



ভট্টদেৱ বিশ্ববিদ্যালয়
বজালী, পাঠশালা-৭৮১৩২৫, অসম
BHATTADEV UNIVERSITY

(A State University established under Assam Act No. XXXVI of 2017)

BAJALI, PATHSALA-781325, ASSAM

OFFICE OF THE REGISTRAR

Prof. Manjit Das
Registrar

E-mail : registrar@bhattadevuniversity.ac.in

Website: www.bhattadevuniversity.ac.in

No. Bhatt.U/E&A Sec./2026/8193

Date:09/06/2026

NOTICE INVITING BID

Outsourcing of Security Services at Medhikuchi Campus of Bhattadev University

Sealed bids in Two-Bid System are invited from eligible intending bidders for outsourcing of Outsourcing of Security Service at Medhikuchi Campus of Bhattadev University as per the details mentioned below:

The last date of submission :	23/06/2026 till 12 Noon
Bid Opening Time :	23/06/2026 at 12:30 pm
Venue :	Office of the Registrar, Bhattadev University

A. ELIGIBILITY CRITERIA

Technical bids of only those bidders shall be considered who have submitted the quote along with the following documents:

1. Proof of having registered office / branch in Assam.
2. An undertaking stating that the 'bidder is not declared as ineligible/blacklisted by the Government of Assam or any other Government body on charges of engaging in corrupt, fraudulent, collusive or coercive practices or any failure /lapses of serious nature'.
3. Proof of having at least minimum three years of experience in providing similar services in Govt. Educational Institutions/ Govt. Offices located in Assam. The satisfactory user certificates, against the experience claimed, need to be furnished.
4. Proof of having valid license to operate in Assam under the Contract Labour (Regulation and Abolition) Act, 1970 and Private Security Agencies (Regulation) Act, 2005.
5. Forwarding letter duly signed by the authorized person, clearly expressing the willingness to execute the work.
6. Latest Income Tax Return.
7. Copy of Certificate of Valid Registration for EPFO, ESIC & GST.
8. Copy of PAN Card.

Manjit Das



9. Proof of payment of Tender fees and EMD
10. Proof of having Annual Turnover of at least 80lakhs in any of the last three financial years.
11. Balance Sheet of last two financial years duly certified by Chartered Accountant.
12. Filled in Annexure-A with Bidder details.

All supporting documents against the above minimum qualifications must be submitted along with the bid. A simple undertaking claiming the stated criteria will not be treated as sufficient.

B. INSTRUCTIONS TO BIDDERS

1. How to apply:

The bidder should submit sealed bids at the designated place of the Registrar, Bhattadev University, Bajali, Pathsala-781325, Assam in the following format:

- a) **First Envelope:** The first envelope should be sealed and clearly marked as "Technical Bid" on its cover. It can contain only the Technical Bid (that includes the profile of the bidder) and supporting documents towards the eligibility conditions mentioned above along with a signed copy of this bid document as a mark of agreement to all the terms and conditions mentioned herein. Nowhere in this envelope should be any indication of the Financial Bid or Quote.
- b) **Second Envelope:** The second envelope should also be sealed and clearly marked as Price Bid on its cover. It can contain only the Price Bid / Financial Bid / Quote as per the format at Annexure B.
- c) **Third Envelope:** Both the First Envelope and Second Envelope should be put together in the Third Envelope and sealed. The third envelope should contain the name, address and contact details including mobile number and e-mail of the bidder. The same has to be submitted within the due date and time to the Registrar, Bhattadev University, Bajali, Pathsala-781325, Assam.

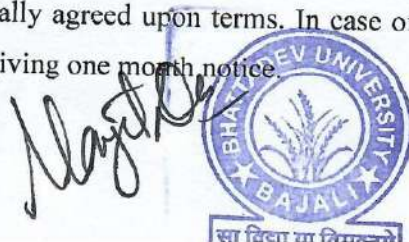
2. Validity of the Bids:

The bid submitted by the firm / agency shall remain valid for 6 months from the date of opening for the purpose of acceptance and award of work. Validity beyond 6 months from the date of opening shall be by mutual consent.

No bidder will be allowed to withdraw/alter/modify after submission of tenders within the bid validity period.

3. Duration of contract:

The contract shall be initially for 1 year. However, the contract may be renewed on the satisfactory performance and mutually agreed upon terms. In case of unsatisfactory performance, the contract will be terminated by giving one month notice.



4. Award of Contract:

The Price/Financial Bid of only the Technically qualified vendors shall be opened.

In conformity with Govt. e-Marketplace (GeM) norms, a minimum of **3.85% of Service Charge** is prescribed for this bid. The bidder quoting the **lowest service charge**(which may be equal to or higher than the prescribed minimum limit) shall be awarded the bid. The Successful L₁ Bidder will be given the work order within 15 days from the finalization of the Tender. The bidder will then enter into an agreement with the University. The bid shall be deemed non-responsive if the tenderer selected for the work fail to accept or to start the work on the date stipulated in the work order.

In the event of more than one bidder quoting the same L₁ rate, the contract may be awarded after the selecting the successful bidder by a draw of lots.

C. SCOPE OF WORK

1. Number of Security Guards Needed:

The initial requirement of Security Guards is **10 (ten)**. However, at any time during the contract, the University may ask for increasing or decreasing the number of Guards to be outsourced.

2. Detail Scope of work: Duties & Responsibilities:

- I. The agency will provide protection of property and personnel of the University, also in transit when so specified.
- II. Protect property/cash/documents of the University against burglary (where loss is due to entry after breaking the any entry lock/door/window/grill)
- III. Protection of cash and documents, when so specified in transit.
- IV. Regulate parking of vehicles in designated areas of the University.
- V. Prevent loss that is on account of lapse in "access control measures" at Entrance Gates of the University. Keep record of outgoing and incoming materials and prevent the movement of stores without University Gate Pass.
- VI. Assist Visitors to meet desired person/Department and keep records of visitors in register of the University.
- VII. Prevent defacing/damage to Institute property; buildings prevent Graffiti/ poster pasting etc.
- VIII. Provide early warnings and alerts, mobilizing trouble shooting elements, Quick response to mob gathering or mishaps etc. The security personnel should have knowledge of dealing with operational procedure of Fire safety mechanism/equipment at the University campus. The agency will also conduct periodic training in emergency drills and other safety drills, for security guards deployed at the University and University faculty/staff and students.



3. The Security Guards will have the following minimum qualifications/standards:

- I. Have a minimum educational qualification of 10thstd.
 - II. Guards in the age group of 20 – 40years
 - III. Be healthy, smart with good physical bearing.
 - IV. Be able to maintain documents, verifying Identity cards/ visitor passes etc; as per the security guidelines of the University.
 - V. Should have knowledge in First Aid/driving/handling wireless equipments /modern security gadgets etc.
 - VI. All Security Guards posted must be able to communicate in Assamese as well as in Hindi.
 - VII. They should be able to read/write in English language.
 - VIII. The guards must be capable of handling Fire safety equipment. And if necessary, the agency may get them trained at State Fire Safety Department for the purpose.
4. Discipline, dress and decorum of the guards will be the responsibility of the service provider. The guards shall be in proper uniform and shall conduct themselves to maintain peace and harmony in the University. The guards shall remain vigilant throughout their time of duty and shall be courteous with and helpful to the student community, the employees, the campus residents and visitors. The guards shall remain physically fit and mentally alert and in order to do so, no guard shall be allowed to continue on duty beyond one shift.
5. The Security personnel provided should be personnel of high integrity and confidence. A copy of the antecedent's verification certificate issued by the police about their staff or the security agency should be submitted to the University concerned.
6. The service provider shall be responsible for all aspects of security or security related subjects in the University.
7. The contractor should provide its personnel with seasonal and protective clothing, torches (with adequate supply of battery cells on monthly basis), whistle, lathis, rain coats, gum boots and cycles as are normally required for patrolling by the Security personnel.
8. The service provider shall ensure rotation of guards at the particular post at least once in a month with prior permission and intimation.
9. The agency shall also have to ensure the general discipline of the guards and take up night checks as well as provide on the job training schedules for the guards to make them acquainted with the security requirements of the campus as per the academic and administrative schedule of the University.
10. Penalty will be imposed in case the guards are found sleeping on duty or performing duties for longer periods than the shift hours. Security Guards may also be asked to perform such



other duties as may be essential for maintenance of security and discipline in the Campus. The agency shall ensure that the person deployed are not involved in any immoral act such as consumption of alcoholic drinks, paan, gutkha, smoking, loitering etc.

11. The Security Agency will be responsible for the safety of all the equipment, fixtures and any other property on the University. The agency will also have to inform the authorities about any pilferages noticed on the campus. The agency will be responsible for any theft and will be liable to make good the loss incurred.
12. The agency should be capable of integrating the existing technical gadgets which are held with the University, and ensure optimum utilization of the existing gadgets and systems with proper integration.
13. The agency will maintain a Daily Attendance Register which will be verified by the authorized person of the University.
14. The agency will provide additional manpower for specific functions like Convocation, Academic and Cultural programmes, Sports event etc. to the University with the agreed rates.

D. GENERAL TERMS & CONDITIONS

1. A **non-refundable compulsory tender processing fee of Rs. 1000/- (Rupees One Thousand)** only must be deposited through SBI Collect. (for depositing Bid Processing Fee go to <https://www.onlinesbi.sbi/>, click on SBI collect-Select Category as Educational Institutions-Search Educational Institute as Bhattadev University Bajali-Select Payment Category as Bid Processing Fee Rs. 1,000/- then fill in all the details—then click next—Click Next—Select payment type—then make payment) failing which the Bid will be rejected.
2. An **Earnest Money Deposit (EMD) of Rs. 20,000/- (Rupees twenty thousand)** only must be deposited through SBI Collect. (for depositing Bid Processing Fee go to <https://www.onlinesbi.sbi/>, click on SBI collect-Select Category as Educational Institutions-Search Educational Institute as Bhattadev University Bajali-Select Payment Category as Earnest Money Deposit (EMD) Rs. 10,000/- then fill in all the details—then click next—Click Next—Select payment type—then make payment) failing which the Bid will be rejected. The EMD of the successful bidder shall be kept as Security Deposit throughout the duration of the Contract.
3. The bidder shall not be permitted to bid if a relative is working in the University. He/she shall also intimate the names of persons who are working with him in any capacity or subsequently employed by him and whose relatives are as mentioned below:

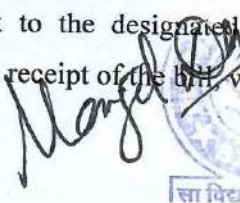
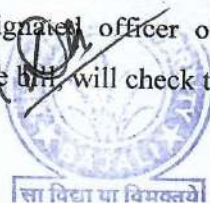


NOTE: A person shall be deemed to be a relative of another if, and only if, (a) they are members of Hindu undivided family; or (b) they are husband and wife; or (c) the one is related to the other in the following manner: Father, Mother (including step mother), Son (including step son), Son's wife, Daughter (including step daughter), Daughter's husband, Son's son, Son's son's wife, Son's daughter, Son's daughter's husband, Daughter's son, Daughter's son's wife, Daughter's daughter, Daughter's daughter's husband, Brother (including step brother), Brother's wife, Sister (including step sister) and Sister's husband.

4. That the persons deployed by the successful bidder / contractor under the contract shall be the employees of the bidder / contractor for all intents and purposes and that the persons so deployed shall remain under the control and supervision of the bidder / contractor (who is answerable to the Competent Authority of Bhattadev University or her/his representative) and in no case, shall an employer-employee relationship accrue/arise implicitly or explicitly between the said persons and the University.
5. The manpower engaged for the housekeeping/sanitation services are to be paid by the vendor a **fixed pay of Rs. 12,000/- only per month** and given other **benefits of EPF and ESIC**.
6. Subcontracting shall not be permitted.
7. The conditional bids shall not be considered and will be out rightly rejected in very first instance.
8. The person deployed for the tendered work should not be involved in any police case or have any case pending against them. Police verification certificate for the persons deployed for work to be submitted on demand.
9. The deployed personnel should be well-mannered and maintain the office decorum and discipline.
10. If in the opinion of the authorised representative of the University, the performance of any of the persons deployed is not satisfactory or he / she is not amenable to discipline or their behaviour is not conducive to retain them for the work, he / she should be replaced immediately.
11. The requirement of the housekeeping/sanitation services will be purely need based. Therefore, the manpower engaged may be increased or decreased at any time. The University will be under no obligation to have any specific number of manpower engaged for this service.

12. Payment conditions:

- I. The successful bidder will submit the monthly pre-receipt bills in duplicate after satisfactory completion of the work to the designated officer of the University for certification for payment. The officer, on receipt of the bill, will check the work record, and there after process

the bill for payment.

- II. All bills should be submitted on printed forms, duly signed and pre-receipt.
- III. Payment will be made by the University to the contractor on monthly basis on submission of bills in duplicate along with the certificate of satisfactory performance of work from the concerned office(s) of the University.
- IV. Income Tax and other statutory levies as applicable from time to time will be deducted from the bills of the successful bidder.
- V. In case of any delay in processing of the bills, the successful bidder would be required to ensure the payment of its workers by 7th of every month and there should be no linkage between this payment and settlement of the contractor's bill from the University.
- VI. Under no circumstances, advance payment will be made. The successful bidder has to make payments to its staff, statutory dues and claim it from the University along with proof.

13. Arbitration:

- I. In the event of any question dispute / difference arising under the agreement or in connection herewith (except as to matters the decision of which is specially provided under this agreement) the same shall be referred to the sole arbitration of the Vice-Chancellor, Bhattadev University or his nominee.
 - II. The award of the arbitrator shall be final and binding on the parties. In the event of such arbitrator to whom the matter is originally referred to is unable to act for any reasons whatsoever, the Vice-Chancellor, Bhattadev University shall appoint another person to act as arbitrator in place of the out-going arbitrator in accordance with the terms of this agreement. The arbitrator so appointed shall be entitled to proceed with the reference from the stage at which it was left by his predecessor or afresh as the case may be.
 - III. The Arbitrator may give interim awards(s) and / or directions, as may be required. Subject to the aforesaid provision, the Arbitration & Conciliation Act, 1996 and the rules made hereunder and any modification thereof from time to time being in force shall be deemed to apply to the arbitration proceedings under this clause.
14. The successful bidder shall do the necessary background, antecedent and integrity check of the persons it deploys at their own effort and cause and a copy of such report shall be sent to the University, before the person is actually deployed on site. The successful bidder shall not deploy any person who is not acceptable to the University. No person who has been convicted or is facing

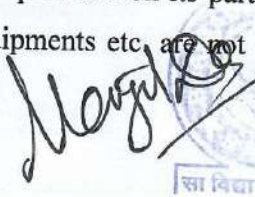
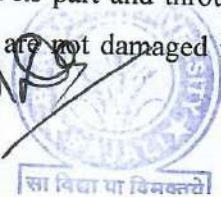
criminal proceedings or charges shall be deployed in the University and any such person shall be barred from participating directly or indirectly in providing the services. The successful bidder shall ensure that persons deployed by them shall possess good behaviour and shall immediately withdraw persons with bad record. The decision of the University on such matters will be final. The successful bidder shall ensure that proper discipline and decorum is maintained by the person deployed at all times while on duty or otherwise during their presence in the campuses. The successful bidder shall suspend, remove or terminate the services of any of their persons to fulfill its obligations. The persons shall work at any place that the University requires them to work.

15. The successful bidder should also ensure that the personnel deployed are medically fit & Certificate of their medical fitness is to be provided when called for.
16. The successful bidder or the agency/service provider shall engage such number of required employees as required from time to time. The said employees engaged by the agency/service provider shall be the employees of the agency/service provider and it shall be agency/service provider's duty to pay salary every month. There is no master & servant relationship and further that the said person of the service provider shall not have any claim for absorption in the University.
17. The agency/service provider's personnel shall not claim any benefit / compensation/ absorption / regularization of services under the provision of the Industrial Disputes Act, 1947 or Contract Labour (Regulation & Abolition) Act, 1970.
18. The agency/service provider's personnel shall not divulge or disclose to any person, any details of office, operational processes, technical know-how, security arrangements and administrative / organizational matters as most are of confidential / secret nature.
19. The agency/service provider's personnel working should be polite, cordial, positive and efficient, while handling the assigned work so that their actions promote goodwill and enhance the image of office.
20. The agency / service provider shall ensure proper conduct of his personnel in office premises, and enforce prohibition of consumption of alcoholic drinks, paan, gutkha, smoking, loitering without work.
21. The agency / service provider shall be responsible for any act of indiscipline on the part of persons deployed by it.
22. That the persons deputed shall not be below the age of 20 (twenty) years and not exceeding 40 (forty) years of age.





23. The agency / service provider has to provide Appointment letters and photo identity cards to the persons employed by it for carrying out the works.
24. The agency / service provider shall provide suitable uniforms to all employees. Such Employees without complete uniform will be treated as absent.
25. The agency/service provider shall ensure medical and accident insurance cover for employees not covered under ESIC. The University will not be responsible for any injury, accident, disability, or loss of life to the contractor or to any of its personal that may take place while on duty or otherwise. Any compensation or expenditure towards treatment of such injury, accident or loss of life shall be the sole responsibility of the contractor. The contractor has to make his own arrangements towards health insurance, accidental and disability coverage and domiciliary treatments of all personal engaged by them under their pay roll and submit a proof to this effect.
26. Workmen's Compensation Insurance to be taken at agency/service provider's cost and obtains from the underwriter of such insurer a waiver of subrogation in favour of the University. The agency/service provider shall be required to register and pursue realization of all insurance claims.
27. No remuneration will be paid to any staff for the days of absence from duty. This applies when there is no leave balance in account of the employee.
28. The agency / service provider shall provide replacement of any person leaving the job within 7 (seven) days at no extra cost. In case of delay, a penalty amount equals to 1 (one) month salary of the concerned employee will be deducted from the payment of bills.
29. In case of leave of the employees of agency / service provider, their applications should firstly be forwarded by the agency / service provider (either by written letter or by e-mail) and then it will be considered suitably by the designated official of the University. However, a long leave in excess of 7 (seven) days, suitable replacement should be provided by the service provider at no extra cost.
30. There will be a **penalty of 50% of daily wage** per person upon the personnel of the service provider for availing any unauthorized leave not considered by the competent authority. This penalty will also be applicable in case replacement manpower is not provided against persons availing 7 (seven) or more days of leave.
31. The University will not be liable for any loss, damage, theft, burglary or robbery of any personal belongings, equipment or vehicles of the personnel of the agency / service provider.
32. That the agency / service provider on its part and through its own resources shall ensure that the goods, materials and equipments etc. are not damaged in the process of carrying out the services

undertaken by it and shall be responsible for acts of commission and omission on the part of its staff and its employees etc. If the University suffer any loss or damage on account of negligence, default or theft on the part of the employees / agents of the agency, then the agency / service provider shall be liable to compensate for the same. The agency / service provider shall keep the University fully indemnified against any such loss or damage.

33. The agency / service provider and any individual assigned for the performance of the services shall comply with all of the University's standard operating procedures in place at the locations where the agency / service provider is performing work.
34. No part of the contract nor any share or interest therein shall in any manner or degree be transferred, assigned or sublet by the agency / service provider directly or indirectly to any person, firm or whosoever.
35. Either party can terminate the agreement by giving 2 (two) months' notice in advance. If the agency fails to give 2 (two) months' notice in writing for termination of the agreement, then Security Deposit will be forfeited.
36. That on the expiry of the agreement, unless extended formally, the agency will withdraw all its personnel and clear their accounts by paying them all their legal dues.
37. In the event of any dispute arising touching any of the clauses of the agreement, the matter will be referred to the Vice-Chancellor whose decision shall be binding on both the parties.
38. The personnel of the agency / service provider shall not join any labour union or resort to strikes or demonstrations or any other agitation of this nature. The personnel shall neither directly or indirectly join nor assist any commotion of civil nature and they will render their sincere services during any kind of natural calamities to their best extent. The personnel must not in any way act against interest of the University.
39. The contract shall be interpreted and have effect in accordance with the law of India and any suit or other proceeding relating to this contract lies within the jurisdiction of the **Gauhati High Court**, Guwahati.
40. The Registrar of Bhattadev University reserves the right to:
 - a) Withdraw / relax any of the terms and conditions mentioned above so as to overcome the problem encountered by the contracting parties.
 - b) Accept or reject any or all the tenders without assigning any reason whatsoever and his decision shall be final and binding on the Tenderer.




[Handwritten Signature]

- c) Terminate the contact at any time without assigning any reasons by giving a one month notice to the contracting agency/firm/company.
- d) Suitably increase / reduce the scope of work put to this tender. In case of any ambiguity in the interpretation of any of the clauses in Tender document or the contract document, interpretation of the clauses by the University shall be final and bindings on all parties.

41. Force Majeure:

The term "force majeure" shall mean, acts of God, war revolt, riots, fire, flood and act and regulations of the Government of Assam/India or any of its authorized agencies. In the event either party being rendered unable by Force Majeure to perform their obligations to be performed by them under this agreement, the party affected shall notify the other party in writing within 7(seven) days of the occurrence of such alleged Force Majeure. Neither of the two parties shall be liable for any penalty/payment during the period of force majeure.




Registrar
Bhattadev University
Registrar
Bhattadev University, Bajali

Bidder's Details

Sl. No.	Particulars	Details to be filled
1.	Name and Address of the Applicant Firm/Company/Proprietary Concern(relevant documents to be produced)	
2.	Mobile number with Email ID of the person to be contacted	
3.	PAN number	
4..	Registration number	
5.	GST Registration Number	
6.	Bank details	
	a)Name in A/C	
	b) A/C No.	
	c)Name of the Bank	
	d)Name of the Branch	
	e)IFS Code of the Branch	
7.	Details of experience (If any)	

Signature with Official Seal:

Name & Address of the Applicant:

Place:

Date:

Mangal D.



Price / Financial Bid

Sl. No.	Rate of Service Charge (in %)
1	

A break-up of the total cost for 10 numbers of guards for 1 (one) month is to be shown separately, as per the format below:

Fixed Pay (in Rs.)	EPF (12%)	ESIC (3.25%)	Wage (in Rs.)	No. of Manpower	Total Wage (in Rs.)	GST (18%)	Service Charge (in %)	Total amount per month (in Rs.)

Date:

Seal & Signature of Bidder

Place:

Full Address:

Phone No.:

Email:

Mangal Das
