



VEER SURENDRA SAI UNIVERSITY OF TECHNOLOGY: BURLA

P.O: Engineering College Burla (Siddhi Vihar), Dist: Sambalpur
Odisha-768018, India

E-mail: registrar@vssut.ac.in, Phone:(0663)2430573, Fax: (0663)2430592

No. VSSUT/ DSW/869/2025

Date: 04-09-2025

TENDER CALL NOTICE

TENDER FOR PROVIDING SECURITY SERVICES AT VSSUT,BURLA

VSSUT, Burla invites sealed quotations from registered and authorized security agencies for hiring the security services (Security Guards and Security Supervisors) for its Academic Building, Residential Campus, Halls of Residence area on Quality and cost based selection bidding method (EMD, Technical Bid and Financial Bid) duly filled in as per the instructions of the Tender Document addressed to The Registrar, VSSUT, Burla-768018 and should reach latest by **25th September 2025 at 11.30 am**. The Technical bid shall be opened on **25.09.2025 at 12.30 pm** and financial bid shall be opened on **26.09.2025 at 12.30 pm**. The tender documents may be downloaded from our University website www.vssut.ac.in.

Registrar

Memo No.VSSUT/ DSW/870/(5)/2025
Copy to:

Date: 04-09-2025

1. The Director, Department of I & PR, Govt. of Odisha, Bhubaneswar with request to publish the above advertisement in one issue of the all-Odisha daily edition of "THE SAMAJ" and English daily "THE TIMES OF INDIA" using minimum space at the I & PR approved/ lowest rate. The bill may be sent in triplicate along with a copy of the paper in which the publication is made
2. University Notice Board.
3. Dean (Faculty & Planning) with a request to display the advertisement on the University website.
4. The Comptroller of Finance, VSSUT, Burla for Information.
5. PA to Vice Chancellor for kind information of Hon'ble Vice-Chancellor.

Registrar



**VEER SURENDRA SAI UNIVERSITY OF TECHNOLOGY (VSSUT),
BURLA -768018, ODISHA, INDIA**

TENDER CALL NOTICE

Tender Notice No.: VSSUT/DSW/869/2025

Date: 04.09.2025

Subject: TENDER FOR PROVIDING SECURITY SERVICES AT VSSUT, BURLA

VSSUT, Burla invites sealed quotations from registered and authorized security agencies for hiring the security services (Security Guards and Security Supervisors) for its Academic Building, Residential Campus, Halls of Residence area on Quality and cost based selection bidding method (EMD, Technical Bid and Financial Bid) duly filled in as per the instructions of the Tender Document addressed to **The Registrar, VSSUT, Burla-768018** and should reach latest by **25th September 2025 at 11.30 am**.

Tender Documents may be downloaded from our University website at www.vssut.ac.in

EMD: Rs. 5,00,000/-

Tender cost fee: Rs. 1000/- (Non-refundable)

Last Date and Time for receipt of bid: 25th September 2025 at 11.30 am

Date and Time of opening of the Technical bid: 25th September 2025 at 12.30 pm

Date and Time of opening of the Financial bid: 26th September 2025 at 12.30 pm

For any clarification contact: Registrar, VSSUT, Burla-768018

The bid should be submitted through registered post or speed post only addressing to **"Registrar, VSSUT, Burla, Dist.- Sambalpur, Odisha, PIN-768018"** which should reach within the scheduled date and time.

Registrar

SECTION-1
TECHNICAL PROPOSAL SUBMISSION FORM

Date: _____

LETTER OF BID

To
The Registrar
VSSUT, Burla- 768018

Ref: Invitation for **Tender Notice No.** _____ , **Date:** _____

We, the undersigned, declare that:

1. We have examined and have no reservations to the Bidding Documents, including addenda issued in accordance with Instructions to Bidders.
2. We offer to execute in conformity with the Bidding Documents for providing security services to VSSUT, Burla.
3. Our bid shall be valid for a period of **90 days** from the date fixed for the bid submission deadline in accordance with the Bidding Documents and it shall remain binding upon us and maybe accepted at any time before expiry of that period.
4. If our bid is accepted, we commit to submit a performance security in accordance with the Bidding Documents.
5. We also declare that Government of Odisha or any other Government body has not declared us ineligible or black listed on charges of engaging in corrupt, fraudulent, collusive or coercive practices or any failure/lapses of serious nature.
6. We also accept all the terms and conditions of this bidding document and undertake to abide by them, including the condition that you are not bound to accept highest ranked bid / lowest bid or any other bid that you may receive.

Yours sincerely,

Authorized Signatory with company seal (Authorized person shall attach a copy of Authorization for signing on behalf of Bidding Company)

Full Name and Designation
(To be printed on Bidder's letterhead)

SECTION-2
INSTRUCTIONS TO THE BIDDER

DETAILS OF THE PROPOSED CONTRACT

1. GENERAL INSTRUCTIONS

VSSUT, Burla, hereinafter referred to as the “University” shall be hiring security services i.e. the services of the Security Supervisor / Security Guards for its Office/ Academic Buildings/ Hostel, Residential and other area under Tender No. and Date as mentioned above.

The detailed requirement is mentioned below:

Sl. No.	Category	Location	Numbers
01	Assistant Security Officer (Preferably Ex Serviceman) without arm license	All locations	01
02	Security Supervisor (Without arm license)	All locations	03
03	Security Guard (Without arm license)	Academic Area Residential Campus, Hall of Residences And other area	100* *May be increased/decreased by 20% at any time before selection or during the contract period.

The tender documents may be downloaded also from our university website

<http://www.vssut.ac.in>.

While all efforts have been made to avoid errors in the drafting of the tender documents, the Bidder is advised to check the same carefully get it clarified before submission of tender and no claim on account of any errors detected later in the tender documents shall be entertained.

Each page of the Tender documents must be stamped, signed and numbered by the bidder submitting the tender in token of his/her having acquainted himself / herself and accepted the entire tender documents including various conditions of contract. **Any Bid with any of the documents not so signed is liable to be rejected at the discretion of the University.**

NO PAGE SHOULD BE REMOVED/ DETACHED FROM THIS BIDDING DOCUMENT.

The bidder shall attach copy of the authorization letter / power of Attorney as the proof of authorization for signing on behalf of the Bidder.

All Bidders are hereby explicitly informed that conditional offer or offers with deviations from the conditions of Contract, the bids not meeting the minimum eligibility criteria, Technical Bids, not accompanied with EMD, or any other requirements, stipulated in the

tender documents are **liable to be rejected**.

The parties to the Bid shall be the “Bidders” (to whom the work can be awarded) and VSSUT, Burla shall be termed as the University who can accept/reject any bid without assigning areas on.

For all purposes of the contract including arbitration there under, the address of the bidder mentioned in the bid shall be final unless the bidder notifies a change of address by a separate letter sent by registered post with acknowledgement to VSSUT, Burla. The bidder shall be solely responsible for the consequences of any omission or error to notify change of address in the aforesaid manner.

The requirements of security personnel is tentative and may increase or decrease at the sole discretion of the competent authority of the University.

All payment to the staffs involved in the contract has to be made through e-payment/bank transfer by the contractor. The proof of the same has to be submitted to the University with the bill every month.

The University reserves the right to amend/cancel this tender at any stage/time without assigning any reason. The decision/ interpretation of the competent authority of University shall be final and binding.

2. MINIMUM ELIGIBILITY CRITERIA

The following shall be the minimum eligibility criteria for selection of bidders technically.

2.1. Legally Valid Entity: The Bidder shall necessarily be a legally valid entity either in the form of a Limited Company or a Private Limited Company registered under the Companies Act, 1956. Bidder in the form of partnership firm/consortium, Proprietorship may be permitted. A proof for supporting the legal validity of the Bidder shall be submitted. The firm should have Zonal or Regional headquarters in Odisha.

2.2. Financial Capacity: The bidders should have the minimum turnover of Rs. 5 crore (Rupees five crore) in average during the last three financial years, i.e., 2022–23, 2023–24, and 2024–25. Relevant proof for supporting the above shall be submitted failing which the same shall be treated as void. Provisional accounts along with GST return for the financial year 2024-25 shall be acceptable. The firms must be willing and/or capable to invest one month's expenses before being reimbursed the claim.

2.3. Registration: The Bidder should be compulsorily registered with Department of Home affairs (state/central govt.), Income Tax, Goods and service tax and also registered under the labour laws, Employees Provident Fund Organization, Employees State Insurance Corporation, PSARA License, Registered under Shops & Establishment Act. Relevant proof in support shall be submitted.

2.4. Experience: The Bidder should have strong presence or root in Sambalpur Municipal Corporation so that the employees are familiar with the miscreants of the city and may have minimum 5 years' experience after registration in the similar field of providing security services in big organizations and/or Government Departments (or) Educational Institutions/University of Repute. Relevant proof in support shall be submitted. The firm should have a well-structured training center at Odisha. If desired, a committee from VSSUT,

Burla may visit the Training center during the process of short-listing agencies to ascertain the facilities & training being imparted.

2.5 Documents supporting the Minimum Eligibility Criteria :

- a. In proof of having fully adhered to the minimum eligibility criteria at 2.1, attested copy of certificates of incorporation issued by the respective registrar of firms/companies shall be attached.
- b. In proof of having fully adhered to minimum eligibility criteria at 2.2, attested copy of the audited balance sheets for the completed five financial years i.e. for 2020-21, 2021-22, 2022-23, 2023-24 and 2024-25. Provisional accounts along with GST return for the financial year 2024-25 shall be acceptable.
- c. In proof of having fully adhered to minimum eligibility criteria at 2.3, attested copy of PAN, Goods and Service tax, Labour Registration copy, EPFO Registration Copy, ESIC Registration Copy, Copy of PSARA License, and Copy of Registration under Shops & Establishment Act shall be acceptable.
- d. In proof of having fully adhered to minimum eligibility criteria at 2.4, attested copy of work orders & experience certificates issued by the Organizations and Government Departments shall be acceptable.
- e. In proof of having fully adhered to minimum eligibility criteria, attested copy of manpower wages roll in respect of security guards / supervisors shall be acceptable.
- f. Proof of well-structured training center at Odisha.

3. EARNEST MONEY DEPOSIT & TENDER COST FEE:

This bid should be accompanied by the Tender Cost Fee of **Rs. 1,000/-** (Rupees One thousand only) and Earnest Money Deposit of **Rs. 5,00,000/-** (Rupees Five Lakh only), which shall be included in security deposit on selection, in the form of Bank Draft/Demand Draft/Banker's Cheque of any nationalized bank only. The Bank Draft/Demand Draft/Banker's Cheque shall be in favour of **VSSUT, Burla, payable at Burla**. And the same should be super-scribed with subject, tender reference, addressed to **The Registrar, VSSUT, Burla-768018, Odisha** and should reach through speed post/registered post latest by **25th September 2025 at 11.30 am**.

Bidders shall not be permitted to withdraw their offer or modify the terms and conditions thereof. In case the bidder fails to observe and comply with the stipulations made herein or backs out after quoting the rates, the aforesaid bid security shall be forfeited.

The bids without Earnest Money shall be summarily rejected.

In the absence of the EMD, technical proposal of the bidder shall be rejected. However, as per the Finance Department, Govt. of Odisha office memorandum no. 21926 dated 12.8.2015, the local MSEs registered with respective DICs, Khadi, Village, Cottage & Handicraft Industries, OSIC and NSIC are exempted from submission of EMD while participating in tenders of Govt. Departments and Agencies under its control. It is further clarified that the above exemption is applicable to local MSEs registered in Odisha only. This exemption to the local MSEs shall be applicable if the kind of service as required under this tender enquiry is clearly specified against the details of the service to be provided in their DIC / NSIC registration certificate (to be furnished in the technical bid).

No claim shall lie against the VSSUT, Burla in respect of erosion in the value or interest on the amount of earnest money deposit or security deposit.

After placement of work order, the selected firm has to submit bank guarantee of Rs. 5,00,000/- (Rupees five Lakh only) as a security deposit.

4. VALIDITY OF BIDS

Bids shall remain valid and open for acceptance for a period of **90 days** from the last date of submission of Bids. However, the date of commencement of contract will be decided by the University.

In case University calls the bidder for negotiation then this shall not amount to cancellation or withdrawal of original offer which shall be binding on the bidder.

The University may request for **extension** for another period of **60 days**, without any modifications and without giving any reasons thereof.

5. PREPARATIONS OF BIDS

Technical Bid: Technical Bid should be prepared as per the instructions given in the Tender document along with all required information, attaching documents in support of the minimum eligibility criteria, Valid EMD of requisite amount.

- a) Technical Bid Submission Form duly signed and printed on Company's letterhead(Section1).
- b) Signed and Stamped on each page of the tender document.
- c) Contact Details Form, duly filled and signed (Section6.1).
- d) Financial Capacity form – filled in signed and stamped (Section6.2)
- e) Earnest Money Deposit of **Rs.5,00,000/- (Rupees Five Lakh only)**.
- f) **Tender fee of Rs. 1000/- (Rupees one thousand only)**
- g) All attested supporting document in proof of having fully adhered to minimum eligibility criteria as referred in Subsection 2.5 of Section 2.
- h) Evaluation of technical bid form - filled in signed and stamped(Section 6.3)
- i) Past experience in security services during last five years (Section 6.4).
- j) Format for affidavit that the bidder is not blacklisted (Section 6.5).
- k) Anti collusion certificate (Section 6.6).

Financial Bid: Bidder should prepare financial Bid and the details of the same are to be furnished in Price Schedule underSection-5.

6. SUBMISSION OF BIDS

The Bidder shall submit his bid in two separate sealed cover consisting of (i) Technical Bid, Tender fee, EMD and Minimum eligibility criteria, (ii) relevant forms duly signed by the bidder and (iii) Financial Bid clearly specifying the cover's subject.

- a) The Technical Proposal (Cover A) and Financial Proposal (Cover B) must be inserted in separate sealed envelopes, along with applicant's name and address in the left hand corner of the envelope and super scribed in the following manner.

Cover-A - Technical Proposal for Security.

Cover-B - Financial Proposal for Security.

(b) The two envelopes, i.e. envelope for Part-A, Part-B must be packed in a separate sealed outer cover and clearly super scribed with Security Services at VSSUT Burla

The inner and outer envelopes shall be submitted by the specified date and time through registered post or speed post only addressed to **The Registrar, VSSUT, Burla, PIN-768018, Odisha.**

No Bid shall be accepted after the aforesaid date and time. Any Bid submitted after the deadline for submission of bids, as stipulated above, shall not be considered. However, the competent authority of the office of the VSSUT, Burla reserves the right to extend the date / time for receipt of bids, before opening of the Technical Bids.

7. BID OPENING PROCEDURES

The Technical Bids shall be opened at VSSUT, Burla on the specified date & time by the Committee authorized by the competent authority of VSSUT, Burla in the presence of such bidders or their authorized representatives who may wish to be present.

The financial bids of only those bidders whose Technical Bids are accepted, shall be opened by the Committee authorized for the purpose on a specified date and time.

A letter of authorization shall be submitted by the Bidder's representative before opening of the Bids.

Absence of bidder or their representative shall not impair the legality of the opening procedure.

If the selected bidder does not provide services in the stipulated time, gets terminated or leaves the contract, the selection of next eligible bidder for the same work may be considered.

8. CLARIFICATION ON TECHNICAL BID EVALUATION

The technical bids shall be evaluated based on the available documents submitted by the bidder. To assist in the examination, evaluation, and comparison of the bids, and qualification of the bidders. The University may, at its discretion, ask any bidder for a clarification of its bid. Any clarification submitted by a bidder that is not in response to a request by the University shall not be considered. The University's request for clarification and the response shall be in writing.

If a bidder does not provide clarifications of its bid by the date and time set in the University's request for clarification, its bid may be rejected.

University also reserves the right to seek confirmation/clarification from the issuer agency, on the supporting documents submitted by the bidder.

9. TECHNICAL BID EVALUATION

The University shall follow quality and cost-based selection bid evaluation system (QCBS) where both the technical bid and financial bid shall be considered for evaluation after qualifying in the technical bid as per prescribed criteria.

For technical bid evaluation, points will be given based on the criteria as listed in table no 9.1.

The technical bid shall have 60% weightage out of 100 marks. The bidders securing 60% of the total marks assigned to technical bid (i.e. 36/60) shall be declared qualified in the technical evaluation. Marks assigned to bidders by the appropriate committee and approved by competent authority, VSSUT, Burla shall not be questioned by any bidder.

The bidders who qualify in the technical evaluation may be present at the time of opening of financial bids.

Technical evaluation would be based on the following criteria

Table no. 9.1

S/N	Description	Score
1.	Profile of Company & number of years in Business Max Score: 15	2 marks for each year in operation for every year beyond minimum requirement of 5 years of operation in similar work
2.	No. of similar Works Executed (Last 5 years) Max Score: 10	1 Mark for each work order
3.	No. of security persons supplied in a single order (Last 5 years) Max Score: 20	1 to 50 persons- 5 marks 51-100 persons - 7 marks More than 100 persons – 10 marks
4.	Annual Turnover (Last 5 years) Max Score: 15	5 crore – 3 marks Greater than 5 crore and less than and equals to 10 crore– 5 marks Greater than 10 crore and less than and equals to 15 crore – 7 marks Greater than 15 crore and less than and equals to 20 crore – 9 marks Greater than 20 crore and less than and equals to 30 crore – 11 marks More than 30 crores – 15 marks
	Total Technical Score: 60	

10. FINANCIAL BID OPENING PROCEDURE

The Financial Bids of all qualified Bidders shall be opened on the appointed date and time in presence of the qualified bidders/their authorized representatives, who choose to be present at the time of opening of the financial bids.

Absence of bidders or their authorized representatives shall not impair the legality of the process.

The financial bid shall have 40% weightage out of 100 marks which shall be judged based on service charge/agency commission percentage claimed by the bidders. The lowest qualified bidder shall get highest marks (40/40) and others getting proportionately.

Financial Score of a Bidder = $40 \times (\text{Lowest TOTAL YEARLY AMOUNT quoted by L1 Bidder}) / (\text{TOTAL YEARLY AMOUNT quoted by Bidder})$

Selection will be made based on the highest score. [Technical evaluation (60) + Financial Bid

score (40)]

In case more than one bidder get the same highest score, then the agency with the highest turnover in the last financial year (2024-2025) shall be awarded the contract.

11. RIGHT OF ACCEPTANCE:

- 11.1 VSSUT, Burla reserves all rights to reject any bid including those bidders who fail to comply with the instructions without assigning any reason whatsoever and does not bind it to accept the lowest or any specific bids. The decision of the Competent Authority of VSSUT, Burla in this regard shall be final and binding.
- 11.2 Any failure on the part of the bidder to observe the prescribed procedure and any attempt to canvass for the work shall render the bidder's bids liable for rejection.
- 11.3 The Registrar, VSSUT, Burla reserves the right to award any part or full contract to any successful agency (i.e.) at its discretion and this will be binding on the bidders.
- 11.4 In case of failure to comply with the provisions of the terms and conditions mentioned, by the agency that has been awarded the contract, the Registrar, VSSUT, Burla reserves the right to award the contract to the next higher bidder or any other outside agency and the difference of price shall be recovered from the defaulter agency who has been awarded the initial contract and this will be binding on the bidders. The EMD/ Security deposit shall be forfeited.
- 11.5 VSSUT, Burla may terminate the Contract if it is found that the Contractor is blacklisted on previous occasions by any of the Government Departments/Centrally funded Institutions / Local Bodies / Municipalities / Public Sector Undertaking etc. in such a case the EMD/ Security deposit shall be forfeited.

12. CONTRACT VALIDITY:

12.1. The contract shall be initially for a period of **one year** from the date of award subject to continuous satisfactory performance. Based on the Contractor's performance, the Contract may be extended for a maximum of two additional years, one year at a time. The Contractor's performance will be reviewed at the end of each year, and upon satisfactory performance, the contract may be renewed for one year at a time with the due approval of the competent authority of VSSUT, Burla.

12.2. The competent authority of VSSUT, Burla may at any time by notice in writing summarily terminate the contract without compensation to the contractor under any one of the following events, that is to say:

- (a) By giving one month's notice by the University, anytime without assigning a reason, if in the opinion of the authorities such termination is in the interest of the University. This termination will not be challenged by the Contractor.
- (b) The firm/Contractor not performing his duties properly as per the agreed terms and conditions of the contract. The University shall decide whether the performance of the contractor meets specification or is deficient and to what degree. In such a case the notice period shall be one week without any compensation.
- (c) For committing breach of the terms & conditions of the contract or assigning the contract or any part thereof by the Agency to any third party or subletting whole or part of the

contract or the premises to any third party. The notice period shall be one week without any compensation.

- (d) The firm/Contractor being declared insolvent by the court of law. The notice period shall be one week without any compensation.
- (e) For indulging in any grossly unsafe practice, stealing or willfully damaging University property or engaging in any illegal activity, the contract shall be terminated on immediate notice. Decision of Registrar, VSSUT, Burla in this matter shall be final and binding.

12.3

- (f) The University will pay minimum rates of wages to the personnel employed. Service charges will be scaled up with the proportionate increase in minimum wages and minimum wages shall also include all statutory dues like EPF, ESI and bonus as applicable in the labour law. At any point of time the allotted personnel (attendance monitoring will be done) must be present in the campus failing which penalty at the rate of 1.5 times of a day's wage of the no. of shortfall staff(s) will be deducted.
- (g) The University augurs for state-of-art technology. If necessary, at any period of the contract the University may introduce biometric attendance for the personnel. All security personnel are required to turn up on their duty in neat uniform, which is to be supplied by the Agency. Smoking, tobacco chewing & spitting, alcohol etc. are strictly prohibited inside the campus area. Any personnel found with this act or with improper/indecent behavior may be dismissed from the job and University shall not be responsible for any situation arising out of that.
- (h) Manager/Staff Substitution: During an assignment, if substitution is necessary (for example because of ill health or because a staff member proves to be unsuitable, or the member is no longer working with the firm) the firm shall propose of other staff of at least the same level of qualifications for approval of the competent authority of the University.
- (i) All payments to staff to be engaged by the Firm under the contract are to be transacted through Bank only.
- (j) Names and other personal details of the personnel employed by the Firm / Agency under the contract must be submitted and approved by the University.

During the notice period for termination of contract in any of the situations contemplated above, the contractor shall keep discharging his duties as before till the expiry of notice period. It shall be the duty of the Contractor to remove all the persons and / or resources deployed by him on termination of the contract on any ground whatsoever and to ensure that no person creates any disruption/ hindrance/ problem of any nature to VSSUT, Burla.

14. JURISDICTION AND RIGHT TO AMEND RULES:

The University reserves the right to amend the rules of operation whenever and wherever considered necessary and appropriate. The same shall be intimated to the steward in due course.

The University rules shall be binding for execution of the Contract, Further, in case of any dispute arising out of or in connection with the aforesaid contract either during subsistence of the contract or thereafter, the Registrar, VSSUT, Burla is the sole arbitrator to decide the same and his decision is final and binding on both the steward and the University as per the provisions of the Arbitration and conciliation Act, 1996. If differences persist even after

arbitration and there are compelling reasons to go to the court, it will be decide in the court of Sambalpur only.

15. PAYMENT & PRICE VALIDITY

- a) The Agency shall be paid on monthly basis as per the contracted rate. The price shall be all-inclusive including the cost of manpower, other resource requirement and management.
- b) While the bill for 1st month shall be paid after submission of bill for the month, payment from the 2nd month onwards shall be made subject to production of documentary evidence of having made all statutory payments such as PF [Electronic Challan cum Return (ECR)], ESI (Challans) etc. for the previous month.
- c) The price as quoted by the Agency shall remain unchanged during the contract period except in case of revision in daily wages act if the contracted amount is below the recommended rate as applicable.
- d) GST as applicable shall be paid at the applicable rate.
- e) TDS as applicable shall be deducted from the payment as per the Income Tax Act
- f) The Security Agency will ensure that workers engaged by them must receive their entitled wages on time. In view of this, the following procedure will be adopted:
 - 1) Security Agency shall pay their entitled wages by 10th of the following month. It shall not be linked to the payment of the bill from the concerned institution or need for the checking & verification at their end.
 - 2) Payment to such workers must be made by the service providers through e-transfer only. To ensure this, service providers will get a bank account opened for every engaged worker.

16. TERMINATION / SUSPENSION OF CONTRACT

The University may by a notice in writing, suspend the contract if the selected agency fails to perform any of his obligations including carrying out the services, provided that such notice of suspension shall specify the nature of failure, and shall request remedy of such failure within a period not exceeding 15 days after the receipt of such notice. The University after giving 30 days clear notice in writing expressing the intension of termination by stating the ground/grounds on the happening of any of the events (as mentioned below), may terminate the agreement after giving reasonable opportunity of being heard to the service provider:

- 1) If the service provider do not remedy a failure in the performance of his obligations within 15 days of receipt of notice or within such further period as the University has subsequently approved in writing.
- 2) If the service provider becomes insolvent or bankrupt.
- 3) If, in the judgment of the University, the service provider is engaged in corrupt or fraudulent practices in competing for or in implementation of the project.

17. PERFORMANCE REVIEW CRITERIA AND PENALTY FROM BILL PAYMENT:

Performance review shall be carried out monthly based on Score card, the details of which are attached at Section 6.7. Accordingly, the penalties from the bill payment shall be as mentioned below.

Total Score	Extent of Penalty from Bill Amount
≤ 70%	2 % penalty from Bill

>70% and < 80 %	1% penalty from Bill
≥ 80%	Zero penalty

SECTION 3

GENERAL CONDITIONS OF CONTRACT (GCC)

1. SERVICES REQUIRED BY THE UNIVERSITY

The Contractor shall be providing security services in University's premises as per the details given herein, or any other location as required by the University to be read with the Assignment Instructions stated in the Schedule of Requirements.

The University shall pay the charges as agreed between the University and the Contractor at the time of the bidding process. A schedule of charges shall be annexed to the Articles of Agreement after finalizing the amount at the conclusion of the bidding process.

The Contractor shall provide security services in the University's premises to its entire satisfaction, and it is the sole responsibility of the Contractor that the work is executed in all respects in accordance with the Contractor's obligations.

2. COMMENCEMENTS OF SERVICES

The Contract shall become legally binding and in force only upon:

The Contractors shall commence security services in University premises as per the date decided and informed by the University.

The Contractor shall submit detailed resume in respect of the Security Staff along with Photographs duly attested by their firm after commencement of the security services to University's office.

3. CONTRACTORS OBLIGATIONS

3.1. The Security Agency shall provide security arrangements for security of the University campuses within the confined premises as required by the University. Moreover, the Security Agency should also protect the University Campuses from anti-social elements.

3.2. At least 75% of the personnel must be regular employees of the firm who must be paid a regular monthly salary and perks by the firm after adjusting authorized and unauthorized leave. The balance (maximum 25%) may be short term or new recruits or temporary employees of the firm. The University however, must be given details of all employees in advance to their engagement. Every personnel deputed by the Security Agency shall be literate (must know Odiya /Hindi/English). Violation of this condition shall be treated as breach of important contractual condition and shall attract penalty points.

3.3. The security personnel to be deployed shall be equipped with the latest communication systems (Walkie-Talkie)/mobile. Night Guards shall be equipped with proper protection and lighting devices. While working at the premises of the University, they shall work under directives and guidance of Security Officer of the University or the authorized representative nominated by Registrar, VSSUT, Burla answerable to administration.

3.4. The Security Agency personnel should be smart and properly turned out with boots /

shoes, belt, caps, badge, name plate (in Hindi and English) whistle etc., and carry an identity card duly attested by an authorized officer of VSSUT, Burla. A photocopy of these cards along with computer data shall be given to the University for Record, Verification etc.

3.5. The Security Agency shall provide proper uniforms, including shoes, caps, canes/sticks, torches, jerseys (woolen sweaters), raincoats, and other necessary safety and protective gear, to every personnel deployed by the agency in the University campus at its own cost and expense. The uniform shall not resemble the current uniform of the VSSUT students. The shirt color should not be blue, and the uniform should preferably be khaki.

On 26th January and 15th August the Agency will ensure that the personnel deployed are in uniform and the rehearsal of the parade has been done one day in advance and the security supervisor will ensure that the arrangement for the flag hoisting and parade is as per instruction of the University authority.

3.6. The University shall have the right to check up, from time to time, the uniforms worn by the security personnel as well as their fitness to perform guard duty up to the satisfaction of the University. The University shall also have the right to check and supervise the Security personnel on duty through a University level Security Executive Committee (SEC) or any other representative to be named by the Registrar. The decisions of the SEC/representative shall be binding on the Security Agency.

3.7. The personnel deployed by the Security Agency in the University shall be removed immediately if the University considers such removal necessary on administrative grounds. The security agency shall also immediately remove any personnel who is found not to be discharging his duties correctly or is of doubtful character and shall replace him with substitute personnel either on its own or on the demand of the University and only after approval of the authorized officer of the University. In case of removal of such personnel, no claim shall be maintainable against the University.

3.8. If the University incurs any expenses or any liability is put on them in connection with the deployment of the employee of Security Agency, the same shall be adjusted from the bill of the Security Agency. The agency shall ensure that the personnel deployed by it are disciplined and do not participate in any activity prejudicial to the interest of the University / Govt. of India / any State or any Union Territory.

3.9. The Security Agency shall make serious efforts to control and eliminate the cattle menace, which include not only cows and buffaloes but also other animals like pigs, dogs etc., from the campus premises.

3.10. The responsibility for taking appropriate security measures shall be entirely that of the Security Agency. The University will be entitled to compensation from the Security Agency if a proper investigation by the University's committee determines that the theft, loss, or damage was caused by the Security Agency's or any of its employees' negligence. The amount of compensation payable by the Security Agency will be twice the actual cost of the stolen or damaged items.

3.11. University will provide accommodation in the barrack to Security Agency. License fee and service charges shall be recovered as per rules of the University. Such accommodation shall be handed over to the University in vacant state on termination of the contract in any manner whatsoever and at any time earlier at the instruction of the University.

3.12. The personnel engaged by the contractor shall draw their remuneration from their agency and will not claim any employment benefit from the University at any time. The contractor shall also be responsible for the statutory obligations of such personnel and shall

indemnify the University in the matter.

3.13. Only in case of any emergency the contractor personnel may be provided with medical facilities available at the University health Centre on payment basis.

3.14. The Security Agency shall submit a certificate along with the monthly bills certifying that the personnel employed by them have been paid at least minimum wages, as enforced from time to time, in accordance with the provisions of the Minimum Wages Act 1948 (rates applicable as per State Govt.). The wages shall be disbursed in the presence of the authorized representative of the University.

Any violation of the provision of Minimum Wages Act shall render the contract liable for termination. The University shall also proceed against the defaulting agency as per the provisions of the relevant laws.

3.15. The contract price shall be all inclusive and nothing extra shall be payable over & above the accepted contract price in respect of the Scope of Work defined in the Price Schedule. However, if the prescribed minimum wages are revised by the Govt. of Odisha, the Security Agency shall revise the wages of the personnel accordingly.

3.16. The security personnel shall remain on duty for 8 (eight) working hours. The personnel shall not leave his place of duty/duty point until his reliever reports for duty. Deserting the place of duty/duty point by the security personnel without having been properly relieved will attract penalty points.

3.17. All the assets and articles provided by the University shall be the property of the University and the Security Agency shall be merely the custodian of such assets and articles. On termination of security contract either by efflux of time or any time earlier than the stipulated period as the University may decide at its sole discretion, such property shall be handed over to the University forthwith.

3.18. In addition to the number of personnel listed in the Price Schedule, the Security Agency shall undertake to engage / employ and provide additional number of well-trained guards as and when required by the University, on reasonable notice, as per the accepted rate given in the Price Schedule.

3.19. The persons employed by the Agency for the security of the University will be the employees of the Security Agency and the University shall have nothing to do with their employment or non-employment. Under no circumstances any liability in respect of matters connected with their employment shall be held against the University and the Security personnel employed by the Security Agency shall have no right whatsoever to claim employment from the University.

3.20. The Security staff employed by the Security Agency will not form any union in the University nor shall they make any claim on service or other matter.

3.21. The Security Agency shall undertake, at their own expense but to the satisfaction of the University, a continual updating of skill, processes and procedures followed by the Security staff employed in the security of the University by organizing suitable training programs for them on the routine basis. This training program may be included in their duty, like two hours a week. It may include various aspects of security of a vital installation, major expected threats, and measures to curtail these threats, use of security equipment's, and use of firearms to armed guards etc.

3.22. The Security Agency in discharge of its duties will be bound by operational

parameters.

3.23. All matters and disputes arising out of this agreement will be subject to the jurisdiction of the courts located at Sambalpur.

3.24. At any time, prior to the date of submission of bids, the University may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective bidder, modify the bid documents by amendment and published in University website.

3.25. The Security Agency shall be responsible for all injuries and accidents to persons employed by them or otherwise. The University shall stand indemnified in respect of the treatment provided under such exigencies.

3.26. The Security Agency shall be responsible for the good conduct and behavior of its employees. If any employee of the Security Agency is found misbehaving with the University Staff, Employees, Faculty or Students of the University, the Security Agency shall terminate the service of such employee at their own risk and responsibility. The Security Agency shall issue necessary instructions to its employees to act upon the instructions given by the officer-in-charge of the University.

3.27. In the event of any loss being caused to the University on account of the negligence of the employee of the Security Agency, the agency shall make good the loss sustained by the University, either by the replacement or on payment of adequate compensation.

3.28. The employees of the Security Agency shall be of good character and of sound health.

3.29. The Security Agency shall maintain Complaint Book at the main entrance gate which will be made available to the Security Officer of the University.

3.30. In a manner satisfactory to the University, the Security Agency shall provide necessary expertise and trained manpower to attend to the various needs of security services at the University buildings, Halls of residence and the campus in general.

3.31. Security Agency shall ensure protection of all properties and personnel of the University, whether on its campus or in transit, against trespass and willful harm, by deploying fail-safe preventive measures, providing early warnings and mobilizing trouble-shooting efforts.

3.32. The Security Agency shall supply trained manpower for the security duties in the campus. It shall also undertake at its expense and to the satisfaction of the University, a continual updating of skills and procedures followed by the Security staff. For this purpose the agency shall organize suitable training camps for its cadres from time to time.

3.33. In case of any dereliction of duty, gross neglect, an unintended or intended damage caused by the Security Agency or its staff or otherwise, any harm done to the University, its properties, its designated officials or other employees, the Security Agency shall be liable to make good the loss or pay compensation, refund expenditure on legal/judicial proceedings as well as pay penalty, which the Registrar may deem fit.

3.34. In case of performance of the agency is not found to be satisfactory as per operational parameters set out of the contract or not in conformity with the terms & conditions of the tender, the contract shall be terminated even before the scheduled time by giving advance notice of 3 (three) months to this effect. In the event of premature closure of contract for reasons mentioned herein above, the Security Deposit shall be absolutely forfeited.

3.35. Security Agency shall supply uniforms with name-plates/names-tabs to the persons engaged on duty. The University shall not allow any employee of the Security Agency to work inside the University without the uniform. If during the period of contract the uniforms are worn out, it shall be the responsibility of the Security Agency to supply another uniform to the persons and it will ensure that the persons wear only proper uniform while they are on duty in the University. The Security Agency shall get the identity card of each employee attested from the competent authority authorized by the Registrar of the University. The University shall not provide any kind of weapons, batons, torch etc. nor incur any expenses in this regard. It would be the responsibility of the Security Agency to supply such minor equipment necessary for discharge of duty.

3.36. The Security Agency shall have a regular system of training the Guards before mounting them on duty. The Security Agency shall have proper training facility and profession syllabi for the training.

3.37. The Security Agency shall have a proper system of checking the guards on duty especially at night. Records of the same should be effectively maintained and shortcomings, if any, should be immediately rectified.

3.38. The Security Agency shall have resources to assist the principal employer (i.e. the University) in conducting Security Audits, Surveys, and Investigation etc. and shall also be able to render professional advice on matters relating to security, intelligence and surveillance, free of charge.

3.39. Security Agency shall apply to the Labor Commissioner for obtaining a labor license within a reasonable time and will submit a copy of the license to the Registrar of the University.

3.40. The security supervisor shall also check the garbage/wastage being taken out for disposal to ensure that none of the useful items are taken out for disposal.

3.41. The posts/consignments received (after office hours) at the main gate should be handed over to the concerned immediately on receipt. However, if the same is not delivered the reason there of should be brought to the notice of the University in charge officer and no post/courier should be returned.

3.42. The Contractor shall submit to the university along with details of the amount deposited on account of EPF and ESI in respect of the deployed guards to the concerned authorities from time to time along with monthly bills.

3.43. The Contractor shall produce to the University the details of payments of statutory benefits like bonus, leave, relief etc. from time to time to its personnel.

3.44. The Contractor shall ensure that its personnel do not allow any property of the University to be taken outside of the premises without the written permission of the person(s) authorized by University.

3.45. The Contractor shall issue identity cards / identification documents to all its employees who will be instructed by the Contractor to display the same.

3.46. The personnel of the Contractor shall not be the employees of the University and they shall not claim any salary or allowances, compensation, damages or anything arising out of their employment/duty under this Contract. The Contractor shall make them known about this position in writing before deployment under this agreement.

3.47. The Contractor shall also provide at its own cost all benefits statutory or otherwise to its employees and the University shall not have any liability whatsoever on this account. The Contractor shall also abide by and comply with the Labour laws, EPF Laws, ESIC Law Income tax laws and Minimum Wages Laws, Contract Labour (Regulations Abolition Act) or any other law in force.

3.48. The Contractor shall cover all its personnel under the relevant laws of EPF, Labour, and ESIC etc. The Contractor should submit proof of the same at the time of monthly claim bill.

3.49. The Contractor shall submit a copy of wages sheet showing monthly wages paid to its personnel.

3.50. The antecedents of Security staff deployed shall be got verified by the Contractor from local police authority and an undertaking in this regard to be submitted to this Department and the Department shall ensure that the Contractor complies with the provisions.

3.51. Adequate supervision shall be provided to ensure the correct performance of the said security services in accordance with the prevailing assignment instructions agreed upon between the two parties.

3.52. All necessary reports and other information shall be supplied immediately as required and regular meetings will be held with the University.

3.53 Essential Qualification & Experience

S.N.	Category	Qualification & Experience
1.	Security Guard (Semi-skilled)	Age Limit: Minimum 21 years & Maximum 50 years Educational Qualification: Minimum 10 th Standard (Pass) from a recognized board of school education with Security training certificate as indicated under Rule 5 of the Rules Private Security Agencies Rule, 2009 or latest Rule. Working Hour: 8 hours
2.	Security Supervisor (Skilled)	Age Limit: Minimum 30 years & Maximum 60 Educational Qualification: Minimum Graduate Experience: 5 years in defense service Working Hour: 8 hours
3.	Assistant Security Officer (Highly Skilled)	Age Limit: Minimum 30 years & Maximum 60 Educational Qualification: Minimum Graduate Experience: 15 years in defense service Working Hour: 8 hours

4. CONTRACTOR'S LIABILITY

4.1. The Contractor shall completely indemnify and hold harmless the University and its employees against any liability, claims, losses or damages sustained by it or them by reason of any breach of contract, wrongful act or negligence by the Contractor or any of its employees engaged in the provision of the Security Services to the University .

4.2. The Contractor shall not be liable in any way whatsoever and the University hereby expressly waives any right to, any loss, injury, damage, cost or expense of whatsoever nature directly or indirectly caused by, resulting from or in connection with any Act of Terrorism or any Biological or Chemical Contamination or any Nuclear Risks consisting of, caused by,

resulting from or in connection with any loss, damage, destruction, distortion, erasure, corruption or alteration of Electronic Data from any cause whatsoever (including but not limited to Computer Virus) unless such loss, damage, destruction, distortion, erasure, corruption or alteration of Electronic Data was due to the negligence or default of the Contractor or any of its employees engaged in the provision of the Security Services to the University .

4.3. The Contractor shall not Subcontract, transfer or assigns the contract or any other part thereof without prior written permission of the University. In the event of the contractor contravening this condition, University shall be entitled to place the contract elsewhere on the contractor's risk and cost and the contractor shall be liable for any loss or damage, which the University may sustain in consequence or arising out of such replacing of the contract.

5. UNIVERSITY OBLIGATIONS

5.1. Except as expressly otherwise provided, the University shall, at its own expense, provide timely all the required equipment and facilities at the location(s) where the Security Services are to be provided required enabling Contractor's employees to carry out the Security Services. Such equipment and facilities shall include, without limitation, guard/s accommodation, lighting, power, chair, drinking water, etc.

5.2. The University shall comply with and fulfill the security recommendations (if any), if considered necessary by the University, made in writing by the Contractor in connection with the performance of the Security Services. The University shall notify the Contractor of any dishonest, unsafe or negligent acts or omissions of the Contractor's employees or agents in connection with the Security Services as soon as possible after the University becomes aware of them.

5.3. To enable the Contractor to provide the Security Services, the University shall ensure that their staff is available to provide such assistance.

6. OBLIGATIONS OF THE CONTRACTOR TOWARDS IT'S PERSONNEL

6.1. Labour Compliances

The Contractor shall abide by all labour laws, laws related to EPF Organization, ESI Corporation. The details of EPF, ESIC in respect of their deployed staff shall be submitted by the Contractor to University every month along with the bill. The Contractor shall abide including but not limited to, matters relating to timely payment of wages and allowances, payment of minimum wages, payment of overtime, grant of leave, payment of workmen's compensation, working hours, safety, maternity benefits, holidays, framing of standing orders, disciplinary action against employees, payment of provident fund contributions, payment of gratuities and payment of bonuses. Wages and all salary and other statutory dues should be paid through bank transfers only. Cash mode of transactions shall not be accepted.

6.2. Engagement of Security Personnel

The Contractor shall make its own arrangements for the engagement of all Security and other administrative personnel for providing security services in University premises and shall use all diligence in arranging for a sufficient and suitable supply of such personnel but all such arrangements in Odisha shall be in accordance with the general local usage and subject to the

Applicable Laws.

6.3. Contractor's Responsibility towards deployment of adequate personnel

- a) The Contractor shall at all times ensure that it has sufficient, suitable and qualified personnel to supervise the University premises at the University Site and in sufficient number to undertake the responsibilities imposed upon the Contractor under the Contract and to provide full attention for executing the work thereof.
- b) The Contractor shall submit its list of all personnel engaged under the contract with detailed bio- data, Organization Chart, showing therein the details of key personnel with their full contact details. The Contractor shall also keep informing the University of any change in its organization or its personnel.
- c) The personnel engaged by the Contractor shall be dressed in neat and clean uniform (including proper name badges).

7. GOVERNING LAWS AND SETTLEMENT OF DISPUTE

7.1. Any claims, disputes and or differences (including a dispute regarding the existence, validity or termination of this Contract) arising out of, or relating to this contract including interpretation of its terms shall be resolved through joint discussion of the Authorized Representatives of the concerned parties. However, if the disputes are not resolved by the discussions as aforesaid within a period 30 days, then the Registrar, VSSUT, Burla is the sole arbitrator to decide the same and his decision is final and binding on both the parties as per the provisions of the Arbitration and Conciliation Act 1996. If differences persist even after arbitration and there are compelling reasons to go to the court, it will be decided in the court of Sambalpur only.

7.2. Jurisdiction of Court: This Contract is governed by the laws of Republic of India and shall be subject to the exclusive jurisdiction of the courts in Sambalpur.

8. DISCLAIMER

The relatives / near relatives of employees of the University are prohibited from participation in this bid. The near relatives for this purpose are defined as:

- 1. Members of a Hindu Undivided Family.
- 2. Their husband or wife.
- 3. The one is related to the other in the manner as father, mother, son(s), son's wife (daughter-in-law), daughter(s) & daughter's husband (son in law), brother(s) & brother's wife, sister(s) and sister's husband (brother-in-law).

SECTION 4
SCHEDULE OF WORKS / REQUIREMENTS

1. CODE OF CONDUCT

The Contractor shall ensure that their security personnel

- a) Are always smartly turned out and vigilant.
- b) Are punctual and arrive at least 15 minutes before the start of their shift.
- c) Take charge of their duties properly and thoroughly.
- d) Perform their duties with honesty and sincerity.
- e) Read and understand their Post and site instructions and follow the same.
- f) Extend respect to all the Officers and staff of the office.
- g) Shall not drink on duty or come drunk and report for duty.
- h) Will not engage in gossip or chit-chat and will not use a Smartphone while on duty.
- i) Will not leave the post unless their reliever comes.
- j) Will never sleep while on duty post.
- k) Will not read newspaper or magazine while on duty.
- l) Will immediately report if any untoward incident / misconduct or misbehavior occurs, to the Contractor and the University.
- m) When in doubt, approach the concerned person immediately.
- n) Will take periodic rounds around the premises.
- o) Security should not leave the post without the knowledge of the shift – In charge. If necessary, the needful arrangement will be made by the Supervisor.
- p) Security personnel should get themselves checked whenever they go out by the other shift security.
- q) Are extremely courteous with very pleasant mannerism.

2. CONFIDENTIALITY

- a) The phone number and movement plans of the University will not be given to anyone.
- b) The following information about the University will not be given to anyone.
 - Telephone number/ any other information.
 - Location and movement plans.
 - Meetings and conference schedules.

3. MATERIAL MOVEMENTS

- a) Incoming material Check the documents carefully and receive the items with the due Entry and forward it to the concerned person.
- b) Outgoing – Before sending the material, have a proper check as per Challans. Do not send out any material without the seal and sign of the authorized person.
- c) Returnable and nonreturnable records must be maintained. A periodic status report, i.e. weekly report will be generated by security and submitted to concerned Department for follow up action on items that have not returned on due date.
- d) All material coming in and going out to be recorded correctly as per Challans.
- e) Materials coming into the premises must be accompanied by a proper Challans.
- f) No item will be taken out without written permission of the authorized person.
- g) Documents for material incoming and outgoing should be implemented with a list of authorized signatories.

4. TELEPHONE HANDLING

- a) Security is instructed very strictly not to misuse the telephones in the facility.
- b) All calls should be handled courteously.
- c) He will take the messages correctly and convey them to the concerned person immediately.

5. PATROLLING PROCEDURES

- a) The guard must ensure that once the office is closed all the unwanted lights and Air conditioning units is put off.
- b) Security should not switch off the computers, which are left on.
- c) Patrolling should be taken on an hourly basis once the office is closed.
- d) He will keep a watch on the activities of the casual laborers/contractors.
- e) If he finds anything unusual / untoward, a written report must be given to the concerned authority.

6. CHANGING OVER AND TAKING OVER

- a) He will go through the log and entries of previous shift and discuss the progress plan with the reliever.
- b) Both the security guards / Supervisors will check the entire building thoroughly.
- c) Reliever guards should check all the documents, which are related to security before taking over charge.
- d) They should check all the systems which are in the facility / under security.
- e) Occurrences report register to be maintained.
- f) Reliever guard should check previous shift guard before taking overcharge.

7. CLEAN DESK POLICY

All the staff should ensure that their desks are clean before they leave for the day i.e. no important Items are left on the tabletop.

8. FIRE CONTROL

- a) Security should know where the fire extinguishers are located / installed and be able to operate them immediately in case of any fire accidents.
- b) Check the life of the fire extinguishers, i.e. due date of next recharge. If the due date is over, make a written complaint to the University.
- c) In case of fire, prompt action is taken by the security to safeguard the life and property of the University.
- d) In the event of any fire, rush to the spot, muster all manpower available and take control office fighting operations.

9. EMERGENCY PROCEDURES

- a) The security should have all the addresses and contact numbers of the nearest police station, hospital, ambulance and fire brigade.
- b) Security will immediately report if any untoward incident / misconduct or misbehavior occurs, to the Contractor and University.
- c) Security people should know all the emergency exits doors and main entry gates, so that they can take suitable action at short notice.

SECTION 5
PRICE SCHEDULE

(A) Monthly and yearly rate per Security Guard (without arm license): Minimum wage with statutory dues and benefits multiplied to the no. of personnel engaged [Linked to Govt. of Odisha Minimum Wage without arm]

(B) Monthly and yearly rate per Security Supervisor (Preferably Ex-serviceman) and Asst. Security Officer (Ex-serviceman) without arm license: Minimum wage with statutory dues and benefits multiplied to the no. of personnel engaged [Linked to Govt. of Odisha Minimum Wage without arm]

Payment will be made as per actual expenditure by the company limited to total number of personnel allotted.

(C) GST charges will be extra as per government notification.

Note:

- a. Monthly rate for security guards shall be as per prevailing minimum wage rate of State Govt. Proposals of Bidders paying less than above applicable rates of minimum wages shall not be considered and shall lead to rejection of the bid. When minimum wage rates or that of other statutory dues is revised by the State Govt. the revised rates will be automatically applicable to the remuneration payable to all personnel as per rules.
- b. Mandatory Payment of all statutory dues like EPF, ESI and other statutory dues shall be made by the contractor monthly as per the terms and conditions of the Tender Documents. Any default shall lead to immediate termination of the contract.
- c. The company must make all salary disbursements through the bank account of the personnel employed under this contract. Any other mode of payment except direct bank credit shall not be accepted [Newly appointed employees may be paid in cash for one month only with permission of VSSUT, Burla].
- d. Normally payment will be made as reimbursement after the company sends the wages to the bank, and pays all statutory dues like EPF, ESI etc. Payment shall be released within 20 days of submission of the bill.
- e. As per requirement of the University, adequate manpower (As per actual allotment) should be supplied by the agency. If the number of personnel present on any day falls below the agreed strength, the agency shall pay 25% of daily expenses per person per day to the University as compensation.
- f. If a workman is absent, only existing personnel can be used as replacement and be paid the wages in lieu of the designated person, in unit of full day or half day wage. If no replacement is made the dues payable to the company will be reduced accordingly.
- g. A guard may be assigned overtime duty as in terms of full shifts of 8 Hours. A guard shall not be permitted to work for more than 10 (ten) shifts in week (maximum limit) or for two consecutive shifts at any time.

- h. The University authorities shall have the right to inspect all attendance and wage records. The University at its discretion may introduce biometric attendance and computerized records at its own cost and the firm shall cooperate with the University to all extent.
- i. The University shall pay only minimum wages and other statutory dues linked to minimum wages payable to the security guards and supervisors including enhancements (As per Notification of Government of Odisha issued from time to time).
- j. The prices in the Price Schedule shall be inclusive of any service tax, education cess, secondary and higher education cess or any other applicable taxes as may be levied by the Government from time to time and the same shall be charged in addition to the applicable rate.
- k. Price bid must be submitted in the above format failing which the bid shall not be honoured. However, the firms may submit a detailed price breakup annexed to the pricebid.

Tender Notice No.:

Date

Financial Bid

		Assistant Security Officer (Highly Skilled)	Security Supervisor (Skilled)	Security Guards (Semi-skilled)
No. of persons	P	01	03	100
No. of Working days in a month	N	26	26	26
Per day wage rate	a			
Per month wage (a x N)	A			
EPF per month	B			
ESIC per month	C			
Service Charge per month on A	D			
GST as per current rate @18% per month [(A+B+C+D) x 0.18]	E			
Monthly Amount (A+B+C+D+E)	F			
Total Monthly Amount (F x P)	G			
Yearly Amount (G x 12)	H			
	TOTAL YEARLY AMOUNT			
In words:				

Note:

1. **Twenty six (26)** working days should be considered for calculating the “Per month wage”, “EPF per month”, “ESIC per month”, “Service Charge per month on A”, “GST as per current rate @18% per month”, “Monthly Amount (A+B+C+D+E)”.
2. Wage rate, EPF, ESIC should be calculated as per Govt. of Odisha guidelines. For EPF, Employer contribution is to be calculated on maximum Rs. 15000/-(ceiling)
3. The Service Charge in percentage quoted shall not be less than the 3.85% and shall not exceed 7% as per Govt. of Odisha notification No. 19595/F. Dt. 11.07.2026.
4. Service Charge quoted by the Bidder shall cover profit, insurance, Medical expenses, admin expenses, contingency, interest cost (if any), other service benefits of all employees and any other cost that the Bidder envisages.
5. Any rate quoted in any other manner than the above will summarily rejected.
6. In case the minimum wages are revised upward, the contractor is not entitled for revision of his service charges.
7. No other extra/hidden charges payable would be payable to the service provider.

Declaration by the bidder:

This is to certify that I/we before signing his tender have read and fully understood all the terms & conditions contain herein and undertake myself/ourselves to abide by them.

Date:

Place:

Signature of Authorized person

Name:

Address:

Mobile no.:

(Office seal of the Bidder)

SECTION-6 FORMS

SECTION 6.1

[To be printed on the letter head of the Firm]

CONTACT DETAILS FORM (GENERAL DETAILS OF BIDDER)

CATEGORY OF THE FIRM:

1. NAME OF THE COMPANY :

2. COMMUNICATION ADDRESS:

3. PHONE NO:

4.FAX NO :

5. EMAIL ID:

6. EMD PARTICULARS: DD No: Date:

7. TENDER FEE PARTICULARS: DD No: Date:

PARTICULAR DETAILS OF THE BIDDER'S REPRESENTATIVE / PERSON RESPONSIBLE FOR MANAGEMENT

1. NAME OF THE CONTACT PERSON

2. DESIGNATION

3. PHONE NO

4. MOBILE NO

5. EMAIL ID.

UNDERTAKING

1. The undersigned certify that I have gone through the terms and conditions mentioned in the bidding document and undertake to comply with them.
2. The rates quoted by me are valid and binding upon me for the entire period of contract and it is certified that the rates quoted are the lowest rates as quoted in any other institution in India.
3. I/We give the rights to the competent authority of VSSUT, Burla to forfeit the Earnest Money /Security money deposit by me/us in case of breach of conditions of Contract.
4. I hereby undertake to provide the services as per the directions given in the tender document/ Contract agreement.

Date:

Signature of the Authorized Signatory

Place:

Designation:
(Office seal of the Bidder)

SECTION 6.2

FORM FOR FINANCIAL CAPACITY

Description	Financial Years				
	2020-21	2021-22	2022-23	2023-24	2024-25
Annual Turnover					
Net Worth					
Current Asset					
Current Liabilities					
Total Revenue					
Profit before Tax					
Profit after tax					

SECTION 6.3

FORM FOR EVALUATION OF TECHNICAL BID

Sl. No.	Description	Score	Score as per bidder (self assessment)	Score after Scrutiny
1	Profile of Company & number of years in Business ⁵ Max Score: 15	2 marks for each year in operation for every year beyond minimum requirement of 5 years of operation in similar work		
2	No. of similar Works Executed (Last 5 years) Max Score: 10	1 Mark for each work order		
3	No. of security persons supplied in a single order (Last 5 years) Max Score: 20	1 to 50 persons- 5 marks 51-100 persons - 7 marks More than 100 persons – 10 marks		
4	Annual Turnover (Last 5 years) Max Score: 15	5 crore – 3 marks Greater than 5 crore and less than and equals to 10 crore– 5 marks Greater than 10 crore and less than and equals to 15 crore – 7 marks Greater than 15 crore and less than and equals to 20 crore – 9 marks Greater than 20 crore and less than and equals to 30 crore – 11 marks More than 30 crores – 15 marks		

⁵ Mention details as Per Annex-A for each financial year in operation beyond minimum requirement of 5 years

Annex-A

Financial year:

No. of similar Works Executed:

Annual turnover:

S.N.	Name /of the contracting authority for which Security Services assignments were undertaken	Date of award of Assignment	Date of completion of assignment	Value of the Assignment in lacs	No. of Security persons supplied in a single order	Page no (s) in your bid where the copies of the relevant work order / contract is (are) placed
1						
2						

SECTION 6.4

(To be furnished in the technical proposal)

PAST EXPERIENCE IN SECURITY SERVICES DURING THE LAST FIVE YEARS (YEAR WISE)

(Attach separate sheets if the space provided is not sufficient)

Financial year:

No. of similar Works Executed:

Annual turnover:

Sl.	Name /address of the organization for which Security Services assignments were undertaken	Date of award of Assignment	Date of completion of assignment	Value of the Assignment in lacs	No. of Security persons supplied in a single order	Performance Certificate enclosed (Yes / No)	Financial year	Page no (s) in your bid where the copies of the relevant work order / contract is (are) placed
1								
2								
3								
4								
5								

Furnish the Work order / Contract copies of the works executed in support of the information mentioned above along with the performance certificate of the client, serially in the same order as mentioned in the above format for ease of scrutiny. Number of security personnel deployed should be clearly mentioned in the relevant work order / contract copies

Authorized Signatory/Signature [*In full and initials*]:

Name and Title of Signatory:

(Organization Seal)

SECTION 6.5

(To be furnished in the technical proposal)

**Format for Affidavit certifying that Entity / Promoter(s) /Director(s)/Partners of Entity
are not blacklisted (On a Stamp Paper of relevant value)**

Affidavit

I, M/s. (the name of the agency with address of the registered office) hereby certify and confirm that we or any of our promoter(s) / Director(s) are not barred by any Department/ Institute/ Organization of, Govt. of Odisha / or any other entity of GoO or blacklisted by any State Government or Central Government / Department / Organization/ Institute in India from participating in Tenders as on the _____ (Date of Signing of this proposal).

We further confirm that we are aware that, our proposal for the captioned Project would be liable for rejection in case any material misrepresentation is made or discovered at any stage of the Bidding Process or thereafter during the agreement period.

Dated thisDay of, 2025

Authorized Signatory/Signature [*In full and initials*]:

Name and Title of Signatory:

(Organization Seal)

SECTION 6.6

(To be furnished in the technical proposal)

Anti Collusion Certificate

We hereby certify and confirm that in the preparation and submission of our Proposal for security services under the Reference No. _____, We have not acted in concert or in collusion with any other Bidder or other person(s) and also not done any act, deed or thing, which is or could be regarded as anti-competitive. We further confirm that we have not offered nor will offer any illegal gratification in cash or kind to any person or organization in connection with the instant proposal.

Dated this _____ Day of _____, 2025

Authorized Signatory/Signature [*In full and initials*]:

Name and Title of Signatory:

(Organization Seal)

SECTION 6.7

Score Card of Security Services for Performance Review

Sl No.	Criteria	Assessment Method	Means of Verification	Compliance Score	Score Secured
1	The main gate of the University, Professor colony, Innovation Centre, Swimming pool, Gymkhana, E-learning center, main gate of all hostels and any other strategic place.	Security Officer	Check for the presence of security personnel at critical locations	10	
2	The security personal is meticulously dressed and smartly turned-out.	Security Officer	Check if Security personnel themselves observe the commensurate behaviour such no spitting, no chewing of tobacco, non-smoker, etc.	10	
3	Student discipline in Hostel	Security Officer/ Warden of respective hostels	Check if Security personnel control the indiscipline activities in hostels and in campus	10	
4	Reporting of student's indiscipline	Security Officer/ Warden of respective hostels	Timely reporting of the indiscipline activities	10	
5	Monitoring of student's movement in hostel or campus	Security Officer/ Warden of respective hostels	Timings of entry of students into the hostels strictly followed.	10	
6	Movement of Motor vehicles in hostel and campus	Security Officer/ Warden of respective hostels	Motorcycles without valid documents must not be allowed.	10	
7	Un-authorized entry inside the campus and hostels	Security Officer/ Warden of respective hostels	Check, entry of outsiders is restricted or not.	10	
8	Entry of animals and stray dogs inside the university hostels and any other strategic place.	Security Officer/ Warden of respective hostels	Check, entry of animals and stray dogs.	10	
9.	Night patrolling inside the University, Professor Colony and hostels.	Security Officer/ Warden of respective hostels	Check, night patrolling.	10	
10	Schedule of works as reported in section 4 of tender document	Security Officer	Any other item not listed in above but mentioned in Schedule of works/requirements	10	
Total				100	

SECTION 7

CHECKLIST FOR PREPARATION OF BID

Sl. No.	Particulars	Yes/No
01	Have you filled in and signed the Contact Details Form?	
02	Have you read and understood various conditions of the Contract and shall abide by them	
TECHNICAL BID		
03	Have you enclosed the EMD of Rs. 5,00,000/- with the Technical Bid?	
04	Have you enclosed the tender cost fee of Rs. 1000/-	
05	Have you taken prints of all the Sections of Tender, in the prescribed paper size and signed on all the pages of the tender documents and submitted?	
06	Have you attached proof of having met the following Minimum eligibility criteria?	
07	<u>Legally Valid Entity:</u> Have you attached attested Certificate issued by the Registrar of firms/Companies	
08	<u>Registration with Government Bodies</u> like IT, GST, ESIC, EPF, Labour Department: Have you attached a Registration copy of each of the certificate?	
09	<u>Experience:</u> Have you attached the attested experience certificates issued by the Organizations? Government Departments?	
10	Proof of well-structured training center at Odisha.	
11	Have you attached the proof of authorization to sign on behalf of the bidder in the Technical Bid?	
12	Have your Technical Bid been packed as per the requirements of the tender?	
13	Have you submitted the consolidated data in tabular form given at section 6.3 for evaluation as per table no.9.1	
FINANCIAL BID		
14	Have your financial Bid (BOQ) proposal is duly filled as per Price Schedule and submitted?	
15	Have you quoted prices against each of the category as per the price schedule?	
16	Have your financial bid been packed as per Tender?	
