the university. No body from the local residents living within the radius of 5 Kms. should be engaged. The height of the guards should not be less than 5.6 ft. except Gorkhas and persons from hilly areas.
19. The list of the clientele where the security services are being provided by the tenderer shall be forwarded with the tender along with the photo copies of the work award.
20. The agency /contractor shall be responsible to the Registrar and/or to an Officer authorized by the University for the execution of day to day security work of the Campus.
21. The instruction/orders issued by the University from time to time shall be followed by the tenderer/contractor and his employees.

**22. JURIDICTION OF COURT OF LAW SHALL BE DELHI**

**23. THE REGISTRAR, JAMIA HAMDARD, RESERVES THE RIGHT TO ACCEPT OR REJECT ANY/ALL TENDER(S) WITHOUT ASSIGNING ANY REASON.**

## SECURITY AND PAYMENT

1. The tenderer will have to deposit an Earnest Money of **Rs. 1,00,000/-** (Rupees one Lakh only) vide Bank Draft in favour of **Jamia Hamdard along with tender, failing which the tender will be rejected.**
2. The Earnest Money of the tenderer, whose tender is not accepted, will be refunded after a month of opening of tender.
3. The Earnest Money of the successful tenderer will be refunded after the agency deposits the security money in the finance section. The successful tenderer will have to deposit Rs. 4, 00,000/- (Rupees Four Lakh only) before taking over the contract.
4. The successful tenderer, if fails to deposit the money within two week from the date of issue of award offer, the Earnest Money will be forfeited and his tender will be rejected.
5. The successful tenderer will have to sign the contract with the University on a Non – judicial stamp paper of Rs. 50/- before taking over the Security.
6. The payment of the contract shall be made on a monthly basis. The payment will be released every successive month for which tenderer will have to forward the bill in duplicate duly pre-receipted to the University by last working day of the month for arranging the payment so that payment can be made to the Security personnel same day.
7. The successful tenderer/contractor shall have to provide staff as per the agreement made with the University. The same shall be monitored by the University and if the strength is found less, the proportionate recovery will be made.
8. The University will deduct the T.D.S. from the monthly payment made to the contactor, as per rules.

## **SUBMISSION OF TENDER**

1. The tender documents along with form can be downloaded from the University website: **[http//www. Jamiahamdard.edu](http://www.Jamiahamdard.edu)**. Tenders are to be submitted along with E.M.D. of **Rs. 1, 00,000/-** (Demand Draft) in favour of **Jamia Hamdard, latest by 24/2/2012 upto 2.30 p.m.**, under the sealed cover envelope clearly super – scribed **“TENDER FOR THE SECURITY ARRAGEMENTS”**.
2. The tender will be opened at 3.00 p.m. on 27/2/2012 in the Conference room of Faculty of Science 1<sup>st</sup> floor, Jamia Hamdard, New Delhi by a team of Officials in the presence of tenderers, or as notified.
3. The firm submitting the tender should be duly licensed Security Agency registered with the appropriate Government to provide the Security Services.
4. The firm should clearly indicate the addresses of Corporate Office, Branch Offices and name of the Directors on its printed letter heads.
5. The Income Tax Account Number i.e. PAN, TAN etc. should be mentioned.
6. The tender has to be submitted for the service contract to provide Security Supervisors/Security Guards/ Gunmen on the payment of consolidated amount on the monthly basis, which should not be less than the prevalent rates of minimum wages act as notified by the Government of N.C.T. of Delhi. Jamia Hamdard will not be responsible for any other liabilities.
7. The documents in support of the information mentioned above should be enclosed with the tender form.

**Hamdard University**  
**(Jamia Hamdard)**  
**Hamdard Nagar, New Delhi – 62**

**TENDER PROFORMA FOR HIRING OF SERVICES**  
Rates of wages for security arrangement per person/month

Sl. No.	Designation	Details of Wages ( Amount in Rupees)					Total	Remarks
		Wages Rs.	EPF Rs.	ESI Rs.	Agency Charge	Service Tax		Grand Total
1.	Security Supervisor (Ex –Man)							
2.	Security Guards (preferably Ex – Man)							
3.	Gunman							

I/we accept all the terms & conditions stipulated in the Tender Document supplied to us.

I/We also undertake to declare that the informations /records supplied by us with the Tender Proforma are true and correct to the best of my /our knowledge and belief.

Details of Bank Draft (Earnest money):

Draft No. \_\_\_\_\_ Date \_\_\_\_\_ Amount \_\_\_\_\_ Signature \_\_\_\_\_

Bank \_\_\_\_\_

Name of Contractor \_\_\_\_\_

Agency \_\_\_\_\_

Telephone no. \_\_\_\_\_

Seal \_\_\_\_\_

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

Place: \_\_\_\_\_