

RAJIV GANDHI NATIONAL UNIVERSITY OF LAW, PUNJAB, SIDHUWAL, PATIALA.**E-TENDER NOTICE****NIT No. 01/2024-25/RGNUL****DATED 09-01-2024**

RGNUL invites online item rate tenders from Registered Companies, Furnishers, Vendors of the company/Integrators & approved Government contractors particularly in this field / Furnishers / Labour & co-operative Societies, fulfilling the qualifying criteria as per bidding documents, on a two bid system for the below noted work. All the agencies like Govt contractors, Societies & MSME approved agencies have to deposit EMD /Tender processing fee as well tender form fee as mentioned below. Bids be received up to **11.30 AM on 20.01.2024**

Name of work	Estimated amount	Bid Security/ EMD (Rs.)	Tender Processing Fee (Rs.)	Tender form fee (Rs.)	Period of completion
1	2	3	4	5	6
Service of Security Guards for RGNUL Campus 2024-2025 Total approximate 15 to 25 no. Guards (Male/Female)		50,000/-	1180/- Including 18% GST	2360/- Including 18% GST	12 Months

Schedule of Tenders

Availability of Tenders online for Bidding	Last date of submission for online bids	Date & time of opening of Technical bids	Date and time of opening of Financial Bids
From 09.01.2024 11.00 AM to 20.01.2024 Up to 11:00 AM	20.01.2024 Up to 11:30 AM	20.01.2024 At 12:30 PM	20.01.2024 at 02:30 PM

Terms & Conditions:-

- It is mandatory for the interested bidders/ contractors to get themselves registered with www.tenderwizard.com/PUNJAB & get User Id, password & Class-III Digital signatures for participating in this E-tendering process. The Tender documents shall be purchased, accessed, filled and submitted online from the site as mentioned above (www.tenderwizard.com/PUNJAB).
- The processing fees, earnest money & tender form fee shall have to be deposited online. For any query regarding this online deposition; ITI Limited Numbers: - 092572-09340, 80546-28821, 0172-5035985 may be contacted.
- For any clarification regarding E-tendering process please contact Mr. Pavitar Singh **081466-99866**.
- The detailed DNIT and other terms & conditions duly uploaded can be accessed online www.tenderwizard.com/PUNJAB and <https://www.rgnul.ac.in/tender.aspx?page=50> site.
- Apart from this the same can be seen in this office on any working day between 9.00 A.M to 5.00 P.M.
- The conditional tenders contrary to DNIT will not be accepted.
- The Tender of any bidder or all the bidders can be rejected on the recommendations of the committee or due to any administrative grounds without assigning any reason.

Contractor

Witness

Registrar

8. The bidder should keep checking the website for any Agenda/ Corrigenda in the notice/ bidding document till the last date of submission for online Bids.
9. Bidders / contracting firms should have completed only in their own name & style, similar works during the last five years:

(A) One similar completed work costing not less than the amount equal to 80% of the bid cost. (Completion certificate)

(B) Two similar completed works costing not less than the amount equal to 50% of the bid cost. (Completion certificate)

(C) Three similar completed work costing not less than the amount equal to 40% of the bid cost. (Completion certificate)

(D) Four similar completed work costing not less than the amount equal to 25% of the bid cost. (Completion certificate)

Completion certificate from the authority for which the work has been executed shall include information towards cost, time of completion and date of completion for each work).

10. Bidder should have also furnish copy of valid enlistment, copy of **PAN, EPF, ESI, GST Registration. No bid will be entertained without EPF and ESI registration number.**
11. Average Annual financial turnover during the last three years ending **31.03.2023** should be at least **50% of the bid cost.**
12. If date of opening of Technical Bid/Financial bid, is declared holiday by RGNUL, the tender will be opened on the next working day.
13. Original documents can also be seen by the RGNUL, any document found fake at any time, the agency can be debarred & black listed & the earnest money or any other amount due to the respective agency can be forfeited
14. The bidder will abide himself by all the labour laws.
15. Financial bid is required to be submitted in Indian Rupees.
16. Quoted rates are deemed to be inclusive of all taxes including service tax.
DNIT containing all terms and conditions can be seen in the office on any working day from 09.00 AM to 5.00 PM.
17. Date of start shall be considered after 21days from the date of issue of letter of intimation.
18. The security guard should be literate (Guards with at least 10th Certificate), able to read, write and understands, Hindi, Punjabi and English languages. They should have first aid training in the area of industrial security and in handling firefighting equipment.
19. The security guards must be smartly dressed in proper uniforms, while on duty. If at any time any of the security personnel are found to be guilty of misconduct in any manner, the security agency shall be asked to replace that person immediately.
20. The security personnel assigned duties at the RGNUL, should deal with staff, students and visitors, politely and courteously, while enforcing discipline. In case any security staff is found to misbehave or indulges in misconduct of any nature, the security agency shall be asked to replace that person.
21. The security agency shall verify character, attendance of security personnel before deployment in RGNUL, Campus. The particulars of staff (Name, age, address, qualifications, previous service experience etc.) engaged by the Security Agency should be submitted to the RGNUL authorities. RGNUL reserves the right to verify the antecedents of the security personnel engaged on duty through local police officials. For this purpose, the security agency should submit requisite detailed

- information and passport-size photographs and extend co-operation in getting the verification done.
22. The security deployed shall not be changed by the security agency on their own until and unless so warranted.
 23. RGNUL will not be responsible to provide any residential accommodation to security personnel deployed by Security Agency.
 24. The security personnel shall not indulge in any loose or unwarranted talk with the employees or students or visitors. During Sundays/holidays or after office hours on working days the security shall be extra vigilant.
 25. It would be the responsibility of the Security Agency to maintain and ensure fullproof security at the main gate by regular check of incoming/outgoing personnel. As far as visitors are concerned, the security personnel should insist that they write in the register their name, address, telephone number, the purpose of visit and the person they want to meet and thereafter issue a visitor pass. The visitors pass, should be collected back, when the visitor leaves, duly signed by the concerned official.
 26. All the incoming and outgoing entities and goods should be thoroughly checked by the security guards. The security guards must ensure that RGNUL's property, whether equipment or materials, are not allowed to be taken out of the campus without proper gate-pass duly signed by the authorized officials. To keep proper records of incoming and outgoing material the proper register should be maintained.
 27. 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.
 28. The Security Guards shall carry occasional random checks of 2 wheelers and 4 wheelers of staff and students while leaving the campus to ensure that none of the property of the RGNUL is being taken out un-authorized. Similarly, random frisking of staff and students should be done. Such check of vehicles or frisking of personnel must be done only in the presence of an authorized officer of RGNUL. Secondly, female security guards should do the frisking of female students/staff.
 29. RGNUL officers may carryout surprise checks at any time of the day or night. During the duty hours if any security guard is found missing or sleeping or in a drunken state such person will have to be replaced immediately. In such instances RGNUL reserves the right to cancel the security contract or impose a penalty of Rs. 2000/- per such occurrence.
 30. In the event of any eventuality or mishap happening at the campus, such as robbery, vandalism, fire, communal riot, earthquake etc. the security persons on duty shall immediately intimate the Joint Director/ Director and/or other officers. List of Residential phones or Mobile phone numbers of RGNUL officers shall be available with Security at the main gate. The Security Agency shall be held responsible if the message is not conveyed to the RGNUL officers immediately.

REGISTRAR