

Draft
RANCHI UNIVERSITY, RANCHI
TENDER DOCUMENT

Cost of Tender Paper – Rs. 10,000/-
Earnest Money – Rs. 25,000/-
Due date – 16/03/2015 till 02:00 PM
Opening of Tender – 16/03/2015 at 03:30 PM
Venue of opening of tender – Office of the C. C. D. C., Ranchi University
All tenderers are advised to read the general conditions and other details before bidding

Instructions for Bid Submission

Submission of bids shall be in accordance with the instructions given in the table below

| | |
|-------------------------------|--|
| Envelope 1 : EMD | The envelope containing the EMD shall be sealed and superscripted “EMD – Security Services in Ranchi University” |
| Envelope 2 : Technical Bid | The Technical Bid shall be in a sealed envelope duly filled as per the forms prescribed in Section 2 of this Tender Document. The sealed envelope should be superscribed “Technical Bid - Security Services in Ranchi University”. This envelope should not contain the financial bid, in either explicit or implicit form, in which case the bid will be rejected. |
| Envelope 3: Financial Bid | The Financial Bid shall be submitted in a separate sealed envelope as per the forms prescribed in Section 6 of this Tender. The sealed envelope should be superscribed “Financial Bid - Security Services in Ranchi University”. (Not to be opened with the Technical Bid) Note: Unsigned Hard Copy of the Financial Bid will lead to rejection of the bid. |
| Envelope 4 | All the above 3 envelopes should be put in envelope 4 which shall be properly sealed and superscribed “Security Services in Ranchi University”. |
| Note: | The outer and inner envelopes mentioned above shall indicate the name, address, and contact name along with phone number of the agency. |

The tenderers must use their company letterhead as far as possible.

SECTION-1

INVITATION FOR BIDS

Invitation for bids through the Tender Notice is for selection of the firm (also called the “bidder”) capable of providing security services as specified in the scope of work and in accordance with the terms and conditions. Sealed bids prepared in accordance with the procedures detailed in this Tender Document should be submitted by 02.00 PM of 16/03/2015 to the Office of the C. C. D. C., Ranchi University, Shaheed Chowk, Ranchi - 834 001

(a) Due Diligence

The bidder is expected to examine all instructions, forms, terms and conditions in the Tender Notice. The bid should be precise, complete and in the prescribed format as per the requirements detailed in this Tender Notice. All the pages comprising the technical and financial bid shall be serially numbered. Failure to furnish all information required, or submission of a bid not conforming to the requirements in every respect will be at the Bidder’s risk and may result in rejection of the bid and forfeiture of Earnest Money Deposit (EMD).

(b) Bid preparation and submission costs

The bidder shall bear all costs associated with the preparation and submission of the bid and Ranchi University will in no case be held responsible or liable for these costs, regardless of the conduct or outcome of the bidding process.

(c) Language of Proposals

The bids and all correspondence and documents shall be written in English.

(d) Clarification of Bidding Documents

The Bidder requiring any clarification of the bidding documents may do so in writing/in person from C.C.D.C., Ranchi University, but not later than 2.00 PM of 12/03/2015.

(e) Experience & Client Profile

As per Annexure C in Section 2.

(f) Amendment of Bidding Documents

At any time before the deadline for submission of bids, the Registrar, Ranchi University, for any reason, whether by own initiative or in response to a clarification requested by a Bidder, may modify the bidding document by amendment. All prospective Bidders shall be notified of the amendment through the University Website and all such amendments shall be binding on them. If required, in order to allow Bidders reasonable time in which to take the amendment into account in preparing their bids, the Registrar, Ranchi University reserves the rights to extend the deadline for the submission of bids and the same shall be notified on the University Website.

(g) Earnest Money Deposit

The Bidders must enclose Demand Draft/ Pay Order for Rs. 25,000.00 (Rupees Twenty five Thousand) only, as Earnest Money, in favour of “Registrar, Ranchi University” payable at Ranchi as per detail mentioned above. The EMD of

unsuccessful bidders shall be returned without any interest only after finalization of the tender and after the successful bidder signs the contract with Registrar, University. EMD of the successful bidder shall be returned to the agency without interest after the agency signs the contract along with a Performance Bank Guarantee (PBG) equal to 10% of the contract value (calculated at twelve times the monthly rate) with University. Non-submission of Earnest Money will summarily lead to rejection of the Bid.

(h) Forfeiture of EMD

The EMD will be forfeited if the agency

- Withdraws the bid during the period of bid validity.
- Does not accept the correction of errors.
- If the successful Bidder fails to sign the Contract within the time stipulated by University.
- Adopts unfair practices to influence the outcome of the bid process.

(i) Validity Period

The bids shall remain valid for one year after the date of bid opening prescribed by University. On completion of the validity period, unless the bidder withdraws his proposal in writing, it will be deemed to be valid until such time that the bidder formally (in writing) withdraws his proposal. University holds the rights to reject a bid for a period shorter than one year as nonresponsive.

(j) Disqualification

University reserves the right to reject bids in the following cases:

- The Bids which are received after due date and time.
- Bids not accompanied by all requisite documents along with the Earnest Money Deposit (EMD).
- If the hard copy of financial bid is not signed by the authorized signatory of the agency.
- Bids not substantially responsive and not submitted in accordance with the required formats.
- If the agency increases the quoted prices during the validity of the bid or its extended period, if any.
- If the bidder submits the bid specifying his own terms and conditions.
- Information submitted in technical bid is found to be misrepresented, incorrect or false.
- Financial bid is placed in the same envelope as technical bid.
- Bidder fails to deposit the Performance Bank Guarantee (PBG) or fails to enter into a contract within 15 working days of the date of notice of award of contract or within such extended period, as may be specified by University.
- Bidders may specifically note that while evaluating the bids, if it comes to University's knowledge, expressly or implied, that some bidders may have colluded in any manner whatsoever or otherwise joined to form an alliance

resulting in delaying the processing of bids, then the bidders so involved are liable to be disqualified for this contract as well as for a further period of two years from participation in any of the bids floated by University.

(k) Corrections in the Bid

- Corrections, if any, in the bid documents submitted by the agency should be attested properly by the authorized signatory failing which the bid is liable to be rejected.
- Bidders are advised to exercise adequate care in quoting the prices. No excuse for corrections in the quoted rate will be entertained after the financial bids are opened. All corrections, if any, should be initialled by the authorized signatory before submission, failing which the financial bids may not be considered.

(l) Deadline for Submission for Bids

Last date for submission

The Bids must be received by the University at the address specified not later than 02.00 PM on 16/03/2015. In the event of the specified date for the submission of Bids being declared a Government holiday the Bids will be received up to the appointed time on the next working day.

Extension of last date for Submission

University may, at its own discretion, extend the deadline for submission of bids and notify the same through the University website, in which case all rights and obligations of University and Bidders subject to the previous deadline will thereafter be subject to the deadline as extended.

(m) Late Bids

Any bid received by University after the deadline / extended deadline for submission of bids prescribed by University will be summarily rejected and returned unopened to the Bidder. University shall not be responsible for any postal delay or non-receipt/ non-delivery/ incomplete bids. No further correspondence on this will be entertained.

(n) Prices

The rates quoted by the bidder in the financial bid are final and no adjustment of the contract price shall be made on account of any variations in costs of manpower and materials or any other cost component affecting the total cost in fulfilling the obligations under the contract. The Contract price (arrived from financial bid) shall be the only payment, payable by University to the successful bidder for completion of the contractual obligations by the successful bidder under the Contract, subject to the terms of payment specified in the contract.

The price would be inclusive of all taxes, duties, charges and levies as applicable. The bidder may indicate separately such charges in the bid.

The prices, once offered, must remain fixed and must not be subject to escalation, for any reason whatsoever, within the period of contract. A proposal submitted with an adjustable price quotation or conditional proposal will be rejected as nonresponsive.

(o) Modification and withdrawal of Bids

The Bidder is not permitted to modify, substitute, or withdraw the bid proposal after submission.

(p) Acknowledgement of understanding of terms

By submitting a bid, each agency shall be deemed to have acknowledged that it has carefully read all sections of this Tender Notice, including all forms and has fully informed itself as to all existing conditions and limitations.

SECTION-2
TECHNICAL BID

Proforma for Submission of Technical Bids

(In accordance to the annexures mentioned below)

1. Bid Letter (Annexure A)
2. Bid Particulars (Annexure B)
3. Bidder's Experience (Annexure C)
4. Details of training facilities (Annexure D)
5. Details of Annual Turnover (Annexure E)
6. Details of personnel in the Company with the experience (Annexure F)
7. Earnest Money Deposit Details (Annexure G)
7. All the pages in the technical and financial bid must bear the signature of the bidder.

ANNEXURE A

**Technical Bid
Bid Letter**

To,
The Registrar,
Ranchi University, Ranchi

Ref. Tender No _____ Dated :
Bidder's Reference No. Dated :

Sub: Proposal for providing security services to Ranchi University.

Sir,

Having examined the conditions of contract as in the eligibility and general instructions, I/we, the undersigned, offer to undertake providing Security Services to Ranchi University, Ranchi in conformity with conditions of contract and specifications for sum as may be ascertained in accordance with the financial bids attached herewith and made part of this Bid.

I/We undertake, if our Bid is accepted, to commence services within 2 weeks..

If our Bid is accepted, I/we will obtain the performance guarantees of a Scheduled Bank for a sum equal to 10% of the quoted value for the due performance of contract and in accordance with the agreement.

I/We agree to abide by this Bid for a period of one year from the date fixed for Bid opening and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

Until a formal Work Order of Contract is prepared and executed, this Bid together with your written acceptance thereof in your notification of award shall constitute a binding contract between us.

Bid submitted by us is properly sealed and prepared so as to prevent any subsequent alteration and replacement.

I/We understand that you are not bound to accept the lowest or any bid, you may receive.

I/We enclose herewith the complete Technical Bid as required by you. This includes:

- Bid Particulars (Annexure B)
- Bidder's Experience (Annexure C)
- Details of training facilities (Annexure D)
- Details of Annual Turnover (Annexure E)
- Details of personnel in the Company with the experience (Annexure F)
- Earnest Money Deposit Details (Annexure G)

Certified that I/we am/are:

A company and the person signing the tender is the constituted attorney / authorised signatory.

I/We do undertake that, until a formal contract is prepared and executed, this bid, together with your acceptance thereof, the tender document and placement of letter of intent awarding the contract, shall constitute a binding contract between us.

Dated this..... day of 2014

Signature :

[NAME IN BLOCK LETTERS of the SIGNATORY]

In capacity of Duly authorized to sign the bid for and on behalf of.....

Name of Witness.....

Address.....

Name & Signature.....

Date:

Name & Signature of the Bidder

Or

Officer authorized to sign the Bid Documents on the behalf of the bidder

Note :

In case of authorized signatory the authorization letter on letter head of the firm must accompany.

(Delete whatever is not applicable. All corrections/deletions should invariably be duly attested by the person authorized to sign the tender document.)

Annexure B
Technical Bid
Bid Particulars

Tender No..... Date : /2014

| Particulars | Whether attached |
|---|------------------------------------|
| 1. Name and address of Company | |
| 2. Telephone No. and E-mail address | |
| 3. Registration No. under Indian Companies Act, 1956 (<i>Enclose notary attested copy</i>) | Yes / No (<i>Annexure No.)</i>) |
| 4. Name, Address and Telephone No. of Proprietor / Partners / Directors | |
| 5. Name, Designation, Address and Telephone No. of person authorized for this tender | |
| 6. ISO Certificate (<i>Enclose notary attested copy</i>) | Yes / No (<i>Annexure No.)</i>) |
| 7. Training Centre Registration No. (<i>Enclose notary attested copy of certificate from related authority</i>) | Yes / No (<i>Annexure No.)</i>) |
| 8. PAN Card Number (in the name of Company) (<i>Enclose notary attested copy</i>) | Yes / No (<i>Annexure No.)</i>) |
| 9. Provident Fund Account No. (<i>Enclose notary attested copy</i>) | Yes / No (<i>Annexure No.)</i>) |
| 10. Service Tax Registration Certificate (<i>Enclose notary attested copy</i>) | Yes / No (<i>Annexure No.)</i>) |
| 11. Gross Annual Turnover 2013-14 2012-13 2011-12 (<i>Enclose notary attested copy</i>) | Yes / No (<i>Annexure No.)</i>) |
| 12. Details of Income tax paid in the last three years (<i>Enclose notary attested copy</i>) A. Y. 2013-14 A. Y. 2012-13 A. Y. 2011-12 | Yes / No (<i>Annexure No.)</i>) |
| 13. License under Contract Labour Act 1970 (<i>Enclose notary attested copy</i>) | Yes / No (<i>Annexure No.)</i>) |
| 14. License under Jharkhand Private Security Agencies (Regulation) Act, 2010 (<i>Enclose notary attested copy</i>) | Yes / No (<i>Annexure No.)</i>) |

I/We hereby certify that the details noted above are true to the best of my/our knowledge.

Date:
Place:

(Signature of the bidder)
Name
Company seal

Annexure C
Technical Bid
Bidders's Experience

Clients Details where Security Services have been undertaken during last five years

1. Name & Address of Client:
2. Type of Client:
3. Place(s) of Service:
4. Type of work done:
5. Duration:
6. Total Number of manpower deployed:
7. Approximate value of Service: (in Indian Rupees)
8. Any special features of the project which the Agency may like to specify:
9. Name, title and Contact details of the contact at Client location:

Date:
Place:

(Signature of the bidder)
Name
Company seal

Note: 1. Separate sheets for each client to be enclosed.
2. Please enclose audited profit and loss/income and expenditure statement alongwith Balance Sheet in support of gross turn over. Please also enclose the letter of agreement/order copies of major clients (Turnover exceeding Rs. 50.00 Lacs).

Annexure D
Technical Bid
Details of Training facility

Provide details of the in-house training facility owned by the company like location, facilities, training types. A detailed description may be attached with photographs.

Date:
Place:

(Signature of the bidder)
Name
Company seal

Annexure E
Technical Bid
Annual Turnover

The company/firm must have annual turnover of not less than 3 Crore rupees in each of the past three financial years from Security Service work alone and should produce balance sheets of the relevant periods certified by a Chartered Accountant mentioning the same. If necessary, the bidder may produce separate certificates from a Chartered Accountant clearly mentioning annual turnover from the Security Services alone for each of past 3 financial years.

| Year | Gross turnover of the firm (in Rs.) | Gross turnover of the firm from security business (in Rs.) | Name of the client(s) with whom the firm had obtained contract of values exceeding Rs. 50.00 Lacs in concerned financial year (if space is insufficient please use separate sheets) | Annexure Nos. |
|-------------|--|---|--|----------------------|
| 2012-13 | | | | |
| 2011-12 | | | | |
| 2010-11 | | | | |

Date:
Place:

(Signature of the bidder)
Name
Company seal

Annexure F
Technical Bid
Details of Personnel in the company

1. Name of Company and Address:
2. Details of Manpower with category and skills:

Date:
Place:

(Signature of the bidder)
Name
Company seal

Note: Separate sheets may be attached as required.

Annexure G
Technical Bid
Earnest Money Deposit Details

(Please give the details of the earnest Money Deposit of Rs.25,000/-.)

Amount :
Demand Draft No. :
Drawee Bank / Branch :
Date :

Date:
Place:

(Signature of the bidder)
Name
Company seal

SECTION-3

GENERAL CONDITIONS OF THE CONTRACT

1. The contractor shall not assign, transfer or sublet or attempt to assign, transfer or sublet, whether wholly or in part, any portion of the work to any other entity
2. The contract will be for a period of one year, which may be extended for one year on satisfactory performance.
3. The Tenderer should have the Registered / Branch Office in Ranchi.
4. The Tenderer should have minimum seven years' experience in doing similar nature of work.
5. In case the successful Tenderer declines the offer of Contract, for whatsoever reason(s), his EMD will be forfeited.
6. The successful Tenderer will have to deposit the Performance Security Deposit @ 10% of total value and commence the work within 15 days of acceptance of tender otherwise the contract may be cancelled and EMD will be forfeited.
7. Each page of the Tender document, and papers submitted along with, should be numbered, signed and stamped by the authorized signatory in acceptance of the terms and conditions laid down by Ranchi University
8. The competent authority of Ranchi University reserves the right to withdraw/ relax/ modify any of the terms and conditions mentioned in the tender document if it is felt necessary in the benefit of the University.
9. The competent authority of Ranchi University reserves the right to reject any or all tenders in whole, or in part, without assigning any reason thereof.
10. The security personnel provided shall always be the employees of the Contractor and all statutory liabilities will be paid by the contractor such as ESI, PF, Workmen' Compensation Act etc. The list of staff going to be deployed shall be made available to the University and fresh list of staff shall be made available by the agency after each and every change. **The number of the guards may be decreased or increased as per requirement.**
11. The security agency shall not employ any person below the age of 21 years and above the age of 55 years. Manpower so engaged should be trained for providing security services and fire-fighting services.
12. All gun-men should have license and gun in their own name.
13. The Contractor, as far as possible, should deploy Ex-Servicemen as Security Guards.
14. The antecedents of security staff deployed shall be got verified by the contractor from local police authorities and an undertaking in this regard shall be submitted to the University Administration.
15. The Contractor will maintain a register in which day to day deployment of personnel will be entered. While raising the bill, the deployment particulars of the personnel engaged during each month, shift wise, should be shown to University authority.
16. All liabilities arising out of accident or death while on duty shall be borne by the contractor.
17. Adequate supervision will be provided by the agency to ensure correct performance of the said security services in accordance with the prevailing assignment instructions agreed upon between the two parties.
18. Contractor and its staff shall take proper and reasonable precautions to prevent loss, destruction, waste of University property or misuse of the area of the University premises.
19. In the event of any loss caused to the University, as a result of any lapse on the part of the contractor as may be established after an enquiry conducted by the University,

such loss will be made good from the amount payable to the contractor. The decision of the Registrar in this regard will be final and binding on the agency.

20. The contractor shall do and perform all such Security services, acts, matters and things connected with the administration, superintendence and conduct of the arrangements as per the directions enumerated herein and in accordance with such directions, which the University may issue from time to time and which have been mutually agreed upon between the two parties.
21. The contractor shall be responsible to protect from theft all properties and equipment of the University entrusted to it.
22. The personnel deployed by the contractor shall be smartly dressed in neat and clean uniform having Identity Card containing Photo, Name & Address, date of birth, Ex-Servicemen, ESI, EPF Number, failing which it will invite a penalty of Rs.500/- on each occasion. The penalty on this account shall be deducted from the Contractor's bills and repeated default may lead to cancellation of contract.
23. All the security guards should be below the age of 50 years. The personnel engaged should be of robust physique and project an image of utmost discipline. They have to be extremely courteous with pleasant mannerism in dealing with the Staff / Students /Visitors. The University shall have right to remove any person in case the security personnel is not performing the job satisfactorily. The contractor shall have to arrange the suitable replacement in all such cases.
24. The eight hours shift will normally commence from 0600 hrs to 1400 hrs, 1400 hrs to 2200 hrs, and 2200 hrs to 0600 hrs, or 10.00 hrs to 18.00 hrs and would be called morning, evening, night, and day shift respectively. But the timings of the shift are changeable and can be fixed by the University from time to time depending upon the requirements. Prolonged duty hours (more than 8 hours at a stretch) shall not be allowed. No payment shall be made by the University for Double Duty, if any.
25. The security personnel deployed by the Contractor shall work under overall supervision and direction of the University administration.
26. The contractor shall abide by and comply with all the relevant laws and statutory requirements covered under various laws such as Minimum Wages Act, Contract Labour (Regulation & Abolition) Act, EPF Act, ESI Act and various other Acts as applicable from time to time with regard to the personnel engaged by the contractor for the University.
27. The payment would be made monthly on the basis of attendance sheets, duly verified and checked by designated officer, and other supporting documents. No other claim on whatever account shall be entertained by the University.
28. All efforts will be made by the University to make the payment in time. However, the company must be financially sound enough to pay its employees in case of delay in payment by the University for any reason.
29. Any damage or loss caused by contractor's persons to the University in whatever form would be recovered from the contractor.
 - a. In case any of contractor's personnel(s) deployed under the contract is (are) absent without replacement a penalty equal to Rs. 500/ per absent guard on that particular day shall be levied by the University and the same shall be deducted from the Contractor's bills. Repetition of such lapse will make the contract liable to be rejected.
 - 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 para 23 (a) above shall be levied.
 - c. In case any public complaint is received attributable to misconduct / misbehaviour of contractor's personnel, a penalty of Rs.500/- for each such

incident shall be levied and the same shall be deducted from contractor's bill. Security Guard found involved in such incident shall be removed from the University immediately.

30. The contractor shall ensure that its personnel do not at any time, without the consent of the University in writing, divulge or make known any trust, accounts, matter or transaction undertaken or handled by the University and shall not disclose any information about the affairs of the University.
31. In the event of any breach / violation or contravention of any terms and conditions contained herein by the Contractor, the Security Deposit of the Agency and any other sum due are liable to be forfeited.
32. Any liability arising out of any litigation (including those in consumer courts) due to any act of contractor's personnel shall be directly borne by the contractor including all expenses / fines. The concerned contractor's personnel shall attend the court as and when required.
33. If at any time during the currency of the contract, either party is subject to force majeure, which can be termed as civil disturbance, riots, strikes, tempest, acts of God etc., which may prevent either party to discharge his obligation, the affected party shall promptly notify the other party about the happening of such an event. Neither party shall be reason of such event be entitled to terminate the contract in respect of such performance of their obligations. The obligations under the contract shall be resumed as soon as practicable after the event has come to an end or ceased to exist. If the performance of any obligation under the contract is prevented or delayed by reason of the event beyond a period mutually agreed to if any or seven days, whichever is more, either party may at its option terminate the contract.
34. The contractor shall be provided some space for office in the University for record-keeping and management. But rest of the items required has to be managed by him on his own cost to ensure correct and satisfactory performance of his liabilities and responsibilities under the contract.
35. During the course of contract, if any contractor's personnel are found to be indulging in any corrupt practices or causing any loss of property, the University Authority shall have the right to terminate the contract forthwith forfeiting the contractor's Performance Guarantee
36. Drinking of liquor is completely prohibited. If any security guard is found drunk on duty, he must be compulsorily removed from duty.
37. The contractor 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.
38. The contractor shall get guards screened for visual, hearing, gross physical defects and contagious diseases and will provide a certificate to this effect for each personnel deployed. University will be at liberty to get anybody re-examined in case of any suspicion. Only physically fit personnel shall be deployed for duty.
39. Security staff engaged by the contractor shall not take part in any staff union and association activities.
40. The contractor shall bear all the expenses incurred on providing Uniforms, Photo I. Cards, lathis, guns, whistles & torch to guards posted during night duty and other implements to security staff, stationary for writing duty charts and registers at security check points and records keeping as per requirements.
41. The University shall not provide residential accommodation to any of the employee of the contractor.
42. The University shall not be under any obligation for providing employment to any of the worker of the contractor after the expiry of the contract. The University does not

recognize any employee-employer relationship with any of the workers of the contractor.

43. The contractor shall provide the copies of relevant records during the period of contract or otherwise even after the contract is over whenever required by the University.
44. The contractor preferably should have round the clock Control Room Service in Ranchi along with quick response teams to deal with emergent situations.
45. The contractor shall ensure full compliance with tax laws of India with regard to this contract and shall be solely responsible for the same. The contractor shall submit copies of acknowledgements evidencing filing of returns every year and shall keep the University fully indemnified against liability of tax, interest, penalty etc. of the contractor in respect thereof, which may arise.
46. The contractor will be under obligation to submit a certificate that he has cleared all the monthly dues of its / his employees within first fortnight of every month. The contractor shall ensure all payments to employees every month so as to ensure smooth payment of previous month.
47. The courts at Ranchi shall have the exclusive jurisdiction to try all disputes, if any, arising out of this contract.

SECTION-4

SCOPE OF WORK OF THE SECURITY AGENCY

The contractor will have to provide the security services in the Ranchi University campuses/ premises at Ranchi.

The agency shall ensure protection of the personnel and property of the University, prevent trespass with/ without arms, perform watch and ward functions including night patrol on the various points and to prevent the entry of stray dogs and cattle and antisocial elements, unauthorized persons and vehicle into the campus of the University, as per details contained in section 3 and section 5.

SECTION-5

DUTIES AND RESPONSIBILITIES OF SECURITY STAFF

1. The Security Agency will be responsible for overall security arrangements of the University covered in the contract.
2. Security Agency will ensure that
 - a. All the instructions of the administration issued from time to time are strictly followed and there is no lapse of any kind.
 - b. No item is allowed to be taken out without proper Gate Pass issued by the competent officers authorized by the University Administration for in-out movement of stores. The specimen signatures and telephone numbers of the above stated officers will be obtained by the Security Personnel
 - c. All security personnel carry photo I Card prominently displayed at all time during duty.
3. Deployment of Guards / Gunmen will be as per the instructions of the authorities of the University from time to time and the security agency will be responsible for their optimum utilization.
4. The Security Guard will also take round of all the important and sensitive points of the premises as specified by the University and to check / block the access to the premises of loitering / unlawful persons and vagabonds.
5. Security personnel shall also ensure door keeping duties.
6. 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 and ensure their safety and security.
7. To keep the record of incoming vehicles like registration no., time of entry / exit and purpose of visit of all visitors to the University office.
8. Security personnel shall also ensure door keeping duties.
9. Entry of the stray dogs and stray cattle into the premises is to be prevented. Any laxity in this regard shall invite penalty of Rs.100/- on occurrence of each.
10. The Guards should take care of all the water taps, valves, water hydrants etc. installed in the premises. They will switch off all the electric points in the area not in active use.
11. It should be ensured that flower plants, trees and grassy lawns are not damaged either by the staff or by the outsiders or by stray cattle.
12. The Security Guards should be trained to extinguish fire with the help of fire extinguishing cylinders and other firefighting material available on the spot. They will also help the firefighting staff in extinguishing the fire or in any other natural calamities.
13. In emergent situations, security staff deployed shall also participate as per their role defined in the disaster plan, if any, of the University. Security personnel should be sensitized for their role in such situations.
14. The Security Guards are required to display mature behaviour, especially towards female staff, female visitors, and elderly. The Security Guards are required to attend to distinguished visitors, VIPs and officers.
15. The Security Guard on duty shall not leave the premises until reliever reports for duty.
16. The Security Guard shall keep a strict vigil on suspicious looking persons / objects and take immediate action as deemed suitable.

SECTION-6

(in company letterhead)
FINANCIAL BID FOR PROVIDING SECURITY SERVICES

Name of the Tenderer:

| Sl No | Type of manpower | Rate per Month (Rupees in figures and words) # | Service Charges, if any (Rupees in figures and words) | Monthly amount(Rupees in figures and words) # |
|--------------|-------------------------|---|--|--|
| 1 | Security Guard | | | |
| 2 | Gun Man | | | |

The above rates are inclusive of all taxes, levies and statutory charges including ESI contributions, EPF etc. but excluding **only service tax** which shall be reimbursed on actual basis on production of documentary evidence.

Signature of Authorized Signatory

Date:

Full Name

Place:

Company's Seal

SECTION-7
PERFORMANCE BANK GUARANTEE

To
The Registrar
Ranchi University, Ranchi

Sub: PERFORMANCE BANK GUARANTEE – Security Services in Ranchi University, Ranchi-834001

Dear Sir,
WHEREAS

M/s. (name of Contractor), a company registered under the Companies Act, 1956, having its registered office at (address of the contractor), (which expression, unless excluded or repugnant to the context or meaning thereof, includes its successors and assignees), agreed to enter into a contract dated (Hereinafter, referred to as “Contract”) with you (The Registrar, Ranchi University) for Security Services of Ranchi University.

We are aware of the fact that as per the terms of the contract, M/s. (name of contractor) is required to furnish an unconditional and irrevocable bank guarantee in your favour for an amount INR (In words and figures), being equivalent to 10% of the total price as quoted in the commercial proposal submitted by the constituent and guarantee the due performance by our constituent as per the contract and do hereby agree and undertake to pay the amount due and payable under this bank guarantee, as security against breach/ default of the said contract by our constituent.

In consideration of the fact that our constituent is our valued customer and the fact that he has entered into the said contract with you, we, (name and address of the bank), have agreed to issue this Performance Bank Guarantee.

Therefore, we (name and address of the bank) hereby unconditionally and irrevocably guarantee you as under:

In the event of our constituent committing any breach/default of the said contract, and which has not been rectified by him, we hereby agree to pay you forthwith on demand such sum/s not exceeding the sum of INR (in words and figures) without any demur.

We, the Bank , do hereby undertake to pay the amount due and payable under this guarantee without any demur merely on a written demand from you which has to be served and received by us on or before on the expiry date of Bank Guarantee i.e. <date>, stating that the amount claimed is due by way of loss or damage caused to or would be caused to or suffered by Ranchi University by reasons of any breach by the said (Contractor) of any of the terms and conditions contained in the contract/work order or by reasons of the said Contractor’s failure to perform the said work order any such demand made on the Bank shall be conclusive as regards the amount due and

payable by the Bank under the guarantee. However this Bank guarantee shall be restricted to an amount not exceeding Rs. (Rupees).

Notwithstanding anything to the contrary, as contained in the said contract, we agree that your decision as to whether our constituent has made any such default(s) / breach(es), as aforesaid and the amount or amounts to which you are entitled by reasons thereof, subject to the terms and conditions of the said contract, will be binding on us and we shall not be entitled to ask you to establish your claim or claims under this Performance Bank Guarantee, but will pay the same forthwith on your demand without any protest or demur.

We further agree that the termination of the said agreement, for reasons solely attributable to our constituent, empowers you to demand for the payment of the above said amount under this guarantee and we would honour the same without demur.

We, the Bank, further agree that the guarantee therein contained shall remain in full force and effect during the period that would be taken for the performance of the said Security Services and that it shall continue to be enforceable till all the dues of the University under or by virtue of the said work order have been fully paid and its claims satisfied or discharged or till the University certifies that the terms and the conditions of the said work order have been fully and properly carried out by the said Contractor and accordingly discharge the guarantee or till the expiry of this guarantee i.e. <date>, whichever is earlier. Unless a demand or claim under this guarantee is received by us in writing on or before <date>, we, the Bank, shall be discharged from all liability under this guarantee thereafter.

We the guarantor, as primary obligor and not merely surety or guarantor of collection, do hereby irrevocably and unconditionally give our guarantee and undertake to pay any amount you may claim (by one or more claims) up to but not exceeding the amount mentioned aforesaid during the period from and including the date of issue of this guarantee through the period. We specifically confirm that no proof of any amount due to you under the contract is required to be provided to us in connection with any demand by you for payment under this guarantee other than your written demand.

If it is necessary to extend this guarantee on account of any reason whatsoever, we undertake to extend the period of this guarantee on the request from the said Contractor or Ranchi University on or before the expiry of bank Guarantee i.e. on or before <date>.

This Performance Bank Guarantee shall not be affected by any change in the constitution of our constituent nor shall it be affected by any change in our constitution or by any amalgamation or absorption thereof or therewith or reconstruction or winding up, but will ensure to your benefit and be available to and be enforceable by you during the period from and including the date of issue of this guarantee through the period so including the extended period, if any.

Notwithstanding anything contained hereinabove, our liability under this Performance Guarantee is restricted to INR (in words and figures) and shall continue to exist, subject to the terms and conditions contained herein, unless a written claim is lodged on us on or before the aforesaid date of expiry of this guarantee and extended period of guarantee.

We hereby confirm that we have the power/s to issue this Guarantee in your favour under the Memorandum and Articles of Association/ Constitution of our bank and the undersigned is/are the recipient of authority by express delegation of power/s and has/have full power/s to execute this guarantee under the Power of Attorney issued by the bank in your favour.

We further agree that the exercise of any of your rights against our constituent to enforce or forbear to enforce or any other indulgence or facility, extended to our constituent to carry out the contractual obligations as per the said Contract, would not release our liability under this guarantee and that your right against us shall remain in full force and effect, notwithstanding any arrangement that may be entered into between you and our constituent, during the entire currency of this guarantee, including for the extended period of guarantee.

Any dispute arising in relation to the said guarantee will be subject to the Jurisdiction of Courts in Ranchi.

We undertake to pay any money so demanded under this guarantee notwithstanding any dispute or disputes raised by the contractors in any suit or proceeding pending before any Court or Tribunal relating thereto our liability under this present agreement being absolute and unequivocal.

Notwithstanding anything contained herein:

Our liability under this Performance Bank Guarantee shall not exceed INR (In words and figure);

This Performance Bank Guarantee shall be valid only up to <date> and shall remain valid on such extended period as may be communicated by Ranchi University and

Any payment made hereunder shall be free and clear of and without deductions or withholding of any nature and the Contractor shall have no claim against us for making such payment.

This Performance Bank Guarantee must be returned to the bank upon its expiry. If the bank does not receive the Performance Bank Guarantee within the above-mentioned period, subject to the terms and conditions contained herein, it shall be deemed to be automatically cancelled.

This guarantee shall be governed by and construed in accordance with the Indian Laws and we hereby submit to the exclusive jurisdiction of courts of Justice in India for the purpose of any suit or action or other proceedings arising out of this guarantee or the subject matter hereof brought by you may not be enforced in or by such court.

Dated this day2014.

Yours faithfully,

For and on behalf of the Bank,
(Signature)
Designation
(Address of the Bank)

Note : This guarantee will attract stamp duty as a security bond. A duly certified copy of the requisite authority conferred on the official/s to execute the guarantee on behalf of the bank should be annexed to this guarantee for verification and retention thereof as documentary evidence.