



**NAGALAND UNIVERSITY**  
 (A Central University Estd. By the Act of Parliament No.35 of 1989)  
**Headquarters : Lumami - 798627**

**TENDER FORM**

**Annexure - I of IV**

**PROFORMA FOR TECHNICAL BID**

**NOTE:** Tenderers must read the ‘Instructions to Tenderers’ and ‘Terms and Conditions’ before filling the particulars in this part. Wherever necessary, the information furnished in the form must be substantiated by self-attested photocopies of supporting documents:

**1. Credentials of the Tenderers:**

1.1 Name of the Agency: .....

1.2 Registration No. and Year of  
 Registration (with documentary evidence): .....

1.3 Organisation/Authority with whom  
 the Agency has been registered: .....

1.4 Office Address and Telephone No: .....  
 .....  
 .....

1.5 Type of Organisation: (Whether sole Proprietorship/Partnership/ Pvt. Ltd. or Cooperative Body,  
 etc. with attached proof): .....

1.6. Name(s) of the Proprietor/Partners: .....  
 .....  
 .....

**2. Documentary Proof/s:**

Sl. No	Particulars	Attached (Yes/No)	Page/Appendix (if attached)
2.1	Proof of incorporation/inception of the Agency		
2.2	Registration for manpower supply/License to engage in the business of Private Security Agency from the Controlling Authority		
2.3	Proof of Registration with the Labour Commissioner		
2.4	Valid trade license from Urban Development and Housing Department Govt. of Nagaland or of respective State Government.		

2.5	PF Registration Proof		
2.6	ESI Registration proof		
2.7	PAN card		
2.8	Income Tax Returns for the last Three years		
2.9	Proof of Service Tax Registration		
2.10	Satisfactory Performance Certificate from at least three organizations where the Agency has supplied a group of more than 10 persons at a time for Security Services during the last 3 years		
2.11	Annual turnover (Preferably for last three years)		
2.12	Any other relevant document/information		

**3. Profile of the Tenderer/Security Agency:**

- 3.1 Past & Present Experience: Preferable for last five years, with recommendations/ satisfactory service certificate from employer(s), if any. (Attach extra sheets, if required)

Sl. No	Year	Name of the Organisation (WORK SITE)	Name of the Officer concerned in the Orgn./Tele. No.	From	To	No. of Security Personnel provided
1	2016-17					
2	2017-18					
3	2018-19					
4	2019-20					
5	2020-21					

3.2 Has the firm been ever debarred/black-listed by any organization? If yes, the details thereof(Attach extra sheets, if required): .....

3.3 Details of Award/Certificate of Merit, etc. received from any Organisation (Attached extra sheets, if required): .....

3.4 Staff strength presently available in the service of the Agency (Category wise):

Security Supervisors .....

Gunmen .....

Unarmed Security Guards .....

3.5 Percentage of Ex-Servicemen Guards that can be provided: .....

3.6 Name and category of Services from which security personnel have been drawn: .....

3.7 Duration and type of training imparted to the security personnel in the past with documentary proof (Enclose extra sheet if required): .....

**4. Payment Details:**

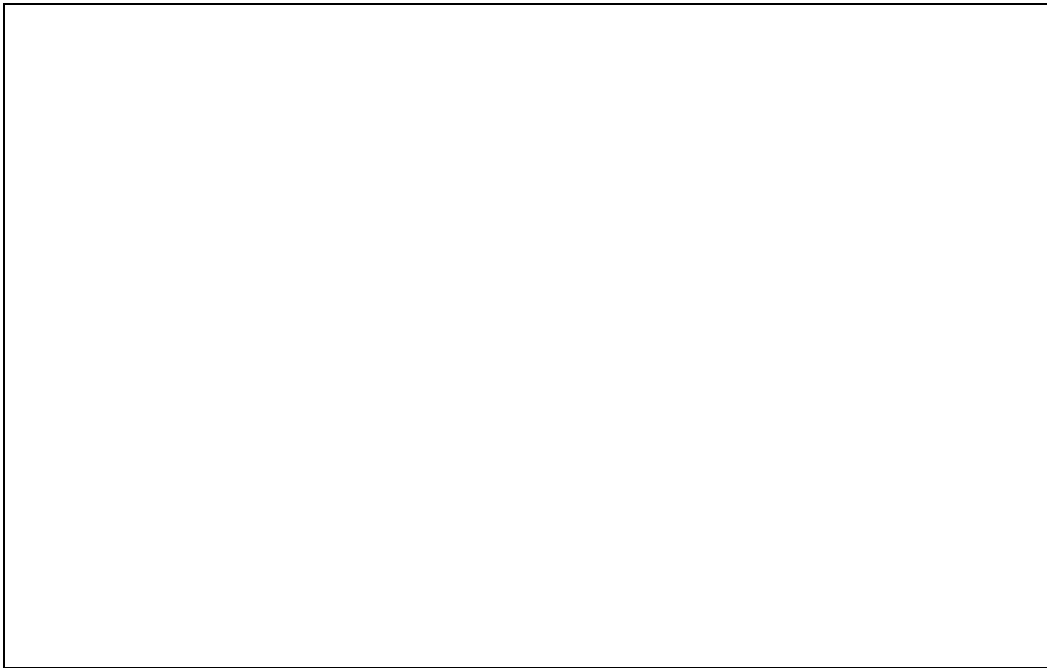
**4.1 Cost of Tender fee:**

Amount	<b>`1,000.00 (Non-refundable)</b>
Demand Draft No.	
Issuing Bank & Branch with Date of issue	

**4.2 Earnest Money:**

Amount	<b>`50,000.00 (refundable)</b>
Demand Draft No.	
Issuing Bank & Branch with Date of issue	

**NAME & SIGNATURE OF THE PROPRIETOR/PARTNER WITH OFFICIAL STAMP/SEAL AND COMPLETE OFFICE ADDRESS AND TELEPHONE NUMBERS:**



Place:  
Date:

**Annexure – II of IV**

**TENDER FORM**

**PROFOMA FOR FINANCIAL BID**

**Note:** The wages rates of Security Personnel quoted/paid by the Agency should not be less than those presently applicable under Minimum Wages notification as amended from time to time. The rates quoted should be inclusive of all allowances, and statutory levies, etc.

*(Please enclose a component-wise break-up of the wages for each category of personnel on a separate sheet duly stamped and signed)*

<b><u>Category</u></b>	<b><u>Net payable for 8 hours duty per personnel per month (inclusive of all)</u></b>
(i) Security Supervisor (JCO Rank) :	@ `..... p.m.
(ii) Gunman/Armed Guard (Ex-Serviceman) :	@ `..... p.m.
(iii) Trained Security Guard :	@ `..... p.m.
(iv) Applicable Service Tax :	@ `..... p.m.

1. Any other component or condition which the tenderer would like to add : ..... (Attach extra sheet, if required) .....

**NAME & SIGNATURE OF THE PROPRIETOR/PARTNER WITH OFFICIAL STAMP/SEAL AND COMPLETE OFFICE ADDRESS AND TELEPHONE NUMBERS:**

Place:  
Date:

## Annexure-III of IV

### TERMS AND CONDITIONS

*The primary responsibility of the Security Agency in the University and its campuses is to provide protection, security and safety to the Offices/Academic Departments/Hostels/Residential Premises/Stores/employees/properties/assets (fixed and movable), etc.*

1. Selected Agency shall take over security services of Nagaland University from the date as per notified by the University, failing which the security contract will be offered to the wait-listed Agency.
2. The Security Agency shall ensure that the wages of the security personnel quoted/paid by them **should not be less than** those presently applicable under Minimum Wages notified by the Government of India, as amended from time to time under the Minimum Wages Act, 1948 and shall also ensure timely payment of wages as per the Payment of Wages Act, 1936. The rates quoted should be inclusive of all allowances, and statutory levies, etc.
3. The wages shall be for 8 hours duty inclusive of holidays, weekly offs and leave of all kinds as given to the security personnel by the Agency.
4. The Agency shall not *suo moto* claim any increase in the Wages and VDA or any other allowances during the contract period unless it has been duly notified by Nagaland University. The Agency will be solely responsible with regard to legal obligations on security personnel employed by it and deployed with the University.
5. The successful tenderer shall provide the complete profile of all the security personnel deployed by them to the University with proof of educational qualification, date of birth, latest passport size photograph and also Service/Discharge Certificate in case of Ex-Servicemen. This should be provided to the University for record within 5 (five) days of the issue of the work order/contract.
6. **Only** personnel discharged/retired from Armed Forces, Para-Military Forces and State Armed Police will be treated as Ex-Servicemen.
7. Verification of character and antecedents of the security personnel through Police and submission of report to the University shall be the responsibility of the Security Agency.
8. Copies of Discharge Certificates issued by the Defence Headquarters will have to be submitted in respect of Ex-Servicemen security personnel at the time of their deployment. The Security Agency shall have to ensure that the Supervisor and the Gunmen are Ex-Servicemen.
9. The Staff to be provided by the Agency should be physically and mentally fit for performing security duties and shall not be below 25 years and above 50 years of age.
10. The security personnel must also know the usage of various types of Fire-Fighting Equipment and other security related gadgets.
11. The Agency shall deploy Indian Nationals only. All the persons to be provided should have good moral character and antecedent verification should be carried out from the concerned authority by the Agency and the copies of the report be made available to the University. The Agency shall ensure that no criminal case be pending against any of the person/s deployed.
12. The selected Agency shall provide security services in all the four campuses of Nagaland University, viz. (1) Headquarters: Lumami, (2) Kohima Campus, Meriema, (3) SASRD Campus, Medziphema and (4) School of Engineering & Technology, Dimapur.
13. Additional manpower, wherever and whenever necessary, shall have to be provided to the University, even at a short notice on the same/existing rates, terms and conditions of the contract agreement.

14. The Supervisor deployed by the Agency shall be present in the University campus during working hours. He will give daily progress report to the Designated Officer/In-charge of security affairs of the University.
15. Security personnel once posted at a particular Campus shall not be shifted to another location without prior intimation to the University.
16. The University shall not provide any transport, canteen or medical facilities to the Security Personnel.
17. Uniforms, Arms, Metal Detectors, Whistles, Batons, Rechargeable Torches, Umbrellas, other items/equipment, etc. as may be required for effective discharge of security duties shall be provided by the Security Agency only at its own expenses.
18. The Agency will ensure that proper uniform as per the climate/season be provided to its personnel and always wear them neatly. All personnel should have to wear or display their respective identity cards on the uniform for identification while on duty.
19. University shall have the right to replace any person with or without assigning any reason whatsoever and the substitute shall have to be provided by the Agency immediately.
20. The Agency shall invariably have to submit to the University copy of challans/receipts of PF, ESI and Service Tax remitted by them at every interval in respect of all the security personnel so deployed by them.
21. Applicable tax will be deducted from the Agency's bill as per Government instructions from time to time.
22. The University will not be liable to pay any amount other than settled in the contract. Any payment under provision of the Workman Compensation Act 1923, ESI Act 1948, Payment of Gratuity Act 1972 and Employees Provident Fund and Miscellaneous Provisions Act 1952, Payment of Bonus Act 1965 and/or any other statutory liability shall be made by the Security Agency and related challans/receipts must be enclosed with the monthly bill. The Agency shall be solely responsible and liable for its personnel under the provisions of Contract Labour (Regulation & Abolition) Act, 1970. A certificate to this effect will have to be submitted invariably every month to the University by the Agency in respect of manpower deployed by it. The certified copy of challans should be submitted along with the monthly bills of the ensuing month.
23. Payment of the bills shall be released on monthly basis after receiving a satisfactory duty completion/performance report of all the deployments from the concerned Designated Officer/In-charge of security affairs of the University and also on receipt of the bill from the Agency.
24. Losses caused to the University due to negligence/lapses/denigration on the part of Security Personnel will be recovered from the Security Agency.
25. The University, through its Designated/Authorized Officer shall be at liberty to check at any time the deployment of the personnel by the Agency and in case of any absence/fault/lapse, shall deduct the wages of the absentee personnel/damages from the monthly payment made to the security agency and may also impose penalty as deemed fit. In case of absentees the penalty can be up-to deduction of wages per day per absentee. In case of damages/lapses/breach of trust, deduction of wages shall be equivalent to the amount decided by the Competent Authority of the University. The decision of the Vice-Chancellor shall be final in this regard.

**Acceptance by the Tenderer:**

**The Terms and conditions enumerated in the form, from SL. No. 1 to 25 have been read and understood by me/us and are acceptable to me/us.**

(  
*Signature & Stamp/Seal of the Proprietor/Partner(s) of the Security Agency)*  
*with stamp/seal and complete Address and Telephone No(s).*

## Annexure – IV of IV

### **INSTRUCTIONS TO THE TENDERERS**

1. Tenderers should submit their Bid as per the instructions given in Annexure - IV.
2. Nagaland University requires Supervisors, Security Guards (Unarmed). These manpower shall be deployed on 8 (eight) hours duty shift for all 7 (seven) days a week. The total number of security personnel required shall be intimated to the successful bidder.
3. Tenderers should submit their Tender Bids in 2 (two) separate sealed envelopes.

**Envelope 1** -shall contain Technical Bid in the prescribed format (as per Annexure-I). This envelope should be clearly super-scribed as “**TECHNICAL BID FOR SECURITY CONTRACT**” and shall also contain two separate Demand Drafts of any Scheduled/Nationalized Bank for `1,000/- (Non-refundable) as Tender Fee and `50,000/- (refundable) as the Earnest Money, in favour of “**Nagaland University**” payable at **Lumami only**. Both Demand Drafts must be enclosed inside the Technical Bid only to avoid outright rejection of the bid.

**Envelope 2** - will contain only Financial Bid in the prescribed format (as per Annexure-II) and super-scribed as “**FINANCIAL BID FOR SECURITY CONTRACT**”.

Both Envelope 1 and 2 shall be sealed separately and kept inside one main envelope & super-scribed as “**TENDER FOR SECURITY SERVICES**” duly complying with the instructions contained in the Tender Form, addressed to the **Registrar, Nagaland University, Hqrs: Lumami, P.O. Lumami - 798627, Dist: Zunheboto, Nagaland** and submitted to the Registrar’s cell, Nagaland University, Lumami, on or before 12<sup>th</sup> of April 2021 during office working hours. Late bidder/s and tender/s received without Earnest Money Deposit (EMD), conditional tenders or incomplete tenders shall be rejected outrightly.

5. While quoting its rates in the Financial Bid, the Agency must ensure to quote the same inclusive of all and submit a detailed component-wise break-up of the total wages for each category of personnel which shall be compulsorily on a separate sheet, duly stamped and signed.
6. Technical Bid and Financial Bid should be signed by the Proprietor or the Authorized Signatory of the Agency.
7. All documents/credentials submitted by the Agency/Tenderer in support of his/her Tender document should be duly attested by the Proprietor/Authorised Signatory of the Security Agency.
8. Financial bids shall be opened in respect of only those tenderers, which will be found technically suitable as per the norms laid down by the UNIVERSITY.
9. After submission of the Financial Bid with detailed components of wages, no request for adding any other component (obligatory or otherwise) shall be considered by the University on whatsoever ground and under these circumstances, the Agency shall be liable to remit the same to the concerned beneficiary.
10. The earnest money of `50,000/- shall be refunded without interest in case the offer of bid is not accepted by the University. The earnest money of the successful bidder to whom the contract



would be awarded shall be refunded (without interest), only at time of the termination of the contract.

11. The selected Agency shall have to execute an agreement on non-judicial stamp paper before rendering its services to the University. The contract agreement shall initially be for a period of one year, but extendable subject to renewal of mutual agreement and satisfactory services and performance to be reviewed every year.
12. After awarding the work contract, if the Security Agency fails to provide the desired strength of Security Personnel (Ex- Servicemen/professionally trained) as described in the work order/contract for taking over the charge from the present Security Agency on the given date/time, the offer of contract will automatically stand cancelled without any notice and the total earnest money deposit will be forfeited.
13. Nagaland University reserves the right to reject or accept any or all the tenders with or without assigning any reason thereof.
14. The University shall not be responsible and accountable for any delay in mail sent by the bidders through postal/courier services.

(Dr. Abemo)  
Registrar