

OFFICE OF THE REGISTRAR, UNIVERSITY OF MYSORE, MYSORE

Terms and Conditions

1. Sealed tenders in two cover system are invited from the reputed agencies for providing security services to University of Mysore for a period of one year from the date of entering into agreement or until finalization of next tenders. Tenders in Cover-A & Cover-B, containing Part-I & Part-II of tender respectively will have to be again sealed in a cover and put it into sealed tender box before 1.00 P.M. on 22-05-2010. The tenders will be opened on 24-05-2010 at 3.00 PM (Technical bid) and on 27-05-2010 at 3.00 P.M. (Financial bid) by the undersigned or any other officer duly authorized by him in the presence of tenderers who are present at that time. Cover-A will be opened first and if the Part-I tender found complete in every respect with required documents, then only Cover-B will be opened. Otherwise tender will be treated as incomplete and it will not be considered. If required, for opening Cover-B, separate date and time will be announced.
2. Blank tender forms will be issued upto 4.00P.M. on 21-05-2010 on payment of Rs.2000-00 which is not refundable. EMD of Rs.1,00,000-00 (One Lakh only) only in the form of demand draft drawn on any nationalized or schedule bank in favour of the undersigned payable at Mysore should be enclosed with tender and sealed in Cover-A. The other documents, to be sealed in Cover A, are a) Registration certificate under Labour Act, not less than 5 years old. b) Copy of EPF, Registration Certificate with last 6 months challans for having remitted towards EPF. c) Copy of ESI certificate with last 6 months challans for having remitted towards ESI. d) Copy of service certificate with last 6 months challans having remitted towards service tax. e) List of clients list of facilities and equipments and survey reports f) Income Tax Act. In the cover-B, Part –II of the tender which will be containing the tender rate, has to be sealed in. The tender rate should be in one lump sum per month, which will be inclusive of security service charges, facilities/equipment's to be provided to security personnel, administrative charges, taxes if any, etc. If any tenderer quotes multiple rates, such tender will be rejected.
3. Registrar is at liberty to interview suitable tenderers including their supervisory level personnel and for negotiating the rates as beneficial to Institution.
4. The Security personnel should be well trained in all aspect of security duties and aged in between 25 to 45 years particularly in respect of Guards. One of the Security Supervisors should be ex-service men for whom age limit will be extended up to 50 years subject to good physique and ability to extract good work from security personnel without giving room for any sort of complaints.
5. Fifty percent of total strength of Security Guards deployed by the agency, in any of the shifts, should consist of either ex-service men or trained civilians having not less than three years service in security organization.
6. The works to be carried out are, Prevention of thefts, encroachments, stray cattle, hankers. Control vandalism, teasing, misbehaviors and entry of unauthorized persons. Petrolling of required areas, parking of vehicles, telephone duty, water duty and any other security related duties as assigned by the University authority from time to time.
7. The agency shall be responsible for the discipline and good conduct and behavior of all the personnel deployed by them.
8. Only trained guards should be deployed for duty. Bio-Data & Police verification Certificates in respect of all the personnel should be furnished by the successful agency, before commencement of work.
9. EMD of successful tenderer will be converted into Security Deposit. This will be refunded without interest after satisfactory completion of contract period.
10. The employees engaged by the agency will be in the employment of the agency only and not of the University.

11. The agency shall be responsible for any acts of commission and omission of their employees.
12. The agency shall be fully responsible for the security of all the properties of the concerned duty points. In case of any theft, loss or damage to any property of the University for negligence of security agency the entire value of the loss be recovered from the security agency after giving an opportunity of being heard the Registrar or any other official empowered by him. shall assess the value.
13. Minimum number of Security Personal any particular shift shall not be less than 20. But it is up to the University authority to decide the exact number of men required. The agency shall ensure that on each day of work the agreed number of guard's turn up for duty and carry out their works satisfactorily.
14. Details and a list regarding their services rendered in 10 Government Departments, public undertakings, Government/Private Institutions should be submitted to know their performance, standard of services etc., in Cover-A. Performance certificates by such organizations issued within 06 months from the date of issue of this tender notification should be enclosed with the list of clients.
15. The security personnel deployed should have minimum qualifications of VII Std. For submitting reports in writing, attending telephones, and more importantly should have presence of mind to handle the situations.
16. The agency shall provide additional guards as and when required by the University for the purpose of providing additional security, with short notice in times of emergency.
17. In case of strikes and such other unexpected developments, the Security Personnel should take all precautionary measures to protect and safeguard the property and interest of the University.
18. The Registrar will not undertake the arrangement of living accommodation to the security personnel deployed to University. Further at any time cooking by the security personal deployed to University campus will not be permitted.
19. In case of any law and order problem, security agency should co-ordinate with the police and keeps the Registrar informed.
20. The Successful agency should ensure that personnel engaged for University security is free from any criminal cases. Any security personnel employed if found indulging in criminal activities should immediately be replaced. Police verification certificate is essential in this aspect.
21. The Agency shall provide proper uniform, which consists of pant, shirts, cap, and line yard with whistle, belt, shoes, socks, badges, identification card and batons. Other facilities/equipments required are cycles, torches with cells.
22. The Agency should not deploy any Guard, worked in one shift, to another shift in a day without sufficient reasons, except under inevitable circumstances. **In particular, Guards who work in night shift must not be continued for the day shift.**
23. The agency shall arrange periodical surprise checks during day or night to supervise the performance & turnout of the security force provided by them and send periodical reports to the Registrar or to the Officer authorized by him. If any loss or damage to the properties of University arises out of theft or negligence of any of the Security Personnel, such losses will be recovered out of monthly bill or by any other lawful mode.

24. The agency shall maintain properly all records, registers, beat book and such other requirements as contemplated by the provision of all the relevant statues which interalia includes the contract labour (Regulation & Abolition) Act, Provident Fund Act, Employees State Insurance Act & Rules & Payment of Wages Act etc. the Successful Security Agencies have to furnish the Account Number of the Employees Provident Fund in respect of the Employees engaged for the duty with University invariable.
25. Since social security is a must for all personnel, EPF, General Insurance against accidents and such other benefits should be provided by the Agency. The Security Agencies should invariably provide details regarding enrolment of all personnel deployed at University as EPF members, deduction and remittance of both the Employer and Employees contributions towards EPF every month along with the monthly bill preferred for the Security services without fail. Failing which 25% of the total claim will be held for want of these details and in case of any eventually Security Deposit of Agency will be held up for settlement of compensation, if any claimed by such of the personnel or their dependents.
26. The Agency should clearly specify the salaries for their guards and supervisor every month. A separate sheet in this regard should be enclosed with financial Tender.
27. The agency shall submit the service bills on 1st of every month and the same shall be paid by the University by issuing cheques after observing the official formalities and after statutory deductions, dues, fines, etc.
28. The Agency should ensure replacement of their staff as necessary at their own expenses. In case of sickness, absenteeism and leave or for any reason, what so ever, the agency should ensure that required number of personnel is maintained at all times by way of posting suitable alternative personnel. Further the Registrar of University of Mysore will have the power to fine for absenteeism and for violation of any other terms and conditions of the agreement.
29. That the Registrar will have the right to impose fine and recover the value of University property either stolen or damaged due to negligence of security agency or for misconduct of their security staff or other omissions or commissions as detailed below, besides terminating the security agency itself in case of unsatisfactory performance of security system:
 - a. Sleeping on duty - Rs.50/- each time
 - b. Loss or damage of any property of University - Double the value of property as assessed by the Registrar or any other authorized agency.
 - c. Unauthorized cutting trees/grass etc. - Double the value – do - + fine of Rs.50/- each time
 - d. Not reporting any important events In time - Rs. 50/- each time
 - e. Night duty without torch - Rs. 25/- each time
 - f. Night duty with torch, but with weak cell - Rs. 15/- each time
 - g. Duty without uniform - Rs. 100/- each time
 - h. Any other lapses - As decided by the Registrar.

30. Preference will be given to the Security Agencies, who are having good reputation and serving more Institutions without complaints at the time of finalizing entrustment.
31. The lowest rate of monthly license fee offered by intended agencies is not binding on the part of Registrar, in selecting suitable security agency. However keeping in view of the past records, reputation, experience, infrastructure and other positive points, he is free to select suitable agency by evaluating technical tender in consultation with all other Officers Section Heads and Supervising Staff of University.
32. The Registrar will have the right to suspend or terminate the security agency in case of violation of agreement conditions, unsatisfactory performance and misbehavior with public and any other misconduct.
33. The Registrar reserves the right to add, delete, modify any other suitable conditions for efficient discharging of security duties as and when required before entering into agreement.
34. Right to accept or reject any of the tender or to reject all tenders without assigning any reason thereof, vests with the Registrar without thereby incurring any liability to tenderers.
35. Tenders will be valid for 30 days from the date of opening of Financial tender.
36. ¹ ŞàÇAİÀÀÈÀÀB ÈÁÈUÈ MZAV, ÀÀ^aÁUÀ gÁdâ ,APÁÖgàzÀ gÉÆÁ,ÀQJUE CEAAUAA t^aÁV UAAwUUE
¹ ŞàÇUÀÀÈÀÀB ¥ÀÆgÈÈ,À ÈÁPAA.