

CCS HARYANA AGRICULTURAL UNIVERSITY
(Established by an Act of Parliament of India, No. 16 of 1970)

E-TENDER NOTICE

E-tender is invited from interested and reputed security agencies / contractors fulfilling the terms and conditions of the contract for below mentioned job in single stage two cover system i.e. Technical Bid and Financial Bid (under online available Commercial Envelope):-

Sr. No	Description of Job Work	Appr. Esti. cost Rs. (in lakh)	EMD Money to be deposited by Bidder (Rs.)	Tender Document Fee & e-Service Fee (Rs.)	Start Date & Time of Bid Preparation & Submission	Expiry Date & time of Earnest Money submission	Expiry date & Time of Bid Preparation & Submission	Date/Time of opening T/Fin. bids
1.	The tenderer, who will be awarded the contract on the basis of service charges & other prescribed criteria with the approval of competent authority, has to provide services of male security personnel under Part-I of Haryana Govt. Outsourcing Policy required for round the clock security daily to cover 83 focal points at CCS HAU Main Campus, Director Farms and RDS Farm including Kaul and Bawal Campus for the period from 01.01.2021 to 31.03.2022 , extendable for further period subject to satisfactory performance	969	19,38,000/-	5000/- + 1180/-	01.12.2020 (09:00 hours to 15.12.2020 upto 17:00 hours)	14.12.2020 upto 17:00 hours	15.12.2020 upto 17:00 hours	Tech. Bid 16.12.2020 at 10:00 a.m. and Financial Bid 21.12.2020 at 10:00 a.m.

- i) Cost of bid documents to be paid online is Rs 5000/- (non-refundable) for each bid to be deposited through debit cards or Internet Banking Accounts.
- ii) For further details and e-tendering schedule visit, <http://etenders.hry.nic.in> & University website <http://www.hau.ac.in>
- iii) E-service fee Rs. 1180/- required to be deposited at the time of online preparation stage.
- iv) All updates, amendments, corrigendum etc. (if any) will be uploaded on the University website/tender website. There will not be any publication of the same through Newspapers or any other media.

Sd/-
Registrar



CCS HARYANA AGRICULTURAL UNIVERSITY

(Established by an Act of Parliament of India, No. 16 of 1970)

Website: <http://www.hau.ac.in>

STANDARD BIDDING DOCUMENT FOR PROVIDING SECURITY PERSONNEL RELATING TO SECURITY SERVICES

COMPLETE BIDDING DOCUMENT

Name of work: The tenderer, who will be awarded the contract on the basis of service charges and other prescribed criteria with the approval of competent authority, has to provide services of male security personnel under Part-1 of Haryana Govt. Outsourcing Policy at CCS HAU Main Campus, Director Farms and RDS Farm including Kaul and Bawal Campus for the period from 01.01.2021 to 31.03.2022.

DNIT Amount: **Rs. 969 Lakh.**

DETAIL NOTICE INVITING E-TENDER

E-tender is invited from interested and reputed security agencies / contractors fulfilling the terms and conditions of the contract for below mentioned job in single stage two cover system i.e. Technical Bid and Financial Bid (under online available Commercial Envelope):-

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Under this process, online Technical bid Application as well as online Financial Bid shall be invited at single stage under two covers i.e. Technical & Commercial Envelope. Eligibility and qualification of the Applicant will be first examined based on the details submitted online under first cover (Technical bid) with respect to eligibility and qualification criteria prescribed in this Tender document. The Financial bid under the second cover shall be opened only for top three eligible and qualified applicants as per Tender documents and on the basis of maximum score as per evaluation matrix (Annexure-I).

- The payment for Tender Document Fee and e-Service Fee shall be made by eligible bidders online directly through Debit Cards or Internet Banking and the payment for EMD can be made online directly through RTGS/NEFT available at the Single e-Procurement portal of GoH (Govt. of Haryana) and also mentioned under the Tender Document.**

2. Intending bidders will be mandatorily required to online sign-up (create user account) on the website <http://etenders.hry.nic.in> to be eligible to participate in the e-Tender. He/She will be required **to make online payment of Rs. 19,38,000/- (Nineteen lakh Thirty Eight thousand only) towards EMD fee in due course of time. If the intended bidder fails to pay EMD fee under the stipulated time frame he/she shall not be allowed to submit his/her bids for the respective events/Tenders.**
3. The interested bidders must remit the funds at least T+1 working day (Transaction Day + One working Day) in advance i.e. **on or before (14.12.2020 upto 17:00 hrs.); and make payment via RTGS/NEFT or OTC to the beneficiary account number specified under the online generated challan. The intended bidder/Agency thereafter will be able to successfully verify their payment online, and submit their bids on or before the expiry date & time of the respective events/Tenders at <http://etenders.hry.nic.in>**
4. The interested bidders shall have to pay mandatorily e-Service Fee (under document fee-Non refundable) of Rs. 1180/- (Rs. One thousand One Hundred Eighty only) online by using the service of secure electronic gateway. The secure electronic payments gateway is an online interface between bidders & online payment authorization networks.
The payment for document fee/e-Service fee can be made by eligible bidders online directly through Debit Cards or Internet Banking.
The Bidders can submit their tender documents (online) as per the dates mentioned in the key dates:-

Key Dates

Sr. No.	Department Stage	Bidders Stage	Start date and time	Expiry date and time
1.	-	Tender Document Download and Bid Preparation/Submission	01.12.2020 09:00 hours	15.12.2020 17:00 hours
2.	Technical Bid Opening	-	16.12.2020	10:00 AM
3.	Financial Bid Opening	-	21.12.2020	10:00 AM

Important Note:

1. The Applicants/bidders have to complete 'Application/Bid Preparation & Submission' stage on scheduled time as mentioned above. If any Applicant/bidder fails to complete his/her aforesaid stage in the stipulated online time schedule for this stage, his/her Application/bid status will be considered as 'Applications/bids not submitted'.
2. Applicant/Bidder must confirm & check his/her Application/bid status after completion of his/her all activities for e-bidding.
3. Applicant/Bidder can rework on his/her bids even after completion of 'Application/Bid Preparation & submission stage' (Application/Bidder Stage), subject to the condition that the rework must take place during the stipulated time frame of the Applicant/Bidder Stage.
4. In the first instance, the online payment details of tender document fee, e-Service and EMD & Technical Envelope shall be opened. Henceforth, financial bid quoted against each of the item by the shortlisted bidder/Agency wherever required shall be

opened online in the presence of such bidder/Agency who either themselves or through their representatives choose to be present. The bidder can submit their bids online as per the dates mentioned in the schedule/Key Dates above.

The bids shall be submitted online in two separate envelopes:

Envelope 1: Technical Bid

The bidders shall upload the required eligibility, technical documents and evaluation matrix (Annexure-I) online in the Technical Bid.

Envelope 2: Financial Bid

The bidders shall quote the service charges (**upto 3 decimal places only**) in Financial bid format under Commercial Bid.

1. APPROVED DNIT & Prequalification documents can be seen on any working day during office hours in office of the undersigned. Though utmost care has been taken to upload approved DNIT, there may be some discrepancy. In case of any discrepancy between approved DNIT and uploaded DNIT, the approved DNIT will be applicable. The approved DNIT will be made part of the agreement.
2. Conditional Tenders will not be entertained & are liable to be rejected.
3. **In case, the day of opening of tenders happens to be holiday, the tenders will be opened on the next working day.** The last date of receipt of tender and other conditions will remain unchanged.
4. The bid for the work shall remain open for acceptance during the bid validity period to be reckoned from the last date of '**online submission of (Technical) document & BS**'. If any bidder/tenderer withdraws his bid/tender before the said period or makes any modifications in the terms and conditions of the bid, the said earnest money shall stand forfeited. In case the last day to accept the tender happens to be holiday, date of accepting the tender will be the next working day.

TERMS & CONDITIONS

1. The contract period will be for the period from 01.01.2021 to 31.03.2022. However, the contract is extendable on the recommendation of TEFC of CCS HAU, Hisar with the permission of the Vice-Chancellor subject to satisfactory performance provided by the Security agency / contractor. The performance of the security will be reviewed after every three months by the Performance Review Committee to be constituted by the Competent Authority.
2. **The participating security agency / contractor should have experience of minimum two years in security services and turnover not less than one crore per year.**
3. Minimum wages/ rates mentioned in Para (ix) of Part-I of the Haryana Govt. Policy dated 6.6.2016 or the minimum wages fixed as D.C. rates of the concerned District, whichever is higher, shall be paid to the outsourced persons. However, change in D.C. rates from time to time duly adopted by the University shall also be applicable.
4. The Security agency / contractor will have to deposit tender document fee of **Rs. 5000/-** in the shape of online payment inclusive tender form cost (Non-refundable). **The cost of e-tendering processing fee of Rs. 1180/-** will be borne by the Security agency / contractor itself.
5. The following documents, for entering into contract to be submitted by the Security agency / contractor, will be mandatory:-

- a) Registration Certificate of the Security agency / contractor under Security agencies (Regulation) Act 2005 or Labour Department; EPF & ESI Registration; PAN Number and TAN Number.
 - b) The tenderers will have to deposit the photocopy of Aadhar Card and PAN as ID proof along with the following documents related to **previous two years:-**
 - Income tax returns,
 - Bank statement of **last one year**,
 - Business turnover duly audited by Chartered Accountant,
 - Clientage/ list of Departments of only Govt./ Semi-Govt./Govt. undertakings/Corporations/ Boards/ Universities along with performance report and experience certificate from the Principal Employers,
 - The list of the outsourced personnel alongwith proof of payment of wages/ EPF/ ESI etc.
 - Proof of payment of wages under ESCROW account or bank proof.
 - c) The track record of the Security agency / contractor should be clean and should not have any involvement in illegal activities or financial misappropriation/ frauds etc. Tenders must be accompanied by declaration to this effect on the letterhead of the contracting firm and duly signed by an authorized person(s).
 - d) Security agencies / contractors are required to confirm and declare that no agent, middleman or any intermediary will be engaged to provide service. They will have to further confirm and declare that no agency commission or any payment which may be construed as an agency commission will be paid and that the tender price will not include any such amount. If the “University” subsequently finds it contrary, the University reserves the right to declare the Security agency / contractor as non-compliant and declare any contract if already awarded, to be null and void.
6. Service charges offered by tenderers, will be not accepted if it is less than 2 percent. The contract will be awarded on the recommendation of TEFC with the approval of Competent Authority. However, the University has right to award the contract to the agency/ contractor taking into consideration the merit of the agency/ contractor. In case of any dispute, the decision of TEFC will be final.
 7. The tender documents containing technical bid, financial bid, term & conditions etc. can be downloaded from the University website. **The EMD of Rs. 19,38,000/- (Nineteen Lakh Thirty Eight thousand only) through online transfer (NEFT/ RTGS) will be deposited** by all the tenderers with the technical bid. However, the EMD will be retained by the University of only those Security agencies / contractors who have been awarded the contract. EMD of unsuccessful bidders / tenderers will be refunded within fifteen days after finalization of contract. No interest will be paid by the University on the earnest money/security deposited.
 8. The Performance Security @ 7% of the estimated cost of **Rs. 969 lakh- (Approx.) i.e. Rs. 67,83,000/- (Rs. Sixty Seven lakh Eighty Three thousand only)** in the shape of FDR/Bank guarantee valid for seventeen months i.e. upto 31.05.2022, in the name of Registrar CCS HAU, Hisar will be deposited by the Security agency / contractor to the University within 15 days from the date of award of the contract by the competent authority on the recommendations of TEFC.

9. The refund of security money and EMD shall only be allowed after the satisfactory completion of work and obtaining No Dues Certificate from the Chief Security Officer duly countersigned by the Registrar.
10. The Financial bid shall be opened only for top three eligible and qualified applicants as per tender documents on the basis of maximum score as per evaluation matrix (Annexure-I) containing certification and credentials, turnover, presentation, worker strength and experience by the Tender Evaluation and Finalizing Committee (TEFC) on the prescribed date in the presence of contractors/ their rep. duly authorized by the Security Agencies.
11. The employees of this University and their relatives (wife/ husband, parents, grandparents, children, brothers, sisters, cousins and their corresponding in law) shall not be permitted to submit the tender. If such case is observed the Bid is liable to rejection.
12. After considering the performance and suitability and other criteria by the TEFC and approved by the worthy Vice-Chancellor, the contract will be awarded. Thereafter, the work can be allotted to the Security Agency/ Contractor.
13. The security agency / contractor shall employ only adult trained, efficient and responsible staff with good health and sound mind for relevant services as per prescribed ratio for defence and civilian personnel. The workers should not be over and above the age limits prescribed in the condition.
14. The Security agency / contractor shall have to produce the relevant records during the period of contract whenever required by the Principal Employer/ Labour Department, Govt. of Haryana/ any other authorized official.
15. The personnel deployed under this contract shall maintain proper office decorum and shall not disclose any official information to any unauthorized person.
16. The personnel employed by the Security agency / contractor will not indulge in any unlawful or illegal activities which are against the interests of the University.
17. In case of mishappening of any event in the given area, the Security agency / contractor will report the same to Incharge/Security Incharge/Chief Security Officer/Registrar immediately.
18. The Security agency / contractor shall not sub-let the services of personnel sponsored by them, nor sublet the contract.
19. The Security agency / contractor shall provide services under the scheme in areas falling under CCS HAU Main Campus, Director Farms and RDS Farm including Kaul and Bawal Campus as per the requirement specified by CCS HAU, Hisar from time to time through Registrar, CCS HAU, Hisar. The Security agency / contractor besides providing security guards (without arms) shall also provide **three** security personnel (with arms) and **four** Security Supervisors in the total requirement of security personnel.
20. Security points shall be manned round the clock by Security Agency / contractor staff. Rest Keepers/Relievers are also included in the total requirement of security personnel and the estimated cost as per rules.
21. The University reserves the rights to award the contract work in full or in parts to any of the successful Security agencies / contractors and also terminate the contract work at any stage if the performance of the Security agency / contractor is not found Satisfactory.

22. In case of any complaint from public regarding improper behaviour, the same shall promptly be looked into by Nodal Officer of the respective Security agency / contractor. In case of serious complaint, a joint enquiry by representative of the Security agency / contractor concerned and CCS HAU shall be conducted and on being found guilty the concerned personnel shall be removed from the service.
23. The security agency / contractor shall be required to deploy as per requirement of CCS HAU, Hisar maximum defence/Ex-servicemen inclusive of Para Military Forces as well having the age up to 60 years subject to their sound health and physique with good character. Further, the security agency / contractor may provide Ex-servicemen and civilian youth /retired from the University of security services in 50:50 ratio, respectively. In case physically fit with good character Ex-Servicemen are not available, then, physically fit with good character civilian youth may be deployed. However, the civilian youth/ retired University employees may be deployed as per the following priorities:-
 - a) Qualified i.e. Minimum matric pass, physically and mentally fit security personnel upto the age of 60 years in case of civilians.
 - b) Retired CCS HAU security personnel with sound health and good record up to the age of 63 years as they are well acquainted with all locations of the University and well aware of the security points because of rendering long services in University of security duty.

However, the Competent Authority of the University may increase/ decrease the number of persons, age criteria and ratio as fixed above, if deemed necessary during the currency of security contract.

24. The security agency shall have to submit an affidavit to the effect that they will not take any amount (money) from the security personnel as recruitment process.
25. The security personnel shall also submit an affidavit to the agency as to the effect that they have not given any amount (money) to the security agency as recruitment process and the agency may enclose the same with the first bill of their wages.
26. The security agency shall submit an undertaking that security personnel provided by them are physically and mentally fit which may be checked by the University at any stage during period of contract.
27. The security agency shall not process the work for engaging of security personnel in the University Campus.
28. In case mobile patrolling is to be carried out then appropriate transport will be provided by CCS HAU.
29. The contract shall be terminated and Performance Security alongwith EMD will be forfeited in any of the following contingencies:
 - i) The University shall have full power and authority to terminate this contract in case of any violation of terms & conditions/ Labour Laws by the Security agency / contractor by giving 60 days notice. The same contract will then be offered to any Security agency / contractor out of the Security agencies / contractors found technically successful.
 - ii) Similarly, if the Security agency / contractor wants to rescind the contract, he/ she is required to give at least 60 days notice for withdrawal of services and will not rescind the work till alternative arrangement is made by the University, failing which EMD and Performance Security is liable to be forfeited.

- iii) If the Security agency / contractor is found to have violated any terms of agreement or fails to provide proper security services or fails to protect valuable buildings/infrastructure/machinery/equipments/store etc., the contract shall be liable to be cancelled and his EMD and Security amount will be forfeited.
 - iv) In case of violation of any terms and conditions during the period of contract, the contract shall be liable to be cancelled and his EMD & Security amount will be forfeited besides taking disciplinary action against the security agency/contractor as per University rules.
30. The Security agency / contractor will be responsible for opening individual EPF account of the employee if he does not have one and provide him with PF passbook and ESI Card. He needs to deposit the proof of depositing employee's contribution towards EPF/ESI etc. of each employee every month along with bills.
 31. The Security agency / contractor alone shall exercise the control over the personnel deputed and beyond the terms and conditions stipulated herein; the personnel shall be governed by the rules and regulations of the Contractor.
 32. The Security agency / contractor will make payment to the outsourced staff on a monthly basis by the **7th of each month** in the individual bank accounts of the outsourcing staff through RTGS/NEFT/ Online/ESCROW account. The tax deducted at source and such other taxes as are required by law to be deducted shall be deducted from the charges payable to the security agency / contractor. However, 100% of the total invoice value or admissible amount will be released by the first party in the following month provided the invoice/ bill is accompanied by the proof of the following, failing which subsequent payment to the Security agency / contractor shall be withheld:-
 - a) Certified Attendance Sheet of month for which payment is claimed.
 - b) Wages, EPF, ESI statements showing individuals' deductions under different mandatory heads for the month of payment.
 - c) Certified copy of the bank scroll showing disbursement of wages in individual accounts.
 - d) Challans for depositing EPF etc. of the previous month.
 33. The Principal Employer/Chief Security Officer will ensure the timely payment to the workers through Bank and compliance of various labour laws by the Contractor.
 34. The security agency / contractor is required to have/maintain local office at Hisar to ensure satisfactory fulfillment of contractual obligations.
 35. The University reserves the right of supervision of security arrangements through its authorized officials. Number of security points/ security personnel may be increased or decreased by the authority according to the requirements of the University.
 36. The Security agency / contractor shall not supply camouflage uniforms. However, the security agency / contractor will provide proper uniform, whistles, lathi, torch etc. to the security personnel employed by the Agency at their own expenses. All the security personnel must be in proper uniform (both summer and winter) with name tag and identity card and will maintain a smart turn out while on security duty.
 37. The personnel to be deployed by security agency / contractor should have experience of handling stray and wild animals effectively and will be accountable of any loss due to such animals.
 38. Security agency / contractor must check and keep the record of all incoming and outgoing materials through proper challan/gate pass signed by concerned official.

39. The security agency / contractor will regulate incoming and outgoing traffic at the gate and ensure that no vehicle is parked in front of the gates. Also ensure parking of authorized vehicle only at designated parking area.
40. Security agency / contractor should conduct regular security drills and mock rehearsals as required by the Security Officer.
41. Security agency / contractor should carry out any other job assigned by the competent authority or his nominee in the interest of the University. In addition, National Flags at top of the important buildings/ specific location is to be hosted and lowering as per flag code by the security personnel.
42. Any legal dispute will be subject to Hisar jurisdiction only.
43. That it is further understood and agreed between the parties that any changes in the payments structure viz; ESI, EPF, service charges etc. as per the change in the law are recoverable from the University within the said statutory provisions of law. The service providers will be raising bill to the concerned department accordingly and the concerned department/ office of the University will have all rights to recover the amount paid in excess due to change in statutory provisions, if any.
44. That the Security agency / contractor shall make sure that the manpower so provided by them shall be with Photo identity card issued by the Security agency / contractor. These cards are to be constantly displayed and their loss reported immediately.
45. That the Security agency / contractor shall be liable for meeting all the statutory requirements as provided by the Acts governing labour laws i.e. Payment of Wages Act 1936, Contract labour (Regulation & Abolition) Act 1970/ Security agencies (Regulation) Act, 2005, Minimum wages Act, I.D. Act, Employees Provident funds (EPF) Act 1952, Employee State Insurance etc. at his own risk and cost.
46. That the University shall not be liable for any default on the part of the Security agency / contractor on his failure to fulfill the statutory requirements and the liability shall be the Security agency / contractor's alone.
47. That the Security agency / contractor shall be responsible for any loss, theft or damage caused or suffered by the concerned department on any account of negligence of the personnel engaged for by the Security agency / contractor. This shall include any physical, financial and vicarious losses. Loss or damage caused to any property of the University by any act or omission on the part of Security agency / contractor's employees/ personnel shall be borne by the contractor. In the event of such occurrence of loss or damage, the enquiry shall be made by the officers of the Security agency / contractor in consultation with the officer of the University. The decision of the Vice Chancellor, CCS HAU shall be treated as final in this regard after the said enquiry.
48. An attendance register shall be maintained by the Security agency / contractor for all the personnel deputed by him, who shall mark attendance daily at beginning and at the end of completion of the duties in the concerned department/ office and the payment, shall be made to the Security agency / contractor on the basis of attendance register.
49. That in case of any dispute arising out of this agreement between the Security agency/ contractor and the University, the same shall be referred to the sole arbitration of the concerned officer as appointed by the Vice-Chancellor, CCS HAU, Hisar, who may himself/herself take cognizance of the matter or depute/ nominate any officer of the said Institute or any other person who's decision shall be final and binding on the parties.

50. The personnel so employed by the Security agency / contractor and deputed in the offices of CCS HAU, shall have no right to employment against any post of the University and their services are being taken on a purely outsource basis and University reserves the rights to do away with the agreement as and when so required without assigning any reason.
51. The Security agency / contractor shall furnish necessary certificate regarding the character & antecedents of all the personnel to be engaged by them during the period of contract.
52. The Security agency / contractor will be responsible for providing necessary documents and will bear the expenditure incurred on the same e.g. purchase of Non-judicial stamp paper etc. for furtherance of agreement with CCS HAU, Hisar.
53. The Nodal Officer of the Security agency / contractor will have to execute the Contract Agreement with Performance Security accepting all terms & conditions stipulated herein on a non-judicial stamp paper worth Rs. **100/- (Rs. One hundred only)** within fifteen days from the issue of the letter of award of contract to the Principal Employer who will sign the agreement on behalf of University as 2nd party. In the event of failure on the part of the successful Bidder to sign the Contract within the period stipulated above the EMD shall be forfeited and the acceptance of Bid shall be considered as cancelled and will be allotted to the next bidder by the authority with the recommendations of TEFC.
54. The contract shall be governed by and executed according to the law in force. The Security agency / contractor shall hereby submit to the jurisdiction of the court situated at Hisar for the purpose of actions any proceedings arising out of the contract and the courts at Hisar only will have the jurisdiction to hear and decide such actions and proceedings.
55. All other terms and conditions of the Govt. of Haryana issued from time to time and its subsequent adoption by the University will have to be followed by the Security Agencies.
56. The outsource staff will not indulge in political activities within campus premises and seek any personal favours from University staff / officers / students.
57. Smoking and consumption of alcohol or any prohibited substance by the outsource staff within the entire area of the University is strictly prohibited. Violations of this rule shall be dealt with as per the law and culprit will be discharged immediately.

Registrar

Sr. No.

Tender Document Cost Rs. 5000/- (Non –refundable)

Photo of
Authorized
Person

REGISTRAR, CCS HARYANA AGRICULTURAL UNIVERSITY, HISAR

**(PART- A)
E-TENDER FORM (TECHNICAL BID)
(CONDITIONAL TENDER WILL NOT BE CONSIDERED)**

For providing services of male security personnel under Part-1 of Haryana Govt. outsourcing policy at CCS HAU Main Campus, Director Farms and RDS Farm including Kaul and Bawal Campus for the period from 01.01.2021 to 31.03.2022.

Approx. estimated cost	Earnest Money	Period
9,69,00,000/-	19,38,000/-	01.01.2021 to 31.03.2022

1. Name of the Security agency / Contractor :
2. Address with Telephone/Fax No. E-mail :
3. Contact person's name with address & Mobile No. :
4. Details of Earnest Money (EMD) :

Essential details (Attach attested photocopy):

5.
 - i. Registration No.
 - ii. Aadhar Card No.
 - iii. EPF registration No.
 - iv. ESI registration No.
 - v. PAN and TAN No.
 - vi. Security/Labour License No.
 - vii. Clientage/ list of Departments of only Govt./ Semi-Govt./Govt. undertakings / Corporations/ Boards/ Universities along with performance report and experience certificate from the Principal Employers relating to previous two years,
6. Income Tax Returns relating to **last two years**:
7. Bank Statements of **last one year**:
8. Turnover details for the **last two years**:
9. Details of staff employed by the Agency/ Security agency / contractor for the **last two years**.

10. Proof of payment of wages under ESCROW account or bank proof.
11. Copy of work order of at least **one annual contract** executed successfully and client's completion certificate in the **past one financial year** in the premises of Govt./ Semi Govt./ Govt. undertakings/ Corporations/ Boards/ Universities (please attach)
12. Whether the firm has any legal suit/criminal case pending against it for violation of EPF/ESI/Minimum Wages Act or other laws. Declaration to this effect be furnished by the Security agency / contractor on the letter head of the firm/agency.
13. Declaration to the effect that no agent, middleman or any intermediary will be engaged to provide service be furnished by the Security agency / contractor on the letter head of the firm/ agency.
14. Evaluation matrix (Annexure-I) duly filled and signed by the authorized person on behalf of agency / contractor.

Note: (i) **Upload the above documents as per sequence mentioned above.**
(ii) **Relevant attested documents to be submitted in support of above points.**
(iii) **Absence of any such document(s) may render the tender as invalid.**

- 1- I/ we, hereby certify that the information furnished above is correct & true to the best of my/ our knowledge and beliefs.
- 2- I/ we understood the terms & conditions of contract and undertake to execute the above work and to abide by the terms and conditions prescribed for the work. Earnest money of **Rs. 19,38,000/- (Rs. Nineteen Lakh Thirty Eight Thousand only)** for the above work paid through online payment.

Signature of authorized person
(on behalf of agency/contractor)

Name_____

Father's name

Address:

Phone No.

(For Office use only)

(Verified by the committee members)

- 1.
- 2.
- 3.
- 4.
- 5.

REGISTRAR, CCS HARYANA AGRICULTURAL UNIVERSITY, HISAR

(PART- B)

E-TENDER FORM (FINANCIAL BID)

(CONDITIONAL TENDER WILL NOT BE CONSIDERED)

For providing services of male security personnel under Part-1 of Haryana Govt. outsourcing policy at CCS HAU Main Campus, Director Farms and RDS Farm including Kaul and Bawal Campus for the period from **01.01.2021 to 31.03.2022**.

Type of Manpower	Minimum Wages/ D.C. rates	EPF @ 13 % of wages/D.C. rates	ESI @ 3.25% of wages/D.C. rates	GST @ 18%	TDS deductible	Service Charge not less than 2% (in %)
Security Guards/ Gunman/ Supervisor	As per DC rates	As per Rule	As per Rule	As per Rule	As per Rule	

Note: The tenderer should quote only Service Charge in above proforma for supply of manpower up to three decimal points.

I/We have understood the terms and conditions of the contract and undertake to execute the above work and to abide by all the terms and conditions prescribed for the work. It is certified that none of my relative is working in the University and no other member of my family has quoted rates for this. It is certified that the payment will be made by me to the workmen engaged in accordance with the Minimum Wages Act as per prevailing rates of wages circulated by Govt/D.C. rates, whichever is higher.

Signature of authorized person

(on behalf of agency/contractor)

Name_____

Father's name

Address:

Phone No.

(For Office use only)

(Verified by the committee members)

- 1.
- 2.
- 3.
- 4.
- 5.

CCS HARYANA AGRICULTURAL UNIVERSITY, HISAR

EVALUATION MATRIX FOR SECURITY CONTRACT FROM 01.01.2021 to 31.03.2022.

Name of the bidder : _____

Evaluation Matrix on the basis of information relating to previous year (2019-20) to be supplied by the agency / contractor:

Sr. No.	Description	Documentary Proof attached at Page No.	100 Marks
I	Certification and credentials		(40 Marks)
(a)	Company Incorporation (15 Marks)		
	(i) Public/Private Limited Company (15 Marks)		
	(ii) Partnership Firm (10 Marks)		
	(iii) Proprietary Firm / others firm (05 Marks)		
(b)	Assessment of average turnover for the Last/Current financial year on the basis of audited balance sheets and certificates of ITRs (25 marks)		
	(i) Turnover Rs. 1 Crore to 3 Crore (5 Marks)		
	(ii) Turnover above Rs. 3 Crore to Rs. 6 Crore (10 Marks)		
	(iii) Turnover above Rs. 6 Crore to Rs. 9 Crore (15 Marks)		
	(iv) Turnover above Rs. 9 Crore to Rs. 12 Crore (20 Marks)		
	(v) Turnover above Rs. 12 Crore (25 Marks)		
II	Worker strength and Experience in large volume, multi state relevant assignment		(50 Marks)
a)	Total workers continuously on rolls (30 marks)		
	(i) ≤ 50 workers (5 Marks)		
	(ii) 51-100 workers (10 Marks)		
	(iii) 101-150 workers (15 Marks)		
	(iv) 151 -200 workers (20 Marks)		
	(v) 201-250 workers (25 Marks)		
	(vi) ≥ 251 (30 Marks)		
b)	Experience – should be in the name of same (applying) firm. (08 Marks)		
	(i) above 2 years to 5 years (2 Marks)		
	(ii) above 5 years to 10 years (4 Marks)		
	(iii) above 10 years to 15 years (6 Marks)		
	(iv) above 15 years (8 Marks)		
c)	Security contract in reputed institution/universities and large public/private sector organizations (12 Marks)		
	(a) Having security contract with annual value upto 50 Lac (4 Marks)		
	(b) Having security contract with annual value >Rs. 50 Lac and <= Rs. 1 Crore (8 Marks)		
	(c) Having security contract with annual value above 1 Crore (12 Marks)		
III	Capability & Resources		(10 Marks)
	Presentation by Bidders (10 Marks)		

- Notes:**
- i) It is mandatory for the agency to fill up page no. of the documentary proof before submission of the tender.
 - ii) The presentation of only eligible / successful bidders in Technical bids will be held on the date of opening of technical bids.
 - iii) The financial bid under the 2nd cover shall be opened only for top three eligible and qualified agencies/contractors as per tender documents having the maximum score.

Signature of authorized person
(on behalf of agency/contractor)