



पूवोत्तर पर्वतीय विश्वविद्यालय

पू प० विवि० परिसर, शिलांग-७९३०२२ (मेघालय)

North-Eastern Hill University

NEHU Campus, Shillong - 793 022 (Meghalaya)

Phone :
Grams : NEHU

No.F.SC/1-2/5/Security Offer/06/(Vol.III)/ - 06

Dated: 19th June, 2019

ADVERTISEMENT

Sealed Tenders are invited on behalf of the North-Eastern Hill University, Shillong- 793022 from reputed Security Agencies possessing the License as per the Private Security Agencies (Regulation) Act 2005 or as permitted by the Government of Meghalaya for providing Security Services to NEHU Campus at Mawlai Mawkynroh-Umshing, Shillong – 793022 as per the specified locations placed at **Annexure – ‘A’**. The NEHU Campus includes Academic Departments, Central Library, Residential Quarters, Conference Halls, Boys/Girls Hostels, Guest Houses, Business Centres and Office Buildings besides other important locations. Offers in sealed cover addressed to the Assistant Registrar (i/c Security) NEHU, Mawlai Shillong – 793022 with the words “ *Tender for providing Security on outsourcing basis for NEHU*” - Tender No. And File No. With date boldly super scribed on the top of the envelope and the offer sent by registered/speed post, which to reach on the date schedule and in time or dropped in the Tender Box placed near the Security Inspector. In case, due to postal delay the Tender is received beyond this date due, the same would be summarily rejected as not dropped in time.

Bid document can be had from the Security Cell, NEHU, Shillong -793022, Meghalaya on all working days (before the closing time) on payment of non-refundable tender fee for Rs 2000/- (Rupees two thousand) only, in the form of Demand Draft drawn on any Nationalised bank in favour of the Finance Officer, NEHU, Shillong.

Tender Document can also be downloaded from the University website: www.nehu.ac.in. The Tender document downloaded from the website will be accepted only on furnishing of the non-refundable tender fee in the form of crossed demand draft/pay order for Rs 2000/- drawn on any Nationalised Bank in favour of the Finance Officer, NEHU, Shillong. If the Tender Document is down loaded form the website, while furnishing the tender, it should be super scribed legibly on the left corner of the sealed cover as “ TENDER COPY IS Downloaded from NEHU Website.

Earnest Money Deposit (EMD) of Rs. 3, 00,000/- (Three lakhs) only which is refundable in the form of Demand draft in favour of Finance Officer, NEHU, Shillong, is to be enclosed with Techno-commercial BID

The University has every right to accept or reject the applications not fulfilling the requirement. The University has every right to increase or decrease the numbers of security personnel at any point of time without assigning any reason thereof.

On selection the Agency will have to enter into an Agreement/M.O.U. as per the prescribed terms and conditions of the University.

Registrar

NEHU, Shillong

Mawkynroh-Umshing, Shillong - 793022

ANNEXURE –‘A’

LOCATIONS FOR WHICH SECURITY IS REQUIRED TO BE PROVIDED:

A. GATES:

Sl.No.	GATES	MORNING	EVENING	NIGHT	TOTAL
1.	GATE NO. 1	2	2		4
2.	GATE NO. 2	4	4	4	12
3.	GATE NO. 3	1	1	1	3
4.	GATE NO. 4	1	1		2
5.	GATE NO. 5	1	1		2
6.	MAWIONG GATE	2	2	2	6
	TOTAL				29

B. OFFICE BUILDINGS:

	OFFICE BUILDINGS	MORNING	EVENING	NIGHT	TOTAL
7.	Administrative Building	4	3	3	10
8.	Examination Block	2	2	2	6
9.	Central Library	4	1	2	7
10.	Computer Centre	1	1	1	3
11.	SAIF	1	1	1	3
12.	Maintenance Cell	1	1	1	3
13.	DSW, Indoor Stadium & NEHUSU Office	1	2	2	5
14.	Health Centre	1	1	1	3
15.	USIC			2	2
16.	Multi-Use Convention Hall	1	1	1	3
17.	Community Hall	1	1	1	3
18.	Convocation Hall	1	1	1	3
19.	Bamboo Huts	1	1	1	3
20.	Pump House (Umjarain)	1	1	1	3
21.	Primary Sub-Station	1	1	1	3
22.	Solar Energy			1	1
23.	Bijni Complex: Main Gate	2	2	2	6
24.	Bijni Complex: Vehicles			2	2
	TOTAL				69

C. GUEST HOUSES

	GUEST HOUSES	MORNING	EVENING	NIGHT	TOTAL
25.	Old Guest House	1	1	1	3
26.	New Guest House	1	1	1	3
	TOTAL				6

(Cont...p/2)

D. ACADEMIC DEPARTMENTS

	DEPARTMENTS	MORNING	EVENING	NIGHT	TOTAL
27.	Social Sciences Block - A	2	2	2	6
28.	Social Sciences Block - B	1	1	1	3
29.	Social Sciences Block - C	1	1	1	3
30.	Environmental Studies, Biotechnology & Bioinformatics	1	1	2	4
31.	Botanical Garden	1	1	1	3
32.	SOT Block - A	1	1	1	3
33.	SOT Block - B	1	1	1	3
34.	SOT Block - C	1	1	1	3
35.	Law Department	1	1	2	4
36.	Cluster of Class Room for Sciences	1	1	1	3
37.	Cluster of Class Room for Non-Sciences	1	1	1	3
38.	NEICOD Bio-Park	1	1	1	3
39.	NEICOD Butterfly-Park	1	1	1	3
40.	NEICOD Cultural-Park	1	1	1	3
	TOTAL				47

E. RESIDENTIAL HOSTELS

	HOSTELS	MORNING	EVENING	NIGHT	TOTAL
41.	International Hostel	1	1	1	3
42.	Hostel No. 1 (Girls)	1	1	1	3
43.	Hostel No. 2 (Girls)	1	1	1	3
44.	Hostel No. 3 (Girls)	1	1	1	3
45.	Main Gate of Hostels 1- 4)	1	1	1	3
46.	Hostel No. 5(Girls)	1	1	1	3
47.	Hostel No. 6(Girls)	1	1	1	3
48.	Hostel No. 7(Girls)	1	1	1	3
49.	Hostel No. 8 (Girls)	1	1	1	3
50.	Main Gate of Hostels 5 - 8	1	1	1	3
51.	Hostel No. 9 (Girls)	1	1	1	3
52.	Hostel No. 13 & 14 (Boys)	1	1	1	3
53.	Hostel No. 15 (Boys)	1	1	1	3
54.	Hostel No. 16 (Boys)	1	1	1	3
55.	Hostel No. 17 (Boys)	1	1	1	3
56.	Hostel No. 18 (Boys)	1	1	1	3
57.	Hostel No. 19 (Boys)	1	1	1	3
58.	Hostel No. 20 (Boys)	1	1	1	3
59.	Hostel No. 21 (Boys)	1	1	1	3
60.	Hostel No. 22 (Boys)	1	1	1	3
61.	Hostel No. 23 (Boys)	1	1	1	3
	TOTAL				63

(Cont...p/3)

E. RESIDENTIAL QUARTERS

	QUARTERS	MORNING	EVENING	NIGHT	TOTAL
62.	Vice Chancellor Bangalow	2	2	2	6
63.	Registrar, FO & COE	1	1	1	3
64.	Type - V	1	1	1	3
65.	L- Type	1	1	1	3
66.	M-Type	1	1	1	3
67.	Old P-Type	1	1	1	3
68.	New P-Type	1	1	2	4
69.	Ruab & Academic Staff	1	1	1	3
70.	K.V. Quarter	1	1	2	4
71.	Wardens' Quarters, Hostels No. 17 to 21	1	1	1	3
	TOTAL				35

F. FOREST DUTY

	RANGE	MORNING	EVENING	NIGHT	TOTAL
72.	Eastern Range	3			3
73.	Western Range	3			3
	TOTAL				6

G.FOOT/MOBILE PATROLLING DUTY

	NEHU CAMPUS	MORNING	EVENING	NIGHT	TOTAL
74.	Round NEHU Campus	2	2	3	7

Guardsmen /Guardswomen - 262
 Supervisors (Field & Patrolling) - 12
CCTV Security Technical Assistant - 3
 Total - 277

Additional Security guards:

1. Type III & Type IV Residential Quarters (Seasonal) i.e. during winter, (2 guards in each shift for 3 shifts duty) - 6
2. L-Type, T - Type & Old P – Type, i.e. during winter (1 guard on night shift duty only for each cluster). - 3
3. Bijni Complex, Laitumkrah, Examination Section, as and when required - 3

ANNEXURE –‘B’

Technical Bid

Name of the Tendering Company/Firm/ Agency: _____
(Attach certificate of Registration)

Name of the Proprietor/Registration/ of the Company/Firm/Agency:

Full Address of Operation/ Branch Office: _____

1. Full Address: _____ . Telephone

No: _____ Fax No. _____ E-mail

Address: _____

2. PAN No. (Attach self attested copy)
3. Goods and Services Tax: (Attach self attested copy)
4. EPF Registration No. (Attach self attested copy)
5. E S I Registration No. (Attach self attested copy)
6. Trading License No. (Attach self attested copy)
7. Proof of deposit of PF Contribution & ESIC. Subscriber for previous month (Attach copy of the receipt or challan along with details of members/subscribers).
8. Give details of the major similar contracts during the last two years in providing manpower to Public Sector
9. Audited balance sheet for the last two years (please attach copies)
10. Details of the DD of Rs 3,00,000/- (refundable) towards bid security and a DD of Rs 2000.00 (non-refundable) as Tender Fee.
11. Non-tribal contractors should submit a copy of the Trading Licence

Declaration by the Tenderer

This is to certify that I/We before signing this tender have carefully read and fully understood all the terms and conditions contained herein and undertake to abide by them.

Enclosure:

- a. Earnest Money - DD/ Pay order No.
- b. Terms & Conditions (each page must be signed and sealed)

Place

Date

(Signature of the Tenderer with Seal)

Name:

Address:

Phone/Mobile No.:

E-mail:

TERMS AND CONDITIONS FOR SUBMITTING OF TENDER BY THE PRIVATE SECURITY AGENCY FOR PROVIDING SECURITY SERVICES IN NEHU CAMPUS

The following terms and conditions are required to be fulfilled by the Private Security Agency for submitting of tender:

1. All services shall be performed by persons qualified and skilled in performing such services.
2. The contract will remain in force for a period of three years from the date of execution of the award. The Authorities of NEHU reserves the right to extend the said agreement on the same terms and conditions till the finalization of next tender. On acceptance of the Award , the agency concerned shall furnish the security deposit amounting to Rs. 20,00,000/-(Rupees twenty lakhs) only in the form of Bank Guarantee valid for a period of three years plus sixty days /Demand Draft in favour of the “Finance Officer, NEHU, payable at Shillong. No interest shall be applicable on this deposit.
3. The persons deployed by the Agency should not have any adverse entry/remarks in Police records/and / or they should not have any criminal cases pending against them. The Agency should make adequate enquiries as well as should verify with the police about the character and antecedents of the persons whom they are recommending. The character and antecedents of each personnel of the service provider should be verified by the service provider before their deployment after investigation by the local police, collecting proofs of identity like driving license, bank account details, previous work experience, proof of residence and recent photograph and all certificates to this effect be submitted to the NEHU. The service provider will also ensure that the personnel deployed are medically fit and will keep in record a certificate of their medical fitness. The Institute reserves the right to examine the medical fitness of deployed person if required by the institutional medical expert for the institutional satisfaction. The Service Provider shall withdraw such employees who are not found suitable by NEHU for any reasons, immediately, on receipt of such information.
4. The service providers deployed in the office of the NEHU shall not claim any benefit, promotion, compensation, absorption or regularization of their services in the establishment of NEHU either under the provision of Industrial Disputes Act., 1947 or Contract Labor (Regulation & Abolition) Act, 1970. The service provider should have to obtain an undertaking from the deployed persons to the effect that the deployed person is the employee of the service provider (agency) and shall submits the said undertaking to NEHU. In the event of any litigation on the status of the deployed person, NEHU shall not be a necessary party, however, in any event, either the deployed persons or the order of the Court, NEHU is made

necessary party in dispute to adjudicate the matter, the service provider has to reimburse the expenditure that would be borne by NEHU.

5. The service provider's personnel shall not divulge or disclose any details of office, security arrangements, administrative/organizational matters to any third person, as all of these are confidential and secret in nature. In the event of being found that the official in secrecy has been disclosed, for the purpose of security arrangement and or for other purposes, it is desirable to remove the said person, the Institute has every right to remove the said person, immediately and responsibility if any to be borne by the service provider.
6. The service provider's deployed person should be polite, cordial, positive thinking and efficient, while handling the assigned work and their actions shall prompt and promote goodwill and image of NEHU to the society. The service provider shall be responsible for any act of indiscipline action on the part of persons deployed.
7. The minimum age of persons deputed should be as per the Government of India rule.
8. NEHU shall direct the service provider to remove the person deployed from the site of work, who may be either incompetent, undisciplined, negligent in his duties or for his / her / their misconduct and the service provider shall forthwith acted upon on such direction, it may be verbal, by over phone and such replacement should be attended to, immediately.
9. The service provider has to provide Photo Identity Cards to the persons deployed for work. These cards are to be constantly displayed & their lost to be reported immediately to the Institution in-charge.
10. The service provider shall ensure that the person deployed maintain discipline and good conduct in office premises, (be best suitable and is entailed on enforce in prohibition of consumption of alcoholic drinks, pan, smoking, loitering without work).
11. The transportation, food, medical and other statutory requirements in respect of each personnel of the service provider shall be the responsibility of the service provider.
12. (a) The Agency shall comply with all relevant laws and statutory requirements covered under various Labour Act, Minimum Wages Act, Contract Labour (Regulation & Abolition) Act, 1970, EPF, ESI etc. The Agency shall not pay the wages of its personnel below the rate of Minimum wages fixed by the Ministry of Labour, Government of India and shall also enhance the wages as and when revised / issued by the concerned Ministry with the approval of the concerned Authority. (b) That the agency will be wholly and exclusively responsible for

payment of wages to the persons engaged by it in compliance of all the statutory obligations under all related legislations (as amended) as applicable from time to time including Minimum Wages Act, Employees Provident Fund, ESI Act etc. and NEHU shall not be responsible for any liability for the said expenditure whatsoever on the persons deployed by the agency on account of obligation. The agency should provide particulars of EPF, ESI of its persons deployed in NEHU and produce receipted copies of challan indicating deposits of EPF & ESI against each employee and to furnish any other documents information relating to payment of salary etc. every month to NEHU.

13. The service provider will submit the bills along with all details to the University on the 1st working day of every month for necessary payment
14. The monthly bills in triplicate are invariably to be accompanied by:
 - (a) Copy of attendance / performance records maintained at the section/department.
 - (b) Proof of payment of Wages/Salary directly to the credit of Bank account of each staff in a proper format, mentioning name, Wage/Salary, ESI and EPF remittances, ESI and PF-Account No, Total deduction and Net Salary/Wage.
 - (c) An affidavit for discharging all statutory liabilities related to ESI, EPF & Service Tax and under the provision of Labour Laws is also required to be furnished.
 - (d) Challans as proof of deposit of all statutory liabilities like PF, ESI and Service Tax.
15. No bill will be paid to the service agency for the days of absence of any of their security personnel.
16. The service provider will provide the required security personnel for a shorter period, in case of any exigencies; as per the requirement of NEHU.
17. The service provider shall ensure that he will provide/ or substitutes, well in advance, if there is any probability that the security not performing / attending the task due to his/her own personal reasons. The payment in respect of the overlapping period of the substitute shall be the responsibility of the service provider.
18. The service provider or his authorized person shall be available at all times. The message sent by phone/e-mail/Fax/Special Messenger from NEHU to the service provider shall be acknowledged immediately, on receipt; on the same day. The Service Provider shall strictly observe the instructions issued by the NEHU from time to time.
19. It is the responsibility of the service provider to ensure safety of its own belongings and NEHU shall not be liable for any loss, damage, theft, burglary or robbery of any personal belongings, equipment or valuable, whatsoever.

20. That the agency performing the service on utilizing the goods supplied by the NEHU should ensure that the goods, materials and equipments etc. are not damaged in the process of carrying out the services undertaken by them and shall be responsible for acts of commission and omission on the part of his staff. If NEHU suffers any loss or damage on account of negligence, or theft on the part of the deployed person/agents of the said agency, then the agency shall be liable to reimburse to NEHU for the lost to be sustained. The agency shall keep the NEHU fully indemnified against any such
21. On receipt of complaint from any individual to the effect that the Agency is in failure to make payment to the person deployed by the said agency, the same will be recovered from the service provider out of the payment outstanding for making payment of wages earned by persons. The security deposit shall remain valid for a period of sixty days beyond the date of completion of all contractual obligations of the service provider.
22. The security deposit will be forfeited in case the supply of manpower is delayed beyond the period stipulated by NEHU or non-compliance of the terms of agreement by the service provider or frequent absence from duty/misconduct on the part of security supplied by the Agency.
23. The successful bidder has to execute an agreement/MOU with NEHU to provide qualified security personnel as per requirement. The agreement will be valid for a period of three years from the date of execution. The service charges/rates quoted by the agency shall be fixed for an initial period of three years and no request for any change/modification shall be entertained before expiry of the contract period. The contract is not renewable. NEHU has the right to extend the contract period, if in the opinion of Authority of NEHU that the extension is required till the finalization of the next tender, and it would be the responsibility of the service provider to provide satisfactory performance for the said period on the same terms and conditions. The Agency has no right to seek for extension of time for providing; the services being suitable for his/her own interest.
24. The service provider shall not assign, transfer, pledge or sub contract for performance of services to a third party.
25. However, the agreement can be terminated by either party by giving three month's notice in advance. If the agency fails to give three month's notice in writing for termination of the Agreement then three month's wages etc. and any amount due to the agency from NEHU shall be forfeited by NEHU.
26. That on the expiry of the agreement as mentioned above, the agency has to withdraw all its personnel. The agency should settle the accounts on paying all their admissible dues to the person deployed. In case of any dispute, on account of the termination of

employment or non-employment by the personnel of the agency, it shall be the entire responsibility of the agency.

27. In the event, if any dispute arises touching any of the clauses of the agreement, the matter will be referred to the Registrar, NEHU, Shillong, whose decision shall be binding on both the parties.
28. The bidding agency should have an average annual financial turnover of Rs 40 lakhs during the last three years.

Note: The last date for submission of the tender is on or before the 18/07/2019