



Krishna Kanta Handiqui State Open University

Tender Document for
Providing Security Services at KKHSOU
Tender enquiry No.KKHSOU/Reg/PSA/129/2007/646 dated 12-08-2024

Krishna Kanta Handiqui State Open University
H.O. Patgaon, Rani, Guwahati-781017
City Office: Resham Nagar, Khanapara, Guwahati-781022
Tel. 0361-2235971 Email. info@kksou.in

Annexure-I

NOTICE INVITING TENDER

Date: _____

Sealed tenders are invited under two-bid system for “Providing Security services at Krishna Kanta Handiqui State Open University, Guwahati” from firms/parties/private limited agencies with experience in providing similar services to educational institutions under Government/Non-Government organizations/Public Sector Undertaking and Private Sectors of repute.

Interested parties who fulfill the eligibility criteria may submit their quotation in the prescribed format. The general terms and conditions and other details for bidders are at Annexure- I to VI.

Details of tender are as follows:

Tender Reference No.	KKHSOU/Reg/PSA/129/2007/646
Last Date and Time for receipt of Tender	27-08-2024 before 3pm
Time and Date for Opening of Bid	27-08-2024 at 4PM
Tender Fee (non refundable)	Rs. 1,000/-
EMD (refundable but non-interest bearing)	Rs. 20,000/-
Contact Telephone Numbers	0361- 2235971, 2235642
For technical Details Contact through E-mail	info@kkhsou.in

The Tender document and details of terms and conditions can be downloaded from our website www.kkhsou.in

The bid proposals are to be sent in **three separate** sealed envelopes (i) **Technical Bid**(ii) **Financial/Price Bid** (iii) **Tender Fee and EMD kept in one sealed envelope duly superscribed with Tender Reference No. and Tender Notice detail as appended hereunder:**

Tender for Providing Security services at City Campus, Krishna Kanta Handiqui State Open University, Khanapara

TENDER REF. NO _____ DATE: _____

LAST DATE FOR SUBMISSION: _____

To,
The Registrar
Krishna Kanta Handique State Open University
Resham Nagar, Khanapara, Guwahati - 781022

From: M/s -----

Contact No: -----

E-mail ID: -----

General Terms & Conditions:

1. Name of the Work: Providing Security services at City Campus at Khanapara and Head office at Rani, Patgaon of Krishna Kanta Handiqui State Open University to provide round the clock security services.
2. Uniform like cap, shirt, trousers, shoes etc shall be provided by the party.
3. Number of Security personnel will be decided in consultation with the authority of the University.
4. **Eligibility criteria:**
 - i. Must be a registered firm.
 - ii. Must have a trade license.
 - iii. The Agency must have a valid license for operating a private Security Agency at Guwahati
 - iv. Must have PAN,GST ,PF and ESIC registration.
 - v. In case of Private Limited or Limited company, one must have company registration.
 - vi. In case of partnership, firm must have registered deed of partnership.
 - vii. Annual Turn Over should not be less than Rs. 20,00,000/- (Twenty Lakhs) per year during last 3years.
 - viii. Must have experience in providing similar services to reputed organizations not less than 10 years.
5. The bids submitted with Tender Fees of Rs. 1,000/- (Rupees one thousand only) and EMD of Rs. 20,000/-and not fulfill up the eligibility criteria will be summarily rejected and no further communications in this regard will be entertained. The university reserves the right to cancel/reject any or all bids without assigning any reason thereof.

SUBMISSION OF OFFER:

1. The Quotation MUST BE ENCLOSED IN A SEALED COVER superscribing Tender Number / due date & should reach the undersigned on or before due date mentioned in the tender notice. If the quotation cover is not sealed, it will be rejected.
2. Before the deadline for submission of the bid, The University reserves the right to modify the bidding document and to extend or not to extend the date of submission. Such amendment/modification will be notified to bidders receiving the bidding document in writing or by cable/fax/ email and will also be hosted on the Institute website.
3. Conditional Tenders will be summarily rejected.
4. A bidder may withdraw, substitute, or modify its bid after it has been submitted by sending a written notice signed by the authorized signatory before the date of submission of the bid. Any re-submission or modification in the bid should be submitted before the date & time of submission of bid as originally conveyed in the invitation of bid.

5. No bid may be withdrawn, substituted or modified in the interval between the deadline for submission of bids and the expiration of the period of bid validity specified by the Bidder on the Bid Form or any extension thereof.
6. Offer which deviates from the vital conditions (as illustrates below) of the tender shall be rejected:
 - a) Non submission of complete offers.
 - b) Receipt of offers after due date and time and or by email / fax (unless specified otherwise).
 - c) Receipt of offers in open conditions.
7. In case any BIDDER is silent on any clauses mentioned in this tender document, The University shall construe that the BIDDER had accepted the clauses as per the invitation to tender.
8. No revision in the terms and conditions quoted in the offer will be entertained after the last date and time fixed for receipt of tenders.
9. In case of two bid system the date and time of opening of Price Bid shall be intimated to technically qualifying bidders only.
10. Price bid must be submitted in enclosed price bid format only at ANNEXURE VI.
11. Quoting of Price (s): **Price quoted should be in Indian Currency**
12. **Quantity/Area:** The quantity/area shown in the tender can be increased or decreased to any extent depending upon the actual requirement.
13. **Other Govt. Taxes:** GST/Other Govt. Taxes: GST, other taxes, levies, etc., are to be indicated separately. BIDDER should mention the GST Registration. PAN Number are to be necessarily indicated in the offer.
14. **Optional items, if any, should be quoted in separate sheet otherwise your quote will be rejected.**

SUPPLEMENTARY /MODIFIED OFFER: Tender submitted against Notice Inviting Tender shall not be returned in case the tender opening date is extended/postponed. BIDDER desirous to modify their offer/terms may submit their revised/ supplementary offer(s) within the extended Tender Opening Date (TOD) by clearly stating to the extent of updating done to the original offer. The Institute reserves the right to open the original offer along with the revised offer.

CANCELLATION OF TENDER: Notwithstanding anything specified in this tender document, the University in its sole discretion, unconditionally and without assigning any reasons, reserves the rights:

- a) To accept OR reject lowest tender or any other tender or all the tenders.
- b) To accept any tender in full or in part.
- c) To reject the tender offer not confirming to the tender terms.
- d) To give purchase preference to Public Sector Undertakings whenever applicable as per Govt. Policy/ Guidelines.

DURATION OF CONTRACT PERIOD: At initial stage, the contract shall be rewarded for a period of 2 years from the date of commencement of contract. KKHSOU will have discretion for

extending it for one more years up to a maximum of 2 years subject to satisfactory service and on mutually acceptable terms and conditions and rates at the sole discretion of KKHSOU. However, it will be obligatory on the part of the contractor to continue to work at the rates prevailing on the last date of the contract even beyond the contract period for at least 3(three) months or till the new contract is finalized, whichever is earlier.

TERMS OF WORK

1. To provide round the clock Security service at both the offices.
2. The Security personnel must have knowledge for operating generator, lift, fire extinguisher etc.
3. Will have to maintain proper Visitors record.

TERMS OF PAYMENT:

- i) The Payments to the agency will be made monthly on the basis of the Daily report of the employee man days of the services provided by the agency.
- ii) Monthly bills shall be submitted in duplicate to the coordinating Officer specified in contract along with Daily report and abstract of bills generated by Agency according to attendance sheets of employee duly certified by the officer-in-charge. The copy of service tax paid challan for the previous month/quarter as the case may be should be produced along with the bills for payment. Income Tax and other dues as applicable from time to time by the Government shall be deducted at source from the monthly bills of the contractor.
- iii) All payments to agency shall be made subject to deduction of TDS (Tax deduction at Source) as per the Income Tax Act, 1961 and other taxes if any as per Government of India rules.
- iv) The agency will make the payment to their deployed employee on receipt of daily report/attendance sheets of the employees duly certified by the corresponding Officer-In-charge.
- v) The agency will ensure that Salaries are given to the deployed personnel on or before 7th of every month. The contractor should not stop the payment of salary on account of delays not attributed to the engaged OR non clearance of Bills from KKHSOU.
- vi) The agency has to pay the monthly salary of the employees to their respective bank account only
- vii) The agency will submit Pre-receipted bills in duplicate by the 10th day of next month in respect of claim for the preceding month.
- viii) Payment of Bills will be made only after submission of complete documents every month as follows:

Attendance Sheet

Acquaintances (Salary Statement)

NEFT/Bank Transfer (with UTR No.)/Cheque Statement

EPF - Challan Copy

EPF - ECR uploaded copy

ESIC - Challan Copy
ESIC - ECR uploaded copy
Professional Tax Challan Copy
Service Tax & Charges Challan Copy

Security Deposit (SD): The selected bidder shall give security deposit of Rupees one lakh only in the form of **Performance Bank Guarantee/Fixed deposit** as per **Annexure-III** from a nationalized Bank or scheduled commercial bank for the duration of the contract/extended period, if any, in favour Registrar, Krishna Kanta Handiqui State Open University. The validity of the security deposit will be two months beyond the expiry of the contract period.

EVALUATION OF OFFER:

1. The selection shall be through a two-bid process. Selection will be on the basis of both qualification under the Technical (Part A) conditions and the Financial bid (Part B).
2. At the first stage, the qualification for General/Technical (Part A) conditions shall be considered by opening the responses/bids for the General/Technical criterion (which shall be in a separate and clearly marked envelope). The General/Technical conditions required to be met by every party responding to this NIT have been set out in Part A herein below. Parties not meeting the General/Technical (Part A) conditions shall not be considered and their Financial bid (Part B) will be returned unopened.
3. **Financial Bid:**

The Financial Bid shall contain the following:

- i) Bidders shall strictly submit Financial Bid form as per **Annexure – II**
- ii) The bidder has to quote only the Agency's service charges.
- iii) The bidders have to quote financial bid as percent of total payment made per month to the manpower specified as per Annexure I. If there is a discrepancy between words and figures, the amount in words shall prevail and be valid.

LEGAL MATTER: All Domestic and International disputes are subject to Guwahati Jurisdiction Only.

**Dy.Registrar/Asst. Registrar
KKHSOU**

FORMAT FOR EARNEST MONEY DEPOSIT / BID SECURITY

(To be typed on Non-judicial stamp paper of the value of Indian Currency of One Hundred)

(TO BE ESTABLISHED THROUGH ANY OF THE NATIONALISED BANKS (WHETHER SITUATED AT GUWAHATI OR OUTSTATION) WITH A CLAUSE TO ENFORCE THE SAME ON THEIR LOCAL BRANCH AT GUWAHATI OR ANY SCHEDULED BANK (OTHER THAN NATIONALISED BANK) SITUATED AT GUWAHATI. BONDS ISSUED BY CO-OPERATIVE BANKS ARE NOT ACCEPTED)

LETTER OF GUARANTEE

To,
Registrar,
KKHSOU
Resham Nagar, Khanapara, Guwahati - 781022

IN ACCORDANCE WITH YOUR TENDER for supply of,
M/S (hereinafter called the "Bidder") having its
Registered Office at wish to participate in the said bid for the supply
..... as an irrevocable Bank Guarantee against Earnest Money Deposit for an
amount of Rs. (Rupees) valid upto
..... (180 days from the date of issue of Bank Guarantee), is required to be
submitted by the bidder as a condition precedent for participating in the said bid, which amount is
liable to be forfeited by the Purchaser on (1) the withdrawal or revision of the offer by the bidder
within the validity period, (2) Non acceptance of the Letter of Indent / Purchase order by the
Bidder when issued within the validity period, (3) failure to execute the contract as per contractual
terms and condition within the contractual delivery period and (4) on the happening of any
contingencies mentioned in the bid documents.

During the validity of this Bank Guarantee:

We, (Bank name) having its Registered Office at
guarantee and undertake to pay immediately on first demand by the
amount of Rs (Rupees) without any reservation, protest,
demur and recourse. Any such demand made by the University shall be conclusive and recourse.
Any such demand made by the purchaser shall be binding on the Bank irrespective of any dispute
or difference raised by the Bidder.

The Guarantee shall be irrevocable and shall remain valid up to (180 days from
the date of issue of Bank Guarantee) If any further extension is required, the same shall be
extended to such required period on receiving instruction from the Bidder, on whose behalf the
Guarantee is issued.

Notwithstanding anything contained herein

i. Our liability under this Bank Guarantee shall not exceed Rs..... (Rupees.....)

ii. This Bank Guarantee shall be valid up to(date).

iii. We are liable to pay the guaranteed amount or any part thereof under this Bank Guarantee only and only if you serve upon us a written claim or before (date).

This Bank further agrees that the claims if any, against this Bank Guarantee shall be enforceable at our branch office atsituated at (Address of local branch).

Yours truly,

Signature and seal of the guarantor:

Name of Bank:

Address:

Date:

Instruction to Bank: Bank should note that on expiry of Guarantee Period, the Original Guarantee will not be returned to the Bank. Bank is requested to take appropriate necessary action on or after expiry of guarantee period.

TECHNICAL BID (All the information is to be supported by necessary documents as indicated in the previous pages)

General Information

1. Name of the Bidder
2. Full Address of the Bidder with Pin Code, Telephone number, Fax number, e-mail address
3. Local Address of the Bidder, (if any) with Pin Code, Telephone number, Fax number, E-mail address
4. Registration with concerned Government bodies
5. Company Registration (in case of Private Limited or Limited company)
6. Registered deed of partnership (in case of partnership)
7. Valid license for operating Security Agency.
8. PF and ESIC registration documents
9. Trade License
10. GST Certificate
11. PAN Card
12. Annual Turn Over in last 3 years (should not be less than Rs.20,00,000/- per year)
13. Details of Earnest money deposit (Amount Rs., Bank Draft No., Bank Draft Issuing Date, Drawn on (Bank).
14. Supporting documents for experience of minimum 10 years.

ANNEXURE-V

Sl.No.	Category of manpower	No.of Manpower requirement	Salary
1	Security Supervisor	1	As per the minimum wages of Govt.of Assam
2	Security Guards(Unarmed)	12	As per the minimum wages of Govt.of Assam

Note: i) PF (Employer's Contribution) and ESI (employer's Contribution) shall be paid as per the rules.

PROFORMA FOR FINANCIAL BID

1. Name of company, address etc.

2. Details of rate quoted.

(Figure may be written in words as well as in figures, in case of any discrepancy between figures and words, the amount written in words will be taken for consideration). No cutting or overwriting will be allowed. Any financial bid with overwriting or cutting will be disqualified.

TABLE :

Sr. No	Category	Agency's Service Charges on monthly total turnover (percentage)
1	Providing Security service	

Note: (i)Mandatory requirement such Minimum wages as per the Notification of Government of Assam and PF ESI shall be paid to the contractor along with the "Service Charges". However, the Service Charges will be proportionate to the number of manpower deployed during the month and the quoted "Service Charges" shall not be revised at any cost during the contract period.

GST will be paid extra as applicable from time to time.

Only one bid value should be quoted and it should not be bifurcated in any manner

Yours faithfully,

(Signature of Authorized Person)

Place _____ Name _____

Date _____ Designation _____

Witness with Signature:

1) Name & Address

2) Name & Address

MANDATE FORM FOR ELECTRONIC FUND TRANSFER/RTGS TRANSFER

Date: / /

To
The Registrar,
Krishna Kanta Handique State Open University
Resham Nagar, Khanapara
Guwahati - 781022

Sub: Authorization for release of payment / dues from Krishna Kanta Handique State Open University, Guwahati through Electronic Fund Transfer/RTGS Transfer.

1. Name of the Party/Firm/Company/Institute:

2. Address of the Party:

City _____ Pin Code _____

E-Mail ID _____ Mob No: _____

Permanent Account Number(PAN) _____

3. Particulars of Bank:

Bank name		Branch Name	
Branch Place		Branch City	
PIN Code		Branch Code	
MICR No.			
(9 digit number appearing on the MICR Bank of the Cheque supplied by the Bank, Please attach Xerox copy of a cheque of your bank for ensuring accuracy of the bank name, branch name and cod number)			
IFS Code: (11 digit alpha numeric code)			
Account Type	Savings	Current	Cash Credit
Account Number			

DECLARATION

I hereby declare that the particulars given above are correct and complete. If any transaction delayed and not effected for reasons of incomplete or incorrect information I shall not hold Registrar, KKHSOU, Guwahati responsible. I also undertake to advise any change in the particulars of my account to facilitate updating of records for purpose of credit of amount through NEFT/RTGS Transfer.

Place: _____

Date: _____

Signature & Seal of the Authorized Signatory of the Party

Certified that particulars furnished above are correct as per our records

Bankers Stamp:

Date: _____

Signature of the Authorized Official from the Bank

N.B: Please fill in the information in CAPITAL LETTERS, computer typed; please TICK wherever it is applicable