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Central University of Jammu

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Rahya-Suchani(Bagla), District: Samba – 181143, Jammu (J&K)

No: CUJ/Security/2025/03

Date: 4th September, 2025

e-Tender No.: 03/2025

TENDER DOCUMENT

FOR

**HIRING THE SECURITY SERVICES FROM THE REGISTERED AGENCY ON 24
HOURS (3 SHIFTS) BASIS THROUGH EX-SERVICEMEN / PARAMILITARY
PERSONNEL AND LADIES SECURITY GUARDS FOR THE UNIVERSITY
CAMPUSES**



Last date and time to submit the bids : 24.09.2025 by 03.00 p.m.

Date and time of opening of technical : 25.09.2025 by 03.30 p.m.
bids at Campus Rahya-Suchani (Bagla),
District Samba

DEFINITIONS AND INTERPRETATIONS

The word and expressions beginning with capital letters and defined in this tender Agreement shall, unless the context otherwise requires, have the meaning hereinafter respectively assigned to them:

- a) **“Tender Document”** means this document, together with all the Annexures
- b) **“Applicable Laws”** near the laws and any other instrument having the force of laws in India and Jammu and Kashmir (UT), as they may be issued and in force from time to time
- c) **“Authorized Personnel”** i.e. any officer of the University duly authorized by Registrar.
- d) **“Arbitration”** shall have the meaning set forth in relevant Clause of this tender document
- e) **“Effective Date”** means the date on which this document comes into force
- f) **“Government”** means the Government of India
- g) **“UT Government”** means the Government of J&K
- h) **“INR. Re or Rs.”** Means Indian Rupees
- i) **“Services”** means the work to be performed as described in the Terms&conditions and Reference hereto
- j) **“CUJ”** means Central University of Jammu
- k) **“Approval”** Means approval in writing by the designated office or competent authority of the Employer
- l) **“EMD”** means Earnest money deposit
- m) **“Technical Proposal”** means the technical part of the bid or application that includes information/documents required for evaluating the technical eligibility of the bidder.

TERMS AND CONDITIONS

1. **Essential Documents:** The format for submission of technical bid is as follows:

- a) Covering letter / Declaration as per Annexure A
- b) Earnest Money Deposit (EMD) in the form of NEFT/RTGS/Net-banking in favour of *“Registrar, Central University of Jammu”*
- c) The profile and other details of the firm as per Annexure B
- d) The agency must be registered with the following statutory authority and also furnish attested copies of the documents.
 - I. a) Registration certificate under:
 - (i) Contract Labour (R&A) Act, 1970.
 - (ii) Employees State Insurance (ESI) Office.
 - (iii) Employees Provident Fund (EPF) Commissioner under the Provident Fund Act or as per requirement by law
 - (iv) Income tax, GST, TIN and PAN number.
 - (v) Any other government authority as notified from time to time by Central / State Government.
 - II. Income tax return for 2022-23, 2023-24 and 2024-25 and GST for the period ending March 2025.
 - III. Copy of ESI / EPF payment for the financial year 2022-23, 2023-24 and 2024-25.

IV. Balance sheet audited by CA for 2022-23, 2023-24 and 2024-25.

2. **Experience:** The service provider must have minimum experience of 05 years of providing security services to State / Central govt. educational / research organization. Certificate(s) / Work Order / Letter of Intent by these organisations for having performed the work / service good in the said State / Central govt. / educational / research organization must be attached. The service provider shall provide the reference list of the organization with contact address. The service provider must not have been blacklisted or debarred by any Government Organization / PSU etc. The Service Provider may furnish an undertaking to this effect on its letter head duly signed by authorized person of the firm / agency / Company.
3. The Service provider agency must have its registered office or well established office branch in Jammu/Samba. (Proof of existence such as rent agreement or certificate of incorporation etc. must be furnished).
4. The Agency shall hold a valid license from the competent authority under “the Private Security Agencies Act 2005” as amended from time to time.
5. **Availability of tender form:** The Bidder shall download the Tender Enquiry Document from the websites; www.cujammu.ac.in and <https://eprocure.gov.in/cppp> and shall not tamper/modify it including downloaded Price Bid template in any manner. In case, the same is found to be tempered/modified in any manner, Tender/Bid will be summarily rejected and EMD would be forfeited.
6. **Submission of tender:** Bids shall be submitted through online mode only at <https://eprocure.gov.in/cppp>. Bidding process is online. **Technical Bid** [*filled in Annexure-A duly signed & stamped, commercial terms & conditions, EMD, relevant documents* and **Financial bid** (*indicating vehicle-wise price as mentioned in Annexure-B*), must be submitted/uploaded online only prior to bid closing date/time. Late tenders will not be considered.
7. The bidder(s) are advised that they should regularly check the University website www.cujammu.ac.in and <https://eprocure.gov.in/cppp> as any change in terms and conditions, specification, date etc shall be notified on the University website www.cujammu.ac.in and <https://eprocure.gov.in/cppp> only.
8. Intending bidders are advised to visit www.cujammu.ac.in and <https://eprocure.gov.in/cppp> only regularly till closing date of submission of bid, for any corrigendum.
9. **Earnest Money Deposit (EMD):** The value of the Tender is approximately Rs.3,40,00,000/- per annum . Hence, the Service provider shall furnish a Earnest Money Deposit (EMD) in favour of “Central University of Jammu,” of an amount of Rs.10,20,000/- (Rupees Ten lakh twenty thousand only) i.e. 3% of the tender value, at the time of submission of Bid. EMD must be submitted through Net-banking/Debit/Credit card/ RTGS/NEFT @ <https://eprocure.gov.in/cppp> only.

10. . The Service Provider may please note that no interest shall be payable by CUJ on security deposit and earnest money deposit (EMD). The Service Provider / Agency shall be required to submit the EMD details in the technical bid. The bid without EMD will be considered as non responsive and shall be outrightly rejected. EMD of the unsuccessful Service Provider / Agency shall be returned at the earliest after the expiry of final bid validity and latest by 30th day after the award of the contract.
11. **Bid security Declaration:** In lieu of bid security (EMD), registered firms have to fill **bid security declaration** accepting that they will not withdraw or modify their bids during period of validity etc. If the bidders will modify their bids they will be suspended for a period of three years.
12. **Performance Guarantee:** The EMD of the selected Service Provider agency will be refunded without interest on receipt of Performance Security which is Rs 17,00,000/- (Seventeen Lakh only) or 5 % of estimated tender value, whichever is less will be provided by the successful bidder in the form of Bank Guarantee or FDR or DD from any Nationalized Bank. Performance Security must be valid for at least two years and will be released without interest after successful completion of the term of tender.
13. **Turnover:** The Service Provider / Agency must have an Annual Average Turnover of not less than of Rs. **100 Crore** each during the last three consecutive financial years 2022-23, 2023-24 and 2024-25 certified by a Chartered Accountant. The Service Provider / Agency should not have incurred loss in any two years during the last three years as on 31.03.2025.
14. **Conditions:** University reserves the right to accept or reject any bid without assigning any reason and reject all bids at any time, without thereby incurring any liability to the affected Service Provider / Agency or Service Provider / Agency of the ground for such action. University reserves the right to postpone or extend the date of receipt/ opening of rates / Quotations or to withdraw the same, without assigning any reason thereof.
15. Tender without required documents, incomplete in any form will be rejected outright. Conditional tenders will not be considered. Similarly Bids / Bidders quoting 'Nil' charges / consideration shall be treated as unresponsive and will not be considered. Tender containing false / misleading documents / information will be rejected and may also be liable for consequences for submitting false information.
16. The Central Purchase Committee may consider any bid, if feels that certain required documents are not enclosed inadvertently by the firm and the firm promises that the required documents obtained before the closing date of the tender will be furnished within stipulated time. The decision of the **Vice Chancellor** will be final in this regard.
17. In case of failure of Agency to comply with the provisions of the terms and conditions, the Central University of Jammu reserves the right to award the contract to the next higher Service Provider / Agency or outside agency and the difference of price will be recovered from the defaulter agency who has been awarded the initial contract and this will be binding on the Service Provider / Agency.

18. The CUJ does not pledge itself to accept the lowest or any tender and reserve the right to accept the whole or any part of the tender or portion of the tender offered and Service Provider / Agency shall supply the same / execute the work at the rate quoted by them.
19. Whenever any claim for the payment of money arise out of or under this contract against the contractor, the University shall be entitled to recover such sum by appropriating, in part or whole the performance security or earnest money deposited by the contractor, when the balance or the total sum to be recoverable, as the case may be, shall be deducted from any sum then due or which at the time thereafter may become due to be recoverable under this and any other contract with the purchaser. Should the sum not be sufficient to cover the full amount recoverable, the contractor shall pay to the University on demand the remaining balance due.
20. In case the last date happens to be holiday, the last date and opening of bids will be undertaken on the next working day. The University reserve the right to extend / postpone the last date and time of the tender without assigning any reason.
21. Each page of the tender should be signed by the owner or authorized signatory of Service Provider / Agency and total number of the pages submitted should be mentioned. Authorized Signatory must possess actual authority to submit the bid for which he / she has to essentially submit Letter of Authority from the competent authority of the Firm / Agency failing which his / her proposal shall be liable to summary rejection without prejudice to any other right of CUJ under the law. The proposal shall be filled in by the applicant service provider neatly and accurately.
22. Any corrections or overwriting would render the proposal invalid. Conditional offers/ offers which are not in conformity to the prescribed document will be summarily rejected. The tender document must be duly signed and numbered on every page including annexures.
23. The University shall scrutinize the documents furnished by the firm and shortlist the firms on lowest quoted basis. The firms who have quoted as per the minimum wages order (central) will be considered. Thereafter, before opening of financial bids, the committee may visit actual places of work of firms / agencies to ascertain the actual performance of the firm at field and recommend any firm starting from L-1 to L-2, L-3 etc after opening of financial bid. If more than one Service Provider is found to be L-1, preference will be given to bidder having more experience in providing outsourced security manpower in educational institute of Govt. of India. The short listed tender along with the documents will be submitted to the 'competent authority' and upon approval by the 'competent authority' the successful Service Provider / Agency will be intimated about the award of contract.
24. **Term of Contract:** The successful Service Provider / Agency on award of the contract should execute an agreement on Rs. 100/- non judicial stamp paper, with Central University of Jammu incorporating the terms and conditions. The successful Service Provider / Agency will be defined as contractor in the said agreement. The contract will be valid initially for a period

of one year and on satisfactory performance it may be further extended for (02) two more years on year basis at the same rate on mutual consent basis. The contract may be terminated by either party after giving written notice of not less than one month. The rates once accepted by University shall remain unchanged throughout the period of initial contract of one year, including any extended period at same rate and under same terms and conditions.

25. The terms and conditions contained in this tender notice shall form the part of contract agreement to be entered into by the successful Service Provider / Agency.
26. **Sub-contract:** The agency shall not engage any sub-contractor or transfer the contract to any other firm / person. In the event of the contractor contravening this condition, the Central University of Jammu, shall be entitled to cancel the contract and forfeit security deposit and may place the contract elsewhere on the contractor's account at his risk and the contractor shall be liable for any loss and damage, which the Central University of Jammu may sustain in consequence or arising out of such replacing of the contract.
27. **Execution of Contract:** In case the agency fails to execute the job / declines the offer of contract after or before signing the agreement or terminate the contract for whatsoever reason(s) before completion of period of contract at their own accord, the CUJ shall have the right to forfeit the EMD and Performance Guarantee deposited by the agency for the execution of the contract for the remaining period through some other agency.
28. **Legal Compliance:** The contractor shall take due care to comply with the provision of the Minimum Wages (Central) as per central govt rules, Contract Labour (Regulation & Abolition) Act, 1970 including all other legal obligations, like Policy Changes proposed by the Government or legal amendments from time to time, during the period of the contract. The wages of the engaged person shall revised as and when the minimum wages (central) stands revised by labour Commissioner (Central).
29. All existing statutory regulations both State & Central Governments shall be adhered to and complied with by the contractor and all records maintained thereof should be available for scrutiny by the University. The Contractor shall strictly comply with the terms and conditions of the agreement which will be executed with the successful contractor. Failure by the contractor to comply with such statutory requirements and / or the terms of the agreement during the period of agreement of deficiency in services shall result in termination of the contract and the performance guarantee deposit will be forfeited.
30. **Workers management:** Any personal engaged by the agency if found indulged / indulging in any unlawful or such other activity against the bonafide interests of the University or such activities will be immediately (within 120 minutes) disengaged by the Agency. Agency will keep the University informed about legal/ police/ administrative action taken against such outsource persons. Agency shall be solely responsible for the conduct and behavior of persons deployed by the agency. To this effect the agency will have to put in place adequate supervisory manpower and monitoring mechanism.

31. The CUJ will not be responsible for any injury / loss of life of personnel deputed by the agency which may take place during the course of their deployment. In case of any mishap such as accident / incident, it is mandatory for the agency to take up and to follow-up with the legal / police authorities at its own level to the logical end.
32. The decision of Central University of Jammu will be final in considering the security personnel fit to be employed. The personnel engaged should be preferably below 45 years of age but not more than 50 years and no child labour shall be engaged.
33. The contractor shall indemnify and shall keep this office indemnified against Acts of omission or negligence, dishonesty or misconduct of the men / women engaged for the work and this office shall not be liable to pay any damages or compensation to such person or to third party. All damages caused by the personnel shall be charged to the contractor and recovered from its dues / bills.
34. **Payment of Monthly Bills:** The billing cycle will be calendar month. The service provider will be responsible for making the payment of wages directly through online transfer into bank accounts of its workers by 7th of each month from his own resources and subsequently raise the bill for reimbursement which will be verified by the actual attendance. The payment of wages is not linked to the clearance of the bill by CUJ. The agency will submit bill with following information and documents.
- a) The wages of outsourced personnel have been credited to their Bank accounts mentioning Bank account numbers and the details of payment. These details must be uploaded by the Agency on its website. In case the Agency has no website the said details must be sent by mail / hand to this office in hard copy.
 - b) ESI, EPF contribution, Service Tax, GST and other statutory dues paid for the month of (previous month) deposited on date (copies of challans to be enclosed).
 - c) Undertaking that all statutory Labour Laws including Minimum Wages (Central) Act is being complied with as per the order issued by Labour Commissioner (Central) from time to time, the wages will be revised accordingly.
35. Service Provider will quote charge rates per person per month on monthly basis and on per call / day basis separately at financial Balance (Annexure D).
36. GST / other taxes, levies etc. at the rate applicable as per Govt of India rules shall be deducted from monthly payment of Bill as per rule.
37. Payment to the Service Provider will be subject to provision of satisfactory service which may be certified by the Officer detailed by the university. The Agency will make online payment to the staff on a monthly basis by the 7th of each month. The Performance of the security staff provided by the Service Provider will be reviewed periodically by a committee set up by Competent Authority & CUJ reserves the right to ask for suitable replacement in the place of

persons whose performance are not satisfactory. The Service Provider is bound to supply suitable replacement within two days in such cases. In case the Service Provider fails to supply suitable replacement within two days, a penalty of Rs. 5000/- (Rupees five thousand only) per day thereafter will be levied by CUJ.

38. Deduction of statutory dues from the payments to the staff provided and timely remittance thereof would be the sole responsibility of the Service Provider /Agency. If at any time it was found that the service provider has paid less than minimum wages at any point of time or has not remitted PF, ESI, EDLIetc, the University reserves the right to forfeit Performance Security and disburse the dues out of the performance security. In such case, the service provider / agency has to furnish fresh performance security of the requisite amount.
39. The Service Provider shall maintain / produce / the required records / documents as and when called for by the appropriate authority, as well as to CUJ to enable it to verify that the Service Provider is complying with statutory requirements with regard to GST, TDS, PF, ESI, EDLI and other labour laws, from time to time.
40. **Duties and Functions of Service Provider / Agency:** In performing the terms and conditions of the Contract, the Service Provider shall at all times act as an Independent Service Provider. The contract does not in any way create a relationship of principal and agent between CUJ and the Service Provider. The Service Provider shall not act or attempt or represent itself as an agent of CUJ. It is clearly understood and accepted by both parties that the Contract between the parties evidenced by it is on a Principal to Principal basis and nothing herein contained shall be construed or understood as constituting either party hereto, the agent or representative of the other, under any circumstances. The employees of the Service Provider shall never, under any circumstances whatsoever, be entitled to claim themselves to be the employees of the CUJ. There will no employer-employee relationship between CUJ and the persons engaged by the Service Provider. The persons deployed by the Agency shall neither claim nor shall be entitled to pay, perks and other facilities admissible to contractual or regular employees of the CUJ during the currency or after expiry of the contract. Service provider for its own benefit / record will submit an affidavit from the outsourced employees to the effect that this employment offered by the Agency is purely of temporary nature. Under no circumstances this employment will entitle the employee for claims of Permanent employment, continuation or any other entitlements except mentioned in the contract.
41. The Service Provider shall provide a substitute well in advance if there is any probability of the functionary leaving the job due to his / her own personal reason. The payment in respect of the overlapping period of the substitute shall be responsibility of the service provider.
42. Manpower will be supplied by the Service Provider as per actual requirement which may vary on day to day or monthly basis (fresh requirement other than replacement), which will be informed to the Service Provider. The Service Provider is bound to supply the required manpower within a maximum of two days. In case the Service Provider fails to supply manpower within two days, a penalty of Rs. 5000/- (Rupees five thousand only) per day

thereafter will be levied by CUJ. In case of leave / absence of manpower/ weekly off, alternate arrangement will be made by the Service Provider. Contractor will be fully responsible for payment of wages to weekly off relievers/absent relievers.

43. Manpower Agency/Service agency will provide the names, addresses, aadhaar card and photographs of the security guards/security supervisors to CUJ. The firm will be required to submit the copy of pension payment order in respect of Ex-servicemen/Para military personnel at the time of contract.
44. The engagement of outsourced manpower in no case confers any right for continuation, extension of the contract, absorption or permanent employment in CUJ.
45. The personnel supplied by the Service Provider will be the employee of the Service Provider and there will be no master-servant relationship between the CUJ and personnel deployed. All the statutory liabilities and responsibilities will be that of the Service Provider and CUJ has no legal responsibilities on the same.
46. The contractor shall be responsible for proper maintenance and upkeep of the uniforms, torch and all other items. The service provider shall provide the following items at his own cost:

S/no.	Manpower	Uniform Particulars	Quantity	Remarks
1	Male Security Guards/Supervisors	Half Sleeves shirt with name printed on the shirt	02 No.	1 year
		Full Sleeves Shirt with name printed on the shirt	02 No.	1 year
		Trousers		1 year
		Belt with Black buckle with all attachments for holding, torch, Acrylic lathi, and other security equipment	01 No.	1 year
		Sea Cap	02 No.	1 Year
		Lanyard with whistle	02 No.	1 Year
		Shoes	02 Pair	1 Year
		Socks	04 Pair	1 Year
		White T-shirt with CUJ logo	02 No.	1 Year
		Jersey	01 No.	1 Year
		Jacket (warm inner –water proof outer)	01 No.	1 Year
		Monkey Cap	02 No.	1 Year
		Rain coat	01 No.	1 Year
		Umbrella	01 No.	1 Year
		Danda	01 No.	1 Year
2	Female Security Guards	Punjabi Suit-Salwar Light Blue colour with navy blue dupatta	02Set	1 year
		Shoes	02 Pair	1 Year
		Socks	04 Pair	1 Year
		Jersey	01 No.	1 Year
		Jacket (warm inner –water proof outer)	01 No.	1 Year

3	Common	Rain coat	01 No.	1 Year
		Umbrella	01 No.	1 Year
		Walkie talkie	30 No.	1 Year
		Search Light 1 Km Range	30 No.	1 Year
		Binocular	05 No.	1 Year
		Night vision Device	20 No.	1 Year
		Bamboo Sticks 5 Feet	60 No.	1 Year
		Acrylic sticks 4 Feet	60 No.	1 Year
		Hand held metal detector	10 No.	1 Year
		Door Frame Metal Detector	05 No.	1 Year
		Cattle Catcher Vehicle	ORB	

47. The contractor will not allow or permit his/their employees to participate in any trade union activities or agitation in the premises of Central University of Jammu, violation of which may result in the termination of the contract immediately.
48. The agency shall not replace the staff frequently without proper substitute and without prior permission. In normal conditions security personnel will not be deployed for double duty. However, in case of emergency/urgency, security personnel may be allowed for not more than two continuous duties with proper written information to the office authorities.
49. The agency / contractor shall work under the overall supervision and direction of the officer authorized by Central University of Jammu.
50. The charges of firm once accepted by this office shall remain unaltered throughout the period of initial contract of one year, including any extended period at same rate and under same terms and conditions. However, if the University changes its premises, increase the security personnel for service, the same will be increased at the agreed rates and under same terms and conditions.
51. In case of emergency and residual situations, the contractor has to make the personnel available to cater for emergency services and urgent works entrusted by this office as and when need arises.
52. The responsibility of payment of wages for the personnel deployed to carry out the contract lies with the contractor and the University shall not entertain any representations, whatsoever in this regard.
53. The Proprietor of the Agency or his authorized representative shall visit the Security office / officials twice a week for review of the security system at the University campuses.
54. The security personnel working in the University at different posts shall cover the area earmarked by the administration for patrolling. The premises include the covered area of the building and outside space within the boundary of the building to be guarded by the security

personnel.

55. The security personnel under the agency shall follow the instructions of the University from time to time. The Security Agency will be under the administrative control of the University and the Security personnel while performing the duties will be under supervising control of First Party. The Security personnel shall perform the duties with utmost care and loyalty and they neither develop undue familiarity nor join any union of the employees of Second Party. The First Party shall be held responsible for the entire administration of security staff under law for the time being in force.
56. In case, any statutory authority imposes any punishment like fines etc due to security lapses, and if the University is made a party in such penal action, the University has the right to retain the security deposit etc, until it is proved to the satisfaction of the University that such penal actions are ceased. Such penal actions may also be a reason for termination of contract.
57. The security personnel at the University shall check and ensure that all the Departments / Branch / Buildings are properly locked after the office hours.
58. No person who has been convicted by a competent court or who has been dismissed or removed on grounds of misconduct or moral turpitude while serving in any of the armed forces of the union, state police organizations, Central / State Governments or in any private security agency shall be employed or engaged as a security guard or a supervisor. No person who is facing criminal charges or being contemplated against him shall be deployed for watch and ward in the University.
59. The agency should maintain strict discipline in dealing with the University employees and should not act in any manner unbecoming of a security person.
60. The University shall not provide any accommodation for guards or other personnel deployed.
61. Any person who may be or has been employed or engaged as a security guard by the private security agency shall not divulge to anyone other than the University authorities any information acquired by him during such employment with respect to the work which he has been assigned by such employer.
62. In case if it is required to engage guards on extra duty / overtime, it shall not exceed 100 hours or 1/3 of the salary, whichever is less per month per guard, subject to approval of the University.
63. If the attendance falls short of contracted minimum number of persons, penalty @ Rs. 1000/- (Rupees one thousand) per person per day shall be deducted from the bill. The amount so deducted shall be final and no claim whatsoever will be entertained under any circumstances.
64. Any security guards / supervisors found without I.D. cards shall be treated as absent and shall not be allowed in the campus.

65. A penalty up to Rs. 5,000/- (Rupees Five thousand only) per instance will be imposed on the agency, if:

- i. Security Guard found in drunken position
- ii. Security Staff misbehaves with any person
- iii. Found slept
- iv. Left the place (except in circumstances beyond his control)
- v. Presence of Unauthorized vehicle in the Campus
- vi. Presence of Unauthorized person in the campus
- vii. Trespassing inside campus
- viii. Found without gadgets like lathi, torch, walkie talkie, whistle etc.
- ix. Any other act which as per the decision of the authority constitute an offence.

66. In all the three shifts, the security staff shall be properly dressed, possess whistle, lathi and torch light etc. If any guard is not suited to the duty, the security agency must replace such guard immediately.

67. The firm should ensure that the Security guards should be well versed in basic firefighting to meet any eventuality.

68. The agency will provide Bolero/Jeep/Thar/multipurpose vehicle not older than 2 years for day, night patrolling and other activities related to security services. The bidder must quote vehicle charges inclusive.

69. Scope of work

- 1) To maintain 24 hours fool-proof security in 3 shifts system in the University campuses at various posts, offices and at different campuses including Jammu and Nathatop, Udhampur.
- 2) The Agency shall restrict the entry of all unauthorized person in the University campuses.
- 3) The agency shall maintain all security registers such as in & out registers, Vehicle Movement Register, Visitor's Register, Material Register, Gate Pass Register etc.
- 4) The Agency shall check the Vendors' passes carefully.
- 5) Any other security related duties assigned in the manner as provided from time to time by the University.
- 6) The Agency shall maintain cordial relations with the University community.
- 7) The agency must produce original Bio-data / credentials of security personnel for verification.

70. Job responsibility of the Agency

- 1) To make compliance to all the provisions of Labour Laws applicable.
- 2) The security Supervisor to submit day to day report of the happenings in the University and give suggestions for strengthening the overall security.
- 3) In case of any loss or theft of office property, equipments, furniture etc. attributable to the negligence of the agency personnel, as decided by the CUJ, it shall be made good by the agency and in the event of failure on their part to do so within a period of one month, the same shall be made good by the event of performance guarantee and if the amount of loss or damage exceeds the amount of performance guarantee, then the amount shall be recovered

from the agency either out of the dues payable to the agency or through the court of law.

4) The terms and conditions contained in this tender notice shall form part of and shall be taken as if they were included in the contract agreement to be entered into by the successful bidder.

71. STAFF REQUIREMENT

The required staff shall be provided by the Agency on outsourced basis. The wages will be paid minimum wages as per Labour Commissioner (Central), Ministry of Labour and Employment, GOI (presently order dated 28-03-2025) and the same will be revised from time to time as revised by the Government of India order. All outsourced persons will be screened by the University for Engagement Suitability.

The tentative requirement of staff is given below. The actual requirement may vary from time to time. University reserves the right to add/delete the designations alongwith increase/decrease the no(s) of manpower as per below table: -

S.No.	Designation(s)	Tentative Requirement
1.	Security Supervisors	06
2.	Security guards	75

- A)** The agency should deploy energetic and trained security personnel between the age group of 18-50 and preferably Hindi/English/Dogri speakers.
- B)** Security staff should be minimum 10th class pass or as per ESM norms.
- C)** Security staff female/civilian should be below the age of 45 year and have previous experience of 2 years at security setup.
- D)** Security Supervisor should be of the rank of Subedar or equivalent or above.
- E)** The agency shall deploy atleast four Security guards who are ex-serviceman of Defence/paramilitary forces of driver trade.
- F)** Security agency shall provide stray animal catcher in each shift in the strength of the security staff. A penalty of Rs. 2000 per instance will be imposed on the agency if stray animals found inside the campus.
- G)** Agency must provide trained fire fighters having valid certificate in fire and safety in each shift.
- H)** Security personnel deployed will have to mandatory undergo security and safety related programs, trainings and Sharmdhaans organised by the University.
- I)** The agency will ensure the physical fitness and discipline of the security staff deployed. Drill and PT of the security staff deployed shall be conducted regularly by the agency and the photograph to be provided with GPS enabled photo.

J) Annual fire test of the armed security staff shall be conducted by the agency and its result to be submitted to the security office, failing to do so extension will not be granted.

K) Physical efficiency test of all the ESM shall be conducted by the agency twice a year and it's resulted to be submitted to the security office.

72. Government orders/guidelines regarding tenders till date of submitting of bids shall be applicable.

73. **Disagreement:** In case of any disagreement or dispute between the first party (i.e. Central University of Jammu) and the second party (i.e. agency) arising out of or due to the terms and conditions of contract agreement, Vice Chancellor, Central University of Jammu shall have the discretion for settlement of such disputes by appointing a sole arbitrator according to the arbitration and conciliation act,1996 and the award so made by an arbitrator shall be final and binding on both the parties. Jurisdiction shall be Jammu only, for any dispute. The laws of India and J&K laws are applicable. Sole arbitrator shall not be an employee of any of the party in this agreement.

Registrar

Encl:

Annexure-A: Covering Letter	(1 page)
Annexure-B: Declaration Form	(1 page)
Annexure-C: Technical Bid	(1 page)
Annexure-D: Financial Bid	(1 page)
Annexure-E : Bid Security Declaration Form	(1 page)
Annexure-F: Documents to be provided after award of Contract	(1 page)

Schedule of e-Tender:

1 .	Published Date	
2 .	Bid Document Download / Sale Start Date	
3 .	Bid Submission Start Date	
4 .	Bid Document Download End Date	
5 .	Bid Submission End Date	

6 .	Bid Opening Date(Technical)	
7 .	Tender process fee (online mode)	
8 .	EMD (online mode)	

SERVICE PROVIDER / AGENCY'S COVERING LETTER

(To be printed on Agency's Letter Head and submitted in Technical Bid)

To

The Registrar
Central University of Jammu
Samba-181143

Sir,

Ref: Tender no: _____

After examining the conditions of contract and specifications described you in Notice Inviting Tender, we the undersigned intend to offer our services for the work shown in the scope of work and jurisdiction of contract as well as schedule of prices attached herewith and made part of this.

We undertake that, if our bid is accepted, we shall provide the service s in accordance with, time limits and terms & conditions stipulated in the tender documents. If our bid is accepted, we shall submit the performance guarantee as per the conditions mentioned in the contract. We agree to abide by this bid for a period of 90 days from the date of bid opening and it shall remain binding upon us and may be accepted at any time before the expiry of that period. Until a formal agreement is prepared and executed, this bid together with its written acceptance thereof in the notification of award shall constitute a binding contract between both the parties.

Bid is properly prepared, sealed and submitted so as to prevent any subsequent alteration or replacement.

Dated thisDay of (The month and year)

Signature of Authorized Signatory

In capacity of Duly authorized to sign the bid for
and on behalf of.....

DECLARATION BY THE SERVICE PROVIDER

(To be printed on Agency's Letter Head and submitted in Technical Bid)

1. I,..... Son / Daughter / Wife of Shri.....
..... Proprietor / Partner / Director / Authorized signatory of M/s.
..... and competent to sign this Declaration and execute this tender
document on behalf of agency.

2. I have carefully read and understood all the terms and conditions of the tender and hereby
convey my acceptance of the same.

3. The information / documents furnished along with the above application are true and authentic
to the best of my knowledge and belief. I / We, am / are well aware of the fact that furnishing of
any false information / fabricated document would lead to rejection of my tender at any stage
besides liabilities towards prosecution under appropriate law.

Signature with date & seal of the agency :

Name of the applicant :

Designation :

Technical Bid*(To be filled by the agency and must be submitted to CUJ only with the technical bid)*

Sl. No.	Particulars	Details (if yes, furnish number)	Enclosure number
i	Name of the Firm / Agency:	M/s.	
ii	Status of the Firm / Agency: (Proprietorship / Partnership / Joint Stock Co. etc)		
iii	Address:		
	a) Office:		
	b) Residence:		
iv	Telephone / Mobile No. / E-mail address / Website address		
v	Name of the Proprietor / Partner / Director		
vi	Documentary Proof of :		
	a) Valid Registration with State sale tax authority, certificate No.	Yes / No	
	b) Proof of incorporation inception of agency for supply of manpower / valid labour license	Yes / No	
	c) EPF registration proof	Yes / No	
	d) ESI registration proof	Yes / No	
	e) TIN / PAN No.	Yes / No	
	f) Income tax return for 2022-23, 2023-24 & 2024-25	Yes / No	
	g) Balance sheet for 2022-23, 2023-24 & 2024-25	Yes / No	
	h) GST clearance certificate for the period ending 31.03.2025	Yes / No	
	i) Experience certificate from Government / Semi Govt. / PSU where the agency has supplied a group of more than 10 persons at a time for housekeeping and general services	Yes / No	
	j) Annual turnover for financial year 2022-23		
	k) Annual turnover for financial year 2023-24		
	l) Annual turnover for financial year 2024-25		
vii	Earnest Money Deposit (EMD) details		
	a) Amount of Earnest money		
	b) Name of the Drawer and Drawer Bank		
	c) No. and Date of the Bank Draft		
	OR		
	Bid Security Declaration Form		

viii	Technical evaluation criteria		Marks	Self score to be filled by the bidder	Maximum score	Score validation (by CUJ)	Enclosure Number
A	Number of years of incorporation	0 to 5 years	3 marks		5 marks		
		More than 5 years	5 marks				
B	Relevant experience in providing security services	In centrally funded institutes	5 marks for each contract		20 marks		
		In reputed govt./semi Govt. organizations	3 marks for each contract				
C	Valid ISO certification	Holding for last 5 years	3 marks		10 marks		
		Holding more than 5 years	1 mark for each year				
D	Audit turn over in the last three financial years (2022-23, 2023-24 & 2024-25)	More than 50 crore and less than 250 crore	5 marks		30 marks		
		More than 250 crore	10 marks for each financial year				
E	Number of years of operation in providing security services	0 to 5 years	3 marks		10 marks		
		More than 5 years	1 mark for one year				
F	National presence		1 mark for each state		10 marks		
G	Number of similar works providing security services of 100 persons or more	For the last three years (2022-23, 2023-24 & 2024-25)	1 mark for each work		10 marks		
H	Training centre facility		5 marks		5 marks		
	TOTAL				100 marks		

Declaration: I hereby certify that the information furnished above is true and correct to the best of my / our knowledge. I understand that in case any deviation is found in the above statement at any stage, I / we will be blacklisted and will not have any dealing with the University in future.

Signature with date & seal of the agency :

Name of the Applicant :

Designation :

(a) Technical Bid Score: Technical Bid Score 'St' of the Bidder shall be derived as under

$St = (Stm / SH) * 100$, where

St = Technical Bid Score

Stm = Score obtained by the concerned bidder

SH = Highest total Technical Bid marks amongst all Evaluated Bids.

(b) Evaluation of Financial Bids: Financial Bids of the Bidder, who is Technically Qualified, shall be considered. The formula to determine the Scores for Financial Bids shall be as follows:-

$Sf = (FL / F) * 100$, where

Sf = Financial Score

FL = Value of Lowest Commercial Bid

F = Price quoted in the Bid under consideration,

(c) Combined Evaluation of Technical & Financial Bids

The total Score of the Bidder will be determined under

Total Score (TS) = $(0.70 \times St) + (0.30 \times Sf)$

Notes:

- (i) Weightage of Technical Evaluation: 70%
- (ii) Weightage of Financial Evaluation: 30%
- (iii) Total Weightage (Technical + Financial Evaluation = 100%)
- (iv) 60% of Maximum Marks are required in Technical Evaluation to Qualify for Financial Evaluation.
- (v) Financial Bids will be opened only for those Firms Qualifying in Tech Evaluation
- (vi) Work Order may be Awarded to the Highest Scorer, Overall (Technical + Financial Evaluation).
- (vii) In case two or more tenders are equal in marks, work will be awarded to the Service Provider who has executed contracts of higher values. The decision of the Central University of Jammu shall be final in this regard.

FINANCIAL BID

Quotation for security services for the Central University at Jammu city (class B city) and University Campus at District Samba (class C city)**Amount quoted enclosure:** *(To be filled by the agency & to submit to CUJ along with Financial bid)*

Minimum Wages (central) shall be paid by the firm as per the order issued by the Labour Commissioner (central), Ministry of Labour and Employment, GOI (presently order dated 28-03-2025) and the same will be revised from time to time as revised by the Government of India order.

	Wages details of Security personnel	Percentage	Rate in Rupees Per Security Supervisor per month	Rate in rupees Per Security Guard with arms per month	Rate in rupees Per Security guard without arms per month
A	Basic Wages +VDA		As per the order of Labour commissioner (Central) in force for watch and ward	As per the order of Labour commissioner (Central) in force for watch and ward	As per the order of Labour commissioner (Central) in force for watch and ward
B	EPF	12% of Basic +VDA			
C	Admin charges	0.5% of Basic +VDA			
D	Employees Death Life Insurance	0.5% of Basic +VDA			
E	ESI	3.25% of Basic+VDA			
F	Total Cost per day/ head	Sum of Serial A to E			
G	Number of Security Personnel per day		3	15	57
H	Total Cost per day	F x G			
I	Monthly Charges for Manpower	H x 30 days			
J	Service Charges of Agencyincluding charges for Patrolling Vehicle (Bolero/Scorpio etc.) with driver upto a limit of 2000 km inclusive of fuel and maintenance	% of I			
K	Rate per Km exceeding monthly limit	Rate for 10 Km			
L	Monthly charges including service charges	Sum of I, J and K			
M	GST	As per rule			
N	Total Monthly Charges	Sum of L and M			

*(in case of any ambiguity, amount of financial bid quoted in words shall be taken as final)****If a person(s) is required on per call basis, payment per day will be made by adding Basic wages and VDA**

Signature with date & seal of the agency :

Name of the Applicant :

Designation :

Bid Security Declaration

To

Ref: Tender document No..... dated

We, the undersigned declare that: We know that the bid should be supported by a Bid Security Declaration in accordance with your conditions.

We accept to automatically be suspended from being eligible for bidding in any contract in CUJ for a period of 3 years from the date of opening of Bid. If we are in breach of our obligation(s) under the bid conditions, because we:

After having been notified of the acceptance of our bid by the Contracting Authority within the period of bid validity:

1) We failed or refused to furnish a Performance Security in accordance with the Condition of the Tender Document of Tender No. OR

2) We failed or refused to sign the contract.

We know that this Bid-Securing Declaration will expire, if contract is not awarded to us, upon :

1) Our receipt of your notification to us of the name of the successful bidder or

2) Twenty –eight days after the expiration of our Bid or any extension to it

We know if we are a Joint Venture, Securing Declaration should be in the name of the JV submitting the bid. If the JV is not legally constituted at the time of bidding, the Bid-Securing Declaration will be in the name of all partners named in the JV agreement.

Dated this _____ day of _____

For and on behalf of M/s. _____ Address :

Signature

Name

In the capacity of (DULY AUTHORISED TO SIGN THE BID)

**DOCUMENTS TO BE SUBMITTED BY THE SUCCESSFUL SERVICE PROVIDER
AFTER AWARD OF TENDER BUT BEFORE DEPLOYMENT OF MANPOWER**

1. List of Manpower shortlisted by service provider for deployment in CUJ containing full details i.e. date of birth, marital status, address, educational qualification, photo ID Card provided by the security service provider etc.
2. Bio-data of all persons.
3. Any other document considered relevant

DRAFT SPECIMEN AGREEMENT

This Agreement is made on _____ by and between the **Central University of Jammu**, (hereinafter to be referred as 'CUJ') a statutory body established under Central Universities Act, 2009 (Act no. 25 of 2009) read with Central Universities (Amendment) Act, 2009 (Act no. 38 of 2009), having headquarters at Rahya-Suchani (Bagla), District Samba, Jammu, J&K-181143, & acting through its Registrar, expression of which shall unless be excluded by or repugnant to the context be deemed to include its successors-in-interest and assigns.

And

(name& address of the firm) (Hereinafter called the 'Firm') which term shall include its authorized representatives, assignees etc.

Whereas the CUJ has invited tenders for hiring the security services from the registered agency on 24 hours (3 shifts) basis through ex-servicemen / paramilitary personnel and ladies security guards for the university campuses vide Tender No..... dated.....to work at any of its campuses, hostels or designated places.

Whereas the Firm has offered to provide the services at the rates mentioned in its financial bid no..... dated..... as per terms and conditions mentioned in the said tender

Whereas the CUJ vide its award letter no..... dated..... has accepted the offer made by the firm attached as Annexure A.

NOW THEREFORE, IN CONSIDERATION OF THE PREMISES CUJ AND FIRM HAVE AGREED TO REDUCE INTO WRITING THEIR AGREEMENT IN THE MANNER SET OUT THEREIN AS FOLLOWS:

1. This agreement shall come into force w.e.f.(date) and will remain in force for a period for one year but can be terminated by CUJ by giving one calendar months' notice in writing of its intentions to terminate the Agreement. The Agreement can be renewed, on mutually agreed terms for another term(s).
2. The firm shall be responsible for providing security personnel at CUJ campuses, Hostels etc. as per rate mentioned in the Award Letter.
3. The firm will provide full particulars of every worker deployed by it for providing the services and get their character and antecedents verified from the Police Authorities.
4. All personnel posted at premises shall at all times and for all purposes be deemed to be employees of the firm and the CUJ shall have no liability on this account in any manner.
5. That the Firm shall ensure that all persons deployed at CUJ premises are of good character, well behaved and otherwise competent and qualified to perform the work for which they are deployed.
6. The CUJ shall have the right to ask for the removal from its premises any personnel considered by them to be incompetent, disorderly or any other reason and such person shall not again be deployed without the consent of the CUJ.

7. The firm will raise a bill only after making payment to the manpower i.e. on 7th of each month and the payment will be released by the CUJ through RTGS / PFMS / IMPS / NEFT to the firm subject to satisfactory performance / delivery of contracted job / work/ services. Copies of documents such as deposit challans along with list of persons showing deposit of ESIC, EPF with the concerned agencies are also to be deposited with the bill. The deduction of income tax from the bills of the Agency will be made at source as per rates applicable from time to time.
8. The firm shall issue identity card to each of the workers engaged for entry into CUJ premises and shall ensure the successful implementation of the terms and conditions of the agreement. In case the Firm fails to perform any of the terms and conditions of this agreement or commits any breach of the contract, CUJ may cancel the contract.
9. The Firm agrees to discharge all their legal obligations in respect of their workers in respect of their wages and services conditions and shall also comply with all the rules and regulations and provisions of law in force that may be applicable to them from time to time, viz. obligations under Contract labour (Regulation & Abolition) Act. 1970, workmen's Compensation Act, 1923, E.P.F., E.S.I. & M.P. Act, 1952 etc. Firm agrees to indemnify and keep indemnified the CUJ on account of any failure to comply with the obligations under various laws or damage to CUJ due to acts/omissions of Firm.
10. It is also agreed that under no circumstances, the volunteers and/or the employees/workmen of the Firm shall be treated, regarded or considered or deemed to be the employees of the CUJ and the Firm alone shall be responsible for their remuneration, wages and other benefits etc. Firm shall indemnify and keep indemnified the CUJ against any claim that it may have to meet towards the employees / workmen of the Firm. Firm's employees / workmen shall have no claim to absorption / regularization and financial benefits etc. that are admissible to regular employees in the office of CUJ.
11. The contract is subject to the conditions that the firm shall comply with all the laws and byelaws of Central Govt. / State Govt. as applicable relating to this contract.
12. In case of any loss or damage to the property of the CUJ at which is attributable to the firm, the full damages will be recovered from the firm as decided by CUJ.
13. The Firm shall not transfer its right or sub- contract to anyone else.
14. The Firm or its workers shall not misuse the premises allotted to them for any purpose other than for which contract is awarded.
15. The Firm shall devote its full attention in service to ensure highest quality in all aspects and discharge its obligations under the contract with trust, diligence and honesty.
16. Compensation to the workers in case of any accident, loss of life during discharge of their duties shall be borne by the Firm and not by CUJ in any manner.
17. There will be surprise checking by an Officer. Shortcomings, if any, pointed out by her/him shall be restored by the contractor within 24 hours of its bringing to his notice.
18. The firm shall provide a Co-ordinator for immediate interaction with the organisation.
19. The terms and conditions as stipulated in the tender documents and enclosed herewith, shall be part of the agreement.
20. All clauses, terms and conditions of the tender shall form part of this agreement and therefore attached as Annexure B

In the event of any claim, dispute or controversy arising out of or in relation to this MoU, including any dispute with respect to the existence or validity thereof, the interpretation thereof, the activities performed hereunder or the breach of this MoU, the parties shall endeavour to settle the same amicably by negotiation., Any claim, dispute or controversy which cannot be resolved by negotiation, any Party may refer the claim/ dispute to be settled through the provisions of the J& K Arbitration and Conciliation Act, 1997 and the rules made there under and any statutory modification and re-enactment thereof shall be deemed to apply and to be incorporated in this MoU.

Authorised Signatory

(Name & Address of the firm)

Registrar

Central University of Jammu

Witnesses:

1. _____

2. _____

Witnesses:

1. _____

2. _____

PROFORMA FOR CHECKLIST DOCUMENTS

SN	Particular	Reply	Pg. no. of Document
1	Name of the Agency		
2	Detail of Earnest Money Deposit Amount..... DD No. Date..... Bank.....		
3	Date of Incorporation or registration of the Agency (Copy of Registration Certificate)		
4	Office address of the Agency including Phone No. of Persons to be contacted		
5	Whether registered with all concerned govt. auth. ESI/EPF/Service Tax/ Labour Commr./S. Tax etc.)		
6	PAN Number of the Agency (Copy to be enclosed)		
7	GST Number (Copy to be enclosed)		
8	An Affidavit attested by Notary on a Stamp paper of appropriate value to this effect, that company has not been blacklisted or banned for their business dealings with Government Departments.		
9	Experience in dealing with Educational Institutions. (Copy of work order or relevant documents to be enclosed).		
10	List of other clients		

**Signature of the authorized
signatory of the Service
Provider / Agency with seal
of the Firm**

INSTRUCTIONS TO BIDDERS FOR E-TENDER:

Special Instructions for e-Tender. Submission of online Bids is mandatory for this Tender.

For conducting electronic tendering, CUJ is using the portal <https://eprocure.gov.in/cppp> and GEM Portal.

1.0 Tender Bidding Methodology:

The offer should be submitted through e-tendering mode in the website <https://eprocure.gov.in/cppp> containing two e-bid viz. Technical and Financial Bid. The Bids will be uploaded along with all signed and scanned documents those are required for particular tender.

.Digital Certificate:

It is mandatory for all the bidders to have class-III Digital Signature Certificate – Signing + Encryption (in the name of person who will sign the Bid) from any of the licensed Certifying Agency (Bidders can see the list of licensed CA's from the link www.cca.gov.in) to participate in e-tendering.

2.0 REGISTRATION:

- i) Bidders to enroll on the e-Procurement module of the portal <http://eprocure.gov.in/eprocure/app> by clicking on the link “Click here to Enroll”. Enrolment on the CPP Portal is free of charge.
- ii) The bidders to choose a unique username and assign a password for their accounts. Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.
- iii) Bidders to register upon enrolment their valid Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India with their profile.
- iv) Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSCs to others which may lead to misuse. Foreign bidders are advised to refer “DSC details for Foreign Bidders” for Digital Signature requirements on the portal.
- v) Bidder then logs in to the site by entering their user ID / password and the password of the DSC / e Token.

2.1 SEARCHING FOR TENDER DOCUMENTS:

- vi) Various built-in options are available in the CPP Portal to facilitate bidders to search active tenders by several parameters. These parameters include Tender ID, organization, location, date, value, etc.
- vii) There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as organization name, form of contract, location, date, other keywords etc. to search for a tender published on the CPP Portal.
- viii) Once the bidders have selected the tenders they are interested in; they may download the required documents / tender schedules. These tenders can be moved to the respective 'My Tenders' folder. This would enable the CPP Portal to intimate the bidders through SMS / e-mail in case there is any corrigendum issued to the tender document.
- ix) The bidder should make a note of the unique Tender ID assigned to each tender; in case they want to obtain any clarification / help from the Helpdesk.

3. TENDER FEE & EARNEST MONEY DEPOSIT (EMD):

1. The Bidder should submit Tender Fee of Rs 5900/- (Fifty-nine hundred only) – Non-Refundable / Not-Exempted, by Net-banking / Debit / Credit card and proof/copy of the same should be attached for reference.

Bank Details of Central University of Jammu

NAME OF THE ACCOUNT HOLDER: Registrar, Central University of Jammu

NAME OF BANK: THE JAMMU & KASHMIR BANK LTD.

BRANCH NAME: RAHYAA

ADDRESS OF BANK: Rahyaa Suchani, Samba

IFSC CODE: JAKA0RAHYAA

A/C NUMBER: 0345040500000002

The Technical Bid without Tender Fee & EMD would be considered as UNRESPONSIVE and will not be accepted.

2. The Tender Fee and EMD shall be denominated in Indian Rupees only. No interest will be payable to the bidders on the amount of the EMD.
- For any query related to tender, may contact Security Officer, Sh. Balwan Singh – 9366530264.