

CHECK-LIST FOR PRE-QUALIFICATION BID FOR SECURITY SERVICES

Sl. No	Documents asked for	Page number at which document is placed
1	Tender Fee of Rs. 1000/- in the form Demand Draft in favour of National Law University and Judicial Academy, Assam.	
2	Earnest Money Deposit (EMD) of Rs. 1,00,000/- in the form Demand Draft in favour of National Law University and Judicial Academy, Assam.	
3	One self-attest recent passport size photograph of the Authorized person of the firm, address and office telephone numbers. If the bidder is a partnership firm, name designation, address and office telephone number of Director/Partner also.	
4	Self-attested copy of the PAN card with copy of Income-Tax return of the last 3 (three) financial years.	
5	Self-attested copy of valid GST Registration number	
6	Self-attested copy of valid Trade License	
7	Self-attested copy of valid Provident Fund Registration number	
8	Self-attested copy of valid ESI Registration No.	
9	Self-attested copy of valid License No. under Contract Labour (R&A) Act, 1970	
10	Proof of valid DGR sponsorship or proof of being run by Ex-Servicemen/Ex-Paramilitary man (as applicable)	
11	Proof of experience of last five years	
12	Proof of having License under Private Security Agencies (Regulation) Act. 2005	
13	Annual returns of previous 03 (three) years supported by audited balance sheet	
14	A self-declaration affidavit to be submitted that the firm had no blacklisted record for last 5 years.	
15	Any other documents, if required	

Signature of Bidder

Name and Address of the Bidder:

Telephone No.:



TENDER FORM FOR PROVIDING SECURITY SERVICES

Affix duly
Attested P.P.
Size recent
photograph of
the prospective
bidder

1. Tender Fee : Rs 1000/- (One Thousand only)
2. Earnest Money Deposit (EMD) : 1,00,000/- (One Lakh only)
3. Opening time and date of tender:..... 4:45 PM on 20.12.2018.....
4. Names, address of firm/Agency and
Telephone numbers
5. Trade License no.
6. Name, Designation, Address and Telephone No. of
Authorized person of Firm/Agency to deal with.....
7. Please specify as to whether tenderer is sole
Proprietor / Partnership Firm.....
8. Name and Address and Telephone No. of
Directors/Partners should specified
9. PAN card number
10. Provident Fund Account No.
11. ESI Registration Number
12. License number under
Contract Labour (R&A) Act, 1970
13. Documentary proof of having
License under Private Security Agencies
(Regulation) Act, 2005

14. Details of Demand Draft deposited:

(a) Tender Fee details:

DD Number & Date:

Bank Details:

(b) EMD details

DD Number & Date:

Bank Details:

15. Any other information:

16. Declaration by the bidder:

This is to certify that I/ We before signing this tender have read and fully understood all the terms and conditions contained herein myself/ourselves abide by them.

Signature of the bidder

Name and address:

Seal



TERMS AND CONDITIONS

The terms and conditions of Security Services at National Law University and Judicial Academy, Assam, Hajo Road, Amingaon, Guwahai-781 031

Detail of requirements of Security In-charge and Security Guards:

- A) Security In-charge : 01 (one) no.
(Preferable Ex-Serviceman)
- B) Security Guard (Male and Female)
- (i) University Main Gate : 05 (Five) nos.
 - (ii) Administrative Block : 03 (three) nos.
 - (iii) Academic Block : 02 (two) nos.
 - (iv) Library : 02 (two) nos.
 - (v) Girls Hostel : 06 (six) nos.
 - (vi) Boys Hostel : 06 (six) nos.
 - (vii) Vice Chancellor Residence: 03 (three) nos.

* Number of security guard to be deployed shall be variable according to the decision of competent authority.

Terms and Conditions:

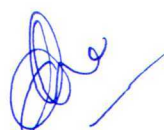
1. To man the main gate round the clock and to keep the gate closed and locked during the night.
2. To keep a register to record for every entry and exit of personnel and vehicle.
3. Patrolling of the main campus including boys hostel and girls hostel
4. Every Security Guard should have one baton and one torchlight.
5. Security Guards should be well behaved and uniformed.
6. Under normal circumstances they will prepare a situation report at 9:00 AM in the morning and 5:00 PM in the afternoon every day.
7. Security Guard should maintain telephone numbers of nearby Police Stations, Fire Station, Hospital and all the officials of the University.
8. The Security personnel should keep details of the personnel engaged by the Housekeeping and Catering services providers. Proper record of entry and exit of these people should also be kept. The Security Firm should ensure proper supervision of the security guard everyday and apprise the University with a proper security information management report.
9. Any bid received after the prescribed last date shall not be considered irrespective of rates quoted.
10. Earnest Money Deposit (EMD) of **Rs 1,00,000/-** should accompany the Techno-commercial bid document. The EMD shall be paid in the form of Demand Draft in favour of "National Law University and Judicial Academy, Assam", such EMD shall not carry any interest. Any bid not accompanied by requisite EMD shall be deemed to be invalid and will be rejected by the University.



11. EMD of successful bidder shall be discharged after receipt and acceptance of the Performance Guarantee towards full Security Deposit in the valid format. EMD of unsuccessful bidders shall be discharged after award of work to the successful bidder and signing of contract thereof.
12. The performance guarantee provided by the successful bidder may be in the form of Demand Draft in favour of National Law University and Judicial Academy, Assam.
13. The security agency shall have to deposit security amount as decided by the University Authority.
14. The bidders should inspect the site before filling in and submitting the tender to get fully acquainted with the scope of work as no claim whatsoever will be entertained for any alleged ignorance thereof. Tender must be submitted in original and without making any additions, alteration and as per details given in other clauses giving hereunder. The requisite details shall be filled in by the bidder in the Tender Document whatever required.
15. Rates and Prices:
 - a) Bidders should quote the rates in the format giving at **Annexure-I**. Incomplete bids will summarily be rejected. All corrections and alterations in the entries of tender papers will be signed in full by the bidders with date.
 - b) All statutory duties and Taxes/GST and any other contributions like EPF/ESI should be inclusive of quoted rate.
16. Payment will be released on monthly basis within a fortnight after receipt of bill and certification by Administration that the services provided during the month are satisfactory.
17. The bidder will follow all statutory provision.

Other Terms and Conditions:

1. The University reserves the right for termination of the contract at any time by giving one month written notice, if the services are found unsatisfactory and also has the right to award the contract to any other agency at the cost, risk and responsibilities of bidder and excess expenditure incurred on account of this will be recovered by NLUJAA security deposit or pending bill or by raising a separate claim. University authority shall fix the rate of Security Deposit on negotiation.
2. Payment will be made through account transfer/cheque within 15 (fifteen) days of the every month on submission of ESI, PF deposit proof and other related documents with bill.
3. Committee decision will be final.



Registrar

PROFORMA FOR FINANCIAL BID
(Security Services)

To be filled by the Contractor:

Supply of manpower for Security Service:

Sl. No.	Category	Quoted Rate of Monthly Wages (Per Head)
1	Security In-charge	
2	Security Guard	

N:B: Quoted Rate of monthly wages is inclusive of all taxes, the contribution to ESI/EPF/NPS etc. and any other allowances.

Date:

Signature of the Tenderer
with Seal and Address

