

# TENDER DOCUMENT FOR SECURITY & SURVEILLANCE SERVICES



**Dr. Ram Manohar Lohiya National Law University**  
Sector-D-1, LDA Colony, Aashiana, Lucknow

## **-: Important Dates:-**

Date of Start of Sale of Tender Document	: 7 <sup>th</sup> November, 2016
Last Date of Sale of Tender Document	: 21 <sup>st</sup> November, 2016
Last Date of Submission of Tender Document	: 21 <sup>st</sup> November, 2016 up to 2:00 PM
Date of Technical Bid Opening	: 21 <sup>st</sup> November, 2016 at 2:30 PM
Date of Financial Bid Opening	: Technically qualified tendering firms shall be informed telephonically
Scope of Work	: <b>Please see overleaf</b>



**Dr. Ram Manohar Lohiya National Law University**  
Sector-D-1, LDA Colony, Aashiana, Lucknow  
**TENDER DOCUMENT FOR SECURITY & SURVEILLANCE SERVICES**

**SCOPE OF WORKS**

The Service Provider shall undertake the following activities connected with the security and surveillance of university campus, round-the-clock for 365 days basis, during the contract period:

1. Security and Surveillance of the entire campus. Prevention of theft /damage to University property.
2. Checking of incoming and outgoing materials.
3. Regulating and controlling of movement of students / employee /vehicles / visitors as per University Directives.
4. To ensure that no unauthorized person(s) enters the premises or create any disturbance or nuisance. Preventing trespassing over the boundary walls.
5. Protection of students/staff from assault by anti-social elements in the campus.
6. Apprise the University administration of the possible security threats and suggest remedial measures.
7. To ensure that incidents of accidents, injuries, fire, short circuits, leakage of water from fire hydrants, water supply lines are immediately reported to the University Administration so that necessary action is ensured to minimize the loss.
8. To ensure the timely operation of fire fighting equipments in case of need. And to ensure that Security personnel deployed to handle fire fighting equipments are well trained to handle such equipments.
9. To ensure parking of the vehicles at the proper parking place and see that it does not cause inconvenience to the visitors.
10. To prevent any unwanted / illegal activities and gather intelligence on unauthorised movements / activities. And reporting of any illegal activities / movement to University authorities.
11. To maintain a proper communication system amongst Security personnel so that they can assemble quickly in case of emergent situation.
12. To ensure deployment of security personnel as per the following:-

S.No.	Place/Building	No. of Guard/ Supervisor		Total Manpower
1	Main Gate (Gate No.-1)	Guard (Male)	02x03	06
		Guard (Lady)	01x01	01
		Guard (Armed)	01x03	03
		Supervisor	01x03	03
2	Gate No.-3	Guard	01x03	03
3	Faculty-2 Building & Gymnasium	Guard	01x03	03
4	Administrative Block	Guard	01x03	03
5	Academic Block	Guard	01x03	03
6	Vice-Chancellor's Residence	Guard	01x03	03
7	Guest House & surrounding area	Guard	01x03	03
8	Library	Guard	01x03	03
9	Teacher's Colony	Guard	01x03	03
10	Girl's Hostel	Guard (Lady)	01x03	03
11	Boy's Hostel (UG)	Guard	02x03	06
12	Boy's Hostel (PG)	Guard	01x03	03
13	Plant Room Area & Samparak Plaza	Guard	01x02	02
14	Patrolling area at night (inside perimeter)	Guard	01x02	02
15	Swimming Pool	Guard	01x03	03
16	Vehicle Parking Area	Guard	01x03	03
17	Lift	Guard	01x03	03
18	PSO	Guard	01x01	01
19.	Overall Supervisor	Unit Commander	01x01	01
<b>Total manpower required per day (i.e. for 24 hours)</b>				<b>64</b>

The requirement indicated in above table may increase or decrease as and when required. Proportionate increase/decrease in the monthly bill will be made accordingly.



Signature  
Name of the authorized signatory  
Name of the tendering firm  
Seal  
Contact No.

**Dr. Ram Manohar Lohiya National Law University**  
Sector-D-1, LDA Colony, Aashiana, Lucknow  
**TENDER DOCUMENT FOR SECURITY & SURVEILLANCE SERVICES**

**OTHER TERMS AND CONDITIONS**

1. The Agency should have licence under The Private Security Agencies (Regulation) Act, 2005.
2. The service provider should have its office in Lucknow with a Local Area Manager deployed there.
3. The tendering firm must have valid registrations under ESI, PF and service tax department. The agency will have to maintain registers/records as required under the provisions of various acts and complete the formalities prescribed there under. The University shall not be responsible in any way for any breach of these rules and regulations by the service provider. The contract is liable to be terminated if breach of rules & regulation is found after the award of contract.
4. The Agency should have minimum five years experience providing security services and should have minimum six running contracts (deploying not less than 500 guards put together) of providing security and surveillance services at present. Value of each contract should be of minimum Rs. 25 lacs per contract. Annual turn-over in the last three years must not be less than Rs. 2.5 crore for last three consecutive years.
5. An EMD of Rs. 50,000/- (Rupees fifty thousand only) shall be required to be submitted alongwith Technical Bid. The Bank Draft towards EMD should be drawn in favour of 'The Registrar, Dr. RML National Law University, Lucknow. EMD to unsuccessful bidders shall be returned within 30 days of award of contract. EMD to successful bidder shall be returned within 60 days of execution of the contract.
6. A security deposit of Rs. 10,00,000/- (Rupees Ten lacs only) shall be required to be submitted after the award of the contract either by way of a bank guarantee or in form of a term deposit pledged in favour of 'The Registrar, Dr. RML National Law University, Lucknow' for the period of the contract. This security deposit shall be refunded to security service provider on the expiry of the contract period.
7. The contract will be initially for a period of one year which is extendable for further period on mutually agreeable terms if services are found satisfactory.
8. The University reserves the right to terminate the contract on one month's notice any time during the contract period if the services of the firm are found satisfactory.
9. Monthly Wages for all categories of security personnel shall be decided by the University and the service provider shall be required to pass on the same wages to the personnel without any deduction except deduction made on account of EPF and ESI (Employee's contribution). The University shall make payment of EPF and ESI at applicable rates on the wages approved by it. Payments to the security personnel will be made by the service provider in their SBI accounts through RTGS only. Every Security Personnel shall be given paid leave for four days in a month. University shall pay additional amount for relievers deployed during paid leaves.
10. The competitive bidding through this tender is only intended to arrive at competitive prices towards overhead charges, uniform charges and training charges, if any, to be levied by the service provider. These charges shall be paid to the service provider over and above monthly wages as decided by the University. The service provider shall not be authorized to make any deduction from the wages of the security personnel towards these heads.
11. The Service provider shall ensure that proper uniform as per the requirement of the season/weather, rain coats, boots, lathis, torches etc. is provided to all the security personnel deployed at site. The service provider will also ensure that the persons on duty maintain neat and clean uniforms.
12. The service provider should ensure that no security personnel leave his duty post in unauthorised way without a replacement.
13. The service provider shall ensure that normally no security guard is put on duty exceeding 8 hours at one stretch.



Signature  
Name of the authorized signatory  
Name of the tendering firm  
Seal  
Contact No.

Contd... on page -4

**Dr. Ram Manohar Lohiya National Law University**  
Sector-D-1, LDA Colony, Aashiana, Lucknow  
**TENDER DOCUMENT FOR SECURITY & SURVEILLANCE SERVICES**

14. The Security service provider shall ensure that personnel deployed at University site are suitably educated, courteous, trained and disciplined. The security personnel so engaged should observe decency and decorum during the course of their employment in and out of the University.
15. The theft or loss of property from the protected premises which, in the judgment of the University is attributable to the negligence on the part of the service provider, shall be made good to the university by the service provider. In addition the contractor shall make all the efforts to investigate the case, liaison with the Police and take other steps in accordance with the law.
16. The University reserves right to consider the tenders of only short-listed parties and also to cancel/postpone tendering process, if required, in the interest of the University.
17. The Service Provider shall deploy one Unit Commander who shall be responsible for overall supervision of the Security Personnel and shall maintain close contact with the university officials appointed to supervise the work of the security agency. He will be available as and when required by the University administration. He will ensure that all the SOPs/lawful directions of the University are implemented by the security personnel.
18. People deployed as Unit Commander, supervisor & PSO must be of JCO level ex-army soldiers.
19. The contractor shall be paid once in a month on the basis of a certificate of satisfactory completion of the work from the official(s) appointed to look after the work.
20. The service provider shall be required to submit his monthly bill for the services on 26<sup>th</sup> day of every month. The University shall release the payment against bill by the last working day of the concerned month. In case any penalty is imposed by university administration, the same shall be deducted from the monthly bill. The service provider shall be required to ensure that security personnel are paid their wages on 1st day of following month.
21. The service provider shall ensure that character and antecedents of security personnel are duly verified by it before their deployment in the University.
22. In case the personnel engaged by the Service provider have any grievances, they will take it up with the service provider without creating any disturbance in the University premises. The service provider shall ensure that no agitation takes place in the University campus in this regard. On the expiry of the contract the service provider shall ensure that it hands over charge of all the equipments, University properties to the University authorized officials and removes all of its personnel from the site.
23. The University will not accept any claim in the event of any of the Service Provider's employee sustaining any injury, damages or loss of life of the person either inside or outside University premises.
24. Security Personnel deployed by the service provider shall have no presumptive right of absorption in the services of the University. In order to give effect to this, the service provider shall incorporate suitable clause in the appointment orders to be issued to its security personnel.
25. The Service Provider shall not transfer or assign or share benefit of this agreement with anyone else without the consent in writing from the University.
26. Financial bids of only those agencies, which fulfill the conditions of the technical bid, shall be opened.
27. In the interest of the University, if required, Vice-Chancellor of the University can relax or waive-off any terms & conditions of the tender documents.
28. Any dispute arising out of implementation of the contract shall be referred by the University to the sole arbitrator appointed by the University. Decision of such arbitrator shall be binding of both the parties (i.e. Service Provider and the University).



Signature  
Name of the authorized signatory  
Name of the tendering firm  
Seal  
Contact No.

**Dr. Ram Manohar Lohiya National Law University**  
Sector-D-1, LDA Colony, Aashiana, Lucknow  
**TENDER DOCUMENT FOR SECURITY & SURVEILLANCE SERVICES**

**Technical Bid**

S.N.	Technical qualifications prescribed	Condition fulfilled or not	Proof enclosed or not
1	The security agency must be registered under Companies Act, 1956/Societies Act or be a Public Corporation and ISO certified. <i>(Certified copies of the Memorandum of Association and other relevant certificates must be enclosed).</i>		
2	The security agency must have a valid license under the Private Security Agency (Regulation) Act, 2005. <i>(Certified copy of license must be enclosed).</i>		
3	The security agency must be registered under: (a) Provident Fund Act (b) ESI Act (c) Service Tax Act <i>(Certified copies of the relevant certificates must be enclosed).</i>		
4	The security agency must have experience in providing security & surveillance services for a minimum of past 5 years. <i>(Experience Certificates issued by the administrative heads of the concerned organization must be enclosed).</i>		
5	The security agency must have a minimum turnover of Rs. 2.50 crores per year for the last three consecutive years <i>(Copies of the relevant audited balance sheets and P/L account must be enclosed)</i>		
6	The security agency must enclose year-wise details of the service tax, PF & ESI deposited in the last three years. <i>(The statement must be certified by a Chartered Accountant).</i>		
7	The security agency must have not less than 500 Guards on its payroll and must have a clear recruitment policy, on All India Recruitment basis and a properly organized residential training centre for its personnel. <i>(Copy of the article of the association and other relevant documents duly certified by the Chartered Accountant must be enclosed).</i>		
8	The agency must have at least six running security service contracts of the annual value not less than Rs. 25 lacs each. <i>(Copies of the work orders and the certificates of successful performance must be enclosed).</i>		
9	The earnest money of Rs. 50,000/- in form of the demand draft in favour of 'Dr. RML National Law University' payable at Lucknow, must be deposited by the agency along with the technical bid.		

**Undertaking by the tendering firm**

I have gone through all the terms & conditions and scope of work given in the tender document. I declare that the information given by me in the technical bid is true as per my knowledge and belief. I understand that my firm fulfills the eligibility conditions of the tender document. I also understand that in case any of the information provided by us in the technical bid is found to be false, we are liable to be debarred from the tendering process and the University may also take any other punitive action as per law. I agree to abide by all the term & conditions of the tender in case work is awarded to our firm.



Signature  
Name of the authorized signatory  
Name of the tendering firm  
Seal  
Contact No.

**Left Blank Intentionally**

**Dr. Ram Manohar Lohiya National Law University**  
Sector-D-1, LDA Colony, Aashiana, Lucknow  
**TENDER DOCUMENT FOR SECURITY & SURVEILLANCE SERVICES**

**Financial Bid**

Monthly Wages for all categories of security personnel shall be decided by the University and the service provider shall be required to pass on the same wages to the personnel without any deduction except deduction made on account of EPF and ESI (Employee's contribution). The wages approved for each category shall be mentioned in the service agreement signed with the service provider.

The Service provider has to quote only for overhead charges, other charges and taxes, if any as indicated in the table-A given below. The Service Provider shall not be allowed to deduct any amount from the approved wages of the security personnel except for statutory deduction namely employee's contribution towards EPF and ESI.

**Table-A**  
(Showing components of monthly service bill)

Particulars	Quoted Rates per month
<b>Security and Surveillance charges</b> (Monthly wages for the five categories of security personnel as indicated at item no. 12 in the 'Scope of Work' of the tender document)	As decided by the University.
Overhead Charges, if any (to be quoted in %age term)	.....%
Training Charges (to be quoted in %age term)	.....%
Uniform and Accessories charges (to be quoted in %age term)	.....%

The University being an educational institution, service tax is not applicable as of now. In case any other tax being levied by the government subsequently, the University shall make payment of such tax at applicable rates from the date of applicability.

The University shall not make any other payment except the payment in above heads as approved through the competitive bidding. The rates shall be valid minimum for one year. No increase shall be considerable before expiry of one year.

**Declaration**

I have gone through all the terms & conditions and scope of work given in the tender document. The above rates quoted by our firm are in accordance with the requirement of the scope of work as mentioned in tender document. On acceptance of my bid I undertake to provide the services in accordance with the terms & conditions given in the tender document. I agree to abide by all the term & conditions of the tender in case work is awarded to our firm.



Signature  
Name of the authorized signatory  
Name of the tendering firm  
Seal  
Contact No.

**Left Blank Intentionally**