



**SHAHEED BHAGAT SINGH STATE UNIVERSITY**  
**(ESTABLISHED BY GOVERNMENT OF PUNJAB )**  
**NH 05, MOGA ROAD, FEROZEPUR-152 004**

**TENDER NOTICE 3/2024**

Sealed tenders are invited from financially sound, established and reputed agencies to provide **Security Services** on annual contract basis. For detail terms and conditions of the notice inviting bid, refer to [www.sbssu.ac.in](http://www.sbssu.ac.in). Last date and time for submission and opening of tender is 11.07.2024 at 1.30 and 3.00 p.m. respectively. Corrigendum, if any, will be issued on website only.  
Registrar

**Price Rs. 500/-**

**TENDER NOTICE NO.: 3/2024**

Category A

Tender Form for Security Services

**SHAHEED BHAGAT SINGH  
STATE UNIVERSITY**

# **NH-05 MOGA ROAD FEROZEPUR (PUNJAB)**

*ww.SBSSU.ac.in*

**Date and time for submission of tender form: 11.07.2024 (till 1.30 P.M.)**

**Date and time for opening of tender: 11.07.2024 AT 3.00 P.M.**

**Venue: CNFERENCE Room, Block D, SBSSU Ferozepur.**

**PARTICULARS OF THE AGENCY FOR PROVIDING SECURITY SERVICES****FORM B**

1. Name of agency \_\_\_\_\_
2. (a) Status of Agency \_\_\_\_\_  
(Individual, Partnership  
Firm. Ltd Company, Society) \_\_\_\_\_
- (b) Registration No. \_\_\_\_\_  
(Please attach copy of  
Registration Certificate)
- (c) Established in (Year) \_\_\_\_\_
3. Permanent Address \_\_\_\_\_
4. Telephone/Mobile \_\_\_\_\_
5. Fax No. EmMail I.D. \_\_\_\_\_
6. Authorized Signatory \_\_\_\_\_
7. P.F Regn. No. \_\_\_\_\_  
(Please attach copy)
8. ESI Regn. No. \_\_\_\_\_  
(Please Attach copy)
9. Service Tax No. \_\_\_\_\_  
(Please Attach copy)
10. PAN No.PF Agency \_\_\_\_\_  
(Please Attach copy)
11. TAN No. of Agency \_\_\_\_\_  
(Please Attach copy)
12. Number of Employees \_\_\_\_\_  
at present working with Agency.
13. Number of Present Clients with list. \_\_\_\_\_
14. Turnover of Last Three Years \_\_\_\_\_
15. Performance Report from Clients \_\_\_\_\_  
(to be attached preferably  
from any Star Catering Hotels/Renowned  
Institution)
16. **Copy of License to Engage the Business of Private Security Agency** \_\_\_\_\_  
**Issued by Government of Punjab (must)**
17. Detail of Demand Draft No. \_\_\_\_\_ Dt. \_\_\_\_\_

Amount Rs. \_\_\_\_\_

SIGNATURE OF CONTRACTOR  
WITH SEAL

## SHAHEED BHAGAT SINGH STATE TECHNICAL CAMPUS, FEROZEPUR

### 1.0 SCOPE OF WORK (maintaining Security)

The scope of work shall consist of maintaining Security Services on the university campus, as the case may be. For security services, preferably ex-servicemen below 45 years of age should be deployed.

### 2.0 WAGES

The Contractor should quote service charges (including all types of statutory and non statutory charges, taxes as applicable, cost of uniforms cloth and stitching, administrative and contingent expenses and stationery like attendance registers etc. for all employees and the cost of cane (danda), whistle, torch alongwith its batteries to all Security Personnels on duty, as percentage of the total wages payable to staff as per clause 3.9 of Tender Document and will be applicable for the full term of one year of contract. The payment of wages to staff is as per D.C rate Minimum Wages Act 1948 through Bank Account Transfer for the total contract period and shall be his liability. The Contractor shall keep proper record of each person deployed by him like details of wages & the deductions to be made towards the EPF/ESI and other statutory benefits. He MUST submit details of Individual EPF A/C numbers in respect of all the personnels deployed alongwith receipt of payment (complete in all respect) to the university authority, alongwith monthly proof for depositing the employer/employees share in individual account. This must mention the A/C number of employees and their names corresponding to the amount deposited in their name for each month to the university authority, regarding the fact that the due amount has been deposited in their individual EPF A/Cs on or before the 15<sup>th</sup> day of every month, failing which a penalty @ 5% of total wages alongwith Employer's EPF contribution and employees share of Provident Fund, shall be deducted from his service charges or from the security deposit/bank guarantee with interest @ 12%.

### 3.0 SPECIAL INSTRUCTIONS

The Contractor has to meet /qualify all the terms & conditions as laid down by labour law. Some of the special requirements & pre requisite are described below here it is important to mention that these are only indicative and not exhaustive.

#### 3.1 PROVIDENT FUND AND STATUTORY BENEFITS

The Contractor shall deduct EPF& other statutory benefits in respect of each Security Guard Staff. As per instructions of Punjab Govt. it is the responsibility of the Contractor to pay the minimum wages payable to each security staff shall be at the rates made applicable by the D.C./Labour Commissioner Punjab. from time to time, in this regard. The Contractor will deposit, both, Employer's as well as Employee's share of Provident Fund and other statutory benefits to the concerned authority before the due dates. The Contractor is bound to submit a copy of allotment letter of his/her EPFA/C number allotted by EPF Commissioner along with the Tender. **Group Insurance of workers will be done by the Contractor. "on the day<sup>st</sup> of joining, All the workers shall be covered for Group Insurance of amount minimum Rs. One Lac per worker which shall be applicable from the 1<sup>st</sup> day of joining, failing which a penalty of Rs. 1000/- per day shall be charged."**

**NOTE: All terms and conditions received from Engg. College Cell DTE/IT, Punjab Chandigarh against their letter No.186-190 dt. 07.06.2024 (vide D. No.6396 dt. 07.06.2024) regarding ""EPF**

**COMPLIANCE OF CONTRACTUAL/OUTSOURCED EMPLOYEES ENGAGED BY GOVT. (copy attached), shall be fully applicable on this contract. The contractor has to abide by these instructions strictly.**

### **3.2 CONTRACT PERIOD**

The contract shall be awarded for a period of one year and successful bidder shall have to render all services from the date fixed by the university positively, failing which his/her EMD will be forfeited and Tender will be allotted to the next lowest bidder. However, the contract may be terminated on giving one month's notice by either side. In case of a breach of the contract, the next lowest bidders in order, who want and desire to be considered, shall not claim their EMD's from the university.

### **3.3 PAYMENT TERMS**

- a) Monthly payment shall be released by the office of the Registrar on submission of wages bills/invoice duly certified by concerned committee members.
- b) **TDS by the University on all payments to Contractor will be applicable as per Govt. Rules.**
- c) The Contractor shall have to open an account in the local branch of bank located operative in the City and payment shall be released by the university office into the Contractor's account in this bank.
- d) Contractor has to make payments to the hired persons at DC rate through bank transfer by the 10<sup>th</sup> day of a month positively failing which, a penalty of Rs. 1000/- per day shall be recovered by the university authorities from the service charges or from the Security Deposit/Bank Guarantee alongwith interest of @12% and Registrar SBSSU reserves the right to terminate the contract immediately without any notice period.
- e) Contractor will submit the bill by 26<sup>th</sup> day/or, on the very next working day of each month. Period of payment shall be considered w.e.f the 20<sup>th</sup> day of the preceding month till the 19<sup>th</sup> day of the current month.
- f) The successful bidder has to give an "AFFIDAVIT" to this effect at the time of signing of Contract duly attested by the Notary mentioning as under:

**"That I shall release the payment to the workers by 10<sup>th</sup> day of every month from my own pocket by all means failing which, I know, that action as stated in para "3.3D" of tender document no. 3/2024 shall be taken against me (contractor).**

**That I shall submit details of INDIVIDUAL EPF A/C NUMBERS in respect of all the personnels deployed alongwith substantive proof to the university authority, regarding the fact that the due amount has been deposited in their individual EPF A/Cs on or before the 15<sup>th</sup> day of every month, failing which, payment for next month will be released only after depositing the above said proofs (i.e. submission of EPF receipts, complete in all respect). Failing this, I understand that I shall pay the salary of subsequent months from my own pocket on the 10<sup>th</sup> day of every month, and the university authority shall release my withheld payments only when I deposit necessary EPF proofs (with name & A/C number of all employees)" " In case of non adherence to above, a penalty of Rs. 1000/- per day will be levied"**

### **3.4 INCOME TAX**

Income Tax applicable as per Income Tax Rules shall be deducted at source, from the payments to be made to the Contractor.

### **3.5 DISCIPLINE & WELFARE OF THE SECURITY STAFF;**

- a) For ensuring proper discipline, the Contractor shall be required to keep his own Attendance Register/records prepared for each and every Security Guard staff, which can be verified/checked at any time by the Registrar or his nominee. In case of failure to discharge his/her duties as per requirement/directions, negligence of duty, absence from duty, misconduct etc by any worker or the supervisor with the students/staff of the university, the Contractor is bound to promptly withdraw the worker and immediately provide the replacement as desired and directed by the Registrar or his nominee. In case of failure of Contractor to deploy the agreed man power, the Registrar or his nominee reserves the right to deduct the double the salary of the worker with requisite skill, which has not been provided by the Contractor.
- b) Discipline/welfare of the Security Guards staff solely be the responsibility of the Contractor, and any indiscipline/misconduct of the Security Guards staff will have to promptly attended to, by him/her as desired by the authority.
- c) **SERVICE TAX**  
GST as per rules.

### **3.6 WEARING OF UNIFORMS & IDENTITY CARDS**

- a) All the security staff deployed in this university by the Contractor shall always wear a neat, clean & smart uniform issued by the Contractor at his/her cost. The Contractor shall have to supply kit to his/her personnels with a view to maintain high standards of getup of the workers at all times.
- b) The Contractor shall issue proper laminated Identity Cards to his personnel deployed in this university at his cost who shall always display their Identity Cards while on duty, and **are bound to** hand over their Identity Card to the Registrar, or any of his nominee upon asking.
- c) All the Security Guards are bound to keep cane (Danda), Whistle and Torch in working condition at the time of duty. This will also be provided by the Contractor.
- d) **Security personnel deployed at the Main Gate of the University should be equipped with the Weapon as per security norms.**
- e) The Contractor is bound to give the summer and winter uniform to security staff as per norms of Punjab Govt/or, as decided by the university authorities. Summer uniform must be given at the end of February and winter uniform at the end of September. In case the Contractor fails to provide uniforms by the 'decided dates' the payment of the uniform will be recovered by the university authorities from his service charges or from Security deposit/Bank guarantee alongwith interest at the rates of 12%.

### **3.7 AGREEMENT**

- a) The Contractor will be required to execute an agreement on a stamp paper (as applicable), which will be arranged by the Contractor himself and is to be signed between the successful bidder and the Registrar of the SBS State University Ferozepur within 07 working days from issue of contract offer letter, or else the contract will be allotted to the next lowest bidder, with forfeiture of E.M.D of the defaulting bidder.
- b) In case any dispute arising between two parties, the decision of Hon'ble Vice Chancellor of SBSSU Ferozepur, shall be the Sole and Final arbitrator of the dispute and his decision will be final.
- c) The Contractor is not allowed to remove any person from duty once employed without prior, written permission/consent of the Registrar or his nominee.

### **3.8 SCRUTINY of CHARACTER and ANTECEDENTS of SECURITY GUARDS STAFF**

The Contractor shall furnish aforesaid verifications by Police/Municipal Counselor/Sarpanch of village, in respect of ex-servicemen (who have retired from active service for more than one year) supplied by him, before the deployment of these persons on the university campus.

3.9 TENTATIVE REQUIREMENT	NO.OF PERSONS	DC RATE PER HEAD	EXPENDITURE OF PERSONNEL FOR THE YEAR
<b>SECURITY DEPARTMENT</b>			
<b>(As per DC rates applicable)</b>			
i) Supervisor (Security)	01	13445.75	161349/-
ii) Security Guards (including leave reserve)	18	12413.75	2681370/-
<b>Total</b>	<b>19</b>		<b>28,42,719/-</b>

Payment shall be made as per rates made applicable by the D.C. Ferozepur from time to time.

Note: - Supervisor Security staff will also supervise the horticulture work also.

iii) Rates/Service Charges should be quoted in terms of Lump-sum figure only/ per month of total DC wages rate as per bill to be raised by the Contractor (including that of stitched Uniforms, cane (Danda), weapon, Torch (with batteries) Whistles for security staff and commission and any other expenditures/taxes etc. complete in all respect). Service charges (per month) will remain same during the contract period irrespective of the revised DC rates or change of number of manpower. Tender bids quoting rates/service charges in % (percentage) shall be rejected.

**IF A FIRM QUOTES "NIL (0) OR NEGATIVE (-)" CHARGES/CONSIDERATION, THE BID SHALL BE TREATED AS UNRESPONSIVE AND WILL NOT BE CONSIDERED.**

*Guidelines provided by the Govt. of Punjab vide No.7/74/2018-1FP1/1539232/1dt 01.08.2019 [that maximum service charges paid to the service provider/contractor shall in no case be more than 2.5 (Two and half percent) of the amount of contract] shall be applicable*

*All rates/charges should be in denomination of Rupees only (minimum Rs.1,) not in paise/friction/decimal etc and it should be mentioned clearly in words and figures. Statements like "as per rules/as per Govt. rules" will lead to the rejection of tender bid.*

In figure \_\_\_\_\_

In words \_\_\_\_\_

iv) E.P.F \_\_\_\_\_

(v) E.S.I (if applicable) \_\_\_\_\_

The number of personnel can be increased /decreased as per the discretion of the Registrar or his nominee.

Minimum wages as per DC rates applicable from time to time will be effective. The Contractor is responsible for making the payment accordingly.



### 3.10 EARNEST MONEY DEPOSIT

Earnest Money Deposit Rs.65000/-**(sixty five thousand only)**, must be deposited in the shape of D.D, drawn in favour of the Registrar, SBSSU, payable at Ferozepur, alongwith the tender. Tenders received without Tender Cost (cash receipt or DD for Rs. 500) and EMD and other relevant certificates as prescribed in the Tender Form, are liable to be rejected.

### 3.11 SECURITY

The successful tenderers shall deposit a security of Rs. 250,000/-**(rupees two lac fifty thousand only)** in the shape of FDR drawn on any nationalized bank in favour of the Registrar S.B.S. State University Ferozepur within **10 days** from the date of awarding of bid, failing which his bid will be cancelled and EMD amount will be **FORFEITED without any further Notice**. The security will be released only (within one year) after the successful completion of the contract and he will produce “No Due” certificate from university’s contract staff working under his control during the period of contract.If the contractor fails to do so, the security amount shall be deposited into the university account and **No interest** shall be paid on the security amount after deposition on the university account.

### 4.1 VALIDITY OF OFFER

The offer made must be kept valid for acceptance for a period of 90 days from the date of its Opening, However, the second lowest or for that matter any other bidder, interested in obtaining the tender after a breach/failure of first successful bidder, will have to give the validity of offer for full year.

### 4.2 Contractor will submit statement of the deposited amount in the EPF account by 15<sup>th</sup> of each month.

**Final security money will be returned back to the contractor if all the contract employees give affidavit/NOC of receipt of their due amount.**

The Contractor must submit EMD of requisite amount in full and copies of Allotment Letter of EPF A/C number, ESI code no./Group insurance Scheme (As applicable) copy of PAN card, affidavit regarding making payment and deposition of EPF etc. as stated in clause 3.3 and list of clients where such type of services had been/are being provided by the firm. In addition the firm has to give an undertaking on its letter pad that it is operating in compliance of the provisions of the “Private Security Agencies (Regulation) Act, 2005” & the “Punjab Private Security Agencies Rules, 2007”.

4.3 The Contractor shall be required to submit the Labour Licence under contract labour act as per rules

### 4.4 TENDERS SHOULD BE SUBMITTED IN TWO BID SYSTEM i.e.. TECHNICAL BID AND FINANCIAL BID.

The tenderer must submit the documents in one sealed envelope marked Technical Bid and the rates in a separate envelope marked Financial Bid dully sealed and signed by the competent person of the firm. The Financial bid shall be opened only when the firm fulfils the requirement for the technical bid.

4.5 Other terms and conditions given, therefore, shall constitute a working part of the order. Contractor will have to put his signature on all the papers of this tender document.

4.6 **The Registrar SBSSU., Ferozepur reserves the right to accept or reject in full or part any or all tenders without assigning any reason thereof contract/agreement.**

4.7 Hon’ble Vice Chancellor of this University will be the sole arbitrator.

4.8 Contractor will abide by all the rules and regulations of labour law including employees Insurance.

## 5.0 MISCELLANEOUS

- 5.1 The Contractor would abide by the Rules/Regulations and other instructions issued by the local authorities/State Govt/Labour Department from time to time.
- 5.2 In case of any theft during the current period of the contract, the Contractor shall be responsible for the same and loss due to theft will be duly recovered from the service charges or from his security deposit /bank guaranty of the Contractor alongwith interest @ 12%.
- 5.3 In case of any damages to the property of the university due to the negligence of the Contractor labour/manpower, the Contractor will have to pay for the losses suffered by the university failing which the losses will be recovered from the service charges or from the security deposit /bank guaranty of the Contractor alongwith interest @ 12%.
- 5.4 The accommodation required for housing of manpower supplied by the Contractor shall be arranged by the Contractor itself.
- 5.5 The Contractor MUST follow the Reservation policy for SC/ST/BC etc. as per Govt. rules.  
In case of any Punjab Govt. notification for abolition of contract of Security services, the contract shall be terminated automatically with immediate effect.
- 5.6 In case of equal service charges quoted by two or more bidders including the existing contractor, then the contract shall be awarded on the basis of their past satisfactory performance and above all the existing (at present working in this University) contractor will be given preference if his services are found satisfactory.

- 5.7 **vkfJo?eNo, seBheh f;Zfynk ns/ T[d:fre ftGkr gzikip, uzvhrVQ d/ gZso 662-690 \$nwbk \$fwsh 09-05-2024 i' fe fJ; d\so ftZu d/ gZso Bzpo 186-190 fwsh 07-06-2024 sfjs Jh-w/b okjhI :{Bhtof;Nh d/ vke Bz a6396 fwsh 07-06-2024 B{z gqkgs j'fJnk j? ns/ fi; ftZu j/m fby/ nB[;ko fB:wk dh fJzB fpzB gkbDk eoBh :ehBh pDkT[D B{z fejk frnk j? fe L-**

**"EPF COMPLIANCE OF CONTRACTUAL/OUTSOURCED EMPLOYEES ENGAGED BY GOVT.**

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**IMPORTANT: CHECK LIST:**

**Technical Bid:** Documents to be enclosed while submitting the tender:

- EMD for requisite amount in full.
- EPF account No. with Proof.
- I/T clearance certificate (if applicable)
- List of Clients
- Letter for Labour License to be submitted while signing the contract
- Copy of **PAN** card of bidder/bidding firm.
- Copy of ESI code no./Group insurance Scheme (As applicable)
- Self declaration regarding submission of Affidavit (in original) regarding payment to the workers and deposition of EPF as per clause 3.3 of this document.
- All rates/charges should be mentioned clearly. Statements like “as per rules/as per Govt. rules” will leads to the rejection of tender bid.
- The company/agency shall submit an undertaking on its letter pad that it is operating in compliance of the provisions of the “Private Security Agencies (Regulation) Act, 2005” & the “Punjab Private Security Agencies Rules, 2007”.
- All papers of tender document are to be signed and stamped by the competent person of the bidding firm.

**Financial Bid:**

- Rates with clear mentioning taxes etc.
- All papers of financial bid should be signed and stamped by the bidder.

**In case this day happens a holiday then the tenders will be opened on the next university working day as per same time schedule. The university will not responsible for any postal delay.**

Tender documents alongwith specifications and terms & conditions be downloaded from university website [www.SBSSU.ac.in](http://www.SBSSU.ac.in). and submitted alongwith DD of Rs. 500/-as tender fee.

**Any corrigendum / addendum / corrections, if any shall be published on the website only. The bidders should keep checking the website and follow accordingly till the day of opening of tenders.**

**SHAHEED BHAGAT SINGH STATE UNIVERSITY**  
**NH-05 MOGA ROAD FERROZEPUR (PUNJAB)**  
**TENDER NOTICE NO.: 2/2020**

Category A, Security Services

**FINANCIAL BID**

TENTATIVE REQUIREMENT	NO.OF	DC RATE PERSONS	EXPENDITURE OF PERSONNEL PER HEAD FOR THE YEAR (As per DC rates applicable)
<b>SECURITY DEPARTMENT</b>			
i) Supervisor (Security)		01	
ii) Security Guards (including leave reserve)		18	
	<b>Total</b>	<b>19</b>	

Rates/Service Charges should be quoted in terms of Lump-sum figure only/ per month of total DC wages rate as per bill to be raised by the Contractor (including that of stitched Uniforms, cane (Danda), weapon, Torch (with batteries) Whistles for security staff and commission and any other expenditures/taxes etc. complete in all respect). Service charges (per month) will remain same during the contract period irrespective of the revised DC rates or change of number of manpower. Tender bids quoting rates/service charges in % (percentage) shall be rejected.

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All rates/charges should be in denomination of Rupees only (minimum Rs.1,) not in paise/friction/decimal etc and it should be mentioned clearly in words and figures. Statements like "as per rules/as per Govt. rules" will lead to the rejection of tender bid.*

**In figure** \_\_\_\_\_

**In words** \_\_\_\_\_

**E.P.F** \_\_\_\_\_

**E.S.I (if applicable)** \_\_\_\_\_

Signature & stamp of the bidder

