



**Sher-e-Kashmir University of Agricultural
Sciences and Technology of Jammu
Estates Division, Main Campus, Chatha, Jammu-180009**

NIT No: AU/Estates/2022-23/05

Dated:- 15-09-2022

NOTICE INVITING TENDER

For and on behalf of the SKUAST-Jammu, tenders are invited by e-tendering mode from the approved and registered Contractors / Agencies as per the Jammu & Kashmir Private Security Agencies (Regulation) Act, 2015 of the Home Department, J&K Govt. for Supply/deployment of Security Guards (armed and unarmed) for Faculty of Agriculture, Chatha, FVSc&AH Campus, R.S. Pura and other Stations/Sub-Stations of SKUAST-Jammu.

1. The Bidding documents/NIT can be downloaded from the website <http://jktenders.gov.in> from 21-09-2022 (9:30 AM) to 11-10-2022 Upto 4:00 P.M. Bid document contain qualifying criteria for bidder, specifications, bill of quantities, conditions and other details.
2. a) The bids shall be deposited in electronic format on the website <http://jktenders.gov.in> from 21-09-2022 (9:30 AM) to 11-10-2022 Upto 4:00 P.M. The Technical bids received will be opened on or after 12-10-2022 at online. Financial bids of only those bidders will be opened online who are found technically responsive by the evaluation committee/Standing Works Committee.
b) The complete bidding process will be online.
3. List of original copies of tender documents to be scanned and uploaded with the bid:-
 - i. License from the Controlling Authority appointed under the Jammu & Kashmir Private Security Agencies (Regulation) Act, 2015 in the Home Department for running of Private Security Agencies as per the Circular issued by the Home Department, Civil Secretariat, J&K Govt. vide No. Home/PASARA/35/2017 dated 18-03-2019.
 - ii. Trade License if any issued by the concerned department
 - iii. Document related to EPF Account allotted by the Provident Fund Commissioner, J&K State.
 - iv. Employees State Insurance Registration Certificate.
 - v. Copy of PAN Card
 - vi. Copy of GST Number.
 - vii. Demand draft towards the cost of tender documents amounting to Rs 3,000/-, drawn in favour of Asstt. Comptroller, Estates Division, SKUAST-J, Main Campus, Chatha, Jammu. Hard copy of the same shall be deposited in the Office of the Estates Officer, SKUAST-J, Main Campus, Chatha-Jammu-180009 (J&K U.T.) before submission of bid, failing which the bid will be rejected.
 - viii. Undertaking duly signed in the shape of affidavit that the Contractor/Firm has never been debarred or blacklisted by any Govt./Semi Govt. Boards and Corporations and all certificates enclosed by him are correct.
 - ix. Undertaking duly signed in the shape of affidavit that the Contractor/Firm, if he/she will be the lowest/successful tenderer after opening of the financial bid, he/she has to deposit the Performance Security amounting to Rs 2,00,000/- in the form of CDR/FDR pledged in favour of Assistant Comptroller, Estates Division, SKUAST-J, Main Campus, Chatha, Jammu.
 - x. One cancelled cheque of bank account of tenderer duly stamped by tenderer's firm.
 - xi. The bidder has to upload his complete address, mobile No. and email address alongwith bid.
 - xii. The wages will be paid to the Security Guards (Armed) as per the Labour & Employment Department, Govt. of J&K, Civil Secretariat, Srinagar Notification No. 26-10-2017 issued by the Commissioner/Secretary to the Govt. vide No. L&E/Lab/88/2000 dated 26-10-2017 i.e. Minimum wages per day @ Rs 350/- for Armed/Skilled Security Guards and Rs 300/- per day for Unarmed/Unskilled security

guards as per the Govt. Order No. 121-F of 2022 dated 23-04-2022 issued by the Financial Commissioner (ACS), Finance Department, Civil Secretariat, Jammu/Srinagar vide No. FD-Code/226/2021-02-855 dated 23-04-2022 and the wages will be revised on the basis of amendment made from to time by the Govt. of Union Territory of J&K.

4. The original instruments/documents in respect of Performance Security and other documents must be produced by the successful bidder/tenderer before the allotment in the office of the **Estates Officer, SKUAST-J, Main Campus, Chatha, Post Office:- University Campus, Chatha, Jammu-180009 (J&K).**
5. If the uploaded documents are found fake/fraudulent, disciplinary action as warranted under rules shall be taken against the defaulter.
6. The bid for the Security shall remain open for acceptance for a period of 90 days from the date of opening of technical bids. If any bidder/tenderer withdraws his bid/tender before the said period or makes any modifications in the terms and conditions of the bid, the said earnest money shall stand forfeited. Price escalation will not be allowed.
7. To participate in bidding process:-
 - i. The bidders have to get Digital Signature Certificate (DSC) as per Information Technology Act-2000 to participate in online bidding.
 - ii. The DSC will be required for digitally signing the bid. The bidders can get above mentioned digital certificate from any approved vendors. The bidders who already possess valid DSC need not to procure new DSC.
 - iii. The bidders have to submit their bids online in electronic format with DSC. The bids cannot be uploaded without Digital signature. No proposal will be accepted in physical form.
 - iv. Bids will be opened online as per time schedule mentioned above.
 - v. Before submission of online bids, bidders must ensure that scanned copies of all the necessary documents have been attached with bid.
 - vi. The department will not be responsible for delay in online submission of bids whatsoever reasons may be.
 - vii. All the required information for bid must be filled and submitted online.
 - viii. The details of cost of documents, EMD specified in the tender documents should be the same, as submitted online (scanned copies) otherwise bid will not be accepted.

Note:- Only scanned copies of original Cost of tender document, Undertaking, Registration Card and other documents will be accepted, failing the bid will be rejected.

Sd/
**(Estates Officer)
Chief Engineer
SKUAST-Jammu**

No. AU/Estates/2022-23/F-14/1363-73

Dated:- 15-09-2022

Copy to:-

1. Dean FBSc/Chairman SWC, SKUAST-J, Main Campus, Chatha
2. Director (P&M), SKUAST-J, Main Campus, Chatha
3. Comptroller, SKUAST-J, Main Campus, Chatha
- 4-7. Dean FOA/Dean FVSc & AH/Dean FBSC/Dean Students Welfare
8. Nodal Officer (Security), SKUAST-J, Main Campus, Chatha
9. I/c Data Centre, SKUAST-J, Main Campus, Chatha for uploading of NIT on the University website
10. Asstt. Comptroller (Estates), SKUAST-J, Main Campus, Chatha
11. Security Officer, SKUAST-J, Main Campus, Chatha
12. SVC for timely publication of NIT in two local dailies having wide circulation as per Annexure "A".



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. All other terms and conditions can be seen on the University website www.skuast.org.

Sd/-
**(Estates Officer)
Chief Engineer
SKUAST-Jammu**

TERMS & CONDITIONS FOR THE CONTRACT OF SECURITY GUARDS.

Terms & conditions for the supply/deployment of Security Guards, armed and unarmed for field, farm area and offices of SKUAST-Jammu are as under: -

1. The contractor will be responsible for all the rules and regulations enforceable by the Labour Department, J&K State under whose jurisdiction this area falls.
2. Uniform, Rain Coat, Jungle shoes and other connecting accessories required by the security guards will be supplied by the contractor.
3. The contractor shall upload scanned copies of (i) EPF Account (ii) ESI (iii) GST/Service Tax Registration (iv) Income Tax PAN (v) Registration with Labour Commissioner for supply of security guards along with the tender under Technical Bid **as per Annexure-“B”**. The copy of the License issued by the concerned department may also be attached.
4. The Security agency should have license for running of Private Security Agencies from the Controlling Authority appointed under the Jammu & Kashmir Private Security Agencies (Regulation) Act, 2015 in the Home Department, J&K Govt. as per the Circular issued by the Controlling Authority under J&K Security Agencies (Regulation) Act, 2015 of Home Department, Civil Secretariat, J&K Govt. vide No. Home/PASARA/35/2017 dated 18-03-2019.
5. The contractor will subscribe for ESI and EPF for security guards as per J&K State Rules admissible and it will be the responsibility of the contractor to get the same deposited in the concerned department. The rate of these security guards should not be more than the rates notified by the J&K State Government. **The contractor shall quote the rates of commission/service charges etc. for executing the services in percentage on basic wages in the BOQ.**
6. The contractor shall have EPF Account Sub Account No. issued by Regional Provident Fund Commissioner at Jammu.
7. The contractor shall have to issue the Identity Card/ ESI Card to the Security Guards at their own cost.
8. The contractor (in case of change) shall undertake to get the credit of EPF A/c of the Security Guards deployed by firm to transfer in the new EPF A/c.
9. The contractor will ensure that EPF and ESI are credited to his employees account every month and shall attach with their bill supported by Bank challans for verification. Besides, the contract shall also submit employee wise statement in respect of EPF/ESI showing the details of employee contribution alongwith the bill every month.
10. The University in any case shall not be held responsible for not submitting monthly subscription of the ESI and EPF of Security Guard and the Security personnel to be provided by the Security Agency/Contractor and in case of any such financial liability shall be borne by Security Agency.
11. The contractor shall be held responsible for any sort of theft /loss etc. due to the negligence of contractor's staff and the same may be recovered from the bill of the contractor/Performance Security.

12. The contract will be initially valid for a period of 01 year, which can be extended for a further period of maximum of 03 years subject to the satisfactory performance of the contractor on usual terms and condition subject to mutual agreement and can be terminated by giving one-month notice by the University.

13. Undertaking duly signed in the shape of affidavit that the Contractor/Firm, if he/she will be the lowest/successful tenderer after opening of the financial bid, he/she has to deposit the Performance Security amounting to Rs. 200000/- (Rupees two lakhs only) in the form of CDR/FDR pledged in favour of Assistant Comptroller, Estates Division, SKUAST-J, Main Campus, Chatha, Jammu valid upto duration of the contract.

14. Income Tax and other taxes applicable deductions at prescribed rates shall be deducted at source from the bills submitted to the University office.

15. While deploying security guards, the contractor will be required to maintain full particulars of the personnel along with their antecedents in advance. In case, the contractor requires to change the personnel in between the contract period, similar antecedents of the replaced personnel are to be maintained by the contractor.

16. The security guards deployed will be directly under the control of the contractor for duties, discipline and security and any other related aspect. The security of weapons and other related items shall be sole responsibility of the security personnel/contractor. Any mishappening, dispute, use of weapons during any shift in a day for any reason/cause is the sole responsibility of the contractor, the University/Estates Division is not responsible at any cost.

17. The Security guards supplied by the Contractor will have to adhere to the duties and responsibilities, other terms and conditions mentioned below as provided in the Security Cell notified by the University vide No. 29 dated 01-08-2017.

- I. To patrol assigned jurisdiction regularly.
- II. To examine doors, windows and gates to ensure security and keep key sets to open and close buildings; monitor toward off closed buildings from unauthorized personnel and /or suspicious activities.
- III. To stop and inform the higher authorities about violation of rules, such as agitation/loitering, smoking or carrying forbidden articles.
- IV. To provide escort services for visitors, students, staff and faculty as and when required.
- V. To watch for and report irregularities such as security breaches, facility and safety hazards, and emergency situations; contact emergency responders, such as police fire and /or ambulance personnel, as required.
- VI. To alert for the presence of unauthorized persons and /or security code violation; approach suspicious persons and /or notify policy as appropriate; may confront and /or detain violators, as required, until police arrives.
- VII. To perform periodic checks of emergency and street lights to ensure proper functioning and also; reporting malfunctions to the concerned.
- VIII. To prevent unlawful assembly of students/employees/outsideers at the entry and inside the University Campus.
- IX. To have security controls and maintain responsibility of issued University keys and University equipments.
- X. The security guards should ensure that proper gate pass has been issued by the Security Officer with intimation to Nodal Officer (Security) for the items taken out of the campus. In case of any doubts, they should immediately contact the authorized officer of security.
- XI. Any loss, theft or damage to Govt. property Farm animals, Farm Fodder, property of the employees including those who are residing in the staff

quarters, student trainees etc., shall be compensated by the security guards if the casus of such loss theft or damage is found on account of default negligence and /or lapse of the security guards, at the sole discretion of the Institute and will be binding on the security guard.

- XII. To provide the security cover in respect of watch and ward of University assets (buildings, equipments, Farm machinery, University Farms and Research Trials) round the clock.
- XIII. To ensure the security and safety of all students, staff and visitors within and off Campuses.

18. Payment will be made direct to the contractor every month after the receipt of bill for the preceding month within 10 working days subject to availability of funds. However, the contractor will be required to make the payment to his staff by 7th of every month through “**Account payee Cheque**” or **RTGS mode only** and again for the preceding month on 10th for the left over person. Those who may not be available on 7th or 10th of the month or if it falls on a holiday then the payment must be made on the next working day.

19. The contractor's staff should be: -

- Highly disciplined and smart in proper uniform prescribed by the University.
- Physical fitness, mentally alert, well behaved and educated.
- Well trained in Fire fighting, First Aid, Civil Defense and intelligence.
- Well trained in Industrial/Research Organization, Security system.

20. The duties of the contractor's staff will be as under; -

- A. Looking after the property at the University Head office at FOA Chatha, R.S. Pura and various Research Stations/Sub Stations for checking of incoming/outgoing movement of vehicles, visitors, contractual workers, besides maintenance of up to date security books and registers.
- B. The Contractor shall not use the stationery/other recurring expenditure incurred in maintaining the security personnel of the University.
- C. Duty of each security guard will be of 8 hours duration only in each shift and each security guard has to mark biometric attendance.
- D. Maintenance of Law & Order within the premises.
- E. Assistance in case of strikes & labour unrest.
- F. Fire fighting arrangements.

21. The contractor will provide the insurance cover to Security Guard/Security personnel.

22. The University will make payment to the contractor through online mode only.

23. The contractor will also make payment to the security guards through cheques or online mode only.

24. The successful tenderer shall enter into agreement with the University as per the terms and conditions.

25. The tentative requirement of armed guards is 17 Nos. and unarmed guards is 43 Nos. Only Ex. Serviceman shall be deployed as armed security guards. However, unarmed security guards can be either Ex. Serviceman or trained personnel. The requirement can increase or decrease.

26. The wages will be paid to the Security Guards (Armed) as per the Labour & Employment Department, Govt. of J&K, Civil Secretariat, Srinagar Notification No. 26-10-2017 issued by the Commissioner/Secretary to the Govt. vide No. L&E/Lab/88/2000 dated 26-10-2017 i.e. Rs 350/- for Armed/Skilled Security Guards and Rs 300/- for Unarmed/Unskilled Security as per the Govt. Order No. 121-F of 2022 dated 23-04-2022 issued by Financial Commissioner (ACS), Finance Department, Civil Secretariat, Jammu/Srinagar vide No. FD-Code/226/2021-02-855 dated 23-04-202 and the wages will be revised on the basis of amendment from to time by the Govt. of Union Territory of J&K.

Sd/-
(Estates Officer)
Chief Engineer
SKUAST-Jammu

Annexure-“B”

Technical Bid Requirements

S.No.	Particulars of documents	Remarks
1	Document related to EPF Account allotted by the Provident Fund Commissioner, J&K State.	
2	Employees State Insurance Registration Certificate	
3	GST/Service Tax Registration Certificate	
4	Income Tax PAN Certificate	
5	License from the Controlling Authority appointed under the Jammu & Kashmir Private Security Agencies (Regulation) Act, 2015 in the Home Department for running of Private Security Agencies as per the Circular issued by the Home Department, Civil Secretariat, J&K Govt. vide No. Home/PASARA/35/2017 dated 18-03-2019	
6	Trade License if any issued by the concerned department	
7	Undertaking duly signed in the shape of affidavit that the Contractor/Firm, if he/she will be the lowest/successful tenderer after opening of the financial bid, he/she has to deposit the Performance Security amounting to Rs. 200000/- in the form of CDR/FDR pledged in favour of Assistant Comptroller, Estates Division, SKUAST-J, Main Campus, Chatha, Jammu.	
8	Certificate to the effect that the tenderer has not been black listed by any Govt. Department and Organization.	
9	One cancelled cheque of bank account of tenderer duly stamped by tenderer's firm	
10	Complete address, Mobile No. and email address of the Firm/Agency.	

Name of the Contractor: _____

Signature: _____

Full Address: _____

Mobile No.: _____