



**ALAGAPPA UNIVERSITY
KARAIKUDI – 630 003**

TENDER DOCUMENT

FOR

**24x7 - SECURITY SERVICE
IN
ALAGAPPA UNIVERSITY CAMPUS
KARAIKUDI – 630 003**

ALAGAPPA UNIVERSITY
(Accredited with 'A+' Grade by NAAC (CGPA:3.64) in the Third Cycle
& Graded as Category – I University by MHRD-UGC)
KARAIKUDI 630 003

ALU/24x7 Security Service/Tender/2024

Date: 15.03.2024

Tenders are invited from Registered Firms for “24x7 Security Service” on contract basis for a period of one year in the prescribed form as follows under **TWO COVER SYSTEM**.

- | | | |
|---|---|---|
| 1) Cost of Tender Schedule
(in the form of DD) (Non-refundable) | : | Rs.15,000/- (plus 18% GST) (Total Rs.17,700/-)
Demand draft favouring the Registrar, Alagappa University payable at Karaikudi. |
| 2) Last Date & Time for issue of Tender Schedule | : | 22.03.2024 - 5.00 P.M |
| 3) Last date and time for submission of Tender | : | 26.03.2024 - 3.00 P.M |
| 4) Date and time for opening of Technical Bid | : | 26.03.2024 - 4.30 P.M. |
| 5) Tender Deposit (EMD) to be sent in the form of Demand Draft in favour of the Registrar, Alagappa University payable at Karaikudi | : | Rs.1,50,000/- (Rupees one lakh fifty thousand only)
1. No Exception for EMD.
2. Without EMD the Tender will be invalid. |

Tender Document may be obtained from The Registrar, Alagappa University, Karaikudi during working hours from 10.00 Hrs to 17.00 Hrs or can be downloaded from University Website: www.alagappauniversity.ac.in / www.tenders.tn.gov.in announcement page. University reserves the right or restrict the scope of work.

The undersigned reserves the right to reject any tender without assigning reasons. Tender received after the due date will not be considered. For further details, visit our website www.alagappauniversity.ac.in / www.tenders.tn.gov.in.

Date : 15.03.2024

Place : Karaikudi

REGISTRAR



**ALAGAPPA UNIVERSITY
KARAIKUDI – 630 003**

ALU/24 x 7Security Service/Tender/2024

Date: 15.03.2024

**NOTICE INVITING TENDER
(TWO COVER SYSTEM)**

Sealed Tenders are invited by the Registrar, Alagappa University, Karaikudi for 24x7 SECURITY SERVICE IN ALAGAPPA UNIVERSITY CAMPUS, Karaikudi under “Two Cover System” i.e., one for Technical Bid containing EMD and Technical qualifications and another for Price Bid.

- 1) The contractors/tenderers should have 5 years experience in Security Service in Central / State Universities / Government Departments / Public Sector Undertakings / Autonomous Bodies / CSIR Laboratories / Large Industrial / Educational Campus / reputed Companies.
- 2) The tenderer must have carried out work for the **value of not less than Rs.150.00 Lakhs annually** (Work order and
- 3) of the contract period copies should be enclosed) during the last three years (2020-2021, 2021-2022, 2022-2023).

Tender document can be obtained from the Registrar, Alagappa University, Karaikudi – 630 003, in person on payment of Rs.17,700/- (Cost of Tender form + GST @ 18%) by DD (non refundable) drawn in favour of **The Registrar, Alagappa University, Karaikudi** on any working day between 18.03.2024 to 22.03.2024 (5.00 P.M.). Tender form can also be downloaded from website: www.alagappauniversity.ac.in / www.tenders.tn.gov.in and in such case cost of tender document in the form of Demand Draft for Rs.17,700/- towards the cost of tender + 18% GST (Rs.15,000+Rs.2,700) is to be enclosed, while submitting the tender.

Tender document should be enclosed with EMD of Rs.1,50,000/- (Rupees one lakh fifty thousand only) by means of Demand Draft drawn in favour of the Registrar, Alagappa University payable at Karaikudi on any Nationalized / Scheduled Bank payable at Karaikudi.

Technical bid cover containing Tender documents with Demand Draft (Number, Date, Amount) and technical qualification should be put in a separate cover **Superscribing Technical Bid** on the cover (1) and another cover **Price Bid** (2) containing tender rate along with tender schedule.

These covers should be put in one cover with superscribing 24x7 SECURITY SERVICE IN ALAGAPPA UNIVERSITY CAMPUS should reach the Registrar, Alagappa University, Karaikudi at 3.00 p.m. on or before 26.03.2024 and Technical bid will be opened on 26.03.2024 at 4.30 p.m. in the presence of the tenderers or their representatives. The date of opening of commercial bid will be intimated later, if qualified in technical bid.

Tender without signature and EMD will be summarily rejected. Tender received after the due date will not be considered.

The Registrar, Alagappa University reserves the right to accept or reject any or all the tenders without assigning any reason whatsoever and his decision shall be final and binding.

Any subsequent changes / amendments will be published only in the www.alagappauniversity.ac.in / www.tenders.tn.gov.in. websites.

REGISTRAR

**24 x 7 SECURITY SERVICE AT ALAGAPPA UNIVERSITY
CAMPUS, KARAIKUDI – 630 003**

CHECK SLIP

Sl.No	Description	Enclosed
1.	Cost of Tender schedule + GST (for downloaded documents only)	Yes / No
2.	EMD for Rs.1,50,000/- DD enclosed.	Yes / No
3.	Experience certificate (Last 5 years) Enclosed with satisfactorily completion certificate for the agreement period	Yes / No
4.	Annual turnover Audited certificate from Chartered Accountant (last 3 years) (2020-2021, 2021-2022, 2022-2023)	Yes / No
5.	Company Registration certificate & live certificate	Yes / No
6.	PAN No. & GST	Yes / No
7.	Income Tax Returns (last 3 years)	Yes / No
8.	Service Tax Registration and latest payment of remittance challan	Yes / No
9.	ESI Registration & latest payment of remittance challan	Yes / No
10.	EPF Registration & latest payment of remittance challan	Yes / No

Note: Document Proof should be enclosed.

Signature of the Tenderer
with seal

FACE SHEET ACCOMPANYING THE TENDER SCHEDULE

NAME OF THE WORK : “24x7 Security Service in Alagappa University Campus”
at Karaikudi.

[To be submitted in a sealed cover addressed to the Registrar, Alagappa University,
Karaikudi – 630 003]

- | | | | |
|----|--|---|---|
| 1. | Cost of Tender Schedule | : | Rs.15,000/- plus 18% GST
Total Rs. 17,700/- |
| 2. | Last Date & Time for submission of
Sealed Tender | : | 26.03.2024 - 3.00 P.M |
| 3. | Technical Bid opening Date & Time | : | 26.03.2024 - 4.30 P.M |
| 4. | EMD to be submitted along with the
Tender | : | Rs.1,50,000/- (Rupees fifty
thousand only)
No exception for EMD.
Without EMD the Tender
will be rejected. |
| 5. | EMD DD Number, Date
Name of the Bank, Place and Amount. | : | |

Tender issued to :

Signature of Registrar,
Alagappa University

Signature of the Tenderer
with seal

ALAGAPPA UNIVERSITY, KARAIKUDI – 630 003

I AGREE WITH ALL TERMS AND CONDITIONS FOR THE AWARD OF CONTRACT FOR 24 x 7 SECURITY SERVICE AT ALAGAPPA UNIVERSITY, KARAIKUDI.

1. The prospective tenderers may satisfy themselves about the requirements by visiting the Alagappa University, Karaikudi – 630 003, on any working day between 10.00 A.M. and 3.30 P.M. before submitting their tenders.
2. The tenderer should enclose a copy of the registration certificate, registration live certificate, certificate of experience, registration certificates in respect of ESI/EPF/GST/PAN No., **without the above documents tender will not be considered for evaluation.**
3. The tenderer must have carried out work for the value of not less than **Rs.150.00 lakhs** annually during the last three years (2020-2021, 2021-2022, 2022-2023) (Document should be attached otherwise will not be considered).
4. While submitting the tender, the Contractor should deposit an Earnest Money Deposit of Rs.1,50,000/- by Demand Draft drawn in favour of “THE REGISTRAR, ALAGAPPA UNIVERSITY, KARAIKUDI – 630 003” on any Nationalized Bank payable at Karaikudi, **Please note that Cheque will not be accepted in lieu of Demand Draft.** The EMD will be refunded to the unsuccessful tenderer through cheque after tender is finalized.
5. Tender without EMD and incomplete documents are liable to be rejected.
6. The EMD will be liable to be forfeited if the selected contractor fails to accept the work order.
7. If any relative of the tenderer is an employee of the Alagappa University, the name, designation and relationship of such employee should be intimated to the Registrar, Alagappa University in writing while submitting the tender.
8. The tender submitted shall remain valid for 90 days from the date of opening for the purpose of acceptance and award of work. Validity beyond 90 days from the date of opening shall be by mutual consent.
9. Last date for receipt of tender in the office of the Registrar, Alagappa University, Karaikudi will be **3.00 P.M on 26.03.2024** and the Technical bid will be opened at 4.30 p.m. on the same day in the presence of the tenderers or their representatives present.

Note: Before Finalizing the Tender, the tenderer have no right/represent/recommendation to the University will lead to disqualification of Tender and will be block-listed.

Signature of the Tenderer
with seal

10. Before signing the agreement, the Contractor shall deposit 10% (Ten Percent) of the annual value of contract (adjusting the EMD) as Security Deposit in the form of Demand Draft / Banker cheque from any of the Nationalized/Scheduled Banks payable at Karaikudi, which would be released on expiry/termination of the contract after adjustment of dues, if any.
- (i) No interest on Security Deposit and EMD shall be paid by Alagappa University to the Tenderer.
11. The contract will be valid for 12 months and performance will be reviewed in every quarter by the Registrar. In case of unsatisfactory performance during the review period, the University is vested with the power to terminate the contract by giving one (1) month prior notice. Based on the satisfactory performance and fulfill the tender conditions, the contract may be extended another 12 months with same terms & conditions.
12. The contractor should execute an agreement in a non-judicial stamp paper worth of Rs.100/- within 15 days from the date of work order before taking up the contract agreeing to abide by all the terms and conditions mentioned therein. If not executed within the stipulated time, the EMD will be forfeited and the next contractor will be engaged. The difference in cost if any, will be borne by the first contractor.
13. Police Verification of the antecedents of the persons to be engaged at Alagappa University, will be obtained by the Contractor in advance and made available to Alagappa University.
14. The contractor should ensure that the persons are punctual, disciplined and vigilant in performance of their duty. The contractor shall engage medically and physically fit persons and they shall be duty bound and deploy the same at the time of providing the service.
15. The Contractor shall communicate the names, parentage, residential address, age etc., of the persons deployed by him before signing the agreement. The Contractor shall issue Identity Cards to the persons and they shall be duty bound and deploy the same at the time of providing the service.
16. The Registrar or any person authorized by the Registrar shall be at liberty to carry out surprise check on the persons deployed by the Contractor in order to ensure that required numbers of persons are deployed and that they are providing the service properly.
17. The persons deployed by the Contractor for the work should be the employees of the contractor for all intents and purposes and in no case, shall have relationship with employer and employee between the said persons and the Alagappa University, Karaikudi accrue implicitly or explicitly.
- (a)

Signature of the Tenderer
with seal

- (b) The persons so deployed shall remain under the control and supervision of the contractor and contractor shall be liable for payment for their wages etc. and all other dues which the contractor is liable to pay under various labour regulations and other statutory provisions (i.e.,) EPF contribution and Service Tax, E.S.I. contribution and G.S.T.
- (c) The duty hours of the Security Guards will be as under,
- a) 8 Hours Duty
- First Shift : 6.00 A.M to 2.00 P.M
Second Shift : 2.00 P.M to 10.00 P.M
Third Shift : 10.00 P.M to 6.00 A.M
18. Statutory deductions if any will be deducted from the monthly bill of the Contractor.
19. Extra manpower, if required, should be provided on the same terms and conditions.
20. The Contractor should submit the proof of having deposited the amount of contribution claimed by him on account of ESI, EPF and GST towards the persons deployed in their respective names before submitting the bill for the subsequent month. In case the Contractor fails to do so, the amount claimed towards ESI, EPF contribution and GST will be withheld till submission of required documents.
21. The Security Guards should be physically strong, mentally alert and preferably in age group of 25-55 years. Minimum 8th Standard Educational qualification is a must for the service. The Security agency should be produced proof of Educational qualification before entering the agreement. If any Agency offering Ex-servicemen, the age may be relaxed as per rules.
22. The Security Agency will be fully responsible for any loss of property / theft on account of negligence of their duty in the campus and the cost of loss should be borne by the agency.
23. All Security Guards should wear clean uniforms, shoes, belts, caps and name badges regularly supplied by the agency. The agency should also provide them lathis, raincoats, torch lights etc., They should also have a Photo Identification card issued by the contractor.
24. The Security Guards will be responsible to check all incoming and outgoing vehicles at the gates by maintaining a register and report to the Registrar for any doubts, problems etc., immediately, and the register should be submitted through Sergeant and Assistant Executive Engineer every month to the Registrar for perusal.

Signature of the Tenderer
with seal

25. The Security Guards will have to maintain exemplary discipline and be polite always and work for the benefit of the University and should follow the campus rules.
26. The Security Guards are expected to know fire fighting.
27. The Security Guards should assemble for parade every day before reporting for duty.
28. Materials or things should be allowed to move out of the campus only with proper gate pass / valid authority / documents.
29. In case of emergency or on special occasions when more number of securities are required by the University, additional Security Services should be provided by the agency at short notice in addition to the regular guards on additional payment at the agreed rates on man-days basis.
30. The Security Guards or others deployed by the agency should strictly avoid consumption of liquor during or prior to reporting for duty. The University will be within its power to bar entry of any such personnel of the agency found within the compound having consumed liquor irrespective of whether he is in sober state or otherwise.
31. If the Security Guards are found sleeping in the night duty time, payment will not be made to them.
32. The Security Guards can take leave with prior permission only.
33. If necessary three nos. of Supervisors should be provided separately, who will take the immediate responsibility of all Security Guards on duty.
34. The Security Guards should be allotted duty only for 8 Hrs.
35. **A self-certified copy, furnished for the no. of employees will be verified before signing the agreement.**
36. The contractor should not sublet the work to any other agencies.
37. The tenure of the contract is **one (1) year** from the date of signing the contract. However if the Registrar, Alagappa University so desires he may extend the contract for another one year based on satisfactorily performance and fulfill the agreement condition with same terms & conditions.
38. The contract can be terminated by the Registrar for unsatisfactory service. The loss to Alagappa University if any incurred on account of such termination will be recovered from the contractor. The decision of the Registrar, Alagappa University shall be final in this regard.

Signature of the Tenderer
with seal

39. No Child labour should be employed.
40. On expiry of the contract period, the contractor shall handover the articles if any entrusted to him in good condition.
41. The tenderer should provide suitable uniforms for his personnel at his cost, and he shall on his own responsibility appoint all the necessary staff and employees who should be proficient in Security Service. The Registrar, Alagappa University, Karaikudi shall have no responsibility or any obligation legal or otherwise in respect of the affairs of such staff and employees, including their appointment, conduct, discipline, termination, wages and terms & conditions of work., etc., which is the sole obligation of the tenderer. The tenderer shall ensure that staff employed by him are properly, cleanly and neatly dressed and shall be disciplined and polite to the Alagappa University at all times. He shall furnish fitness certificate issued by the medical officer periodically of the employees and their antecedents should be verified by the police authorities.
42. Any dispute between the parties will be referred to the Registrar, Alagappa University for adjudication. The decision of the Registrar, Alagappa University will be binding on both the parties and shall be final.
43. In case of any breach of this contract and any term and conditions therein by the Tenderer, the Registrar, Alagappa University may cancel the contract for the remaining period of the contract after giving a show cause notice of a reasonable time as deemed fit by the Registrar, Alagappa University in writing to the contractor. In the event of such cancellation, security deposit amount of the contractor will be forfeited. The decision of the Registrar, Alagappa University shall be final in this matter.
44. Behaviour of personnel shall in no way be detrimental to the administration. The contractor shall provide personnel of good character, physically fit, efficient, well behaved and skillful in their duties.
45. In case of any shortfall in the attendance of the workers provided by the contractor, the monthly payment will be proportionately deducted.
46. The Registrar, Alagappa University shall pay the contractor as per the rates accepted on monthly basis. The due shall be claimed by the contractor in the first week of the succeeding month. All claim bills of the Security Guards raised by the contractor shall be paid based on the attendance register duly verified by the Sergeant, through Asst.Exe.Engineer and Countersigned by the Registrar. No Advance payment will be made.
47. The contractor should at all time obey the lawful instruction given to him by Registrar, Alagappa University or his authorized representatives or such other personnel appointed by the administration in respect of all works of Security Service.

Signature of the Tenderer
with seal

48. All workers provided by the contractors should be healthy and not suffering from any contagious diseases.
49. The contractor should also ensure that the norms prescribed by the Human Rights Commission, Government of India, Minimum Wages Act and Industrial Dispute Act or any such other legislation are fully observed and the office is kept harmless and indemnified. If there is any non-compliance intimated by competent authority to Registrar, Alagappa University, the contractor has to rectify it and indemnify.
50. The Security Service should be inspected by the contractor on his own daily and a report should be submitted to the Registrar, Alagappa University, Karaikudi or his authorized officers regularly. The Security Service shall also be inspected by the Registrar, Alagappa University or his authorized officers from time to time including surprise check.
51. The Security Guard will have responsibility to maintain water supply distribution at the places of postings.
52. GST, ESI and EPF as applicable as on date should be remitted every month in respect of each employee.

Monthly deduction of ESI and EPF for each employee should be attested by the individual concern and be submitted every month.

The deducted GST amount should be remitted and filled within 10^h date of every month and the original chalan (with countersigned by the contractor) should be submitted within 2 days of date of remittance. In case of failure of remittance, within due date the fine amount for late payment will be deducted in the next claim bill.

53. The Registrar, Alagappa University, Karaikudi reserves the right to accept or reject any or all the tenders without assigning any reason whatsoever and his decision shall be final and binding on the contractor.
54. Salary for the employee should be paid by the contractor every month and the same amount may be reimbursed and claimed with attendance, acquittance and Bank NEFT letter.

Signature of the Tenderer
with seal

**ALAGAPPA UNIVERSITY
KARAIKUDI – 630 003**

**TENDER DOCUMENT
TECHNICAL BID**

FOR

**24 x 7 - SECURITY SERVICE
IN
ALAGAPPA UNIVERSITY CAMPUS
KARAIKUDI – 630 003**

TECHNICAL QUALIFICATION FOR SECURITY SERVICE

1.	a) Name of the Organization	
	b) Full address of Regd. / Head Office Landline phone no. and mobile no.	
	c) Branches with full address	
2.	Type of Organization (Tick appropriate column) (Attach proof)	a) Public Sector Organization b) Private Limited Company c) Partnership Deed
3.	Year of Establishment	
4.	a) Is your organization registered?	
	b) Year of Registration with No. & live certificate from the Registration Authority (Attach proof)	
5.	a) Existing details of workforce:	
	(i) No. of Officers:	
	(ii) No. of Supervisors	
	(iii) No. of Security Guards	
	(iv) No. of Support Staff	
	b) Proposed workforce for Alagappa University :	
	(i) No. of Officers:	
	(ii) No. of Supervisors	
	(iii) No. of Security Guards	
	(iv) No. of Support Staff	

Signature of the Tenderer
with seal

6.	Are you complying with the respective statutory provisions such as employees Provident Fund Act, E.S.I. etc.,? If so attach last payment remittance chalan.	
7.	Are your guards provided with a) Uniforms b) Torch Lights c) Rain coats d) Gum boots e) Stationery	
8.	The norms followed by you in the recruitment of a) Security Guards b) Supervisor	
9.	State average age of your a) Security Guards b) Supervisor	
10.	Give details of volume of turnover of your organization during the last three years. (Attach Proof of Audited Report given by Chartered Accountant)	2020 - 2021 Rs. 2021 – 2022 Rs. 2022 – 2023 Rs.
11.	Your PAN No. and Tax paid for the last 3 years.(Attach Proof)	2020 - 2021 Rs. 2021 – 2022 Rs. 2022 – 2023 Rs.
12.	Your GST No. (Attach Proof)	
13.	Have you attached the DD for EMD, (Give DD No., Date, Amount, Name of Bank , Place)	
14.	Give Details of Experience:	The list of organizations for which such services were undertaken in the last five years with work order, certificate for satisfactorily completion of performance and fulfill the agreement conditions should be furnished in the following format and also copy of documents should be enclosed.

Signature of the Tenderer
with seal

For Office Use only:

Certified that documentary proofs are verified in respect of Column nos. 4, 6, 10, 11, 12 and 13 and 14.

14) cont.,

Sl. No	Name and Address of Universities/State Govt./UT /Govt. of India/ Autonomous body/other Educational Institutional / Industries	No. of years of Service	No. of Guards per shift	Work order No. and Date	Annual work order Value in Rs.

Signature of the Tenderer
with seal

Proof for engaging Ex-Servicemen:

Sl. No	Name	I/D Proof	Details of Discharge Book

Note:

- (i) Documentary proof for the information given above should be furnished.**
- (ii) The bidders should enclose copies of the latest audited reports, sales tax / GST, registration, registration live certificate and income tax certificates (wherever applicable) along with bid documents without which the bidders will stand disqualified.

Signature of the Tenderer
with seal

Name Address Phone No.



**ALAGAPPA UNIVERSITY
KARAIKUDI – 630 003**

**TENDER DOCUMENT
PRICE BID**

FOR

**24 x 7 - SECURITY SERVICE
IN
ALAGAPPA UNIVERSITY CAMPUS
KARAIKUDI – 630 003**

ANNEXURE - I

Sl. No.	Description of Work	Annual Contract Price (Both in figure and words)	Statutory Taxes in Percentage (%)
1.	24x7 Security Service in Alagappa University Campus. [Annual Contract price should be furnished with break-up details of total number of Securities engaged, Salary for each security per day, EPF, ESI, IT, GST, Service charge if any and any other Statutory Taxes etc.,]		

Signature of the Tenderer
with seal

Name and Address with Phone No.