



CHANAKYA NATIONAL LAW UNIVERSITY, PATNA

Nyaya Nagar, Mithapur, Patna -1, Ph. No. – 0612-2352300, Website: <http://cnlu.ac.in>

NIQ No.- 13/2024-25

Date : 24.05.2024

E-TENDER NOTICE FOR SECURITY SERVICES INSIDE CNLU CAMPUS

Through e-procurement mode only <https://eproc2.bihar.gov.in>

Chanakya National Law University invites E-Tender in two bid system (Technical and Financial) from the reputed bidders for Providing Security Services in University premises.

1.	Name of the Work	:	Providing Security Services
2.	Estimated Cost	:	NIL
3.	Cost of Document (Non-Refundable)	:	Rs. 5000/- (Rs. Five Thousand) Only.
4.	Earnest Money Deposit	:	Rs. 60000/- (Rs. Sixty Thousand) Only.
5.	E-Tender Processing Fee	:	As per Eproc2 website
6.	Bid start Date	:	From 24.05.2024
7.	Date of Pre-bid meeting	:	30.05.2024 (Offline) at the Chamber of Registrar, CNLU, Patna at 02:30 pm.
8.	Last Date & Time for Uploading of bids	:	07.06.2024 till 02:00 pm.
9.	Date & Time of Opening of Technical Bids	:	07.06.2024 at 02:30 pm.
10.	Date & Time of Opening of Financial Bids	:	Will be intimated later
11.	Place of Opening of Bid	:	Registrar's Chamber
12.	Periods of Bids Validity	:	60 days
13.	Officer inviting Bids	:	The Registrar, CNLU, Patna.
14.	For participation in E-tendering proc. The contractor shall have to get themselves registered to get User ID, Password & Digital Signature. This will enable accessing the website https://eproc2.bihar.gov.in & download / Participate in E-Tender.		
15.	The tender document can be obtained through our website https://eproc2.bihar.gov.in & https://www.cnlu.ac.in		
16.	(i) Bid Processing Fee to be paid through online mode i.e., Internet payment gateway (Credit/Debit Card), Net Banking, NEFT/ RTGS. (ii) Bids along with necessary online payments must be submitted through e-procurement portal https://eproc2.bihar.gov.in before the date & time specified in the NIQ. (iii) The department does not take any responsibilities for the delay /Non availability of internet connection, Network Traffic / Holidays or any other reasons.”		
17.	Bid Document cost should be paid as per https://eproc2.bihar.gov.in		
18.	Earnest Money Deposit (EMD) shall have to be paid through e-payment.		
19.	The authority shall have to right to reject the bid without assigning any reason what so ever. For any information department Contact No. 0612-2352300 may be used.		
20.	For queries and clarifications, if any send e-mail to registrar@cnlu.ac.in		
21.	For support related to the e-tendering process, bidders may contact “e-procurement HELP DESK, mjunction services limited RJ Complex, 2 nd Floor, Canara Bank Campus, Khajpura, Ashiana Road, P.S. –Shastri Nagar, Patna-800014, Bihar, Contact No. 18005726571.		



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Scope of work

- I. The Service provider shall have to provide the security services in the Chanakya National Law University Nyaya Nagar, Mithapur, Patna-800001.
- II. Service provider will deploy one supervisor, **Twenty (23) male guard and three (03) female guard** in University.
- III. The service provider shall ensure protection of the personnel & property of the university, prevent trespass in the assigned area with/without arms, perform watch and ward functions including night patrol on the various points and to prevent the entry of stray dogs and cattle and anti-social elements, unauthorized persons and vehicle into the campus of the Chanakya National Law University.
- IV. Security covers to various official functions, students' functions, VIP Visits, Social and religious functions organized by the campus community.
- V. Maintain vigil and undertake surveillance for control of untoward incidents, specially involving the outside elements.
- VI. Assist the Institute in maintenance of day to day discipline and smooth running of various activities.
- VII. Provide timely intelligence inputs to the Institute administration.
- VIII. To manage and monitor all entry and exit points and deal with defaulters ensuring that the persons of doubtful antecedents are not permitted inside campus.

Eligibility Criteria:

Bidders having the below mentioned documents shall be eligible for participating in this tender. List of documents are as mentioned below as per Annexure – I.

1. Scan of duly signed & stamped scan of document in which Name of the Firm, Address with contact number, FAX, E-mail of the Firm and Firm's Bank Account Details with Bank Name & Address and IFSC / RTGS codes mentioned.
2. Scan of PAN card (in name of Proprietor in case of Proprietorship Firm) & GST certificate.
3. Scan of Affidavit as per Annexure-II
4. Scan of updated valid registration certificates of registered under Indian Companies Act 1956 / Partnership Act or Proprietorship / Registered with MSME for Providing Security Service.
5. The agency must have carried out at-least one similar work of **Rs. Thirty Lakhs** during any of previous last three years in Government / Education Institution / University / Autonomous organizations or Public Sector Undertakings. Copy of **work orders along with satisfactory performance certificate from competent authority should be uploaded by Quotationer.**
6. Scan of details of trained Security Personnel (at least 200 and above with UAN No.) available with the service provider.
7. Scan of ESI certificate
8. Scan of EPF certificate
9. Scan of ISO 18788-2015 certificate.
10. Scan of PSARA Certificate.
11. Scan of the receipt of depository through NEFT / RTGS for EMD.
12. Scan of the receipt of depository through NEFT / RTGS for Cost of Document.
13. Scan of Document in support of annual turnover of Rs. 10,00,00,000/- (Ten Crore) in any year of the last three financial Years i.e., 2020-21, 2021-22 and 2022-23 duly certified by Chartered Accountant.
14. Copies of IT return of last three financial years.



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Duties and Responsibility of Security Staff

1. The Security Supervisor will be responsible for overall security arrangement of the concerned university covered under the contract.
2. Security Supervisor will ensure that all the instructions of the administration are strictly followed and there is no lapse of any kind.
3. No outsiders are allowed to enter in the building without proper Gate Pass issued by the Authorized Officer of the university.
4. No items are allowed to be taken out without proper Gate Passes issued by the competent officers as laid down in the contract or authorized by the employer for in-out movement of stores or any item whatsoever. The specimen signatures and telephone numbers of the above stated officers will be available with the Security personnel.
5. The officers and staff of the university will keep the Identity cards with them for checking and allowing entry by the security personnel.
6. Deployment of Guards/Security Supervisors will be as per the instructions of the authorities of the university and the same will be monitored personally by the concerned authorities from time to time for its optimum utilization.
7. Security personnel deployed in the premises on holidays and Sundays will be assessed as per actual requirement and the number of personnel will be suitably reduced.
8. The Security Supervisor/Guard will also take round of all the important and sensitive points of the premises as specified by the Department.
9. The Guards on duty will also take care of vehicles, scooters/motor cycles/bicycles parked in the parking sites located within the premises of the Department.
10. Entry of the street dogs and stray cattle into the premises is to be prevented. It should be at once be driven out.
11. The Guards on patrol duty should take care of all the water taps, valves, water hydrants, etc. installed in the open all over the premises.
12. It should be ensured that flower plants, trees and grassy lawns are not damaged either by the staff, outsiders or by stray cattle.
13. The Security Guards/Supervisors should be trained to extinguish fire with the help of fire extinguishing cylinders and other fire-fighting material available on the spot. They will also help the fire-fighting staff in extinguishing the fire or at the time of facing any other natural calamities.
14. In emergent situations, security staff/supervisor deployed shall also participate as per their role defined in the disaster plan, if any, of the University. Guards/Supervisors should be sensitized for their role in such situations.
15. The Security Supervisor/Guards are required to display mature behaviour, especially towards female staff and female visitors.
16. The Security Guard on duty shall not leave the premises until his reliever reports for duty.
17. Any other provisions as advised by the university may be incorporated in the agreement. The same shall also be binding on the contractor.

Terms & Conditions:

1. **Quotationer can quote for the work mentioned in 'Scope of Work'**
2. All labour bye laws & regulations of Bihar Government are to be followed by the contractor.
3. Tender document shall not be acceptable through post, courier or any offline mode. Interested bidders are advised to submit the bid only through our e-Tendering portal i.e., e-proc2.



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4. All the day to day work assigned by the Competent Authority of CNLU should be completed within the stipulated time frame with staff prescribed by the firm.
5. Scanned documents as mentioned in Eligibility criteria is mandatory as per Annexure-I. Bidder should upload all the scan of Genuinedocuments otherwise their technical bid shall be declared non responsive.
6. Original document of Affidavit as per Annexure-II should be submitted by bidder during opening of Technical Bid.
7. Quotationer or their authorized representative should remain present during the Pre-Bid meeting and at the time of opening of Technical Bid and bidders whose technical quotation is declared responsive should remain present at the time of opening of Financial Bid.
8. The price will be remain firm and fixed during the pendency of contract. It will not vary on any account whatsoever.
9. EMD Cost: Rs. 60000/- (Rupees Sixty Thousand Only) should be submitted through e-payment mode. Scan of the receipt of depository should be uploaded on our e-tendering portal while submitting the bid.
10. Cost of tender fee: Rs. 5,000.00 (Rupees Five Thousand Only) should be submitted through e-payment mode. Scan of the receipt of depository should be uploaded on our e-tendering portal while submitting the bid.
11. Tender processing fee: As per Eproc2 website.
12. Incomplete bid and bid without genuine documents are liable for rejection. No responsibility will be taken for anytype of technical glitch while online submission of bid.
13. Notwithstanding anything to the contrary in this document, the Chanakya National Law University is not bound to accept the lowest quotation and reserves the right to accept or reject any quotation, to reject quotations for some or all items and to cancel the bidding process at any time prior to the award of contract, without assigning any reason whatsoever.
14. **Agreement & Performance Security**
 - a) Successful bidder shall enter into the agreement on **Rs. 1,000.00 (Rupees One Thousand) non judicial stamp paper** within **fifteen working days** from the **date of work order**.
 - b) EMD shall be adjusted in amount of performance security. Performance Security will be deducted @ 5% from running bill of successful bidder.
 - c) Performance Security will be refundable after **60 days of successful completion of contract period**.
15. **Amendment of Quotation Document.**
 - a) At any time prior to the last two days for receipt of quotations, the client may for any reason, whether at its own initiative or in response to a clarification requested by a prospective Quotationer, modify the Quotation Document by an amendment.
 - b) The amendment will be notified through official online portal of eproc2 bihar/ official website of Chanakya National Law University for all the prospective quotationers.
 - c) In order to afford prospective quotationer reasonable time may to take the amendment into account in preparing their quotations, the University may, at its discretion, extend the last date for the receipt of the Quotations.
16. Chanakya National Law University reserves the right to withdraw / amend the quotation at any stage without assigning any reason whatsoever.
17. University will not provide residential facility to deployed personnel of successful bidder inside campus.
18. Work shall be done strictly as per scope of work and direction of competent authority of CNLU, Patna.
19. Clarification regarding contents of the quotations: During evaluation and comparison of quotations, the University may, at its discretion, ask the quotationer for clarification of his quotation. The request for clarification will be given in writing and no change in prices or substance of the quotation will be sought,



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offered or permitted. No post-quotation clarification on the initiative of the quotationer will be entertained.

20. Any Suggestions/Clarifications may be put forth in the pre bid meeting or through written letter / e- mail to registrar@cnlu.ac.in up to 29.05.2024 till 05:00 pm.
21. Price should be quoted in Indian Rupees only.
22. The Quotationer shall take all precautions to avoid accidents. He / She shall be responsible for all damages, accidents, caused due to negligence. Or otherwise and will be liable to compensate the damage in carried (e.g. Any)
23. Normally first lowest responsive quotationer will be considered for awarded of work.
24. All the risks of loss of or damage to physical property and of personal injury and death which may arise during and in consequence of the performance of the contract other than the expected risks will be the responsibility of the contractor / firm.
25. The contract initially will be for a period of one year from the date of award notified by CNLU, Patna. However, it can be extended on the same terms & conditions subject to satisfactory work of the contractor for another six months/one year or till the execution of new contract, whichever is earlier. It may come to end any time provided the services are not up to mark. The termination will precede 30 days advance notice to the service provider.
26. The service provider shall immediately replace any of its personnel who is found unacceptable to CNLU because of security risk, incompetence, conflict of interest, improper conduct etc. up on receiving a notice from CNLU. No association or trade union activities will be allowed by the manpower supplied by the agency.
27. Monthly wages will be disbursed by the agency from their own resources before 7th of each month for the previous month. After receiving proof of same along with other statutory challans submitted, the payment for the subsequent month will be released.
28. The agency shall provide able and healthy persons for Security work. A list of persons is to be submitted within 10 days of issue of L.O.I / W.O failing which the matter will be viewed as a breach of contract.
29. In the event of any labour problem it shall be the responsibility of the service provider to settle the issue at his own risk & cost. During the period of such problem or any other reasons, if the services are disrupted, the cost incurred by the University shall be deducted from the contractor or his bill.
30. **TERMINATION OF CONTRACT DUE TO CONTRACTOR'S FAULT:** Conditions leading to termination of contract:
 - i) If the service provider
 - a) becomes bankrupt or insolvent, or,
 - b) makes arrangements with or assignment in favour of his creditor, or agrees to carry out the contract under a committee of inspection of his creditors or
 - c) being a company or corporation goes into liquidation by a resolution passed by the Board of Directors/ General Body of the share-holders or as a result of court order (other than voluntary Liquidation for the purpose of amalgamation or reconstruction); or
 - d) has execution levied on his goods or property or the works, or
 - e) assigns or sublets the contract or any part thereof otherwise than as provided for under conditions of this contract, or
 - f) abandons the contract, or
 - g) persistently disregards instructions of the Officer or contravenes any
 - h) provisions of the contract, or
 - i) fails to take steps to employ competent and/ or additional staff and labour, or
 - j) promises, offers or gives any bribe, commission, gift or advantage, either himself or through his partners, agents or servants to any officer or employee of the Officer or the Employer, or to any



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person on their behalf, in relation to obtaining or execution of this or any other contract with the Employer, or

- k) Suppresses or gives wrong information while submitting the Quotation.

Note 1 : In any such case or other case deemed fit by CNLU the University may serve the service provider with a notice in writing to that effect and if the service provider does not, within Seven days after delivery to him of such notice, proceed to make good his default in so far as the same is capable of being made good, and carry on the work or comply with such instructions as aforesaid to the entire satisfaction of the Officer, the university shall be titled after giving 48 hours' notice in writing to terminate the contract, as a whole or in part or parts (as may be specified in such notice).

31. **Fore-closure of Contract:**

- a. The CNLU/Officer shall be entitled to fore-close the contract, at any time. Notice in writing from the University of such Closure and reasons therefore, shall be conclusive evidence therefore.
- b. The Contractor shall have no claim to any payment of compensation.

32. **SETTLEMENT OF DISPUTES** - Dispute, if any, will be subject to Patna Jurisdiction only.

33. The antecedents of security staff deployed shall be got verified by the contractor from local police authority and an undertaking in this regard to be submitted to the University and University shall ensure that the contractor complies with the provisions.

34. The Contractor will maintain a register on which day to day deployment of personnel will be entered. This will be countersigned by the Security supervisor/officer of the university. While raising the bill, the deployment particulars of the personnel engaged during each month, shift wise, should be shown.

35. Adequate supervision will be provided to ensure correct performance of the said security services in accordance with the prevailing assignment instructions agreed upon between the two parties. In order to exercise effective control & supervision over the staff of the Contractor deployed, the supervisory staff will move in their areas of responsibility.

36. All necessary reports and other information will be supplied immediately as required and regular meetings will be held with the Registrar, Chanakya National Law University, Patna.

37. Contractor and its staff shall take proper and reasonable precautions to preserve from loss, destruction, waste or misuse the areas of responsibility given to them by the University and shall not knowingly lend to any person or company any of the effects of the University under its control.

38. The security staff shall not accept any gratitude or reward in any shape.

39. That in the event of any loss occasioned to the University, as a result of any lapse on the part of the service provider which will be established after an enquiry conducted by the University, the said loss can claim from the contractor up to the value of the loss. The decision of the Registrar will be final and binding on the agency.

40. The service provider shall do and perform all such security services, acts, matters and things connected with the administration, superintendence and conduct of the arrangements as per the direction enumerated herein and in accordance with such directions, which the University may issue from time to time.

41. The service provider shall be responsible to maintain all property and equipment of the entrusted to it.

42. The service provider will deploy supervisors as per the need given by the University. The supervisor shall be required to work as per the instructions of Vice-Chancellor / Registrar, Security Officer of Chanakya National Law University, Patna.

43. The personnel engaged by the contractor shall be dressed in neat and clean uniform (including proper name badges).



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44. The personnel engaged have to be extremely courteous with very pleasant mannerism in dealing with the Staff/Students/Attendants and should project an image of utmost discipline. The University shall have right to have any person moved in case of students/staff complaints or as decided by security officer if the person is not performing the job satisfactorily or otherwise.
45. Any damage or loss caused by contractor's persons to the University in whatever form would be recovered from the contractor.
46. The university will give basic training/familiarization of the Security and door keeping services required to be done by the personnel to be deployed by the contractor under the contract for 2 to 3 days and this period will not be counted as shift manned by contractor's personnel for the purpose of payment under the contract.
47. The service provider shall deploy his personnel only after obtaining the approval of University. The service provider should submit the curriculum vitae (CV) of these personnel. The University shall be informed at least one week in advance and contractor shall be required to obtain the Chanakya National Law University approval for all such changes along with their CVs.
48. During the course of contract, if any contractor's personnel are found to be indulging in any corrupt practices the university shall be entitled to terminate the contract forthwith duly forfeiting the contractor's Performance Security.
49. The contractor shall not engage any such subcontractor or transfer the contract to any other person in any manner.
50. The contractor shall not change the any guard without written permission of Registrar, CNLU, Patna.
51. The contracting agency shall not employ any person below the age of 18 years and above the age of 55 years. Manpower so engaged shall be trained for providing security services.
52. The service provider shall ensure to provide three female security guards with sound health in each shift in Girls Hostel.
53. The service provider shall get guards and supervisors screened for visual, hearing, gross physical defects and contagious diseases and will provide a certificate to this effect for each personnel deployed. Hospital will be at liberty to get anybody re-examined in case of any suspicion. Only physically fit personnel shall be deployed for duty.
54. Security staff engaged by the contractor shall not take part in any staff union and association activities.
55. The university shall not be under any obligation for providing employment to any of the worker of the contractor after the expiry of the contract. The university does not recognize any employee employer relationship with any of the workers of the contractor.
56. **Other Terms & Condition:**
 - a) The agency must provide details of salary, transfer proof for transfer of salary to the Security Personnel and statutory documents made in EPF and ESI month wise.
 - b) The agency must have insurance cover from insurance company for employees, public liability and theft.
 - c) The Supervisor should be from skilled personnel and should possess security service knowledge, good leadership quality, basic crowd control and also capable to give training to security guards.
 - d) Minimum Education qualification for the Security Guard is matriculation or equivalent.
 - e) The proposed wages must be at least the minimum wages for the security personnel as per notification of Govt. of Bihar for engaged security personnel only of unskilled, semiskilled, skilled category.
 - f) The successful bidder will have to furnish documentary details of contribution towards EPF/ESI against personnel deployed at CNLU on monthly / quarterly basis failing which the contract may be terminated.
 - g) The performance security of successful bidders will be forfeited and penalty will be imposed, if they don't adhere to norms of EPF / ESI and payment of minimum wages to their staffs as paid by institute.



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- h) Any damaged / theft / losses to any property and equipment of the University due to carelessness and negligence of the Security Personnel shall be recoverable from the agency.
- i) The institute shall not be liable for any penalty under relevant rules, enactment of related regulation for which the security agency is responsible under law.
- j) Providing Medical Treatment to the personnel of the Security Agency shall be the sole responsibility of the Security Agency.
- k) Preference will be given if agency has served as service provider of Security Personnel State Government / Central Government / University/ National Level Institute.
- l) The work should be for 24 hrs. A penalty shall be imposed in case of lack of sufficient staff as stipulated above.
- m) The agency should maintain a Mobile telephone and the number be made available to all concerned.

57. Payment Terms

- a) Payment will be processed after submission of details of salary, transfer proof for transfer of salary to the Security Personnel and statutory documents made in EPF and ESI month wise.
- b) GST will be paid on actual service charges.
- c) All payment shall be made by agency to the deployed staff members through NEFT/RTGS mode only. This will be part of furnishing document for processing of monthly bill payment. No any cash payment will be allowed.

**REGISTRAR
CNLU, Patna**



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Annexure-I

CHECKLIST OF TECHNICAL BID

Sr. No.	Check List	Documents Submitted Yes/No	Page No.
1.	Scan of duly signed & stamped scan of document in which Name of the Firm, Address with contact number, FAX, E-mail of the Firm and Firm's Bank Account Details with Bank Name & Address and IFSC / RTGS codes mentioned.		
2.	Scan of PAN card (in name of Proprietor in case of Proprietorship Firm) & GST certificate.		
3.	Scan of Affidavit as per Annexure-II		
4.	Scan of updated valid registration certificates of registered under Indian Companies Act 1956 / Partnership Act or Proprietorship / Registered with MSME for Providing Security Service.		
5.	The agency must have carried out at-least one similar work of Rs. Thirty Lakhs during any of previous last three years in Government / Education Institution / University / Autonomous organizations or Public Sector Undertakings. Copy of work orders along with satisfactory performance certificate from competent authority should be uploaded by Quotationer.		
6.	Scan of details of trained Security Personnel (at least 200 and above with UAN No.) available with the service provider.		
7.	Scan of ESI certificate		
8.	Scan of EPF certificate		
9.	Scan of ISO 18788 : 2015 certificate		
10.	Scan of PSARA Certificate		
11.	Scan of the receipt of depository through NEFT / RTGS for EMD.		
12.	Scan of the receipt of depository through NEFT / RTGS for Cost of Document		
13.	Scan of Document in support of annual turnover of Rs. 10,00,00,000/- (Ten Crore) in any year of the last three financial Years i.e., 2020-21, 2021-22 and 2022-23 duly certified by Chartered Accountant.		
14.	Copies of IT return of last three financial years.		

Note: The bidder must mention page number on every documents submitted, otherwise, the tender documents will not be considered.

Signature of the Quotationer / Authorized Signatory
(Name & Designation)

Seal of the Quotationer



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Annexure-II

Declaration by Quotationer on a non-judicial stamp paper of value Rs. 100/-

I / we declare

that my / our company namely..... has not been black listed by any Government / Non-Government Organisation nor should have any litigation enquiry pending and / or initiated by any of these Department or Court of Law with regards to the works executed by our company since incorporation. No FIR has been lodged against us.

That all the terms & conditions, scope of work & eligibility criteria of NIQ No. 13/2024-25 dated 24.05.2024 are acceptable to me / us.

That the documents annexed along-with the quotation are genuine and not tampered by me / us while copying.

If my / our declaration above found fake or forged then:

- a) my quotation document shall be rejected
- b) Letter of Intent / Purchase Order / Agreement, if issued, shall be cancelled and
- c) FIR shall be inflicted against my / our company / firm by the University.

Signature of the Quotationer / Authorized Signatory (Name & Designation)

Seal of the Quotationer

Place

Date



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Annexure-III

FINANCIAL-BID

(To be deposited in separate seal cover)

To
The Registrar,
CNLU, Patna.

For Providing Security Services inside CNLU Campus.

Name of the Firm/ Agency :

SL No.	Description of work	Monthly Amount inclusive of Wages / EPF/ ESI and Service Charges excluding GST
1.	One Security Supervisor, Twenty Six Security Guards (including 03 female guards)	

Declaration

I (Name & Designation) s/oresident ofdo hereby declare as under:

1. That I am the authorized person to sign this Quotation form.
2. That the applicant has read & understood all terms & conditions and the same are acceptable to the applicant.
3. That all the information submitted herein is true and nothing material has been concealed.
4. That the applicant shall submit any evidence or document as requested by CNLU, Patna.
5. That the applicant undertakes to render CNLU, Patna free from all and any kind of liability and consequences resulting out of this present agreement.

Signature of the Quotationer / Authorized Signatory

Name of the Quotationer:-

Seal of the Quotationer

Place :

Date :