

National University of Study and Research in Law, Ranchi

Ref: NUSRL/RNC/2026/0054

Date:06/02/2026

Very Short TENDER Notice

TENDER FOR HIRING OF SECURITY AGENCY FOR PROVIDING SECURITY SERVICES AT NATIONAL UNIVERSITY OF STUDY AND RESEARCH IN LAW, RANCHI

1. INTRODUCTION & BACKGROUND

National University of Study and Research in Law (NUSRL), Ranchi is a fully residential educational institution catering to university students and staff, with hostels, academic blocks, residential quarters, administrative buildings, and other sensitive facilities. In view of the residential nature of the campus and the requirement of round-the-clock security, the NUSRL intends to engage a professional, licensed and experienced Security Agency for providing trained security personnel.

Accordingly, sealed tenders are invited under Two-Bid System (Technical Bid & Financial Bid) from eligible security agencies for providing security services through deployment of 21 (Twenty-one) security personnel (Male Guards – 14, Female Guards – 3, Gunmen – 1, Security Supervisors – 3) at NUSRL, Ranchi.

The personnel are required to be deployed in **different shifts of eight hours each** at the premises of the University, including but not limited to:

- Academic Block
- Administrative Block
- Girls' Hostel
- Boys' Hostel
- Any other location within the campus at Nagri, Kanke, Ranchi, as required.

Submission of Tender

- Interested parties may submit their offers in a **sealed cover** addressed to the **Registrar, NUSRL, Ranchi**.
- The tender must be submitted **on or before 23rd February 2026, up to 5:00 P.M.**

- 1. Date & Time of Submission/ opening of Tender** The tender shall be addressed to **The Assistant Registrar (I/C), National University of Study and Research In Law (NUSRL), Ranchi** and received in the office of the Registrar up to **23/02/2026 at 05P.M.** Technical bids shall be **opened on the 24/02/26 at 3:00 P.M.** Late bids received after the stipulated date and time shall **not be entertained**. The University shall not be responsible for postal delays.

Submission Format

- Offers must be submitted in **two separate sealed envelopes**:

- **Envelope I (Technical Bid):** Profile of the firm, credentials, and supporting documents and Tender fee and EMD DD.
- **Envelope II (Price Bid):** Financial offer.
- Each envelope must be clearly marked on the top as “*Technical Bid*” or “*Price Bid*”.

Each tender must be accompanied by:

- **Tender Fee** of Rs. 2,000/- (non-refundable) payable by Demand Draft in favour of “*NUSRL, Ranchi*”, payable at Ranchi.
- **Earnest Money Deposit (EMD) / Security Deposit** of Rs. 5,00,000/- (Five Lacs) payable by Demand Draft in favour of “*NUSRL, Ranchi*”, payable at Ranchi.

2. SCOPE OF WORK

The selected Security Agency shall provide professional guarding services at **National University of Study and Research In Law (NUSRL), Ranchi**, strictly in accordance with the following scope of work:

- A. The Security Agency shall provide the following security personnel for performance of guarding services:
 - (a) Twenty-one (21) Security Guards (without firearm) in 08-hour shifts each, ensuring round-the-clock (24 hours) coverage.
 - (b) All security guards shall be paid wages strictly as per the Minimum Wages Act, 1948, as notified by the Government of Jharkhand from time to time. Documentary proof of compliance shall be submitted.
 - (C) All statutory requirements such as Provident Fund (EPF), Employees’ State Insurance (ESI) and GST shall be complied with by the Security Agency for all deployed personnel.
- B. The Security Agency must possess valid registration/licence under PSARA, EPF & Miscellaneous Provisions Act, 1952, and valid registration with ESI Corporation.
- C. Security personnel shall maintain visitor and guest registers, entry/exit registers, and ensure proper documentation.
- D. Security personnel shall strictly prohibit unauthorised access into the University premises.
- E. Security personnel shall conduct frisking at entry/exit points, as per instructions of university authorities, and maintain vigilance during after-hours.
- F. Security personnel shall immediately report any suspicious movement or security breach to the Registrar / Administrative Office or their authorised representative in strict confidence.
- G. Security personnel shall maintain and update inward–outward equipment registers.
- H. Security personnel shall attend reception/telephone calls, where assigned, during working as well as non-working hours.
- I. Security personnel shall be responsible for handling fire emergencies, evacuation, and other emergency situations in coordination with authorities.
- J. Security personnel shall maintain courier/dispatch registers during working and non-working hours.
- K. Security personnel shall regularly monitor CCTV cameras, remain vigilant, and report any unusual or suspicious activity.
- L. All deployed personnel shall be employees of the Security Agency, and the Agency shall bear full responsibility for statutory liabilities including PF, ESI, Minimum Wages, bonus, leave, and insurance.
- M. The Security Agency shall maintain complete employee records, including personal details, qualifications, licences, and police verification, and produce the same for inspection on demand.
- N. The Security Agency shall ensure that all personnel are insured against personal injury and death while on duty, as per applicable laws.

- O. The Security Agency shall exercise reasonable skill, care, and diligence in accordance with good industry practices.
- P. The Security Agency shall provide adequate supervision to ensure effective performance of guarding services.
- Q. All security personnel deployed shall be medically fit in all respects.

3. CONTRACT PERIOD & PERFORMANCE REVIEW

The contract shall be awarded initially for a period of three (03) years.

- A. Performance of the Security Agency shall be reviewed at the end of each year.
- B. Continuation for the subsequent year(s) shall be subject to satisfactory performance and approval of the competent authority.
- C. The University reserves the right to terminate the contract prematurely by giving one month's notice, without assigning any reason.

4. ELIGIBILITY CRITERIA (TECHNICAL QUALIFICATION)

The bidder must fulfil the following minimum eligibility criteria:

- A. The agency must be registered under the Private Security Agencies (Regulation) Act, 2005 (PSARA) and possess a valid licence for the State of Jharkhand.
- B. The agency must have a functional office located within the State of Jharkhand (proof to be submitted).
- C. The agency must be registered with GST, EPFO and ESIC.
- D. The agency must have a minimum average annual turnover of Rs.75Crores during the last three financial years.
- E. The agency must have minimum three (03) years' experience in providing security services to Government University / Government Institutions/ Reputed Institution etc.
- F. The agency must submit experience certificates for similar services rendered during the last three years.
- G. **As per Annexure-A + Annexure-B-Technical Evaluation Criteria (Hiring Of Security Solutions For NUSRL, Ranchi)**
- H. The agency must not have been blacklisted or debarred by any Government organisation.

5. MANPOWER REQUIREMENT

- A. Total number of security personnel to be deployed: 21 (Twenty-one)
- B. Personnel shall be: (a) Physically fit and medically sound; (b) Properly trained in security duties; (C) Preferably with experience in residential/educational campuses; (d) of good character and antecedents duly verified by local police.

The University reserves the right to increase or decrease the number of personnel depending on requirements.

Security Guards:

Age: Not more than 40 years.
Character: Good
Educational Qualifications: Minimum Intermediate (10+ 2)
Physical Standards: Minimum Height 5 ft 3 Inch. & physically fit.

Supervisor/ Gun man

Age: Not more than 50 years.
Character: Exemplary in case of Ex-servicemen and Good in case of Civilians.
Educational Qualifications: Graduate passed in case of a civilian along with at least 3 years' experience in the concerned field.

6. UNIFORMS, EQUIPMENT & IDENTITY

- A. All security personnel shall be provided with proper uniform, shoes, belt, cap, whistle, torch, raincoat, winter wear, etc., by the agency at its own cost.

- B. Each security staff shall carry a photo identity card issued by the agency.
- C. No additional cost shall be payable by the University for uniforms or accessories.

7. WAGES & STATUTORY COMPLIANCE

- A. The agency shall pay wages to security personnel strictly in accordance with: (a) Minimum Wages Act; (b) Labour Laws applicable in Jharkhand;
- B. EPF, ESI, GST, bonus, leave, weekly off, and all statutory benefits shall be the sole responsibility of the agency.
- C. Proof of payment of wages and statutory contributions shall be produced to the University monthly.

8. EARNEST MONEY DEPOSIT (EMD)

- A. An Earnest Money Deposit (EMD) of Rs. 500,000/- (Rupees Five Lakhs only) shall be submitted in the form of Demand Draft drawn in favour of “**Registrar NUSRL**” Ranchi”, payable at Ranchi.
- B. Bids submitted without the prescribed EMD shall be summarily rejected.
- C. EMD of unsuccessful bidders shall be refunded within 30 days of finalisation of the tender.
- D. EMD of the successful bidder shall be adjusted/refunded after submission of Security Deposit.

9. SECURITY DEPOSIT

The successful bidder shall deposit 5% of the annual contract value as Security Deposit, refundable without interest after completion of contract and settlement of all dues within 15 days of award of the contract.

10. LIQUIDATED DAMAGES (LD)

- A. Penalty may be imposed for: (a) Non-deployment or shortage of manpower; (b) Poor performance or misconduct; (C) Delay in replacement of personnel;
- B. LD may be levied up to **10% of monthly bill** depending upon severity of default.

11. PAYMENT TERMS

- A. Bills shall be submitted monthly, and payment shall be released within 30 days from the date of receipt of complete bill and documents.
- B. No advance payment shall be made under any circumstances.
- C. The successful agency shall enter into a formal service agreement with NUSRL, Ranchi
- D. Monthly bills must be accompanied by the following documents: (a) Original bill detailing all charges; (b) Attendance sheet of deployed security personnel; (C) EPF deposit challan with employee-wise details (previous month); (d) ESI challan with employee-wise details; (e) Salary slips of security personnel deployed at the University.
- E. The University reserves the right to waive or modify any scope item, if required, in the interest of administration.

12. BID VALIDITY

The bid shall remain valid for **60 days** from the date of opening of the technical bid.

13. ARBITRATION & JURISDICTION

All disputes shall be subject to arbitration under the Arbitration & Conciliation Act, 1996. The venue shall be **Ranchi**, and courts at Ranchi shall have jurisdiction.

14. Cost of Tender Document:

- A. Tender document cost of Rs. 2,000/- shall be submitted in the form of Demand Draft drawn in favour of “**Registrar NUSRL**” Ranchi”, payable at Ranchi.

15. RIGHT OF THE UNIVERSITY

National University of Study And Research In Law, Ranchireserves the right to accept or reject any or all bids without assigning any reason.

ANNEXURE – A

TECHNICAL BID FORMAT (To be filled by the Agency)

Sl.No.	Particulars	Agency Details / Document (Page No.)
1	Name and Address of the Agency	
	Telephone / Mobile No.	
	Email Address	
2	Address of Office in Jharkhand (Attach proof)	
3	Type of Organisation (Proprietorship / Partnership / Company)	
4	Details of Proprietor / Partners / Directors	
5	Year of Formation	
6	GST Registration No. (Attach certificate)	
7	PAN (Attach copy)	
8	EPF Registration No. (Attach copy)	
9	ESI Registration No. (Attach copy)	
10	Labour Licence (Attach copy)	
11	PSARA Licence (Attach copy)	
12	Turnover for last three financial years (Attach audited statements)	
13	Experience certificates of last three years (Govt. University / Govt. Institutions)	
14	<u>The agency must have a minimum average annual turnover of Rs.75 Crores</u> during the last three financial years.	
15	Declaration of non-blacklisting	

Undertaking **

I/We certify that the information furnished above is true and correct. I/We understand that if any information is found false or misleading, the tender is liable to be cancelled.

Date: _____

Signature of Authorised Signatory with Seal

Annexure-B

Technical Evaluation Criteria (Hiring Of Security Solutions for NUSRL, Ranchi)

S. No	Evaluation Criteria	Maximum Points	Remarks
1	Bidders Scale of Operation & Turnover i) Bidder Turn over is more than or equal to Rs.375 crores(20/20) ii) Bidders Turn over is more than or equal to Rs.300.0 Cr.(18/20) iii) Bidders Turnover is more than or equal to Rs.225.0 Cr.(09/20) iv) Bidders Turnover is more than or equal to Rs.150.0 Cr(6/20) v) Bidders Turnover is more than or equal to Rs.75 Cr.(03/20)	20	The bidder must submit a copy of its audited balance sheets for the immediately preceding three financial years. Average Turnover of the last three preceding financial years reckoned from the date of floating of tender would be considered for computation purpose. For establishing the authenticity of the document a certificate verifying the bidder turnover in the preceding three financial years, from the statutory auditor/qualified CA (mentioning his/her UDIN) should also be enclosed.
2	Training Facility & Infrastructure to train security personnel in every training centres at the time of bidding. i) Bidder having experience of running 5 or more training centres (10/10) ii) Bidder having experience of running 3 to 4 training centres (6/10) iii) Bidder having experience of running 1 to 2 training centres (2/10)	10	Doc Required: Copy of valid certificate clearly showing Affiliation/Registration with PSARA (Private Security Agencies Regulation Act, 2005)/VTP (Vocational Training Provider) under MES (Modular Employable Skills)/NCVT (National Council on Vocational Training)/SSSDC (Security Sector Skill Development Council of India)/NSDC-National Skill Development Corporation of India/MHRD GOI/ Certificates and registration in the name of Group Enterprises etc. will be considered. A certificate from statutory auditor confirming the authenticity of document must also be enclosed.
3	Experience in managing security service contracts with minimum 100 trained security personnel deployed under one single contract with government/PSU/Corporate or Private sector. i) More than or equal to 5 security services contracts (15/15) ii) Equal to 4 security services contracts (12/15)	10	The bidder must submit a Copy of work order/Agreement with a Letter from the client, clearly stating the number of trained security personnel deployed under the said single contract. Contracts being currently executed or executed in the immediately preceding five financial years reckoned from the date of floating of tender will only be considered

	iii) Equal to 3 security services contracts(09/15)		
	iv) Equal to 2 security services contracts(06/15)		
	v) Equal to 1 security services contracts(03/15)		
4	Experience in managing security service contracts with minimum 100 trained security personnel deployed under one single contract with any Educational institute.	10	The bidder must submit a copy of work order /agreement/certificate issued by client on client letterhead duly signed by authorized signatory. The said work as per work order/ agreement must be either ongoing or must have been executed in the immediately preceding five financial years reckoned from the date of floating of tender.
	i) 5 or More Work Order(15/15)		
	ii) 4 Work Order (12/15)		
	iii) 3 Work Order(09/15)		
	iv) 2 Work Order(06/15)		
	v) 1 Work Order (03/15)		
5	Permanent Employee Strength:	10	Documents to be submitted :Latest EPF Challan applicable within a span of 30 days reckoned from the date of floating of tender clearly showing the Permanent Employee Strength.
	i) 1000 or more employees (10/10)		
	ii) 750 to 1000 employees(08/10)		
	iii) 500 to 750 employees(06/10)		
	iv) 250 to 500 employees(04/10)		
	v) Up to 250 employees(02/10)		
Total		60	

ANNEXURE – C

FINANCIAL BID FORMAT (To be filled by the Agency)

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)

If any :

- *Wages must strictly comply with Minimum Wages Act as applicable in Jharkhand.*

Note: Security agencies will have to ensure through an undertaking that they will mandatorily comply with all statutory as well as labour law provisions of the government with respect to ESIC, PF/EPF etc. being provided to the employed guards and supervisors in the university.

Signature of the Tenderer

Date: _____

Signature of Authorised Signatory with Seal

ANNEXURE – D

UNDERTAKING

I/We hereby declare that the information furnished above is true and correct and we agree to abide by all the terms and conditions of the tender document.

(Signature of Authorized Signatory)

Name & Designation

Seal

Date

ANNEXURE – E

LIST OF DOCUMENTS TO BE SUBMITTED

- A. Certificate of Incorporation / Registration of Firm.
- B. GST Registration Certificate.
- C. PAN Card of the Agency.
- D. EPF Registration Certificate.
- E. ESI Registration Certificate.
- F. Labour Licence.
- G. PSARA Licence for Jharkhand.
- H. Income Tax Returns for the last three financial years.
- I. GST Returns for the last three financial years.
- J. Experience Certificates for last three years (Government University / Institutions).
- K. Proof of Office Address in Jharkhand.
- L. Demand Draft towards EMD (Rs. 500,000/-).
- M. Demand Draft towards Tender Document: Rs. 2,000/- (non-refundable).