



TENDER DOCUMENT

FOR

**Contract for Supply/Deployment of
Security Guards
(Armed/Unarmed) for Faculty of
Agriculture, Chatha, FVSc&AH
Campus, R.S. Pura and other
Stations/Sub-Stations of SKUAST-
Jammu.**

NIT No: AU/Estates/17-18/12

Dated 21-12-2017

Sher-e-Kashmir

University of Agricultural Sciences & Technology of Jammu
Estates Division, Main Campus Chatha, Jammu (J&K)

Estates Officer
Main Campus, Chatha
Tele/ Fax 0191-2263685



**Sher-e-Kashmir University of Agricultural
Sciences and Technology of Jammu**
Estates Division, Main Campus, Chatha, Jammu-180009

NIT No: AU/Estates/17-18/12

Dated 21-12-2017

NOTICE INVITING TENDER

Sher-e-Kashmir University of Agricultural Sciences & Technology of Jammu invites sealed offers in the two bids i.e. Technical Bid and Financial Bid as per Annexure-“A” & “B” respectively from the approved and registered Contractors / Agencies for Contract for Supply/Deployment of Security Guards (Armed/Unarmed) for Faculty of Agriculture, Chatha, FVSc&AH Campus, R.S. Pura and other Stations/Sub-Stations of SKUAST-Jammu.

The offers forms alongwith detailed terms & conditions of the contract can be obtained from the office of the **Estates Officer, SKUAST-J, Main campus, Chatha, Post office-University Campus, Chatha, Jammu-180009 (J&K)** against non-refundable/ non-transferable payment of Rs.1000/- in the shape of Account Payee's demand draft drawn in favour of Assistant Comptroller, Estates Division, SKUAST-J, Main Campus, Chatha, Jammu on or before **22-01-2018 upto 2:00 P.M.**. The University will not take any responsibility for postal delay if any, in this regard.

The tender form can also be downloaded from our website **www.skuast.org** and submitted alongwith the earnest money by due date. Where tender form is downloaded from website, a demand draft of Rs. 1000/- may be enclosed separately on account of cost of tender form.

The sealed tender should reach the office of Estates Officer, SKUAST-J, Main campus, Chatha, Post office-University Campus, Chatha, Jammu-180009 (J&K) on or before 23-01-2018 till 4.00 PM and the same will be opened on 24-01-2018 or any other date convenient to the Standing Works Committee. Financial bids of only those tenderers will be opened who qualify as per terms & conditions of the NIT. The tenders should be accompanied by an earnest money of Rs. 10,000/- (Rupees Ten thousand only) in shape of CDR/FDR pledged to the Assistant Comptroller, Estates Division, SKUAST-J, Main Campus, Chatha, Jammu.

The University reserves the right to reject the tenders at any stage without assigning any reason thereof.

Sd/
Estates Officer

No: AUJ/Estates/2017-18/F-14/1895-1900

Dated : 21 -12-2017

Copy to:-

1. Director (P&M), SKUAST-J, Main Campus, Chatha
2. Comptroller, SKUAST-J, Main Campus, Chatha
3. Nodal Officer (Security), SKUAST-J, Main Campus, Chatha
4. I/c Data Centre, SKUAST-J, Main Campus, Chatha for uploading of NIT on the University website
5. Security Officer, SKUAST-J, Main Campus, Chatha
6. SVC for timely publication of NIT in two local dailies having wide circulation as per **Annexure “A”**.



**Sher-e-Kashmir University of Agricultural
Sciences and Technology of Jammu
Estates Division, Main Campus, Chatha, Jammu-180009**

NIT No: AU/Estates/17-18/12

Dated 21-12-2017

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. All other terms and conditions can be seen on the University website www.skuast.org.

Sd/
Estates Officer

Tender Form

From:

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To

The Estates Officer,
SKUAST-Jammu,
Main Campus, Chatha

Dear Sir,

1. I/We offer to engage Security Guards as per terms & conditions detailed in the tender document here to or such portion thereof as you may specify in the acceptance in the tender on the wages duly approved by the J&K State Govt. I/We shall be bound by a communication of acceptance dispatched with the aforesaid date.

2. I/We have understood the instructions and conditions of contract pertaining to the above mentioned tender and have thoroughly examined the Terms & Conditions and am/are fully aware of the nature of the contract is to enter into strictly in accordance with requirements.

3. The following pages have been added to and form part of the tender_____. I/We have enclosed Demand Draft for Rs._____ (Rupees_____) drawn in favour of the Assistant Comptroller, Estates Division, SKUAST-J, Main Campus, Chatha, Jammu vide No._____ dated_____. A FDR/CDR for Rs. _____ pledged to the Assistant Comptroller, Estates Division, SKUAST-J, Main Campus, Chatha, Jammu is enclosed herewith towards the earnest money required.

4. I/We also agree to execute the contract bond (specimen copy attached) as referred to in the Tender Notice.

Sincerely yours,

Signature of Tenderer

TENDER FORM AND TERMS & CONDITIONS FOR THE CONTRACT OF SECURITY GUARDS.

Terms & conditions for the supply of Security Guards, armed and unarmed for field, farm area and offices of SKUAST-Jammu are as under: -

1. The contractor will be responsible for all the rules and regulations enforceable by the Labour Department, J&K State under whose jurisdiction this area falls.
2. Uniform, Rain Coat and other connecting accessories required by the security guards will be supplied by the contractor.
3. The contractor shall supply photocopies each of (i) EPF Account (ii) ESI (iii) GST/Service Tax Registration (iv) Income Tax PAN (v) Registration with Labour Commissioner for supply of security guards along with the tender under Technical Bid **as per Annexure-“A”**. The photocopy of the License issued by the concerned department may also be attached.
4. The contractor will subscribe for ESI and EPF for security guards as per J&K State Rules admissible and it will be the responsibility of the contractor to get the same deposited in the concerned department. The rate of these security guards should not be more than the rates notified by the J&K State Government. **The contractor shall quote the rates of commission/service charges etc. for executing the services in round figure i.e in rupees and not in paisa in Annexure-“B”**.
5. The contractor shall have EPF Account Sub Account No. issued by Regional Provident Fund Commissioner at Jammu.
6. The contractor shall have to issue the Identity Card/ ESI Card to the Security Guards at their own cost.
7. The contractor (in case of change) shall undertake to get the credit of EPF A/c of the Security Guards deployed by firm to transfer in the new EPF A/c.
8. The contractor will ensure that EPF and ESI are credited to his employees account every month and shall attach with their bill supported by Bank challans for verification. Besides, the contract shall also submit employee wise statement in respect of EPF/ESI showing the details of employee contribution alongwith the bill every month.
9. The University in any case shall not be held responsible for not submitting monthly subscription of the ESI and EPF of Security Guard and the Security personnel to be provided by the Security Agency/Contractor and in case of any such financial liability shall be borne by Security Agency.
10. The contractor shall be held responsible for any sort of theft /loss etc. due to the negligence of contractor's staff and the same may be recovered from the bill of the contractor/Performance Security.
11. The contract will be initially valid for a period of one year, which can be extended further upto 3 years on annual basis depending upon the performance of the

contractor on usual terms and condition subject to mutual agreement and can be terminated by giving one-month notice by the University.

12. A bank draft of Rs. 10000/- in shape of Bank Draft pledged to the Assistant Comptroller, Estates Division, SKUAST-J, Main Campus, Chatha, Jammu should be attached with the tender form towards EMD. This EMD is refundable after award of the contract to all contractors. The successful bidder has to give performance security of Rs. 200000/- (Rupees two lakhs only) in the shape of FDR/bank guarantee valid upto duration of the contract.

13. Income Tax and other applicable deductions at prescribed rates shall be deducted at source from the bills submitted to the University office.

14. While deploying security guards the contractor will be required to maintain full particulars of the personnel along with their antecedents in advance. In case, the contractor requires to change the personnel in between the contract period, similar antecedents of the replaced personnel are to be maintained by the contractor.

15. The security guards deployed will be directly under the control of the contractor for duties, discipline and security and any other related aspect. The security of weapons and other related items shall be sole responsibility of the security personel/contractor.

16. The Security guards supplied by the Contractor will have to adhere to the duties and responsibilities other terms and conditions as provided in the Security Cell notified by the University vide No. 29 dated 01-08-2017.

17. Payment will be made direct to the contractor every month after the receipt of bill for the preceding month within 10 working days. However, the contractor will be required to make the payment to his staff by 7th of every month and again for the preceding month on 10th for the left over person. Those who may not be available on 7th or 10th of the month or if it falls on a holiday then the payment must be made on the next working day.

18. The contractor's staff should be: -

- Highly disciplined and smart in proper uniform prescribed by the University.
- Physical fitness, mentally alert, well behaved and educated.
- Well trained in Fire fighting, First Aid, Civil Defense and intelligence.
- Well trained in Industrial/Research Organization, Security system. Further the contractor shall produce medical fitness certificate of each personnel duly certified by competent medical authority not below the rank of medical officer.

19. The duties of the contractor's staff will be as under; -

- A. Looking after the property at the University Head office at FOA Chatha, R.S. Pura and various Research Stations/Sub Stations for checking of incoming/outgoing movement of vehicles, visitors, contractual workers, besides maintenance of up to date security books and registers.
- B. The Contractor shall not use the stationery/other recurring expenditure incurred in maintaining the security personnel of the University.

C. Duty of each person will be of 8 hours duration in each shift.

D. Maintenance of Law & Order within the premises.

E. Assistance in case of strikes & labour unrest.

F. Fire fighting arrangements.

20. The contractor will provide the insurance cover to Security Guard/Security personnel..

21 The payment to the security guards will be made by contractor through cheques or other online mode.

22. The sealed tenders should reach the undersigned by 15-01-2018 upto 4.00 P.M. The tenders will be opened on or after 16-01-2018 in the presence of the representatives of the firms who may make themselves available at the venue. The University will not take any responsibility for any postal delay in this regard.

23. The tentative requirement of armed guards is 11 and unarmed guards is 24. Only Ex. Serviceman must be deployed as armed security guards. However, unarmed security guards can be either Ex. Serviceman or trained personnel. The requirement may increase or decrease.

Sd/
Estates Officer

Annexure-“A”

Technical Bid Requirements

S.No.	Particulars of documents	Remarks
1	Document related to EPF Account allotted by the Provident Fund Commissioner, J&K State.	
2	Employees State Insurance Registration Certificate	
3	GST/Service Tax Registration Certificate	
4	Income Tax PAN Certificate	
5	Registration with the Labour Commissioner J&K State for supply of security guards/ manpower.	
6.	Trade License if any issued by the concerned department	
7.	Certificate to the effect that the tenderer has not been black listed by any Govt. Department and Organisation.	
8.	One cancelled cheque of bank account of tenderer duly stamped by tenderer's firm	

Name of the Contractor: _____

Signature: _____

Full Address: _____

Mobile No.: _____

Annexure-“B”

Financial Bid Form

S.No.	Particulars	Rate offered (Rs.)
1.	Rate per person per day inclusive of GST, Tenderer's Service Charges and Income Tax etc.	Rs. _____(in Figures) (_____ _____ only)

Name of the Contractor: _____

Signature: _____

Full Address: _____

Mobile No.: _____