

**BIJU PATNAIK UNIVERSITY OF TECHNOLOGY, ODISHA**  
**CHHEND CAMPUS, KALINGA VIHAR, CHHEND, ROURKELA-769015**

**TENDER DOCUMENT FOR DEPLOYMENT OF SECURITY GUARDS AND OTHER  
PERSONNEL UNDER WATCH AND WARD FOR THE YEAR 2014-15**

**A. GENERAL INFORMATION:**

1	Tender Notice No./Date	:	BPUT/RKL/ 7921	dated: 08.08.2014
2	Period of contract	:	One year	
3	Last date and time for submission of Tender Documents.	:	02.09.2014 up to 12.30pm	
4	Date, Time, Venue of opening of Technical Bid	:	02.09.2014 at 03.30pm	
5	Date, Time, Venue of opening of Financial Bid	:	04.09.2014 at 03.30pm	
6	EMD (Refundable without interest)	:	Rs.20,000/- in shape of DD in favour of Biju Patnaik University of Technology, Odisha, payable at Rourkela.	
7	Security Deposit	:	Rs.40,000/-	
8	Tender Cost (Non Refundable)	:	Rs.500/- in shape of DD in favour of Biju Patnaik University of Technology, Odisha, payable at Rourkela.	

**B. TENDER/BID PARTICULARS**

- (a) Sealed tenders (Two bid system) are invited from registered security agencies for deployment of personnel under watch and ward for a period of one year for its offices both at Rourkela and Bhubaneswar.
- (b) Tenderers/bidders are advised to go through the tender document carefully before submitting the tender form. It will be presumed that the tenderer/bidder has considered and accepted all the terms and conditions of this tender. No enquiry, whatsoever verbal or written shall be entertained in respect of acceptance/rejection of the tender. **BIDS MUST BE UNCONDITIONAL.**
- (c) The bidders may apply for Rourkela or Bhubaneswar or both offices of BPUT.
- (d) The tender form is non transferable.
- (e) The following documents should be attached with Technical Bid.
  - (i) Self attested copy of PAN card.
  - (ii) Self attested copy of Service Tax Registration Certificate.
  - (iii) Self attested copy of Registration Certificate of the Agency as registered under Company/Partnership/Sole-Proprietor ship.
  - (iv) Self attested copy of Registration Certificate of the Agency for doing the business from Govt. and other agency as applicable.
  - (v) Self attested copy of valid Labour License.
  - (vi) EMD of Rs.20,000/- in shape of DD in favour of Biju Patnaik University of Technology, Odisha, payable at Rourkela.
  - (vii) Tender Cost of Rs.500/- in shape of DD in favour of Biju Patnaik University of Technology, Odisha, payable at Rourkela.

- (viii) Proof of the effect that the tenderer has experience of providing similar work during last three years in any of the Govt. Departments/Autonomous Body/ University/ PSU/Local Bodies/Municipalities etc. Proof of this effect is to be attached with the Technical Bid.
- (ix) The tender document with the terms and conditions duly signed by the authorized person of the agency with seal and date in each page.
- (x) Under taking the effect that the agency has not been blacklisted by the Government or the organization (Annexure-I).

### **C. PROCEDURE FOR SUBMISSION OF BIDS**

- (a) As this is a two bid system, the Technical Bid (**Page No.01 to 06**) along with requisite documents should be packed in one packet of sealed envelope which will be super scribed as “**Technical Bid**”. The Financial Bid (**page no.07**) should be in another sealed envelope super scribed as “**Financial Bid**”. These two separate sealed envelopes should be kept in a third single sealed envelope super scribed as “**Tender for Deployment of Personnel under Watch and Ward for the year 2014-15**”.
- (b) The tender should be submitted by dropping in the drop box kept at BPUT, Chhend Campus, Kalinga Vihar, Rourkela, or can be sent by post addressing to “**The Registrar, Biju Patnaik University of Technology, Odisha, Chhend Campus, Kalinga Vihar, Chhend, Rourkela-769015**” which should reached within the scheduled date and time. Tenders received beyond the scheduled date and time will be summarily rejected. The tenderer should mention his exact postal address on all envelopes in order to facilitate return of the bids, if necessary. Bids once submitted can not be withdrawn.

### **D. ELIGIBILITY:**

- (a) The tenderers should have the experience of providing similar works during last three years in any of the Govt. Departments/Autonomous Body/ University/ PSU/Local Bodies/Municipalities etc. Proof of this effect is to be attached with the Technical Bid.
- (b) The agency should have the valid Registration Certificates from Govt. and any other bodies of its own for running of the business, Service Tax Registration Certificates and PAN etc.
- (c) The agency should have not been black listed by any Government or other organizations.

### **E. TERMS AND CONDITIONS:**

- (a) Tenderers responding to this effect shall be deemed to be agreed to the terms and conditions herein contained. These terms and conditions shall be binding on the successful Tenderer. Tenders complying partly are liable to be rejected. Biju Patnaik University of Technology, Odisha, Rourkela, will process the tenders as per the standard procedures as followed by BPUT.
- (b) The tender should be submitted in the prescribed format only i.e. (Page No.01 to 07).
- (c) All the pages of the tender document, technical bid, financial bid and supported documents are required to be signed by the tenderer or the authorized

- representative on behalf of the tenderer along with the seal of the firm and date.
- (d) The tenderer should take care that no column in the tender should be left blank which would otherwise make the tender liable for rejection. If any column has to be left blank, it should be filled as **“Not Applicable”**.
  - (e) Any act or effort on the part of the tenderer to influence any body in the University is liable for rejection of the tender.
  - (f) Total security deposit of Rs.40,000/- has to be submitted by the successful bidder.
  - (g) The EMD of Rs.20,000/- submitted by the successful bidder shall be converted to security deposit and balance amount of Rs.20,000/- shall be deposited in shape of DD.
  - (h) The tender document shall become part and partial of the contract with the successful bidder. In no case, the agency shall engage any sub-contractor or transfer the contract to any other person/firm/agency in any manner.
  - (i) The tender not confirming the requirements of the University will be rejected and no correspondence there of shall be entertained, whatsoever.
  - (j) No person in Government service/employee of this University should be partner/member of the agency or should have any interest with the business of the agency.
  - (k) The rates are inclusive of all charges/taxes but exclusive of Service Tax. Service Tax will be paid extra, as applicable, over and above the rates quoted on reimbursement basis.
  - (l) No additional claim or claims for enhancement of rate will be entertained by the University during the contract period. However, enhancement of minimum rate of wages if any made by the government during the contract period may be considered.
  - (m) The security staff will be maintained on rolls and the agency will pay their salaries, allowances etc. meet the cost of the dress, shoe, cap and lathi as the case may be and deposit of EPF, ESI etc. with the concerned authorities.
  - (n) The agency shall designate one representative out of the personnel engaged who would liaison between BPUT and the agency and supervise the same.
  - (o) The contract shall be valid for one year and can be curtailed/ extended by the University. Either party can terminate the contract with 30days prior notice.
  - (p) The University shall recognize no employer-employee relationship between the University and the personnel deployed by the agency and there will be no legal obligation on the part of the University to provide employment to any of the personnel of the agency.
  - (q) The security personnel to be engaged by the successful tenderer should have toll and sound physique.
  - (r) The number of personnel may be changed by the University as per requirement. The selected agency will provide to the University, detailed information along with the photograph of the security and other personnel engaged. Any change should be intimated to the University within fifteen days.
  - (s) The selected agency will submit a police clearance certificate that no criminal record has been registered against the security and other personnel engaged.
  - (t) In case of any negligence noticed in the activities of the personnel and any loss caused due to negligence, the security deposit will be adjusted against the said loss and the agency will be asked to recoup the amount of deposit. In case of

- non-compliance of the above, the contract shall be terminated without any notice.
- (u) Any dispute shall be subject to the jurisdictions of Hon'ble High Court of Odisha.
  - (v) The EMD/Security deposit will be forfeited in the following conditions:
    - (i) If, at any stage, any of the information, declaration given by the bidder is found false or incorrect.
    - (ii) In case of lapse/default in honoring the terms and conditions at any time after submitting the tender.
    - (iii) In case of final selection of the bidder, if he fails to enter into the contract or fails to furnish the security deposit (balance amount)/providing the personnel as per requirement in accordance with the terms and conditions of the tender.
  - (w) The Financial Bid of the technically qualified bidders only shall be opened.
  - (x) The Financial Bid of the un-successful bidder while evaluating the Technical Bid shall not be opened and shall be kept in the file with the signature of all the Committee members with remark ***“Not opened because of disqualification in the Technical Bid”***.
  - (y) The EMD of unsuccessful bidders shall be returned after the successful bidder enters into contract with the University.
  - (z) The security deposit (carrying no interest) will be refunded in full after successful completion of the contract period.
  - (aa) The University shall also not be bound to accept the lowest tender.
  - (bb) The University reserves the right to reject any or all or part of tender without assigning any reason thereof.
  - (cc) The University will not under obligation, give any clarification to the agency/agencies whose bids are rejected/not selected.
  - (dd) Rates quoted should be without any condition from the tenderer. Conditional offer will be rejected.
  - (ee) The rate quoted should be in commensurate to the provisions of the Minimum Wages Act in force.

**(ff) Payment Terms:**

- (i) Payment will be made on monthly basis on submission of the bills in duplicate after satisfactory completion of the work assigned at approved rates after deducting of statutory dues and penalties if any.
- (ii) No advance will be paid.
- (iii) Payment is subject to ITDS under Section 194C of the Income Tax Act, 1961 at the prevailing rate.

# BIJU PATNAIK UNIVERSITY OF TECHNOLOGY, ODISHA

## TENDER FOR DEPLOYMENT OF SECURITY GUARDS AND OTHER PERSONNEL UNDER WATCH AND WARD FOR THE YEAR 2014-15

### TECHNICAL BID

1.	Tender No./Date	:	BPUT/RKL/ 7921	dated: 08.08.2014
2	Name and address of the Agency/Firm/Company/others	:		
3	Contract No. Telephone No./Mobile No./email ID etc.	:		
4	Registered under: (a) The Indian Companies Act. (b) The Indian Partnership Act.	:		
5	If the Agency/firm etc. is a sole proprietorship (give details)	:		
6	Name of the Proprietor/Managing Partner/Director etc.	:		
7	Registration No. of the Agency/firm etc.	:		
8	Permanent Account No. (PAN)	:		
9	Service Tax Registration No.	:		
10	Details of Tender Cost	:	DD No.	Date Bank
11	Details of EMD Rs.20,000/-	:	DD No.	Date Bank

This is to certify that, I/We have carefully gone through all the above contents of the tender documents, thereby fully understood the terms and conditions therein and undertake myself/ourselves to abide by the same.

Place: Name of the Tenderer : .....

Date: Name of the Signatory: .....

Signature with seal: .....

**TENDER FOR DEPLOYMENT OF SECURITY GUARDS AND OTHER PERSONNEL  
UNDER WATCH AND WARD FOR THE YEAR 2014-15**

**Tender No. BPUT/RKL/7921**

**Dated: 08.08.2014**

**UNDERTAKING**

This is to certify that my firm/agency/company has never been black listed by any of the Government or other organizations and no criminal case/cases pending against the said firm/agency/company etc.

Place: Name of the Tenderer :.....

Date: Name of the Signatory : .....

Signature with seal : .....

**TENDER FOR DEPLOYMENT OF SECURITY GUARDS AND OTHER PERSONNEL  
UNDER WATCH AND WARD FOR THE YEAR 2014-15**

Tender No. BPUT/RKL/7921

Dated: 08.08.2014

**FINANCIAL BID**

Name and address of the Bidder : \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**RATE FOR HEAD OFFICE, ROURKELA**

Sl. No.	Specifications	Rate of wages (basic) in Rs. Per month per person	EPF	ESI	Agency Commission	Others	Total (III+IV+V+VI+VII)
<b>I</b>	<b>II</b>	<b>III</b>	<b>IV</b>	<b>V</b>	<b>VI</b>	<b>VII</b>	<b>VIII</b>
1	Security Guard (Gun Man)						
2	Security Guard (Lathi)						
3	Care taker						
4	Sweeper						
5	Gardener						
6	Plumber						
7	Electrician						

**RATE FOR CAMP OFFICE, BHUBANESWAR**

Sl. No.	Specifications	Rate of wages (basic) in Rs. Per month per person	EPF	ESI	Agency Commission	Others	Total (III+IV+V+VI+VII)
<b>I</b>	<b>II</b>	<b>III</b>	<b>IV</b>	<b>V</b>	<b>VI</b>	<b>VII</b>	<b>VIII</b>
1	Security Guard						
2	Sweeper						

The rate should exclude Service Tax which will be paid by BPUT on reimbursement basis.

The rate quoted should be in commensurate to the provisions of the Minimum Wages Act, Govt. of Odisha in force.

Place: \_\_\_\_\_ Name of the Tenderer : .....

Date: \_\_\_\_\_ Name of the Signatory : .....

Signature with seal : .....