**Tender Bid No. 2017//Security/OUTR Date: 21.06.2024**

**BID DOCUMENT FOR OUTSOURCING OF SECURITY**

**SERVICES FOR**

**FOR**

**PROVIDING SECURITY GUARDS AND SECURITY SUPERVISORS**



**ODISHA UNIVERSITY OF TECHNOLOGY AND RESEARCH**

(**Erstwhile College of Engineering & Technology, Bhubaneswar)**

**Techno Campus, Ghatikia, P.O.: Mahalaxmi Vihar**,

**BHUBANESWAR-751029, ODISHA, INDIA**

website [***www.outr.ac.in***](http://www.outr.ac.in)

**Tender Bid No. 2017/Security/OUTR Date: 21.06.2024**

**TENDER CALL NOTICE**

Sealed tenders are invited under two bid systems from the reputed registered and authorized security agencies for hiring the security services (Security Guards and Security Supervisors) for a period of 1 (one) years with effect from the date of award of contract. The detailed information for outsourcing the services of aforesaid manpower has been given in the Tender Document, which may be downloaded from our website www.outr.ac.in/[www.cet.edu.in](http://www.cet.edu.in).The last date, time of Tender documents is **18/07/2024 up to 3.00 PM** and will be opened on the next day i.e. on **19/07/2024 at 3:00 PM**. Sealed tender will be received by speed post / Regd. Post/courier only. No hand delivery will be accepted. The authority will not be held responsible for any postal delay. Tender received after the schedule date and time will not be entertained.

The authority reserves the right to accept / reject any or all tenders without assigning any reason thereof.

Sd/-

**REGISTRAR**

**NOTICE INVITNG TENDER**

Odisha University of Technology and Research (OUTR), Bhubaneswar invites sealed tenders from reputed registered and authorized security agencies for hiring the security services (Security Guards/ Security Supervisors) for its Academic Building, Residential Campus, Hostel area of **OUTR, Bhubaneswar.** Interested eligible Bidders may obtain detail information from **the website of the University** [**www.**](http://www.nitdgp.ac.in)**outr.ac.in**

**Critical Information**

1. Submission of a proposal in response to this notice shall be deemed to have done after careful study and examination of this document with full understanding of its terms, conditions and implications.

|  |  |  |
| --- | --- | --- |
| Sl. No. | Information | Details |
| 1 | **Tender Bid N** and Date | **2017/Security/OUTR**  **Date: 21.06.2024** |
| 2 | Period during which tender document will be available on website [***www.outr.ac.in***](http://www.outr.ac.in) /[***www.cet.edu.in***](http://www.cet.edu.in) | 24/06/2024 to 17/07/2024 |
| 3 | Tender Fee( Non- Refundable) | Rs.5,000/- (Rupees Five thousand only)  Demand Draft to be drawn in favour of "(Odisha University of Technology and Research Bhubaneswar drawn on any Scheduled Bank payable at Bhubaneswar)" |
| 4 | Bid security (EMD) : (refundable but Non-interest bearing) ; EMD Amount (Will be accepted only through D.D/Pay Order/Banker’s Cheque. The bid security is exempted to the bidders, who are registered with MSME under Security Services(Watch and Ward) only. However proper and valid documents in this regard must be submitted by the bidders in support of their claim. | Rs. 4,50,000/- (Rupees Four lakh Fifty thousand) only in shape of Demand Draft to be drawn in favour of " (Odisha University of Technology and Research Bhubaneswar drawn on any Scheduled Bank payable at Bhubaneswar)" |
| 5 | Type of Bid | Two Bid ; Cover I - Technical Bid  Cover II - Price Bid  as per the format |
| 6 | Last date & time for submission of tender | 18/07/2024 up to 3.00 p.m. |
| 7 | Date & time of opening of Technical Bid | 19/07/2024 at 3.00 p.m. |
| 8 | Date & time of opening of Financial Bid | To be intimated later by e-mail/ whatsapp to the technically qualified bidders. |
| 9 | Performance Guarantee | Bank Guarantee of Rs. 10 lakh |
| 10 | Contract period | One year from the date of contract,may be extended for another year subject to satisfactory performance. |
| 11 | Place of opening of Technical Bid & Financial Bid | In the office of the Registrar, OUTR, Bhubaneswar |
| 12 | Pre bid meeting | 04/07/2024 |
| 13 | For any query please contact | Prof. Abhimanyu Mohapatra, PIC Security, Ph. No. 9348670120,  E-mail: amohapatra@outr.ac.in |
| 14 | Tender Should be addressed to | **The Registrar,**  **Odisha University of Technology and Research, Techno campus, Mahalaxmi Vihar, Bhubaneswar, PIN- 751 029** |

**CONTENTS OF TENDER DOCUMENTS**

|  |  |
| --- | --- |
| Sl. No. | Description of contents |
| 1 | Eligibility Criteria |
| 2 | Scope of Work |
| 3 | General Conditions of Contact |
| 4 | General Instructions to bidders |
| 5 | Technical Requirements of successful bidders |
| 6 | Tender application/Information about Tenderer (Annexure-I ) |
| 7 | Covering letter (Annexure-II) |
| 8 | Check list for bidder (Annexure-III) |
| 9 | Bidder Authorization form (Annexure-IV) |
| 10 | Financial Capacity form (Annexure-V) |
| 11 | Bid Security Declaration form (Annexure-VI) |
| 12 | Detail project executed form (Annexure-VII) |
| 13 | Financial Bid (Annexure-VIII) |
| 14 | Declaration (Annexure-IX) |
| 15 | Criminal Liability Form (Annexure-X) |

### 2. Eligibility of bidders :

**MINIMUM ELIGIBILITY CRITERIA**

The following shall be the minimum eligibility criteria for selection of bidders technically.

2.1 **Legally Valid Entity**: The Bidder shall necessarily be a legally valid entity either in the form of a Limited Company or a Private Limited Company registered under the Companies Act, 1956. A proof for supporting the legal validity of the Bidder shall be submitted.

2.2 **Financial Capacity:** The bidders should have the average turnover of Rupees 3 (Three) Crore during the financial years (2020-21, 2021-22,2022-23). The bidder is required to furnish a turnover certificate duly mentioned in the tender Form Cover attested **by a Chartered Accountant to this effect with year wise break-up in the required format**. In addition, they have to furnish the audited balance sheet P&L Account statement (of the last three financial years) duly signed by a Chartered accountant & GSTR- 9C/9 in support of the turnover statement furnished. The firms must be willing and/or capable to invest two month’s expenses before being reimbursed the claim.

2.3 **Registration:**

a) Should have a registered office or one of the branch offices in Bhubaneswar.

b) Must have labour registration certificate.

c) Must have valid PSARA license to engage in the business of Pvt. Security Agency from Home Department (Special Section), Govt. of Odisha.

d)Must have ISO 9001: 2015 and ISO 45001:2018 certification.

e) Must be registered under EPF

f)Must be registered under ESI

g) Must have a valid PAN

h) Must have valid GST registration number

i) Should have registered under Shops & Establishment Act.

j) Should not have any track record of contract termination of the previous assignments for providing personnel to OUTR/CET Bhubaneswar or should not have been Blacklisted / Debarred by any other Govt. Organization.

2.4 **Experience**: The Bidder should have minimum 5 years of experience in providing minimum 300 Security personnel in any year(within 5 years). Out of which, it should have executed security service (watch & Ward) contracts preferably to Government Agencies/ PSU/Reputed Educational Universities providing minimum 100 Security guard/supervisor per contract(single contract) during last three financial years. Relevant proof in support shall be submitted.

For the above purpose the bidder must have in possession of Labour License under the Orissa Contract Labour (R&A) Rules 1975 in support of their claim of Five years experiences.

The bidder is required to furnish the copy of the Work Orders of similar assignments (Security Services) along with the Certificate of Successful Performance issued by the concerned authority / executed agency. These information are to be furnished in the required format as mentioned in the Tender Form Cover A – Annexure-VII.

**3.SCOPE OF WORK AND GENERAL INSTRUCTIONS FOR BIDDERS :**

**Scope of the work.**

1. The Service Provider shall provide **security services** by deploying adequately trained, experienced, mentally & physically sound, dedicated and well-disciplined Security guard/Supervisor. Security Guards and Security Supervisors to be deployed must be physically and mentally fit to perform such duties. They will safeguard the premises, movable and immovable assets, equipment, etc. They will also guard the Campus of the University round the clock, guard against any theft, pilferage or damage, and ensure the safety of the employees or any persons working therein.
2. The security personnel shall be deployed round the clock in 3 shifts at different places of the University and hostel premises as per requirement. To comply this, the Security Service Provider shall ensure deployment of security personnel in such a manner that the security is ensured in all the three shifts of 8 hours each 24 x 7 day a week and in compliance of all the applicable Labour Laws and Notifications issued from time to time by the competent authorities in this regard. The number of security personnel may be increased or decreased as per the requirement of the competent authority.
3. The selected Service Provider shall have the complete responsibility to provide security to the Academic building, Administrative building, Campus and Hostel, round the clock for 24 hours a day consisting of requisite numbers as mentioned in deployment chart in eight hour shifts by providing the required number of Security guards/security supervisor to be deployed under instructions and control of competent authority of University. The Security guard / security supervisor so deployed will be under obligation to discharge any other security duty as required by the University.
4. The Service Provider shall ensure inward and outward movement of authorized persons, materials and vehicles, etc as per instructions issued from time to time by the authority concerned.
5. To carry out surveillance of the allocated area.
6. Any other services on need basis as and when informed by the authority concerned.
7. The security personnel deployed shall take regular rounds of the premises and should be vigilant and remain alert to avoid any unforeseen event.
8. If any deployed guard/supervisor is found to be negligent, disobedient or mischievous, the Security Service Provider shall upon information/instruction from OUTR Authority shall replace the said person immediately with a suitable substitute.
9. The Service Provider shall keep the authority of Odisha University of Technology and Research, Bhubaneswar informed of all the matters relating to security and co-operate in the investigation of any incident relating to security problems.

**4. GENERAL CONDITIONS OF CONTRACT :**

* 1. **Vice Chancellor, Odisha University of Technology and Research,Techno-Campus, Ghatikia, PO: Mahalaxmi Vihar, Bhubaneswar-751029**(herein after called **“Authority”**) requires the services of reputed, registered, well established and financially sound Security Service Provider having experience in providing Security Service (herein after called **“Service Provider**”) to provide security service for a period of **One year.** It may be extended for another one year subject to satisfactory performance wef. the date of effectiveness as per agreement .
  2. The contract for providing the aforesaid service will be effected from the date of award of contract and execution of agreement thereof. The period of the contract may be further extended provided the requirement of OUTR for Security Service persists at that time or may be curtailed/ terminated before due date owing to deficiency in service or substandard quality of Service provided by the selected Service Provider or because of change in the requirements of OUTR. The authority of OUTR however, reserves right to terminate this initial contract at any time after giving 30days notice to the selected Service Provider.
  3. The tentative requirements at present of Security services is as follows:

OUTR, Bhubaneswar, hereinafter referred to as the “University” shall be hiring security services i.e. the services of the Security Supervisor / Security Guards for its Office/ Academic Buildings/ Hostel, Residential and other area under Tender No. and Date as mentioned above. The detailed requirement is mentioned below:

**Security Supervisors:3 nos. (3 shifts per day)**

**Security Guards: 100 Nos. (At various deployment points) (Approximately)**

**To be deployed at various shifts i.e( A, B, C and General Shift )**

**The requirements may increase/decrease from time to time as per need of the University**.

**5. TENDER COST & EARNEST MONEY DEPOSIT (EMD) / BID SECURITY**

* 1. **Tender Cost (non-refundable) of Rs. 5,000.00) (Rupees Five Thousand only) and EMD / Bid Security (refundable) of Rs. 4,50,000/- (Rupees Four Lakhs Fifty thousand only)**in the form of Demand Draft (DD) in favour of “Odisha University of Technology and Research” payable at Bhubaneswar drawn on any schedule commercial bank except Co-operative Bank and Gramin Bank.
  2. EMD / Bid Security of unsuccessful bidder will be returned to them without any interest at the earliest and latest on or before the 30 days after the award of contract to successful bidder.
  3. Bidder registered with Ministry of MSME under Security Services (Watch and Ward) as per public procurement policy for Micro & Small Enterprises (MSE) are exempted categories from payment of EMD provided that the registration certificates issued by agencies must be valid as on closing date of tender. Micro and Small Enterprises who have applied for registration renewal of registration with any of those agencies / bodies but have not obtained the valid certificate as on close date of tender are not eligible of exemption. The bidder has to submit the Bid Security Form as per the Annexure-VI.
  4. Any bid without accompanying with EMD and Tender Cost is liable to be treated as non-responsive and rejected.
  5. The EMD / Bid Security of the bidder who withdraws its bid in breach of terms and conditions of contracts, withdraws at any stage after opening of technical bid and who evades or refuses to accept the Award of Contract after being L1 with the period of validity, shall be liable to be forfeited.

**6. SUBMISSION OF BIDDING DOCUMENTS:**

The tender is to be submitted in two separate sealed Envelopes and further sealed in one Envelope mentioning thereon the **Envelope No.1 (Cover A)** and **Envelope No. 2(Cover B)** and contents as indicated below:

6.1 **Envelope Number-1 (Technical Bid)**

Cover forming Envelope -1 of the Tender shall be super scribed with words Technical Bid of “**Tender for providing Security Services” along with tender number and due date.**

Envelope number-1 shall contain the DD for EMD & Tender document fees, Qualification documents along with the tender document duly filled up and signed by the Bidding Firm on each page after affixing rubber stamp of the Firm/Agency**.**

6.2 **Envelope Number-2 (Financial Bid)**

Sealed cover forming Envelope -2 of the Tender shall contain **Financial Bid in the prescribed Proforma** which should be super scribed with words **Financial Bid of “Tender for providing Security Services” along with tender number and due date.**

6.3 Both the Sealed covers containing **Envelope -1 and Envelope -2**, shall be put in another third cover mentioning **Tender for providing Security Services**” along with tender number, date and due date addressed to **the Registrar,Odisha University of Technology and Research, Techno-Campus, Ghatikia, Mahalaxmi Vihar**, **Bhubaneswar-751029 on or before the date & time mentioned in Tender.**

**Any tender received after the prescribed date & time will not be accepted.**

**CLARIFICATION OF BIDS :** In case any bidder requires any clarification, bidder can feel free to raise their query on or before the last date of submission of tender document.

The Service Providers are required to enclose photocopies of the following documents self**-**attested along with the Technical Bid, **failing which their bids shall be summarily rejected and will not be considered under any circumstances.**

7. The following documents are to be submitted with the technical bid as detailed below:

Application (Technical Bid) & covering letter acceptance of terms and conditions inthe Bidders letterhead and duly filledin (Annexure- I & Annexure- II).

1. EMD of Rs. Rs. 4,50,000/- vide DD No......................dated……............. (DD to be

drawn in favor of REGISTRAR, OUTR, BHUBANESWAR)

1. Tender Document cost Rs. 5,000/- vide DD No....................... dated (DD to be drawn in favor of REGISTRAR, OUTR, BHUBANESWAR)
2. Attested copy of registration of the Company under Companies Act 1956.
3. Attested copy of registration under private Security Agency regulation Act 2005 and 2009 under Home Department Government of Odisha.
4. Attested Copy of the Labour License/ Registration under the Contract labor (Regulation &Control) Act,1970
5. Copy of the Audited Balance Sheet and Income &Expenditure statement for the last three consecutive financial years i:e 2020-21, 2021-22 & 2022-23. certified by the charted Accountant
6. Bank account details (Xerox copy of the Front page of the passbook).
7. Attested copy of the IT return filed by agency; for last three financial years i.e. 2020-21, 2021-22 & 2022-23.
8. Attested copy of the E. P.F. registration letter/ certificate.
9. Attested copy of the E.S.I registration letter/ certificate
10. Attested copy of the PAN / GIR Card.
11. Attested copy of GST registration certificate.
12. The documents in support of the Financial Capacity, turnover of an average 3 Crore during last three financial year i.e. 2020-21, 2021-22 & 2022-23.
13. Certified copy by the Service Provider that it should have 5 years’ experience in providing minimum 300 Security personnel in a year. Out of which, it should have executed security service (watch & Ward) contracts preferably to Government Agencies/ PSU/Reputed Educational Universities providing minimum 100 Security guard/supervisor per single contract during last three financial years (2020-21 , 2021-22 & 2022-23).
14. An affidavit to the effect that no criminal case is pending with the police against the Proprietor/Firm/Partner or the Company (Service Provider) and the Service Provider has not been blacklisted anywhere as per the Annexure-X.
15. Evidence of availability of training facility and service equipment and gadget in the form of an affidavit.
16. The registered office or one of the branch offices of the Security service provider should be located within Bhubaneswar. Valid registration certificate duly certified by District Labor Officer, Bhubaneswar for carrying on business of commercial purpose.
17. The terms and conditions in the tender Document must be duly signed (each page) and sealed by the authorized signatory of the agency in token of their acceptance.
18. Copies of GSTR-9 & 9-C of (2020-21 , 2021-22 & 2022-23).
19. **Technical Requirements for Security Service to be implementedby the Successful Service Provider.**

The service provider should ensure the following:

1. Security Guard should be of minimum 21 years of age and not exceeding55 years of age.
2. The Service Provider shall ensure that the security guard deployed are active healthy.
3. The deployed security guard/supervisor shall have minimum qualification of Matriculation/10th pass.
4. The Service Provider will get the antecedents, character and conduct of individual security Personnel verified by respective local police authority and shall produce the same at the time of signing the agreement.
5. The security guards must be well trained in all facets of security work.
6. The service provider will provide the Medical fitness certificate, police clearance certificate of every security guard deployed in OUTR Bhubaneswar within 15 days of getting the work order.
7. **SCHEDULE OF WORKS / REQUIREMENTS**

**9.1 Code of Conduct:** The Contractor shall ensure that their security personnel

a) Should always smartly turned out and vigilant.

b) Should punctual and arrive at least 15 minutes before start of their shift.

c) Take charges of their duties properly and thoroughly.

d) Perform their duties with honesty and sincerity.

e) Read and understands their Post and site instructions and follow the same.

f) Extend respect to all the Officers and staff of the office.

g) Shall not drink alcohol on duty, or come drunk and report for duty.

h) Will not gossip or chit chat while on duty?

i) Will not leave the post unless their reliever comes.

j) Will never sleep while on duty post.

k) Will not read newspaper or magazine while on duty.

l) Will immediately report if any untoward incident / misconduct or misbehavior occurs, to the Contractor and to the university.

m) When in doubt, approach concerned person immediately.

n) Will take periodic rounds around the premises.

o) Security should not leave the post without the knowledge of the shift – In charge. If necessary, the needful arrangement will be made by the Supervisor.

p) Security personnel should get themselves checked whenever they go out by the other shift security.

q) Should extremely courteous with very pleasant mannerism.

9.2 **MATERIAL MOVEMENTS**

a) Incoming material Check the documents carefully and receive the items with the due Entry and forward it to the concerned person.

b) Outgoing – Before sending the material, have a proper check as per Challans. Do not send out any material without seal and sign of the authorized person.

c) Returnable and nonreturnable record has to be maintained.

d) All material coming in and going out to be recorded correctly as per Challans.

e) Materials coming in to the premises must be accompanied by a proper Challans.

f) No item will be taken out without written permission of the authorized person.

**9.3 TELEPHONE HANDLING**

a) Security personnel is instructed very strictly to attend all calls and handled courteously.

b) He will take the messages correctly and convey to the concerned person immediately.

**9.4**. **PATROLLING PROCEDURES**

a) The guard must ensure that once the office is closed all the unwanted lights and Air conditioning units is put off.

b) Security should not switch off the computers, which are left on.

c) Patrolling should be taken on an hourly basis once the office is closed.

d) He will keep a watch on the activities of the casual laborers /contractors.

e) If he finds anything unusual / untoward, a written report must be given to the concerned authority.

* 1. **CHANGING OVER AND TAKING OVER**

a) He will go through the log and entries of previous shift and discuss the progress plan with the reliever.

b) Both the security guards / Supervisors will check the entire building thoroughly.

c) Reliever guard should check all the documents, which are related to security before taking overcharge.

d) They should check all the systems, which are in the facility / under security.

**9.6FIRE CONTROL**

a) Security should know where the fire extinguishers are located / installed and be able to operate them immediately in case of any fire accidents.

b) Check the life of the fire extinguishers, i.e. due date of next recharge. If the due date is over, give a written complaint to the university.

c) In case of fire, prompt action is taken by the security to safeguard the life and property of the university.

d) In the event of any fire, rush to the spot, muster all manpower available and take control office fighting operations.

**9.7EMERGENCY PROCEDURES**

* + - 1. The security should have all the addresses and contact numbers of nearest police station, hospital, ambulance and fire brigade.
      2. Security will immediately report if any untoward incident / misconduct or misbehavior occurs, to the Contractor and university.
      3. Security person should know the entire emergency exits doors and main entry gates, so that he can take suitable action at a short notice.
      4. Identify the emergency and its gravity.

**On 26th January and 15thAugust the Agency will ensure that the personnel deployed are in uniform and the rehearsal of the parade has been done one day in advance and the security supervisor will ensure that the arrangement for the flag hoisting and parade is as per instruction of the university authority.**

**10.VALIDITY OF BIDS**

10.1 Bids shall remain valid and open for acceptance for a period of 90 days from the date of opening of Bids. However, date of commencement of contract will be decided by the university.

10.2 In case university calls the bidder for negotiation then this shall not amount to cancellation or withdrawal of original offer which shall be binding on the bidder.

10.3 The university may request for extension for another period of 60 days, without any modifications and without giving any reasons thereof.

**11.Amendment to bid documents**

At any time, prior to the date of submission of Bid, authority may, for any reason whether at its own initiative or in response to a clarification required by a prospective bidder, modify the bid documents by the amendments/ by issuing corrigendum. The amendments will be updated on University website only not in the News paper.

**12. QUALIFICATION REQUIREMETNS FOR MANPOWER TO BE DEPLOYED BY THE**

**SUCCESSFUL SECURITY AGENCY**

**12.1 Security Guard /Security Supervisor**

He should be above 21 years of age and not exceeding 55 years .

Minimum educational qualification : 10th Pass

Minimum wages: Rs.500/- per day (Includes employee’s share of EPF & ESI but excludes Employer’s share of EPF & ESI) calculated based on present semi-skilled category.

* 1. **Security Supervisor**

Minimum wages : Rs.550/- per day (Includes employee’s share of EPF & ESI but excludes Employer’s share of EPF & ESI) calculated based on present Skilled category.

The tender inviting authority reserves the right to ask the successful bidder to provide a pool of staffs from which suitable staffs shall be selected as per the criteria mentioned above.

Note : The bidder is required to quote the Service Charge in % and figure by taking into account the management of all deployed personnel. The minimum service charge shall be 3.85% of per man day (per personnel per day). The service charges should not exceed 7%.

**13. The bid shall be evaluated as – Least Cost Based Selection (LCBS) after securing 60 % marks from technical bid.**

**Evaluation & Selection Criteria :**

**Technical Evaluation :**

13.1 The Technical Bids shall be opened at OUTR, Bhubaneswar on the specified date & time by the Committee constituted by the competent authority in the presence of such bidders or their authorized representatives who may wish to be present **along with photo identity proof**, to be produced Xerox copy of the same.

13.2 The financial bids of only those bidders will be considered whose Technical Bids are qualified & shall be opened by the Committee authorized for the purpose as specified date and time.

13.3 A letter of authorization shall be submitted by the Bidder’s representative before opening of the Bids.

13.4 Absence of bidder or their representative shall not impair the legality of the opening procedure

13.5 The evaluation of Technical Proposals of only those Bidders who have found eligible.

13.6. The technical bid shall be evaluated on the following parameters/criteria:

|  |  |  |  |
| --- | --- | --- | --- |
| Sl. No. | Evaluation Parameter | Total Marks | Criteria for award of Marks |
| A | Average turnover (last 3 financial year2020-21,2021-22,2022-23)  from similar activity (Watch and ward) | **20** | > 3.00 cr ≤ 5.00 cr : 5 marks  > 5.00 cr ≤ 7.00 cr : 10 marks  > 7.00 cr ≤ 10.0 cr : 15 marks  > 10.00 cr : 20 marks |
| B | Experience:  1) No. of years of experience in Security Services (Year of Establishment or Commencement of business)  2)The bidder should have executed of such security service (watch & Ward) contracts providing **minimum 100 Security guard/supervisor per contract during last three financial (2020-21,2021-22,2022-23)** years, preferably to any State Govt./ Central Govt./ Educational Institutions/ Corporation / Banks | **10**  **50** | > 5 yrs ≤ 7yrs : 5 marks  > 7 yrs : 10 marks  One such experience certificate showing number of security guard supplied >100 ≤ 150 in a single contract during the last 3\* financial year = **10 marks**  One such experience certificate showing number of security guard supplied >150 ≤ 250 in a single contract duration during the last 3\* financial year = **40 marks**  One such experience certificate showing number of security guard supplied > 250 in a single contract during the last 3\* financial year =  **50 marks**  \*F.A.(2020-21,2021-22,2022-23)  **Maximum =50 marks** |
| C | Company profile & Training facilities | **(15+5)** | 1. Company Profile = 15 Marks 2. Details of training infrastructure and facilities = 5 marks |
|  | Total Marks | **100** |  |
|  | Qualifying score for opening of Financial Proposal | **60** |  |

**Technical Evaluation Parameters** :

1. Technical evaluation as per the matrix will be carried out only if the bid is otherwise technically qualified as per terms and conditions of tender documents.
2. Marking will be done based on bidder’s response subject to confirmation from the submitted documents justifying the response.
3. **The bidder should score minimum 60 marks, out of 100 to be qualified for opening of financial bid.**

**14. Evaluation of Financial Proposal and award of Contract**

14.1 The Financial Bids of all technically qualified Bidders shall be opened on the appointed date and time in presence of the qualified bidders/their authorized representatives, who choose to be present at the time of opening of the financial bids.

14.2 **Absence of bidders or their authorized representatives shall not impair the legality of the process.**

As the EPF & ESI % are fixed, in case some bidders quotes the rounded off figure (in total figure), then evaluation will be made by either recalculation of the same as per actual figure / or recalculation of the actual figure to the rounded off figure and any of this criteria will be applicable for all bidders for evaluation.

1. Financial proposal shall be opened after the technical evaluation is completed and only those bidders who score at least **60 % marks or more in technical evaluation shall qualify for financial bid opening.**
2. The quote mentioned by the bidder in the financial bid shall be arranged in chronological manner having lowest quote **percentage (%) of Service Charges as L1**.

Other bidders as L2,L3,L4… and So on.

1. The bidder who has given least percentage (%) of Service Charges, will be declared as successful bidder(L1) and contract will be awarded.
2. In case multiple bidders quotes Lowest Price (L1), then the agency with the highest score in the technical bid shall be awarded the contract.
3. In case multiple bidders quotes Lowest Price (L1) and their technical score also becomes equal, then in that case, the bidder having higher score in Experience [Sl. B (1) + (2) ] of the table shall be awarded the contract.
4. In case multiple bidders quotes Lowest Price (L1),and bidders score equal marks in technical bid,and also equal in their combined score of [Sl. B (1) + (2) ], then in that case, the bidder having highest annual average turnover in last three financial years shall be awarded the contract.

**Important Notes:**

1. The agency shall quote the service charges in reasonable price, taking into account the management of all deployed personnel. **The Service Charge quoted by the Bidder shall include profit, insurance, medical expenses, admin expenses, contingency, interest cost (if any), other service benefits of all employees such as bonus, gratuity, Leave/Holidays Salary, casual leave, sick leave, holiday wages and any other cost that the Bidder envisages.**
2. The wages shall not be less than the minimum daily wages approved by the Govt. of Odisha, labour and ESI Department. Violating this at any stage will lead to rejection of Tender or termination of service. The service provider shall provide the evidence of electronic payment made to the bank account of the man-power engaged by them.
3. The total rates quoted by the tenderer should be inclusive of all statutory/taxation liabilities in force at the time of entering into the contract.
4. The financial bids will be opened for only those bidders whose technical bids are found to be completed in all respects as per the tender terms and conditions and accepted by the tender committee.
5. TDS will be deducted as per Income Tax Act, GST Act and Rules framed there under. Exemption certificate if any may be enclosed to the financial bid documents.
6. The service provider should submit the proof of deposit of GST as per bill amount for a month within three succeeding months before raising the next month’s bill.
7. The payment shall be made on conclusion of the calendar month only on the basis of bill raised for number of working days duty has been performed by each person. The documents in support of deposit of E.S.I and E.P.F dues with ECR copies of the persons engaged along with the GST deposited by the service provider along with the bills by 1st week of succeeding month for release of the bills.
8. The service provider should intimate the ESI Card No. along with a copy of the card of each outsourcing person engaged in the university within one month of execution of agreement.
9. The service provider shall furnish one bill / one set of bills for one month in triplicate copies. Bills in piecemeal will not be accepted.
10. In the event of accident/death of personnel on duty will be the sole responsibility of the agency.
11. In case of theft or loss of property of the university as a result of negligence of security the agency will be held responsible and the amount of loss as decided by the authority will be recovered from the remuneration bill of the agency for the following month.
12. The EMD of the successful bidder will be forfeited in the event of refusal to provide the service as per the tender documents.
13. Later, if any information provided by the agency is found to be fake/incorrect than the agency will be immediately disqualified and blacklisted.
14. The service provider cannot claim any accommodation for its personnel inside the campus. It is advised to take a house on rent at a nearby place for group accommodation of all the guards.
15. The Service Provider shall furnish Bank Statement, evidencing transfer of remuneration to all Security Guards and Security Supervisors per Muster Rolls.
16. Muster Rolls shall be submitted, showing engagement of Security Guards for all deployment points as per permissible working hours i.e. deployment points should match with deployment of physical Security Guards, which should be reflected in Muster Rolls.
17. The firm should have a well structure training center. If desired, a committee from OUTR, Bhubaneswar may visit the Training centre during the process of short listing agencies to ascertain the facilities & trainings being imparted.

**TERMS & CONDITIONS**

**GENERAL**

**Period of Contract** : The Contract shall commence from the date of award of contract and shall continue for a period of **one** year, unless it is curtailed or terminated by the authority owing to deficiency of service, sub-standard quality of Security Guard/Supervisor deployed, breach of contract etc or change in requirements.

1. The Agreement shall automatically expire on completion of one year from the date of effectiveness of agreement, unless extended further by the mutual consent of the Service Provider and the Authority.
2. The Agreement may be extended further one year on the same terms and conditions or with some additions / deletions / modifications, for a further specific period mutually agreed upon by the Service Provider and the Authority subject to satisfactory performance.
3. The Security Service Provider shall not be allowed to transfer, assign, pledge or subcontract its rights and liabilities under this Agreement to any other agency or organization by whatever name be called without the prior written consent of the Authority.
4. The Security Service Provider will be bound by the details furnished by it to the Authority while submitting the tender or at subsequent stage. In case, any of such documents furnished by it is found to be false at any stage, it would be deemed to be a breach of terms of Agreement making it liable for legal action besides termination of the Agreement.
5. The Authority reserves the right to terminate the Agreement during initial period also after giving 30 days notice to the Security Service Provider.
6. The Security Guard/Supervisor deployed shall be required to work as per scheduled time to be assigned to him by the officer concerned under whom he/she will work and may also be required to work beyond the scheduled time period, if be required for which he/she would not be paid any extra remuneration. In case, the person deployed remains absent on a particular day or comes late/leaves early on three occasions, proportionate deduction from the remuneration for one day will be made. He/she may also work on shift basis which will be determined by the officer concerned under whom he/she will be deployed. The person deployed shall give their daily attendance. The university may introduce Biometric system for attendance.
7. The selected tenderer shall submit the list of the name of the security guards/supervisors, to be deployed, their identity proof, qualification before their deployment at OUTR, Bhubaneswar. The Police Clearance Certificate that no criminal record has been registered against them will also be produced by the tenderer. After approval of the suitability of these security guard/supervisors by the authority of OUTR, Bhubaneswar they will be deployed. No guards should be assigned duty on two consecutive shifts.
8. The security guard deployed may be called on beyond the normal working days to attend duty and shall be paid extra remuneration as per rates approved by the Authority on attending such duty.
9. The Security Service Provider shall nominate one representative out of the personnel deployed for liasoning between security agency and University authority. Also, the M.D. or any midlevel official of security agency shall have to visit the OUTR as and when required in connection with the services.
10. The entire financial liability in respect of Security services deployed in OUTR, Bhubaneswar shall be that of the Security Service Provider and OUTR will in no way be liable. It will be the responsibility of the Security Service Provider to pay to the person deployed a sum not less than the minimum rate quoted in the financial bid and produce such evidence as may be required by the Authority.
11. For all intents and purposes, the Security Service Provider shall be the “Employer” within the meaning of different Rules & Acts in respect of Security Guard/Supervisor so deployed. The guards deployed by the Security Service Provider shall not have any claim whatsoever like employer and employee relationship against the Authority, OUTR, Bhubaneswar.
12. The Security Service Provider shall be solely responsible for the redressal of grievances or resolution of disputes relating to the security guard/supervisor deployed. The Authority OUTR, Bhubaneswar shall, in no way, be responsible for settlement of such issues whatsoever.
13. OUTR, Bhubaneswar shall not be responsible for any financial loss or any injury to any Security Guard/Supervisor deployed by the Service Provider in the course of their performing the functions/duties, or for payment towards any compensation.
14. In case of termination of this Agreement on its expiry or otherwise, the persons deployed by the Security Service Provider shall not be entitled to claim for any absorption in regular or other capacity in OUTR, Bhubaneswar.
15. The Security Guard deployed shall not be entitled to claim any benefit or compensation or absorption or regularization of deployment in the establishment of OUTR, Bhubaneswar under the provision of rules and Acts. Undertaking from the Guards/Supervisor deployed to this effect shall be required to be submitted by the Security Service Provider.
16. The Service Provider must be registered with the concerned Govt. Authorities, i.e. Labour Commissioner, Provident Fund Authorities, Employees State Insurance Corporation etc., and a copy of the registration should be submitted. The Service Provider shall comply with all the legal requirements for obtaining License under Contract Labour (Regulations and Abolition) Act, 1970 if any, at his own part and cost.
17. The Security Service Provider shall provide a substitute well in advance if there occurs any probability of the Guard/supervisor leaving the job due to his/her own personal reasons. The payment in respect of the overlapping period of the substitute shall be responsibility of the Security Service Provider. The Security Service Provider shall be responsible for contributions towards Provident Fund and Employees State Insurance, wherever applicable.
18. The Security Guard/Supervisor deployed by the Security Service Provider should have good police records and no criminal case should be pending against them.
19. The Security Guard/Supervisor deployed should be polite, cordial and efficient while performing the assigned work and their actions should promote good will and enhance the image of the University. The Security Service Provider shall be responsible for any act of indiscipline on the part of the persons deployed.
20. Credibility / Experience certificate issued from the concerned Authority / Employer, State Govt. / Central Govt. / ULB of repute under whom work has been performed at least for 5 (Five) years, concerning supply of Security Service
21. All the Security Guards/Supervisors engaged by the outsourcing agency shall have uniform with identity proof. Security agency is also to provide uniforms, shoes, caps and lathis, torches etc. to the deployed Security Guards/Supervisors.
22. The successful bidder at its own cost and expenses shall provide the Trained Security Guards/Supervisors within the age group of 21 to 55 years to perform the watch and ward duty on shift basis in the respective Department / Areas and at all other places and when required as per the instructions of the authority. .
23. The successful bidder at its own cost and expenses and with all its liabilities employ and maintain the Security Guard/supervisor and shall keep the Security guards/Supervisors its own roll and pay their salaries including allowances and shall meet the cost of their Dress / Uniforms and other equipment.
24. The successful bidder shall pay all statutory contribution payable by the employer (the bidder) under the provisions of the various labour laws and other laws in force and applicable during operation of the contract
25. The successful bidder shall deploy / arrange the Security Guards in accordance with the security guidelines and take responsibility of their accommodation by own arrangement
26. The security Agency shall furnish the records / document / original vouchers / challans in respect of statutory deposits in respect of the security personnel to the officer concerned of the university as and when required, falling which the management has every right to terminate the contract with one-month notice to the effect.
27. Minimum educational qualifications for such Supervisors and guards shall be Tenth Pass and above.
28. The Security Guards/Supervisors deployed by agency must produce the police verification certificate.
29. There will be squad selected by the agency to carry out patrolling in and around the university campus during night hours i.e. from 10PM to 6AM as and when desired.
30. The successful bidder will sign in MOU with authority has the right to add in addition to the above terms & conditions as may be considered proper at the time of execution of the agreement.
31. **A Security guard may be assigned overtime duty as and when required in terms of Hours.**

**15. DOCUMENTS TO BE SUBMITTED BY THE SUCESSFUL AGENCY BEFORE DEPLOYMENT OF THE SECURITY SERVICE:**

1.List of Security Guard/Supervisor shortlisted by the agency containing full details i.e. date of birth, marital status, address, educational qualification etc.

1. Bio-data of all Security Guard/Supervisor.
2. Any other document considered relevant.

**16. LEGAL**

1. The persons deployed shall be, during the course of their work by privy to certain qualified documents and information which they are not supposed to divulge to third parties. In view of this, they shall be required to take oath of confidentiality and breach of this condition shall make the Security Service Provider as well as the person deployed liable for penal action under the applicable laws besides, action for breach of contract.
2. The Security Service Provider shall be responsible for compliance of all statutory provisions relating to minimum wages payable to security persons deployed by it in OUTR, Bhubaneswar to their respective bank account, and adduce such evidence to the Authority every month prior to payment towards remuneration of the personnel. Payment of remuneration of any kind other than the above procedure is not acceptable at any cost. OUTR, Bhubaneswar shall have no liability in this regard.
3. The agency shall be solely responsible for compliance to the provisions of various labour and industrial laws, such as wages, allowances, compensations, EPF, ESI etc. relating to personnel deployed by it or for any accident caused to them and the Authority of OUTR, Bhubaneswar shall not be liable to bear any expense in this regard. The Agency shall make payment of wages of a month to security personnel engaged by it by first working day of the succeeding month irrespective of any delay in settlement of its bill by OUTR, Bhubaneswar for whatever reason. The Agency shall also be responsible for the insurance of its personnel.
4. In case, the Service Provider agency fails to comply with any liability under appropriate law, and as a result thereof, OUTR, Bhubaneswar is put to any loss/obligation, monetary or otherwise, the Authority of OUTR, Bhubaneswar will be entitled to get itself reimbursed out of the outstanding bills or the Performance Security Deposit of the Service Provider, to the extent of the loss or obligation in monetary terms.
5. The Security Service Provider shall also be liable for depositing all taxes, levies, on account of service rendered by it to OUTR, Bhubaneswar to the concerned tax collection authorities, from time to time, as per the rules and regulations in the matter. Attested Xerox copies of such documents shall be furnished to the Authority.
6. The Security Service provider shall maintain all statutory registers under the Law and shall produce the same, on demand, to the authority of OUTR, Bhubaneswar or any other officer concerned or any other authority under Law.
7. The Tax Deduction at Source (T.D.S) shall be done as per the provisions of Income Tax Act/Rules and GST Act/Rules, as amended, from time to time.

**\*Note: Registration/License under the Contract Labour (Regulation and Abolition) Act, 1970 is applicable to Security Service Provider employing more than 20 workmen.**

1. The Agreement is liable to be terminated because of non-performance, deviation of terms and conditions of contract, non-payment of remuneration of employed persons and non-payment of statutory dues. OUTR, Bhubaneswar will have no liabilities towards non-payment of remuneration to the persons employed by the Security Service Provider and the outstanding statutory dues of the service provider to statutory authorities. If any loss or damage is caused to OUTR, Bhubaneswar by the persons deployed, the same shall be recovered from the unpaid bills or adjusted from the Performance Security Deposit.

**17. FINANCIAL**

* + - 1. The Technical Bid should be accompanied with an Earnest Money Deposit (EMD) ofRs. 4,50,000.00 (Rupees Four Lakhs Fifty Thousand) only refundable without interest except MSEs, in the form of Demand Draft drawn in any Scheduled Bank in favour of the **Odisha University of Technology and Research, Bhubaneswar**, payable at Bhubaneswar, failing which the tender shall beout rightly rejected**.**

1. The bid should be accompanied with Bid document fee of Rs. 5,000/- (Rupees Five thousand only) (Non refundable) in the form of Demand Draft drawn in any Scheduled Bank in favour of the **Odisha University of Technology and Research, Bhubaneswar**, payable at Bhubaneswar, failing which the tender shall be out rightly rejected**.**
2. The Earnest Money Deposit in respect of the agencies which do not qualify the Technical Bid(First Stage) / Financial Bid (Second competitive stage) shall be returned to them without any interest.
3. **In case of successful tenderer if the agency fails to deploy the required Security Guards/Supervisor against the initial requirement within 30 days from the date of placing the order the EMD shall stand forfeited without giving any further notice.**

Following documents should be submitted by the work awardee within 15 days from date of award of contract.

1. The Performance Security deposit is amounting **to Rs. 10 lakh in the form of bank Guarantee from any scheduled Bank in favour of Odisha University of Technology and Research, Bhubaneswar within fifteen days from the date of signing the agreement.** The Security Deposit shall remain valid for 60 days beyond the date of completion of all contractual obligation. In case the contract is further extended beyond the initial period, the successful tenderer will accordingly renew the bank Guarantee. The amount of performance security deposit may be revised by the authority taking into account of contractual obligation of the service provider.
2. The amount of performance security will be discharged after the completion of contract period is over. The Security Deposit will not attract any interest.
3. This is only to ensure the performance and satisfactory services of the bidder. This amount shall be adjusted as indemnities, if the contractor engaged fails/refuses to provide services as per the terms and conditions/requirements of OUTR at any time during the tenure of the contract. After satisfactory completion of the contract, this security deposit shall be returned to the contractor.
4. In case of breach of any terms and conditions attached to this agreement, the above Performance Security Deposit of the Service Provider shall be liable to be forfeited besides annulment of the Agreement. If any loss damage is caused to OUTR, Bhubaneswar by the persons deployed the same shall be recovered from the unpaid bills of service Provider or adjusted from the performance Security deposit.
5. Based on duly certified attendance sheets collected from the authority of OUTR, Bhubaneswar, Service provider will first release monthly wages of their deployed persons and then raise the invoice in triplicate before the authority of OUTR, Bhubaneswar for payment. While raising their invoice for payment the Security agency must attach a copy of the following documents along with invoice: -
   * + 1. Proof of release of payment details of deployed staff.
       2. Duly certified attendance sheets collected from OUTR, Bhubaneswar for that particular month.
6. The claims in bills regarding Employees State Insurance, Provident Fund, and GST etc. should be necessarily accompanied with documentary proof pertaining to the concerned bill month. The same amount shall be held up till such proof is furnished, at the discretion of the Officer concerned. EPF,ESI shall be paid and the proof shall be produced in shape of deposit challans/vouchers along with the Account No./Regd. No. of the each and every personnel engaged. If the service provider has not submitted the above mentioned documents or has submitted any false documents/ wrong information with the invoice the payment may get delayed / withheld. As far as possible the payment will normally be released within 30 days from the date of receipt of invoice along with above documents after statutory deductions at source.
7. Price Escalation: No request or claim for price escalation on any ground shall be entertained during tenure of the contract. However, enhancement of minimum rates of wages when notified by the State Govt. during the contract period will be revised accordingly alongwith statutory dues.
8. The Authority reserves the right to withdraw or relax any of the terms and condition mentioned above so as to overcome the problem encountered at a later stage.
9. The contractor should submit a signed copy of contract in the prescribed form obtainable from the office.
10. The successful bidder will enter into an agreement with OUTR, Bhubaneswar for supply of suitable and qualified Security Guard/Supervisor as per requirement of OUTR, Bhubaneswar on the above terms and conditions and the same shall be executed within 7 days of award of contract.

**Negotiation**

OUTR reserves the right to negotiate the price with the Preferred Bidder before issue of the LOA.

**Indemnity :**The successful bidder shall indemnify and hold the university 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.

**Validity Of Bids**

The bids shall remain valid and open for acceptance for a period of 90 days from the date of opening of bid.

**Liquidated Damages / Penalty Clause**

In case of loss due to lapse on the part of security personnel deployed by the service

Provider in case of any loss that might be caused to University due to lapse on the part of the security personnel discharging their responsibilities, such loss will be borne by the Service provider and in this connection, the University shall have the right to recover the loss by deducting appropriate amount from the invoice of security agency to make good such loss to the University besides imposition of penalty. In case of frequent lapses on the part of the security personnel deployed by the contractor, University shall be within its right to terminate the contract forthwith or take any other action without assigning any reason whatsoever.

**In case of any loss/theft :**

In case of any loss/theft, duly constituted committee will investigate the circumstances leading to the loss/theft and submit a report to the vice-chancellor for fixing responsibility and if the responsibility is fixed upon the Service provider, the Service provider shall make good the loss within the period specified by University or else deduction of the cost shall be made from the following monthly invoice.

**Applicable Law:**

1. The contract shall be governed by the laws and procedures established by Govt. of India/Govt. of Odisha within the framework of applicable legislation and enactment made from time to time concerning such Commercial dealings/processing and subject to exclusive jurisdiction of Competent Court and Forum in Odisha only.

(b) Any dispute arising out of this offer shall be referred to the decision of Vice Chancellor, OUTR. The decision of Vice Chancellor shall be final and binding. If either of the parties hereto is dissatisfied with the decision and the dispute persist, the Arbitration shall be held in accordance with the provision of Arbitration and Conciliation Act, 1996 and the venue of arbitration shall be at Bhubaneswar. The decision of the Arbitrator shall be final and binding on both the parties.

**ANNEXURE –I**

**TENDER APPLICATION – Technical bid, Covering letter etc**

**For Providing Security Services to OUTR**, Bhubaneswar, the Technical Bid shall be accompanied with self-attested photocopies of the following requisite documents, i.e. covering letter and Form (below duly filled in) failing which the bid shall be rejected out rightly.

**INFORMATION ABOUT THE BIDDER**

|  |  |  |
| --- | --- | --- |
| 1 | Name of the Firm/Company |  |
| 2 | Year of Incorporation (attached copy registration) |  |
| 3 | Full Address of Registered Office,  Telephone No.  E-Mail : |  |
| 4 | Details of Tender Document Cost  DD No., date , Amount :  Drawn Bank : |  |
| 5 | Details of EMD : DD No. ,Date,  Amount , Drawn Bank : |  |
| 6 | Name of the Director/ Proprietor |  |
| 7 | Principal place of business |  |
| 8 | Name & telephone number of authorized person for liasoning | Name & Designation:  Mobile No. |
| 9 | Bank Details. (Attach Xerox copy of the Front page of the pass book). | Account Number  Bank & Branch Name  IFSC Code |
| 10 | PAN No. |  |
| 11 | GSTIN No.  (Attached the self-attested copy) |  |
| 12 | EPF Registration No. (attached self attested copy) |  |
| 13 | ESI Registration No.  (Attached self-attested copy) |  |
| 14 | PSARA License No. & Valid up to(Attached self-attested copy) |  |
| 15 | Registration No. under Shops & Establishment Act. |  |

Authorized *Signatory*

*with Date and Seal*

**ANNEXURE-II**

**COVERING LETTER**

*(On the Bidder’s Letter Head)*

To

The Registrar

OUTR, Bhubaneswar

**Sub : Acceptance of Terms and conditions of Tender for Providing Security Services.**

Sir/Madam,

I, the undersigned, offer to participate in the tender process for Selection of Agency for Providing Security Services in accordance with your Tender Notice No.:\_\_\_\_\_\_\_\_\_\_\_\_, Dated\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. We are hereby submitting our proposal, which includes Technical Proposal and Financial Proposal sealed in separate envelopes.

I hereby declare that all the information and statements provided in the technical proposal are true and correct and I accept that any misinterpretation contained in it may lead to disqualification of our proposal.

Our proposal will be valid for acceptance up to **90 Days** from the date of opening of tender and I confirm that this proposal will remain binding upon us and may be accepted by you at any time before the validity of the bid.

I, hereby unconditionally undertake to accept all the terms and conditions as stipulated in the tender document. In case any provision of this tender are found violated, then your office shall have the rights to reject our proposal including forfeiture of the earnest money deposit absolutely.

Yours faithfully,

Authorized *Signatory*

*with Date and Seal*

Name and Designation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address of the Bidder: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**ANNEXURE- III**

**CHRONOLOGICAL ORDER FOR ARRANGEMENTOF DOCUMENTS TO BE PROVIDED WITH THE TECHNICAL BID. (All the pages are to be numbered)**

**Please Note: All the documents should be indexed in front page of technical bid with proper Page No.because it is difficult to trace out the particular document for which authority will not be held responsible.**

**CHECK LIST FOR TENDERER**

|  |  |  |  |
| --- | --- | --- | --- |
| Sl. No. | List of Documents | (Whether submitted)  Y / N | Page No. |
| 1 | Application (Technical Bid) with covering letter Annexure-I& II duly filled. |  |  |
| 3 | EMD of Rs.4,50,000 /vide DDNo....................... dated……............. / Bid Security Declaration form for MSE |  |  |
| 3 | Tender Document cost Rs.5000 /vide DD  No....................... dated |  |  |
| 4 | Attested copy of registration of the Company  under company Act . |  |  |
| 5 | Attested copy of registration under Private Security Agency Regulation Act 2005 and 2009 under Home Department Government of Odisha |  |  |
| 6 | Attested Copy of the Labour License/ Registration under the Contract labor (Regulation &Control) Act,1970 |  |  |
| 7 | Copy of the Audited Balance Sheet and Income & Expenditure statement for the last three consecutive financial years i:e 2020-21, 2021-22& 2022-23 certified by the charted Accountant |  |  |
| 8 | Xerox copy of front page Bank Account passbook. |  |  |
| 9 | Attested copy of the latest IT return filed by agency; for last three financial years i.e. 2020-21, 2021-22 & 2022-23 |  |  |
| 10 | Attested copy of the E.P.F. registration letter/ certificate. |  |  |
| 11 | Attested copy of the E.S.I registration letter/ certificate |  |  |
| 12 | Attested copy of the PAN / GIR Card. |  |  |
| 13 | Attested copy of GST registration certificate; |  |  |
| 14 | The documents in support of the Financial Capacity turnover of average 3 Crore during the last three financial year i.e. 2020-21, 2021-22 & 2022-23 duly certified by Charted Accountant. |  |  |
| 15 | Certified copy by the Service Provider that it should have executed minimum of **one** such security deployment contracts preferably to Government Agencies/ PSU / engaging minimum 100 personnel per contract per month in any one financial year during the preceding three years period. (2020-21, 2021-22 & 2022-23) |  |  |
| 16 | ISO 9001: 2015 / ISO 45001:2018 certification |  |  |
| 17 | An affidavit to the effect that no criminal case is pending with the police against the Proprietor/Firm/Partner or the Company (Service Provider) and the Service Provider has not been blacklisted anywhere. |  |  |
| 18 | Evidence of availability of training facility and service equipments and gadget in the form of an affidavit. |  |  |
| 19 | The registered office or one of the branch offices of the Security service provider should be located within the jurisdiction of the user Office. I:e Bhubaneswar  Valid registration certificate duly certified by District labour officer, Bhubaneswar for caring on business of commercial purpose. |  |  |
| 20 | The terms and conditions in the tender Document duly signed (each page) and the tender document sealed by the uthorized signatory of the agency in token of their acceptance |  |  |
| 21 | Copies of GSTR-9 & 9-C for 2020-21, 2021-22 and 2022-23 |  |  |

Signature of Bidder

Signature of authorized signatory

Date: Name:

Seal:

Place:

**ANNEXURE – IV**

**Bidder’s Authorisation Certificate**

To

**The Registrar,**

**Odisha University of Technology and Research**

**(Erstwhile College of Engineering and Technology)**

**Techno-Campus, MahalaxmiVihar**

**Bhubaneswar-751029**

Sub : Bidder’s Authorisation Certificate

Sir,

With reference to the Tender Notice No.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Ms./Mr.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ <Name>,<Designation>, is hereby authorized to attend meetings & submit pre-qualification, technical & commercial information as may be required by you in the course of processing the above said Bid. Her/his contact mobile number is \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and Email id is\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. For the purpose of validation, his/ her verified signature is as under.

Thanking you

The specimen signature is attested below:

Name:

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

(Specimen Signature of Representative)

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

Signature of Authorizing Authority

Name of Authorizing Authority

Designation: Company Seal:

**ANNEXURE – V**

**Form ForFinancial Capacity**

|  |  |  |  |
| --- | --- | --- | --- |
| Description | Financial Years | | |
| 2020-2021 | 2021-22 | 2022-23 |
| Annual Turnover |  |  |  |
| Net Worth |  |  |  |
| Current Asset |  |  |  |
| Current Liabilities |  |  |  |
| Total Revenue |  |  |  |
| Profit before Tax |  |  |  |
| Profit after Tax |  |  |  |

**CERTIFICATE BY CHARTERED ACCOUNTANT**

I / We, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, Chartered Accountants, certify that the figures regarding Annual Turnover and profit earned from Security Services (Watch & Ward) only for the financial years mentioned above in respect of M/s.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ are checked and found correct and true as per their Books of Accounts and other related records.

SIGNATURE & SEAL OF THE CHARTERED ACCOUNTANT

NAME , ADDRESS AND CONTACT DETAILS :

UDIN :

**ANNEXURE – VI**

**BID SECURITY SELF DECLARATION FORM**

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

Bid No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

To (insert complete name and address of the purchaser)

I/We. The undersigned, declare that:

I/We understand that, according to your conditions, bids must be supported by a Bid Security

Declaration.

I/We accept that I/We may be disqualified from bidding for any contract with Odisha University of Technology and Research, Bhubaneswar for a period of Two years from the date of notification if I am /We are in a breach of any obligation under the bid conditions, because I/We

1. have withdrawn/modified/amended, impairs or derogates from the tender, my/our Bid during the period of bid validity specified in the form of Bid; or
2. having been notified of the acceptance of our Bid by the purchaser during the period of bid validity (i) fail or reuse to execute the contract, if required, or (ii) fail or refuse to furnish the Performance Security, in accordance with the Instructions to Bidders.

I/We understand this Bid Securing Declaration shall cease to be valid if I am/we are not the successful Bidder, upon the earlier of (i) the receipt of your notification of the name of the successful Bidder; or (ii) thirty days after the expiration of the validity of my/our Bid.

Signed: (insert signature of person whose name and capacity are shown) in the capacity of (insert legal capacity of person signing the Bid Securing Declaration).

Name: (insert complete name of person signing he Bid Securing Declaration)

Duly authorized to sign the bid for an on behalf of : (insert complete name of Bidder)

Dated on \_\_\_\_\_\_\_\_\_\_\_\_\_ day of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(insert date of signing)

Corporate Seal (where appropriate)

(Note: In case of a Joint Venture, the Bid Securing Declaration must be in the name of all

partners to the Joint Venture that submits the bid)

**ANNEXURE-VII**

**To be submitted in COVER A (Technical Bid)**

**Details of projects for Security Services executed by the Security Agency during the last three Financial years in the following format:**

(Attach separate sheets if space provided is not sufficient)

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Sl. No. | Name of the Client with Address | Type of  Security provided | No | Amount of contract (Rs. Lakhs) | \*\*Duration of contract (Date of award of contract) | |
| From | To |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

\* Enclose photocopies of the contract/work order serially in the order, as mentioned in the format above for the ease of scrutiny)

\*\* Renewal of a contract is to be treated as one project.

(Signature of the authorized signatory)

Place :

Date :

Seal

**ANNEXURE-VIII**

**To be submitted in COVER B (Financial Bid )**

**Financial Proposal**

**To be submitted in COVER B (Financial Bid )**

**Daily Rate Per Security Guard & Security Suprvisor** (Rate per person per day inclusive of all statutory liabilities)

I. **Daily Rate per Security Guard & Security Supervisor (Excluding GST)**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Manpower Type | **Daily Rate per Person (Rs.)** | | | | | | |
| **Remuneration per manday** | **EPF (Employer’s Share (13%)** | **ESI (Employer’s Share (3.25%)** | **Other statutory dues, if any** | **Total per person/ Day ( excluding Service Charge )**  **(2+3+4+5)** | **\*\*Service Charge (both in % & Amount)**  **(2X x %) /Amount** | **Total per person / day (including Service Charges but excluding GST)**  **(6+7)** |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| **Security Guard (Semi Skilled)** | **Rs. 500/-** |  |  |  |  |  |  |
| **Security Supervisor (Skilled)** | **Rs. 550/-** |  |  |  |  |  |  |

II. GST: Pl. mention the % of GST to be chargeable (as applicable) on & above the daily rate mentioned above

Note:

a) Minimum remuneration for Security Guard and Security Supervisor shall be @ Rs, 500/- & Rs. 550/- per day respectively as per the present rate[Includes employee’s share of EPF (12%) & ESI (1.75%)].

b) Charges excluding GST as per prevailing rate.

c) The bidder is required to quote the Service Charge in % and figure by taking into account the management of all deployed personnel. The minimum service charge shall be 3.85% of per personnel per day mentioned at col. 2. The service charges should not exceed 7%. If a bidder quote service charge less than 3.85% or more than 7%, it will be treated as non responsive and shall be disqualified.

d) Service Charge quoted by the Bidder shall cover profit, insurance, Medical expenses, admin expenses, contingency, interest cost (if any), other service benefits of all employees such as casual leave, sick leave, holiday wages and any other cost that the Bidder envisages.

e) The Service Charges will remain fixed during the whole contract period. It is not linked with the upward increase in the rates of minimum wages.

Date:

Place: Signature of the Authorized Signatory

Seal

**ANNEXURE**- IX

(To be given on the bidder’s letter head)

**DECLARATION**

1. I,\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Son/ Daughter/ Wife ofShri\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Proprietor / Director/ authorized signatory of the Service Provider, mentioned above, am competent to sign this declaration and execute this tender document;
2. I have carefully read and understood all the terms and conditions of the tender and undertake to abide by them;
3. The information / documents furnished along with the above application are true and authentic to the best of my knowledge and belief. I/we am/are well aware of the fact that furnishing of any false information/fabricated document would lead to rejection of my tender at any stage besides liabilities towards prosecution under appropriate law.

Signature of authorized signatory

Name:

Seal:

Date:

Place:

**ANNEXURE –X**

**CRIMINAL LIABILITY UNDERTAKING**

**(To be given on Notarised affidavit on Indian Non judicial stamp paper of Rs. 10/-** )

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

To

The Registrar,

Odisha University of Technology & Research,

Ghatikia, P.O.: Mahalaxmi Vihar,

Bhubaneswar-751 029

The bidder has to furnish a certificate as per the format specified below along with the bid for not committed any offence.

I …………….…………………………………………………… S/o…………………………………..Resident of ………………………………………………………………………………………………………… do solemnly pledge and affirm that I have not committed any offence.

1. Under the Prevention of Corruption Act 1988; or
2. The Indian Penal Code or any other law for the time being in force, for causing any loss of life or property or causing a threat to public health as part of execution of a public procurement contract.
3. I have not been debarred by any Central/State Government Organisation/Bodies for the last 3 years.

Signature with Designation

**ANNEXURE-XI**

**Model Bank Guarantee Format for Performance Security Whereas**…………………………………………………………………… (name and address of the supplier) (hereinafter called “the supplier”) has undertaken, in pursuance of contract no. dated to supply …………………… (description of goods and services) (herein after called “the contract”).

**And Whereas** it has been stipulated by you in the said contract that the supplier shall furnish you with a bank guarantee by a scheduled commercial bank recognized by you for the sum specified therein as security for compliance with its obligations in accordance with the contract;

**And Where As** we have agreed to give the supplier such a bank guarantee;

**Now Therefore** we hereby affirm that we are guarantors and responsible to you, on behalf of the supplier, up to a total of …………………… …………………………………………. (amount of the guarantee in words and figures), and we undertake to pay you, upon your first written demand declaring the supplier to be in default under the contract and without cavil or argument, any sum or sums within the limits of (amount of guarantee) as aforesaid, without your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

We hereby waive the necessity of your demanding the said debt from the supplier before presenting us with the demand.

We further agree that no change or addition to or other modification of the terms of the contract to be performed there under or of any of the contract documents which may be made between you and the supplier shall in any way release us from any liability under this guarantee and we hereby waive notice of any such change, addition or modification. This guarantee shall be valid until the ….. day of ………, 20……

Our.................................................................. branch at ...................\* (Name & Address of the .............................\* branch) is liable to pay the guaranteed amount depending on the filing of claim and any part thereof under this Bank Guarantee only and only if you serve upon us at our .............................\* branch a written claim or demand and received by us at our .............................\* branch on or before Dt....................otherwise bank shall be discharged of all liabilities under this guarantee thereafter.

…………………………………………………………..

(Signature of the authorized officer of the Bank)

………………………………………………………….

Name and designation of the officer

………………………………………………………….

………………………………………………………….

Seal, name & address of the Bank and address of the Branch

\* Preferably at the headquarters of the authority competent to sanction the expenditure for purchase of goods or at the concerned district headquarters or the State headquarters.