

OFFICE OF THE SENIOR ESTATE OFFICER
ASSAM AGRICULTURAL UNIVERSITY, JORHAT-13

ADVERTISEMENT NO: AAU/SEO/SEC.-01/2019

EXPRESSION OF INTEREST

The undersigned invites “Expression of interest (EoI)” from reputed Firms/Companies/Agencies for providing security services at AAU, Jorhat Campus. The EoIs will be received on or before 21st June,2019 up to 11-30 am at the office of the undersigned. Details may be seen in the website www.aau.ac.in in the classified section.

Tender papers and other documents are to be obtained from the Office of the Senior Estate Officer, AAU, Jorhat w.e.f. 6/06/2019 on payment of Rs 200/00 only.

Sd/- P.B.Gogoi
Senior Estate Officer
AAU,Jorhat

Memo No.AAU/SEO/21/SEC.Tender/2019-20/_____

Dated: _____

Copy for information and necessary action to :-

1. The PS to the Vice Chancellor, AAU, Jorhat
2. The Registrar AAU, Jorhat -13
2. The Comptroller, AAU, Jorhat – 13
3. The Dean, Faculty of Agriculture, AAU, Jorhat -13
4. The Director of Research (Agri)/ Director of Extension Education/ Director of Post Graduate Studies/Director of Student Welfare/ Dean, Faculty Home Science. / Director of Physical Plant /Chief Librarian. They are requested to display the NIT in their Notice Board.
5. The Web Master, ARIS Cell, AAU, Jorhat. He is requested to upload the advertisement in AAU, Website
6. The Senior Accountant, O/o the SEO, AAU, Jorhat.
7. The Senior Administrative Asstt., O/o the SEO, Jorhat.
8. The Adwel Advertising Agency, Jail Road, Jorhat. He is requested to publish the above advertisement in one issue of “The Dainik Janambhumi”, Jorhat and submit the bill in quadruplicate along with the paper cut for payment.
9. Notice board, Office of the Senior Estate Officer, AAU, Jorhat
10. Office order File

Sd/- P.B.Gogoi
Senior Estate Officer
AAU,Jorhat

SUMMARY SHEET- GENERAL TERMS & CONDITIONS

The interested firm / Companies / Agencies must have a minimum experience of one year of running the security services in a educational institute of national repute, such as, Central / State Universities with a single contact of providing at least 100 security personals in organization / institute. Sufficient evidence backed by a certificate from the competent authority of the organization must be attached in the tender documents submitted.

The firm must have sound working capital for the contract so as to meet the financial requirements required to meet the gross bill amount stated therein for at least three months, which must be supported by relevant bank documents.

The firm should submit EPF and ESIC Challan certificate of the last six months. The firm has to submit the Firms' duly audited balance sheet (audited by CA only) for the last three years.

The tenderer should deposit EMD @ 2% of the total amount in the form of A/C payee Demand draft from nationalized bank drawn in favour of Senior Estate Officer, AAU, Jorhat along with the quotation which will be refunded to the unsuccessful bidder.

The quotations will be received up to 11.30 am of 21st June 2019 at the office of the Senior Estate Officer, AAU, Jorhat, and will be opened at the Office of the Senior Estate Officer, AAU, Jorhat by a committee on the same day at 12.00 pm in presence of bidders or their authorized representative, if any.

However, the date of opening of tender may defer in case of unavoidable situation and same will be intimated to the tenderer.

The successful bidder must deposit an amount equal to 6 % of the total amount as bank guarantee in favour of Senior Estate Officer, Jorhat, on receipt of preliminary order, after which final order shall be issued to the successful bidder enclosing copy of Agreement.

GENERAL TERMS AND CONDITIONS :

1. The duration of the contract for providing security personnel in AAU Campus is initially for a period of 1 (one) year from the date of commencement of security service in the campus which may be extended on the same rates, terms and conditions depending upon the satisfactory performance and approval of the competent authority. The contract can be terminated prematurely by serving one month's written notice without payment of any compensation whatsoever other than the dues under the agreement. The Senior Estate Officer, AAU, Jorhat will have the sole discretion to extend or terminate the contract at any time without assigning any reason thereof. The detailed scope of work to be carried out by the contractors are given in Annexure –A.
2. Rates payable under the contract are to be indicated by the tenderers. The tenderer must ensure that wages to the workers against the contract should not be less than the minimum wages Act, 1948 amended from time to time. Payment of wages to the workers must be disbursed in presence of Senior Estate Officer's representative latest by 10th day of subsequent month without waiting for the bill to be cleared/ paid by AAU.
3. The personnel deployed through the contractor for security services are the employees of the contractor and cannot claim employment/regularization and other benefits of pay and allowances from AAU.

4. The persons provided by the contractor should be physically fit and healthy and below the age of 50 years.
5. While on duty, the security personnel must be in uniform to be provided by the contractor. Identity cards bearing photographs, names etc. should also be issued to all the contract workers by the contractor and countersigned by proper signatory of AAU, Jorhat.
6. All materials including torches, batteries, uniform etc required for discharging the duty by the security personnel will be provided by the contractor.
7. During night patrolling the contractor must provide the security personnel on duty with whistles, torches, etc. The contractor should ensure that whistle is blown compulsorily at regular intervals and they are equipped with torches when on night duty. The contractor should also ensure that the security personnel on night duty should not bring bed rolls and should not sleep at night while on duty.
8. Vehicles etc. not having AAU, sticker should be checked in the main gate while entering, and the names, registration no and the person to be contacted along with purpose should be clearly recorded in the register there in, which would be checked from time to time by the Security Officer AAU Jorhat.
9. The security personnel engaged in the duty of main gate should open and close the main gate as per the situation and as directed by the Security Officer, AAU Jorhat.
10. Attested photographs of the workers shall have to be submitted to AAU for identification at the time of disbursement of wages which must be witnessed by the Representative of Senior Estate Officer, AAU, Jorhat.
11. The contractor/ tenderer shall submit details such as names, parentage, residential address, age etc. of the persons to be engaged by him in the premises of AAU campus, Jorhat.
12. The contractor should have a valid license under the **Contract Labour (R &A) Act, 1970**. The contractor shall maintain all statutory records as may be required from time to time under the said act and furnish the same for verification by the employer/ labour authority as and when required. He shall have a valid licence before commencement of work and continue to have the same till completion of the contract. The contractor shall also abide by the provisions of the **Child Labour (Prohibition and Regulation) Act. 1986**.
13. The contractor shall deploy his persons in such a way that they get weekly rest. In event of the contractor committing a default or breach of any of the provisions of the **Labour Laws including the provisions of Contract Labour (Regulation and Abolition) Act, 1970** as amended from time to time or furnishing any information or submitting or filling any statement under the provisions of the said regulations and rules which is materially incorrect, he will, without prejudice to any other liability, pay to the Senior Estate Officer, AAU, a sum as may be claimed by AAU.
14. The contractor shall take all reasonable precautions to prevent any unlawful riots or disorderly conduct or acts of his employees so deployed and ensure peace and protection of persons and properties of AAU.
15. At any time during the continuation of the contract, if it is observed that the contractor is not complying with the provisions of the contract or other provisions of various Labour and other Acts applicable, the contract may be terminated by Senior Estate Officer, AAU by giving one month notice.
16. The contractor shall give the permanent Income Tax number for deduction of Income tax at the prevailing rate on the total value of payment to be deposited with Income Tax Department, Jorhat.
17. The contract agreement is to be signed by the contractor in stamped paper which will be taken as the date of commencement of work.

18. The Senior Estate Officer, AAU, Jorhat does not bind himself to accept the lowest tender or any tender and reserves the right of accepting the whole or any part of the tender without assigning any reasons and the tenderer shall be bound to comply with the same at the rates quoted.
19. The security money will be forfeited if the contractor fails to execute the agreement as per the letter of award.
20. Except writing rates and amount, the tenderer should not write any conditions or make any charges, additions and modifications in the tender which may result in cancellation of the tender.
21. The contractor should certify that there are no any legal disputes against him in any court in relation to the labour disputes and the contractor or his agency is not blacklisted either by Central Govt, State Govt or any public or private organization.
22. Income Tax or any other tax in whatsoever form in respect of this contract will be deducted from the contractor and remitted.
23. Tenderer should submit the details of their registrations, particulars of evidence of supplying personnel to any other organizations earlier.
24. Tenderer who do not fulfill all or any of the above conditions or are incomplete in any respect are liable to be rejected.
25. The bidders must submit the Registration certificate (photocopy) along with the tenders without which tenders will be invalid.
26. Tenders without tender papers cost and EMD will summarily be rejected.
27. Canvassing in any form in connection with the tender is prohibited and the tenders submitted by the contractor(s) who resort to canvassing are liable for rejection.

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**OFFICE OF THE SENIOR ESTATE OFFICER
ASSAM AGRICULTURAL UNIVERSITY, JORHAT-13**

**APPLICATION FORM
VALUE RS. 200/-**

Advertisement No : **AAU/SEO/SEC.-01/2019** SL No. : _____ Date : _____

1. Name of the Applicant : _____

2. Permanente address : _____

P.O- _____ Pincode _____

3. Present address : _____

P.O- _____ Pincode _____

Telephone No : _____ Mobile No- _____

4. Present occupation (if any) : _____

5. Previous experience of running any : _____

business. Establishment _____

6. Financial status (must be supported : _____

by documents) _____

7. Educational qualification : _____

8. Any others (if any) : _____

I Shri.....do hereby apply for entering into a contract with the Senior Estate Officer, Assam Agricultural University, Jorhat to officially provide security service under the directive of the proper authority and promise to abide by the rules and regulations laid down here under and shall be responsible to provide full guarantee to University property and such other materials.

Date: _____

Signature of the applicant

Annexure A
(Scope of work)
Contractor's obligations

That the contractor shall provide the security service in whole AAU, Jorhat Campus as per provisions hereunder:

1. That on taking over the responsibility of providing security service, the contractor shall formulate the mechanism for assigning duty to security personnel in consultation with the Senior Estate Officer, AAU. Subsequently, the contractor shall review the security arrangement from time to time and advise Senior Estate Officer, AAU in writing about additional measures for further streamlining their system. The contractor shall be bound by and carry out the directions/ instructions given to him by the Senior Estate Officer, AAU or by the officer designated by Senior Estate Officer, in this respect from time to time
2. That the persons so deployed shall remain under and supervision of the contractor and shall be liable for payment of their wages etc. and all other dues which the contractor is liable to pay under various Labour Regulations and statutory provisions.
3. The materials required for security jobs will be provided by the contractor.

ASSAM AGRICULTURAL UNIVERSITY
JORHAT, ASSAM

TENDER FOR THE WORK OF (1) Security job in the whole AAU Campus, Jorhat

EARNEST MONEY DEPOSIT INFORMATION

Earnest money for Rs..... (Rupees.....)
deposited in the form of Demand draft No. of _____

Dated..... Drawn in favour of Senior Estate Officer, AAU, Jorhat

Date.....

Signature of the Tenderer

Full Name: _____

ASSAM AGRICULTURAL UNIVERSITY
JORHAT, ASSAM

TENDER FOR THE WORK OF (1) Security job in the whole AAU Campus, Jorhat

EARNEST MONEY DEPOSIT INFORMATION

Check list –

SI No	Description	Pages
1.	Cover page	
2.	Contents	
3.	Appendix summary sheet and General Terms and conditions and NIT	
4.	EMD	
5.	Schedule of rates	
6.	Schedule of work done by the contractor	

Date.....

Signature of the Tenderer

Full Name: _____

ASSAM AGRICULTURAL UNIVERSITY
JORHAT, ASSAM

TENDER FOR THE WORK OF (1) security job in the whole AAU Campus, Jorhat

EARNEST MONEY DEPOSIT INFORMATION:

SCHEDULE OF RATES

PARTICULARS	AMOUNT (Rs)

Total amount (in words)

Note

Income tax will be deducted as per prevailing rate from the total payable amount of the contractor.

Name of the Contractor.....

Signature of the Contractor.....

Date _____

ANNEXURE B :

- 1 .Name of bidder/firm/security service provider : _____
- 2 Detailed address with telephone no of : _____
Office/ Residence/mobile no, if any _____
- 3 Whether the bidder has any professional : **YES/NO**
qualifications relevant to these services
(if Yes mention & enclose relevant certificates)
4. Details of experience in providing security : _____
service in any institutions (including
on-going assignment, if any): _____
5. Do you have a team of trained personnel : _____
to provide such services (if yes, give details)
6. How do you engage your workers ? Do you : _____
have provision for their training before induction ?
(Details, if any)
7. Do you have trade license for these services : **Yes /No**
issued by the competent authority ?
(If yes, attach copy)
8. Details of Annual turn over of your firm/agency : _____
for the last 3 years (Duly authenticated by audited
balance sheet)
- 9 Do you have service tax registration? : _____
(If yes, mention No)
- 10 Do you have VAT registration ? (If yes, mention No) : **Yes/ No**
- 11 Do you have income tax registration ? : **Yes/ No**
(If yes, mention No)
- 12 Do you have PAN card ? (If yes, mention No) : **Yes/ No**
13. Do you have the financial strength to invest : Yes/ No
Rs. 20 lacs initially for the
service ?
14. Do you have Labour Licence ? (If yes, mention No) : **Yes/ No**
- 15 Self declaration about financial statement : _____
(To be given separately for each partner in case of
Joint venture/association)

a. Name of the Agency/Firm : _____
(Partner in case of joint venture/association)

b. Financial position : _____

I . Cash at the Bank : _____

II . Current Assets : _____

III. Current liabilities : _____

IV. Working capital available at hand : _____

V. Annual turn over for last 3 consecutive: _____
financial year

c. Applicant's arrangement for finance : _____

16 Own sources : _____

17 Borrowed capital including that from _____ the bank others (Pl
specify)

18. Enclosures (strike out whichever is not applicable):

i. Copies of certificate regarding professional qualifications : Submitted/ Not
submitted

ii. Copies of the experience certificate in similar line of
activity/work order as an outsourced agency : Submitted/ Not submitted

iii. Copy of the last 6 (six) months bank statement in : Submitted/ Not submitted
addition to audited balance sheet for last 3 years as
mentioned in SI No 9 before

iv. Certificate of income tax and sales tax clearance : Submitted/ Not submitted

v. VAT clearance certificate, PAN,ESIC/PF registration
number. (if applicable), service taxes registration number : Submitted/ Not submitted

vi. Declaration statement about the present establishment
with brief description (copy to be attached) : Submitted/ Not submitted

vii Audited balance sheet for the last 3 years : Submitted/ Not submitted

Declaration :

I/We have read the entire EOI document and having understood and agreed fully to its entire content, I/ we do hereby give this undertaking that I/we will be in a position to render the said services to AAU , Jorhat campus as per the expected norms and services of the institute.

Place :

Signature of the authorized person of the firm/bidder

Date :

With seal, if any

ANNEXURE C

SCHEDULE OF WORK DONE BY THE FIRM/BIDDER

(The firm/bidder shall fill this and enclose it with original copy of tender)

1. Name of the firm/bidder :
2. Telephone No :
3. Official address :
4. Residential address :

Give the list of the works completed satisfactorily in last 5 years which were near to tender amount for which tender amount for which tender is submitted by the firm/bidder.

Sl No	Name of the work	Location /place	Name of the Organisation	Value of the firm/bidder
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				

List of work done, certificate for satisfactory completion of works given above enclosed.

Signature of the authorized person of the firm/bidder

Copies to be endorsed with the tender document

1. Registration with the Central Labour Commissioner of the jurisdiction
2. PAN card copy
3. Copy of past experience
4. Order copy of present work

