



## **RAJIV GANDHI UNIVERSITY RONO HILLS, DOIMUKH**

No. Estt-215/2004/SC

Dated Rono Hills, the 17<sup>th</sup> October, 2023

### **NOTICE OF TENDER**

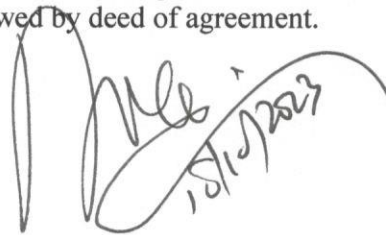
The Rajiv Gandhi University invites wax-sealed tender from Government approved license holder security agencies/firms having energetic, trained and well equipped security personnel aged between 18 to 35 (preferably voluntary retired persons from Armed Force, Navy, Air Force etc.) for deployment at Rajiv Gandhi University for a period of 1 (One) year. Interested parties may quote rates for providing the following services:

1. The Manager/Managing Director of the Firm should fulfill the followings:
  - (i) Valid license issued by the government to run the business for providing security services. Bids submitted by the firm taking power of attorney from other firm shall not be accepted in any case.
  - (ii) Possess Employee's Provident Fund (EPF)
  - (iii) Possess Group Insurance Scheme for its employees.
  - (iv) Needs to provide neat and clean uniforms and other accessories to its guards along with other equipments required during duty hours.
  - (v) Selected Firm must deposit Security money of ₹ 1,00,000/- (Rupees One Lakh) only in the shape of Demand Draft in favour of Registrar, Rajiv Gandhi University, Doimukh payable at Bank of Baroda, A.U. Campus, Doimukh.
  - (vi) The firm must have to submit 5(five) years of experience of performing similar nature of works in Central/State Government institutions/departments and must have to submit work orders along with completion certificate issued by the appropriate authority of the institutions/departments.
2. The tender shall have to be submitted in 03(Three) separate sealed covers, duly completed in all respects viz. one for "processing fee amounting to ₹ 5,000/- (Rupees Five Thousand) only non-refundable", the second for "technical bid" and the third for "financial bid". The name of the work and the words "processing fee", "technical bid" and "financial bid", should be clearly written on the top of the respective sealed covers. All the three bids, along with the letter for submitting tender shall be clearly written on top of the sealed cover. Further, it may be noted that the firm is allowed to submit only one financial bid. The quotation/tender of those firm submit two different rate for one item shall summarily be rejected.
3. The envelop/tender must reach on or before 30-10-2023 up to 3 P.M. in the office of the Registrar, Rajiv Gandhi University, Rono Hills, Doimukh and the technical bid will be opened on 30-10-23 at 3.30 p.m. followed by financial bid. Financial bid of the firm shall not be opened whose technical bid is found to be incomplete.
4. The acceptance of the tender rests with the Registrar, Rajiv Gandhi University, Rono Hills, Doimukh, which does not bind itself to accept the lowest tender and reserves itself the authority

to reject any or all of the tenders received without assigning any reason. Incomplete tender in any respect shall liable to be rejected.

5. Canvassing in any form in connection with tender is strictly prohibited and contractors who resort to be canvassing will be liable to rejection.
6. All rates should be quoted as per the prescribed format of financial bid in the tender published by the University.
7. On acceptance of the tender, the name of the accredited representative(s) of the contractor who would be responsible for taking instructions from the Registrar, Rajiv Gandhi University, Rono Hills, Doimukh shall be communicated to the RGU.
8. All the Security Personnel supposed to be deployed in the Rajiv Gandhi University must have or open a Savings Bank Account in the Bank of Baroda located in the University Campus and the Contractor must pay their salary through account payee and submit payment statement every month to the office along with the bill.
9. It will be obligatory on the part of the tender to sign the tender documents on each page.
10. Tenders without wax sealed shall be summarily rejected.
11. The tender should acquaint themselves with the working conditions of the University.
12. All the day to day duties of the Security Personnel shall be supervised by the Senior Security Officers of Rajiv Gandhi University. However, overall Administrative Control on Security Agency shall be lies on the Registrar, Rajiv Gandhi University.

Other rules, regulations, terms and conditions which are not specified herein shall be governed by the Rajiv Gandhi University as deemed fit followed by deed of agreement.



REGISTRAR

( IN THE LETTER HEAD OF THE FIRM )  
FINANCIAL BID

Designation	Rate per person per
Supervisor	
Security Guards	
Sub-Total	
Service charge in % age to above amount	
E.P.F.	
E.S.I.	
Total	

Signature of the Proprietor/  
Authorized signatory of the  
firm with seal and date



AGREEMENT WITH MESSER'S

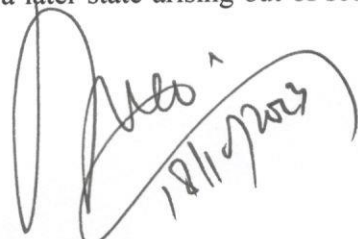
Dated : .....

CHARTER OF JOB SCHEDULE FOR THE SECURITY AGENCY PROVIDING CONTRACT  
SECURITY IN THE CAMPUS

The "Party" has been engaged by the University to perform the following duties. Registrar, Rajiv Gandhi University reserves the right to bring in any change schedule during contract period in order to:

- i) Organize and maintain adequate security system in the residential, institutional, hostel and other areas all the times to safeguard the residents, University assets, infrastructure land and boundary, preventing any physically attack/theft/pilferage etc.
- ii) Provide special security in the main gate/other entry of points, exit and static duty points and regulate movement of persons and vehicle etc. round the clock as decided by the University authority. They would also drive away stray animals from the campus.
- iii) Maintain Visitor Check Book and conduct search operation inside the Rajiv Gandhi University campus as and when required.
- iv) Provide support to Rajiv Gandhi University authority in emergency situation arising out of disturbance, fire, explosion and other unforeseen calamities/agitation etc.
- v) Safeguard, maintain and operate the security equipments like fire arms/ammunition, Walkie Talkie, Surveillance Equipment and other items available with security agency from time to time.
- vi) Ensure issue of security summary log sheet at 0900 hours daily to the Rajiv Gandhi University authority summing up the occurrences/events of past 24 hours in the Campus.
- vii) Undertake and provide for spot investigation and report of any special event of interest to the Rajiv Gandhi University authority.
- viii) Organize, conduct and aid the authority in celebration of National ceremonies/occasions like 15<sup>th</sup> August, 26<sup>th</sup> January, etc.

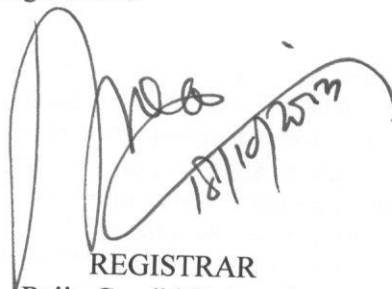
Any other points not mentioned herein, but that may arise at a later state arising out of security matters or an instructed by the Registrar of the University.



REGISTRAR

**TERMS AND CONDITION FOR AWARDING SECURITY SERVICES TO FIRM/MESSER'S**

1. Firm must have registered under labour/society act.
2. The Proprietor must have valid license issued by government for running the business of supplying security services.
3. Bids submitted by the firm taking power of attorney from another firm shall not be accepted in any case.
4. The Committee shall ensure that the rate quoted by the firm must not be higher than the rate prescribed by the State/Central Govt. and service charges quoted by the firms must be taken care.
5. Firm must have Employee's Provided Fund (EPF) scheme for its employee.
6. Firm must have Group Insurance Scheme for its employees.
7. Firm must supply neat and clean uniforms and other equipments to its staff at their own cost.
8. University will not bear any liability such as payment of OTA etc.
9. University deserves the right to cancel the contract at any time without assigning any reasons. Any disputes arising will be settled under the jurisdiction of Itanagar.
10. Any other points as deemed fit at the time of agreement.



REGISTRAR  
Rajiv Gandhi University  
Rono Hills, Itanagar