दक्षिण बिहार केन्द्रीय विश्वविद्यालय
Central University of South Bihar
SH-7 Gaya Panchanpur Road, Village Karhara,
Post Office: Fatehpur Gaya - 824236
; www.cusb.ac.in

Notice Inviting Tender (NIT) for

DEPLOYMENT OF PRIVATE SECURITY GUARD & MANPOWER FOR HOUSEKEEPING, OFFICE JOBS etc.

Index for Tender Form

S. No.	Items	:	Details
1.	Tender Notice No.	**:**	**CUSB/PSD/ADMIN/TENDER/17/2020-21** **Dated: 10/02/2021**
2.	Name of work	**:**	Tender for **"Deployment of Private Security Guard & Manpower for Housekeeping, Office Jobs etc."** at Central University of South Bihar, SH-7, Gaya- Panchanpur Road, Village- Karhara, Post- Fatehpur, P.S- Tekari, District- Gaya (Bihar) PIN- 824 236.
3.	Tender Fee	**:**	**₹ 1000**/- in shape of Demand Draft
4.	Earnest Money Deposit	**:**	Earnest money of **₹ 1,00,000**/- (Rs. One Lakh Only) in shape of Demand Draft drawn in favour of Central University of South Bihar, payable at Gaya from any scheduled Bank.
5.	Start of submission of Bids	**:**	10/02/2021
6.	Pre-bid Meeting	**:**	17/02/2021 by 11:00 AM at CUSB Gaya.
7.	Last date and time for Receipt of Bids	**:**	04/03/2021 by 4:00 PM through Speed Post / Registered Post / By Hand.
8.	Date and Time of opening of Technical Bids	**:**	05/03/2021 by 11:00 AM
9.	Place of opening of Bids	**:**	CUSB Gaya.

Note: *The Prospective Vendors are requested to read the complete tender documents and visit the site to understand its locality, terrain, surrounding conditions etc. before submission of Bids.*

NOTICE INVITING TENDERS

The Central University of South Bihar invites sealed tenders under two Bid Systems for providing the “Deployment of Private Security Guard & Manpower for Housekeeping, Office Jobs etc.” at Panchanpur, Gaya from reputed Security Service Provider. The last date and time of submission of tender document is **04/03/2021 by 4:00 PM.** The detailed tender document is available on the University website **www.cusb.ac.in.** The cost of tender form is **Rs. 1000/-** (Rs. One Thousand Only). The tender forms can be downloaded from University website and be accompanied by DD of **Rs. 1000/-** (As cost of Tender) in favour of Central University of South Bihar, payable at Gaya must be sent by POST to the office before last date of closing of the bid.

Ref. No. CUSB/PSD/Admin./Tender /17/2020-21 **Dated 10/02/2021**

TENDER NOTICE FOR DEPLOYMENT OF PRIVATE SECURITY GUARD & MANPOWER FOR HOUSEKEEPING, OFFICE JOBS etc.

1. Sealed offers in two-bid system are invited from registered Private Security Agencies (PSA) having their own Offices in major Cities/Towns for providing ***services of Security Guards, (Armed & Unarmed guards) & multi-tasking staff for House Keeping Services including official jobs*** at the University Campus/Offices/Hostel (Boys & Girls) by the ***Central University of South Bihar*** at Panchanpur Campus at Gaya, Bihar.

2. Tender forms can be obtained from the office of the Registrar on payment of **Rs. 1000/- (non-refundable)** by Demand Draft/Pay Order favoring Registrar, Central University of South Bihar, payable at Gaya. However, for Tender Forms downloaded from the University website www.cusb.ac.in. Demand Draft for Tender Fee and Earnest Money Deposit (EMD) will be submitted along with the techno-commercial offer.

   The selected vendor has to sign a separate Agreement with the University.

3. All conditions and parameters will be evaluated with reference to the firms submitting the tenders. The Central University of South Bihar (CUSB) reserves the right to reject any/all the applications at any stage without assigning any reason whatsoever.

4. **SCOPE OF THE WORK**

   Deployment of approximately **60 (Sixty) Security Guards, out of which 70% from Ex-Service Men (armed guard) and 30% of Civilian (unarmed) guards. 42 (Forty Two) Ex-Service Men will be considered for Skilled Category and 18 (Eighteen) Civilian Unarmed Guards (male/female) would be considered in Semi-Skilled category depending upon requirement and 65 (Sixty Five) Housekeeping/Office Boy/Mali/Carpenter/Electrician/Plumber etc.** at the University Campus/Offices/ Hostel (Boys & Girls) and other points identified by the Authority of Central University of South Bihar from time to time. The numbers may increase or decrease as per the requirement.

5. **TERMS & CONDITIONS.**

5.1. Deployment of Security Guards must be completed within a period of 15 days commencing from the date of acceptance of the offer issued by the University.

5.2. Any delay in deployment over the stipulated period will attract penalty of 2% of the monthly contract payment subject to maximum of the monthly contract payment per month for delay. The Central University of South Bihar reserves its right to

recover this amount by any mode, which includes adjusting from any payment to be made by the Central University of South Bihar.

5.3. The Agency shall be registered with all the Government authorities applicable to agencies for providing Security Services & House Keeping services. Attested valid registration certificate has to be enclosed.

5.4. The Agency shall in all times will be bound to indemnify the University for all claims like damages, compensation etc. under the provisions of Labour Law.

5.5. The Agency shall be responsible to recover the contribution payable by the workmen engaged by it towards EPF & ESI and remit the amount so deducted together with their deposits to the concerned department.

5.6. In case of any accident to the personnel employed by the agency during the business time, the agency alone is liable to pay workmen's compensation and any other statutory dues or payments. The University is not liable for any payment thereof.

5.7. The responsibility of payment of wages for the personnel deployed to carry out the contract lies with the Contractor and the University shall not entertain any representations, whatsoever in this regard.

5.8. The Proprietor of the Agency or their authorized representative(s) shall visit the Security office/officials twice a week for review of the Security System and must meet the Registrar of the University.

5.9. The security personnel working in the University at different posts shall cover the area earmarked by the administration for patrolling.

5.10. The security personnel under the agency shall follow the instructions of the Competent Authority of the University from time to time.

5.11. If due to any Security lapses, statutory authority imposes any punishment like fines etc., and if the University is made a party in such penal action, the University has the right to retain the security deposit of the Agency, until it is proved to the satisfaction of the University that such penal actions are ceased. Such penal actions may also be a reason for termination of Contract.

5.12. The security personnel at the University shall check and ensure that all the Sections/Units/Departments/Buildings are properly locked after the office hours.

5.13. If any theft or loss of property is reported at University Campus due to the negligence or improper action of any trespassing of unauthorized persons, the security agency shall be responsible and the University shall have the right to recover damages from the payment dues & the Security Deposit of the agency.

5.14. During the period of agreement, the University is at liberty to alter/modify/add/delete any of the conditions of the agreement in the interest of the University.

5.15. The successful bidder will be allowed to commence the business upon the fulfillment of the formalities like payment of security deposit, execution of agreement etc.

5.16. The responsibilities of the Agency to ensure, No person who has been convicted by a competent Court or who has been dismissed or removed on grounds of misconduct or moral turpitude while serving in any of the armed forces of the

Union, State Police Organizations, Central or State Governments or in any private security agency shall not be employed or engaged as a security guard or a supervisor. No person who is facing criminal charges or being contemplated against him/her shall be deployed for watch and ward in the University.

5.17. The agency should maintain strict discipline in dealing with the University employees and should not act in any manner unbecoming of a security person.

5.18. The agency should deploy energetic and trained security personnel preferably ex-army/ para military personnel between the age group of 20-45 yrs. with the ability to speak, read and write in Hindi and English. In all the three shifts, the security staff shall properly be dressed, possess whistle, *lathi* and torch light etc. If any guard is not suited to the duty, the security agency must replace such guard immediately.

5.19. The security guards should not develop any relationship with the University staff.

5.20. If the services are not satisfactory, the University has every right to cancel the contract at any time, by giving one month's notice.

5.21. No claim such as leave-cum-salary, PF, ESI and services charges etc., shall be allowed on any ground, and the financial liabilities shall be borne completely by the security agency.

5.22. Any dispute during the contract period between the University and the agency, the decision of the Competent Authority of the University shall be final and binding.

5.23. The rates accepted shall include properly justified expenditure towards uniform with shoes, seasonal clothing, rain coats and the essential items like *lathi*, torch with batteries, whistle, cycle etc. The batteries for the torch shall be replaced at regular intervals by the agency to keep the torch functional and effective **at their own resources.** The agency has to ensure cleanliness of the uniforms of the security personnel.

5.24. The University shall not provide any accommodation for guards or other personnel deployed.

5.25. ISO certified agencies will be preferred based on *Minimum Wages Act*, if rates are reasonable and based on site visits of the agency.

5.26. Conditional bids shall not be accepted.

5.27. Any person who may be or has been employed or engaged as a private security guard by the private security agency shall not divulge to anyone other than the University authorities any information acquired by him during such employment with respect to the work which he has been assigned by such employer.

5.28. The agency should provide the names, addresses, and photographs of the security guards /supervisors deployed in the University. Any security guard/supervisor found without wearing I.D. cards **as well as name batch on the Uniform** shall be treated as absent and shall not be allowed in the campus.

5.29. The agency shall comply with the requirements of law with regard to duration of working hours of the security personnel deployed and University shall not be responsible for the violation of labour laws by the Agency in this regard.

5.30. In case, if it is required to engage guards on extra duty/overtime, it shall not exceed 100 hours or 1/3 of the salary, whichever is less per month per guard,

subject to approval of the Competent Authority of the University.

5.31. The firm to provide the copy of pension payment order (PPO) in respect of Ex-Servicemen at the time of Contract.

5.32. The firm should ensure that the security guards should be well versed in basic fire-fighting to meet any eventuality.

5.33. The contractor shall not pay to the persons engaged by him less than the minimum wages as approved under *Minimum Wages Act* of the Ministry of Labour, Govt. of India, notified from time to time by Regional Labour Commissioner.

5.34. The Central University of South Bihar will not be liable to pay any amount other than settled in the Contract. Any payment under provision of the *ESI Act 1948, Workman Compensation Act 1923, payment of Gratuity Act 1948* and *Employee's provident Fund and Miscellaneous Provisions Act 1952* or any other statutory liability made by the Contractor. The challan/receipts of the payment made should be enclosed with the monthly bill. The Contractor shall be solely responsible and liable for his person's under the provisions of *Contract Labour (R&A) Act* and the *Labour and Services Laws*. **A certificate to this effect has to be submitted by the Contractor in separate challan in respect of manpower deployed by him**. The certified copy of challans must be submitted in the following month along with the bill invoice for consideration and further payment process.

5.35. The Contractor must ensure installation of Bio-Metric Attendance as well as Monitoring of Attendance, Mobility of security personal and performance of outsourced workforce.

5.36. The Character of supervisor should be good and he should not be more than 45 years, having graduate degree with three years' experience of supervisory activities in any Govt./Security Agency.

5.37. The Contractor must ensure the payment to all security personnel, multi-tasking staffs, and housekeeping etc. **by 7th day of the following month** from his own resources by depositing their wages in their respective Bank Accounts only.
There will be no cash disbursement.

6. ELIGIBILITY CRITERIA FOR SHORT-LISTING

6.1. For empanelment or shortlisting of Private Security Agencies (PSA) the following criteria shall be applied. For this purpose PSAs shall submit proof of documents along with the Tender. PSAs not conforming to any of these parameters will not qualify for empanelment or short listing:

6.1.a. **PSAs should be a registered private limited company or registered partnership firms or proprietorship firm registered for providing security guards' and housekeeping services.**

6.1.b. PSAs should have obtained a license from the 'Controlling Authority' in accordance with *Private Security Regulations Act 2005*, *Contact Abolition & regulation Act* for carrying on the business of Private Security Agency and housekeeping services.

6.1.c. PSAs should have their own infrastructure for training their guards.

6.1.d. PSAs should have credible Supervisory Infrastructure.

6.1.e. PSAs should have Income Tax, PAN, TAN and the latest IT Clearance Certificate.

6.1.f. PSAs should have Audited Balance Sheets and Profit & Loss Accounts for the past three years and the average turnover of the PSA in the last three years should not be less than **one crore per annum**.

6.1.g. PSAs should have a valid certificate, under *EPF & Miscellaneous Provisions Act 1952* to be submitted.

6.1.h. PSAs should have Documents proving compliance of *Minimum Wages Act-1948*. PSAs should have an office with telephone & fax and manned during the office hours. PSA should have been in the business of providing Security Guards' services and housekeeping services to corporate clients at least for the last five years.

6.1.i. ***PSA should furnish five Reference Sites and on request by the Central University of South Bihar, the Referees should testify about the performance of the PSA to the satisfaction of the university/submit performance reports.***

6.1.j. PSAs should have at-least one running unit of more than 100 Security guards on-roll at a time. Proof with **client agreement copy** as well as **performance certificate** must be attached.

6.1.k. Successful Bidder of PSAs should submit Security Deposit / Bank guarantee of **Rs. 25 Lakhs** (Rupees Twenty Five Lakhs Only) on nationalized banks/commercial bank before signing the agreement.

6.1.l. ***PSA must depute three separate Supervisor at University Head Quarter, from their own resources besides the required numbers, to look after the activities of Security personnel engaged in the University premises.***

6.1.m. PSA should submit the monthly PF contribution receipt of each security guard to the office of the Registrar.

6.2. Intending PSAs should furnish details about their firm as per PSA's profile (Annexure-I)

7. <u>TWO BID SYSTEM OFFER</u>

The offer will be in two parts, Technical Bid and Financial Bid. Both the parts should be submitted in separate sealed covers duly super scribed **"Technical Bid for Security Guards & house-keeping Services"** and **"Financial Bid for Security Guards & house-keeping Services"** respectively and both sealed envelopes should be placed in another sealed envelope super scribed **"Tender for Deployment of Security Guards & house-keeping Services"**. The tenders for deployment of security guards/armed guards for University Campus/Offices/Hostel (Boys & Girls) at Panchanpur campus should be sent **by hand/Speed post/ Registered** post addressed to **The Registrar, Central University of South Bihar, SH-7, Gaya-Panchanpur Road, Village-Karhara, Post Office-Fatehpur, Dist.-Gaya, PIN-824236.**

8. **EARNEST MONEY DEPOSIT**

Earnest Money **Deposit of Rs. 1,00,000/-** (Rupees One Lakh only) in the form of Demand Draft issued in favour of **The Registrar, Central University of South Bihar** payable at Gaya must be submitted along with the Technical Bid. Offers not accompanied with Earnest Money Deposit of Rs.1,00,000/- will not be accepted. No interest will be payable on the Earnest Money Deposit. The Guarantee in lieu of Earnest Money Deposit will not be accepted. The Earnest Money Deposit will be refunded to the unsuccessful bidders without any interest.

9. **TECHNICAL BID OFFER (TO)**

The Technical Bid Offer should be complete in all respects and contain all information asked for in this document along with documentary proof.

It should not contain any price information.

10. The Technical Bid Offer should comprise the following:
Covering letter on the prescribed format **(Annexure-I)**

10.a. DD for **Rs. 1000/-** in the form of a demand draft as Cost of Tender Forms, if downloaded from Central University of South Bihar website.

10.b. Earnest Money Deposit of **Rs. 1,00,000/-** in the form of a demand draft in favour of *The Registrar, Central University of South Bihar* payable at Gaya.

10.c. PSA profile as per **Annexure-I.**

10.d. Documentation (Product Brochures, leaflets, manuals etc., if any).

11. **PRICE BID**

The Price Bid should contain all relevant rates and charges and the rates should be quoted in Indian Rupees only. The Price Bid should not contradict in any manner. No over-writing or use of whitener/fluid is allowed.

The Contract will be awarded to the lowest quoted bidder on the basis of Service Charges ***subject to the reasonableness of the quoted rates***.

12. **PRICE COMPOSITION**

12.1. Monthly Rates for per Supervisor, per unarmed-Security Guard and per armed-Security Guard will be given separately in accordance with the *Minimum Wages Act* applicable at the Govt. of India.

Important: Tender will be Awarded only on the basis of L-1 Quoted Service Charges.

12.2. The PSA should have to claim its service Charges separately. The agency who doesn't claim Service Charges, their tender cannot be considered.

The Service Charges should only be realistic to meet the Salary of Security Service personnel deputed at University Campus for day to day monitoring of Security Personnel, 2 Sets of Summer Uniform, 2 sets of Winter Uniform, 1

Pair of Shoes, Kits, Torch, Bicycle, washing of uniforms allowance, Stationary, incidental expenses related to security personnel and other housekeeping works.

12.3. The Central University of South Bihar will shortlist the Agencies, who shall satisfy commercial and other requirements laid down in the document. The Price Bids of only the shortlisted Agencies will be opened. Short listed agencies will be notified by e-mail/post/website and the agencies/authorized representatives may be present at the time of opening of the Price Bids.

13. **ERASURES OR ALTERATIONS**

Techno-commercial details must be completely filled up. Corrections or alterations, if any should be authenticated.

14. **AGREEMENT BETWEEN THE PSA AND CENTRAL UNIVERSITY OF SOUTH BIHAR**

The successful bidder shall execute an Agreement with the Central University of South Bihar on Rs. 1000/- non-judicial stamp paper as per Terms & Conditions as decided by the University.

15. **VALIDITY OF OFFER**

The offer should be valid for maximum period of three years from the date of deployment of the security personals and renewable every year subject to satisfactory service by the Agency.

16. EVALUATION PROCESS

Offers (Tenders) will be evaluated in the following stages;

16.1. Stage-I : Incomplete Offers, i.e., offers not accompanied by the mandatory documents as per paragraph 6 above, cost of Tender Forms and EMD shall be rejected.

16.2. Stage-II : Offers will be evaluated against the stipulated minimum eligibility criteria purely based on the valid documents submitted by the PSAs. Offers not complying with the eligibility criteria will be rejected.

16.3. Stage-III : Short-listing of agencies may be based on site visits if considered by the University and satisfactory feedback from reference sites.

16.4. Stage-IV : Price bids of the short-listed firms will be opened for specified area-wise price and fix “Approved Rates”.

16.5. Stage-V : Willingness letter obtained from shortlisted firms to work on “Approved Rates”.

16.6. Stage-IV : Allotment of regions and issue of work orders to the shortlisted firm.

17. **OPENING OF OFFERS**

Technical Bid offers will be opened on **05/03/2021 at 11:00** AM. The Tenderers/their authorized representatives may be present at the time of opening of the Technical Bid Offers. No separate intimation will be sent in this regard to the Tenderers for deputing their representatives. The Technical Bid Offers will be opened at the time and date stipulated above irrespective of the number of bidders or their representatives present. The Financial Bid of only technically qualified Bidders will be opened. Date of Opening of Financial Bid will be announced later on.

18. **ORDER OF CANCELLATION**

If the selected PSA fails to deploy their Security Guards within the stipulated time schedule, be treated as a breach of contract. The University reserves the right to cancel the order in the event of delay in deployment of Security Guards as well as other manpower and forfeit the Earnest Money Deposit.

19. **PAYMENT TERMS**

No advance amount will be paid to PSA. Monthly payment will be made conforming to the attendance of the Security Guards & house-keeping workers as per documents to be maintained by the PSA and shown to the University.
Payment to the PSA tentatively be made within 15 days from the date of submission of bill completed in all respects.

20. **NO COMMITMENT TO ACCEPT TENDER**

The Central University of South Bihar shall be under no obligation to accept the tender or any other terms & conditions received in response to this notice and shall be entitled to reject any or all bids without assigning any reasons whatsoever.

21. Deployment and Removal Authority of Personnel

The personnel of hired manpower (Security Guard / Housekeeping & Office Boy) shall be deployed by the agency but as per requirement/area of skill decided and selected by the Competent Authority (Registrar) and even removal & replacement of any hired personnel will be on consent of the Competent Authority (Registrar) of the University only. The agency have to ensure that there should be no lapses in this regard to be happened at any stage.

Registrar

Annexure-I

PRIVATE SECURITY AGENCY PROFILE

1. Name of the Organization and Address :_____

2. Year of Establishment : _____

3. Status of the Firm :_____

   (Whether Pvt. Ltd. Company/Public Ltd. Company/Registered Partnership Firm)

4. Name of the Chairman/Managing Director/CEO/partners (as the case may be):

   _____

5. Whether registered with the Registrar of Companies/Registrar of Firms in India. If so, mention number and date and enclose Registration Certificate copy.

   _____

6. (a) Name and address of bankers :

   (i)_____ (ii) _____

   (b) Turnover of the Company/Firm in the following years:

   (Please attach a copy of audited Balance Sheet and Profit & Loss Account for the years as documentary proof)

   2017-18 : _____

   2018-19 : _____

   2019-20 : _____

7. Whether registered for Service Tax purposes. If so, mention number and date.

8. Mention Permanent Account Number & furnish copies of Income Tax clearance certificate, Employees PF code & ESI Registration No.

   _____

   _____

   _____

9. Is the Company/Firm a supplier of Security Guards Services? If yes.

   a. Mention the addresses and phone numbers of the Company's offices in Patna/Gaya as below:

   _____

   _____

10. What are your main fields of activities? Mention the fields giving the annual turnover for each field.

(i) _____
(ii) _____
(iii) _____
(iv) _____

11. Since when and how long your Company/Firm has been supplying Security Guards services ?

_____

12. If you have been prequalified by other corporate bodies and public sector or other university for supply of Security Guards Services, furnish their names and date of empanelment.

_____

13. Furnish the names of renowned organizations, where you have supplied Security Guards Services in Bihar & other states in the last three years, i.e. from 1st April 2017 to 31st March 2020.

Name of Organization with Address	***Period of service rendered***	Average annual Payment received
(Please attach copies of their orders or payment proof) (A separate sheet may be attached if the above space is inadequate)		

Details of Security Supervisory Staff

Sr.No.	**Name**	**Qualification**	**Post Held**	**Experience**

UNDERTAKING

1. I/We have read the instructions appended to the Proforma and I/We understand that if any false information is detected at a later date, any contract made between ourselves and Central University of South Bihar, on the basis of the information given by me/us can be treated as invalid by the Central University of South Bihar and I/We will be solely responsible for the consequences.

2. I/We agree that the decision of Central University of South Bihar, in selection of PSAs will be final and binding to me/us.

3. All the information furnished by me/us above here is correct to the best of my/our knowledge and belief.

4. I/We agree that I/We have no objection if enquiries are made about the work listed by me/us here in above and/or in the accompanying sheets.

Signature

Place:

Date:

Name & Designation & Seal of the Company

दक्षिण बिहार केन्द्रीय विश्वविद्यालय
Central University of South Bihar
SH-7 Gaya Panchanpur Road, Village Karhara, Post Office: Fatehpur Gaya - 824236
www.cusb.ac.in

FORM – B

(To be put in a separate sealed cover marked ' TECHNICAL BID') Questionnaire to be filled by the Company/Agency applying for tender for Security Contract in CUSB, Gaya (Each response document must be given with proper reference in the following tender document)	EMD Details D.D. No. ……..... Date ……..…….. Bank Name …….……

1.	Name of the Company/Agency (full address with Tel. No.)	
2.	Registration No. of the Company/ Agency under State/ Central Govt. under PSARA 2005.	
3.	Status of the Company/Agency (Ltd, Pvt. Ltd, Partnership or Proprietorship) Attach details.	
4.	Bio-Data of key officials (Please attach extra sheets)	
5.	Details of any tie-ups (Please attach details)	
6.	If already registered with Labour Department for engaging a minimum of 200 -250 employees, then submit the proof. If not, please give reason. Please submit an undertaking to register in the event of being awarded the contract.	
7.	(a) DG Rehabilitation approval No.	If any :
	(b) ESI No.	
	(c) EPF No.	
	(d) Service Tax No	
	(e) PAN	
	(f) TAN	
8.	Do you have any experience in handling of:	
	(a) Access Control Systems	
	(b) CCTVs and recorders	
	(c) Computers	
	(d) Communication and Wireless equipment.	
9.	Has the firm filed its Income Tax return in the previous financial year? If yes, please attach duly acknowledged copy of the same.	
10.	Financial Status of tenderer including annual report of past 3 years with Registrar of Companies receipts duly authenticated by Chartered Accountant	

11.	Do you have provision of Group Insurance cover for your employees? If yes, please attach proof.	
12.	Do you have experience in security business for at least 5 years?	
13.	Do you have any experience of working in Educational Institutes, specially handling of Student related activities viz Hostels, Student functions/ festivals/ Official Programmes/ Elections etc? If yes, provide details.	
14.	Ability to provide minimum 20% Ex-Servicemen and remaining Civilians. (Please State Clients where provided). (Attached as Appendix B)	
16.	Basic Devices Available with Agency for ready use	
	(a) Ropes	
	(b) Lathis	
	(c) Guard Cover (Cane shield)	
17.	Please provide the details of Bankers	
	(a) Name of the Beneficiary	
	(b) Name of the Bank & Address	
	(c) Bank Branch	
	(d) Account Number	
	(e) IFSC Code	
18.	Please provide the details of Company's Office/ office Equipments and facilities	
19.	Do you have training facilities? If yes, provide details.	
20.	Please provide the details of Arms/ Ammunitions available with manpower on your roll.	
# Please provide locations where installed.		

Date:

Place:

Signature of the Contractor or his Authorized signatory with seal of the Agency/Company

Note: If any information given in the technical bid is found false at any stage of assessment, the tender shall be rejected and the entire amount of earnest money deposit will be forfeited by the Central University of South Bihar.

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PROFORMA FOR

for

Financial Bid Scheduled Rates for Security Services
Multi tasking & House Keeping services

(Advertisement No. Ref. No. CUSB/S&P/Admin./Tender/17/2020-21 Dated 10/02/2021)

Important: Tender will be Awarded only on the basis of L-1 Quoted Service Charges with rate reasonableness

Sl.No.	*Payment Details*	*Security Guards (Civilian) (per person per day) (rates in Rs.)*	*Ex-Servicemen (Armed Guard) (per person per day) (rates in Rs.)*	*Unskilled*	*Semi-skilled*	*Skilled*	*Highly Skilled*
		Semi-Skill	*Skilled*	***65 Manpower*** Other manpower (Office Boy/Housekeeping/Gardener etc.)			
1.	Manpower (Approx. No.) Which may increase or decrease	***18***	***42***	Total Approx. = 65+ 60 = **125**			
2.	Basic Rate (Minimum wages), as notified by the Regional Labour Commissioner, Govt. of India from time to time						
3.	Employer PF contribution @ …….. %						
4.	**ESI @ ……%**						
5.	GST @ ..... % (if applicable)						
6.	**Total (2 to 5)**						
7.	**% Service charges on 6 above inclusive of 2% TDS (as per IT) on Bill Amount and as per note given below**						
8.	Total (6 to 7)						

Total Amount in Figure :
Total Amount in Words :

_____

Name and Signature of the Authorized Person of the firm along with seal

1. **Tender will be awarded only on the basis of responsive L-1 Quoted Service Charges with rate reasonableness.**

   Note : The Service Charges Should only be realistic to meet the 2% TDS (as per IT) Salary of Security Service Officials deputed at University Campus for day to day monitoring of Security Personnel, 2 Sets of Summer Uniform, 2 sets of Winter Uniform, 1 Pair of Shoes, Kits, Torch, Bicycle, proper washing of uniforms, Stationary, incidental expenses related to security personnel multi-tasking staff and other housekeeping works.

2. The bidders have to submit a justification with detailed Cost Sheet for their quoted Service Charges otherwise the bid will be summarily rejected.

Category of Manpower

Sl No.	Category	Trades
1	Unskilled	Sweeper, Bus Cleaner, Labour etc.
2	Semi-Skilled	Mali Helper, Cook Helper, Plumber Helper, Office Attendant etc & Civilian Security Guard
3	Skilled	Driver, Electrician, Mali, Plumber, Carpenter, Mason, Data Entry Operator, Cook, Ex-Serviceman Security Guard etc.
4	Highly Skilled	Supervisor, Gun Man etc. (Ex-Serviceman only)

Signature with seal of bidder

Date:

Place:

Annexure-II

Component of Payment (To be made by University to the Agency)

Sl.No.	*Particulars*	
1.	Basic Rate (Minimum wages) As notified by the Regional Labour Commissioner, Govt. of India from time to time	
2.	Employer PF contribution @ 12 % or as applicable time to time.	
3.	ESI @ 0.75 or as applicable time to time	
4.	GST @.....%, if applicable	
5.	**Total (1 to 4)**	

Example of the Calculation Sheet for Reasonability for the Quoted Rate

Add / Less	**Service Charges @.....%**
i.	Gross Payable Amount
ii.	Applicable GST @ .....%
iii.	Service Charges @.....%
Add	**(A) Total of i to iii**
Less	
iv.	TDS (IT) @ 2%
v.	TDS on (GST) @ 2% (adjustable)
vi.	Salary of Security Supervisor(s) by the firm for monitoring at their cost/level
vii.	Uniforms and other expenses as in Clause 5.23 and 12.2
Add	**(B) Total of iv to vii**
Net Income	**(A) – (B)** Should be always Positive.