



TENDER NO.: JH/GA/Tender-1/2017

TENDER FOR HIRING OF SECURITY SERVICES IN JAMIA HAMDARD

JAMIA HAMDARD
HAMDARD NAGAR, NEW DELHI-110062

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JAMIA HAMDARD
Hamdard Nagar, New Delhi 110062
Phone: 011-26059668

TENDER NOTICE

Tenders are invited under Two-Bid system from reputed agencies, either by themselves or as a joint venture/consortium/partnership having capacity to provide the required number of uniformed trained manpower for the Security Services at Jamia Hamdard, Hamdard Nagar, New Delhi-110062 for a period of one year on contract basis/outsourcing basis, which can further be extended for another one year period, subject to performance and mutual agreement.

The detailed Tender Document can be downloaded from Jamia Hamdard website <http://www.jamiahamdard.ac.in> and submitted to Registrar, Jamia Hamdard along with a Bank Draft of Rs.5000/- towards tender fee and notified EMD (refundable). The last date for submission of **Tender is 23.10.2017 and tenders will be opened on 24.10.2017 at 3.00 p.m. at IQAC Committee Room, III Floor, Administrative Block, Jamia Hamdard.**

(Prof. Ehsan Ahmad Khan)
Acting Registrar

1. INSTRUCTIONS TO BIDDERS

Jamia Hamdard is a Deemed Central Funded University established under UGC Act 1956. It imparts education from Under Graduate to Post Graduate and research level in various disciplines. It is spread over an area of about 91 acres and located in Hamdard Nagar, New Delhi-110062 and it consists of various administrative, academic, hostel, other buildings including lawn play ground etc.:

A) *Administrative & Academic Buildings:*

1. Administrative Block consists of VC Office, Registrar Office, Finance & Accounts Office and Admission & Examination Office.
2. Hamdard Institute of Medical Science & Research (HIMSR)
3. School of Unani Medicine
4. School of Nursing and Allied Health
5. School of Pharmaceutical Education and Research
6. School of Chemical & Life Sciences
7. School of Engineering Sciences & Technology
8. School of Interdisciplinary Sciences
9. School of Management and Business Studies
10. School of Humanities and Social Sciences
11. Gymnasium
12. Hkm. Mohd. Saeed Library
13. Students Welfare Centre
14. Hall of Residence Boys & Girls
15. Scholars House
16. Hamdard Archives
17. Residential Buildings:
 - (i) Vice Chancellor and Chancellor's Lodges
 - (ii) Residential Houses and Flats at University campus and Pulpehladpur campus
 - (iii) Convention Centre
 - (iv) Lawns
 - (v) Playgrounds

B) *Hospitals:*

1. Hakeem Abdul Hameed Centenary Hospital (Old and new Block)
2. Majeedia Hospital (Unani)

**The above list is only illustrative. The Agency shall be responsible for the security of the entire Campus which includes all the movable and immovable assets of JH, open lands as also the buildings under construction, and also that of its employees/invitees and guests inclusive of machines & equipments installations, fixtures, labs, vehicles etc. and other establishments maintained by the Jamia Hamdard.*

For further clarification, the tenderer may contact the Security Officer, Jamia Hamdard.

2. **SUBMISSION OF TENDER**

Sealed tenders are invited from duly licensed and registered security firms for “**Hiring of Security Services**” at Jamia Hamdard, New Delhi. Tender duly super scribed as “Tender for Security Services” and Tender No. with due date for submission of tender and should be addressed to the Registrar, Jamia Hamdard, Hamdard Nagar New Delhi-110062 as per following schedule:

Tender Fee (Non-refundable)	EMD (Refundable)	Last date, time & Venue for submission of tender	Date, Time & Place for opening of bids
Rs. 5000/-	Rs. 5,00,000/- (Five Lakh Only)	15.10.2017 by 3:00 PM., Purchase Office	24.10.2017 at 3:00 PM, IQAC Committee Room, III Floor, Administrative Block

3. **Eligibility Criteria:**

- 3.1 All security agencies who are providing similar kind of services for at least last five consecutive years and having annual average turnover of Rs. Five Crores during the last three financial years in the books of accounts.
- 3.2 The bidder should have the experience of completion of similar works in any of the Institutions/Autonomous bodies/Universities/Hospitals/ Public Sector undertakings of the Government of India or Government of NCT of Delhi or any other State Government or Public Sector Banks or Local bodies/Municipalities. However work experience at Universities and hospitals will be preferred.
- 3.3 The bidder should have a license under PSARA (Private Security Agencies Regulation Act 2005 and Delhi Private Security agencies Rules 2009).
- 3.4 The bidder should have EPF, ESIC and Service Tax registration numbers.
- 3.5 The bidder should have registration with the contract labour (Regulation & Abolition) Act, 1970.
- 3.6 The bidder should be registered under the Shops & Establishment Act of Delhi Administration.
- 3.7 If ISO certified, please enclose documentary proof.
- 3.8 The bidder should not be debarred or blacklisted by any Govt. Dept. /Organization.
- 3.9 There should NOT be any legal or other impediment(s) which should prevent the bidder from discharging the said services

QUALIFICATION OF THE BIDDERS:-

- 4.1 The Bidder, to qualify for the award of contract, shall submit a written power of attorney authorizing the signatories of the bid to participate in the bid.
- 4.2 (a) Memorandum of Understanding shall be provided in case the Bidder comprises of Joint venture/Consortium/Partnership.
(b) Nomination of one of the members of the partnership, consortium or joint venture to be in charge and this authorization shall be covered in the power of attorney signed by the legally authorized signatories of all members of consortium/joint venture/partnership firm;
(c) Details of the intended participation by each member shall be furnished with complete details of the proposed division on responsibilities and corporate relationships among the individual members.
- 4.3. The bidder shall submit full details of his ownership and control or, if the bidder is in a partnership, joint venture or consortium, full details of ownership and control of each member thereof.
- 4.4. Bidder or members of a partnership, joint venture or consortium shall submit a copy of PAN card No. under the Income Tax Act. Bidder will also submit audited profit & loss Account, Balance sheet of last three financial years i.e. 2014-15, 2015-16, 2016-17.
- 4.5 Bidder must submit copies of all documents required, duly self- attested, along with technical bid of the tender.
- 4.6 Each bidder (each member in the case of partnership firm/joint venture/consortium) or any associate is required to confirm and declare with his bid that no agent, middleman or any intermediary has been, or will be, engaged to provide any services, or any other item or work related to the award and performance of this contract. They will have to further confirm and declare that no agency commission or any payment which may be construed as an agency commission has been or will be paid and that the tender price will not include any sub amount. If Jamia Hamdard (JH) subsequently finds to the contrary, the Jamia Hamdard reserves the right to declare the Bidder as non-compliant and declare any contract if already awarded to the Bidder to be null and void.
- 4.7 Canvassing or offer of an advantage or any other inducement by any person with a view to influence acceptance of a bid will be an offence under Laws of India. Such action will result in the rejection of bid, in addition to other punitive measures.

5. DURATION OF CONTRACT:-

- 5.1 The contract may be valid initially for one year if not terminated. The University reserves the right to curtail or to extend the validity of contract. If extended the same rates, terms and conditions will be applied for such period as may be agreed by both the parties.

VISIT TO JAMIA HAMDARD:-

- 5.2 The bidder is required to provide security services to Jamia Hamdard and is advised to visit between 9th October to 21st October, 2017 (9:00 AM to 5:00 PM) and acquaint himself with the operational system. The costs of visiting shall be borne by the bidder. It shall be deemed that the contractor has undertaken a visit to the University and is aware of the operational conditions and its related requirements prior/after the submission of the tender documents.

6. ONE BID PER BIDDER:-

Each bidder shall submit only one tender either by himself or as a partner in joint venture or as a member of consortium. If a bidder or if any of the partners in a joint venture or any one of the members of the consortium participate in more than one bid, the bids are liable to be rejected.

7. COST OF BID:-

The bidder shall bear all costs spent on the preparation and submission of his bid and the University, in no case shall be responsible or liable for these costs, regardless of the conduct or outcome of the tender process.

8. BID PRICES:-

- 8.1 Bidder shall quote the rates in Indian Rupees for the entire contract on a 'single responsibility' basis such that the Tender price covers contractor's all obligations mentioned in or to be reasonably inferred from the Tender document in respect of the Security Services at Jamia Hamdard. This includes all the liabilities of the contractor such as cost of complete uniform, identity cards of personnel deployed by the contractor, including Torch, Lathi, Motorola sets, Gun with cartridges, Motor cycle/cycle and all other statutory obligations like payment of Minimum Wages, ESI, PF contributions (Employee share)/Liabilities, leave reserve, service charges, all kinds of taxes etc. i.e. GST/ service tax which should be clearly stated by the contractor.
- 8.2 The rates and prices quoted by the bidder shall be **inclusive** of Service Tax and all other taxes.

8.3 The offers of those perspective bidders which do not meet the statutory requirements are liable to be rejected. Over and above the CA of JH reserve the right to reject any or all bidding without assigning any reason thereof.

9. FORM OF BID:-

9.1 Each and every paper of the Form of Bid shall be completed in all respects and duly signed and stamped by an authorized and empowered representatives of the Bidder. If the Bidder comprises a partnership firm, consortium or a joint venture, the Form of Bid shall be signed by a duly authorized representative of each member of participant thereof. Signatures on the Form of Bid shall be witnessed and dated. Copies of relevant power of attorney shall be attached.

Submission of Bids :

9.2.1 The bidder shall submit the Technical Bid in a separate sealed cover and the Financial Bid in another sealed cover duly superscribed and all these two sealed covers are to be put in a bigger cover which should also be sealed and duly superscribed.

9.2.2 The sealed cover of Technical Bid should consist of the following documents:-

- (a) Bid Security (Earnest Money Deposit) for an amount of Rs. Five Lakhs in the form of an Account Payee DD in favour of The Registrar, Jamia Hamdard payable at New Delhi.
- (b) Self-attested one recent passport size photograph(s) of the authorized person(s) of the firm/agency with name, designation, Office/Residential address and office Telephone numbers, whether the bidder is a sole proprietor/partnership firm and if partnership firm, names, addresses and telephone numbers of Directors/Partners also;
- (c) Self attested copy of PAN card under Income Tax Act;
- (d) Self attested copy of Service Tax/GST Registration Number,
- (e) Self attested copy of Valid Registration No. of the Agency/Firm;
- (f) Self attested copy of valid Provident Fund Registration Number;
- (g) Self attested copy of valid ESI Registration Number,
- (h) Self attested copy of valid License and Number under Contract Labour Act and under any other Acts/Rules;
- (i) Proof of valid DGR sponsorship or proof of being run by Ex- serviceman/ex-Para-Military personnel;

(j) Proof of Average Annual turnover as stated in Clause 3.1 supported by audited Balance Sheet and P&L Account of last 3 Financial years i.e. FY 2014-15, 2015-16 and 2016-17.

(k) Proof of experience as stated in Clause 3.2 and 3.3 supported by documents from the concerned organizations; and

(l) Duly filled and signed **Annexure-III, IV, VII and VIII.**

9.2.3 The sealed cover of Financial Bid should contain **Annexure-IV** i.e. Price bid in original in a separate envelope duly filled in figures and words.

9.2.4 All the sealed envelopes shall be addressed to the Registrar, Jamia Hamdard and may be submitted in the Registrar's Office.

9.2.5 The tender shall remain valid and open for acceptance for a period of 90 days from the last date of submission of tender.

LATE AND DELAYED TENDERS:-

9.3.1. Bids must be submitted in the Purchase Office as mentioned above not later than the date and time stipulated. The Registrar may, at its discretion, extend the deadline for submission of bids in which case all rights and obligations of the University and the Bidder will be the same.

9.3.2. Any bid received by the Office after the deadline for submission of bids, as stipulated above, shall not be considered and will be returned unopened to the bidder.

10 BID OPENING AND EVALUATION:-

10.1.1. The authorized Committee of Jamia Hamdard will open the Pre-qualification/Technical Bids in the presence of the Bidders or of their representatives who choose to attend at the appointed place and time.

10.1.2. The bid of any bidder who has not complied with one or more of the conditions prescribed in the terms and conditions will be summarily rejected.

10.1.3. Conditional bids will also be summarily rejected.

10.1.4. Subsequently, the selected technical bids will be evaluated as per the methodology given in the **Annexure-V** of the Tender document.

10.1.5. Financial bids of only the technically qualified bidders will be opened for evaluation in the presence of qualified bidders.

RIGHT TO ACCEPT ANY BID AND TO REJECT ANY OR ALL BIDS:-

- 10.2.1. The Jamia Hamdard, is not bound to accept the lowest or any bid and may at any time by notice in writing to the bidders terminate the tendering process.
- 10.2.2. The Jamia Hamdard, may terminate the contract if it is found that the contractor is black listed on previous occasions by the any of the Departments/Institutions/Local Bodies/Municipalities/Public Sector Undertakings, etc.
- 10.2.3. The Jamia Hamdard, may terminate the contract in the event of successful bidder fails to furnish the Performance Security or fails to execute the agreement within stipulated time.

11. AWARD OF CONTRACT:-

- 11.1.1. The Registrar, Jamia Hamdard will award the contract to the successful evaluated bidder whose bid has been found to be responsive and who is eligible and qualified to perform the contract satisfactorily as per the terms and conditions incorporated in the bidding document.
- 11.1.2. The Registrar, Jamia Hamdard, will communicate the successful bidder by letter transmitted by Registered post that his bid has been accepted. This letter (hereinafter and in the condition of contract called the "Letter of Offer") shall prescribe the amount which Jamia Hamdard will pay to the contractor in consideration of the execution of work/services by the contractor as prescribed in the contract.
- 11.1.3. The successful bidder will be required to execute an Agreement within a period of 30 days from the date of issue of Letter of Offer.
- 11.1.4. The successful bidder shall be required to furnish a Performance Security within 15 days of receipt of 'Letter of Offer' for an amount of **Rs. 30 Lakhs only or equal to one month billing amount** whichever is higher in the form of an Account Payee Demand Draft.
- 11.1.5. Failure of the successful bidder to comply with the requirements of above clause shall constitute sufficient ground or the annulment of the award and forfeiture of Bid Security.

12. TERMS AND CONDITIONS

1. The tenderer will have to deposit an Earnest Money of Rs. 5,00,000/- (Five Lakhs Only) towards security in the form of Bank Draft in favour of Registrar, Jamia Hamdard payable at New Delhi, along with tender, failing which the tender will be out rightly rejected. Cheques will not be accepted.
2. The Earnest Money of the tenderers whose tender are not accepted, will be refunded after a month of opening of the tender without any interest.
3. The Earnest Money of the successful tenderer will be adjusted with the security deposit. The security money will not attract any interest and will be refunded only after completion/termination of contract.
4. The successful tenderer, if fails to deposit the security money within two weeks from the date of issue of award offer, the Earnest Money will be forfeited and his tender will be rejected. He will be black listed for taking up any contract job in Jamia Hamdard.
5. The successful tenderer shall have to sign a Contract Agreement with the Jamia Hamdard within a period of 30 days from the date of issue of award letter.
6. Initially the Agency selected, will remain on a probation period of three months. Depending upon performance, further extension of nine months can be granted. Thereafter, the same shall be renewable for another period of one year on mutually agreed terms and conditions subject to its satisfactory service by the agency.
7. The bidder should have experience for providing services of security staff in Govt. Depts/ PSUs/ Autonomous Institutions/ Universities/ Hospitals/Concerns of high repute.
8. It is required that the successful Tenderer shall obtain a valid labour license from the office of the Labour Commissioner for the workmen. (as per requirement of law). Due preference will be given to those agencies, having experience of providing security services in universities/hospitals.
9. The bidders may submit their duly sealed Tender by Registered post or by hand at the address specified in the Notice Inviting bids not later than the time and date specified therein. In the event of the specified date for the submission of tender being declared a holiday for the JH or a national holiday, the tender will be received up to the appointed time on the **next working day**.
10. The tenders received after the deadline for submission of bids prescribed by the JH shall be rejected, and such tenders shall be marked as “belated” and shall NOT be considered for further evaluation.
11. Jamia Hamdard shall not be responsible for any delay, loss or non-receipt of tender documents sent by post.

12. The Tenderer should take care that the rates quoted are written clearly (both in figures and in words). All corrections should be attested under full signature of the Tenderer/Authorised Signatory. Corrections where necessary should be made scoring the wrong words/figures by drawing a line across them and attesting these with the full authorised signature of the bidder/contractor. These shall not be erased or overwritten.
13. Issuance of tender document should not automatically be construed that the bidder is considered qualified. The JH Authority has the right to reject any bid on technical grounds without assigning any reason. In such an eventuality, JH will return the EMD of the participant bidder. However, no interest amount shall be paid.
14. The tenderer submitting tender would be deemed to have considered and accepted all the terms and conditions as incorporated in the Tender Document.
15. The successful tenderer shall deploy Security Guards (40% ex servicemen from armed forces)/Supervisors (only ex servicemen) from armed forces) on payment of a consolidated amount on monthly basis through a bank ECS, which should not be less than the prevalent rates of Minimum Wages as notified by the appropriate Government from time to time. After a notification in the hike of minimum wages by the concerned Government, the successful tenderer will write to Registrar/Advisor Security for the implementation of minimum wages to the security staff on duty. After issuance of necessary orders by JH, successful bidder will raise the bill for the next month with the enhanced rates alongwith a copy of Government notification. All other obligations as per the existing laws will be borne by the concerned Security Agency without any liabilities to the JH.
16. The payment of the contract shall be made on monthly basis. The payment will be released every successive months for which contractor will have to forward the bill in duplicate duly pre-receipted to the JH by 7th of the month for arranging the payment. The challan along with bill will have to be produced by the contractor for deposit of statutory payments.
17. The contractor shall be responsible for opening of bank account of each employee to nearby bank on their own cost in order to transfer the salaries of employee directly to their account and individual salary slip. The contractor shall maintain all the records and authorized representative of JH shall be entitled to inspect all such records at any time.
18. The successful tenderer/contractor shall have to deploy staff as per the agreement made with the JH. The same shall be monitored by the JH and if the strength is found less, the proportionate recovery will be made.
19. The JH will recover T.D.S. from monthly payment made to the tenderer, as per University rules.
20. All rates should be inclusive of the prevailing taxes/payments payable in accordance with the law of the land.

21. Computation of wages/rates shall be on the basis of per individual/hand in each category as given out in the Financial Bid. However, due consideration shall be given to the overall consolidated wages and fulfillment of eligibility and their conditions while selecting the successful bidder.
22. The Contractor will ensure that each & every employee is covered under the provision of ESIC Act 1948 and EPF Act 1952 and the scheme ceased there under. The Contractor will have to retain the existing manpower throughout the pendency of the contract, as per the list of the existing manpower attached with our enquiry.
23. The contractor shall be liable to deduct the employees contribution of EPF and ESIC and deposit the same along with his part of the contribution of EPF and ESIC to the respective authorities within the statutory periods and shall provide a copy of the deposit challan under his signature to the institute. The service provider shall regularly maintain proper record in this regard, which can be inspected by the appropriate authority of the institute at any time. Service charge/GST will not be applicable on EPF and ESI.
24. The JH shall not be responsible for the payment of the wages/compensation to the staff/employees engaged by the Tenderer.
25. The contract can be terminated by giving three months notice from either side.
26. The JH shall not be responsible for any compensation, which may be required to be paid to the worker(s) of the agency consequent upon any injury/mishap.
27. A list of the employees/personnel with qualification, experience and DOB, engaged by the Agency/Contractor, shall be provided to the JH at the time of taking over the assigned services and subsequently in the first week of each quarter i.e. January, April, July and October or directed by Jamia Hamdard
28. The antecedents of each security staff deployed shall be got verified by the Contractor from local police authority and an undertaking in this regard to be submitted to the Jamia Hamdard Administration and JH Administration shall ensure that the Contractor complies with the provisions.
29. All liabilities arising out of accident or death while on duty shall be borne by the contractor.
30. The security staff shall not accept any gratitude or reward in any shape.
31. The contractor shall have his own Establishment/set up/mechanism/Training institute to provide training aids or should have tied up with a training institute, with 2-3 Ex-Servicemen/Ex-Para Military Forces/Ex-Police for training purpose at his own cost to ensure correct and satisfactory performance of his liabilities and responsibilities under the contract.

33. The JH administration/In charge-Security shall have the right to have any person removed that is considered to be undesirable or otherwise and similarly Contractor reserves the right to change the staff with prior intimation to the JH administration/ In charge-Security.
34. The personnel engaged by the contractor shall be dressed in neat and clean uniform (including proper name badges), failing which invites a penalty of Rs.1,000/- each occasions and habitual offenders in this regard shall be removed from the Department. The penalty on this account shall be deducted from the Contractor's bills.
35. (a) In case any of contractor's personnel(s) deployed under the contract is (are) absent, a penalty equal to double the wages of number of guards/supervisors absent on that particular day shall be levied by the Department and the same shall be deducted from the contractor's bills.
- (b) In case any of contractor's personnel deployed under the contract fails to report in time and contractor is unable to provide suitable substitute in time for the same it will be treated as absence and penalty as mentioned in point 35 (a) shall be levied.
- (c) In case any public complaint is received attributable to misconduct/misbehavior of contractor's personnel, a penalty of Rs.1,000/- for each such incident shall be levied and the same shall be deducted from contractor's bill. Further the concerned contractor's personnel shall be removed from the Jamia Hamdard immediately.
- (d) In case the contractor fails to commence/execute the work as stipulated in the agreement or unsatisfactory performance or does not meet the statutory requirements of the contract, Jamia Hamdard reserves the right to impose the penalty as detailed below:-
- i) Upto 10% of monthly bill per week, up to four weeks delays.
 - ii) After four weeks delay JH reserves the right to cancel the contract and withhold the agreement and get this job be carried out preferably from other contractor(s) registered with DGR and then from open market or with other agencies if DGR registered agencies are not in a position to provide such Contractor(s). The difference if any will be recovered from the defaulter contractor and also shall be black listed for a period of 4 years from participating in such type of tender and his earnest money/security deposit may also be forfeited, if so warranted.
36. The agency shall at its own cost provide uniform to its personnel along with necessary equipment/tools for discharging services and speedy execution of their tasks.
37. The Tenderer/Contractor will issue Identity Cards to their staff in consultation with officer authorized by the JH, clearly indicating the place of deployment, i.e. 'JAMIA' failing which no entry will be allowed inside the Campus. This will be provided by the Tenderer/contractor at its own cost.

38. The eight hours shift is changeable and shall be fixed by the University from time to time depending upon the requirements. Prolong duty hours (more than 8 hrs. at a stretch) shall not be allowed. No payment shall be made by the University for double duty, if any. Payment of extra work or duty will be on the recommendation of the HOD / Dean of the School and approved by the In charge-Security. The personnel will have to report to the University's security office at least 15 minutes in advance of the commencement of the shift for collecting necessary documents/instructions, and to complete all other required formalities as approved by the University.
39. The Agency/Contractor shall be responsible to the Registrar and/or to an officer authorized by the JH for the execution of day to-day work of the Campus.
40. The instructions/orders issued by the JH from time to time shall also be followed by the Agency/Contractor and his employees.
41. The agency will regularly check all the contract staff and other staff including students and visitors of JH as indicated by the JH from time to time as required.
42. Those rendering services, as part of the Tender shall adhere to the norms, policies, rules/regulations and directions of the Jamia Hamdard, as framed and issued from time to time.
43. Those rendering services shall as part of the Tender have no claim whatsoever to any employment or preference in employment, regularization, absorption, selection to appointment, continuity in services etc. with the Jamia Hamdard.
44. For all purposes and intents (practical or otherwise) those rendering services as part of the Tender shall be agents/ employees/workmen /servants of the Tenderer and there shall be No Contractual (or otherwise) Relationship with Jamia Hamdard, of any nature whatsoever.
45. The Tenderer has to assure the Jamia Hamdard that those rendering services as part of the Tender have been explained and read out the true meaning and import of the terms and conditions of the tender applied for and that they have accepted the same.
46. The Tenderer has to assure the Jamia Hamdard that those rendering services as part of the Tender and that, their services are perfectly valid, legal and NOT in violation of any civil, criminal, labour, Municipal and/or industrial law.
47. The Tenderer has to assure the Jamia Hamdard that in case of any violation of any law whatsoever in rendering such services as incorporated in the tender document, the liability (in absolute as also in relative terms) shall be of the Tenderer and that the JH shall not be in any manner (pecuniary or otherwise) responsible for the same.
48. Those discharging/rendering services in the JH as part of the Tender shall do so diligently, honestly, fairly, competently.
49. Those required to discharge/render services in the JH as part of the Tender shall be required to fulfill the criteria of educational/technical qualifications as also experience as incorporated in the Tender Document.

50. The agency shall ensure that the personnel discharging/rendering services have sound health, good character, conduct/behaviour and competency to perform the work for which they are required. The deployment of security guards and supervisors would be approved by a Committee constituted by the Competent Authority of Jamia Hamdard. The JH reserves the right to ask the agency for the removal/disengagement from the premises any person considered to be incompetent, disorderly, and cantankerous or for any other reason.
51. The contractor shall have his own establishment/Setup/Mechanism, etc. at his own cost to ensure correct and satisfactory performance of his liabilities and responsibilities under the contract.
52. The JH reserves the rights to increase or decrease the personnel deployed by the agency as per its need, without assigning any reason. The Agency shall make arrangements for any additional staff as may be required by the JH.
53. The Agency shall be responsible to provide immediate replacement in place of any personnel, who is not available for duty, for any reason, whatsoever.
54. The Agency shall make its own arrangements for the stay of their staff deployed in the JH. No residential accommodation will be provided by the JH.
55. The personnel shall be available at the place of their duties as per roster and shall not leave the place of duty without prior permission of the Security Officer or Security In-Charge.
56. If the contractor is a joint venture/consortium/group/partnership of two or more persons, all such persons shall be jointly and severally liable to the Department for the fulfilment of the terms of the contract. Such persons shall designate one of them to act as leader with authority to sign. The joint venture/consortium/group/partnership shall not be altered without the approval of the Department.
57. The contractor shall not engage any such sub contractor or transfer the contract to any other person in any manner.
58. The contractor shall indemnify and hold the Department harmless from and against all claims, damages, losses and expenses arising out of, or resulting from the works/services under the contract provided by the contractor.
59. In the event of any theft/loss being occurred to the JH on account of negligence of agency/contractor's employees, the agency/contractor shall make good the loss sustained by the Jamia either by the replacement, or on payment of adequate compensation as decided by the JH.
60. The Security Guards/Supervisors provided by the agency should not entertain staff of JH/relatives/friends while on duty. No one except the Guards should man the post.
61. The Agency providing security shall be responsible for all security measures and arrangement to safeguard both movable and immovable properties of the JH. For this purpose, it has to perform both mobile and static duties and managing of entry and exit points.
62. The Agency shall provide the services of trained personnel, who shall observe discipline, decency, decorum and the code of conduct and due mannerism. The personnel engaged should be alert, active and professional in their dealings/approach.

63. The security agency shall provide the services of trained and experienced Security Supervisor and Security Guards. The Security Supervisor shall not be below 25 years of age and above 50 years of age. The Security Guard shall not be below 18 years of age above 50 years of age. Qualification, experience and training of Supervisor and Security Guard as given out in the **Annexure- VI** must be strictly complied with.
64. The security agency shall ensure provision of highly trained Security Supervisors and security guards with respect to watch and ward duties, protection of materials, prevention and reporting and taking precautionary measures against fire, encroachments of properties/land of JH entrusted to his charge and traffic control and parking of vehicles inside the JH's premises.
65. Security agency will be responsible to clear off stray Dogs and other stray animals from the campus of Jamia Hamdard within three months of award of contract.
66. The agency providing security shall regularly check their security guards for alertness, discipline and Code of Conduct as indicated by the JH. Such inspections/checks should be performed at-least once in day time, at night and record of the same to be maintained and be shared with JH along with action taken as and when asked for.
67. Security staff other than ex-servicemen shall be minimum 12th pass and training minimum of five days duration for providing security and fire fighting services.
68. The contractor shall get guards and supervisors screened for visual, hearing, gross physical defects and contagious diseases and will provide a certificate to this effect for each personnel deployed. Only physically fit personnel shall be deployed for duty.
69. The bidder should be registered with the concerned authorities of Labour Department under Contract Labour (R&A) Act 1970 and Delhi Works Contract Act (wherever applicable).
70. The bidder should be registered with the concerned authorities of batches by Civil Defense and Fire Service Departments for deployed manpower. During this training, contractor shall have to arrange for substitute for the staff undergoing training. (Smaller Departments can tie up with bigger Departments in neighborhood for such trainings).
71. Security staff engaged by the contractor shall not take part in any staff union and association activities in and around the Jamia Hamdard.
72. Any notification for modifications in these terms etc. shall be through Corrigendum/Addendum which shall be notified on the JH website: <http://www.jamiahamdard.ac.in>.

73. The payment would be made at the end of every month based on the actual shift manned/operated by the personnel supplied by the contractor and based on the documentary proof viz. job completion certificate jointly signed by the representative of the University (workplace) and the contractor/his representative/personnel authorized by him and certified by In charge-Security. No other claim on whatever account shall be entertained by the University.
74. If as a result of post payment audit any overpayment is detected in respect of any work done by the agency or alleged to have done by the agency under the tender, it shall be recovered by the Jamia Hamdard from the agency.
75. The Vice-Chancellor, JH shall be the final Authority for settlement of any dispute and his interpretation of any Clause/term/condition(s) of this document shall be final and binding and the jurisdiction for Court of Law shall be Delhi/New Delhi.

Self-Declaration to be given by the bidder

Tender's Reference No. & Date :

Tenderer's Name & Address :

Person to be contacted :

Designation :

Telephone No. (Land line) :

Mobile No. :

Fax No. :

Email: :

To
The Registrar,
Jamia Hamdard,
Hamdard Nagar,
New Delhi-110062.

Sir,

We, the undersigned Tenderer, having carefully read and examined in detail the Terms and Conditions, and all bidding document in regard to the hiring of the Security Services at Jamia Hamdard and accept the same and also do hereby declare:

1. That we have not been blacklisted/debarred by CBI or any Government Organisation/Department or no any case of blacklisting etc. is pending against the firm at the time of submission of Tender.
2. That the tender submitted by us is properly prepared, sealed and superscribed so as to prevent any subsequent alteration and replacement.
3. That the Jamia Hamdard is not bound to accept the lowest or any bid that it may receive.
4. If I/We fail to commence the specified service or fail to furnish the Bank Guarantee within two weeks from the date of issue of award of contract offer, if selected, I/We agree that the JH, without prejudice to any other right or remedy available to the JH, be at liberty to forfeit the said earnest money absolutely and reject the tender as per the terms and conditions contained or referred in the Tender Document.

For and on behalf of the firm

(Firm's Name & Address)

(Signature of Authorized Signatory)

Name:

Designation

Phone No.:

E-Mail:

Seal:

Date:

Place:.....

JAMIA HAMDARD

SCOPE OF WORK OF THE CONTRACTOR

The contractor shall have to provide the security services in the Jamia Hamdard campus which is spread over an area of about 91 acres and it consists of various administrative, academic, hospital, sports, auditorium, guest houses, hostels, residential buildings etc. The estimated cost of tender is **Rs. 4,00,00,000/-** (Rupees Four Crores only).

The contractor shall ensure protection of the personnel & property of the Department, prevent trespass in the assigned area, perform watch and ward functions including night patrol on the various points and to prevent the entry of stray dogs and cattle and anti-social elements, unauthorized persons, students for whom campus is placed out of bound and vehicle into the campus.

DUTIES AND RESPONSIBILITY OF SECURITY STAFF:

1. The Security Supervisor will be responsible for overall security arrangement of the concerned Department covered in the contract.
2. Security Supervisor will ensure that all the instructions of the administration are strictly followed and there is no lapse of any kind.
3. No outsiders are allowed to enter in the building without proper Gate Pass issued by the Security Officer or Security In-Charge.
4. No items are allowed to be taken out without proper Gate Passes issued by the competent officers as laid down in the contract. The specimen signatures and telephone numbers of the above stated officers will be available with the Security personnel. Employees of Jamia Hamdard residing in residential flats of Jamia Hamdard will issue written authority slip to the Security personal for taking out the belongings.
5. The officers and staff of the University will keep the Identity cards with them got checking and allowing entry by the security personnel.
6. Deployment of Guards/Gunmen/Security Supervisors will be as per the instructions of the authorities of the University and the same will be monitored personally by the Security Officer or Security In-Charge from time to time and will be responsible for its optimum utilization. In girls hostel, preferably security duty of female guards may be assigned.
7. Security personnel deployed in the premises on holidays and Sundays will be assessed as per actual requirement and the number of personnel will be suitably reduced.
8. The Security Supervisor/Guard will also take round of all the important and sensitive points of the premises as specified by the University.
9. Security personnel shall also ensure door keeping duties.
10. The Guards on duty will also take care of vehicles, scooters/motor cycles/bicycles parked in the parking sites located within the premises of the University.

11. Entry of the street-dogs and stray cattles into the premises is to be prevented. It should be at once driven out, failing which penalty of Rs. 100/-per dog per day would be deducted from monthly bill. This will be implemented after one month from the date of award of letter.
12. The Guards on patrol duty should take care of all the water taps, valves, water hydrants, etc. installed in the open all over the premises.
13. It should be ensured that flower plants, trees and grassy lawns are not damaged either by the staff, students or by the outsiders or by stray cattle.
14. The Security Guards/Supervisors should be trained to extinguish fire with the help of fire extinguishing cylinders and other fire fighting material available on the spot. They will also help the fire fighting staff in extinguishing the fire or in any other natural calamities. Proper drill should be executed on ground basis or as directed by Security Officer or Security In-Charge.
15. In emergent situations, security staff/supervisor deployed shall also participate as per their role defined in the disaster plan, if any, of the Department. Guards/Supervisors should be sensitized for their role in such situations.
16. The Security Supervisor/Guards are required to display mature behavior, especially towards female staff and female visitors.
17. The Security Guard on duty shall not leave the premises until his reliever reports for duty.
18. The Security guards will ensure proper guarding of fitting of fixtures of various academic buildings/ Departments/ Hospital/ Residential blocks/ Offices etc and shall be responsible for any theft.
19. Any other provisions as advised by the University may be incorporated in the agreement. The same shall also be binding on the contractor.

**PARTICULARS OF THE AGENCY/FIRM SUBMITTING THE
TENDER FOR HIRING OF SECURITY SERVICES**

1. Name of the Firm/Agency : _____

2. Registered address with Telephone No. : _____

3. Name & Address of Branch, if any : _____

4. Type of Organization : _____

(whether sole proprietorship/

partnership/Private Limited for

Cooperative body etc. attach Proof)

5. Name of Proprietor/ Partners/ Directors : _____
Of the Organization/ Firm

6. Name, Designation, Address & Tel. No. : _____

(Authorised person of Firm/Agency to deal with)

7. *Registration No. : _____
Under Company's Act) : _____
8. *PAN No. : _____
9. *Service Tax No. : _____
10. *E.S.I.C. No. : _____
11. *E.P. F. No. : _____
12. *Registration No.under Shop &
Establishment Act : _____
13. Experience : Total No. of years _____
(List of References wherever worked/
working with documentary proof) : _____
14. Tender Fee: Rs.5000/-
DD/JH Cash Receipt No.....Date.....Issued from.....
15. Earnest Money : (a) Bank Draft No. _____
(To be deposited along with Tender (b) Date _____
Document, Bank Draft to be in : (c) Rs.5,00,000/-
favour of "The Registrar, Jamia Hamdard"
Payable at New Delhi.: : (d) Drawn on _____

Note:-*Attach self attested copies of Proof and Evidence of depositing Service Tax/E.S.I.C./E.P.F, Registration under Company's Act & Shop & Establishment Act Delhi Administration.

**Authorized Signature
Seal with date**

Items	Security Guards		Security Guards (Ex Servicemen)		Supervisor (Ex Servicemen)	
	Amount Per day	Amount per month	Amount Per day	Amount per month	Amount Per day	Amount per month
Minimum wages						
EPF @						
ESIC @						
Total Wages						
Service Charge						
GST, if applicable						
Grand Total (in figures and words)						

- Service charge shall include contractor profit, Uniforms of guards and supervisors, batches, walky-talkies, conveyance and any other item required for security guard. No Service charge will be given on EPF and ESI.

Note:-

1. Minimum wages shall be 8 Hrs. a day and shall included four off days in a month.
2. The Security Guard will be considered under the Semi-skilled category. Contractor shall provide uniformed and trained personnel and use its best endeavour to provide Security services to the Department for providing safety, monitoring and surveillance. Rates quoted will include all statutory obligations of the contractor under Minimum Wages Act, Contract Labour (R&A) Act, weekly-off replacement charges, cost of uniform of personnel deployed by the contractor, all kinds of taxes, service charges, etc. of the agency. The rate quoted will be for per shift of eight hours per person per day. If the minimum wages is revised by the Government of NCT of Delhi/Government of India, the incremental wages, if applicable, will be provided.
3. The offers/bids which are not in compliance of Minimum Wages Act and any other Labour laws will be treated as invalid.
4. The contract is for One year.
5. The number of manpower required mentioned in NIT is indicative and the actual quantity may vary.
6. The bidders may quote the rates in Indian Rupees.

6. **All the columns shall be clearly filled in ink legibly or typed. The tenderer should quote the number, rates and amount tendered by him/them in figures and as well as in words. Alterations, if any, unless legibly attested by the tenderer shall disqualify the tender. The tenderer shall take care that the rate and amount may be written in such a way that interpolation is not possible. No blanks should be left which would be otherwise made the tender liable for rejection.**

(Signature of Authorized Signatory)

Name:

Designation

Phone No.:

E-Mail:

Seal:

ANNEXURE- V

EVALUATION CRITERIA FOR TECHNICAL AND FINANCIAL POINTS

The firm/agency which fulfills criterion prescribed in the NIT and Terms and Conditions of the contract will be treated as Technically qualified. Check-list for technical bid for security services is at **Annexure-VIII**.

The financial bids of all the technically qualified firms/agencies/bidders will be opened for financial evaluation. The work will be awarded to the L-1 agency. In case, the financial bid of more than one agency is same as L-1, then the work will be awarded to the agency which has more turnover during financial year 2016-17 as per audited annual accounts. However the competent authority of Jamia Hamdard reserves the right to award the contract to any contractor other than L-1

JAMIA HAMDARD, NEW DELHI**Details of Manpower Required**

Sl. No	Details	Number	Remarks
1	Security Guards	Approximately 150	Female security guards will be deployed at Girl Hostels preferably.
2.	Supervisor	Approximately 08	
These numbers are indicative and can be revised anytime as per the requirement of the JH			

Age and other conditions**1. SECURITY GUARD**

Minimum Qualification: 10th Class Pass
Minimum Experience – 3 year Guarding (other than Ex-Serviceman)
Heights: 5 feet 7 inches
Chest Size: 40 inches
Maximum Age: 50 Years

2. FOR SECURITY SUPERVISORS

Minimum Qualification: Graduate and Ex- Servicemen
Minimum Experience for Graduates: 5 years in guarding service
Minimum Experiences for Ex-Servicemen: 6 years in guarding service
Height: 5 feet 7 inches.
Chest Size: 40 inches
Maximum Age: 50 Years
Presentable, soft but firm in handling people & situations.
Good oral & written Hindi/English communication skills.

(ON A STAMP PAPER of Rs.100/-)

UNDERTAKING

To
The Registrar
Jamia Hamdard
Hamdard Nagar, New Delhi- 110062

Name of the firm/Agency_____

Name of the tender_____Due date:_____

Sir,

1. I/We hereby agree to abide by all terms and conditions laid down in tender document.
2. This is to certify that I/We before signing this bid have read and fully understood all the terms and conditions and instructions contained therein and undertake myself/ourselves abide by the said terms and conditions.
3. I/We do hereby undertake that no agent, middleman or any intermediary has been, or will be, engaged to provide any services, or any other item or work related to the award and performance of this contract.

(Signature of the Bidder)
Name and Address of the Bidder
Telephone & Mob No.

JAMIA HAMDARD
CHECK-LIST FOR TECHNICAL BID FOR SECURITY
SERVICES

Sl.No.	Documents asked for	Page Number at which document is placed
1.	Bid Security (EMD) of Rs.5,00,000/- (Rupees Five Lakhs) in the form of DD issued by any scheduled commercial bank in favour of The Registrar, Jamia Hamdard.	
2.	One self-attested recent passport size photograph of the Authorized person of the firm/agency, with name, designation, address and office telephone numbers. If the bidder is a partnership firm, name, designation, address and office telephone numbers of Directors/ Partners also.	
3.	Undertaking on a Stamp paper of Rs.100/- (Rupees one hundred only) as per format prescribed in Annexure-VII .	
4.	Self-attested copy of the PAN card issued by the Income Tax Department with copy of Income-Tax Return of the last financial year.	
5.	Self-attested copy of GST/Service Tax Registration	
6.	Self-attested copy of valid Registration number of the firm/agency.	

7.	Self-attested copy of valid Provident Fund Registration number.	
8.	Self-attested copy of valid ESI Registration No.	
9.	Proof of experiences of last three financial years as specified in clause 3.2 and 3.3 of the NIT along with satisfactory performance certificates from the concerned employers.	
10.	Annual returns of previous three years supported by audited balance sheet and profit & Loss accounts (clause 3.1 of NIT)	
11.	Any other documents, if required.	

**Signature of the Bidder
(Name and Address of the Bidder)
Telephone & Mob No.**

Note: Photocopies of all necessary documents duly self-attested must be attached for verification of the information provided.