

**MADHYA PRADESH BHOJ OPEN UNIVERSITY,  
BHOPAL**

TENDER DOCUMENT

FOR

**ANNUAL RATE CONTRACT FOR SECURITY SERVICES AND MAN POWER SERVICES (OFFICE STAFF)**

MP Bhoj (open) University,  
Kolar Road, Bhopal

FORM NO.: \_\_\_\_\_

Date of Issue: \_\_\_\_\_

Rate Contract form issued to: \_\_\_\_\_

- Closing Date & Time of submission of Rate Contract Form: **15<sup>th</sup> February, 2012 upto 5.00 pm.**
- Date & Time of opening of Technical Bid: **16<sup>th</sup> February, 2012 at 12-00 pm.**
- Date and Time of Price Bidding: **will be notified to the short listed bidders.**

Note: 1. This tender document contains 12 pages and bidders are requested to sign on all the pages.  
2. This tender document can also be downloaded from the website – [www.bhojvirtualuniversity.com](http://www.bhojvirtualuniversity.com)  
3. Kindly write on the sealed envelope “Tender for the Security Services “.  
4. Kindly submit Technical Bid and Financial Bid in two separate sealed envelopes.

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**M.P. BHOJ (OPEN) UNIVERSITY, KOLAR ROAD,  
BHOPAL – 462016**

**\*Following are the qualifying Criteria :**

1. The registered Company, firm or an agency should have at least five years of experience of similar works. Submission of details of the past clients and current clients in a prescribed format in the Technical Bid is compulsory. The DD for EMD is to be attached with the Technical Bid. The tender will be entertained only for the bidders whose turn over is not less than 1.00 Crores per year during last three years.
2. On the basis of information provided in the technical bid, the University may verify the details, cross examine, visit the premises. The decision of the University for short listing only competent and capable to supply required personnel will be final. Price bids of only shortlisted bidders will be opened for consideration.
3. The tenderer shall enclose alongwith the Technical bid a demand draft/pay order of Nationalised Bank only of Rs. 1,00,000/- (Rupees One Lacs only) drawn in favour of **“Registrar, Madhya Pradesh Bhoj (Open) University,”** payable at Bhopal, as the non-interest bearing Earnest/ Security Money Deposit. The DD for the EMD is to be attached with the Technical bid.
4. If the tender form is down loaded from University website, tenderer shall also enclosed a DD worth Rs. 1000 (One thousand only) of Nationalized Bank Only (towards tender form fee) alongwith the Technical Bid
5. The tenderer should have PAN/TAN number, Service Tax Registration, Registration of the Agency under the Shops & Establishment Act, or Societies Registration Act or Companies Act or Partnership ACT. Firm should also have License under the Contract Labour Act, PF Registration with the Regional PF Commissioner, ESI Registration, Under Workmen compensation Act. Firm/Agency should also be registred under Private Security Act 2005. A copy of the Registration certificate must be attached with tender form.
6. The agency submitting tender must attach certified Xerox copies of (a) Registration of the agency under the Shops & Establishment Act, (b) License under the contract Labour Act, (c) Allotment of PF Code by the regional PF Commissioner, (d) ESIC Registration Code No. (e) EPF, ESI & Service Tax returns (f) EPF inspection Report (g) List of clients with contact person’s name and phone numbers (i) police verification for year 2010, in the Technical Bid.

***\*The tenderers shall comply with the requirements under qualifying criteria. Proofs shall be attached with abstract in separate sealed cover of Technical Bid, failing which commercial bid of respective tender will not be opened.***

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**TERMS AND CONDITIONS: -**

1. Tenders for Security services and Man Power Providers shall be received on or before the last date/time indicated above (either by Speed Post or by registered post Only) and shall be opened on the same day, in the presence of the tendering parties as indicated above.
2. Sealed tender document should be addressed to the Registrar, MPBOU by designation only and submitted at the address mentioned above in sealed covers, subscribed "Tender for Security Services and Man Power Services".
3. Tenders received after the specified date and time, due to whatever reason including postal delays, will not be considered.
4. Any conditional offers made by the Agency or any alterations/corrections made in the tender form shall not be considered. Similarly, incomplete and unsigned quotations are liable to be rejected.
5. University reserves the right to accept or reject the offer without assigning any reason.
6. Each tender must be accompanied by non-interest bearing earnest money deposit of Rs. 1,00,000/- (Rupees One Lacs only) by way of Nationalized Bank Demand Draft/Bankers Cheque payable to Registrar, MPBOU, Bhopal, without which the tender shall be summarily rejected. EMD of tendering parties whose tenders are not accepted shall be refunded without interest within 60 days of opening of tenders.
7. If any agency which is awarded contract for Security Services and Man Power Providers refuses to undertake the work, the EMD of that agency shall be forfeited.
8. The contractor and his staff must abide by various rules & regulations of MPBOU as prevalent from time to time.
9. The contractor shall comply with all existing Labour Legislation and Acts, such as Contract Labour Regulation Act, Workmen's Compensation Act, Minimum Wages Act, Payment of Wages Act, Provident Fund Act, service tax etc. For any lapse or breach on the part of the contractor in respect of non compliance of any labour legislation in force during the validity of the contract, the contractor would be fully responsible and would indemnify the University in case the University is held liable for the lapse on the part of the contractor.
10. The Contractor shall submit to MPBOU a list of all workers engaged to carry out the contract work, indicating name, age, home address, qualification etc. and would also intimated as and when any changes takes place. The contractor shall not at any time engage any minor to carry out the work under the contract. The contractor shall issue proper uniforms to the personnel deployed to carry out Security Services.
11. The contractor shall undertake that any act of omission or commission including theft, by his staff shall be his sole responsibility and further that he would compensate the Institute

immediately, any loss or damage or theft occurring on account of his staff individually or collectively.

12. MPBOU would have the right to terminate the contract without the notice before the expiry of the term, in case the work performance is not up to the standard or in case there is any violation of MPBOU Rules & Regulations or if there is any lapse in compliance of any Labour Legislation or if there is any incident of indiscipline on the part of the contractor or his staff. The decision of MPBOU Management in this regard would be final and binding to the contractor. In such an event, MPBOU shall have the right to engage any other contractor to carry out the task.
13. The contractor and his staff shall comply with all instructions and directions of the MPBOU Authorities given from time to time. In the event of any emergent situation, the staff of the contractor shall comply with instructions given by the MPBOU Authorities without waiting for confirmation by the contractor.
14. The contract shall be valid initially for a period of one year only from the date of award of the contract. The contract could be renewed further on mutually agreed terms.
15. All the workers engaged by the contractor for carrying out task under this contract, shall be deemed to be the employees of the contractor's agency. The agency shall be solely responsible for their wages, fringe benefits, conduct, duty roaster, leave records, relievers etc. The agency shall also provide its workers photo identity card which shall be checked by the Security Supervisor as and when necessary.
16. Non-compliance of any terms & conditions enumerated in the contract shall be treated as breach of contract.
17. The Security contractor shall ensure that the staff engaged by him shall not smoke beedies, cigarettes or take alcoholic drinks and nor they are allowed to chew paan, gutka, tobacco items etc. at the campus.
18. **The Security contractor will pay every employee wages fixed by collector from time to time by cheque, will deposit EPF and ESI and liabilities of respective amount and present bill enclosing attested copies of the cheques EPF & ESI Challans. The University will pay the bills of the firm only after getting the above document and service tax.**
19. If during the period of contract collector makes any increase in the rates of wages the University will automatically increase the rate of wages so that no employee is paid less than minimum wages at any time.
20. MPBOU will not be responsible for the release of benefits such as Provident Fund, ESI, workmen compensation, pensionary benefits or allowances. Any changes in the minimum Wages Act or in any other Labour Legislation or others statutory obligations during the validity period of the contract shall be the responsibility of the contractor.

21. Income-Tax, as per prevalent Laws shall be deducted at source while making payment of contractor's bills.
22. A sum of Rs. 1,00,000/- (Rupees One Lac Only) would be deposited with MPBOU by the contractor, in the form of non-interest bearing security. This amount shall be refunded on completion of the contract.
23. Round the clock security arrangements, including Saturdays, Sundays and holidays to be provided at the MPBOU Campus.
24. The security supervisors and guards must be smartly dressed in proper uniforms, while on duty. If at any time any of the security personnel are found to be guilty of misconduct in any manner, the Security Agency shall be asked to replace that person.
25. The Security Personnel assigned duties at the University campus should deal with staff, students and visitors, politely and courteously. In case any security staff is found to misbehave or indulge in misconduct of any nature, the Security Agency shall be asked to replace that person.
26. It would be the responsibility of the Security Agency to maintain and ensure fool-proof security at the main gate by regular check of incoming / outgoing personnel. AS far as visitors are concerned, the security personnel should insist that they write in the register their name, address, telephone number, the purpose of visit and the person they want to meet.
27. All the incoming and outgoing entities and goods should be thoroughly checked by the security guards. The security guards must ensure that MPBOU property, whether equipment or materials, are not allowed to be taken out of the campus, without proper gate-pass duly signed by the authorized officials.
28. The security guards shall also check the garbage/wastage being taken out for disposal to ensure that none of the useful items are taken out for disposal.
29. Cars/Scooters/Motor cycles belonging to MPBOU faculty, staff and students may be allowed parking in the allotted space only. Also vehicles of Govt. officials/ other VIPs may be allowed parking inside the campus. Vehicles of visitors, however, should be parked outside the main gate, in the area specified.
30. The security guards will carry out occasional random checks of two wheelers and four-wheelers of staff and students while leaving the campus to ensure that none of the property of MPBOU is being taken out un-authorisedly. Similarly, random frisking of staff and students should be done. Such check of vehicles or frisking of personnel must be done only in the presence of an authorized officer of MPBOU. Secondly.
31. MPBOU officers may carryout surprise checks at any time of the day or night. During the duty hours if any security guard is found missing or sleeping or in a drunken state such

person will have to be replaced immediately. In such instances MPBOU reserves the right to cancel the security contract or impose a penalty of Rs. 1, 000/- per such occurrence.

32. In the event of any eventuality or mishap happening at the campus, such as robbery, vandalism, fire, communal riot, earthquake, etc., the security persons on duty shall immediately intimate the Registrar and/ or other officers. List of residential phones or mobile phone numbers of MPBOU Officers shall be available with the security at the main gate. The security agency shall be held responsible if the message is not conveyed to the MPBOU officers immediately.
33. After office hours on working days and on Sundays / Holidays, the security supervisor on duty at the main gate shall also receive phone calls/messages from other institutions / organizations and depending upon the urgency of the matter, relay such messages to the concerned officials of MPBOU.
34. Similarly, the security agency shall be responsible for theft, fire or any other damage in the Institute occurring on account of carelessness of the security personnel. The amount of damage as determined by the Registrar of the University, in such cases shall be final and binding on the security agency.
35. The security personnel on duty, will not leave the duty point on completion of their 8 hours duty, unless and until the next person on duty takes over/or reliever person takes charge. In case any security guard falls sick, the security agency shall be responsible to provide reliever person out of its pool of security guards, at its own cost.
36. The firm/contractor shall submit MOU on Rupees One Hundred Stamp Paper Indicating all terms and conditions in this tender document, signed by authorised official of the agency.
37. If two or more firms quote the same rate, the decision of the university shall be final & binding upon the bidders

**UNDERTAKING BY THE SECURITY CONTRACTOR**

We have carefully gone through the various terms and conditions listed in Tender Document for provision of security services at MPBOU. We agree to all these conditions and offer to provide security services at MPBOU. We are making this offer after carefully reading the conditions and understanding the same without any kind of pressure or influence from any source whatsoever. We have inspected the Institute premises and the hostels and have acquainted ourselves with the tasks required to be carried out, before making this offer. We hereby sign this undertaking accepting various conditions listed above.

**Place:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Signature of Security Contractor**

**Address: -** \_\_\_\_\_

**Phone No.** \_\_\_\_\_

**Seal of Security Agency**

**FORM I**  
**Technical Bid**

**ANNUAL RATE CONTRACT FOR PROVIDING SECURITY SERVICES AND OFFICE STAFF AT MPBOU**  
**BHOPAL**

1. Name of the Agency : \_\_\_\_\_
2. Address of the Agency : \_\_\_\_\_
3. Phone No.: \_\_\_\_\_ (Mo.) \_\_\_\_\_ (Fax.) \_\_\_\_\_
4. Whether proprietary of partnership : \_\_\_\_\_  
Firm or a Company

Required Documents	Attached / Not Attached
Self attested copy of Shop and Establishment Certificate / VAT Registration Certificate along with TIN Number Agency / firm	
DD for Earnest Money as per clause 03 on 02 page of the document	
Self attested copy of PAN Card number under Income Tax Act.	
A list of owner / partner of the firm and their contact telephone numbers along with a certificate to the effect that no criminal case registered against the firms or its owner / partners anywhere in India.	
Self attested copy of Service Tax Registration	
Self attested copy of License under Contract Labour Act.	
Self attested copy of PF Registration with Regional PF Commissioner.	
Self attested copy of EPF inspection report of last two years	
Self attested copy of EPF, ESI & Service/Income Tax return of last two years	
Self attested copy of a license of under Pvt. Security Act. 2005	
Submit duly signed undertaking enclosed with the tender document	
Self attested copy of work compensation policy of last year.	

Copy of terms & conditions and every page of the tender duly signed and seal of the firm, as acceptance of terms and conditions of tender.	
Proof of average annual turn over submit last three years certified by CA.	

**Dated:** \_\_\_\_\_

**Full Name, Signature & seal of the  
Authorized person**

**Place:** \_\_\_\_\_

## FORM II

### COMMERCIAL BID

#### ANNUAL RATE CONTRACT FOR PROVIDING SECURITY SERVICES AND OFFICE STAFF AT MPBOU BHOPAL

- The Commercial Bid should be filled in by the authorized official of the Security Agency. Signed stamped and sealed **in a separate cover**, Subscribed “Commercial Bid: Security Services Contract at MPBOU”.
- The day tenders are opened, only Technical Bids shall be opened. After assessment of capacity and past performance of the Security Agencies and necessary verifications. Price Bids shall be opened later in respect of only those parties which are assessed as capable/shortlisted by the Competent Authority.
- Date and time of opening the Commercial Bid shall be intimated to the parties assessed as ‘capable’/ shortlisted, to enable them to remain present.
- Requirement of security services at MPBOU are indicated below (subject to change, as per requirement prevailing from time to time).
- The rates for assigning security guards and supervisors on per month basis should also include provision for providing reliever personnel in place of guards/ supervisors who would be on leave.
- The Security Agency shall ensure that security supervisors and guards and Office Staff engaged for security services at MPBOU are paid not less than minimum wages and statutory payments as prescribed by Regional Labor Commissioner’s office, from time to time. In case, rates quoted by any Security Agency are lower than the prescribed minimum wages, such tenders shall be rejected.

#### MPBOU CAMPUS STAFF REQUIREMENT

1.	Security Officer / Supervisor	01 (one in each shift)
2.	Security Guards (Male) Semi skilled	25 (one in each shift)
3.	Class III Staff Skilled	35 (per Month basis)
4.	Peon Class IV Staff Unskilled	25 (per Month basis)
5.	Sanitary person Unskilled (part time) including sanitary material	08 (per month basis)

The University will pay wages on collector rate prevalent & revised for time to time (For Skilled & Semi Skilled, Unskilled & part time sweepers) and all taxes thereon.

**Rates Quoted by Security Agency**

Service charges of the Security Agency : \_\_\_\_\_%

: In Word \_\_\_\_\_ of total billed amount.

**Place:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Signature of Security Contractor/ authorized official**

**Full Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Seal of Security Agency**

**Phone No.** \_\_\_\_\_



**ANNEXURE – I**

Statement of the clients during last three years

Year	Name and Address of the firm	Name, Designation and Contact Phone no. of the official in-charge	No. of guards deployed	No. of supervisors deployed	No. of Ex-servicemen guard deployed	No. serv sup dep
1	2	3	4	5	6	

**ANNEXURE – II**

Statement of the existing / present clients of the firm.

S.No.	Name and Address of the firm	Name, Designation and Contact Phone no. of the official in-charge	No. of guards deployed	No. of supervisors deployed	No. of Ex-servicemen guard deployed	No. serv sup dep
1	2	3	4	5	6	

