

GURU JAMBHESHWAR UNIVERSITY OF SCIENCE & TECHNOLOGY, HISAR

Inviting Expression of Interest

Guru Jambheshwar University of Science & Technology, Hisar invites expression of interest from registered firms/NGOs/Ex-services league having proven track record of providing full proof security arrangements on the big establishments like Government Universities, IITs, IIMs and other similar academic organizations with requisite experience and having Income Tax number. Such Security Agency will have to provide 100% ex-servicemen, as 128 Security Guards, 09 Lady Security Guards, 04 Gunmen, 04 Security Supervisors and 03 Assistant Security Officers. The number of Security Guards may vary depending upon the security requirements on the campus. Further, the security agency will provide Supervisor and Assistant Security Officer not below the rank of retired JCO and Captain from Indian Army. Application Form for 'Expression of Interest' containing other detailed terms and conditions can be had from the office of the University Security Office on payment of Rs.2000/-. Application form & other details are also available on the University website www.gjust.ac.in. If application form is downloaded from the University website a DD for Rs.2000/- may be attached with application in favour of the Registrar, GJUS&T, Hisar. Interested Agencies/firms/NGOs /Ex-services League may submit their profile with complete details to the Chief Security Officer, Guru Jambheshwar University of Science & Technology, Hisar by **15.01.2016** (3 pm) in sealed cover mentioning "Expression of Interest for Security Contract" on the cover.

REGISTRAR

GURU JAMBHESHWAR UNIVERSITY OF SC. & TECH., HISAR

(Application form for providing Security Services)
(This form also contains instructions/terms & conditions)

- NOTE: i) Use additional paper sheet for details of the proposal; and
ii) Attach copy of Terms & conditions, duly signed by the authorized representative of the firm/agency (with office seal of the firm/agency) be enclosed with this form.

1. Name and Address of the Firm/ NGO/ Ex-services league/Agency (As Regd. with the Authority) : Name..... Address.....
2. a) License/Regn.No. and its Validation period :No..... Valid from.....to.....
b) Name of Licensing/Regn authority :.....
3. Details of the partners/members of the Board of Directors:-

Sr. No.	Name	Occupation	Designation/Status In the firm/agency	Complete Address (with contact No.s)
1				
2				
3				

4. Past Experience in this field/Area :- (Use separate sheet if required)

Sr. No.	Name of the organization served	Period	
		From	To

5. (a) Details of the infrastructure/(Manpower/equipment/transport/communication etc.) available with the firm/agency(attached additional sheet(s), if required).
(b) (i) Rate/Charges quoted (per month).....
(ii) No of persons/guards to be deployed. (please attach the detail proposal with the form).

6. Detail of Earnest Money Deposit (Rs. 1, 00,000-00):
Bank Draft No.....dated..... Amount.....
Issuing Bank Name..... Payable at Hisar.
Draft may be prepared in favour of the Registrar, GJUS & T, Hisar

7. Name and complete Address (with Contact No.) of two responsible persons:-
(Other than employees and /or person related to the firm/agency)
(i).....
(ii).....

8. Authorized contact person/representative (to deal on behalf of the firm/agency).
Name & Complete Address :.....
(with the contact No.)

Certified that the above information is correct and in case it is found false/incorrect in any manner the firm/agency/NGO/ Ex-services League will be liable for such action against it as may be taken by the University (including cancellation of the Contract) and the terms & conditions supplied by the University are accepted.

Place.....
Dated.....

Name & Signature of the authorized
Representative of the firm/agency, (with stamp/seal of the firm/agency)

DETAILED TERMS AND CONDITIONS

**FOR INVITING
EXPRESSION OF INTEREST
FOR PROVIDING
CAMPUS SECURITY AT GJUS&T, HISAR**

- A.) Campus Profile for Security Purpose:** University has 372 acres of land for which it intends to hire private security. Total area of the University is enclosed with walls of proper height. More than 50% of the area is developed one. Though firm/agency is supposed to provide security cover to the entire campus but there are few strategic locations which needs specific attention like Gates (1,2,3), boundary wall (to stop infiltration of outsiders as well as stray animals etc.), Teaching Blocks, Hostels (Boys & Girls), Administrative Block, Library, Shopping Complex, Parking Places, Sports Complex, Residential area and so on.
- B.) Selection Criteria of Private Security Agency:** The University intends to shortlist competent agencies/Firms/NGOs/Ex-services League for its security on the campus. The short-listing criteria would be based on:
- i) Past track record of the firm/agency/NGOs/Ex-services League with minimum of 10 years of service experience in reputed Institutes like Government University/IIT or other (Central/State) academic Institutions of like nature.
 - ii) The firm/agency/NGOs should have more than 75 lacs of turnover for the business in this line during the previous year. The firm/agency/NGOs/Ex-services League must possess Income Tax No. (The Firm/Agency/NGOs/Ex-services League to submit income tax return of previous year).
 - iii) The firm/agency/NGOs/Ex-services League should have preferably more than 150 Ex-servicemen on its role, so as to be eligible for applying this contract of university security.
 - v) The Security Guards will be provided holidays i.e.52 Sunday + 3 National Holiday + 3 Festival Holiday + 4 Sick leave from which 1/6 relieving charges will be paid.
 - vi) One dedicated Manager (Security) will be provided by the Agency to look after the security system of the University with no extra cost not below the rank of Lt./Capt.
 - vii) The financial bids will be submitted as per the proforma.
 - viii) The firm/agency/NGOs/Ex-services League will submit the two bids envelop system i.e. one for Technical bid and another for Financial bid. The agency will clearly mark on top of each envelop Technical bids and Financial bids respectively. Financial bids will be opened only of those agencies, whose technical bids will meet the requirement of the university security terms and conditions.
 - ix) The interested security agency will submit the Expression of Interest in University Security Office, GJUS&T, Hisar latest by 15.01.2016 (3 PM) in sealed envelop mentioning "Expression of Interest" for Security Contract.
 - x) The concerned firm/agency/NGOs/Ex-services League will be required to make a presentation in respect of the security arrangements it intends to provide to the University.
 - xi) Tender/Quotation will be invited only from such firm/agency/NGOs/Ex-services League which has submitted its **expression of interest** and further it pre-qualifies the short listing criteria. Further, decision of the Vice-Chancellor in this regard will be final. Firm/Agency/NGOs will also ascertain that they have trained manpower for the job.
 - xii) The best suitable firm/agency/NGOs/Ex-services League shall be hired initially for one year on DC- Rates plus Govt. taxes as applicable from time to time and on satisfactory performance the contract may be renewed for another year but maximum for three years.
 - xiii) The successful bidder for providing the Security services will have to deposit a sum of Rs.10 lacs on account of security.

xiv) The firm/agency/NGOs/Ex-services League will provide one dedicated Manager (Security) to look after the security system of the University with no extra cost not below the rank of Lt./Capt.

C.) Terms & Conditions for Private Security Services: The following terms and conditions shall apply on the selected private security agency for providing security on the campus of this university:

1. The contractor/agency shall submit himself to the orders of the University and to the Officers and authorities under whom he may from time to time be placed by the University.
2. That contractor/agency shall, wherever so required to do by the University, furnish cash security in such form, as University may required and execute a bond for the due performance of all the duties required from him.
3. The Contractor/agency shall maintain a wage register of each worker in such form as may be convenient, but the same shall include the following particulars:
 - (a) Rate of Daily or Monthly Wages.
 - (b) Nature of work on which employed.
 - (c) Total No. of days worked during the each wage period.
 - (d) Total amount payable for the work during each wage period.
 - (e) All deductions made from the wages with an indication in each case of the ground for which the deduction is made.
 - (f) Wages actually paid for each wage period.
4. The contractor/agency shall maintain a "wage card" and also to issue an identity card for each worker deployed on the work.
5. The Wages of a worker shall be paid to him without any deduction of any kind except the following:
 - (a) Fines.
 - (b) Deduction on account of absence from duty i.e., from the place or places where by the terms of his employment he is required to work.
 - (c) The amount of deduction shall be proportionate for the period for which he was absent.
 - (d) Deduction for damage to or loss of goods entrusted to the employed person for custody or for loss of money for which he is required to account, where such damages or loss is directly attributable to his neglect or default.
 - (e) Any other deduction which the University may from time to time allow.
6. The Contractor/agency shall ensure the deployment of Security Guards/Supervisor etc. as per agreement to be signed with University.
7. The Contractor/agency shall be subject to the overall superintendence, control and direction of the Proctor, Chief Security Officer/Incharge Security, G.J.U.S. & T., Hisar Or an Officer authorized in this regard by them. The Proctor, Chief Security Officer/Incharge Or their representatives shall have the right to check and supervise the work as and when they desire so.
8. The Contractor/agency shall be responsible for checking and impounding the stray cattle entering the campus area in an un-authorized manner.
9. The Contractor/agency before putting in place any security system or changing the security system regulating the security into or exit from the campus area shall consult the Chief Security Officer/Incharge Security before implementing the security system.
10. If the Contractor/agency is found to have violated any terms of agreements the same shall liable to be cancelled.
11. The Contractor/agency shall be liable for security and for entire campus to reimburse the University for any loss caused due to theft or otherwise.
12. The Contractor/agency will be liable for payment of various taxes to the Govt. Income Tax (including surcharge, if any) will be deducted at source by the University.
13. The payment will be made to the contractor/agency every month on performance having been found satisfactory.

14. The Contractor/agency shall have to maintain attendance register of security staff and also the work register.
15. If a contractor/agency engages 20 or more than 20 security personnel, he will have to obtain the license from the Office of the Labour Commissioner, Haryana.
16. It will also be the responsibility and liability of contractor/agency to adhere to all provisions of ESI, PF, and other Labour Acts.
17. The Contractor/agency will not be provided any vehicle by the University for this purpose but the Chief Security Officer/Incharge Security or their representative(s) shall have the right to check and supervise the work as and when they desire so.
18. The contractor/agency will provide additional security arrangements of casual/temporary nature, free of cost.
19. The contractor/agency shall be liable for a penalty of Rs.1000/- if the presence of any stray animal is spotted/found in the University Campus.
20. The contractor/agency shall submit periodically returns as may be specified from time to time.
21. The contractor/agency will ensure the proper security arrangements for the area assigned to it.
22. The contractor/agency will ensure the antecedents verification of the security staff to be deployed by him in the University.
23. The contractor/agency shall supply proper uniform to the security staff deployed by him and ensure that they are in proper uniform while on duty.
24. In addition to the above, the University reserves the right to add more terms & conditions for the effective performance of the contract. Such conditions, if any, will be announced at the time of personal interview before the Chief Security Officer/Incharge Security or Advisory Committee on Campus Security.
25. The contractor/ agency, therefore, will ensure that he himself or authorized official of the agency (as the case may be) appears before the Chief Security Officer/Incharge Security or Advisory Committee on Campus Security for the personal interview for negotiation and the contractor/agency will abide by any new terms & conditions which may be announced at time of interview.
26. There will be a joint monitoring committee approved by the Vice-Chancellor time to time. The committee shall meet at least once in two month and shall submit its report/observation to the Vice-Chancellor for better co-ordination and smooth security system on the campus.
27. The contractor/agency selected by the University for providing the security services will be required to deposit a cash security of Rs.10,00,000-00 (Ten Lacs only) along with the contract deed.
28. The contractor/agency selected by the University for providing the security services will be required to implement the 'University-Campus Security Ordinance' in letter and spirit.
29. In case of any dispute between the parties, the same will be referred for the arbitration to the Vice-Chancellor and his decision shall be final. The provision of Arbitration & Reconciliation Act of 1996 will apply to such things.

Sd/-
REGISTRAR

GJUS&T, Hisar
Dated.....

The above terms & conditions are accepted by the firm.

Place
(_____)
Date

Sign. and name of the
Authorized Representative of Firm/Agency
(With Stamp/Seal of firm)

UNIVERSITY SECURITY OFFICE
GURU JAMBHESHWAR UNIVERSITY OF SC. & TECH., HISAR
 Proforma for Financial Bid

Sr.No.	Name of Firm/ agency/ league	As per DC rates (wherever applicable)	Security Guard	Gunmen	Supervisor	Asstt. Security Officer	Remarks
		Basic					
		EPF					
		ESI					
		Reliving Charges					
		Service Charges					
		Service Tax (Exempted)					
		Other					
		Total					

Signature of the authorized person

Name of authorized person
 Name of the Firm/Agency/ League
 Mobile No.-----

Date: