



OFFICE OF THE UNIVERSITY ENGINEER

PATNA UNIVERSITY, PATNA -800 005

Phone no.: 0612-2678840, email:puer@patnauniversity.ac.in

Website: www.patnauniversity.ac.in



NOTICE INVITING TENDER

Tender No. :12/2018-19

Date: 25/09/2018

Sealed tenders are invited for **Appointment of agency for providing security services at Patna University, Patna**. For detail of works along with terms & conditions please visit the office of the undersigned. The tender document can be purchased from office of the undersigned in office hour 10:30 A.M. to 5:00 P.M. on or before 23/10/2018. The last date of receipt of tender is 24/10/2018 at 3:00 P.M. and the tenders will be opened on same day (i.e. 24/10/2018) at 3:30 P.M. Tender document can also be downloaded from the website of www.patnauniversity.ac.in.

Sd/-

(Er. Ratish Kumar Sinha)
University Engineer
Patna University, Patna

भ्रष्टाचार से संबंधित शिकायत 0612-2217048 पर करें।



OFFICE OF THE UNIVERSITY ENGINEER PATNA UNIVERSITY PATNA- 800 005

Phone No.: 0612-2678840, Email:puer@patnauniversity.ac.in



TENDER NO.:12/2018-19

DATE:25/09/2018

Notice Inviting Tender for appointment of agency for providing Security Services in Patna University, Patna

Designation of officer inviting tender	University Engineer, Patna University, Patna				
Last date of issue of Tender Paper with Time and place	Office of The University Engineer, Patna University, Patna upto 5.00 pm on 23/10/2018				
Place, Time & Date of receiving of Tender Paper	Office of The University Engineer, Patna University, Patna upto 3.00 pm on 24/10/2018				
Place, Time & Date of opening Technical Bid	Office of The University Engineer, Patna University, Patna at 3.30 pm on 24/10/2018				
Place, Time & Date of Verification of Technical Bid Document	Office of The University Engineer, Patna University, Patna from 10:30 am to 5:00 pm on 25/10/2018				
Sr. No.	Description of Work	Earnest Money Deposit (EMD)	Security Deposit at the time of agreement (SD)	Cost of tender paper	Validity of Tender
1	Appointment of agency for providing security services at Patna University, Patna	1,00,000/-	5,00,000/-	10,000/-	Six Months

Note:-

1. Tender Bids should be placed in a properly sealed envelope addressed to “**The University Engineer, Patna University, Patna - 800 005**”.
2. The bids are to be sent in two parts – one sealed enveloped superscribed as ‘**Techno-commercial Bid**’ giving details in the format as per **Annexure-1** of tender document and the second sealed envelope superscribed as ‘**Financial Bid**’ in the format at **Annexure-2** of tender document. The two sealed envelopes as above will be placed in another sealed envelope superscribed as “**BID FOR APPOINTMENT OF AGENCY FOR PROVIDING SECURITY SERVICES AT PATNA UNIVERSITY, PATNA**”. The bids shall be signed by a person duly authorized on behalf of the bidder firm and shall be sent to above mentioned address.
3. The sealed tender(s) should also be sent through Courier/Registered/Speed Post. Conditional tender or tenders received after the due time and date shall not be entertained in any circumstances. Patna University would not be responsible for any delay or loss of the tender document, The tender(s) will be opened in the office of the undersigned by the duly constituted committee as per the above mentioned schedule in presence of any intending supplier or his/her authorized representative who may wish to be present at the designated time and place. If the fixed date turns out to be the holiday, the date of opening will be the next day.
4. Earnest money is to be deposited in the shape of D.D./ Banker’s cheque in favour of “University Engineer, Patna University, Patna”.

5. **Cost of Tender Paper Rs. 10,000/- (Nun refundable) to be deposited through D.D in favor of “University Engineer, Patna University, Patna”.**
6. The tender documents can also be downloaded from the website www.patnauniversity.ac.in from intending tenders and will be submitted with cost of tender in the form of demand draft in favour of “University Engineer, Patna University, Patna”. Tender submitted without cost of tender in the form of demand draft will be summarily rejected and the last date for downloading the tender document from the website is one day prior to the last day of receipt of tender. Accordingly the draft towards the tender fee shall be dated one day prior to the last date of receipt of tender.
7. At the time of opening of tender only participant tenderer or his single authorized representative with authority letter along with valid id will be allowed to be present.

Sd/-
(Er. Ratish Kumar Sinha)
UNIVERSITY ENGINEER
PATNA UNIVERSITY, PATNA

Memo: 380/UE

Date:25/09/2018

Copy to:

1. Pro Vice Chancellor, Patna University, Patna
2. Financial Advisor, Patna University, Patna
3. Registrar, Patna University, Patna
4. Proctor, Patna University, Patna
5. Finance Officer, Patna University, Patna
6. Budget & Account Officer, Patna University, Patna
7. P.A. to Vice Chancellor, Patna University, Patna
8. Incharge, P.U.C.C. for upload of Tender Document on the website (www.patnauniversity.ac.in). Approval of the same has been taken in concerned file.
9. Er. Arvind Kumar, Mr. Manoj Kumar Mahto & Sri Satyendra Kumar, Works Department, Patna University, Patna

Sd/-
(Er. Ratish Kumar Sinha)
UNIVERSITY ENGINEER
PATNA UNIVERSITY, PATNA



OFFICE OF THE UNIVERSITY ENGINEER PATNA UNIVERSITY PATNA- 800 005

Phone No.: 0612-2678840, Email:puer@patnauniversity.ac.in



TENDER NO.:12/2018-19

DATE:25/09/2018

Notice Inviting Tender for appointment of agency for providing Security Services in Patna University, Patna

Designation of officer inviting tender	University Engineer, Patna University, Patna				
Last date of issue of Tender Paper with Time and place	Office of The University Engineer, Patna University, Patna upto 5.00 pm on 23/10/2018				
Place, Time & Date of receiving of Tender Paper	Office of The University Engineer, Patna University, Patna upto 3.00 pm on 24/10/2018				
Place, Time & Date of opening Technical Bid	Office of The University Engineer, Patna University, Patna at 3.30 pm on 24/10/2018				
Place, Time & Date of Verification of Technical Bid Document	Office of The University Engineer, Patna University, Patna from 10:30 am to 5:00 pm on 25/10/2018				
Sr. No.	Description of Work	Earnest Money Deposit (EMD)	Security Deposit at the time of agreement (SD)	Cost of tender paper	Validity of Tender
1	Appointment of agency for providing security services at Patna University, Patna	1,00,000/-	5,00,000/-	10,000/-	Six Months

Note:-

1. Tender Bids should be placed in a properly sealed envelope addressed to “**The University Engineer, Patna University, Patna - 800 005**”.
2. The bids are to be sent in two parts – one sealed enveloped superscribed as ‘**Techno- commercial Bid**’ giving details in the format as per **Annexure-1** of tender document and the second sealed envelope superscribed as ‘**Financial Bid**’ in the format at **Annexure-2** of tender document. The two sealed envelopes as above will be placed in another sealed envelope superscribed as “**BID FOR APPOINTMENT OF AGENCY FOR PROVIDING SECURITY SERVICES AT PATNA UNIVERSITY, PATNA**”. The bids shall be signed by a person duly authorized on behalf of the bidder firm and shall be sent to above mentioned address.
3. The sealed tender(s) should also be sent through Courier/Registered/Speed Post. Conditional tender or tenders received after the due time and date shall not be entertained in any circumstances. Patna University would not be responsible for any delay or loss of the tender document, The tender(s) will be opened in the office of the undersigned by the duly constituted committee as per the above mentioned schedule in presence of any intending supplier or his/her authorized representative who may wish to be present at the designated time and place. If the fixed date turns out to be the holiday, the date of opening will be the next day.

4. Earnest money is to be deposited in the shape of D.D./ Banker's cheque in favour of "University Engineer, Patna University, Patna".
5. **Cost of Tender Paper Rs. 10,000/- (Nun refundable) to be deposited through D.D in favor of "University Engineer, Patna University, Patna".**
6. The tender documents can also be downloaded from the website www.patnauniversity.ac.in from intending tenders and will be submitted with cost of tender in the form of demand draft in favour of "University Engineer, Patna University, Patna". Tender submitted without cost of tender in the form of demand draft will be summarily rejected and the last date for downloading the tender document from the website is one day prior to the last day of receipt of tender. Accordingly the draft towards the tender fee shall be dated one day prior to the last date of receipt of tender.
7. At the time of opening of tender only participant tenderer or his single authorized representative with authority letter along with valid id will be allowed to be present.

Sd/-
(Er. Ratish Kumar Sinha)
UNIVERSITY ENGINEER
PATNA UNIVERSITY, PATNA



PATNA UNIVERSITY, PATNA

TENDER DOCUMENT FOR

**APPOINTMENT OF AGENCY FOR
SECURITY SERVICES AT PATNA
UNIVERSITY, PATNA**

(SEPTEMBER 2018)

Tender Document

NOTICE INVITING TENDER FOR SECURITY SERVICES

1. Patna University, Patna invites '**Sealed Bids**' for Appointment of agency for providing security services at Patna University, Patna from reputed agencies fulfilling the criteria laid down in Techno-commercial bid format at Annexure-1. The format for Financial Bid at Annexure- 2. The contract period will initially be for a period of one year extendable on satisfactory performance and mutual consent on same terms and conditions on yearly basis by another two years.
2. The bids are to be sent in two parts – one sealed enveloped superscribed as '**Techno-commercial Bid**' giving details in the format as per Annexure-1 and the second sealed envelope superscribed as '**Financial Bid**' in the format at Annexure-2. The two sealed envelopes as above will be placed in another sealed envelope superscribed as "**BID FOR APPOINTMENT OF AGENCY FOR PROVIDING SECURITY SERVICES AT PATNA UNIVERSITY, PATNA**". The bids shall be signed by a person duly authorized on behalf of the bidder firm and shall be sent to:

**The University Engineer
Works Department
Patna University
Ashok Rajpath,
Patna 800 005, Bihar**

3. The sealed bids will be received by P.U. up to 3.00 PM on 24/10/2018. Any bid received after the prescribed deadline shall not be considered irrespective of rates. The Techno-Commercial bids will be opened on the same date at 3:30 PM in the presence of the representatives of the bidders present. Date of opening of financial bids of such firms which meet the prescribed techno- commercial criteria will be notified separately.
4. Earnest Money (EMD) of Rs. 1,00,000/- (Rupees One Lac only) should accompany the **Techno-commercial bid document**. The EMD shall be paid in the form of Demand Draft/Banker Cheque from a Nationalized bank/Scheduled commercial bank in favour of **University Engineer, Patna University, Patna**. 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 Patna University.
5. The EMD shall be forfeited:
 - a) If the bidder withdraws his bid during the period of bid validity.
 - b) In the case of successful bidder, if he fails to furnish the required Performance Guarantee within the specified time limit.
6. The EMD of successful bidder shall be retained towards making of the security for the performance of the contract and shall only be discharged after submission of the required Performance Guarantee.
7. **The bid shall remain valid for a period of 6 (Six) months from the date of receipt of the bid.**

8. The Bidder 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, alternations, and as per details given in other clauses given hereunder. The requisite details shall be filled in by the Bidder in the Tender Document wherever required.
9. **Security Personnel will be deputed at Patna University Offices, Allied Unit, Departments, Colleges of P.U., Institutions, Guest House, V.C. Residence etc. The final allocation of guards will be provided with work order.**

This is a techno-commercial bid. Details regarding the NIT for Security services can be downloaded from the [website www.patnauniversity.ac.in](http://www.patnauniversity.ac.in) or from the notice board of Works Department, Patna University, Patna. The schedule of dates are as follows:-

- (i) Sale of Tender Document: upto 5:00 P.M. on 23/10/2018
- (ii) Receipt of Tender Paper : upto 3:00 P.M. on 24/10/2018
- (iii) Opening of Technical Bid : At 3:30 P.M. on 24/10/2018
- (iv) Document Verification of Technical Bid: from 10:30 am to 5:00 pm on 25/10/2018
- (iv) Opening of Financial bid : To be informed after Technical Bid Evaluation.

10. Tender has to be submitted in two parts:

A . The first part i.e. "Technical bid" constituting minimum eligibility criteria is to contain self- attested photocopies/Original of the documents/papers in spiral binding with Index and page numbers of all documents as follows:

- (i) The intending bidders shall have to deposit an amount of Rs. 1,00,000/- (Rs. One Lac only) as token Refundable Earnest Money in the shape of Bank Draft /Bankers Cheque from any Nationalized/commercial Bank Payable to University Engineer, Patna University, Patna.
- (ii) The bidders should have a minimum annual turnover of Rs. 150.00 lacs in each of the three F/Y: 2015-16, 2016-17 & 2017-18 duly supported by Annual Audit Report containing balance sheet & P.L. Account for each of the year certified by the Chartered Accountant.
- (iii) The agency should have atleast 3 running contracts for continually three years in Govt./Semi Govt./Sector with minimum contract value of Rupees One Crore. Also the agency should have one running contract with minimum 30 Ex-serviceman.
- (iv) The bidder shall furnish a notarized affidavit (original & Valid) of non-blacklisting (by any Govt./ Private institution) certificate containing a declaration to the effect of non-pendency of vigilance/CBI case against it.

- (v) Application should include copies TAN (Optional), PAN and Services TAX numbers. Bidders are responsible for employee insurance including medical coverage. Patna University has no liability in this connection. Application should be accompanied by copies of Income Tax returns of the last three years.
- (vi) Agencies/Organization should preferably have been incorporated in Bihar. If incorporated elsewhere, should have necessary permission/license to operate in Bihar and at least 50% of staff deployed for these service should be from Bihar recognized.
- (vii) Each Security man should have at least one year of security work experience in security agencies. Age not less than 18 years and not more than 40 years, Height not less than 5' 10". He/she should be at least 10th class pass from recognized board/institution. All security man should be medically fit and have no adverse police report. Medical fitness certificate should be given by Registered Medical practitioner along with latest police verification certificate in respect of Security personnel of the agency.
- (viii) The agency should have experience in security service in Govt. Universities/Institutions for minimum one year.
- (ix) The Firm should have the registration with **PASARA** (Private Security Regulation Act)(Copy to be enclosed).
- (x) Prior experience of services to Government, PSU's will be an advantage. All applications should include the following information:
- Name and address of Client in the last 3(three) years
 - Details of work order including value, duration and description of services.
- (xi) The armed guard will be provided the arms by the agency & Patna University will not be responsible for providing that.
- (xii) Security agency should be registered under the Bihar Private Security Agency Rules 2011.
- (xiii) Security Agency will have to give undertaking for fulfilling following requirements regarding Security Personnel:-
1. Uniform:- 2 set per person per year
 2. Health Check up:- Once in a year
 3. Fire/Emergency Drill: Once in a year

B. The second part i.e. Financial Bid' is to contain:

- (a) Price-Bid (Financial bid) properly sealed separately without cutting, fluiding and overwriting, even with signature of the bidder is not admissible.
- (b) The page of 'Financial Bid' is to be duly marked, signed, and sealed. Rates quoted must be inclusive of all taxes and shall be valid for one year from the date of signing of agreement. Further extension for one year will be given on successful and satisfactory completion of work. However, in the event of revision of minimum wages by the state Govt., the minimum wages so revised will be paid. The rate should be quoted in the format as per Annexure -2 and breakup of rate should be submitted in separate sheet.
- (c) For Ex-Service man D.G.R. (Director General of Re-settlement) guidelines should be followed. The number of armed or unarmed security personnel deployed would be increased or decreased as per needs.
- (d) Minimum Statutory compliance as per various orders of Bihar Government should be followed.

11. RATES AND PRICE

- 11.1 Bidder should quote the rates in the format given at Annexute-2. Incomplete bids will summarily be rejected. All corrections and alterations in the entries of tender papers will be signed in fully by the Bidder with date. No crossing or over writings are permissible.
- 11.2 All statutory duties and taxes (Like Service Tax EPF, ESIC, Bonus, Leave and Gratuity if applicable) should be clearly specified. Price quoted shall be firm and including all taxes whatsoever may be. Any variation in rates, prices or terms during validity of the offer shall require forfeiture of the EMD.
- 11.3 No additional freight or any other charges, etc, would be payable.
- 11.4 In case of additional manpower is required for any other place or same place (for any other purpose, as per requirement), payment for additional manpower shall be made as per Part (B) of Annexure- 2.
- 11.5 Any reduction/increase in total manpower shall lead to proportional reduction/increase as provided in sub para 11.4 above.

12. TERMS OF PAYMENT

Payment will be released on monthly basis within a fortnight after receipt of bill and Approval by Administration Wing that the services provided during the month are satisfactory.

13. DEDUCTIONS FOR EXCEPTIONS

13.1 If at any stage it is felt by the Patna University that input security personnel are not of good quality, adequate quantity, best workmanship is not used or deployed, the Patna University reserves the right to order suitable reduction payment .

13.2 The deductions shall be made at the rate of 2% of total monthly payable amount for each case if missed as exception. Such exceptions will duly conveyed to the contractor by Patna University in writing.

14. Note (Grounds of Outright Rejection of Bid) :

- (i) The EMD and the self-attested copies of all the required documents are mandatorily to be furnished along with the bid.
- (ii) It should be ensured that every page of tender document is duly marked and signed with seal without cuttings/over writings.
- (iii) In no case any opportunity shall be provided to any bidder to correct the bid or submit documents not originally submitted.

15 All disputes will be settled within the region of Patna jurisdiction.

16 Period of validity of the Bids

The bids shall be valid for 60 days from the date of opening of bids. A bid valid for shorter period may be rejected by P.U. as non – responsive.

17. Extension of Bid Validity period

In exceptional circumstances, prior to expiry of the original Bid Validity Period, P.U. may request the Bidders to extend the period of validity of the Bid and the EMD for a specified additional period. The request and the Bidders' responses shall be made in writing. P.U. reserves the right to reject the Bid submitted by any Bidder who fails to extend the period of validity of its Bid in line with the provisions of this clause.

18. Any clarification on the documents may be obtained from:-

Mr. Manoj Kumar Mahto Draftsman Gr-2 Works Department Patna University, Patna Mob: 7488308076	Er. Ratish Kumar Sinha University Engineer Works Department Patna University, Patna Tel; 0612-2678840 Mob: 9934858260	Email: puer@patnauniversity.ac.in
--	--	--

19. After award of LOA, the Contractor is required to enter into a Contract with P.U. on the terms and conditions as detailed in the tender document.
20. **Reservation:** Agency should must follow the rules and regulations of Reservation Policy of Bihar Govt. for deployed security guard in Patna University, Patna.

Sd/-
UNIVERSITY ENGINEER
PATNA UNIVERSITY, PATNA

SECURITY SERVICES - TECHNICAL BID

“SECURITY SERVICES AT PATNA UNIVERSITY OFFICES, ALLIED UNITS, DEPARTMENTS,
COLLEGES OF P.U., INSTITUTIONS, GUEST HOSE, V.C. RESIDENCE ETC.”

S.N.	Description	Tender Response(Number, Valid upto etc.)	Page no.
1	Name of Tenderer		
2.	Name of Name of Proprietor/Partners/Directors of the Organization/Firm.		
3	Full Address with telephone/Fax		
	(A) Head Office		
	(B) Branch/local Office		
	(C) Training Centre Address		
	Telegraphic Address with name of contact person		
	E mail Address		
4	Agencies/Organization have been incorporated in Bihar. If incorporated elsewhere, should have necessary permission/ license to operate in Bihar and at least 50% of staff deployed for these service should be from Bihar recognized.		
5	Registration with PASARA (Private Security Regulation Act)		
6.	Registered under the Bihar Private Security Agency Rules 2011		

7.	Is your firm registered under the Indian Partnership Act 1932 If so, give the Name and address of the partners along with the Registration No.			
8	Is your concern a Proprietary concern if so, give Name and address of the proprietor			
9	Is your concern incorporated under the companies Act or any other law in India			
10	Have your concern changed its name at any time. Is so when and the reasons there of			
11	Date of commencement of Business			
12	GST No.			
13	Details of registration no. etc without statutory authorities, (Must Enclosed certified copy of registration and latest return files for followings)			
	(a) PF	No.:		
	(b) Gratuity	No.:		
	(c) ESI	No.:		
	(d) Bonus	No.:		
	(e) Leave compensation	No.:		
14	PAN : (Must enclose certified copy of Income tax Assessment certificate for the last three years)	PAN:		
		F.Y.	Gross Income	Tax paid
		17-18		
		16-17		
		15-16		
15	Name and address of Principal bankers (Submit solvency certificates)			
16	Cash credit limit if any, sanctioned by banker			

17	Financial Turnover(Rs. 150 lacs in each of the three financial year) of Firm for 3 years(Enclose certified copy of balance sheet)	F.Y.	Asset/ Liability	Gross Turnover/ Profit			
		17-18					
		16-17					
		15-16					
18	Ernest Money Rs. 1,00,000/- Details (Enclose Original Bank/Demand Draft)	1. Demand/Banak Draft No.& Date : 2. Bank and Branch Name : 3. Amount: Rs.: 1,00,000/-					
19	Details of atleast 3 running contracts for continually three years in Govt./Semi Govt./Sector with minimum contract value of Rupees One Crore. Also the agency should have one running contract with minimum 30 Ex-serviceman						
	S.N.	Order Ref or agreement no.	Organization Name	Value	Contact person of such organization	Contract valid upto	Nature of Job (Security or other)
	1						
	2						
	3						
	4						Ex-service man
20	Experience in security service in Govt. Universities/Institutions for minimum one year						
	S.N.	Order Ref or agreement no.	Organization Name	Value	Contact person of such organization	Contract valid upto	Nature of Job
	1						
21	A notarized affidavit (original & Valid)						
22	Undertaking (Original) for fulfilling following requirements regarding Security Personnel: (a) Uniform: 2 set per person per year, (b) Health Check up Once in a year, (c) Fire/ Emergency Drill: Once in a year.						

23. Any other relevant information related to security services, you would like to submit:

(Enclose Extra sheet if required)

.....
.....
.....

24. Declaration : I/We declare that, the information given above is correct. In case it is found false/incorrect, at any stage, Patna University may terminate the contract or take suitable action against me/us. I IWe have read/gone through the terms, conditions, rules, guidelines etc. of the tender/Security work, and agree to follow the same.

Date: ----- (Signature/s of the tenderer/Authorized person)

Place: ----- Full Name/s :

Designation:

Stamp:

(Please put Signature and name on every page of Bid Document and Enclosures.)

TERMS & CONDITIONS OF TENDER

- a. Agency must follow the provisions contained in Bihar Minimum Wages Act & the labour rules. For Ex-Serviceman D.G.R guidelines should be followed.
- b. Rates quoted must be inclusive of all taxes and shall be valid for one year from the date of signing of agreement. Further extension for one year will be given on successful and satisfactory completion of work. However, in the event of revision of minimum wages by the state Govt., the minimum wages so revised will be paid. The rate should be quoted in the format as per Annexure II and breakup of rate should be submitted in separate sheet.
- c. The quoted rate must be as per the rate notified under Minimum wages Act of the labour department of the Bihar Govt., as the agency is statutorily bound to pay to the personnel not less than minimum wages.
- d. The quoted rate shall stand revised with the date of revision by the Labour department during the terms of the agency.
- e. Other taxes and commission to be claimed by the agency may be quoted in separate column.
- f. An amount of Rs. 5,00,000/- (Five Lakh only) will be required to be submitted by the selected agency in the form of Bank Guarantee which shall serve as performance guarantee (Security Deposit) and shall be valid for forty five days beyond the period of the contract.
- g. The agency will have to provide the personnel throughout the month providing proper replacement for the absent ones, otherwise penalty equal to twice the amount of loss suffered will be deducted.
- h. Uniform (Summer, Winter, Rainy Season) and other items viz mobile, torch with battery, whistle, poly carbonate lathi, umbrella etc. will be provided by the agency for which no payment will be made. All security personnel must carry a proper photo identity card. The uniform shall be designed in consultation with Patna University, Patna.
- i. The number of person may increase or decrease depending upon need of the Patna University.
- j. TDS and other taxes as per Bihar Government rule will be deducted as per approved rates under the applicable laws.
- k. Patna University reserves the right to accept or reject any offer/all offers, without assigning any reason.
- l. The agency shall have to execute a agreement after award of the contract.

Sd/-
UNIVERSITY ENGINEER
PATNA UNIVERSITY, PATNA