



National Law University and Judicial Academy, Assam

(Established by Assam Act No. XXV of 2009)

No.: NLUJAA/ADMIN/F/SECU.-SER/2024/38/725

Date: 09/07/2025


NOTICE INVITING TENDER FOR SECURITY SERVICES

Sealed quotations affixed with non refundable court fee stamps of Rs. 8.25 (Rupees Eight and Twenty-Five paise) only are hereby invited from reputed firm/agencies for providing Security Services at National Law University and Judicial Academy, Assam at Amingaon, Guwahati. Interested firm/agencies can download this document from www.nluassam.ac.in and submit their offers in the prescribed format, duly filled-in and signed, with required enclosures and documents. The tender is to be submitted in a sealed envelope, bearing the superscription **"Tender for providing Security Services to National Law University and Judicial Academy, Assam at Amingaon, Guwahati"**, addressed to the **Registrar, National Law University and Judicial Academy, Assam, Hajo Road, Amingaon, Guwahati, Assam-781031**.

Last Date for submission of tender: 30-07-2025 by 01:30 PM.

Tender will be opened on the same day at 02:00 PM

Place of submission: 3rd Floor, Administrative Block, NLUJA, Assam Campus, Amingaon, Guwahati-781031. The tenderers or their authorized agents may remain present at the time of opening of the tender on 30-07-2025 at 02:00 PM.


Registrar,
NLUJA, Assam

CHECK-LIST FOR PRE-QUALIFICATION BID FOR SECURITY SERVICES

Sl. No	Documents asked for	Page number at which document is placed
1.	Bid Security (EMD) of Rs. 1000/- in the form of Demand Draft in favour of Registrar, National Law University and Judicial Academy, Assam.	
2.	Earnest Money Deposit (EMD) of Rs. 1,00,000/- in the form of Demand Draft in favour of Registrar, National Law University and Judicial Academy, Assam.	
3.	One self-attested 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 shall also be provided.	
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.	The bidder shall have minimum 03 (three) years' running experience of providing security services in academic institutions/govt. organizations (experience certificate to be submitted. Experience will be taken into cognizance only upon submission of duly endorsed experience certificate)	
11.	Having successfully completed or running minimum one similar security service, of value not less than Rs. 20.00 lakhs in a year	
12.	Average Financial Turnover during the last 3 years, ending 31st March 2025 should be at least Rs. 40.00 lakhs per year. Documentary evidence to be provided thereof, duly attested by Chartered Accountant.	
13.	Proof of having License under Private Security Agencies (Regulation) Act. 2005	
14.	Annual returns of previous 3 (three) years supported by audited balance sheet	
15.	A self-declaration affidavit to be submitted that the firm has not been blacklisted by any organization/ agency etc. in the last 5 years.	
16.	Having registered office at Kamrup/Kamrup metro.	
17.	Any other document(s), if required	

Signature of Bidder
(Name and Address of the Bidder)
Telephone/Mobile No.

NATIONAL LAW UNIVERSITY AND JUDICIAL ACADEMY, ASSAM
TENDER DOCUMENT FOR SECURITY SERVICES
TERMS AND CONDITIONS OF CONTRACT

1. SCOPE OF WORK:

The National Law University and Judicial Academy, Assam (NLUJAA) comprises of five storey Administrative Building, five storey Academic Building, four storey Library Building, six storey Girls Hostel and a six storey Boys Hostel. Details of requirement of Security Service In-Charge and Security Guard is provided hereunder:

2. WORKFORCE DEPLOYMENT AND OFFICE MANAGEMENT

The contractor has to deploy the following workforce everyday, including Sundays and Holidays.

A. Security In-Charge : **01 No.**
(Preferably Ex-Serviceman)

B. Security Guard (Male and Female)

i)	University Main Gate	:	05 nos.
ii)	Administrative Block	:	03 nos.
iii)	Academic Block	:	02 nos.
iv)	Library	:	02 nos.
v)	Girls Hostel	:	06 nos.
vi)	Boys Hostel	:	06 nos.
vii)	Vice-Chancellor Residence	:	03 nos.

* **Number of Security Guards to be deployed may vary according to the decision of the Competent Authority.**

* **Workforce must wear uniform and identity card to be provided by the service provider**

3. 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 the register to record for every entry and exit of personnel and vehicle.
3. To ensure routine Patrolling of the main campus including boys hostel and girls hostel
4. To ensure that every Security Guard has one baton and one torchlight.
5. To ensure that Security Guards are behaved and uniformed.
6. To prepare a situation report at 09:00 AM in the morning and 05:00 PM in the afternoon, every day
7. To ensure that Security Guards maintain telephone numbers of nearby Police Stations, Fire Stations, Hospital and all the Officials of the University.
8. To ensure that security guards maintain details of the personnel engaged by the Housekeeping and Catering Service providers. Proper record of entry and exit of these people should also be kept. The Security Firm should ensure proper supervision of the security guards every day and apprise the University with a proper security information management report.
9. To ensure that, the number of security guards engaged on any day is not less than the aforesaid requirements, failing which, proportionate deductions will be made from

the monthly bill. In case of special events/official functions, the contractor shall arrange for additional workforce, if so required and instructed by authority in order to ensure that no inconvenience is caused during special events/ official functions.

4. Other Terms and Conditions.

1. The Contractor or his authorized representative shall employ only adult employees/ workers for this work and those staff acceptable to NLUJA, Assam, as per Govt. rules applicable from time to time. Before engagement, the Contractor shall, at his cost, get all the employee/workers engaged by him, medically examined as directed by NLUJA, Assam and get their fitness certificate and Police Verification Report which will be duly submitted to the University for records.
2. The contractor shall recruit employees/workers for the contract at his/her own risk. It is to be clearly understood by the contractor that the contract is purely a commercial engagement and outsource of service and is not an employment. There will be no employer-employee relationship between the National Law University and Judicial Academy, Assam and the contractor's employees. The contractor's staff shall not be treated as NLUJA, Assam staff for any purpose, whatsoever, and facility/benefits applicable to NLUJA, Assam staff will not be applicable to contractor's employees. Immediately on termination of this contract, the contractor shall be obliged to withdraw all his employees from the said premises of work. Any dispute connected with the contractor's staff shall be settled by the contractor at his/her own cost and risk.
3. Prospective bidders should have their registered office at Kamrup/Kamrup (Metro).
4. The rate of service shall remain constant during the contract period.
5. Any bid received after the prescribed last date shall not be considered, irrespective of rates quoted.
6. No accommodation will be provided to the contractor or his/her employees by the University.
7. The contractor shall be responsible for fulfilling the requirement of the statutory provisions with regard to engagement of employee/workers.
8. The contractor shall be responsible for his/her employees to ensure that the same comply with University Regulation & Code of conduct.
9. Past record/experience of the bidder (including experience of the bidder with the University in the past if applicable) would be taken into consideration during technical evaluation. Any bidder with dubious record may be disqualified by the University at its discretion. Past experience of the bidder with NLUJA, Assam, if any, will be duly considered.
10. The University reserves the right to accept or reject any tender without assigning any reason thereof.
11. The number of security staff may increase/decrease as per actual requirements of the University from time to time.
12. Bill to be submitted as per attendance provided by the University and recorded in the biometric device.
13. Earnest Money Deposit (EMD) of **Rs. 1,00,000/-** should be submitted along with the Technical Bid document. The EMD shall be paid in the form of Demand Draft in favour of Registrar, National Law University and Judicial Academy, Assam, payable at Guwahati. Technical Bid not submitted along with requisite EMD shall be deemed to be invalid and will be rejected by the University. The EMD shall not

carry any interest.

14. EMD of successful bidder shall be discharged after receipt and acceptance of the Performance Security and EMD of unsuccessful bidders shall be refunded after award of work to the successful bidder and signing of contract thereof.
15. In case the Contractor wants to discontinue the contract for any reason, before completion of the contract period, the same shall give 3 months advance notice to NLUJA, Assam. Similarly, if NLUJA, Assam wants to discontinue the contract for any reasons, it shall give one-month advance notice to the contractor. However, in case of any negative report found, contract shall be terminated by University without any prior notice.
16. The contractor shall not appoint any sub-contractor for the work assigned to him/her.
17. The contractor shall be responsible for various items provided in the buildings including electrical and electronic items. In case, NLUJA, Assam suffers any loss, of whatever nature, on account of the contractor or negligence of his/her staff non-compliance with security/safety regulations/ instructions, the contractor shall be liable to bear all such losses, as may be determined by NLUJA, Assam at its sole discretion and NLUJA, Assam shall have the right to recover all such losses from the monthly bill/dues payable to the contractor.
18. In case of absence from duty, by any resource engaged, the firm shall provide substitute immediately, the same day without any gap. Engaged substitute personnel shall record their attendance during entry and exit time in an attendance register which will be available in the administrative section.
19. Punctuality is to be strictly observed.
20. Late attendance/early departure without permission will not be permitted. Proportionate deduction from wages will be made for unauthorized late attendance & early departure.
21. The Contractor shall also arrange for police verification of all the employees to be deployed by the same and submit such verification report to NLUJA, Assam. No person having adverse antecedents should be deployed at the premises.
22. National Law University and Judicial Academy, Assam would not in any manner be responsible for any act of omission or commission of the resources engaged by the Firm/Company/Agency and no liability in this respect will lie with the NLUJA, Assam including any eventuality resulting in any mishap.
23. The firm/company/ agency shall be responsible for securing a Third Party Insurance Policy to protect and cover all types of accident and injuries to any person while working with NLUJA, Assam. The National Law University and Judicial Academy, Assam shall not be liable for any accident/ injuries to any person engaged by the agency within the premises or outside of the NLUJA, Assam campus, arising out of the acts committed by the firm/company/ agency or his/her staff.
24. The engaged Firm/Company/ Agency, as when called upon by the Authority of the National Law University and Judicial academy, Assam shall expeditiously respond.
25. The National Law University and Judicial Academy, Assam reserves the right to withdraw/ relax any of the terms and conditions mentioned above and/ or issue any fresh instruction so as to overcome any problem that may arise at later stage.

5. Liability for Loss or Damage

1. The Service Provider shall be fully responsible for ensuring the security and safety of the University premises, properties, and assets during the term of engagement.
2. In the event of any loss, theft, damage, or destruction of the University's property arising out of negligence, misconduct, or failure in duty on part of the Service Provider or its personnel, the Service Provider shall be liable to compensate the University to the extent of the actual loss or damage incurred.
3. The amount of compensation shall be determined by the University after due assessment, and the Service Provider shall make payment of such amount within [15/20] days of receipt of the written demand from the University.
4. The University shall also have the right to deduct the assessed amount of compensation from any payments due to the Service Provider under this Agreement.
5. The Service Provider shall maintain appropriate insurance coverage to mitigate risks of such losses and shall furnish proof of such insurance upon request by the University.

6. General Conditions

1. Bidders should quote the rates in the format provided as **Annexure-I**. Incomplete bids will summarily be rejected. All corrections and alterations in the entries of tender papers will be duly attested by the bidders with date.
2. Interested parties are requested to submit the technical bid and the financial bid separately. **The bids in sealed envelope-I containing "Technical Bid" and sealed envelope- II containing "Financial Bid"** should be placed in a third sealed envelope bearing superscription "Tender for Security Services" duly indicating "Tender number and date" The same should reach the office of the Registrar, NLUJA, Assam, on or before **30-07-2025 at 01:30 PM** along with the prescribed demand draft.
3. All statutory duties, Taxes/GST and any other contributions like EPF/ESI should be included within the quoted rate.
4. Payment of the Security Service bill will be made through NEFT/RTGS every month within 15 days of receipt of the same. Bank details, i.e., Account No., Name of Bank, IFSC code, Address of bank, nature of account etc. are to be provided. However, payment to the Security Service should be made on the first week of every month irrespective of bill payment by University.
5. The Contractor will submit monthly bill on or before 1st day of each month along with the following documents:
 - (a) Documentary proof of having paid wages to the employees.
 - (b) Documentary proof of having paid EPF and ESI contribution of the employees.
 - (c) Biometric Attendance sheet duly signed by the Officer-in-charge, NLUJA, Assam.
 - (d) Bill for security service duly signed by Officer-in-charge, NLUJA, Assam.
6. Income tax and GST will be deducted from security service bills as per relevant rules applicable from time to time.
7. If the contractor fails to provide proper service as agreed upon or neglects to comply with any directions given to him/her, competent authority of NLUJA, Assam may terminate the contract and security deposit by the contractor will be forfeited. Further, it may also be noted that in case the party does not turn up to take-up the daily work or any assigned work, the work will be entrusted to any other party at the cost of the

contractor. And in such cases no bill payment will be made for the current month or the cost will be adjusted with the security deposit and fixed security deposit against equipment etc. placed with NLUJA, Assam.

8. In case, the Institute suffers loss of any nature on account of the service provider or his employees for not following security/safety regulation/instructions, the service providers shall be liable to make good the loss as determined by the Institute at its sole discretion and the Institute shall have the right to recover such losses, etc., from the dues payable to the service provider and/or security deposit, etc
9. The contractor's personnel will not engage themselves in any business activities in the premises of the NLUJA, Assam.
10. The contractor is required to provide a list of all his employees with particulars in a prescribed format to be provided in advance to authority, NLUJA, Assam, and submit an extract of the same along with the monthly bill. For day-to-day maintenance the Contractor his/her personnel designated staff shall report to the in-charge NLUJA, Assam.
11. The Registrar, NLUJA, Assam or his authorized representative reserves the right to enter into a parallel contract with any other party as and when considered necessary during the currency of the contract. If the contractor fails, at any time to render satisfactory services under this contract, in the opinion of the Registrar, NLUJA, Assam, whose decision shall be final and binding on the contractor, he/she may at his/her option get the work done by other parties at contractor's risk and cost. In such an event, the contractor is liable to reimburse the loss/extra expenditure incurred to the Registrar, NLUJA, Assam on account of the aforesaid.

**DECLARATION FOR PROVIDING SECURITY SERVICE AT NLUJA,
ASSAM**

Date:.....

To,

The Registrar,
NLUJA, Assam
Amingaon, Guwahati-781031

Ref: Invitation for Bid in respect of Advertisement dated.....

We, the undersigned declare that:

1. We have examined and have no reservation with regard to the Bidding Documents.
2. We offer to execute in conformity with the Bidding Documents for "Security Service Contract" for National Law University and Judicial Academy, Assam.
3. Our bid shall be valid for a period of 15 (fifteen) days from the date fixed for the bid submission deadline in accordance with the Bidding Documents and it shall remain binding upon us and shall be accepted at any time before the expiration of that period.
4. If our bid is accepted, we commit to submit a performance security in accordance with the Bidding Documents.
5. We also declare that Government of India or any other government body has not declared us ineligible or blacklisted us on charges of engaging in corrupt, fraudulent, collusive or coercive practices or any failure/ laps of serious nature.
6. We also accept all the terms and conditions of this bidding document and undertake to abide by them, including the condition that the National Law University and Judicial Academy, Assam is not bound to accept highest ranked bid/lowest bid or any other bid that the National Law University and Judicial Academy, Assam may receive.

Yours sincerely,

Authorized Signatory
Full Name and Designation with seal

Annexure –I

PROFORMA FOR FINANCIAL BID (on letter head) (Security Services)

To be filled by the Bidder:

Supply of Human Resource on contractual basis for Housekeeping service:

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

NB:

1. Quoted Rate of Monthly Wages are inclusive of GST/Taxes, contribution to ESI/EPF/NPS etc. and any other allowances.
2. Rate should be quoted as per Govt. of Assam latest notification issued by Labour Welfare Department.
3. Break-up of the quoted rate to be submitted in the prescribed format enclosed herewith as **Annexure –A**.

Date:

Signature of the Bidder with seal and address

DETAILS BREAK-UP OF QUOTED RATE (PER HEAD EACH CATEGORY)									
CATEGORY	AMOUNT QUOTED PER MONTH (BASIC WAGES)	EPF EMPLOYER CONTRIBUTI ON & ADMIN CHARGES @.....%	ESIC @%	OTHER ALLOWA NCES	SUB TOTAL	SERVICE CHARGE @% ON BASIC WAGES	TOTAL AMOUNT	GST @% ON BASIC WAGES & SERVICE CHARGE	GRAND TOTAL
Security in-charge									
Security Guard									
NET SALARY OF Security in-charge									
NET SALARY OF Security Guard									
EPF CONTRIBUTION PER MONTH AGAINST SECURITY IN-CHARGE (EMPLOYEE AND EMPLOYER CONTRIBUTION EXCLUDING ADMIN. CHARGE) EPF CONTRIBUTION PER MONTH AGAINST SECURITY GUARD (EMPLOYEE AND EMPLOYER CONTRIBUTION EXCLUDING ADMIN. CHARGE)									

[illegible]

Annexure - A

DETAILS BREAK-UP OF QUOTED RATE (PER HEAD EACH CATEGORY)									
CATEGORY	AMOUNT QUOTED PER MONTH (BASIC WAGES)	EPF EMPLOYER CONTRIBUTI ON & ADMIN CHARGES @.....%	ESIC @%	OTHER ALLOWAN CES	SUB TOTAL	SERVICE CHARGE @% ON BASIC WAGES	TOTAL AMOUNT	GST @% ON BASIC WAGES & SERVICE CHARGE	GRAND TOTAL
Security in-charge									
Security Guard									
NET SALARY OF Security in-charge									
NET SALARY OF Security Guard									
EPF CONTRIBUTION PER MONTH AGAINST SECURITY IN-CHARGE (EMPLOYEE AND EMPLOYER CONTRIBUTION EXCLUDING ADMIN. CHARGE)									
EPF CONTRIBUTION PER MONTH AGAINST SECURITY GUARD (EMPLOYEE AND EMPLOYER CONTRIBUTION EXCLUDING ADMIN. CHARGE)									