



Central University of Jammu

Rahya-Suchani (Bagla), Distt. Samba
Jammu, J&K-181143. website: www.cujammu.ac.in

No: CUJ/EST/T.SS/2019/01

Date: 23rd October, 2019

Issued to: M/s.

e-Tender No: 19/2019-20

**TENDER DOCUMENT
TO
HIRE THE SECURITY SERVICES FROM THE REGISTERED AGENCY ON
24 HOURS (3 SHIFTS) BASIS THROUGH EX-SERVICEMEN / PARA MILITARY
PERSONNEL AND LADIES SECURITY GUARDS FOR THE UNIVERSITY CAMPUSES**



Last date and time to submit the bids : 13.11.2019 by 03.00 p.m.

Date and time of opening of Technical bids at Rahya-Suchani (Bagla), Distt. Samba- 181143 : 13.11.2019 by 03.30 p.m.

Chapter–I: Instruction to the Bidders

1. **Preface:** The Central University of Jammu is presently functioning from two campuses, Temporary Academic Block (TAB) & Hostels at Sainik Colony and Headquarters at Village Rahya-Suchani (Bagla), District Samba.
2. The University is interested to hire the 24 hours (3 shifts) services of Security Agency to look after the security arrangement through Ex-servicemen / Para-military personnel and Ladies security guards in the University campuses. Requirement of upto 62 security guards and 02 supervisors (total of 64) are to be engaged on three shifts basis. The number of personnel may increase or decrease as per the requirement. The University will pay as per the actual number of security personnel hired.
3. The Central University of Jammu invites the sealed tenders in **Two-bid system**. Interested Agencies/Service Providers are requested to submit their bids using **Two-Envelope method** i.e there shall be two separate envelopes. The first envelope i.e Technical Bid shall consist of compliance to eligibility requirements, technical specification and compliance to all terms and conditions. The second envelope i.e Financial Bid shall contain the financial quote in the prescribed format. The sealed envelope shall contain both first and second envelop i.e Technical and Financial Bids respectively and should be superscribed **“TENDER DOCUMENT FOR SECURITY SERVICE”** along with tender number and date, addressed to the Registrar Central University of Jammu, Bagla (Rahya-Suchani) Distt Samba-181143.
4. **Availability of tender form:** The Bidder shall download the Tender Enquiry Document from the websites; www.cujammu.ac.in, <https://eprocure.gov.in/cppp> and <https://cujammu.euniwizarde.com> and shall not tamper/modify it including downloaded Price Bid template in any manner. In case, the same is found to be tempered/modified in any manner, Tender/Bid will be summarily rejected and EMD would be forfeited.
5. **Submission of tender:** Bids shall be submitted through online mode only at <https://cujammu.euniwizarde.com> Bidding process is online but Technical Bid must be submitted (both online & offline). Hard copy of Technical Bid in sealed cover (with respective marking superscripted in bold) should also be sent by post to the “Registrar, Central University of Jammu, Rahya-Suchani (Bagla), District Samba – 181143 (J&K)” prior to bid opening date/time and the same must be uploaded online at <https://cujammu.euniwizarde.com> Tenders received late shall not be considered.
6. **Bid security / EMD:** EMD of Rs. 5.00 lakhs/- must be submitted through Netbanking/ /Debit/Credit card/ RTGS/NEFT challans @ <https://cujammu.euniwizarde.com>
7. The bidder(s) are advised that they should regularly check the University website www.cujammu.ac.in, <https://eprocure.gov.in/cppp> and <https://cujammu.euniwizarde.com> as any change in terms and conditions, specification, date etc shall be notified on the University website www.cujammu.ac.in, <https://eprocure.gov.in/cppp> and <https://cujammu.euniwizarde.com> only.

8. Intending bidders are advised to visit www.cujammu.ac.in, <https://eprocure.gov.in/cppp> and <https://cujammu.euniwizarde.com> regularly till closing date of submission of bid, for any corrigendum.
9. **“Financial Bid”** must be prepared as per Annexure – D and submitted through online mode only at <https://cujammu.euniwizarde.com>
10. All entries in the tender form should be legible and filled clearly. Any unavoidable overwriting or cutting shall be signed by the authorized signatory. The bid shall be valid for 90 (ninety) days from the date of opening.
11. All the columns in financial bid are to be filled in words and figures. The variation in words and figures, if any, the lowest shall be taken into account. The monthly rates are to be based on **30 days** basis (not on 26 days basis). The security shall be provided on all the thirty days.
12. Tender without required documents, incomplete in any respect will be outrightly rejected. Conditional tenders will not be considered.
13. Tender containing false / misleading documents / information will be rejected and may also be liable for consequences for submitting false information.
14. The deployment of Security personnel may be from 01.12.2019 onwards or later in the University campuses at various sites.
15. The successful bidder on award of the contract shall execute an agreement on Rs. 100/- non judicial stamp paper, with Central University of Jammu incorporating the terms and conditions, the cost/expenses for which shall be borne by the successful bidder. The successful bidder will be defined as contractor in the said agreement.
16. The University reserves the right to reject all or any tender in whole, or in part, without assigning any reason thereof.

17. **Schedule of e-Tender:**

1.	Published Date	
2.	Bid Document Download / Sale Start Date	
3.	Bid Submission Start Date	
4.	Bid Document Download End Date	
5.	Bid Submission End Date	
6.	Bid Opening Date(Technical)	
7.	Tender process fee (online mode)	
8.	EMD (online mode)	

Chapter–II: Terms and conditions

18. The contract will be valid initially for a period of one year and on satisfactory performance it may be extended for further period at the same rate on mutual consent basis. The contract may be terminated by either party after giving written notice of not less than one month.
19. Bidder should have minimum three years of experience in providing security services to various reputed organizations (preferably to the government organisations) and should have executed similar service in the last three financial years.
20. The evidence for filing of returns along with Balance Sheet for last three financial years 2016-17, 2017-18 and 2018-19 should be enclosed along with the bid.
21. The bidder must have an Annual Average Turnover of not less than Rs. 2.50 crore during the last three consecutive financial years 2016-17, 2017-18 and 2018-19 certified by a Chartered Accountant. The bidder should not have incurred loss in any two years during the last three years as on 31.03.2019.
22. The agency shall not engage any sub-contractor or transfer the contract to any other person. In the event of the contractor contravening this condition, the Central University of Jammu, shall be entitled to place the contract elsewhere on the contractors account at his risk and the contractor shall be liable for any loss and damage, which the Central University of Jammu may sustain in consequence or arising out of such replacing of the contract.
23. The decision of Central University of Jammu shall be final in considering the security personnel fit to be employed. The personnel engaged should be below 45 years of age and no child labour shall be engaged.
24. In case the agency fails to execute the job after awarding of contract or terminate the contract before completion of period of contract at their own accord, the CUJ shall have the right to forfeit the earnest money and performance guarantee deposited by the agency for the execution of the contract for the remaining period through some other agency. Also, In case the successful bidder declines the offer of contract, for whatsoever reason(s), his EMD will be forfeited.
25. In case of failure to comply with the provisions of the terms and conditions mentioned in the agreement by the agency that has been awarded the contract, the Central University of Jammu reserves the right to award the contract to the next higher bidder or outside agency and the difference of price will be recovered from the defaulter agency who has been awarded the initial contract and this will be binding on the bidder.
26. The contractor shall take due care to comply with the provision of the Contract Labour (Regulation & Abolition) Act, 1970 including all other legal obligations, like Policy Changes proposed by the Government or legal amendments from time to time, during the period of the contract.
27. The contractor shall provide uniforms, ID cards, name plate, lathi, torch, binoculars, vehicle, cell for torch, means of communication between the posts etc to be used by the security personnel.

The number of guns will be provided as per the requirement of the University and the bidder must quote per gun charges separately. The contractor shall be responsible for proper maintenance and upkeep of the uniforms, torch and all other items.

28. The contractor agency will not allow or permit his / their employees to participate in any trade union activities or agitation in the premises of Central University of Jammu, violation of which may result in the termination of the contract immediately.
29. The CUJ will not be responsible for any injury or loss of life of security personnel deputed by the contractor which may take place in the course of their deployment. In case of any mis-happening such as accident / incident, it is mandatory for the agency to take up the follow-up with the legal / police authorities at its own level to the logical end.
30. Taxes deduction at source as per law will be made by the University.
31. The Central University of Jammu reserves the right to remove any person from the office premises considered him to be incompetent or disorderly. Such person shall not be engaged again without the permission of CUJ. The contractor shall provide persons in place of such removed persons without any delay.
32. Any personnel engaged by the agency if found indulged / indulging in illegal and intolerable activities is to be handed over to the police or any other administrative action as deemed fit, against him will be taken besides termination of the contract immediately. Agency shall be solely responsible for the conduct and behavior of all the persons deployed by the agency.
33. The agency shall not replace the staff frequently without proper substitute and without prior permission. In normal conditions security personnel will not be deployed for double duty. However, in case of emergency / urgency, a security personnel may be allowed for not more than two continuous duties with proper written information to the office authorities.
34. The agency / contractor shall work under the overall supervision and direction of the officer authorized by Central University of Jammu.
35. The wages of security personnel will be paid as per the approved rates. In case additional number of security personnel are to be employed as leave relief and for weekly off, then no extra charges shall payable for off day / leave reliever.
36. The charges of firm once accepted by this office shall remain unaltered throughout the period of initial contract of one year, including any extended period at same rate and under same terms and conditions. However, if the University changes its premises, increase the security personnel for service, the same will be increased at the agreed rates and under same terms and conditions.
37. The appropriate committee i.e. Central Purchase Committee may consider any bid, if it feels that inadvertently certain required documents are not enclosed by the firm and the firm promises that the required documents will be furnished within stipulated time. The decision of the committee will be final in this regard.

38. The CUJ does not pledge itself to accept the lowest or any tender and reserves the right to accept the best firm. The decision of the University shall be final in this regard.
39. Whenever any claim for the payment of money arise out of or under this contract against the contractor, Central University of Jammu shall be entitled to recover such sum by appropriating, in part or whole the performance guarantee, earnest money deposited by the contractor. When the balance or the total sum to be recoverable, as the case may be, shall be deducted from any sum then due or which at the time thereafter may become due to be recoverable under this and any other contract with Central University of Jammu, should the sum not be sufficient to cover the full amount recoverable, the contractor shall pay to Central University of Jammu on demand the remaining balance due.
40. The payment will be processed for release as per the attendance of the guards' duty ascertained by the University on submission of ESI and EPF statement from the concerned competent authority. The payment will be disbursed into the bank account of the guards and to submit the bank statement or the payment will be disbursed to the guards in presence of the University officials.
41. The billing cycle will be calendar month. The Agency shall submit the bill by 3rd of next month to process for release of payment. However, the Agency has to make payment to the workers on or before 7th of every month and payment of wages is not linked to the clearance of the bill by CUJ office. The agency will submit bill with following information and documents.
 - a) The wages of security personnel for last month may be credited to their Bank account No..... (to be mentioned by the agency) and the details of payment along with Bank Account No. to be uploaded by the Agency on their website, if there is no website of the Agency, it is to be sent by mail / hand to this office in hard copy.
 - b) ESI, EPF contribution, Service Tax and other statutory dues paid for the month of (previous month) deposited on date..... (copies of challans to be enclosed).
 - c) Undertaking that all statutory Labour Laws including Minimum Wages (Central) Act is being compiled with.
42. No claim such as leave-cum-salary, PF, ESI, bonus and services charges etc, shall be allowed on any ground, and any such financial liabilities shall be borne by the security agency.
43. In case of emergency and residual situations, the contractor has to make the personnel available to cater for emergency services and urgent works entrusted by this office as and when need arises.
44. The University has taken the minimum wages (central) in force placed at Annexure-'C' and the same will be revised as per the order of the Office of the Chief Labour Commissioner (C) issued from time to time. However, the charges of the firm will remain same throughout this contract.
45. The contractor shall indemnify and shall keep this office indemnified against acts of omission or negligence, dishonesty or misconduct of the men engaged for the security and this office shall not be liable to pay any damages or compensation to such person or to third party. All damage caused by the security personnel shall be charged from the contractor and recovered from its dues / bills.

46. All existing statutory regulations both State & Central Governments shall be adhered to and complied with by the Security contractor and all records maintained thereof should be available for scrutiny by this office. The Contractor shall strictly comply with the terms and conditions of the agreement which will be executed with the successful agency. Failure by the agency to comply with such statutory requirements and / or the terms of the agreement during the period of agreement or deficiency in services shall result in termination of the contract and the performance guarantee deposit will be forfeited.
47. The Agency shall hold a valid license from the competent authority under “the Private Security Agencies Act 2005” as amended from time to time and to comply with the requirement or the list firm of Director General of Resettlement, New Delhi.
48. The agency must be registered with the following statutory authority and also furnish attested copies of the documents.
 - I. a) Registration certificate under:
 - (i) Contract Labour (R&A) Act, 1970.
 - (ii) Employees State Insurance (ESI) Office.
 - (iii) Employees Provident Fund (EPF) Commissioner under the Provident Fund Act or as per requirement by law
 - (iv) Income tax, GST tax, TIN and PAN number.
 - b) Income tax return for 2016-17, 2017-18 and 2018-19 GST clearance certificate for the period ending March 2019.
 - c) Copy of ESI / EPF payment for the financial year 2016-17, 2017-18 and 2018-19.
 - d) Balance sheet audited by CA for 2016-17, 2017-18 and 2018-19.

OR

II. The listed firm of Director General of Resettlement, New Delhi.

49. In case of any accident to the personnel employed by the agency during the business time, the agency alone is liable to pay workmen’s compensation and any other statutory due or payments and the University is not liable for any payment of such kind.
50. The responsibility of payment of wages for the personnel deployed to carry out the contract lies with the contractor and the University shall not entertain any representations, whatsoever in this regard.
51. The Proprietor of the Agency or his authorized representative shall visit the Security office / officials twice a week for review of the security system at the University campuses.
52. The security personnel working in the University at different posts shall cover the area earmarked by the administration for patrolling. The premises include the covered area of the building and outside space within the boundary of the building to be guarded by the security personnel.

53. The security personnel under the agency shall follow the instructions of the University from time to time. The Security Agency will be under the administrative control of the University and the Security personnel while performing the duties will be under supervising control of First Party. The Security personnel shall perform the duties with utmost care and loyalty and they neither develop undue familiarity nor join any union of the employees of Second Party. The First Party shall be held responsible for the entire administration of security staff under law for the time being in force.
54. In case, any statutory authority imposes any punishment like fines etc due to security lapses, and if the University is made a party in such penal action, the University has the right to retain the security deposit etc, until it is proved to the satisfaction of the University that such penal actions are ceased. Such penal actions may also be a reason for termination of contract.
55. The security personnel at the University shall check and ensure that all the Departments / Branch / Buildings are properly locked after the office hours.
56. If any theft or loss of property is reported by any Department / Branch / Section due to the negligence or improper action of any trespass of unauthorized persons, the security agency shall be responsible and the University shall have the right to recover damages from the payment dues & the Security Deposit of the agency.
57. During the period of agreement, the University is at liberty to alter / modify / add / delete any of the conditions of the agreement in the interest of the University.
58. The successful bidder will be allowed to commence the business upon fulfillment of formalities like payment of security deposit / performance guarantee and execution of agreement etc.
59. No person who has been convicted by a competent court or who has been dismissed or removed on grounds of misconduct or moral turpitude while serving in any of the armed forces of the union, state police organizations, Central / State Governments or in any private security agency shall be employed or engaged as a security guard or a supervisor. No person who is facing criminal charges or being contemplated against him shall be deployed for watch and ward in the University.
60. The agency should maintain strict discipline in dealing with the University employees and should not act in any manner unbecoming of a security person.
61. The University shall not provide any accommodation for guards or other personnel deployed.
62. An ISO certified will be preferred based on Minimum Wages Act (Central), if rates are reasonable and based on site visits of the agency or the listed firm of Director General of Resettlement, New Delhi.
63. Any person who may be or has been employed or engaged as a security guard by the private security agency shall not divulge to anyone other than the University authorities any information

acquired by him during such employment with respect to the work which he has been assigned by such employer.

64. The agency should provide the names, addresses and photographs of the security guards / supervisors deployed in the University.
65. In case if it is required to engage guards on extra duty / overtime, it shall not exceed 100 hours or 1/3 of the salary, whichever is less per month per guard, subject to approval of the University.
66. The firm will be required to submit the copy of pension payment order in respect of Ex-Servicemen / Para military personnel at the time of contract.
67. The firm should ensure that the Security guards should be well versed in basic fire fighting to meet any eventuality.
68. In case of any dispute, Jammu will be the Jurisdiction and the Vice Chancellor, Central University of Jammu shall decide the issue and his decision will be final and shall be binding on both the parties.
69. In case of any disagreement or dispute between the first party (i.e. Central University of Jammu) and the second party (i.e. agency) arising out of or due to the terms and conditions of contract agreement, the Central University of Jammu shall have the discretion for settlement of such disputes by appointing a sole arbitrator and the award so made by the arbitrator shall be final and binding on both the parties. Jurisdiction shall be Jammu only, for any dispute.

Chapter–III: Scope of work

70. To maintain 24 hours fool-proof security in 3 shifts system in the University campuses at various posts, offices and at different campuses.
71. The Agency shall restrict the entry of all unauthorized person in the University campuses.
72. The agency shall maintain all security registers such as in & out registers, Vehicle Movement Register, Visitor's Register, Material Register, Gate Pass Register etc.
73. The Agency shall check the Vendors' passes carefully.
74. Any other security related duties assigned in the manner as provided from time to time by the University.
75. The Agency shall maintain cordial relations with the University community.
76. The agency must produce original Bio-data / credentials of security personnel for verification.

Chapter–IV: Job responsibility of the Agency

77. To make compliance to all the provisions of Labour Laws applicable.

78. The security Supervisor to submit day to day report of the happenings in the University and give suggestions for strengthening the overall security.
79. In case of any loss or theft of office property, equipments, furniture etc. attributable to the negligence of the agency personnel, as decided by the CUJ, it shall be made good by the agency and in the event of failure on their part to do so within a period of one month, the same shall be made good by the event of performance guarantee and if the amount of loss or damage exceeds the amount of performance guarantee, then the amount shall be recovered from the agency either out of the dues payable to the agency or through the court of law.
80. The terms and conditions contained in this tender notice shall form part of and shall be taken as if they were included in the contract agreement to be entered into by the successful bidder.

Chapter–V: Tender Process

81. The filled in tender form along with proforma prescribed at Annexure A-C complete in all aspects shall be submitted in two bid in single sealed covers addressed to the **Registrar Central University of Jammu, Rahya-Suchani (Bagla), Distt. Samba - 181143.**
82. Late submission of tenders shall not be accepted. If the tenders are sent by Post / Courier, it should be ensured that cover should be intact at the time of reaching destination without any damage or loss. The University is not responsible for any delay on account of postal / courier services.
83. The Earnest Money Deposit (EMD) of **Rs. 5,00,000/-** (Rupees five lakh only) in the shape of Netbanking/ /Debit/Credit card/ RTGS/NEFT of challans @<https://Cujammucuj.wizard.com>. Without EMD, the bid will be rejected. The EMD of unsuccessful bidders will be returned without interest after finalization of tender and for successful bidders, the EMD will be returned without interest on receipt of performance guarantee.
84. Performance Guarantee: The successful bidder's has to deposit performance security of **Rs. 12,50,000/-** (Rupees twelve lakh fifty thousand only)for contract period in the shape of FDR/CDR/BG of national / scheduled bank pledged in favour of "Finance Officer, Central University of Jammu", payable at Jammu which is refundable after the expiry of the contract period plus one month without interest subject to recoveries of any of the damages or loss of property caused to the University during the course of the contract period.
85. The bidder shall sign and stamp each page of this tender document and all other enclosures appended to it as a token of having read and understood the terms and conditions contained therein and submit the same along with the bid. The bidder would fill up the information in the Annexure enclosed at the end of this document in clear and legible terms. Annexure shall also have to be signed and stamped by the bidder or its authorized signatory. The bidder shall quote their rates for the service to be provided as **rate per security supervisor and guard per month of 30 days** (in both words & figures) which should include PF, ESI, dress, lathi, torch, dress, ID

card, bonus and all other charges. No additional amount will be payable over and above the rates thus quoted. The gun charges are to quoted separately.

86. The tender documents are not transferable. Conditional tenders will not be considered.
87. The University shall scrutinize the documents furnished by the firm and to short list the firms on lowest quoted basis. The firms who have quoted as per the minimum wages (central) will be considered. Thereafter the committee may visit the actual performance of the firm at security deployed sites and to recommend any firm starting from L-1 to L-2, L-3 etc. The University reserves the right to consider single or more firm for all the campuses at Jammu city and Campus at Bagla village, District Samba or separate firms for both the location. The decision of the University shall be final in this regard.
88. The short listed tender along with the documents will be submitted to the 'competent authority' and upon approval by the 'competent authority' the successful bidders will be intimated about the award of contract to them.
89. If the attendance falls short of contracted minimum number of persons, penalty @ Rs. 500/- (Rupees five hundred) per person per day shall be deducted from the bill. The amount so deducted shall be final and no claim whatsoever will be entertained under any circumstances.
90. Any security guards / supervisors found without I.D. cards shall be treated as absent and shall not be allowed in the campus.
91. A penalty up to Rs. 1,000/- (Rupees one thousand only) per instance will be imposed on the agency, if the Security personnel, while on duty:
 - i. Found in drunken position
 - ii. Misbehaves with any person
 - iii. Found slept
 - iv. Left the place (except in circumstances beyond his control)
 - v. Any other act which as per the decision of the authority constitute an offence.
92. The agency should deploy energetic and trained security personnel between the age group of 18-45 and preferably Hindi / Urdu speakers. In all the three shifts, the security staff shall be properly dressed, possess whistle, lathi and torch light etc. If any guard is not suited to the duty, the security agency must replace such guard immediately.

Date: 23rd October, 2019
K)

Encl:

Annexure-A: Declaration	(1 page)
Annexure-B: Required technical, allied information & amount quoted	(2 pages)
Annexure-C: Details of amount quoted	(1 page)

Registrar
Central University of Jammu,
Jammu (J &

Annexure-D: Instructions to bidders for e-tender (1 page)

Chapter–VI: Annexure A-C and documents to be furnished by the bidders.

Annexure–A

DECLARATION

(To be filled by the agency on its letter head and must be submitted to submit along with the bid)

1. I,..... Son / Daughter / Wife of Shri.....
..... Proprietor / Partner / Director / Authorized signatory of M/s.
..... and competent to sign this declaration and execute
this tender document on behalf of agency.
2. I have carefully read and understood all the terms and conditions of the tender and hereby convey my acceptance of the same.
3. The information / documents furnished along with the above application are true and authentic to the best of my knowledge and belief. I / We, am / are well aware of the fact that furnishing of any false information / fabricated document would lead to rejection of my tender at any stage besides liabilities towards prosecution under appropriate law.

Signature with date & seal of the agency :

Name of the applicant :

Designation :

Note: The above declaration may be furnished on the letter head of the agency, duly sealed by the authorized signatory of the company, should be enclosed with the tender.

Annexure-B**Required technical and allied details of the firm***(To be filled by the agency and to be submitted along with the bid)*

Sl. No.	Particulars	Details (if yes, furnish certificate No.)	Appendix No. (attached in bid)
1	Name of the Firm / Agency:	M/s.	
2	Status of the Firm / Agency: (Proprietorship / Partnership / Joint Stock Co. etc)		
3	Name of the Proprietor / Partner / Director		
4	Address:	--	--
	a) Head Office		
	b) Office at Jammu		
5	Phone, Mobile No., E-mail & website		
6	Documentary proofs of:	--	--
	a) i). Valid Registration with competent authority, certificate No	Yes / No	
	ii). Registration/licence from controlling authority appointed under J&K Private Security Agencies (Regulation Act,(J&KPSARA) 2015	Yes / No	
	b) Proof of incorporation inception of agency for supply of manpower / valid labour license	Yes / No	
	c) EPF registration proof	Yes / No	
	d) ESI registration proof	Yes / No	
	e) TIN / PAN / GST No.	Yes / No	
	f) Income tax return for 2016017	Yes / No	
	g) Income tax return for 2017-18	Yes / No	
	h) Income tax return for 2018-19	Yes / No	
	i) Balance sheet for 2016-17	Yes / No	
	j) Balance sheet for 2017-18	Yes / No	
	k) Balance sheet for 2018-19	Yes / No	
	l) GST Tax clearance certificate for the period ending 31.03.2019	Yes / No	
	m) Experience certificate, where the agency has deployed more than 20 security personnel at a time.	Yes / No	

	n) Annual turnover for financial year 2016-17	Rs.	
	o) Annual turnover for financial year 2017-18	Rs.	
	p) Annual turnover for financial year 2018-19	Rs.	
7	Total number of employees in the agency		
8	Earnest Money deposit details:	--	--
	a) Amount	Rs. 5,00,000/-	
	b) Name of the drawer and issuing bank		
	c) No. and date of bank draft/RTGS/NEFT		
9	Details of demand draft & amount (in case of tender document downloaded from University website).	Rs.	

Note: The wages and all other charges includes uniforms, ID cards, name plate, lathi, torch, vehicle, biangular, cell for torch, means of communication between the posts etc and the contractor shall be responsible for proper maintenance and upkeep of the uniforms, torch, all other items etc.

Declaration: I hereby certify that the information furnished above is true and correct to the best of my / our knowledge. I understand that in case any deviation is found in the above statement at any stage, I / we will be blacklisted and will not have any dealing with the University in future.

Signature with date & seal of the agency :

Name of the Applicant :

Designation :

Annexure-C

Minimum Wages (central) to be paid to the firm as per the order issued by the Labour Commissioner (central), Ministry of Labour and Employment, GOI and the same will be revised from time to time as revised by the Government of India.

The details of the amount quoted: *(To be filled by the agency & must be submitted along with bid)*

Wages details of Security personnel	Per Security Supervisor	Per Security Guard (Ex-Servicemen / Para Military Personnel)	Per Lady Security Guard
1) Basic Wages(per day)			
2) V.D.A. per day on wages (1) (as on 01.04.2015)			
3) EPF @ 12% per day wages (1+2)			
4) Admin charges @ 10% of PF (3)			
5) Employees Death Life Insurance (EDLI) @ 1% (1+2)			
6) ESI @ 4.75% per day wages (1+2)			
7) Sub-total (Per day wages)			
8) Wages for 30 days (7x30)			
9) Per gun charges with license per month per day			
10) Charges of firm per supervisor/ security guard per month			
11) GST@18% of 1 to 10			

Signature with date & seal of the agency :

Name of the Applicant :

Designation :

Annexure-D

INSTRUCTIONS TO BIDDERS FOR E-TENDER:

Special Instructions for e-Tender. Submission of online Bids is mandatory for this Tender.

For conducting electronic tendering, CUJ is using the portal <https://cujammu.euniwizarde.com> of M/s ITI Ltd, a Government of India Undertaking.

1.0 Tender Bidding Methodology:

The offer should be submitted through e-tendering mode in the website <https://cujammu.euniwizarde.com> containing two e-bid viz. Technical and Financial Bid. The Bids will be uploaded along with all signed and scanned documents those are required for particular tender.

Digital Certificate:

It is mandatory for all the bidders to have class-III Digital Signature Certificate – Signing + Encryption (in the name of person who will sign the Bid) from any of the licensed Certifying Agency (Bidders can see the list of licensed CA's from the link www.cca.gov.in) to participate in e-tendering.

2.0 Registration:

To participate in the e-tendering submission, it is mandatory for applicants to get registered their firm/company in e-tendering portal of ITI. <https://cujammu.euniwizarde.com> to have user ID & password from M/s ITI Ltd., The Annual registration charges for vendors/suppliers are Rs.2000/+18%GST-per annum (Pay Online). The procedure for the registration is as under:

- 1) Go to the website <https://cujammu.euniwizarde.com> In the home page, click on “Registration”
- 2) In the Vendor Registration form, vendor has to fill up the all mandatory applicant details. After submission of registration form, you will get the verification link on your registered mail id, after verification you log in your account with your user id and password and complete the all activity related to registration etc. Document uploading, paid registration fee, after completion of registration payment, you need to send your acknowledgement copy on our held desk mail id helpdeskeuniwizarde@gmail.com ewizardhelpdesk@gmail.com for activation of your account.

3.0 SEARCHING FOR ONLINE TENDER DOCUMENTS

There are various search options built in the e-tender Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, Item/work id, Title, Date, etc.

Once the bidders had selected the tenders in which they are interested, bidder can pay the processing fee **Rs. 5900.00 (NOT REFUNDABLE)** by Net-banking / Debit / Credit card then you may download the required documents / tender schedules, Bid documents etc. Once you pay both fees, tenders will be moved to the respective “Register” Tab. This would enable the e-tender Portal to intimate the bidders through e-mail in case there is any corrigendum issued to the tender document.

Please feel free to contact ITI Helpdesk (as given below) for any query related to e-tendering.

1. **Helpdesk landline No: 011-49606060**
2. **Mr. Varun Tomer +919205898229**
3. **Mr. Birendra Kumar +919205898228**