



स्नातकोत्तर कृषि विज्ञान महाविद्यालय

(केंद्रीय कृषि विश्वविद्यालय, इम्फाल)

उमियाम, मेघालय-७९३१०३

College of Post-Graduate Studies in Agricultural Sciences

(Central Agricultural University, Imphal)

Umiam, Meghalaya-793103

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Telefax : 0364-2570030

NOTICE INVITING TENDER

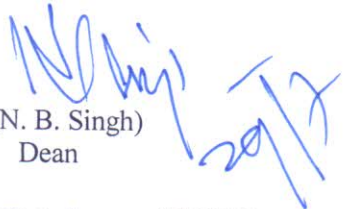
Dated: .07.2020

No. CAU/CPGS/Estt-50/Cont.(Secu)/19-20/ Sealed quotations are hereby invited for providing Security Services in the campus of College of Post-Graduate Studies in Agricultural Sciences, Central Agricultural University, Umroi Road, Umiam-793103, Meghalaya from private Security Agencies for a period of 12(twelve) months. The Security Service should consist of 1(one) Security supervisor and 16 (Sixteen) security guards of which 6(six) should be Lady guards.

The tender should be accompanied by tender fee of Rs. 1,000/- (Rupees one thousand only) in the form of DD drawn in favour of the Dean, College of Post- Graduate Studies in Agricultural Sciences, Central Agricultural University, Umroi Road, Umiam-793103, Meghalaya payable at SBI, ICAR Complex, Umiam, Meghalaya. The tender should be super-scribed with **“Quotation for providing Security Services- due date on 21st August, 2019”**.

The quotation complete in all aspect should reach to this Office on or before 21st August, 2020, up to 2.00 p.m. and will be opened on the same day at 2.30 p.m. in the office of the undersigned. The terms & conditions with the details of the services are given in Annexure-I and can be downloaded from www.cau.ac.in / www.cpgs.ac.in.

Encl: Annexure- I.

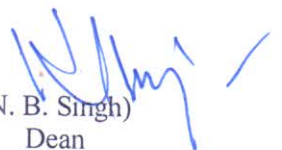

(N. B. Singh)
Dean

No. CAU/CPGS/Estt-50/Cont.(OS)/19-20/

Dated: .07.2020

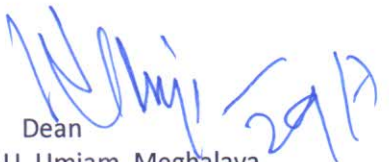
Copy to:

1. The Registrar, Central Agricultural University, Imphal for kind information.
2. The Webmaster, Central Agricultural University, Imphal for uploading the tender documents in University website.
3. The In-charge IT Cell, CPGSAS, CAU, Umiam, Meghalaya for uploading the contents of the tenders.
4. The College Notice Board.
5. Guard file.


(N. B. Singh)
Dean

Details/ Specification of requirement for Security Services

1. The security services should consist of 1(one) Security Supervisor and 16 (Sixteen) Security Guards of which 6 (six) should be Lady Guards. Out of the 17 (seventeen) security guards, 1(one) security guard is to be provided at one point in Library only during Office hours.
2. Security services is required round the clock in three shifts (24 X 7) at 8 (eight) points
3. Lady security guards will be provided for security in Girls' Hostels only.
4. Patrolling duties during 10 p.m. to 6. a. m. within the campus is mandatory.
5. The security guards/personnel should be supervised by the agency by providing security supervisor.
6. Necessary tools / aids such as torch, batteries, etc., should be provided by the agency.


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CPGSAS, CAU, Umiam, Meghalaya

Terms and condition for contractual security services:

1. Technical and financial bids should be submitted separately in different envelopes on letter head of the agency.
2. The applicants are required to submit a proof for having a license from Commissioner and Secretary, Department of Home (Police), Govt. of Meghalaya or should be recognized under Private Security Agency (Regulation) Act, 2005 or by Ex-Servicemen Association, Director General of Army Resettlement, Govt. of India for providing security services in the state.
3. The applicant firm must submit a copy of the certificate for registration with service tax, EPF ESI, PAN card and income tax return of previous year, otherwise the tender is liable to be rejected.
4. The applicant firm / agency shall be solely responsible for timely compliance of obligations under various laws and acts viz., minimum wages act, EPF, ESI, Service tax etc. or as per Ministry of Labour and Employment, Govt. of India.
5. If the agency is exempted to pay service tax or any other tax for providing services to an educational institute, a proof for the same must be submitted from a concern office.
6. The agency may quote the rate on monthly basis including clear cut calculations / details of various charges viz., wages for different services, EPF, ESI, service tax and service charge etc. and total rate quoted for a month for all individual services. Any overwriting / ambiguity in the financial bid make it liable to be rejected.
7. The outsourcing is purely temporary for a period of 12 (twelve) months starting from the date of agreement and no extension can be claimed in this regards
8. It is expressly understood and agreed that the manpower deployed by the agency shall be the employees of the agency for all intents and purpose, and in no case there shall be a relationship of employer and employee between this college and the deployed manpower.
9. If any accident occurs involving any workers of the agency while doing his/her job, this college will not be liable in any way and the sole responsibility for further needful will be borne by the contractual agency.
10. In case any person deployed by the agency does not come up to the mark in terms of general discipline or does not perform her/his duties properly or indulge in any unlawful activity, the agency on the order of the competent authority of the college shall immediately withdraw such person(s) from the premises of this college.
11. The Dean may ask the firm to increase or decrease the number of manpower as and when required by this college for a particular time period or during entire contract period. The contractor will be informed well in advance for this purpose.
12. The agency must supply the committed number of security guards in all seven days a week including national holidays.
13. In case of theft or loss caused to this college property due to the negligence of the security personnel, the equivalent amount of the loss/theft shall be compensated by the agency
14. If any accidents occurs including any workers of the agency while doing his/her job, this College will not be liable in any way and the sole responsibility will be that of the agency.

15. The Agency should submit its bills within first week of the month along with necessary proof of EPF and ESI contribution from the bill in previous month and showing the actual amount of wages paid/to be paid to the personals. Payment will be made only after satisfactory completion of terms and conditions.
16. Payment will be made only after satisfactory completion of terms and conditions and deducting the amount of income tax from the bill at the source, as applicable from time to time.
17. No security is allowed to go on strike or show resentment against the employer within the college premise. If they resort to such activity, it will be considered as absence from duty and an equivalent amount will be deducted for the day of the strike. Any damage/loss caused to the college property by the security guards shall be compensated by the agency.
18. Successful bidder should deposit an amount of 2.5% of the quoted amount as Security deposit/EMD and will sign an agreement with the hiring agency on a non-judicial stamp paper of Rs. 100/- and abide by the agreement in true spirit.
19. If due to unavoidable circumstances, the college is not able to pay the bills in the first week of the next month, the agency will make its own arrangement for payments to the workers.
20. This college is not responsible for delivery of quotations after due date due to postal delay or any other reason.
21. In case of unsatisfactory services rendered by the contractor, the Dean of this college reserves the right to terminate the contract even during the currency of the contract and no payment will be made after that. However, an opportunity shall be provided to him to clarify the position.
22. The Contractor shall pay the salary to its employees in the first instance and then shall present the Bill for reimbursement of amount paid by Contractor to employees. The reimbursement bill should be accompanied with due Challan/ Receipts being proof for deposits of (1) Employees Provident Fund with the office of the Employees Provident Fund Commissioner and (2) Employees State Insurance Corporation of the concerned month. In the absence of EPF Challan/Receipts and ESI challan/Receipts, the College shall not reimburse the amount to Contractor. The payment will be made only after satisfactory completion of terms and conditions. However, the Institute reserves the right to deduct any equivalent amount against any particular job package if job is not done to the satisfaction of the supervisor of the institute.
23. The Dean of the college reserves the right to accept or reject any or all the tenders without assigning any reason thereof.


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