

مولانا آزاد نیشنل اردو یونیورسٹی  
MAULANA AZAD NATIONAL URDU UNIVERSITY  
(A Central University established by an Act of Parliament in 1998)



**COLLEGE OF TEACHER EDUCATION-AURANGABAD**

DRP Educational Campus, Opp Taj Residency, Mahmoodpura, Rauza Baugh, Aurangabad  
(Maharashtra) – 431 001 , [www.manuu.ac.in](http://www.manuu.ac.in) Tel: 0240 – 2100536

**LIMITED TENDER NOTICE**

Sealed tenders are invited from reputed Security Agencies (Govt/Private) to look after the security arrangements **24 hours (03 shifts)** in the College of Teacher Education, Mahmoodpura, Rauza Baugh, Aurangabad (Maharashtra) an off-campus institution of Maulana Azad National Urdu University, Hyderabad (3 Security Guards to perform the duty in *3 shifts of 8 hrs. daily*). The interested Security Agencies can obtain the tender form from the Principal, CTE-Aurangabad or it can be downloaded from the website [www.manuu.ac.in](http://www.manuu.ac.in). The bidders shall have to furnish the EMD towards bid security in the form of D.D/FDR for Rs.10000/- (Rupees Ten thousand only) drawn in favour of Moulana Azad National Urdu University, Hyderabad, Payable at Hyderabad, Telangana State. The last date for submission of the bids along with the required documents is **31.01.2017 upto 3:00 pm**. The bids received will be opened immediately on the same day by the undersigned at his office, in the presence of the bidders/representatives attended.

Sd/-

**Principal**

**College of Teacher Education- Aurangabad**

مولانا آزاد نیشنل اردو یونیورسٹی  
مولاانا आज़ाद नेशनल उर्दू यूनिवर्सिटी



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LIMITED TENDER DOCUMENT FOR ENGAGING SECURITY GUARDS AT COLLEGE OF  
TEACHER EDUCATION-AURANGABAD (OFF-CAMPUS INSTITUTION OF THE  
UNIVERSITY)

*Last date, time of submission and opening of the bids is ..... January, 2017 at 3.00 p.m.*

#### **Tender Schedules**

##### **A. Scope of work:**

1. Maintain 24 hours fool-proof security in the College of Teacher Education, Aurangabad campus.
2. Deployment of security personnel should be for 3 shifts of 8 hours each (one security guard for each shift) during all the days in a month (31/30/29/28 days) without interruption. The contract is initially for 12 months i.e., one year and extendable for one more year based on the satisfactory performance and on mutual consent at the same terms & conditions. The agency should allow the weekly-off/leave to the security personnel and depute the substitute person for the absence to provide uninterrupted security service. The college will make payment for the man days actually deployed for the service (93/90/87/84 mandays depend upon the number of days in a month i.e., 31/30/29/28 days).
3. Agency shall maintain all security registers such as In & Out Registers, Vehicle Movement Register, Visitor's Register, Material Register, Gate Pass Register. All such registers shall be produced to Principal on monthly basis.
4. Agency shall restrict the entry of all unauthorized persons in the University campus.
5. Agency shall check the Vendors' passes carefully.
6. Any other security related duties assigned in the manner as provided from the college.
7. Agency shall maintain cordial relations with the college employee/student community.



**B. Terms and Conditions:**

1. Agency shall be registered one with the respective government departments concerned to carry out the service.
2. Agency shall be registered with the Regional Provident Fund Commissioner under the Provident Fund Act or as per requirement by law.
3. Agency shall be registered with Employees State Insurance Office.
4. Agency shall in all times indemnify the College of all claims like damages, compensation etc., under the provisions of Labour Law.
5. Agency shall be responsible to recover the contribution payable by the workmen engaged by it towards PF & ESI and remit the amount so deducted together with their deposits to the concern.
6. Agency shall have an average annual turnover of 30% of the value of the quotation during the last three years. In addition to this, the agency shall have achieved the turnover indicated below during the last seven years.
  - a) Provided the similar security services for three contracts worth 40% of the value of the quotation (or)
  - b) Provided the similar security services for two contracts worth 50% of the value of the quotation (or)
  - c) Provided the similar security services for one contracts worth 80% of the value of the quotation (or)
- 7.
8. In case of any accident occurred to the personnel employed by the agency during the duty time, the agency alone is liable to pay workmen's compensation or any other statutory dues or payments. The College is not liable for any payment of such kind.
9. Responsibility of payment of wages for the personnel deployed to carry out the contract lies with the contractor and the College shall not entertain any representations, whatsoever in this regard.
10. Agency shall have to comply with requirement of law under the "the Private Security Agencies Act 2005" as amended from time to time and shall hold a valid license from the competent authority under "the Private Security Agencies Act 2005" as amended from time to time..
11. Proprietor of the Agency or his authorized representative shall visit the Principal's office once a week for review of the security system at the Collge campus.

12. College of Teacher Education being run on Central Government Procedures, the Minimum Wage rates prescribed by the Deputy Chief Labour Commissioner (Central) of the Region from time to time (revised once in six months) may be adopted. Accordingly, all the agencies are required to quote the rates as prescribed by the said authority applicable w.e.f. 01.10.2016. The Agency shall revise & pay the minimum wages automatically with the date of effect as and when it is enhanced and claim the same from the College.
13. Agency shall ensure that all labour laws and the Rules and Regulations governing conditions of labour including Minimum Wages Act, Employees State Insurance Act, Employees Provident Funds Act, Contract Labour (Regulation & Abolition) Act are followed strictly and complied with. The Agency shall enclose relevant remittance Certificates of the ESI and PF and other statutory dues and returns as applicable to the relevant act / rules to the invoice raised on the College every month.
14. Bills will be processed monthly, based on the attendance particulars furnished by the agency and the payment will release after scrutiny. Further, TDS@2% will be deducted from the bill amount towards income tax. The agency should keep this aspect into consideration and quote appropriate amount under "Service Charges". In other words, the service charges amount quoted should be inclusive of income tax component which will be deducted from the bills. The Agency shall be liable to furnish the justification to the satisfaction of the Purchase Committee as to how the component of TDS deduction is adjusted in his books of accounts, in the case of furnishing the quotation for less than 2% towards Service Charges.
15. Payment will be processed and released as per the attendance of the guards' duty (mandays) ascertained by the College on submission of ESI and EPF statement from the competent authority. The payment shall have to be disbursed into the bank accounts of the guards before 10<sup>th</sup> of every month and to submit the bank statement to College for official records.
16. Security personnel under the agency shall follow the instructions of the College from time to time. The Security Agency will be under the administrative control of the College. The Security personnel shall perform the duties with utmost care and loyalty and should not develop undue familiarity nor join any union of the employees of College. The Agency shall be held responsible for the entire administration of security staff under law for the time being in force.
17. Term of the contract will be initially for a period of twelve months and renewable for further period of twelve months on mutual agreement subject to satisfactory service at the same terms & conditions.
18. Prospective bidder has to furnish the Earnest Money Deposit (EMD) towards bid security for the bid validity period of 30 days in the form of a Demand Draft/FDR/Bank Guarantee for Rs.10,000 drawn in favour of '**Maulana Azad National Urdu University, Hyderabad**', payable at **Hyderabad**, Telangana State which is refundable after the bid validity period, without any interest. The EMD of the successful bidder



shall be adjusted towards Security Deposit on the request. However, the EMD of the successful bidder shall be forfeited if rejected to take up the service contract after issuing the work order.

19. Successful bidder has to deposit Security Deposit for contract amount in the form of a Demand Draft/FDR/Bank Guarantee for 10% of the contract amount drawn in favour of '**Maulana Azad National Urdu University, Hyderabad**', payable at **Hyderabad**, Telangana State which is refundable after the expiry of the contract period and defect liability period of 60 days thereafter, without interest subject to recoveries of any of the damages or loss of property caused to the College during the course of the contract period.
20. In case, any statutory authority imposes any punishment like fines etc., and if the College is made a party in such penal action, the College has the right to retain the security deposit etc., 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.
21. Security personnel deployed at the College shall check and ensure that all the Sections of the Buildings are properly locked after the college hours.
22. If any theft or loss of property is reported by any Department/Section due to the negligence or improper action of any trespass of unauthorized persons, the security agency shall be responsible and the College shall have the right to recover damages from the payment dues & the Security Deposit of the agency.
23. During the period of agreement, the College is at liberty to alter / modify / add / delete any of the conditions of the agreement in the interest of the College.
24. Successful bidder will be allowed to commence the service upon the fulfillment of the formalities like payment of security deposit, execution of agreement etc.
25. 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 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.
26. The agency should maintain strict discipline in dealing with the College employees and should not act in any manner unbecoming of a security person.
27. Security personnel deployed should be in the age group of 22-45 years and should have the sufficient education and intelligence required to check Identity cards and Gate passes; answer questions of visitors on location and directions to various offices. knowledge of Hindi/Urdu/English is essential and they must possess the minimum training in fire safety and fire fighting.

28. Agency should provide the required number of security personal as per the shifts on all the dates. In case of shortfall in the supply of security guards, a notice will be issued and the agency should be able to depute the required personnel within 3 days. The College reserves the right to terminate the contract if the agency repeatedly/willfully fails to depute the required number of security guards; the College has every right to cancel the contract at any time, by giving one month's notice. In such case, the Security Deposit submitted will be forfeited.
29. Items of equipment, headgears, torches, lathis, uniform, rain coat, jersey etc., for efficient conduct of duty by the agency personnel should be provided by the Agency at his cost and they shall be in good, neat and usable condition. In all the three shifts, the security staff shall properly be dressed, posses whistle, lathi and torch light etc.
30. The College shall not own any responsibility about any happening during duties of security deployed, any compensation or otherwise shall have to be paid by the employer i.e., security agencies/contractor.
31. No claim such as leave-cum-salary, PF, ESI and services charges etc., shall be allowed on any ground, any financial liabilities shall be borne by the security agency.
32. Any dispute during the contract period between the College and the agency, the decision of the Registrar, MANUU shall be final and binding.
33. The rates accepted shall includes expenditure towards uniform, seasonal clothing, rain coats and the essential items like lathi, torch with batteries, whistle etc. The batteries for the torch shall be replaced at regular intervals by the agency to keep the torch functional and effective.
34. The College shall not provide any accommodation for guards or other personnel deployed.
35. Conditional bids shall not be accepted.
36. 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 College authorities any information acquired by him during such employment with respect to the work which he has been assigned by such employer.
37. Agency should provide the names, addresses and photographs of the security guards/supervisors deployed in the College to the Principal's office from time to time. Any security guards found without wearing I.D. cards shall be treated as absent and shall not be allowed in the campus.
38. Agency shall comply with the requirements of law with regard to duration of working hours of the security personnel deployed and the College shall not be responsible for the violation of labour laws by the agency in the regard.



39. Price Schedule (Annexure-1) is enclosed herewith for furnishing the quotation in sealed cover. The price schedule is designed for 26 days taking into consideration of 4 weekly-off days for the security personnel. However, the services are required to be provided for the full number of days (31/30/29/28 days) in a month and payment will be made proportionately depend upon the number of days of services provided.

40. It shall not be binding on the College to accept the lowest tenders or any other tender. The College reserves the right to accept/reject part or whole tender without assigning any reason thereof. The decision of the Registrar, MANUU in all matters shall be final and binding.

41. Agency should ensure that the security guards should be well versed in basic fire fighting to meet any eventuality.

The University may short list three to four firms on L-1 basis as per minimum wages and thereafter committee may visit the firms to finalized one firm out of short listed firms to award the contract. The decision of the University will be final in this regards and all other matters.

42. In case of any dispute, Aurangabad will be the Jurisdiction and the Registrar, Maulana Azad National Urdu University, Hyderabad shall decide the issue and his decision will be final and shall be binding on both the parties.

43. The Agency will be required to execute the contract agreement on a non-judicial paper of Rs 100/- on acceptance of their tender.

44. The prospective bidders shall have to furnish the tender along with all the requisite documents such as Income Tax returns, PAN, TIN, firm registration certificate, EPF/ESI registration certificates and turnover details and EMD.

45. Number of security personnel i.e., 3 for three shifts in a day is provisional and the category/number of the security personal may vary depending upon the functional requirements of the University.

Further, the University reserves the right to modify, alter and restrict any of the requirements as it may deem fit and also to cancel the tender without assigning any reasons on the administrative grounds.

46. Every dispute, difference or question which may at any time arise between the parties hereto or any person claiming under them, touching or arising out of or in respect of this agreement (deed) to be entered or the subject matter thereof shall be referred to the arbitrator to be appointed by the Registrar, MANUU or if he shall be unable or unwilling to act, to another arbitrator to be agreed upon parties or failing agreement to be nominated by (This will be decided for force of time) or, failing agreement to two arbitrators one to be appointed by each party to the difference (whether consisting of one or more than one person) and in case of difference of opinion between them to an umpire appointed by the said two arbitrators before entering on the reference and the

decision of the arbitrator (or such arbitrators, or umpire as the case may be) shall be final and binding on the parties.

**Principal  
CTE, AURANGABAD**



ANNEXURE-1 (to be placed in a sealed cover)

PRICE SCHEDULE

Name of the Agency:

Wages for Security Personnel (for 26 days per person per month for engagement of 3 security personnel).

Sl.	Category of Security personnel	Qty	Basic +VDA Per person/Per month (26 Days) Rs.	PF @ 13.36 % Per person/per month Rs.	ESI @ 4.75% Per person/per month Rs.	Sub Total (4+5+6) Per person/per month Rs.	Service Charges (amount on Col.7) Per person/per month Rs.	Amount Per Person (Col 7+8) Per person/per month Rs.	Total Amount for three Security Guards per month(26 days) (Col 3 x 9) Rs.
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)
1.	Guard (Without arms)	03							

Place;  
Date:

Signature of the Proprietor with seal