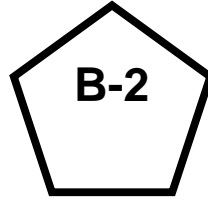


१



UNIVERSITY OF PUNE



E-TENDER

NAME OF WORK:- *Providing Security Service on the Campus of University of Pune.*

**SECURITY OFFICER
SECURITY OFFICE
UNIVERSITY OF PUNE**

Contractor

No. of correction

Security Officer

INDEX

NAME OF WORK:- Providing Security Service on the Campus of
University of Pune.

Sr. No.	Description	Pages	
		From	To
1.	Cover Page	01	01
2.	Index	02	02
3.	Brief Tender Notice	03	07
4.	Application of Tender	08	09
5.	Format of Undertaking	10	10
6.	Main Tender Document		
	➤ Tendering Procedure	11	20
	➤ General Conditions of Contract	21	25
	➤ Form I & II	26	26
	➤ Format of Affidavit	27	27
	➤ Format of Monthly Certificate of Compliance of Statutory Obligations By The Contractor(Annexure I)	28	29
	➤ Monthly Wage Structure Chart (Annexure II)	30	30

Issued to _____

As per D.D. / B.C. No. _____ Dated: _____

Security officer
Security office, University of Pune



**पुणे विद्यापीठ
संक्षिप्त ई-निविदा सूचना**

पुणे विद्यापीठ आवारातील सुरक्षेची कामे करण्याकरिता नोंदणीकृत पात्र ठेकेदारांकडून ब-२ नमुन्यात ई-निविदा मागविण्यात येत आहेत. निविदा शुल्क, अनामत रक्कम व इतर अटी व शर्तीकरिता सविस्तर निविदा सूचना विद्यापीठाच्या संकेतस्थळ www.unipune.ac.in वर उपलब्ध आहे. तसेच ई-निविदा सूचना आणि अटी व शर्तीसह निविदा www.mahatenders.gov.in या संकेतस्थळावर डाऊनलोड करण्यास व भरण्यास उपलब्ध आहे. अधिक माहिती व तपशिलाकरिता सुरक्षा अधिकारी, सुरक्षा विभाग, पुणे विद्यापीठ यांच्या कार्यालयाशी दूरध्वनी क्र. २५६०१११० वर संपर्क साधावा.

जाहिरात क्र.
दिनांक :

डॉ. नरेंद्र मा. कडू
कुलसचिव

पुणे विद्यापीठ



- संक्षिप्त ई-निविदा सूचना -

जा.क्र./सु.वि./टेंडर क्र. ०१/१२/२०१३-१४

दि. २२ फेब्रुवारी २०१४

पुणे विद्यापीठासाठी तासिका तत्वावर प्रतिदिन सुरक्षारक्षक अंदाजे १४०० तास, सुरक्षा पर्यवेक्षक (माजी सैनिक) अंदाजे ४८ तास या नुसार सुरक्षा सेवा पुरविण्याकरिता प्रथमतः दोन वर्ष कालावधीसाठी नोंदणीकृत व आय.एस.ओ. प्रमाणित ठेकेदारांकडून आवश्यक ती माहिती व कागदपत्रांसह मोहोरबंद ई-निविदा (दोन लिफाफा पध्दतीने) मागविण्यात येत आहेत. नोंदणीकृत ठेकेदाराने विद्यापीठातील प्रवेशद्वारे, विविध शैक्षणिक व प्रशासकीय विभाग, विद्यार्थी व विद्यार्थीनींची वसतिगृहे, शिक्षक/शिक्षकेतर सेवकांची निवासस्थाने, विद्यापीठातील अतिथीगृह, आंतरराष्ट्रीय विद्यार्थी केंद्र व त्यांची वसतिगृहे, क्रीडामंडळ कार्यालय व मैदाने, विद्यापीठ परिसरातील उपहारगृहे, परकीय भाषा विभाग, पत्रकारिता विभाग (रानडे इन्स्टिट्यूट), नाशिक व अहमदनगर उपकेंद्र व विद्यापीठाची मुख्य इमारत इत्यादी ठिकाणी तसेच विद्यापीठामध्ये वेळोवेळी होणारे कार्यक्रम व सभा यांच्या स्थानांवर सुरक्षा सेवा तासिका तत्वावर द्यावयाची आहे.

ठेक्याची मुदत कमी अथवा जास्त करण्याचा अधिकार विद्यापीठाने राखून ठेवला आहे. या बाबतीत विद्यापीठ जो निर्णय घेईल तो संबंधित ठेकेदारावर बंधनकारक राहील. या ठेक्याची मुदत करारातील अटी व शर्ती कायम ठेऊन विद्यापीठ आणि ठेकेदार यांच्या संमतीने वाढविली जाईल. सदर निविदेसंदर्भातील सविस्तर माहिती खालीलप्रमाणे देण्यात येत आहे.

अ.क्र.	कामाचे नाव	काम पुर्ण करण्याचा कालावधी	अनामत रक्कम (रु.) (E.M.D.)	कोऱ्या निविदासंचाची किंमत रु.
१	पुणे विद्यापीठाच्या आवारातील सुरक्षेची कामे	२४ महिने	५,००,०००/- (अक्षरी रु. पाच लाख फक्त)	१०,०००/- (अक्षरी रु. दहा हजार फक्त) (विना परतावा)

१. कोरी निविदा, अटी व शर्तीसह महाराष्ट्र शासनाच्या www.mahatenders.gov.in या वेबसाईट/पोर्टलवरून निविदा शुल्काची सविस्तर माहिती भरल्यावर डाऊनलोड करता येईल. सदर कामाकरिता रु. १०,०००/- (रुपये दहा हजार फक्त) इतके ना परतावा निविदा शुल्क असून तयारकमेचा धनाकर्ष (डिमांड ड्राफ्ट) “कुलसचिव, पुणे विद्यापीठ, पुणे-७” यांचे नावे काढलेला असणे आवश्यक आहे. इतर माध्यमातून निविदा शुल्क स्विकारले जाणार नाही.

२. सर्वपात्र इच्छूक ठेकेदारांनी ई-निविदा डाऊनलोड करण्यासाठी व ई-निविदा प्रक्रियेमध्ये भाग घेण्यासाठी www.mahatenders.gov.in पोर्टलवर Enroll करणे आवश्यक आहे.
३. यासंदर्भात ई-निविदा ऑनलाईन भरण्याबाबत अथवा डिजिटल प्रमाणपत्र मिळणेबाबत काही शंका/अडचणी असल्यास त्यांनी १८००२३३७३१५ या टोल-फ्री दूरध्वनी क्रमांकावर संपर्क साधावा.
४. वरील कामाची ई-निविदा सूचना पुणे विद्यापीठाच्या www.unipune.ac.in या संकेतस्थळावर उपलब्ध आहे.
५. ई-निविदा दरांची ग्राह्यता त्या उघडल्यापासून १२० दिवसांपर्यंत ग्राह्य राहतील.
६. इतर अटी व शर्ती ई-निविदेमध्ये पाहावयास मिळतील.
७. ई-निविदा प्रक्रियेबाबतचा तपशील खालीलप्रमाणे आहे.

अ.क्र.	तपशील	दिनांक	वेळ
१	निविदा प्रकाशित करण्याचा दिनांक	२२/०२/२०१४	१६.००
२	निविदा विक्री प्रारंभ दिनांक	२३/०२/२०१४	१०.००
३	निविदा विक्री अंतिम दिनांक	२६/०३/२०१४	१७.००
४	निविदा स्पष्टीकरण प्रारंभ दिनांक	२३/०२/२०१४	११.००
५	निविदा स्पष्टीकरण अंतिम दिनांक	१३/०३/२०१४	१४.००
६	निविदा पूर्वबैठक	१३/०३/२०१४	१५.००
७	निविदा सादर करणे प्रारंभ दिनांक	१५/०३/२०१४	१०.००
८	निविदा सादर करणे अंतिम दिनांक	३०/०३/२०१४	१७.००
९	निविदा उघडण्याचा दिनांक	०२/०४/२०१४	१२.३०

सुरक्षारक्षक व सुरक्षा पर्यवेक्षक यांच्या कामाचे स्वरूप (Specifications of the work) :-

१. ठेकेदाराने विद्यापीठास प्रशिक्षित व निरोगी सुरक्षारक्षक व सुरक्षा पर्यवेक्षक उपलब्ध करून द्यावेत. सुरक्षारक्षकाला व सुरक्षा पर्यवेक्षकाला अनुक्रमे सुरक्षाविषयक कामाचा, सुरक्षा पर्यवेक्षणाचा किमान तीन वर्षांचा अनुभव असावा. सुरक्षारक्षक नेमताना निरोगी माजी सैनिक व होमगार्ड गटातील नागरिकांना प्राधान्य देण्यात यावे. सुरक्षेसाठी निवडलेल्या कर्मचा-यांचे वय २५ ते ५५ वर्षांच्या दरम्यान असावे. शैक्षणिक पात्रता किमान ८ वी उत्तीर्ण असावी. मुलींच्या वसतिगृहासाठी महिला सुरक्षारक्षक उपलब्ध करून द्यावेत.
२. ठेकेदाराने विभागातील सुरक्षा व त्यासंबंधीची इतर सर्व कामे वरिष्ठांच्या सूचनेनुसार पार पाडावीत. कामाच्या ठिकाणाबाबत विद्यापीठ पूर्वसूचनेशिवाय बदल करू शकेल व तो बदल ठेकेदारावर बंधनकारक राहिल. ठेकेदाराला विद्यापीठातील पर्यवेक्षक / अधिकारी यांच्या सूचनेनुसार काम करावे लागेल. भविष्यामध्ये सुरक्षारक्षक / सुरक्षा पर्यवेक्षक व ठेकेदार यांच्यामध्ये वाद निर्माण झाल्यास त्यांचे वाद न्यायालयामध्ये किंवा न्यायालयाबाहेर मिटविण्याची जबाबदारी सर्वस्वी ठेकेदाराची राहिल.

३. विद्यापीठाकडून कोणत्याही प्रकारचे गणवेश व गणवेश साहित्य पुरविले जाणार नाही. सुरक्षाकर्मचा-यांना गणवेश व हिवाळी गणवेश, रेनकोट, गमबुट उपलब्ध करून देण्याची जबाबदारी ठेकेदाराची राहिल. सुरक्षाकर्मचा-यांना गणवेश साहित्यामध्ये टॉर्च, शिष्टी, काठी व दरमहा टॉर्चसाठी सेल देणे ठेकेदारावर बंधनकारक राहिल. सुरक्षाकर्मचा-यांनी परिधान केलेले गणवेश स्वच्छ व नीटनेटके असावेत. ज्या कर्मचा-यांचे गणवेश स्वच्छ व नीटनेटके नसतील अशा कर्मचा-यांच्या बदल्यात सुरक्षाकर्मचारी त्वरीत उपलब्ध करून देण्याची व्यवस्था ठेकेदाराने करावी.
४. जर एखाद्या कर्मचा-याचे काम समाधानकारक नसेल व तसे विद्यापीठाच्या सक्षम अधिका-याने कळविल्यास ठेकेदाराने संबंधित सुरक्षा कर्मचा-याऐवजी दुसरा सुरक्षा कर्मचारी नेमावा.
५. विद्यापीठ आवारातील सुरक्षा दिवे सायंकाळी चालू करण्याची व सकाळी बंद करण्याची जबाबदारी ठेकेदाराची राहिल. तसेच विद्यापीठ आवारातील शैक्षणिक व प्रशासकीय विभागांच्या व वाहनांच्या चाव्यांची नोंद व देखभालीची जबाबदारी ठेकेदाराची राहिल.
६. करारादरम्यान विद्यापीठ आवारातील अपघात व आकस्मिक प्रसंगाची माहिती ठेकेदाराने त्वरीत विद्यापीठाच्या संबंधित अधिका-यांना द्यावी व या काळात विद्यापीठ प्रतिनिधींनी भ्रमणध्वनी / दूरध्वनी वरून दिलेले आदेश ठेकेदारावर बंधनकारक राहिल.
७. विद्यापीठ आवारातील सिव्क्युरिटी पॉइंट कमी अथवा जास्त करण्याचा अधिकार विद्यापीठाने राखून ठेवला आहे व त्यास अनुसरून मनुष्यबळ कमी व जास्त करणे संबंधित ठेकेदारावर बंधनकारक राहिल व याबाबत सविस्तर लेखी सूचना विद्यापीठामार्फत ठेकेदारास देण्यात येईल.
८. ठेकेदारामार्फत रुजू होणा-या सुरक्षा कर्मचा-यांना ठेकेदाराने ओळखपत्र द्यावे व सुरक्षा कर्मचा-यांनी सदर ओळखपत्र बाळगावे व मागणीनुसार विद्यापीठ अधिका-यांना दाखवावे.
९. ठेकेदाराने विद्यापीठ आवारात अनधिकृत व्यक्ती तसेच मोक्यात जनावरे संचार करणार नाहीत याची काळजी घ्यावी.
१०. विद्यापीठ आवारात इतरांचे अतिक्रमण होणार नाही याची काळजी ठेकेदाराने घ्यावी.
११. ठेकेदारामार्फत पुरविण्यात येणा-या कर्मचा-यांना अग्निशामक उपकरणे हाताळता येणे आवश्यक आहे व याबाबत प्रशिक्षण देण्याची जबाबदारी ठेकेदाराची राहिल.

१२. ठेकेदाराने कमीत कमी महिन्यातून तीन वेळा विद्यापीठ आवारास भेट देऊन सुरक्षा व्यवस्था सक्षम असल्याची खात्री करावी व तसा लेखी अहवाल विद्यापीठातील संबंधित अधिकाऱ्यांना द्यावा.
१३. विद्यापीठ आवारातील मालमत्तेचे व जीविताचे रक्षण करणे हे ठेकेदाराचे प्रथम कर्तव्य राहिल. सुरक्षाकर्मचाऱ्यांच्या गैरहजेरीमुळे विद्यापीठाच्या मालमत्तेचे व कोणत्याही व्यक्तीच्या जीविताचे नुकसान झाल्यास त्याची जबाबदारी सर्वस्वी ठेकेदाराची राहिल. विद्यापीठाच्या लेखी पूर्वसंमतीशिवाय ठेकेदाराने इतर कोणत्याही व्यक्ती / ठेकेदाराबरोबर या ठेक्याबाबत दुय्यम करार करू नये.
१४. करारासंबंधी ठेकेदार आणि विद्यापीठामध्ये वाद निर्माण झाल्यास तो विद्यापीठाचा अधिकृत प्रतिनिधी व ठेकेदाराचे अधिकृत प्रतिनिधी यांच्या चर्चेद्वारे सोडविण्यात यावा. याबाबत अंतिम निर्णय विद्यापीठाचे कुलगुरु घेतील व तो ठेकेदारावर व विद्यापीठावर बंधनकारक राहिल.
१५. ठेकेदारामार्फत पुरविलेल्या सुरक्षा कर्मचाऱ्यांचे वर्तन शिस्तबद्ध असावे त्यांनी कामावर सतर्क राहावे. कामावर असताना कामाची नेमून दिलेली जागा विनापरवानगी सोडू नये. कामाच्या ठिकाणी अनुचित प्रकार घडल्यास कर्मचाऱ्याने त्वरीत संबंधित अधिकाऱ्यांना कळवावे. ठेकेदाराच्या कर्मचाऱ्यांकडून विद्यापीठाची प्रतिमा डागाळणार नाही याची काळजी ठेकेदाराने घ्यावी.
१६. सुरक्षा सेवा ही तीनही पाळीमध्ये द्यावयाची असल्याने कर्मचाऱ्यांना द्यावयाची आठवडा सुट्टी व त्याकरीता रिलीव्ह देणे ही जबाबदारी ठेकेदाराची राहिल व ई-निविदा भरताना याबाबीचा विचार करुन ई-निविदा भरणे आवश्यक आहे.
१७. निविदेबाबत इतर अटी व शर्ती मुख्य निविदा अर्जामध्ये (Main Tender Document) पहावयास मिळतील.

जाहिरात क्र.: १२

दिनांक : २२/०२/२०१४

मा.कुलसचिव

प्रत माहितीसाठी :

१) सुरक्षा विभाग नोटीसबोर्ड

२) इंटरनेट प्रसिध्दीसाठी, विभागप्रमुख, सी.आय.एन.एस. पुणे विद्यापीठ, पुणे-७

पुणे विद्यापीठ
निविदा अर्ज

कार्यालयीन कामासाठी मनुष्यबळ पुरविण्याची निविदा

१. संस्थेचे नाव : _____
: _____
२. कार्यालयीन पत्ता व संपर्क क्रमांक. : _____
: _____
: _____
३. संस्थाचालकाचे नांव, पत्ता व संपर्क क्रमांक : _____
: _____
: _____
४. संस्थानोंदणी प्रमाणपत्र क्र. व दिनांक : _____
५. मुंबई दुकाने व संस्था नियम, १९६१ अन्वये
नोंदणी प्रमाणपत्र क्रमांक व दिनांक : _____
६. व्यवसाय कर/ सेवा कर नोंदणी प्रमाणपत्र
क्रमांक व दिनांक : _____
७. ई.एस.आय. अॅक्ट, १९४८ नुसार नोंदणी
प्रमाणपत्र क्रमांक व दिनांक : _____
८. विभागीय भविष्य निर्वाह निधी नोंदणी प्रमाणपत्र
क्रमांक व दिनांक : _____
९. महाराष्ट्र राज्य व्यवसाय, व्यापार, आजीविका व
नोकर यावरील कर अधिनियम, १९७५ अन्वये
नोंदणी प्रमाणपत्र क्रमांक व दिनांक : _____
१०. संस्थेचे TAN नंबर : _____
११. दरपत्रकासाठी अटी:-

- दरपत्रक किमान वेतन कायदानुसार असावे.
- तासिका तत्वानुसार दिलेल्या दराने सुरक्षारक्षक व सुरक्षा पर्यवेक्षक यांच्या एकूण संख्येचा (८० सुरक्षारक्षक व ६ सुरक्षा पर्यवेक्षक) महिन्याचा दर काढून येणा-या एकूण रकमेवर न्युनतम दर ठरविण्यात येईल.
- दरपत्रकात पुरेशी जागा नसल्यास स्वतंत्र दरपत्रक जोडावे.

१२. इतर माहिती :

(पुरेशी जागा नसल्यास स्वतंत्र प्रपत्र जोडावेत) : _____

-: हमीपत्र :-

मी, खाली सही करणार श्री/श्रीमती _____, संचालक, _____ असे नमूद करतो/करते की, मी पुणे विद्यापीठाच्या जाहिरात क्र. दि. / /२०१४ अन्वये कार्यालयीन कामासाठी मनुष्यबळ पुरविण्याची ई-निविदा विहित नमुन्यात भरून देत आहे. ई-निविदा भरण्यापूर्वी माझ्या संस्थेमार्फत पुरविण्यात येणा-या सुरक्षा कर्मचा-यांना करावयाच्या कामाची व विद्यापीठ आवाराच्या स्थानिक परिस्थितीची मी पुर्ण माहिती घेतलेली आहे. उपरोक्त विहित ई-निविदा अर्जात नमूद केलेली सर्व माहिती आणि पुराव्यादाखल जोडलेली सर्व प्रमाणपत्रे ही माझ्या माहितीप्रमाणे सत्य आणि वास्तव आहेत तसेच मी खालीलप्रमाणे हमी देत आहे की,

१. मागील तीन आर्थिक वर्षांचा प्राप्तीकर भरला आहे.
२. माझ्या संस्थेकडे आजमितीस १००० सुरक्षा कर्मचारी कार्यरत आहेत.
३. सुरक्षा सेवेच्या सक्षमीकरणाकरिता माझ्या संस्थेकडे आवश्यक साधनसामग्री (वाहने, ईलेक्ट्रॉनिक उपकरणे, इतर उपकरणे) उपलब्ध आहेत.
४. माझी संस्था सुरक्षा सेवा पुरविण्याच्या व्यवसायामध्ये मागील १० वर्षांपासून कार्यरत आहे.

तसेच ई-निविदेसोबत जोडलेली कागदपत्रे सत्य असून त्यात कोणतीही असत्यता आढळल्यास किंवा सिध्द झाल्यास कोणत्याही स्तरावर माझी ई-निविदा अपात्र ठरविण्यात येईल, याची मला पुर्ण जाणीव आहे. तसेच पुढे मी असेही नमूद करतो/करते की, उपरोक्त जाहिरातीतील ई-निविदेसंबंधीत सर्व नियम व अटी मी काळजीपूर्वक वाचलेल्या असून त्या माझ्यावर बंधनकारक राहतील. विद्यापीठ/ई-निविदा अर्ज पडताळणी समितीने दिलेला निर्णय माझ्यावर बंधनकारक राहिल, याची मला पुर्ण जाणीव आहे.

स्थळ :

(निविदाधारकाची स्वाक्षरी व शिक्का)

दिनांक :

नाव: _____

University of Pune



MAIN TENDER DOCUMENT

Name of Work: Providing Security Services on the Campus of University of Pune.

TENDERING PROCEDURE

1. GUIDELINES TO BIDDERS ON THE OPERATIONS OF ELECTRONIC TENDERING SYSTEM OF UNIVERSITY OF PUNE

1.1 BLANK TENDER FORMS

Tender Form can be downloaded from the e-Tendering Portal of Government of Maharashtra i.e. <http://www.mahatenders.gov.in> after entering the details of payment towards Tender Fees as per the **Tender Schedule**.

1.2 PRE-TENDER CONFERENCE

1.2.1 Pre-tender conference will be held on _____.

1.2.2 The prospective tenderers are free to ask for any additional information or clarification either in writing or orally concerning the work, and the reply to the same will be given by the **Security Officer, Security Dept. University of Pune, Pune-411 007** and the same will be made available on e-tendering portal of Government of Maharashtra i.e. www.mahatenders.gov.in and this clarification referred to as common set of conditions/deviations (C.S.D.), shall form part of tender documents and which will also be common and applicable to all tenderers. The point/points, if any, raised in writing and/or verbally by the contractor in pre-tender conference and not finding place in C.S.D. issued after the pre-bid conference, is/are deemed rejected. No individual correspondence will be made thereafter with the contractor in this regards.

1.3 The tender submitted by the tenderer shall be based on the clarification and shall be unconditional. **Conditional tenders will be summarily REJECTED.**

1.4 All tenderers are cautioned that tenders containing any deviation from the contractual terms and conditions, specifications or other requirements and conditional tenders will be treated as non responsive.

1.5 Tenderers should have valid class II / III Digital Signature Certificate (DSC) obtained from any Certifying Authorities. In case of requirement of DSC, interested Bidders should go to www.mahatenders.gov.in and follow the procedure mentioned in the document 'Procedure for application of Digital Certificate'.

Contractor

No. of correction

Security Officer

1.6 For any assistance on the use of Electronic Tendering System, Users may call the number:
24x7 Help Desk Toll FREE No-18002337315

1.7 Tenderers should install the Mandatory Components available on the Home Page of www.mahatenders.gov.in under the section 'Mandatory Components' and make the necessary Browser Settings provided under section 'Internet Explorer Settings' <https://www.mahatenders.gov.in>.

2. PRE-REQUISITES TO PARTICIPATE IN THE TENDERS PROCESSED BY UNIVERSITY OF PUNE:

2.1 ENROLMENT AND EMPANELMENT OF CONTRACTORS ON ELECTRONIC TENDERING SYSTEM:

The Contractors interested in participating in the Tenders of University of Pune process by using the Electronic Tendering System shall be required to enroll on www.mahatenders.gov.in the Electronic Tendering System to obtain user ID.

After submission of application for enrolment on the System, the application information shall be verified by the authorized Representative of the Service Provider. If the information is found to be complete, the enrolment submitted by the Contractor shall be approved. The Contractors may obtain the necessary information on the process of enrolment either from Helpdesk Support team or enroll directly on Web site www.mahatenders.gov.in.

2.2 OBTAINING A DIGITAL CERTIFICATE

The Digital Certificates are issued by an approved Certifying Authority Authorized by the Controller of Certifying Authorities of Government of India through their Authorized Representatives upon receipt of documents required to obtain a Digital Certificate.

Bid data/ information for a particular Tender may be submitted only using the Digital Certificate which is used to encrypt the data during the Bid Preparation. In case, during the process of preparing and submitting a Bid for a particular Tender, the Contractor loses his/her Digital Signature Certificate (i.e. due to virus attack, hardware problem, operating system problem); he / she may not be able to submit the Bid online. Hence, the Users are advised to store his / her Digital Certificate secure and if possible, keep a backup at safe place under adequate security to be used in case of need.

In case of online tendering, if the Digital Certificate issued to an Authorized User of a partnership firm is used for signing and submitting a bid, it will be considered equivalent to a no objection certificate / power of attorney to that User to submit the bid on behalf of the partnership Firm. The partnership firm has to authorize a specific individual by an authorization certificate signed by a partner of the firm (and in case the applicant is a partner, another partner is required to authorize in the same form.) to use the digital certificate as per Indian Information Technology Act, 2000.

Unless the Digital Certificate is revoked, it will be assumed to represent adequate authority of the Authorized User to bid on behalf of the Firm for the Tenders processed on the Electronic Tender Management System of Government of Maharashtra as per Indian Information

Technology Act, 2000. The Digital Signature of this Authorized user will be binding on the Firm. It shall be the responsibility of partners of the firm to inform the certifying Authority or Sub-Certifying Authority, if the Authorized User changes, and apply for a fresh Digital Signature Certificate. The procedure for application of a Digital Signature Certificate will remain the same for the new Authorized User.

The same procedure holds true for the Authorized Users in a Private / Public Limited Company. In this case, the Authorization Certificate will have to be signed by the Director of the Company or the Reporting Authority of the Applicant. For information of the Process of application for obtaining Digital Certificate, the Contractors may visit the section 'Digital Certificate' on the Home Page of the Electronic Tendering System.

2.3 RECOMMENDED HARDWARE AND INTERNET CONNECTIVITY

To operate on the Electronic Tendering System, the Contractors are recommended to use computer System with at least 1 GB RAM and broadband connectivity with minimum 512 kbps band width, Windows 7.0, Java 6.10 and I.E.7.0 and above.

2.4 To operate on the Electronic Tendering System of Government of Maharashtra, the Computer System of the Contractors is required be set up. The Contractors are required to install Utilities available under the section Mandatory Installation Components on the Home Page of the System. The utilities are available for download freely from the above mentioned section. The Contractors are requested to refer to the E-Tendering Toolkit for Bidders available online on the Home Page to understand the process of setting up the system, or alternatively, contact the Helpdesk support Team on information / guidance on the process of setting up the System.

3. STEPS TO BE FOLLOWED BY CONTRACTORS TO PARTICIPATE IN THE E-TENDERS PROCESSED BY MAHATENDERS

3.1 PREPARATION OF ONLINE BRIEFCASE

All Contractors enrolled on the Electronic Tendering System of Government of Maharashtra are provided with dedicated briefcase facility to store documents / files in digital format. The Contractors can use the online briefcase to store their scanned copies of frequently used documents / files to be submitted as a part of their bid response. The Contractors are advised to store the relevant documents in the briefcase before starting the Bid Preparation and submission stage. In Case, the Contractors have multiple documents under the same type (e.g. multiple Work Completion Certificates) as mentioned above, the Contractors advised to either create a single pdf file of all the documents of same type or compress the documents in a single compressed file in .zip or .rar formats and upload the same.

It is mandatory to upload the documents using the briefcase facility. Therefore, the Contractors are advised to keep the documents ready in the briefcase to ensure timely bid preparation.

Note: Uploading of documents in the briefcase does not mean that the documents are available to University of Pune at the time of tender Opening stage unless the documents are specifically attached to the bid during the online Bid Preparation as well as during Decryption.

3.2 ONLINE VIEWING OF DETAILED NOTICE INVITING TENDERS

The Contractors can view the Detailed Tender Notice along with the Time Schedule (Key Dates) for all the Live Tenderers released by University of Pune on the e-Tendering Portal on <http://www.mahatenders.gov.in> under the Organization University of Pune.

3.3 DOWNLOAD OF TENDER DOCUMENTS

The Pre-qualification / Main Bidding Documents are available for free downloading. However to participate in the online tenderer, the bidder must purchase the bidding documents online by filling up details of Demand Draft towards the cost of tender form fee.

3.4 ONLINE BID PREPARATION

Submission of Bids will be preceded by online bid preparation and submission of the digitally signed within the Tender Time Schedule (Key dates) published in the Detailed Notice Inviting Tender. The Bid Data is to be prepared in the templates provided by the Tendering Authority of University of Pune. In the Uploadable document type of templates, the Contractors are required to select the relevant document / compressed file (containing multiple documents) already uploaded in the briefcase.

3.5 SHORT LISTING OF CONTRACTORS FOR FINANCIAL BIDDING PROCESS

The Tendering Authority will first open the Technical Bid documents of all Contractors and after scrutinizing these documents will shortlist the Contractors who are eligible for Financial Bidding Process. The short listed Contractors will be intimated by e-mail.

3.6 OPENING OF THE FINANCIAL BIDS

The Contractors must be present in the office of the Tender Opening Authority at the time of opening of Financial Bids. However, the results of the Financial Bids of all Contractors shall be available on the University of Pune e-Tendering Portal immediately after the completion of opening process.

3.7 TENDER SCHEDULE (KEY DATES)

The Contractors are strictly advised to follow the Dates and Times allocated to each stage under the column “Contractor Stage” as indicated in the Time Schedule in the detailed tender notice for the Tender. All the online activities are time tracked and the electronic Tendering System enforces time-locks that ensure that no activity or transaction can take place outside the Start and End Dates and time of the stage as defined in the Tender Schedule. At the sole discretion of the tender Authority, the time schedule of the Tender stages may be extended.

4. SUBMISSION OF DOCUMENTS AND TENDER OPENING :

4.1 COVER I: DOCUMENTS TO BE UPLOADED AT THE TIME OF ONLINE SUBMISSION.

Scanned copies of the following documents shall be uploaded by the bidder in Cover No. 1 at the time of online submission of the bid:

- 4.1.1** Demand Draft / Banker's Cheque of Rs. 10,000/- (Rs. Ten Thousand only) from any Nationalized / Scheduled Bank for the amount of Tender Fee which is non-refundable.
- 4.1.2** Demand Draft / Banker's Cheque of Rs. 5,00,000/- (Rs. Five Lakh only) from any Nationalized / Scheduled Bank for the amount of earnest money.
- 4.1.3** Valid certificate of Registration under Shops & Commercial Establishments Act, 1948 duly renewed.
- 4.1.4** Valid Registration Certificate under Employees Provident Fund and Misc. Provisions Act, 1952 and Challans of P.F. for last six months and list of employees.
- 4.1.5** Valid Registration Certificate under Employees State Insurance Act. Registration should be in the same name and style as the tenderer's name and style and Challans of E.S.I. for last six months.
- 4.1.6** Valid Income Tax PAN Card of the Bidder Company / Firm.
- 4.1.7** Valid License from labour commissioner to employ contract labour under the Contract Labour (R&A) Act. (The contractor should have contract labour license from Pune area or he should undertake to obtain the requisite certificate of license before commencement of operations as successful bidder) License should be in the same name and style as the tenderer's name and style.
- 4.1.8** Valid authority in favour of the person signing the tender document.
- 4.1.9** Valid Service Tax Registration Certificate covering security services which should be in the same name and style as the tenderer's name and style and Challans of Service Tax for last six months.
- 4.1.10** Valid Professional Tax Registration Certificate which should be in the same name and style as the tenderer's name and style and Challans of Professional Tax for last six months.
- 4.1.11** Work done and turnover Certificates of the work of providing security and other services during last three financial years with (i.e 2010-11, 2011-12 and 2012-13) the value of work along with duly filled forms I to II. (As per the given format).

- 4.1.12** Certificate issued by the Chartered Accountant of annual turnover of the tenderer, in respect of providing security services to Government/Semi-Government organisations which should be in the same name and style as the tenderer's name and style.
- 4.1.13** Experience Certificates obtained from the client whom security staff of not less than 200 has been provided presently. Certificate should be in the same name and style as the tenderer's name and style signed by competent authority of the client.
- 4.1.14** Declaration of the bidder to the effect that he possesses adequate infrastructure in terms of vehicles, electronic/non-electronic gadgets and other devices required for efficient security services.
- 4.1.15** Declaration of the bidder of having minimum one thousand employees in his employment presently.
- 4.1.16** Declaration of the bidder of having more than five years experience of providing security services to government/semi-government organizations, corporations, companies etc.
- 4.1.17** An affidavit (As per given format) regarding completeness, correctness and truthfulness of documents and statement submitted online in COVER No.1.

Note: - All documents from Sr. No. 4.1.1 to 4.1.17 shall be uploaded by the bidder at the time of online submission of the bid correctly and completely otherwise his financial bid will not be opened. Even though the Bidders meet the above qualifying criteria, they are liable to be disqualified if they have made misleading or false representation in the Statements, attachments submitted as proof in support of the qualification requirements.

4.2 COVER II (FINANCIAL BID)

The Tenderer shall quote his financial offer duly signed in terms of item rates at the appropriate place of tender template in Excel Format File 'Security BoQ'. The hourly rates of security supervisor and security guard are to be calculated as per given format in Annexure-II and shall be filled in COVER No.2 (**In the Online Excel Format File 'Security BoQ' Form Only**). The Tenderer should not quote his financial offer any where directly or indirectly in Envelope No.1. The bidder shall quote for the work as per details given in the Tender Document and also based on the detailed set of conditions issued / additional stipulations made by the University of Pune and made available to him on www.mahatenders.gov.in. The tender shall be unconditional.

4.3 OFF LINE SUBMISSION

Envelope No. 1 (TECHNICAL BID)

The demand draft of Tender Fee and E.M.D. shall be submitted in envelope No. 1 clearly mentioning the work name and address of the bidder to the Office of Security Officer, Security Department, University of Pune, Pune-411 007, on or before last date and time of Bid Submission. (**The demand draft of Tender Fee and E.M.D. will not be accepted by Post/Courier.**) Tenderer should not quote his financial offer any where directly or indirectly in Envelope No.1.

Contractor

No. of correction

Security Officer

4.4 QUALIFYING CRITERIA

- (A) The bidder shall have minimum annual turnover Rs. 5 Crore in each of the financial years viz. 2010-11, 2011-12, and 2012-13;
- (B) The bidder shall have minimum one thousand employees in his employment presently.
- (C) The bidder shall have the client whom security staff of not less than 200 has been provided presently.
- (D) The bidder shall have five years experience of providing security services to government/semi-government organizations, corporations, companies, etc.

4.5 SUBMISSION OF TENDER

The bidder shall refer to Section “Guidelines to Bidders on the operations of Electronic Tendering System of www.mahatenders.gov.in” for details.

4.6 OPENING OF TENDERS:

On the date, specified in the Tender Schedule, following procedure will be adopted for opening of the Tender:

(A) COVER NO. 1 : (TECHNICAL BID)

First of all COVER No.1 of the tenderers will be opened online to verify its contents as per requirements. If the various documents contained in this envelope do not meet the qualifying criteria prescribed by the University of Pune, a note will be recorded accordingly by the tender opening committee and the said tenderer’s COVER No.2 will not be considered for further action and the same will be recorded. The decision of the tender opening committee in this regard will be final and binding on the bidders.

(B) COVER NO. 2: (FINANCIAL BID)

COVER No. 2 shall be opened online after opening of COVER No.1, only if the documents submitted in COVER No. 1 meet the qualifying criteria prescribed by the University of Pune and contents of COVER No.1 are found to be acceptable to the University of Pune. The quoted rates of the items in Financial Bid of the bidder shall then be read out from the template in the presence of bidders present at the time of opening of COVER No.2.

NOTE:-

1. The bidder shall pay the security guards and the security supervisors all wages, allowances as shown in Annexure II as per govt Norms.
2. The calculation of the hourly rate for BoQ of Security guard & Security supervisor shall cover all the items as per the chart given in Annexure-II.

5. EARNEST MONEY

Earnest Money Rs. 5,00,000/- (Rs. Five Lakh only) shall be paid by a Demand Draft of any Nationalized Bank / Scheduled bank (Earnest money in the form of cheque or call deposit or fix deposit or cash will not be accepted) drawn in favour of the **Registrar, University of Pune**. Scanned copy of the above document (as the case may be) shall be uploaded in Envelope No. 1 online.

The earnest money will be refunded within 90 Days after making an application by the bidders whose bids are not accepted. In case of successful bidder the Earnest money will be refunded after paying the initial security deposit and completing the tender documents by the bidder. The amount of Earnest Money will be forfeited to the University in case the successful bidder does not pay the amount of initial security deposit within specified time limit. Earnest Money Exemption Certificate shall not be accepted.

6. SECURITY DEPOSIT

The successful bidder has to deposit, security deposit amount of Rs. 10,00,000/- (Rs Ten Lakh only) by way of a demand draft of any Nationalized/Scheduled Bank and Rs. 10,00,000/- (Rs Ten Lakh only) by way of Bank Guarantee of any Nationalized/Scheduled Bank in the name of the **Registrar, University of Pune**. Total Amount of Rs. 20,00,000/- (Rs. Twenty Lakh only) against the security deposit has to be deposited by successful bidder within ten days after receiving work order from the University of Pune. On completion of contract security deposit amount will be refunded to the contractor without interest, after submitting the application for the same.

7. TIME LIMIT

The work period as specified in the **N.I.T.** which shall be reckoned from the date mentioned in the written work order for commencing the work.

8. TENDER RATE

No alteration in the form of tender and in any Schedule/Annexure of tender and no additions in the scope of special stipulation will be permitted.

9. TENDER UNITS

The bidders should particularly note the unit mentioned in the Schedule "B" on which the rates are based. No change in the units shall be allowed.

10 CORRECTION

No corrections/alternations shall be made in the tender documents.

11 TENDER ACCEPTANCE :

The tenderer whose bid is lowest, the successful tenderer shall submit all the Attested copies of the scanned documents uploaded online by him in cover No.I, to the office of the Security office, Security Department, University of Pune after opening of financial bids.

If all above documents meet the requirements of university, further process will be carried out. The decision of the tender opening authority in this regard will be final and binding on the contractor.

 Contractor

No. of correction

Security Officer

Acceptance of tender will rest with the University authorities, University of Pune. University of Pune reserves the right to reject any or all tenders without assigning any reason therefore. The tenderer whose tender is accepted will have to enter in to a agreement within 30 days of being notified to do so. In case of failure on the part of Tenderer to sign the agreement within the stipulated time, the earnest money paid by him shall stand forfeited to the University and the offer of the tenderer shall be considered as withdrawn by him.

12. CONDITIONAL TENDER

The tenders who do not fulfill the condition of the notification and the general rules and directions for the guidance of bidder or are incomplete in any respect shall be rejected without assigning any reason therefor.

- 12.1** The bidders shall be presumed to have carefully examined the conditions and specifications of the work and have fully acquainted themselves with all details of the site, the labour conditions and in general with all the necessary information and data pertaining to the work, prior to tendering for the work. (Refer the brief tender document (NIT) for specifications of the work)
- 12.2** The data whatsoever supplied by the University of Pune along with the tender documents are meant to serve only as guidelines for the bidders while tendering and the University of Pune do not take any responsibility, whatsoever, either for the accuracy of data or their comprehensiveness.
- 12.3** All scanned pages of tender documents, conditions, specifications, corrections slips etc. shall be initialed by the bidder. The tender should bear full signature of the bidder, or his authorized power of Attorney holder in case of a partnership firm.
- 12.4** The Income Tax at prevailing rates including surcharges or percentage in force from time to time or at the rate as intimated by the competent Income Tax authority shall be deducted from bill amount whether measured bill or advance payment.
- 12.5** The successful bidder will be required to produce to the satisfaction of the specified concerned authority a valid concurrent license issued in his favour under the provisions of the Contract Labour (Regulation and Abolition) Act 1970 for starting the work. On failure to do so, the acceptance of the tender shall be liable to be withdrawn and also liable for forfeiture of the earnest money.

13. POWER OF ATTORNEY

- 13.1** If the bidders are a partnership firm or company, they should in their forwarding letter mention the names of all the partners together with the name of the person who holds the power of Attorney, authorizing him to conduct all transactions on behalf of the body, along with the tender as per scanned copy uploaded in Envelope No. 1.
- 13.2** The tenderer may, in the forwarding letter, mention any points he may wish to make clear but the University reserves the right to reject the same or the entire tender, if the same makes the tender conditional.

13.3 The bidder shall inform the University of Pune if he desires to appoint their authorized person on the work.

14. VALIDITY PERIOD

The offer shall remain open for acceptance for minimum period of **120 days** from the date of opening of COVER No.2 (Financial Bid) and thereafter until it is withdrawn by the bidder by notice in writing duly addressed to the authority opening the tender and sent by Registered Post Acknowledgment due.

GENERAL CONDITIONS OF CONTRACT

1. SCOPE OF THE WORK / CARE OF THE UNIVERSITY PROPERTY

While executing the Security Work, Contractor's Security Gaurds / Security Supervisors shall take all possible precautions not to cause damage to any property of the University of Pune. If the damage is caused to any University property, the Contractor shall have to repair / replace the damaged part of the property at his own cost. If the Contractor fails to do so, recovery shall be made from the Security Deposit or Bills of the Contractor.

2. MODE OF PAYMENT

- 2.1** The Bills of the Contractor will be paid monthly after the successful completion of one month of the work, subject to submission of the bill supported with the satisfactory work report from the Department concerned / Security Department.
- 2.2** The payment will be made within 3 weeks from the date of submission of the bill along with supporting documents subject to certification of satisfactory work done by the Department Concerned /Security Department.
- 2.3** The Contractor shall submit its monthly bill on or before 5th day of succeeding month along with Statutory Compliance Report (**As per Annexure-I**) and necessary supporting documents.
- 2.4** The University of Pune shall have a right to withhold the payment of monthly bill in case the Contractor fails to produce a proof of the payments made by them to the employees deployed by them and the statutory compliance as mentioned in the Annexure-I. **The Contractor shall in no case, withhold the payments due to their employees for any reason, whatsoever, including that on account of non-clearance of its bills by the University of Pune.**
- 2.5** The Contractor shall disburse the wages/salary of its employees on or before 10th day of the succeeding month and submit the copy of the wage register in token of the payments made to its employees.
- 2.6** The monthly salary of each employee employed by the Contractor should be paid on or before 10th day of every month through the Bank notified by the University of Pune or any other Nationalized Bank, failing which the contractor shall be imposed a Penalty of Rs. 1000/- per day for every day of delay.
- 2.7** Penalty of Rs. 100/- per security guard/security supervisor will be imposed on the contractor if the number of security staff falls shorter than the required number. The said amount of penalty will be deducted by the University from monthly bill of the contractor.

3. TERMINATION OF CONTRACT

- 3.1** If it is observed that the work of the Contractor is not satisfactory, Security in Charge / Security Officer shall issue a notice to the Contractor for improvement in the work. In such case, the Contractor shall be liable for a penalty amounting to Rs. 5,000 per day. Which shall be

Contractor

No. of correction

Security Officer

recovered from the R.A. Bills of the contractor. For this purpose, the University of Pune shall be the sole judge to decide whether the performance of the Contractor is satisfactory or not and such decision of the Vice Chancellor of the University shall be final, conclusive and binding on the Contractor and the Contractor shall not be entitled to any compensation in this regard. Furthermore if on account of non-renewal of this contract, the Contractor is required to terminate his employees, then it shall be responsibility of the Contractor to pay the legal dues to his employees. In the event of non-compliance of legal provisions or non-payment of legal dues, the Contractor himself shall be solely liable for the all the costs and consequences. If the work of the contractor does not improve within 7 days even after issuing the notice, the contract can be terminated by the University by giving a prior written notice of 30 days. Under such circumstances, University shall not be responsible for any financial loss caused to the contractor.

3.2 If the Contractor makes breach of any condition of contract, the University may terminate the contract by giving a prior written notice of 30 days to the Contractor.

3.3 If the Contractor's Security Guards or Supervisors or any employee misbehaves with the University staff, students, Security In-charge/Security Officer, Security Officer shall issue a notice to the Contractor for improvement in the behavior. If the misbehavior continues beyond seven days, then the University can terminate the contract by giving a prior written notice of 30 days.

3.4 On termination or expiration of the contract, the Contractor shall withdraw the persons deployed by him in connection with this contract from the premises of the University immediately. In case of failure of the Contractor to do so, the University shall have the right to remove such persons from the University premises by resorting to coercive measures and adopt such course as may be deemed necessary and appropriate for that purpose.

3.5 The Contractor may terminate this contract by giving a prior written notice of not less than three months to the University.

3.6 All the disputes arising between the Contractor and University shall be subject to Pune Jurisdiction only.

4. RISK AND COST

In case of failure of the Contractor to provide satisfactory service, the University of Pune reserves the right to get the Security work done from any other Contractor entirely at the said risk cost of the contractor.

5. FORCE MAJEURE

Any event or circumstance beyond the control of the Parties, such as war, strike, riot, flood, earthquake, act of God etc. prevents one or both Parties from fulfilling their obligations under the Contract, decision of the Vice Chancellor of the University of Pune shall be a final and binding on the both the Parties.

6. AGREEMENT

The successful bidder will have to make an agreement in a prescribed format, on a stamp paper of Rs. 500/- (purchased by him at his own cost), immediately after the receipt of the Work Order and payment of initial security deposit.

The following documents shall form the parts of this Agreement and parties hereto shall abide the same:

- A. NIT (Brief Tender Document) and Main Tender Document
- B. Bill of Quantities (Schedule-B).
- C. All additional terms and conditions mentioned in the Tender Document sold as blank Tender Form and subsequently submitted by the Contractor while submitting his offer.
- D. Minutes of Pre-bid meeting and the common set of conditions and deviations issued with reference to Pre-bid Meeting.
- E. Letter of Negotiations.
- F. Work Order.

7. OFFER

The bidder shall read carefully all the conditions of the Tender and instructions given in the Tender before quoting his offer in the Financial Bid. He shall read description of work, Scope of work, material and Security Guards requirements, minimum security guards and security supervisor requirements, minimum wages act provisions, statutory compliance requirements etc. carefully and quote accordingly. The offers below the requirements of minimum wages and statutory requirements will not be considered.

8. OTHER CONDITIONS

8.1 The Contract will initially valid for two years and may be renewed in writing for further period on such terms and conditions as may be mutually agreed upon. The rates agreed and accepted herein shall and would be as per Minimum Wages Act and remain unchanged except a change which might occur on account of change in Basic and Dearness Allowance (DA) declared by the Government of Maharashtra, from time to time during the operative period of this Contract. The Contractor shall not be entitled to raise any demand imposing additional financial burden on the University of Pune on any count, excluding rise in Basic and Dearness Allowance as mentioned above.

8.2 The successful bidder shall be referred to in this document for the purpose of this contract as 'the agency'.

8.3 The agency shall obtain all necessary permits/licenses for running the establishment from Municipal Corporation, other local authorities, State/Central Government Department, Labour Department, etc., at its own cost. University of Pune will not be responsible for any breach of these rules and regulations by the agency.

8.4 The agency shall be solely responsible for all statutory payments to its employees /labour under all relevant statutes for the purposes of this Contract. Further, the agency shall keep the University of Pune effectually indemnified against all claims for compensation under the provisions of any law for the time being in force / brought into force, by or in respect of any workman deployed by the agency directly or indirectly in carrying out the obligations under the contract and against all costs and expenditures incurred by University of Pune in connection

therewith. The University of Pune shall be entitled to deduct or otherwise recover any amount from the dues money payable by the University of Pune to the agency on any account by way of compensation as aforesaid or any other nature and costs or expenses in connection with any claim thereto. For this purpose, indemnity bond will have to be executed by the agency in favour of the University of Pune as Principal Employer before commencement of work under this agreement. The agency shall also keep the University of Pune as Principal Employer indemnified against all actions, suits, proceedings, losses, costs, damages, charges, claims and demands in any way arising out of or by reason of anything done or omitted to be done by the agency under any law that may be/may become effectible. The agency would also ensure that its activities do not in any manner disturb officials, teachers, students, residents on the Campus of the University of Pune and also not damage any assets of the University of Pune.

- 8.5** In case, here arises any dispute regarding interpretation of any clause or term of this contract and any related document, the decision of the Vice Chancellor of the University of Pune will be final and binding on both the parties.
- 8.6** All labour/employees deployed by the agency at the University of Pune shall abide by the rules and regulations laid down by University of Pune from time to time.
- 8.7** The agency shall ensure that it fully complies with and observes all provisions of the Contract Labour (Regulation and Abolition) Act, 1970, the minimum Wages Act, 1948, Payment of Wages Act, 1935, Payment of Gratuity Act, 1972, Payment of Bonus Act, 1965, Weekly Holiday Act, 1942, Minimum Wages Rule 1963, Employees Provident Fund and Misc. Provisions Act, the ESI Act and such other statutory enactments, rules and regulations laid down by the Government or local body and subsequent amendments there to. Compliance or violation thereof shall be the agency's sole responsibility and the University shall not be liable for the same.
- 8.8** The University of Pune shall not accept and entertain any claim in the event of the agency's employee sustaining any injury, damage or loss either to person or property either inside or outside of the University premises. It shall be the sole responsibility of the agency to repay all such expenses in respect of the employees deployed by it.
- 8.9** The agency shall provide necessary E.S.I. cover to his employees under Workmen's Compensation Act.
- 8.10** The agency shall make statutory payments such as Provident Fund, ESI etc. for the security staff deployed at the University and submit the proof of the same every month to the University along with monthly bill.
- 8.11** The agency shall have its own office in Pune and shall follow the instructions given by the University from time to time.
- 8.12** The agency will have to submit the Police Verification Certificate of all security staff deployed at the University of Pune.
- 8.13** The agency will have to pay Income Tax, Professional Tax and other statutory charges, as applicable.

8.14 The agency will have to maintain records of P.F. and E.S.I. account and make the same available to the University as and when required.

8.15 The University reserves the right to reject any or all tenders. The University may accept tender in full or part or may award part of the works to different bidders.

FORM NO. I

**DETAILS OF SECURITY WORKS
CARRIED OUT BY THE CONTRACTOR IN LAST THREE FINANCIAL YEARS**
(Attach certified copies of **Work done** Certificates)

NAME OF THE CONTRACTOR :

Sr No	Name of work	Name and address of the organization from whom the work was done	Place and State	Agreement No.	Date of Commencement	Tendered cost (In lakhs)	Total cost of work done (In lakhs)	Date of Completion	Principle Features in brief
1	2	3	4	5	6	7	8	9	10

Note:- This is only a standard form. Details are to be furnished in this format in the form of typewritten statements which shall be signed by the tenderer, scanned and uploaded / attached in Cover No.I.. The work done certificates of concerned departments shall be also attached in support of the works claimed in this form. The work done certificates shall be duly signed by the Competent officer of the concerned dept.

FORM NO. II

**STATEMENT SHOWING TURN OVER OF WORK DONE IN ALL CLASSES OF
MANPOWER SERVICES DURING LAST THREE FINANCIAL YEARS**

NAME OF CONTRACTOR :-

Sr. No	Name of work	Amount Put to Tender/ Tendered cost	Agreement No.	Date of Commencement	Amount of work done during each of last three years (Rs. in lakhs)			Amount of work still remaining to be executed 2013-14 (Rs. In lakhs)	Remarks
					2010-2011	2011-2012	2012-2013		
1	2	3	4	5	6	7	8	9	10

Note:- This is only a standard form. Details are to be furnished in this format in the form of typewritten statements which shall be signed by the tenderer, scanned and uploaded / attached in Cover No.I.. The work done certificates of concerned departments shall be also attached in support of the works claimed in this form. The work done certificates shall be duly signed by the Competent officer of the concerned dept.

Please mention the Grand Total and Average Annual Turnover. The Average Annual Turnover shall be in accordance with turnover certified by Chartered Accountant in the Audit Report.

Contractor

No. of correction

Security Officer

100 Rs. Bond Paper**AFFIDAVIT**

I _____ age _____ years
residing at _____ by way of this
affidavit do hereby solemnly affirm and declare that I _____
Proprietor / Partner of the _____ Firm and submitting the
tender for the work of “**Security Services on the Campus of University of Pune**”. The documents,
I have submitted in COVER No. 1 are true and correct. I further solemnly affirm that there is no
incorrect or misleading or incomplete information submitted in the documents. If the incorrect or
misleading or incomplete information found in the documents, I will be responsible for the legal
consequences and eligible for legal action.

Contractors Signature with Seal

Contractor

No. of correction

Security Officer

ANNEXURE – I**FORMAT OF MONTHLY CERTIFICATE OF COMPLIANCE OF
STATUTORY OBLIGATIONS BY THE CONTRACTOR**

From :- W. C. No. For the
month of

1. Has the Attendance Muster cum Wage Register of persons engaged during the month, duly signed by the individual employees and countersigned by the Representative of the Company.
Yes/No
2. No. of man-days worked. (Verified with Attendance Muster Cum Wage Register)
Yes /No
3. Minimum Number of Persons employed on any working day during the month (Verified with Attendance Muster Cum Wage register)
Yes /No
4. Have all employees been paid wages, Special Allowance and HRA, Bonus and statutory allowances if any at the rates not lesser than the minimum rates prescribed by the Government under relevant enactments? (Verified with attendance Muster Cum Wage register)
Yes /No
5. Have all employees been given paid weekly off?
Yes /No
6. Have all the employees been extended coverage of PF/EPF & ESI as per the eligibility under PF Act and other concern Act?
Yes /No
7. Are appropriate deductions made towards Professional Tax and Income Tax from the salary wages paid? (Verified with Attendance Muster Cum Wage Register)
Yes /No
8. Are all deductions effected from the Salary/wages are as per provisions of the Payment of Wages Act? (Verified with Attendance Muster Cum Wage register)
Yes /No

 Contractor

No. of correction

Security Officer

9. Are following Registers required under provisions of various statutes maintained up to date in the prescribed format, kept available the premises of the Company for the Inspection of any Statutory Authority on demand?

Yes /No

- A) Register of Persons Employed
- B) Muster Roll.
- C) Register of Wages.
- D) Register of Deduction.
- E) Register of Advances.

10. Has the license under the provisions of Contractor labour (R & A) Act been obtained / renewed and kept operative? Are the half yearly / yearly returns submitted in time to the Authority under the Act? (Attach Xerox Copy).

Yes / No

(Signature of the Contractor)

(Signature of Security Officer)

ANNEXURE – II**MONTHLY WAGE STRUCTURE CHART (for reference only)****A) MINIMUM WAGES FOR ZONE NO. I**

Sr.No.	(Description)	Security Guard	Security Supervisor (Ex-Servicemen)
(A)	Salary :		
1	Basic (Minimum Wages)	AS per Govt Norms	AS per Govt Norms
2	VDA (Special Allowance)	AS per Govt Norms	AS per Govt Norms
3	HRA	AS per Govt Norms	AS per Govt Norms
4	Washing Allowance	AS per Govt Norms	AS per Govt Norms
5	Other Statutory Allowance if any	AS per Govt Norms	AS per Govt Norms
(B)	Statutory Compliances		
6	EPF	AS per Govt Norms	AS per Govt Norms
7	EDLI (PF)	AS per Govt Norms	AS per Govt Norms
8	Administrative Charges (PF)	AS per Govt Norms	AS per Govt Norms
9	ESI	AS per Govt Norms	AS per Govt Norms
10	Bonus	AS per Govt Norms	AS per Govt Norms
11	Gratuity	AS per Govt Norms	AS per Govt Norms
12	Maharashtra Labour Welfare Fund	AS per Govt Norms	AS per Govt Norms
(C)	Other Charges		
13	Charges for leave reliever for weekly offs	AS per Govt Norms	AS per Govt Norms
14	Charges for leave & leave reliever for 04 days, National Holidays	AS per Govt Norms	AS per Govt Norms
15	Other Statutory charges if any	AS per Govt Norms	AS per Govt Norms
16	Other Statutory charges if any	AS per Govt Norms	AS per Govt Norms
(D)	Institution's Earnings		
17	Service Charges		
(F)	Service Tax as applicable	AS per Govt Norms	AS per Govt Norms

**(Name of the Bidder)
Authorized Signatory**

(Stamp of the Firm)