

# हेमवती नन्दन बहुगुणा गढ़वाल विश्वविद्यालय

केन्द्रीय विश्वविद्यालय

श्रीनगर गढ़वाल (उत्तराखण्ड)–246174

**Hemwati Nandan Bahuguna Garhwal University**  
(A Central University)

Srinagar (Garhwal) Uttarakhand - 246174

GSTIN-05AAALH0213N3ZE	PAN- AAALH0213N	TAN N- MRTH00338C
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NIT NO. : HNBGU/ET/2020/14

Dated: **11.03.2022**

## E-Tender Document

**For**

**“PROVIDING SECURITY AND MANPOWER SERVICES TO H.N.B. GARHWAL  
UNIVERSITY SRINAGAR GARHWAL, UTTARAKHAND”**

<b>Last Date &amp; Time of Submission of Bid</b>	<b>Up to 14:00 Hrs on 04 /04/2022</b>
<b>Date &amp; Time of Online Opening</b>	<b>15:30 Hrs on 04/04/2022</b>

*(<https://mhrd.euniwizarde.com> or [www.hnbgu.ac.in](http://www.hnbgu.ac.in).)*

*Total No. of Pages 35*

**Registrar**

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**HEMWATI NANDAN BAHUGUNA GARHWAL UNIVERSITY  
SRINAGAR GARHWAL, UTTRAKHAND  
E-Tender Enquiry (ETE)**

NIT NO. : HNBGU/ET/2020/14

Dated: 11/03/2022

**“E-TENDER NOTICE FOR PROVIDING SECURITY AND MANPOWER SERVICES TO H.N.B.GARHWAL UNIVERSITY SRINAGAR GARHWAL”**

E-Tenders are invited from reputed, registered, professional Security agencies having experience of at least 05(Five) years of providing Security & Manpower Services in Central Government/ State Government Departments, Autonomous Bodies, Public or Private Sector Companies/ Undertaking, for providing security services for all Campuses of the Hemwati Nandan Bahuguna Garhwal University Srinagar Garhwal, Uttarakhand on contract basis from **01.05.2022** to **31.03.2023** and extendable by another one year on evaluation of the services rendered and mutual agreement. Kindly submit your tender giving **Lowest Rates** along with terms and conditions through online mode only on e-Procurement portal <https://mhrd.euniwizarde.com> on or before **04.04.2022**. The tender forms and other details can be obtained from the websites or [www.hnbgu.ac.in](http://www.hnbgu.ac.in)

<b>NAME OF WORK</b>	<b>PROVIDING SECURITY AND MANPOWER SERVICES TO H.N.B.GARHWAL UNIVERSITY SRINAGAR GARHWAL, UTTRAKHAND</b>
<b>The ESTIMATED value of the work</b>	<b>Rs. 1200 Lakhs ( 12 Crore)</b>
<b>EARNEST MONEY DEPOSIT Bid Security/ Security Deposit</b>	<b>Rs. 60 Lakhs</b>
<b>COMPLETION PERIOD</b>	<b>As per terms and condition</b>
<b>Last date &amp; time of online downloading and submission of bid, online EMD and other documents as specified in the bid document</b>	<b>Up to 14:00 Hrs on 04/04/2022</b>
<b>Date of Opening of bids</b>	<b>At 15:30 Hrs on 04/04/2022</b>

**Registrar**

## TECHNICAL BID

### Eligibility Criteria

Only those Bidder/Tenderer, who are providing Security & Manpower services in Central Government / State Government Departments, Autonomous Bodies, Public or Private Sector Companies / Undertaking, can participate in the tender.

**Following Certificates must be self-attested, scanned and uploaded:**

1. The Bidder/Tenderer should be either registered as a Company under Companies Act 1956/2013 or as a Partnership (including Limited Liability Partnership) under Partnership Act, 1932 as the case may be and should be in existence as such entity for not less than five years before **01.04.2022**.
2. The Bidder/Tenderer should have a valid License and Number under Private Security Agencies Regulation Act 2005 (PSARA) under the appropriate authority of State of Uttrakhand as per concerned Acts/Rules; **Attach self-attested photo-copy of registration.**
3. The Bidder/Tenderer should have a similar minimum of Five years experience as of 31/03/2022 during the last seven years in the field of providing Security & Manpower Services and have successfully completed the same. In support of this, Bidder/Tenderer should submit a copy of such work orders along with satisfactory completion certificates issued from at least three clients.
4. Online EMD of Rs. Sixty lakhs must be deposited by the Bidder.
5. The Bidder/Tenderer should have on their wage rolls a minimum of 500 Security/manpower on 31/03/2022. The certificate must be issued/ certified by the Chartered Accountant, scanned and uploaded.
6. The Bidder/Tenderer should be registered with Government Labour Department and possess/hold a valid license issued by the Central/concerned Department for providing Contract Labour under the Contract Labour (Regulation and Abolition) Act. In case any other permission or certificate is required for providing Contract Labour to HNBGU the Bidder/Tenderer will be required to submit the same within one month of award of the work. The successful Bidder/Tenderer would be required to deploy Manpower and Security Guards under watch and ward duty (with and without an arm) as per norms prescribed under the said Act. Certificates must be self-attested, scanned and uploaded.
7. The bidder/Tenderer should be registered with EPF Authorities and should have a valid provident fund Registration Number under EPF Act issued by EPF Authorities and Employees State Insurance Acts or any other labour authorities including under the Contract Labour (Regulation and Abolition Act). Certificates must be self-attested, scanned and uploaded.
8. The bidder/Tenderer should be registered with ESI Authorities and should have a valid ESI Registration Number issued by ESI Authorities under ESI Act 1948. Certificates must be self-attested, scanned and uploaded.
9. The Bidder/tenderer should be registered with GST Authorities and should have a valid

GST Registration Number issued by Tax Authority for Uttarakhand state. Certificates must be self-attested, scanned and uploaded.

10. The Bidder / Tenderer should have a **PAN card and IT returns for the last five years. A self-attested photocopy of the same must be scanned and uploaded.**
11. The Bidder/Tenderer should have a **minimum Annual Turnover of Rs 12 crore (per year)** during the last five financial years i.e 2016-2017, 2017-2018 2018-2019, 2019-2020 and 2020-2021 respectively, Certificate must be issued/ certified by the Chartered Accountant, scanned and uploaded
12. HNBGU authority has the right to debar Bidder/Tenderer having relatives working in the HNBGU from Tendering in any capacity. Certificates must be self-attested, scanned and uploaded (**Non-Relationship Certificate**).
13. The agency or any of its partners /directors etc. should not have been **black listed/ debarred by any of the government agencies or departments** or should not have been found guilty of commission of acts of moral turpitude or convicted for any economic offence or for violation of any labour laws etc by any court or any authority appointed to enforce any labour laws or regulations including by PF/ESI authorities or in violation of the Private Security Agencies (Regulation) Act, 2005.
14. **No past contract of such agency should have been terminated in the past 5 years** on account of violation of laws or deficiency of services or breach of contract. An undertaking to this effect shall be submitted by the bidder.

### Scope of Services

The contractor shall have to provide round-the-clock security services and other office manpower as per requirement in all Campuses ( Srinagar , Chauras, Tehri and Pauri) and for Sub office of Dehradun of the Hemwati Nandan Bahuguna Garhwal University, as mentioned in this tender document. The agency shall ensure the protection of the personnel & property of the HNBGU, prevent trespass with/without arms, perform watch and ward functions including night patrol on the various points and prevent the entry of stray dogs and cattle and anti-social elements, unauthorized persons and vehicle inside the HNBGU Campuses. In case of any incident such as theft, robbery, fight, fire, accident at HNBGU Campuses or any untoward incident detrimental to safety & security of assets of the University, it is the responsibility of the Security agency to coordinate with the Security Officer or any officer designated by the University in lodging of FIR, legal proceeding etc. The agency shall also ensure to supply fully trained /skilled other office staff as per the requirement of the university.

### DUTIES AND RESPONSIBILITIES OF SECURITY STAFF AND OTHER OFFICE MANPOWER STAFF

1. The Security Agency will be responsible for overall security arrangements of all assets of HNBGU Campuses including offices, academic blocks, hostels and residential complexes etc. entrusted/ covered in the contract.
2. Security Agency will ensure that all instructions passed by the administration from time to time are strictly followed and there is no lapse of any kind.
3. No items are allowed to be taken out without proper Gate Passes issued by the competent officers as laid down in the contract for in-out movement of stores. The specimen signatures and telephone numbers of the above-stated officers will be made available to the Security personnel.
4. Deployment of Guards/Security Supervisors will be as per the instructions of the authorized nodal officer from time to time and the security agency will be responsible for optimum utilization of guards/ security supervisors.
5. The Guards on patrol duty should take care of all the lights, water taps, valves, water hydrants etc. installed over the premises.
6. It should be ensured that flower plants, trees and grassy lawns are not damaged either by the staff or by the students or by the outsider or by any cattle.
7. The Security Guards/Supervisors should be trained to extinguish the 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 in any other natural calamities.
8. In emergencies, Security staff/ Security Supervisors deployed shall also participate as per their role defined in the disaster plan, if any, Security personnel should be sensitized for their role in such situations.
9. The Security Guards shall assist the visitors in reaching their desired department/ locations.
10. The Security Guard on duty shall not leave the premises until his reliever reports for duty.
11. Any other duties/responsibilities assigned by the Administration department may be

- incorporated in the agreement. The same shall also be binding on the contractor.
12. To Provide Manpower on a contract basis in HNBGU, Srinagar Garhwal. The supplied manpower should be competent enough to execute the work assigned to them.
  13. The contract workers, as specified by the HNBGU (subject to vary/change as per the requirement) would be engaged for six days a week in shift duty in all the Campuses of HNBGU and as designated by the competent authority of HNBGU.
  14. The contract workers shall attend to all work assigned to them by the concerned section in charge / competent authority.
  15. The personnel deployed shall be healthy, active and not less than 18 years or more than 55 years of age. Nobody shall have any communicable diseases.
  16. The personnel deployed shall be smartly dressed in proper uniform and always with Identity Card. The agency shall provide fully trained and disciplined personnel who should be well behaved and well mannered.
  17. The agency shall bear all expenses regarding uniforms, preparation of their Identity card, compensations, wages and allowances (DA), PF, ESI, Bonus and Gratuity as applicable relating to personnel engaged by him and abide by the provisions of various labour legislations including weekly off and working hours. The agency shall pay the wages to the personnel on or before the 7th day of every succeeding month, irrespective of the delay in payment of Bill by the HNBGU for whatever reason. Wages payable shall not be less than the payment of the minimum wage as declared by the concerned regulatory authorities.
  18. If the agency wishes to replace any of the personnel, the same shall be done after prior consultation with the HNBGU. The full particulars of the personnel to be deployed by the Agency including the names and addresses shall be furnished to the HNBGU along with testimonials before they are deployed for the job.
  19. If a case of death or mishap occurred during discharging the duty, the compensation liability will solely rest with the Agency.
  20. That agency's authorized representative (Owner/Director/Partner/Manager) shall personally contact the Deputy Registrar (Administration) of the HNBGU at least once a month to get feedback on the services rendered by the agency viz-a-viz corrective action required to make the services more efficient.

### Site Visit

The bidders are advised to visit the **H.N.B.GARHWAL UNIVERSITY SRINAGAR GARHWAL's** Campuses to get the onsite assessment of the work on any working day between **10:00 AM to 5:00 PM** by taking permission and acquainting themselves with the operating system before the submission of the tender documents. The cost of the visit shall be borne by the bidder.

## TERMS AND CONDITIONS

1. The contract shall tentatively commence from **01/05/2022** and shall continue till **31/03/2023** unless, it is curtailed or terminated by HNBGU owing to deficiency of service, sub-standard quality of Security deployed breach of contract, non-compliance with any relevant labour laws, or change in requirements of the HNBGU or for any other reasons as stipulated in the contract.
2. The contract shall automatically expire on **31/03/2023** unless extended further by the mutual consent of the contracting agency and HNBGU.
3. The contract may be extended, on the same terms and conditions or with some additions/deletions/modifications, for a further specified period of one year mutually agreed upon by the successful service provider and HNBGU.
4. The contracting Service provider shall not be allowed to transfer, assign, pledge or sub-contract its rights and liabilities under this contract to any other agency.
5. The HNBGU, at present, has a requirement of **approximately 80 nos. of Security Guards including 04 nos. of Security Supervisors, 100 no. of skilled and 76 no. of unskilled manpower respectively**. The requirement of the HNBGU may further increase or decrease, during the period of the initial contract also. The successful bidder would have to provide additional Security staff if required on the same terms and conditions.
6. The HNBGU reserves the right to terminate the contract anytime without assigning any reason after giving a one month notice to the selected Security Service Provider.
7. The security personnel and other office manpower deployed shall be the employees of the agency at all times and all statutory liabilities will be paid by the contractor such as **ESI, PF**, Workmen's Compensations, etc. The security persons deployed by the agency should be properly trained, have requisite experience and have the skills for carrying out a wide variety of Security and firefighting services using appropriate materials and tools/ equipment.
8. The security agency shall engage only such guards and supervisors, whose antecedents and health have been thoroughly verified, including character and police verification and other formalities. The security guards and security supervisors should be physically and mentally fit to perform their duties. The security guards and security supervisors should be below 55 years of age. Preferably, the Seventy-five per cent Security Guards and all security supervisors should be Ex-Servicemen or as decided by the University authorities. The agency shall be fully responsible for the conduct of its staff.
9. The security agency at all times should indemnify HNBGU against all claims, damages or compensation under the provisions of payment of wages Act 1936, Minimum wages Act 1948, Employer's Liability Act 1938, Workmen Compensation Act 1923, Private Security Agencies (Regulation) Act 2005, Industrial Disputes Act 1947, Maternity Benefit Act 1961 or any modification thereof or any other law relating thereof and rules made thereunder from time to time in this regard. Payment of minimum wages, notified by the concerned regulatory authorities, shall be ensured at all times.
10. The security agency shall have his establishment / set up / mechanism/training institute to provide training aids or should have tied up with a training institute, with 2-3 Ex-servicemen / Ex-Para Military Forces/ Ex-Policemen for training purpose at his own cost to ensure correct and satisfactory performance of his responsibilities under the contract.
11. The agency shall also depute a liaison officer at HNBGU Srinagar Garhwal headquarter.
12. **Place of Duty, Working Hours and Punctuality:**
  - (I) The personnel so deployed shall have to report for duty at all Campuses of the HNBGU.

- (II) The eight hours shift generally will be from 0600 hrs. to 1400 hrs., 1400 hrs. to 2200 hrs. and 2200 hrs. to 0600 hrs. But the timings of the shift are changeable and shall be fixed by HNBGU from time to time depending upon the requirements.
  - (III) The security personnel will have to report to the office at least 15 minutes in advance of the commencement of the shift for collecting necessary documents/instructions and to complete all other required formalities as approved by HNBGU.
13. Adequate supervision will be provided to ensure correct performance of the said security & Manpower Services by the prevailing assignment instructions agreed upon between the two parties. To exercise effective control & supervision over the staff of the agency deployed, the supervisory staff will patrol/inspect in their areas of responsibility.
  14. The security personnel and other office manpower engaged by the agency shall be dressed in neat and clean uniform (including proper name badges), failing which will invite a **fine of Rs.500/-** on each occasion and habitual offenders in this regard shall not be allowed to be deployed.
  15. The personnel engaged have to be extremely polite with very pleasant mannerism in dealing with the Staff/Students/ Visitors/ Attendants and should project an image of utmost discipline. The agency shall have to remove any person in case of staff complaints or as decided by the representative of the HNBGU if the person is not performing the job satisfactorily or otherwise. The contractor shall have to arrange a suitable replacement in all such cases.
  16. **Compensation**
    - (I) In case any of the agency's deployed staff under the contract is (are) absent, compensation equal to double the wages of several guards/supervisors absent on that particular day shall be payable to HNBGU and the same shall be deducted from the agency's bills.
    - (II) In case any of the agency's guards deployed under the contract fails to report in time and the agency is unable to provide a suitable substitute in time for the same it will be treated as absence and compensation of double the wages shall be payable to HNBGU.
    - (III) In case any public complaint is received attributable to misconduct/misbehaviour of agency's guards, a penalty of Rs.500/- for each such incident shall be levied and the same shall be deducted from the agency's bill.
  17. The contractor shall bear all the expenses incurred on the following items i.e. Provision of uniform, torches and cells, lathis / ballams and other implements to security staff, stationery for writing duty charts and registers at security checkpoints and records keeping as per requirements.
  18. The agency will provide to the Authority a list of all personnel so deployed with permanent and present address along with their latest photographs.
  19. It shall be the responsibility of the agency to issue the employment card/photo/identity card to the workers and maintain the muster roll, the wage register and other registers as provided in the Contract Labour (Regulation & Abolition) Act. Agency has to ensure that all its employees deployed in HNBGU invariably wear uniforms and ID cards during office hours.
  20. The agency shall replace within twenty-four hours any of its personnel, if they are unacceptable to the Authority because of security risk, incompetence, conflict of interest and breach of confidentiality or frequent absence from duty/misconduct on the part of the Security supplied by the agency, upon receiving written notice from the Authority.

Notwithstanding the above, the University shall have the right to ask to change /replace the personnel at any point in time without assigning any reason.

21. HNBSGU shall not be liable for any loss, damage, theft, burglary or robbery of any personal belongings, equipment or vehicles of the guards of the agency.
22. The agency shall be responsible for any damages done to the property of the University by the personnel so deployed. HNBSGU will be free to recover it from the security deposit given by the agency or from any other dues or recover as per law.
23. The agency's personnel working in the University should be polite, cordial, positive and efficient while handling the assigned work and their actions should promote goodwill and enhance the image of the University. The agency shall be responsible for any act of indiscipline on the part of persons deployed by him.
24. The Security staff deployed by the agency in the HNBSGU shall not claim any benefit, compensation, absorption or regularization of their services in the HNBSGU either under the provision of Industrial Disputes Act., 1947 or Contract Labour (Regulation & Abolition) Act, 1970 or any other law/Act. The agency shall have to obtain an undertaking from the deployed persons to the effect that the deployed person is the employee of the agency and shall submit the said undertaking to HNBSGU. In the event of any litigation on the status of the deployed persons, HNBSGU shall not be a necessary party to such proceedings, however, in any event, either the deployed persons or to the order of the Court, the HNBSGU is made a party to such dispute, the agency shall take all steps to protect the interest of HNBSGU and the agency shall reimburse the expenditure that would have been borne by HNBSGU to defend itself if so required.
25. The agency shall ensure that the person deployed are disciplined and shall enforce the prohibition of consumption of alcoholic drinks, paan, gutkha, smoking, loitering and shall not engage in gambling, Satta or any immoral act.
26. The agency shall be solely responsible for making payment directly to the deployed Security and other staff by the 7<sup>th</sup> of each month and raise the bill with attendance sheet duly verified for actual shifts manned/operated the personnel deployed by the agency and submit the same to HNBSGU by 10<sup>th</sup> of the succeeding month.
27. If as a result of the post-payment audit any overpayment is detected in respect of any work done by the agency or alleged to have done by the agency under the tender, it shall be recovered by HNBSGU from the agency.
28. The security personnel deployed by the agency shall work under the overall supervision & direction of the agency and shall be guided by the security officer or any other officer designated by the HNBSGU to the extent required. Other office staff shall be guided by respective controlling officers.
29. The agency will properly maintain the muster roll of the person employed/engaged in connection with the work at the premises of the HNBSGU.
30. Payment to such workers must be made by the agency through e-transfer only. To ensure this, the agency will get a bank account opened for every engaged security personnel and other office manpower.
31. The agency will ensure that workers engaged by him must receive their entitled wages on time. In view of this, the following procedure will be adopted:
  - (I) To ensure that such workers get their entitled wages by the 7<sup>th</sup> of the following month, the following schedule will be adhered to:
  - (II) Monthly bill cycle will be from 1<sup>st</sup> day of the previous month to the last day of the month.
  - (III) Monthly bill as per the above cycle will be submitted by the agency on the 10<sup>th</sup> of the following month.
  - (IV) The agency must ensure that entitled wages of the workers are credited to their bank

account by the 7<sup>th</sup> of the following month; the agency will not be given any relaxation in this matter.

- (V) While submitting the bill for the next month, the services provider must file a certificate certifying the followings:
- i) Wages of workers were credited to their bank accounts on \_\_\_\_\_(date)  
(Copy of bank statement enclosed in respect of personnel deployed at HNBGU).
  - ii) ESI Contribution relating to \_no of workers amounting to Rs. \_\_\_\_\_  
\_\_\_\_\_ Was deposited on\_(date)  
(Copy of the challan enclosed in respect of personnel deployed at HNBGU).
  - iii) EPF contribution relating to \_\_\_\_\_no of workers amounting to Rs. \_\_\_\_\_ was deposited on\_\_\_\_\_(date)  
(Copy of the challan enclosed in respect of personnel deployed at HNBGU).
  - iv) The agency is complying with all statutory labour Laws including the Minimum Wages Act.
  - v) The agency should submit the bill by the above schedule.
34. For all intents and purposes, the agency shall be the “Employer” within the meaning of different labour Legislations in respect of security personnel and other office manpower deployed by it. There shall be no claim by such deployed persons of any employment in HNBGU. The persons deployed by the agency in the HNBGU shall be the employees of the agency at all times and not have any stake or claims like employer and employee relationship against HNBGU.
35. The agency shall be solely responsible for the redressal of grievances if any of its staff is deployed at HNBGU. The HNBGU shall, in no way, be responsible for the settlement of such issues whatsoever.
36. The HNBGU shall not be responsible for any financial loss or any liabilities arising out of accident or death to any of the security personnel and other office manpower deployed by the agency in the course of their performing the functions/duties or for payment towards any compensation.
37. Adequate supervision will be provided to ensure correct & effective performance of the security services by the prevailing assignment and instructions agreed upon between the two parties. The security personnel shall ensure that there are no unidentified/unclaimed/suspicious objects/persons in the buildings/premises. The vehicles that enter the premises must be identified, noted in the register and parked at designated places.
38. The agency’s personnel shall not divulge or disclose to any person, any details of office, operational process, technical know-how, security arrangements and administrative/organizational matters.
39. The agency will be responsible for compliance with all statutory provisions including Minimum Wages, Provident Fund, and Employees State Insurance, contract labour and any other applicable law in respect of the persons deployed by them in HNBGU. The HNBGU shall have no liability in this regard. Payment of the bill will be made only after the successful submission of statutory payment receipts.
40. The agency shall also be liable for depositing all taxes, levies, cess etc. on account of service rendered by it to HNBGU to the concerned tax collection authorities from time to time as per extant rules and regulations in the matter.
41. The agency shall maintain all statutory registers under the Law and submit periodical returns and statements. The Service Provider shall produce the same, on-demand, to the concerned

authorities and HNBGU or any other authority under Law.

42. The Tax Deduction at Source (T.D.S.) shall be done as per the provisions of Income Tax Act/ Rules, as amended from time to time and a certificate to this effect shall be provided to the agency by HNBGU.
43. In case, the service provider fails to comply with any statutory /taxation liability under appropriate law, and as a result, thereof the HNBGU is put to any loss/obligation, monetary or otherwise, the HNBGU will be entitled to get itself reimbursed out of the outstanding bills or the Performance Security Deposit of the agency, to the extent of the loss or obligation in monetary terms or shall be entitled to recover the same by legal recourse.
44. The agency shall submit proof of deposit of PF/ESI and of other statutory dues, payable by it in respect of its staff, deployed in HNBGU, which shall be a condition precedent for payment of its bills.
45. In case of breach of any terms and conditions as specified in the contract and signed between the parties, the Performance Security Deposit of the Security Service Providers will be liable to be forfeited by the HNBGU besides, annulment of the contract and other legal recourse.
46. The successful bidder who is awarded the contract by HNBGU will retain all the documentary proof/papers deposited with the respective statutory bodies/Government departments, i.e., Employees State Insurance, Provident Fund and GST. All such documents/papers will be necessarily submitted within seven days by the Security Service Provider as and when they are requisitioned by HNBGU, failing which a penalty of Rs.100/- per day shall be deducted from the monthly bill of the agency.
47. The HNBGU reserves the right to withdraw/relax any of the terms and conditions mentioned above to overcome any problem encountered at a later stage for the smooth and timely provision of services.
48. Any delay or forbearance on the part of HNBGU or any waiver of its rights or condonation of any acts, on the part of HNBGU, shall not be construed as a waiver of the obligations of the agency and it shall continue to be liable for all such acts or defaults.

### **Award of Contract/ Criteria for Bid Evaluation:**

49.
  - a) HNBGU may award the contract to the successful evaluated bidder, whose bid is responsive and who is eligible and qualified to perform the contract satisfactorily as per the terms and conditions incorporated in the bidding document.
  - b) HNBGU will communicate to the successful bidder that its proposal has been accepted. This letter (hereinafter and in the condition of contract called the “Letter of Offer”) shall prescribe the terms of payment to the contractor in consideration of the execution of work/services by the contractor as prescribed in the contract.
  - c) Failure of the successful bidder to comply with the requirements of the above clauses shall constitute sufficient grounds for the annulment of the award and forfeiture of bid security.
50. Criteria for Bid Evaluation: Those bids qualified after technical evaluation; the contract will be awarded to the bidder who will have quoted the lowest rates in the financial bid.
51. If the rates quoted by the two or more bidders are found the same, L-1 will be decided based on the marks/grading obtained in the evaluation of the technical bids.
52. In the case where two or more lowest bidder’s technical marks/grading found the same, L-1 will be decided based on the bidder’s offer for providing additional services in form of equipment/technologies/ any other relative facilities without any additional charges.

**53. *Performance Security Deposit and Award of Contract:***

The successful bidder who is awarded the contract shall be required to deposit a **Performance Security Deposit of Rs. One crore twenty lakhs** in the form of irrevocable Performance Bank Guarantee (PBG) from State Bank of India drawn in favour of **“Hemwati Nandan Bahuguna Garhwal University”**, payable at Srinagar Garhwal initially for a period of twelve months from the day of award of contract. In case, the contract is further extended beyond the initial period, the Bank Guarantee will have to be accordingly extended/ renewed by the successful Security & Manpower Service provider. All incidental charges whatsoever such as premium, commission etc. concerning the Bank Guarantee shall be borne by the successful bidder. Non-deposit of PBG within the stipulated time shall render the contract invalid at the discretion of HNBSGU.

- (a) The successful Tenderer shall execute an agreement on a non-judicial stamp paper of value Rs.100/- (stamp duty to be paid by the tenderer) within 10 days from the date of the issue of “Letter of offer” by the University.
- (b) If the successful Tenderer fails to execute the agreement and/or to deposit the required security deposit within the specified time or withdraw his/her tender, after the intimation of acceptance of his/her tender or owing to any other reasons, he is unable to undertake the contract, his contract will be cancelled and the EMD deposited by him along with the tender shall stand forfeited by the University.

**54. *Effectiveness and Duration of Contract***

The contract shall come into effect on 01/05/2022. The contract shall be valid for 12 (twelve) months from 01/05/2022 to 31/03/2023. The contract may be extended further for one year at a time on the same terms and conditions subject to a maximum of two years, solely at the discretion of HNBSGU.

**55. *Commencement of Services***

The Security & Manpower Service Provider should commence its services within 10 days of the signing of the contract or any other date mutually agreed by both the parties, however the same can be further extended with the mutual consent of both the parties.

The Competent Authority of the HNBSGU reserves the right to cancel all bids or discontinue this tender process, without assigning any reason at any time before signing an agreement with the successful bidder.

The bidder will be bound by the details furnished by him/ her to HNBSGU while submitting the tender or at a subsequent stage. In case, any of such documents furnished is found to be false at any stage, it would be deemed to be a breach of terms of contract making him/her liable for legal action besides termination of the contract.

**56.** This document does not constitute nor should it be interpreted as an offer or invitation for the appointment of the Security & Manpower Services Provider described herein.

**57.** Accordingly, interested recipients should carry out an independent assessment and analysis of the requirements and the information, facts and observations contained herein.

**58.** This document constitutes no form of commitment on the part of the HNBSGU. Furthermore, this document confers neither the right nor an expectation on any party to participate in the proposed Security Service Provider selection process.

**59.** When any proposal is submitted under this Notice Inviting Tender( NIT), it shall be presumed by HNBSGU that the bidder has fully ascertained and ensured its eligibility to render service as a Security and manpower Service Provider. In the event of the same being

selected ultimately to act as such, under the respective governing laws and regulatory regime and that there is no statutory or regulatory prohibition or impediment to acting as such Security and manpower Service Provider and it has the necessary approvals and permissions and further suffers no disability in law or otherwise to act as such.

60. By acceptance of this document, the tenderer agrees that any information herewith will be superseded by any subsequent written information on the same subject made available to the tenderer with access to any additional information or to update this document or to correct any inaccuracies, therein, which may become apparent, and HNBSGU reserves the right at any time and without advance notice, to change the procedure for the selection of Security and manpower service provider.
61. HNBSGU reserves the right to vary/alter/amend the eligibility criteria for the security and manpower service Provider at any time, at its discretion, before the last date of submission of proposals.
62. The Security Service providers shall comply with and abide by such directions that HNBSGU may issue from time to time.
63. The proposal and all correspondence and documents shall be **provided in English/Hindi**. All proposals and accompanying documents received within the stipulated times shall become the property of HNBSGU and will not be returned under any circumstances.
64. **The proposal shall be valid for six months from the last date of submission of bids. A proposal valid for a shorter period may be rejected as non-responsive.**
65. Any matter relating to the appointment of security & Manpower Service Provider or the procedure for the appointment of Security & Manpower Service Provider shall be governed by the Laws of the Union of India. Disputes, if any arising under the said process shall be subject to the jurisdiction of courts at Pauri Garhwal, Uttarakhand or Nainital, High Court, Uttarakhand.
66. Information and Instructions for bidders posted on the website shall form a part of bid documents. Information and Instructions can be seen and downloaded from the website <https://mhrd.euniwizarde.com> or free of cost.
67. Those bidders /Firms, which are not registered on the website mentioned above, are required to get registered beforehand. If needed they can be imparted training on the online bidding process as per details available on the website.
68. The intending bidder must have a valid class-III digital signature to submit the bid.
69. On the opening date, the bidder can log in and see the bid opening process. After the opening of bids, he/she will receive the competitor bid sheets.
70. Bidder shall upload the documents in the form of JPG format and PDF format only.
71. If any cell is left blank and no rate is quoted by the bidder, the rate of such item shall be treated as “0” (ZERO).
72. Copy of Enlistment Order and other documents as specified in the bid document shall be scanned and uploaded to the e-tendering website within the period of bid submission.
73. Online bid documents submitted by intending bidders shall be opened only for those bidders, whose **EMD is deposited** and other documents are scanned and uploaded and found in order. The bid submitted shall become invalid and the e-tender processing fee shall not be refunded if:
  - (i). The bidder is found ineligible.
  - (ii). The bidder does not deposit online EMD/Bid Security/Security Deposit.
  - (iii). The bidder does not upload all the documents (including GST registration) as stipulated in the bid documents.
74. The bidders should quote **their competitive rates** based upon the Terms and Conditions forming part of their tender document. Order will be placed to the successful bidder out of the eligible bidders or as per terms and conditions are given in the tender document.
75. The Earnest Money Deposit (EMD)/Bid Security/Security Deposit of bidders, whose rates are not approved, will be returned within 60 days upon finalization of the tenders. No interest will be paid on

the amount of the security deposit. However, the security deposit of the bidder, whose rates are accepted, will be returned on submission of performance undertaking after completion of one year after awarding the order and the EMD/Bid Security/Security Deposit will be released and adjustment of final account shall be made.

76. At any time before the deadline for submission of bids, the University may, if necessary, modify the tender document by a written amendment. All prospective Tenders will be notified of the amendment which will be binding to all the bidders. The amendments will be notified on the websites <https://mhrd.euniwizarde.com> or [www.hnbgu.ac.in](http://www.hnbgu.ac.in).
77. Opening of Bids: The tender committee/competent authority of the University will decide those bids qualified after the Technical evaluation.
78. The "Service Charges" quoted by the Bidder/Tenderer in their "Financial Bid" are being paid to Bidder/Tenderer as the profit margin for proving the security personnel and other office manpower on a contract basis and should include all charges for the uniform of security personnel and other office manpower and cost of arranging and maintaining own cost for proper cleaning of uniform with a whistle, lathi, badges, torch etc. and also photo- identity cards as per laid down rules for private security agencies.
79. The Bidder/Tenderer is **required to deposit statutory payments like EPF and ESI with the concerned authorities timely through separate Challan for HNBGU giving names of security guards deployed at HNBGU, treating it as a mandatory requirement.** Please note the reimbursement of these expenses will be made only on submission of a separate challan for HNBGU for the person deputed in HNBGU.
80. The Bidder/tenderer, on the award of the contract, is required to submit an **Aadhaar card, Voter ID** list of workers deployed by them along with details like age, father's name, residential address etc. The police Verification report in respect of each security guard is required to be arranged, obtained and submitted to **HNBGU** by the Bidder/Tenderer at his own cost.
81. Deposit EPF and ESI Contribution in respect of security guard & Manpower deployed at HNBGU through a separate Challan for HNBGU every month in time and submit a copy of the same duly certified, stamped and signed by authorized signatory as proof of payment to statutory authorities along with complete details of contribution deposited in respect of each workman/manpower on their letterhead duly stamped and signed by authorized signatory as treating it as a mandatory requirement.
82. Pay the total amount of monthly wages and other charges mentioned in the Tender Document to the security guards/security supervisors & Manpower deployed at HNBGU (which should be equivalent to the amount payable to the Vendor **by the university** duly stamped and signed by authorized signatory) through "E-transaction" only treating it as a mandatory requirement. Payment of several minimum wages, overtime and other charges to the security guards in cash is **not** acceptable to the University.
83. Arrange/Apply for "On-line" police verification in respect of each security guard/security supervisor & Manpower deployed at HNBGU on its own expenses and submit police verification report obtained from the police authorities in respect of each security guard/security supervisor & Manpower before deployment at HNBGU, treating it as a mandatory requirement. Please note that an online application for police Verification is to be made by Bidder/Tenderer giving declaration that the security guard/security supervisor & Manpower in question is his/their own employee. Police verification applied by the individual security guard & Manpower will not be accepted.
84. Providing alternate **security personnel and other office manpower**, whenever the regular security guard deputed by them is not reporting for duty treating it as mandatory requirements. In case of failure to provide alternate **security personnel and other office manpower**, the bidder/ tenderer should be ready to bear the penalty as per terms and conditions of the Tender Document. HNBGU will not allow the Bidder/Tenderer to recover/deputed this penalty amount from the amount payable to the **security personnel and other office manpower**.

85. The Bidder/Tenderer are required to submit a **Letter of Acceptance** in this regard as per specimen enclosed and noncompliance of the above –noted mandatory requirements or any requirement given in this tender document and any deviation in compliance of the requirement mentioned in the tender document will be treated as default in providing satisfactory services. In such an event, the HNBSGU reserves the right to cancel the work order given to Bidder/Tenderer and the security deposit deposited with HNBSGU by such Bidder/Tenderer will be forfeited.
86. The bidder/tenderer will obtain the PF Number and ESI Number for security guards/ supervisor & Manpower from the appropriate authority and submit a copy of the same to the HNBSGU. The **Bidder/tenderer will also obtain an ESI card for the security guards & Manpower** from the concerned statutory authority and hand over the same to the security guards & Manpower under acknowledgement and provide a photocopy of the same to the HNBSGU.
87. The behaviour of the security guards & Manpower should be polite, cordial, and obedient and not convicted in any Civil or Criminal Court/law Agencies. The Bidder/Tenderer, on the award of contract, shall have to give Undertaking in this regard to HNBSGU. In case of any misbehaviour, in addition to taking legal action, the Bidder/tenderer will be penalized for the same and the decision of the competent authority of the HNBSGU in this regard shall be final and binding on the Tenderer.
88. The security guard & Manpower deployed by the Bidder/ tenderer would wear well stitched and ironed uniforms during duty hours as approved by HNBSGU and provided by the Bidder/Tenderer **treating it as a mandatory requirement. A penalty of Rs. 500/- per occasion per person will be imposed, if the security guard deputed is found not wearing an approved uniform.**
89. **LEGAL**
- (i) The contractor shall pay the wages at the rate applicable for “C” areas effective from 01.04.2022 as per notification issued by the CLC, Ministry of Labour and Employment, Govt of India/Government of Uttarakhand under the Manpower and security services (revised from time to time)
  - (ii) The contractor shall be responsible for timely payment to the deployed manpower duly complying with all statutory provisions relating to Minimum Wages, Provident Fund and Employees State Insurance, Leave, Gratuity etc. And other social security schemes directed by Central Govt.
  - (iii) For Security services in the category of Ex. Service Man the DGR approved wage notification will be applicable.
  - (iv) For Manpower services Central Minimum Wage Notification (C-zone) will be applicable.
  - (v) The contractor shall also be liable for depositing all taxes etc. on account of service rendered by him to the office to the concerned tax collection authorities from time to time as per rules and regulations on the matter.
  - (vi) The tendering agency shall maintain all statutory registers required under the applicable law. The agency shall produce the same, on-demand, to the concerned authority of this office or any other statutory authority.
  - (vii) The Tax Deduction at Source (TDS) shall be deducted as per the provisions of the Income Tax Department, and GST applicable as amended from time to time and a certificate to this effect shall be provided to the agency by HNBSGU.
  - (viii) In case, the tendering agency fails to comply with any statutory/taxation liability under appropriate law, and as a result of thereof, HNBSGU is put to any loss/obligation, monetary or otherwise, HNBSGU will be entitled to get itself reimbursed out of the outstanding bills or the Security deposit of the agency, to the extent of the loss or obligation in monetary terms.
  - (ix) The contractor shall keep HNBSGU, Srinagar Garhwal indemnified against claims, if any, of the workmen and all costs and expenses as may be incurred by HNBSGU,

Srinagar Garhwal in connection with any claim that may be made by any security guard and manpower.

90. **Disputes & Differences:** Decision of the Hamwati Nandan Bahuguna Garhwal University, Srinagar Garhwal regarding the compliance of the contract, levy of compensation for delay and payments for extra work done shall be final and binding on the contractor. However, any dispute arising out of this contract can be referred to an Arbitrator.
91. **TERMINATION:** This agreement may be terminated either partly or fully by giving one month notice in writing of the intention to terminate without specifying any reason(s) for termination. On termination of the contract, the contractor shall take steps to withdraw all employees in a smooth and orderly manner.

I/We have carefully read the above terms & conditions and undertake to abide by the same.

Firm's Name	
Owner's Name	
Signature of owner	

## Technical Bid Evaluation

TOTAL MARKS FOR TECHNICAL BID IS 100 (Hundred)

Sr.No.	Below Criteria will be considered for Agencies subjects to the submission of relevant documentary proof with a clear indication	Points
1.	Experience certificate/agreements/proof of work having a minimum of 500 security personnel and other office manpower per year( Documentary proof is required )	Total 25 Marks
	No. of Contracts in last three Financial Year	
	a)Below 5 no.	5
	b)5 to 7 no.	10
	c)8 to 10 no.	15
	d)Above 10 no.	25
2.	No. of Manpower deployed in a single contract in last five Financial Year	15 Max Marks
	a)500 No.to 550 No.	5
	b)above 550 No. to 600 No.	10
	c)above 600 No.	15
3.	Types of Organisation of Security and Manpower service provided to	Total10 Max Marks
	a) Proprietary, Pvt. Limited Companies	2
	b)State Govt-PSU/Autonomous Body	5
	c)Central Govt-PSU/CPSU/Autonomous Body but not state	7
	d)Central Govt./Autonomous Residential Education Institute	10
4.	No. of Current ( Single Security Services) Contract in execution as per Quantum of Value Rs. in Crore per annum	Total 15 Max Marks
	a) 05 to 10	5
	b) Above 10 to 20	8
	c) Above 20 to 40	10
	d) Above 40	15
5.	Branch offices in Utrkhand (address supported by Shop and establishment certificate)	Total 5 Max Marks
	a) 1-2	1
	b) 2 -3	3
	C) More than 3 offices	5
6.	Company Owned Training Centre for security personnel	Total 5 Max Marks
	a) 1-3	1
	b) 4-5	3
	c) Above 5 (at least one in Uttarakhand)	5
7.	Company-owned vehicles deployed at various sites duly certified by the concerned company deployed (attach RC of the vehicle)	Total 5 Max Marks
	a) 10-15 Four Wheeler + 20-25 Motor Cycle	1
	b) 16-20 Four Wheelers+26-30 Motor Cycles	3
	c) Above 30Four Wheelers + Including Vehicles equipped with fire Services Above 50 Motor Cycles	5
8.	Registration Certificate of the Firm along with the date of registration (Total years of Exp.)	Total 10 Max Marks
	a) up to 05 years	2
	b) above 5 to 10 years	5
	c) above 10 to 15 years	7
	d) Above 15 years	10
9.	Financial Ability: Average Annual Turnover in Crore of the organization of Last Three Financial Year	Total 15 Max Marks

	a) 10 to 20	5
	b) Above 20 to 50	7
	c) Above 50 to 100	10
	d) Above 100	15
10.	0 to 05 Marks will be awarded for the availability of the intelligent/digital systems for management /monitoring of a. Recruitment, b. operations c. attendance d. training e. integral capability to design and execute electronic security solutions in consonance with manpower. for quality assurance. F. latest equipment support, additional services in form of equipment/technologies/ any other relative facilities without any additional charges	Total 5 Max Marks  Please provide details of additional services, which are proposed to be provided by the agency without any additional charges.

**Note-** Bidders have to score a minimum of 40 Marks in Technical bid for qualifying the opening of financial bid.

## Check List /Mandatory documents to be uploaded

**Note:** The Technical Bid shall be instantly rejected if the following documents are not scanned and uploaded online.

S.No.	Particulars	Yes/No
1.	Self-attested copy of the Technical Bid.	
2.	Online payment of <b>Rs.60,000,00.00 (Rs. Sixty Lakhs Only)</b> as EMD/ Bid Security/ Security Deposit.	
3.	A copy of registration of <b>Company Under Companies Act 1956/ 2013 or as a Partnership (including Limited Liability Partnership) under Partnership Act, 1932.</b>	
4.	A copy of similar nature tasks/works minimum Five years' experiences as on 31/03/2022 <b>during last seven years</b> in the field of providing Security & Manpower Services.	
5.	A copy of the annual turnover of the firm during the last 5 years should not be less than <b>Rs1200 Lakhs per year.</b>	
6.	A copy of the Income Tax Return of the firm/company/agency (Individual in case sole proprietary firm) for the last five financial years.	
7.	A copy of e registration of GST and PAN Card	
8.	A copy of Employee Provident Fund Registration No.	
9.	A copy of Employee State Insurance Registration No.	
10.	A copy of the registration with Government Labour Department and possess/hold a valid License issued by Central / concerned Department for providing Contract Labour under the Contract Labour (Regulation and Abolition) Act.	
11.	A copy of valid License and Number under Private Security Agencies Regulation Act 2005 ( <b>PSARA</b> ) under the appropriate authority of State of Utrakhand as per concerned Acts/Rules	
12.	Any other documents as may be necessary for connection with the job tendered for, including certificate of experience and list of clients (with contact number and address) where presently services are provided.	
13.	An undertaking by the bidders that his near relative is not in service of H.N.B. Garhwal University Srinagar Garhwal Utrakhand.	
14.	A copy of the affidavit giving undertaking by the tenderer regarding non-debtor or black listed by any organization.	
15.	A copy of declaration by the Bidder regarding acceptance to Terms & Conditions of the Tender.	
16.	Bidder Profile /Mandate Form with enclosures.	

## Bidders Profile Form

Sl. No	Firm's Name/ Name of Tendering Security and manpower Service Provider			
	Date of Incorporation of Company. (Attach ROC Registration certificate/, Registered Partnership Deed etc.)		License Number under Private Security Agencies Regulation Act 2005 ( <b>PSARA</b> )	
01	Owner's Name/ Name of Director/ Partner	1. 2. 3. 4.		
02	Full Postal Address of Registered Office			
03	E-mail address		Website address	
04	Contact Person's Name		Contact No	
05	GST No		PAN	
06	Employee Provident Fund Registration No.		Registration number with Government Labour Department	
07	Employee State Insurance Registration No.			
08	List and nos. of documents uploaded as per annexed check list.			
<p>Note: Bidder/Firm must print GST No. and Current Bank Account No with ISBN No. On their Letter Head / Bill / Quotations.</p>				

## Mandate Form

Electronic Clearing Service (Credit Clearing)/Real Time Gross Settlement (RTGS) Facility for  
Receiving Payments

### Details of Account Holder:

1.	Firm/Contractor/Agency	
2.	Name of Accounts Holder	
3.	Complete Contact Address	
4.	Telephone Number / Mobile Number	
5.	E-mail	

### Bank Accounts Details:

1.	Name of the Bank	
2.	Branch Name with Complete Address	
3.	Telephone Number and E-mail of Bank Branch	
4.	Whether the Branch is computerized?	
5.	Whether the Branch is RTGS enabled? If yes, then what is the Branch's IFSC Code?	
6.	Is the Branch also NEFT enabled	
7.	Type of Bank Account (SB/Current/Cash Credit)	
8.	MICR Code of Bank	
9.	Complete Bank Account Number	
10.	Repeat Bank Account Number	

**Note: All the information mentioned above is to be filled in online only.**

**INSTRUCTIONS AND TERMS AND CONDITIONS FOR QUOTING RATES AND  
SUBMITTING FINANCIAL BID**

1. The Minimum Wage rate for Security Staff will be considered under WATCH AND WARD (without arm) & Manpower Category as per the current rate of minimum wages **applicable for "C" Area** effective from **01/05/2022** as per Notification(revised from time to time) issued by Central Labour Commissioner, Government of India.
2. The Minimum Wage Rate per Worker is **for a duty of eight hours daily**. The Duty Hours can be altered by the Institute as per requirement.
3. The Minimum Wages Rates per worker as per category specified will be revised as per revision of Minimum Wages rates notified by Central Labour Commissioner, Government of India from time to time.
4. The bidders/tenderer is required to provide the Security and manpower Services as per contract for an **Initial period of one year from the date of award of contract with a provision to extend the contract for a further period of one year with the same terms and conditions** subject to satisfactory services. The rates of Service Charges" quoted by the Bidder/Tenderer in their Financial Bid shall remain fixed **during the period of the Contract and no revision in rates will be permitted.**
5. The **"Services Charges"** quoted by the Bidder/Tenderer in their "Financial Bid "are being paid to Bidder/tenderer as the profit margin for providing the security and manpower services in HNBGU and should include all charges for conveyance expenses for movement of workers for providing prompt and efficient security services.
6. Criteria for Bid Evaluation: Those bids qualified after technical evaluation; the contract will be awarded to the bidder who will have quoted the lowest rates/Service Charge in the financial bid.
7. If the rates/service charge quoted by the two or more bidders are found the same, L-1 will be decided based on the marks/grading obtained in the evaluation of the technical bids.
8. In case where two or more lowest bidder's technical marks/grading are found the same, L-1 will be decided on the basis of the bidder's offer for providing additional services in form of equipment/technologies/ any other relative facilities without any additional charges.
9. The decision of the competent authority of HNBGU shall be final and binding on all the tenderers/Bidders in this regard.

## Financial Bid

Sr.No.	Description	Service Charges (In % Only)
01	SECURITY AND MANPOWER SERVICES	

**Note:**

1. The rate/Service charge of the above-mentioned items shall be filled online only. A scanned copy of this document is not to be attached along with other enclosures.
2. Security & Manpower service charges claimed as wages by the agency shall be reimbursed based on payment made by the agency to their workers deployed at HNBGU Srinagar Garhwal Uttarakhand.
3. Any rates quoted in any other manner than the above will be summarily rejected.
4. In case the minimum wages are revised upward as per Labour Ministry/DGR, the agency is not entitled to revision of its service charges.
5. Service/administrative charges quoted by the bidder necessarily has to be equal or above to 1 (one) maximum up to 10 percent.

**DECLARATION REGARDING ACCEPTANCE TO TERMS & CONDITIONS  
OF THE TENDER**

(On the Letter Head of the Firm/Agency)

To :

The Registrar  
Hamwati Nandan Bahuguna  
Garhwal University Srinagar  
Garhwal, Uttrakhand

**Regarding: Acceptance of Terms and Conditions**

- A. I/We, Owner/Director/authorized signatory of the Company/Firm M/s\_\_\_\_, is competent to sign this declaration and execute this tender document.
- B. I have carefully read understood and accepted all the terms and conditions of the tender and undertake to abide by them.
- C. The information/documents furnished along with the above application are 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.

Date:

Signature of Authorized Person:

Place:

Name:

Seal :

Note: Scanned copy of this document is to be uploaded along with other enclosures.

DECLARATION REGARDING BLACKLISTING / NON-BLACKLISTING

**(To be executed on Rs.50/-Stamp paper& attested by Public Notary/Executive Magistrate by the bidder)**

I/We Director(s)/Authorized Signatory of M/S\_\_\_\_\_hereby declare that the Company has not been blacklisted or debarred in the past by H.N.B. Garhwal University Srinagar Garhwal or any other Government department /organization/ Under-taking from taking part in Government tenders.

**Or**

I/We Director(s) of M/S. ----- hereby declare that the Company namely M/S.-  
.....Was blacklisted or debarred by H.N.B. Garhwal University Srinagar Garhwal, or any other Government Department from taking part in Government tenders for a period of \_\_\_\_\_ years  
w.e.f.-----The period is over on ----- and now the company is entitled to take part in Government tenders.

In case the above information is found false I/We are fully aware that the tender/ contract will be rejected/cancelled by H.N.B. Garhwal University, and EMD shall be for flited.

In addition to the above, H.N.B. Garhwal University, will not be responsible to pay the bills for any completed/partially completed work.

SIGNATURE OF THE BIDDER WITH SEAL

Note: Scanned copy of this document is to be uploaded along with other enclosures.

**PERFORMA FOR NO NEAR RELATIVE(S) OF THE CONTRACTOR WORKING IN  
HEMWATI NANDAN BAHUGUNA GARHWAL UNIVERSITY SRINAGAR GARHWAL**

(To be executed on Rs.50/-Stamp paper & attested by Public Notary/ Executive Magistrate by the bidder)

I/We, Owner/ Director/Authorized Signatory of the company M/s .....

Hereby certify that none of my relative (s) as defined in the tender document is/are employed in H.N.B. Garhwal University, Srinagar Garhwal as per detail given below. In the case at any stage, it is found that the information given is incorrect, H.N.B.Garhwal University, Srinagar Garhwal shall have the absolute right to take any action as deemed fit, without any prior intimation to me.

The near relative (s) means:

- a) Members of a Hindu Undivided family;
- b) They are husband and wife.
- c) The one is related to the other in a manner as father, mother, son(s) & son’s wife (daughter-in-law), Daughter (s) & daughter’s husband (son-in-law) brother (s) and brother’s wife, sister (s) sister’s husband (brother-in-law)

**The certificate will be given by all the Owner/Director/Authorized Signatory of the company/Firm (or company secretary on behalf of all directors). Any breach of these conditions by the company/Firm, the tender/work will be cancelled and earnest money/security deposit will be forfeited at any stage whenever it is so noticed. The department will not pay any damages to the company or firm or the concerned person. The company or firm or the persons will also be debarred for further participation in the concerned unit.**

1. Name of Director \_\_\_\_\_  
Signature \_\_\_\_\_

2. Name of Director \_\_\_\_\_  
Signature \_\_\_\_\_

**OR**

\_\_\_\_\_  
(Name of Owner/Director/ Company Secretary)

3. Name of Director\_ Signature

Signature \_\_\_\_\_  
Stamp

4. Name of Director\_ Signature  
. Stamp

Note: Scanned copy of this document is to be uploaded along with other enclosures.

**Exclusive Income from Security / Manpower Services**

Exclusive Income from Security / Manpower Services of the tendering **Security / Manpower Service Provider** for the last five financial years mentioned below duly certified by a Chartered Accountant

(Attach a separate sheet if space provided is insufficient)

Financial Year	Amount (Rs. Lacs)	Remarks, if any
2016-2017		
2017-2018		
2018-2019		
2019-2020		
2020-2021		

Date:

Signature of Authorized Person:

Place:

Name:

Seal :

**CERTIFICATE BY CHARTERED ACCOUNTANT**

I/We, \_\_\_\_\_

Chartered Accountants, certify that the figures regarding Exclusive Income from Security / Manpower Services for the Financial Years mentioned above in respect of M/s \_\_\_\_\_ are true and found correct as per their Books of Accounts and other related records.

**SIGNATURE & SEAL OF THE CHARTERED ACCOUNTANTS:**

**Note:** Scanned copy of this document is to be uploaded along with other enclosures.

**Major similar contracts handled by the tendering Security/ Manpower Service Provider**

Give details of the major similar contracts handled by the tendering Security/ Manpower Service Provider during the last five years (i.e. 2017-2018, 2018-2019, 2019-2020, 2020-2021 and 2021-2022) in the following format (if the space provided is insufficient, a separate sheet may be attached):

Sr.No.	Name of the Client, Address, Telephone No.	Security Services/ Manpower Provided  (Type of Security/ Manpower Provided)	Amount of Contract (Rs. Lacs)	Duration of Contract	
				From	To

**Note :**

1. Submit Experience Certificate from at least three clients, to whom services have been provided by tendering security / Manpower service providers in the past. The certificate should preferably be from Govt./ PSU clients or reputed companies and the same should be self-attested.
2. Additional information, if any. (Attach separate sheet, if required)

Date:

Signature of Authorized Person:

Place:

Name:

Seal :

**CERTIFICATE BY CHARTERED ACCOUNTANT**

I/We, \_\_\_\_\_

Chartered Accountants, certify that the major similar contracts handled by the tendering Security / Manpower Service Provider during the Financial Years mentioned above in respect of M/s

\_\_\_\_\_ are true and found correct as per their Books of Accounts and other related records.

**SIGNATURE & SEAL OF THE CHARTERED ACCOUNTANTS:**

Note: Scanned copy of this document is to be uploaded along with other enclosures.

CERTIFICATE REGARDING TURN-OVER OF TENDERER DURING THE  
LAST FIVE FINANCIAL YEARS

I / We, M/s, the Bidder/ Tenderer for providing Security / Manpower Services on a Monthly Contract Basis, hereby confirm the minimum Annual turnover of the firm/company during the last five financial years. The financial year wise break up is given below:-

Sl No.	FINANCIAL YEAR	ANNUAL TURN OVER FOR THE YEAR (in Lakhs)
1	2016-2017	
2	2017-2018	
3	2018-2019	
4	2019-2020	
5	2020-2021	

Date:

Signature of Authorized Person:

Place:

Name:

Seal :

CERTIFICATE BY CHARTERED ACCOUNTANT

I/We, \_\_\_\_\_

Chartered Accountants, certify that the figures regarding Annual Turnover for the Financial Years mentioned above in respect of M/s

\_\_\_\_\_ are true and found correct as per their Books of Accounts and other related records.

**SIGNATURE & SEAL OF THE CHARTERED ACCOUNTANTS:**

Note: Scanned copy of this document is to be uploaded along with other enclosures.

## Instructions for Online Bid Submission through MHRD e-Bidding Portal

The bidders are required to submit soft copies of their bids electronically on the e-bid Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the e-Procurement Portal <https://mhrd.euniwizarde.com>, preparing their bids by the requirements and submitting their bids online on the e-Procurement Portal.

More information useful for submitting online bids on the e-Procurement Portal may be obtained at: <https://mhrd.euniwizarde.com>

### REGISTRATION

1. Bidders are required to enrol on the e-Procurement Portal (<https://mhrd.euniwizarde.com>) by clicking on the link “Online bidder Registration” on the e-bid Portal by paying the Registration fee of Rs. 2360/- per year charge.
2. As part of the enrolment process, the bidders will be required to choose a unique user name and assign a password for their accounts.
3. Bidders are advised to register their valid email addresses and mobile numbers as part of the registration process. These would be used for any communication with the bidder.
4. Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Only Class III Certificates with signing + encryption key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify / TCS / nCode / eMudhra etc.), with their profile.
5. Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSCs to others which may lead to misuse.
6. Bidder then logs in to the site through the secured log-in by entering their user ID/password and the password of the DSC / e-Token.
7. The scanned copies of all original documents should be uploaded on the portal.
8. For any Query contact to our **helpdesk Number 011-49606060, Email: [ewizardhelpdesk@gmail.com](mailto:ewizardhelpdesk@gmail.com), -09355030623.**  
University helps desk number – Er. Vijaya Nand Bahuguna- 9411109898

### SEARCHING FOR BIDDING DOCUMENTS

9. There are various search options built-in in the e-bid Portal, to facilitate bidders to search active bids by several parameters. These parameters could include Bid ID, Item/work id, Title, Date, etc
10. Once the bidders have selected the bids they are interested in, the bidder can pay the processing fee by net-banking / Debit / Credit card and then download the required documents/bid schedules, Bid documents etc as mentioned on the website. Once the processing fee is paid, it will be moved to the respective “requested” Tab. This would enable the e-bid Portal to intimate the bidders through e-mail in case there is an addendum and corrigendum issued to the bidding document.

### PREPARATION OF BIDS

11. Bidder should take into account any addendum and corrigendum published on the bid document before submitting their bids.
12. Please go through the bid advertisement and the bid document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents - including the names and

content of each of the documents that need to be submitted. Any deviations from these may lead to the rejection of the bid.

13. Bidder, in advance, should get ready the bid documents to be submitted as indicated in the bid document/schedule and generally, they can be in PDF /JPEG formats. Bid Original documents may be scanned with 100 dpi with the Colored option which helps in reducing the size of the scanned document.
14. To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor certificates etc.) has been provided to the bidders. Bidders should use “My Documents” available to them to upload such documents.
15. These documents may be directly submitted from the “My Documents” area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for the bid submission process.

### **SUBMISSION OF BIDS**

16. Bidder should log into the website well in advance for the submission of the bid so that it gets uploaded well in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
17. The bidder has to digitally sign and upload the required bid documents one by one as indicated in the bidding document.
18. Bidder has to select the payment option as “Online mode or Bank Guarantee” to pay the EMD as applicable and enter details of the instrument.
19. In the case of Bank Guarantee scanned copy of BG should be uploaded along with the bid. . The original Bank Guarantee shall be submitted to the office of the concerned official of Hemwati Nandan Bahuguna Garhwal University as per the schedule mentioned in the bid document. Non-submission of original Bank Guarantee within the specified period shall lead to summary rejection of the bid. The details of the BG, physically submitted should match with the details available in the scanned copy and the data entered during bid submission time. Otherwise, the bid will be rejected.
20. \*Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. If the price bid has been given as a standard BoQ format with the bid document, then the same is to be downloaded and to be filled by all the bidders. Bidders are required to download the BoQ file, open it and complete (unprotected) cells with their respective financial quotes and other details (such as the name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the filename. If the BoQ file is found to be modified by the bidder, the bid will be rejected.
21. The server time (which is displayed on the bidder’s dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.
22. All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. Data storage encryption of sensitive fields is done. Any bid document that is uploaded to the server is subjected to symmetric encryption using a system-generated symmetric key. Further, this key is subjected to asymmetric encryption using

buyers/bid opener public keys. Overall, the uploaded bid documents become readable only after the bid opening by the authorized bid openers.

23. The uploaded bid documents become readable only after the bid opening by the authorized bid openers.
24. Upon the successful and timely submission of the bid click “Complete”(i.e. after Clicking “Submit” in the portal), the portal will give a successful Bid submission acknowledgement & a bid summary will be displayed with the unique id and date & time of submission of the bid with all other relevant details.
25. The bid summary has to be printed and kept as an acknowledgement of bid submission.

## **ASSISTANCE TO BIDDERS**

1. **For any Query contact to our help desk Number 011-49606060, –09355030623, Email [ewizardhelpdesk@gmail.com](mailto:ewizardhelpdesk@gmail.com)**
2. University Help Desk Number – Er. Vijaya Nand Bahuguna (Executive Engineer) - 9411109898

## **SPECIAL INSTRUCTIONS TO BIDDERS FOR E-TENDERING**

### **General:**

These Special Instructions (for e-Tendering) supplement ‘General Instructions to Bidders’ (GIB), as given in the Tender Documents. Submission of Bids only through the online process is mandatory for this Tender.

e-Tendering is a new methodology for conducting Public Procurement in a transparent and secured manner. Suppliers/ Vendors will be the biggest beneficiaries of this new system of procurement. For conducting electronic tendering, H.N.B.Garhwal University Srinagar Garhwal has decided to use the <https://mhrd.euniwizarde.com> through Central Public Procurement Portal, Ministry of H.R.D., Government of India. Benefits to Suppliers are outlined on the Home-page of the E-portal.

### **Instructions:**

#### **a. Tender Bidding Methodology:**

Through electronic tendering.

#### **b. Broad outline of activities from Bidders perspective:**

- i. Procure a Digital Signing Certificate (DSC)
- ii. Register on <https://mhrd.euniwizarde.com>
- iii. Create Users and assign roles on <https://mhrd.euniwizarde.com>
- iv. View Notice Inviting Tender (NIT) on <https://mhrd.euniwizarde.com> or [www.hnbggu.ac.in](http://www.hnbggu.ac.in)
- v. Download Official Copy of Tender Documents from

- <https://mhrd.euniwizarde.com> or [www.hnbg.ac.in](http://www.hnbg.ac.in)
- vi. Bid-Submission on <https://mhrd.euniwizarde.com>: Prepare & arrange all documents/paper for submission of bid online only.
  - vii. Utmost care may be taken to name the files/documents to be uploaded on <https://mhrd.euniwizarde.com>.
  - viii. It is advised that all the documents to be submitted are kept scanned or converted to PDF format in a separate folder on your computer before starting online submission. BOQ Section -VII (Excel Format) shall be filled online only.

**For participating in this tender online, the following instructions need to be read carefully.**

**c. Digital Certificates:**

For the integrity of data and its authenticity/ non-repudiation of electronic records, and to be compliant with IT Act 2000, each user must have a Digital Certificate (DC), also referred to as Digital Signature Certificate (DSC), of Class 3, issued by a Certifying Authority (CA) licensed by Controller of Certifying Authorities (CCA).

**d. Registration:**

To use the MHRD Portal (<https://mhrd.euniwizarde.com>). The vendor needs to register on the portal. The vendor should visit the home page of the portal (<https://mhrd.euniwizarde.com>).

**Note:** Please contact Helpdesk (as given below), to get your registration accepted/activated.

**Help Desk No.:**

**Number 011-49606060, Email [ewizardhelpdesk@gmail.com](mailto:ewizardhelpdesk@gmail.com),  
-09355030623,**

University Help Desk Number – Er. Vijaya Nand Bahuguna (Executive Engineer) -  
9411109898

**e. Bid related Information for this Tender**

The entire bid submission would be online on <https://mhrd.euniwizarde.com>.  
The broad outline of submissions area follows:

- i. Submission of Bid Security/Earnest Money Deposit (EMD)

**Note: 1.** The Bidder has to upload the Scanned/self-attested copy of all above mentioned original documents during Online Bid-Submission.

**Note:2. Special Note on Security of Bids:** The bid EMD/Bid Security/Security The deposit can be submitted online only. Through available modes of payment on the e-Procurement portal. Refer to the instructions for the bidders and bidder manuals for more details.

**f. Other Instructions:-**

For further instructions, the vendor should visit the home page of the portal (<https://mhrd.euniwizarde.com> or [www.hnbggu.ac.in](http://www.hnbggu.ac.in)).

**The following 'Four Key Instructions' for BIDDERS must be assiduously adhered to**

- a. Obtain an individual Digital Signing Certificate (DSC) well in advance of your first tender Submission.
- b. Register your organization on <https://mhrd.euniwizarde.com> well in advance of your first tender submission deadline.
- c. Get your organization's concerned executives trained on <https://mhrd.euniwizarde.com> using an online training module well in advance of your tender submission deadline on <https://mhrd.euniwizarde.com>.
- d. Submit your bids well in advance of the tender submission deadline on <https://mhrd.euniwizarde.com> (HNBGU should not be responsible for any problem arising out of internet connectivity issues).

Note: While the first three instructions mentioned above are especially relevant to first-time users of the <https://mhrd.euniwizarde.com>, the fourth instruction is relevant at all times.

**e. PRICE SCHEDULE:**

1. PRICE fills online only.
2. The rate of items shall be filled online only. A scanned copy of this document is not to be attached along with other enclosures.