



**Tender Notice**

TENDER No: NUSRL/RNC/2017/7064-G

Dated: 11-08-17

The Registrar, National University of Study and Research in Law Ranchi, At Nagri, PO Bukuru, Kanke Pithoria Road, Kanke -834006 invites sealed tenders To provide 18 (15 Guards, 3 Gunmen) trained and skilled security guards and 01 Security Supervisor those who are required to be deployed in different shifts of 8 hours at the premises of National University of Study and Research in Law, Ranchi. i.e. Academic Block, Administrative Block, Girls Hostel and Boys Hostel and at any place wherever its required in its Campus at Nagri, Kanke, Ranchi. This is tentative number of guards only and is for three shifts which may be increased or decreased as per the requirement of the university.

**Schedule:**

- a) Due date and time of receipt of tender 25.08.2017 at 4 PM
- b) Address for submission of tender: The Registrar, National University of Study and Research in Law Ranchi at Nagri, PO-Bukuru, Kanke -Pithoria Road, Kanke -834006
- c) Offers may be submitted in two separate sealed envelopes— one containing Profile of the firm (Technical bid) and other with financial bids – marked clearly on the top of the envelope.

**Date, time and venue of opening of Bids: -**

The technical bids shall be opened in the presence of tenderers or their authorized representative on 5.9.2017, 03.00 PM, at National University of Study and Research in Law Ranchi, At Nagri, PO - Bukuru, Kanke- Pithoria Road, Kanke -834006 .The time and date of opening of financial bids shall be intimated later on.

Only successful tenderers, on the basis of technical Bid, assessing the suitability, as deemed fit by the technical Committee shall be called at the time of opening of financial Bid.

- 3) The tender documents can only be downloaded from websites i.e., [www.nusrlranchi.ac.in](http://www.nusrlranchi.ac.in) and this tender document will not be available for sale.

4) The tender, complete in all respect, must be received in this office on or before the due time and date. The tenders received after the due date and time will not be considered and entertained. All outstation tenders sent by courier/post must be received in this office before the due time and date. This office shall not be responsible for any kind of delay in submission of the tender.

5) The tender is not transferable. Only one tender shall be submitted by one organization.

6) In case of any further enquiry the interested agency/ Firm can visit NUSRL, Ranchi for related items.



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7) National University of Study and Research in Law, Ranchi reserves the right to accept or reject any or all or any part of the tender without assigning any reason thereof, and the decision of National University of Study and Research in Law, Ranchi shall be final.

8) Tenders with revised/ modified rates/ offered after opening of the tenders will be summarily rejected and the entire Earnest Money deposit submitted with the tender will be forfeited.

9) The Agencies/Firms should possess adequate experience of Guarding and handling Electronic/ Non-electronic gadgets, viz. Computer, laptop, CCTV, access Control and Basic Devices etc.

10) The Agencies/Firms besides providing Security Services should be capable to monitor Traffic Safety, Parking & Trespassing and firefighting etc.

11) **Physical Standards and Qualifications:** The employees of the Agencies/Firms shall be of Good character and of sound health.

### **Security Guards:**

Age: Not more than 40 years.

Character: Good

Educational Qualifications: Minimum Matriculate

Physical Standards: Minimum Height 5 ft 3 Inches & physically fit.

### 12) **Supervisor**

Age: Not more than 50 years.

Character: Exemplary in case of Ex-servicemen and Good in case of Civilians.

Educational Qualifications: Minimum 10+2 passed in case of a civilian along with at least 3 years 'experience in the concerned field.

13) All Guards & the Supervisor should have working knowledge of Hindi/English.

14) All Guards & the Supervisor shall wear neat and clean and tidy Uniform during the discharging or rendering the service to the University.

14) The Agencies/Firms shall provide the details of the staff proposed to be deployed viz., their name, father's name, DOB, residential address, Telephone number, recent passport size photograph, in the form of a data base in both hard & soft form and also provide a police clearance certificate, Adhar and voter card . The Agencies/Firms should maintain proper record/ documents of the same. These documents are required to be produced to the University whenever required. It shall also provide the details of Identity Card issued by the security agency to its employees as per the provisions of the Act/Rules. The police verification reports must be submitted within three month of signing the contract.

15) The Agencies/Firms shall not be allowed to change its name and style after the award of the contract.



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16) In case of repeated failure of the security agency to provide the requisite number of personnel as per agreement, the University would be at liberty to cancel the contract and to award the same to any other security agency for the remainder of the contract period at the risk and cost of the Agencies/Firms.

17) The Agencies/Firms would designate an officer who must correspond on daily basis with the University and all correspondence with the University would be entertained only through the said authorized officer.

18) The Agencies/Firms shall not be allowed to change its name and style after the award of the contract.

19) The finalized Agencies/Firms will submit an “Acceptance Letter” and sign an agreement on a non-judicial Stamp paper of Rs.100/- (One Hundred only) with the National University of Study and Research in Law, Ranchi.

20) The Agencies/Firms shall be able to provide extra and supplementary security guards at the University within 12 hours of notice whenever the circumstances so required.

21) The Agency shall enter into agreement in details with the concerned authority of the University.

The agency/ firm must fulfill the following conditions attached (Annexure -1) herewith, and agency not meeting above condition/ criteria need not to apply.

For any further queries (if any), contact office of the Registrar / Chief Proctor on week days during 10 am to 4 pm.

Earnest Money Deposit (EMD): Earnest Money Deposit of 100000/- (Rupees one lakh Only) must be submitted in the form of Demand Draft drawn on any Scheduled Bank in favor of “The Registrar , NUSRL, Ranchi” payable at Ranchi . While the EMD of vendors not selected in the selection process would be returned immediately, The EMD of the selected vendor shall be returned only after the Vendor has supplied and installed the materials at the locations indicated in the Purchase Orders and after furnishing the Performance Security. No interest shall be payable on the EMD.

Cost of tender document: The bidders will be required to deposit cost of the tender amounting Rs.1, 000/- (Rupees One Thousand Only) in the form of separate DD in favors of “Registrar, NUSRL , Ranchi ” payable at Ranchi. This amount is non-refundable.

Assistant Registrar (In charge)  
NUSRL, Ranchi



(Annexure -1)

Technical bid  
(For Security Agency)

1. Name of the Firm /Company .....
2. Name of the owner of the Firm.....
- 3.Address.....  
.....
4. Telephone No.....
5. Mobile No.....
6. No of year of experience with reference and certificate.....  
.....
7. Registration no under Private Security Agency regulation act-2005  
.....
8. Labor License no:.....
7. PAN No.....
8. TIN No-.....
9. ESI no.....
- 10.Audited Balance Sheets – Last three years.
11. Income Tax return – last three years.
12. The Agencies/Firms should have an annual turnover of Rs. 2 crore for the last 3 financial year.
- 13 ISO Certificate-

**Signature of the Tenderer**



(For Security Agency)

**Financial Bid**

General Male Guard –..... Rate per person (including all taxes)

General Female Guard –..... Rate per person (including all taxes)

Gun Man – .....Rate per person (including all taxes)

Security Supervisor.....Rate per person (Including all taxes)

