

# CENTRAL UNIVERSITY OF HARYANA

Established vide Act No. 25(2009) of ParliamentEOI

No.: EOI-CUH/EOI/02/2022 dated 21.07.2022



## **Expression of Interest for Providing Security Services Main Campus of Central University of Haryana, Mahendergarh**

1. The EOI may be submitted to Registrar, Central University of Haryana through registered post, by post or in person on or before 10.08.2022, 1700 hrs.
2. The prospective bidders participating in this EOI and found eligible shall only be considered for further tendering process.

Central University of Haryana, Mahendergarh-123031  
Email: [registrar@cuh.ac.in](mailto:registrar@cuh.ac.in) Tele: 01285-260102/260133

### Location/Site Details for Security Services

1. Address of site : Central University of Haryana
2. Location : Mahendergarh
3. Scope of work : As per Annexure- 'A' & 'B'
4. Definition of work : Providing security services in the main Campus and at Gurugram office.

#### 1. Introduction of University:-

Central University of Haryana was established vide Act No. 25 of 2009 of parliament. The University is located on Mahendergarh- Dadri Road at around 10 Kms from Mahendergarh and having 484 acres lush green campus. The University has 34 different Departments and 8 School of Studies with students more than 3800 and 400 staff members.

#### 2. Details of work

To provide Security Services in the Main/Gurugram Campus of Central University of Haryana as per details shown in Annexure 'A' & 'B' on work rate basis.

#### 3. Instruction of the bidders

The invitation of EOI is open to all perspective bidders who otherwise have not been debarred/black listed by any Govt. organization/PSU/Institutions/Autonomous Organization. The agency submitting the EOI shall be requested to submit a certificate duly notarized to this effect.

- (a) The agency shall acquaint itself fully with the university site conditions and the working requirement. It is advised to do a complete survey of the scope of the work. No compensation thereafter will be entertained at a later date.
- (b) The bidder must be a legally constituted firm, partnership firm, limited Company or corporate body who possesses the required license, registration etc. as per law.
- (c) Minimum financial turnover of all three financial year ending 31 March, 2021 should not be less than 2 crores and one crore in any two financial years.
- (d) The Service Provider should possess workforce possessing adequate experience of Guarding and handling Electronic/Non-electronic gadgets, like CCTV, Walkie-Talkie, Excess Control and Basic Crowd control Devices duly certified by the client.
- (e) License of Walkie-Talkie should be in the name of Central University of Haryana, Mahendergarh.
- (f) The Service Provider should be capable to provide trained and skilled workforce **in prescribed neat and clean uniform according to season affixing thereon the badge mentioning the name of duty bearer or person on duty, designation of the worker and these must be provided by the agency at its own cost.**
- (g) There should be no case pending with the police against the proprietor/firm/any partner/or the company (Bidder).

- (h) The agency shall have the following registrations and details of the same be provided
  - (i) EPF Registration Certificate.
  - (ii) ESI Registration Certificate.
  - (iii) Chartered Accountant's Certified Copies of Income Tax return filed during last two financial year.
  - (iv) PAN Number and TIN (tax Identification no.)
  - (v) Service Tax Number and duly acknowledged copy of Service Tax Return filed during the previous financial year.
  - (vi) License under Contract Labour Act 1970, if any.
  - (vii) TAN (TDS Account Number).
  - (viii) Registration with the respective Agency (Private Security Agencies Regulation Act 2015).
- (i) The Service Provider should mention details of any legal suit/legal action of civil or criminal nature pending including with regard to any violation in the EPF Act, ESI Act, Labour Laws, Income Tax etc.
- (j) The Service Provider should have the certificate that it is operating in compliance with the provisions of respective rules and regulations of the State and Government of India.
- (k) The Service Provider shall furnish the details regarding the total number of work undertaken or services rendered worth more than 25 lakhs per annum during the last three years. The Service Provider **should possess experience of** providing above referred services.
- (l) The Service Provider should have demonstrable capacity and ability to provide adequate manpower. In this connection, the Service Provider should have documents or evidence of having provided trained security guards to its other clients at short notices.
- (m) The Service Provider should be able to provide round the clock (24x7) security van fully equipped with modern gadgets and personnel.
- (n) All costs incurred in connection with submission of EOI like preparation, submission, any personal visits for seeing the locations shall be borne by the agency.
- (o) The bidder must ensure the minimum standard of skill for each category of staff required for proper up keep of University campus.
- (p) The staff to be provided by the agency will always carry/wear I Cards with them for verification while working in the campus. Summer/Winter uniforms along with other required articles and safety items to the employees as required under law shall be provided by the agency.
- (q) The staff to be provided by the agency should be in the age group of 18 to 55 years and all the persons to be provided should be of good moral character, medically fit and antecedent verification should be got done from concerned authority by the agency.
- (r) The University being a No Smoking Zone so the agency should ensure that its employees do not smoke while working in the University campus. They will also not indulge on drinking alcohol or any other intoxicants.

- (s) The agency shall be liable for full fidelity of the personnel to be provided and in case any pilferage/damage/theft/shortage is caused to the property of the university due to the carelessness of the persons deployed by the agency, the value as assessed by the designated officer shall be recoverable from the payment of the agency. The decision of the Vice-Chancellor will be final.
- (t) The agency shall not pay to the persons engaged by firm less than the minimum wages as approved under minimum wages act/collector rate from time to time.
- (u) The CUH will not be liable to pay any amount other than settled in the contract. Any payment under the provisions of the ESI act 1948, workman compensation act 1923, payment of gratuity act 1948 and employees provident fund and misc. provisions act 1952, or any other statutory liabilities shall be made by the agency and challans/receipts to be produced monthly/quarterly.
- (v) Shift wise attendance register/biometric attendance will be maintained by the agency.
- (w) Agency to maintain all records/registers as required to be maintained under various labour laws and other statutory laws.
- (x) CUH reserves the right to modify, amend or supplement this document including all formats and Annexure at any time prior to the last date for receipts of offers.
- (y) The agency should designate one person to represent the company in its dealings with CUH.
- (z) Firm should come fully prepared for presentation at fixed date and time.
- (aa) All equipment required for security services will be arranged by the agency.
- (ab) The firms participation in this EOI may be considered while inviting the tenders.
- (ac) Central University of Haryana reserves the right to accept or reject any or all the bidders without assigning any reason.

**4. Details required from Bidders**

- (a) Complete name of firm. (b) Date of establishment and type of organization whether individual, proprietorship, partnership, private limited company, public limited company etc. (c) Exact and complete corporate/ registered/home office address, business address, telephone numbers, fax numbers, E-mail and cable address. (d) Information is to be furnished by sole applicant or members of JV individually. (e) Present a brief narrative description of the firms. Information is to be furnished by sole applicant or members of JV individually.

**5. Evaluation Criteria and Method of Evaluation:**

- (a) Screening of EOIs shall be carried out as per eligibility conditions mentioned in this document and based on verification of testimonials submitted.
- (b) EOI will be evaluated for short listing inter alia based on their past experience of handling similar type of project, strength of their man power, financial strength of firm and presentation / proposal to the evaluation committee whose decision will be final.
- (c) Agencies who qualify as per the eligibility conditions will be provided a brief about the work Scheme. The agencies may be required to make a presentation, if required, to an evaluation committee show-casing their proposals.
- (d) The University after taking presentation and on Basis of recommendation of Evaluation Committee will issue bid Documents to the successful/Short Listed Bidders.
- (e) The award of work will be based on the Financial Bid submitted by the bidders qualified in qualification Round.

**6. Condition under which EOI is issued:**

The EOI is not an offer and is issued with no commitment. The CUH reserves the right to withdraw EOI and or vary any part thereof at any stage. CUH further reserves the right to disqualify any bidder, should it be so necessary at any stage.

**7. Conflict of Interest:**

- (a) Where there is any indication that a conflict of interest exists or may arise, it shall be the responsibility of the Bidder to inform CUH, detailing the conflict in writing as an attachment to this Bid.
- (b) CUH will be the final arbiter in cases of potential conflicts of interest. Failure to notify CUH of any potential conflict of interest will invalidate any verbal or written agreement.
- (c) A Conflict of Interest is where a person who is involved in the procurement has or may be perceived to have a personal interest in ensuring that a particular Bidder is successful. Actual and potential conflicts of interest must be declared by a person involved in a Bid process.

Last Date for submission 10.08.2022.

- 8. Date of EOI shall be submitted to the Registrar of the Central University of Haryana, Mahendergarh on or before 10<sup>th</sup> August 2022 at 05.00 P.M. through registered post or in person.
- 9. The date of pre-qualification presentation will be notified in due course.

**Minimum Requirements of Security Staff and Equipments****LIST OF EQUIPMENT:**

<b>Nomenclature</b>
Hand held Walkie- Talkie
Paddle cycles
Hand held metal detector
DFMD
Vehicle checking Mirror
Mobile
Patrolling vehicle for average travel of 1000 K.M. per month (Four wheeler)
Numbers may be provided after visiting the campus after pre-qualification

- a. Security Guard Ex-Servicemen:
- Age: Between 18-55 years
- Character: Exemplary
- Education qualifications: Army first class or matriculate.
- Physical Standards: Height 5 ft 7 inches minimum. (Except hill man/tribes.)  
Physically fit and weight must be correspondence with age and height.
- b. Security Guards Civilians:
- Age: Between 18-55 years
- Character: Good
- Education qualifications: Minimum Matriculate
- Physical Standards: Height 5 ft 7 inches minimum. (Except hill man/tribes.)  
Physically fit and weight must be correspondence with age and height.
- c. Supervisors:
- Age: Not more than 55 years in case of Ex-Servicemen and 45 years in case of Civilians.
- Character: Exemplary in case of Ex-servicemen and good in case of Civilians.
- Education Qualification: JCO/Havildar rank in case of Ex-Serviceman & Minimum graduates in case of a civilian with at least 3 years experience.
1. The guards to be supplied preferably in the ratio of 50% Ex-serviceman and 50% civilians. The University will have liberty to change this ratio, should the University consider this change necessary for better security. In addition, the University will have liberty to increase/decrease the total number of guards by giving at least one week's notice to the Service Provider.
  2. It would be desirable that the Security Staff provided should have knowledge of Fire Fighting, First Aid, disaster management, Scooter/Motor cycle/LMV Driving & handling Wire-less communication equipment.
  3. All Guards & Supervisors should have working k knowledge of HINDI/ENGLISH.

For the maintenance of the campus Security, contact agency will be reporting to Security Officer/Provost /CAO/Security Officer.

**Details of Security Post/Arrangements to be maintained at Campus, Mahendergarh**

1. Main Gate (1,2 & 3)
2. Administrative Block
3. Academic Block (I, III & IV)
4. Old Academic Block (III & IV)
5. Hostel (Boys & Girls)
6. Vice-Chancellor's Camp office cum residence
7. Faculty Residence
8. Guest House
9. Central Library
10. University office, Gurugram
11. Parking Area

Total area of campus is 484 Acres

Scope of the work may increased/decreased as per actual requirements of University.

Read and accepted  
(Signature and Stamp of the Bidder)

**FORMAT-1**

<b>No.</b>	<b>Pre-qualification Criteria</b>	<b>Supporting Compliance document</b>
<b>1.</b>	The applicant shall be a firm/ company/ partnership/ proprietorship firm registered under the Indian Companies Act, 1956/ the partnership Act, 1932 and who have their registered offices in India and must have an office in National Capital Region of Delhi.	Copy of Certificate of incorporation and Partnership Deed, if any
<b>2.</b>	The firm should be in the business of providing similar consultancy services for at least 03 years as on 02-08-2022	Proof
<b>3.</b>	The Bidder has to be profitable and should not have incurred loss in any of the last 3 consecutive Financial Years (FY 2018-19,2019-20 & 2020-2021)	Chartered Accountant (CA) of the bidder's organization
<b>4.</b>	The Bidder should have an minimum annual turnover of Rupees 25 Lakh in each of the last 3 consecutive Financial Years ( FY 2018-19,2019-20 & 2020-2021)) from only work related to the Securities and related Services	CA certified document with name of CA registration number, signature and stamp
<b>5.</b>	The Bidder shall have experience of providing: (i). Three similar completed consultancy services to Central Govt./State Govt./PSUs/ Govt. bodies in India costing not less than Rs. 20 Lakh each or (ii). Two similar completed services costing not less than Rs.25 Lakh each or (iii). One similar completed services costing not less than Rs. 40 Lakh	Copy of Work Order / Contract
<b>7.</b>	The firm should not be blacklisted by any Central Govt. / State Govt. / PSU/Govt. Bodies	Certificate signed by the Authorized signatory
<b>8.</b>	PAN No. / Service Tax Registration Certificate	Copy of Certificate to be enclosed.
<b>10.</b>	Address of Offices	.
<b>11.</b>	GSTIN No.	
<b>12.</b>	No of regular employees on roll	
<b>13.</b>	No of reserve security guards	
<b>14.</b>	List of Licenses	Proof
<b>15.</b>	Experience in managing of security in IIT/IIM/CU/State University	
<b>16.</b>	Proof of sufficient number of manpower	



## FORMAT – 2

S. No	Organizational Contact Details	
1.	Name of Organization	
2.	Main areas of business	
3.	Type of Organization Firm/ Company/ partnership firm registered under the Indian Companies Act, 1956/ the partnership Act, 1932	
4.	Whether the firm has been blacklisted by any Central Govt. / State Govt./PSU/ Govt. Bodies / Autonomous?If yes, details thereof.	
5.	Address of registered office with telephone no. & fax	
6.	Address of offices in i) National Capital Region of Delhi ii) All other State/UT's	
7.	Contact Person with telephone no. & e-mail ID	

Enclose:-

1. Copy of Certificate of Incorporation.
2. Copy of Article of Association in respect of 3 above.
3. Undertaking in respect of 4 above.

Signature of the applicant  
Full name of the applicant  
Stamp & Date

**FORMAT – 3**

<b>Experience in Related Fields</b>						
Overview of the past experience of the Organization in all aspects related to Security Services						
<b>S. No</b>	<b>Items</b>	<b>Number of Assignments during last 5 years</b>	<b>Order Value of each assignment in Lakhs of Rs. (Enclose copy of each order)</b>	<b>Mention the name of Client/ Organization (Enclosed completion certificates)</b>		
<b>1</b>	Experience of assignments of similar nature					
<b>1.1</b>	Experience in carrying out similar assignments in Government					
<b>1.2</b>	Experience in carrying out Similar assignments in Public sector/Institute of National Importance/CU/State University etc.					
Decision of Evaluating Committee in ascertaining “similar nature” and “similar assignment” will be final.						
						Signature of the applicant Full name of applicant  Stamp & Date

**FORMAT – 4**

<b>Financial Strength of the Organization</b>					
S. No	Financial Year	Whether profitable Yes/NO	Annual net profit (in Crores of Rs.)	Overall annual turnover (in Crores of Rs.)	Annual turnover from only Consultancy services rendered in India (in Crores of Rs.)
1	2019-20				
2	2020-21				
3	2021-22				

Note: Please enclose auditor's certificate in support of your claim.

Signature of the applicant  
Full name of applicant

Stamp & Date

**FORMAT -5**

**Declaration**

We hereby confirm that we are interested in competing for Providing Security services to the Central University of Haryana.

All the information provided herewith is genuine and accurate.

Authorized Person's Signature.

Name and Designation:

Date of Signature:

Note: The declaration is to be furnished on the letter head of the organization.

**FORMAT -6****Check List for submission of documents:**

<b>Sl No</b>	<b>Description</b>	<b>Yes /No</b>	<b>Page No</b>	<b>Remarks if any</b>
1	Whether Firm Registration attached?			
2	Whether GSTIN certificate attached			
3	Whether PAN attached?			
4	Whether affidavit duly attested by the Oath Commissioner/Executive Magistrate regarding non-black listing of supplier attached?			
5	Whether tender document along with all format duly signed & stamped by the authorized signatory attached?			
6	Whether copy of Turnover and ITR attached?			
7	Whether orders executed in last three years attached?			
8	Experience certificate attached			
9	Details of Top Management attached ?			
11	ESI ,PF Registration attached			
12	ISO and /or any other relevant certification /Securities services License attached			
13	Whether Self-certificate that the firm has never been debarred or indicted in corruption case(s) attached?			
14	Whether certificate that no complaint of poor performance have been received by the firm from Client attached?			
15	List of Major Clients where service Provided in last Five Years			
16	Have you been declared poor performer by any of the Govt; institution? Give undertaking			
17	Any other General information			

**APPLICATION'S EXPRESSIO OF INTEREST**

To

Deputy registrar (E&GA)  
Room No. 116, First floor,  
Estate & General Administration Branch,  
Administration Block,  
Central University of Haryana (CUH)  
Mahendergarh -123031

**Sub: Submission of Expression of Interest for Providing Security Services in the University.**

Dear Sir,

In response to the Invitation for Expressions of Interest (EOI) published on 21.07.2022 for the above subjected purpose, we would like to express our interest to carry out the above proposed task. As instructed, we have uploaded one sets of the documents as required by **Qualification Criteria** clause, in a sealed envelope along with the EMD and non-refundable EOI processing fee.

Sincerely yours,

(Authorized Signatory of Company)

Seal of Organization

Date:

Encl.: As above.

**\*Note:** This is to be furnished on the letter head of the organization