



**REQUEST FOR PROPOSAL  
FOR  
PROVIDING SECURITY SERVICES  
AT  
CEPT UNIVERSITY, MAIN CAMPUS, AHMEDABAD**



**Tender Fee** • Rs. 15,000/-

**Address:-**

CEPT University, K L Campus, University Road, Navrangpura, Ahmedabad- 380009  
Ph.:079 – 68310000, ext 104/ 236/ 451  
E-mail: campus.tenders@cept.ac.in  
URL: [www.cept.ac.in](http://www.cept.ac.in)

## CONTENTS

<b>SECTION-I INSTRUCTION TO BIDDERS .....</b>	<b>1</b>
1. NOTICE INVITING TENDER	1
2. ELIGIBILITY CRITERIA	2
3. PLACE OF WORK	2
4. RATES, TAXES AND PRICES:-	2
5. TENDER FEE:	3
6. EARNEST MONEY DEPOSIT (EMD):	3
7. BANK DETAILS OF “CEPT UNIVERSITY” FOR ONLINE PAYMENT OF TENDER FEE AND EMD	3
8. BID VALIDITY	3
9. BID SUBMISSION	3
10. BID EVALUATION	4
11. SECURITY DEPOSIT:	4
12. PAYMENTS	5
13. AWARD OF CONTRACT	5
<b>SECTION-II SCOPE OF WORK, CONDITIONS OF CONTRACT .....</b>	<b>6</b>
14. SCOPE OF WORK	6
15. CONDITIONS OF CONTRACT	8
<b>SECTION-III ANNEXURES AND FORMS .....</b>	<b>14</b>
ANNEXURE-A: TECHNICAL BID PROFORMA	14
ANNEXURE-B: EXPERIENCE DETAILS	20
ANNEXURE-C: AGREEMENT PROFORMA (DRAFT)	21
ANNEXURE-D: ACCOUNTS DETAILS FILLED BY BIDDER	23
ANNEXURE-E: FINANCIAL BID PRO FORMA	24
ANNEXURE-F: CEPT CAMPUS KEY PLAN	26

## Section-I Instruction to Bidders

### 1. Notice Inviting Tender

CEPT University (referred as a "Client" hereafter) is inviting sealed quotations from established, reputed and experienced service providing firms to provide Security services at CEPT University Main campus, Navrangpura, Ahmedabad-380009

Name of work	Providing Security Services at CEPT University Main Campus, Ahmedabad
Duration of Contract	12 Months starting <b>1<sup>st</sup> July 2025</b>
Bids Open from	<b>Date 18/04/2025</b> by 11:00 hrs
Online technical data submission Link	<a href="#">security services online form</a>
Pre Bid Meeting	<b>Date 24/04/2025</b> between 16.00 hrs to 17.30 hrs
Last date for bid submission	The technical bid data submission shall be in <b>online form</b> , and only financial bid to be submitted in hardcopy in the format as prescribed in <b>Annexure-E</b> in sealed cover (labeled with "offer for providing security services at cept university main campus-financial bid") before or on Date <b>30/04/2025 till 18:00 hrs</b>
Tender Fee	<b>Rs. 15,000/-</b> (Rupees fifteen thousand only)
EMD	<b>Rs. 3,00,000/-</b> (rupees three lakh only)
Security Deposit & Bank Guarantee (to be deposited at the time of award of contract)	Successful Bidder has to deposit Security deposit of <b>Rs. 7,50,000</b> and Furnish Bank Guarantee of <b>Rs. 7,50,000</b> from scheduled nationalized bank in the name of CEPT University comprising full value of <b>Rs. 15,00,000</b> before commencement of work
Contact details for bid related communications	For any other queries please connect with concerned officials during office hours (10 am to 6 pm) <ul style="list-style-type: none"> <li>Mr. Kushal Gajjar (Purchase office) Contact no. - 079-6831000 ext 236</li> <li>Mr. Ajay Patil/Divyesh Sharma (Campus Office) Contact no. - 079-6831000 ext 324/451 Email ID: <a href="mailto:campus.tenders@cept.ac.in">campus.tenders@cept.ac.in</a></li> </ul>
Financial Bid (hardcopy) submission address	CEPT University, Kasturbhai Lalbhai campus, university road, Navrangpura, Ahmedabad- 380009

#### Terms:

- Complete set of tender documents, link for online data submission will be available on CEPT University website <https://cept.ac.in/24/1379/campus-services/security-services-at-cept-university-main-campus> from **18/04/2025 to 30/04/2025**
- Technical bid details shall be submitted in prescribed online form only along with payment details of Tender fee, EMD and necessary supporting attachments, only financial bid to be submitted in hardcopy format.
- Bid submitted in other than specified format and without Tender fee and EMD (Earnest Money Deposit) will be straightaway rejected without any prior information.
- Bidder will be provided with only one chance per firm/agency for online bid submission (with google account only); hence it is advisable to refer all tender documents carefully before submitting the tender.
- CEPT University will not be responsible for any delay in online bid submission caused by network-technical issue and in financial bid submission caused by courier/post.
- For any query related to scope of work, terms and other information mentioned in tender document, communication to be done only with above provided contact details preferably via email.
- CEPT University reserves the right to accept or reject any bid, and to cancel the bidding process and reject all bids, at any time prior to award of contract, without incurring any liability to the affected bidder or bidders.

Thanking You,  
CEPT University

## 2. Eligibility Criteria

2.1. Bidder must possess statutory requirement:

- PAN
- GST
- Valid company registration
- Valid License to provide security services
- PF and ESI Registration
- Professional tax registration number

2.2. Bidder should have experience in providing security services at reputed and established organizations **not less than 5 years** and preferably served educational Institution.

2.3. Bidder should have average annual turnover of **Rs. 4.5 Crore** for last three financial years. Balance sheet and audited statement, certified by chartered accountant for last three financial years to be furnished.

2.4. Bidder should not have been black listed by any central/state govt. /Autonomous body/PSU. Declaration to be furnished.

If any of the information provided by the bidder is found to be incorrect, fake or fabricated, the contract will be terminated, and EMD/security deposit will be forfeited.

## 3. Place of Work

3.1. CEPT University main campus (including south campus comprises of GIDC Bhavan, CEPT Workshop, Studio Building and FM building) consists of various faculty buildings and office premises spread over 16 acre of land.

- Address CEPT University, K L Campus, University Road, Navrangpura Ahmedabad, 380009

## 4. Rates, Taxes and Prices:-

4.1. Bidders should quote unit price in the prescribed financial bid format as per **Annexure-E**

4.2. Prices quoted shall be **inclusive of other statutory charges, allowance and management charges, GST to be mentioned separately as mentioned in the price bid format.**

4.3. Prices quoted and accepted shall be valid for the period of contract and will be binding on the bidder. The quoted prices shall remain fixed throughout the contract period, with the only exception being revisions due to changes in minimum wage rates. In case of contract extension, the rates will be revised as per prevailing minimum wages and mutual negotiation on agency's service charge.

## 5. Tender Fee:

- 5.1. Bidder has to submit rupees 15,000/- (Rupees fifteen thousand only) as tender fee in favor of "CEPT University" through online payment mode only.
- 5.2. Tender fee submitted by bidder is non-refundable and will not be refunded in any case.

## 6. Earnest Money Deposit (EMD):

- 6.1. Bidder has to submit rupees **Rs. 3,00,000/- (Rupees Three Lakh Only)** as EMD in favour of "CEPT University" through online payment mode only.
- 6.2. MSE's & MSME's (According to Rule 170 of GFR) certification for FAME service category will be facilitated by providing them tender sets free of cost, exempting MSEs from payment of earnest money deposit, adopting e-procurement to bring in transparency in tendering process. However, the exemption from paying of Performance Bank Guarantee is not covered under the policy. (for availing the MSE-MSME exemption, certificate of FAME service category to be attached in technical bid data) ss
- 6.3. EMD deposited at the time of tender submission (in case non-MSME waiver case) shall be returned within one month after award of contract for unsuccessful bidders.
- 6.4. EMD stand forfeited if the bidder fails to commence the work as per contract schedule.
- 6.5. There will be no Interest payable on EMD.

## 7. Bank Details of "CEPT University" for online payment of Tender fee and EMD

<b>Name of Account Holder</b>	CEPT UNIVERSITY
<b>Address</b>	K.L.CAMPUS,OPP GUJARAT UNIVERSITY,NAVRANGPURA
<b>City</b>	AHMEDABAD
<b>State/Province</b>	GUJARAT
<b>Postal Code</b>	380009
<b>Phone Number</b>	079-6831000
<b>Country</b>	INDIA
<b>Account Number</b>	002401039324
<b>IFSC CODE</b>	ICIC0000067
<b>Account Type</b>	Savings

## 8. Bid validity

- 8.1. Proposal will remain valid for **120 days** from the date of submission.

## 9. Bid submission

- 9.1. Interested parties can download complete Bid document from client's website <https://cept.ac.in/24/1379/campus-services/security-services-at-cept-university-main-campus> from **18/04/2025** by 11: 00 hrs.
- 9.2. Interested parties are advised to attend pre bid meeting session on 24/04/2025 on 16.00 hrs at "bid submission address" to get brief idea about the services.
- 9.3. The technical bid data submission shall be in [online form](#), and only financial bid to be submitted in hardcopy in the format as prescribed in Annexure-B in sealed cover (labeled with "**offer for providing Security services at CEPT University Main Campus-financial bid**") with complete name

of bidder, before last date of financial bid submission at the bid submission address mentioned below latest by **30/04/2025 before 18: 00 Hrs.**

**Chief Purchase Officer (CPO), CEPT University, K L Campus, University Road, Navrangpura, Ahmedabad-380009**

Any bids not submitted in the prescribed format or prescribed manner shall not be considered.

- 9.4. Bidders are advised to visit the campus (with prior approval only) sufficiently in advance of the date fixed for submission of the bid. A bidder shall be deemed to have full knowledge of all the relevant documents, site, and nature of work.
- 9.5. Proposals without Tender fee, EMD and other required documents shall not be considered for further evaluation process.
- 9.6. Proposals received after the prescribed time and date shall be rejected.

## 10. Bid Evaluation

10.1. Technical bid data will be evaluated as mentioned in the table below, marking will be done for each criteria after verifying the valid and relevant supporting documents submitted (attached with online form submission) by bidder.

Sr. no.	Criteria	Weightage marks (upto)
1	Experience of running Security services during last 5 years	25
2	Experience of running Security services in similar nature educational institutes	10
3	Acknowledgement copy of IT return and Balance sheet certified by chartered accountant validating average annual turnover of <b>Rs. 4.5 Crore</b> for last three financial years i.e. 2022-23, 2023-24 and 2024-25 (in case FY 2024-25 not available, FY 2021-22 can be submitted)	25
4	Clientele feedback obtained from clientele ref. provided in technical bid Proforma	10
5	Present manpower strength based on present client list provided in technical bid Proforma.	20
6	Agency Profile (management/staff related policies/training facilities etc.)	10

Minimum 70 marks is mandatory to qualify for financial bid opening.

- 10.2. During the evaluation process, if the requirement of any additional information arises, the bidder will be asked to furnish the same in stipulated time duration. Additional information not supplied in time will not be considered.
- 10.3. Once the technical bids evaluation process gets completed, financial bid of qualified bidders will be opened for further process.

## 11. Security Deposit:

- 11.1. Successful Bidder has to deposit an interest free Security deposit of **Rs. 7,50,000**, and Furnish Bank Guarantee issued by scheduled nationalized bank of **Rs. 7,50,000** in the name of CEPT University comprising full value of **Rs. 15,00,000** before commencement of work.
- 11.2. Security Deposit can be forfeited, and Bank guarantee will not be released if bidder fails to deliver required items and services as per contract conditions or in case of any breach of any terms.
- 11.3. Security deposit and bank guarantee will be refunded and released respectively within two months after

the successful completion of the contract and fulfilling of all legal compliances and deductions if any applicable; there will be no interest payable on it for said period.

## 12. Payments

12.1. Monthly Invoice Payment will be made within 15 to 21 working days after submission of following documents pertaining to billed month (i.e. if billing for January month, then all related compliance document to be submitted for same (January) month) and the invoice being duly verified and checked by Client.

- a) Monthly invoice along with certified attendance sheet received from client.
- b) Salary register for billed month for staff engaged in contract with client.
- c) Copy of bank statement for the wages were credited to employees' bank account for the billed month.
- d) Copy of challan and payment receipt for PF for the billed month.
- e) Copy of challan and payment receipt for ESIC for the billed month.
- f) Copy of **ECR (Electronic Challan cum Return)** sheet reflects individual ESI/EPF contributions corresponding to each staff member for the relevant period, with the relevant entries clearly highlighted.
- g) Form 5 for payment receipt of Professional Tax for billed month.
- h) All the above compliance documents shall match the certified attendance.

12.2. Penalty and Incentive terms

- a) Penalty of **Rs. 15,000/-** flat- in case of manpower attendance less than 85% of estimated monthly manpower requirement.
- b) Incentive of **Rs. 10,000/-** flat, in case of manpower attendance equal to or more than 98% of estimated monthly manpower requirement.
- c) Penalty for negligence in duty = Rs.100/- per incident with intimation to you and consent\confirmation from you will be levied.
- d) Penalty in case person found without proper uniform = Rs. 100/- per person per incident with intimation to you and consent\confirmation from you will be levied.
- e) Penalty for misbehavior = Rs. 100/- per incident with intimation to you and consent\confirmation from you will be levied.
- f) Any person leaving the client premises shall be with exit checkout only. If a person has left the premises without exit record, it shall be treated as malpractice and for first incidence a penalty of Rs. 1000/- per person per incident will be deducted from the bill, second incident and subsequent incidents will be Rs. 2500/- person per incident.

## 13. Award of Contract

13.1. The Service contract will be awarded to the successful bidder whose bid has been considered most suitable in terms of technically and financially for the said work.

13.2. Client reserves the right to increase or decrease the quantity of manpower and also reserves the right to cancel or revise or modify the contract terms without giving any reasons and reasons and without incurring any cost for such change.

13.3. President, CEPT University shall be the final authority to reject full or any part of the bidders/contractors contract, which is not confirming to the specifications and other terms and conditions. No payment shall be made for unsatisfactory service(s).

## Section-II Scope of work, Conditions of Contract

### 14. Scope of Work

The selected Bidder (hereinafter described as "Bidder") shall be responsible to provide Security services at CEPT main campus (including south campus comprises of GIDC Bhavan, CEPT Workshop, Studio Building and FM building) by supplying experienced and well trained Security manpower.

14.1. Estimated manpower requirement shall be as under for providing 24X7 (in 3 shifts) security services at CEPT Main Campus

Category	Manpower Detail	Manpower Deployment (8hrs shift)			Total
		First Shift (7 am-3 pm)	Second Shift (3 pm-11 pm)	Third Shift (11 pm-7 am)	
A	Security Supervisor (male)- Ex-Service man	1	1	1	3
B	Assistant Security Supervisor (male)- Patroller	1	1	-	2
C	Security Guard- Female	2	2	2	6
D	Security Guard-Male	19	16	11	45
Grand Total		23	20	14	56

NOTE: - Category A is Ex-Service person follow DGCR Rates  
Category B, C and D are civilian and follow state minimum wages

14.2. Indicative job description is mentioned against respective manpower category as below: -

#### **Supervisor**

- (i) Supervisor will be a person in the first-line management who monitors and regulates security staff for their performance with regard to assigned or delegated tasks.
- (ii) Supervise and keep monitoring the security staff as per the company's policies and rules.
- (iii) Educate the security staff on the various procedures and systems approved by the management.
- (iv) Conduct training activities for the security staff.
- (v) Maintain security equipment and gadgets.
- (vi) Deploy security personnel for optimum use so as to ensure total security of the institute/organization/residential quarters.
- (vii) Ensure the maintenance of entry and exit log.
- (viii) Prepare and sign all daily security report.

- (ix) Monitor inward and outward loading of goods, provision and other materials.
- (x) Report all violation of Institute's rules and regulations and special orders to the concerned authority as per mentioned hierarchy.
- (xi) Support other security personnel for controlling any unpleasant incident.

#### **Assistant Supervisor cum Patrolling Person**

- (i) Patroller will be a person who is second line of command after supervisor, who assist supervisor for his job alongwith allotted patrolling related routine tasks.
- (ii) Perform regular patrolling four times in a shift (twice in first half and twice in second half) of entire campus area (i.e. Entry Points, Parking, Canteen Area, All the common areas etc.) as per defined patrolling route and schedule and to maintain daily logbook for patrolling observations.
- (iii) In case of any unidentified Personnel involved in any suspicious activity observed necessary identity check to be performed. If the person fails to produce valid identity and justification he\she will be asked to leave the campus immediately and same to be reported to reporting authority i.e. Security Supervisor and Campus Office.
- (iv) Assisting Campus Supervisor for Night Patrolling during Night Outs and Special events for ensuring safety and security of Students and Staff members.
- (v) If any person who is doing Photography/Videography in campus, enquire about the permission as Photography/Videography without approval is strictly prohibited in CEPT University campus, if the person fails to produce such permission ask the person to leave the campus immediately.
- (vi) Ensure Electrical Equipment are in "OFF" mode for Open areas while not in use.
- (vii) Ensure Common Buildings are in "Locked" position while not in use and in case it found "Without Lock" position inform the same to Security Supervisor.

#### **Security Guards**

- (i) Security personnel should reach at his\her deputed post atleast 15 minutes prior to beginning of duty.
- (ii) Obey and pass on to other Security personnel all orders and instructions received from Supervisor.
- (iii) Assist prospective students, guests, and visitors by providing accurate information and guidance to help them navigate and reach their desired venues within the CEPT University campus
- (iv) Prevention or detection of intrusion, unauthorized entry or activity, vandalism or trespass on private property.
- (v) Prevent or detect theft, loss, embezzlement, misappropriation or concealment of merchandise, money, valuables, documents or papers.
- (vi) Be watchful while on night patrol and check all persons and allow no one to pass the security gate without proper authorization.
- (vii) Work as a team with other security personnel to ensure optimal safety of the person/organization and communicate frequently with each other.
- (viii) Make proper entry in the visitor log by verifying the Identity of person (in offline as well as online mode).
- (ix) Leave his\her post only after giving charge to the other Security Personnel.

- (x) Adhere to and enforce established rules, regulations, policies and practices by CEPT University.
- (xi) Report incidents as per the procedure.
- (xii) At any point of time, especially between 7.00 pm and 9.00 am security personnel will ensure to remain present for emergency response.
- (xiii) Security Personnel deputed at CEPT University to be vigilant and alert at all times.

Apart from above an indicative SOP (Standard Operating Process) for Security Staff need to be followed which describing detailed activity list for manpower category and space of deputation.

## 15. Conditions of Contract

- 15.1. Staff engaged in security services by the bidder should not have any police records/criminal cases against them. The bidder should make adequate enquiries about the character and antecedents of the persons whom they are recommending. The character and antecedents of persons will be verified by the bidder through local police in form of certification, collecting identity & residence proofs and submit the same with recent photograph with client within a month period for contract commencement.
- 15.2. Preferred age for civilian security personnel should be between 30-45 years and can be relaxed upto 50 years in special case with permission: preferred age for Ex-serviceman should not be more than 50 years and can be relaxed upto 55 years (such age limit relaxation needs prior approval and justification).
- 15.3. All the staff should report atleast 15 minutes prior to their duty timings.
- 15.4. In the event of any Security personnel being on leave/absent, bidder shall ensure the suitable alternative arrangement to make up for such absence. To meet such eventualities bidder shall make provision of relievers.
- 15.5. Bidder shall not appoint any sub-contractor for the work assigned, if found doing so, the contract may get terminated without any advance notice and cause forfeit of security deposit and /or retention money.
- 15.6. In case of prolonged non-performance and inability to fulfill service requirements, client reserves the right to terminate the contract after giving 15 days' notice in writing.

It will be the sole responsibility of the bidder to abide by the provisions of the following statutory acts and as and when asked necessary supporting documents need to be submitted with client.

The bidder agrees that it shall implement, observe and comply in-total with all applicable central, state and local acts, Labour laws, enactments, rules, regulations, schemes, notifications, codes, etc. including but not limited to the following in performing its obligations whatever, wherever and whenever required for its business such as:

- a. To procure or obtain relevant registrations, licenses, permits and certificates etc. bidder will not start work without obtaining required registrations/Licenses i.e. P.F., E.S.I.C, Professional tax, W.C. Policy, BOCW etc.. Vendor will submit all registration and licenses to CEPT before starting the work.
- b. To revalidate or renew promptly registrations, licenses, permits and certificate etc.
- c. To pay and remit taxes, levies, fees, contributions, compensation etc.

- d. To produce for audit or inspection by labour authorities, evidence of all of the above and hereunder or as applicable in future including but not limited to, in fulfilling its statutory obligations and comply with all relevant labour laws including
- (i) The Equal Remuneration Act
  - (ii) The Employees' Provident Funds and Miscellaneous Act, 1952
  - (iii) The Employees' compensation Act, 1923
  - (iv) The Payment of Wages Act, 1936
  - (v) The Industrial Disputes Act, 1947
  - (vi) The Minimum Wages Act, 1948
  - (vii) The Employees' State Insurance Act, 1948
  - (viii) The Maternity Benefit Act, 1961
  - (ix) The Payment of Bonus Act, 1965
  - (x) The Contract Labour (Regulation and Abolition) Act, 1970.
  - (xi) The Payment of Gratuity Act, 1972
  - (xii) Child And Adolescent Labour (Prohibition And Regulation) Act, 1986
  - (xiii) The Inter-State Migrant Workmen (Regulation of Employment and Conditions of Service) Act, 1979
  - (xiv) Any other act or legislation which may govern the nature of the contract

The bidder shall extend all the benefits under various labour laws or other similar statutory provisions to its Personnel deployed at the designated place and shall insure all its personnel under an appropriate renewed insurance policy under the Workmens' Compensation Act, 1923. The bidder undertakes and assures to absolve and indemnify CEPT fully from all liabilities with regard to the applicable labour laws and also from all the liabilities with regard to all other statutory enactments to the extent applicable.

It is clearly understood by the bidder that, should CEPT be called upon to make any payment including any penalty to any authorities in this behalf, the bidder shall immediately reimburse such amounts with its incidental charges to CEPT without any protest, during the currency of this Agreement or even after this Agreement is terminated.

At the time of closure or ending of contract period, bidder is required to furnish a notarized declaration that, there is no pending payment for any compliance from bidder at CEPT University, and if any discrepancy for payment towards PF, ESI etc. and Govt/ Municipal corporation or any agency or any of bidder's employee arises in future CEPT University will not be liable for the same. After receiving such declaration your pending payments (SD/applicable pending payments) will be processed.

- 15.7. Labour license will be applicable as per the provisions of The Contract Labour (R&A) ACT,1970 and Gujarat Rule,1972.
- 15.8. Any liability arising on client due to bidder's work shall be deducted from the bills of the bidder and if the full amount is not recovered then the same shall be recovered from the security deposit of the bidder. Client will not be accountable for any liability towards the workers of the bidder.
- 15.9. Client reserves the right of altering the specifications of works of adding to or removing any items of work or of having portions of the same carried out departmentally or otherwise and such alterations and variations shall not violate this contract.

- 15.10. In the event of the bidder fails to execute the work under contract in whole or in part an alternative arrangement will be made by client at the risk and cost of the bidder besides applicable fine/ penalty.
- 15.11. The bidder shall be liable to pay compensation against any loss and damage caused to property of client or its students by the bidder or his staff.
- 15.12. The bidder shall personally be responsible for the conduct of his staff and in case of any complaint received against any staff; bidder will be under obligation to change the worker when instructed by authority. The bidder shall observe all the laws and will be responsible for any prosecution or liability arising from breach of any of those laws. Client will not hold any responsibility with regard to staff on the role of the bidder what so ever.
- 15.13. The bidder and his staff shall follow the rules and regulations of the institute in force and instructions given to them from time to time. Client reserves right to take action against the bidder for violating the same.
- 15.14. Security manpower requirement on daily basis as mentioned in **clause no. 14** to be fulfilled by bidder for all the days (7 days X 24 Hrs working) failing to which a penalty will be levied as per penalty terms.
- 15.15. bidder's staff shall follow necessary record procedures (offline and online) performed by security endorsements at entry points of client premises while entering and existing the client premises.
- 15.16. The Security staff should be properly dressed (preferably category wise different uniforms) and should carry identity card while working in client premises.
- 15.17. Security guards deployed by bidder shall have literacy level of secondary education for security guards and matriculation for supervisor category.
- 15.18. The bidder shall deploy security guards trained in all facets of security work, parking area responsibility and firefighting. The Bidder shall provide necessary undertaking and documentary evidence in this regard
- 15.19. The visitors shall be regulated as per CEPT University procedure and records thereof maintained as stipulated. Further, the visitors shall be attended with due courtesy
- 15.20. Any action on the part of the bidder to influence any officer of the institute or canvassing in any form shall make the bid liable for rejection.
- 15.21. The contract will be for the period of **12 months** initially, which can be extended further on satisfactory performance of the previous year of the contract. Client may renew/extend the contract to such further period(s). However, it shall be with consent / written request by the bidder in this regard.
- 15.22. The contract shall remain valid for the specified period and shall automatically terminate upon expiry, unless extended in writing by the Client. The bidder shall have no right to claim renewal or preference for future contracts.
- 15.23. During the said contract period, if requirement arises client may increase or decrease quantity of manpower, bidder need to fulfill the on same charges, which are finalized for contract.
- 15.24. If it is observed at any stage that the quality of work is not satisfactory, client reserves the right to terminate the contract/workorder as a whole. In such case the security deposit can be forfeited, and the bidder will have no claims whatsoever on the client.
- 15.25. The bidder shall be solely and fully responsible for any accidents, mishaps, injuries, disabilities, or deaths involving their engaged personnel, agents, sub-contractors, or any sub-agency while performing duties related to the contract. The bidder shall indemnify and hold harmless the client, the institute, and their officers, servants, and agents from any claims, liabilities, or legal

actions arising out of such incidents, including third-party claims related to property loss or damage, personal injury, or death. It shall be the bidder's responsibility, at their own cost and initiative, to ensure full compliance with all applicable laws and statutory requirements such as the Workmen's Compensation Act, Fatal Accidents Act, Personal Injuries (Compensation Insurance) Act, and any other relevant legislation in force from time to time. Furthermore, all personnel deployed by the bidder at the client's premises must be covered under valid accidental and life insurance policies, and the bidder shall submit the relevant supporting documents to the client as proof of such coverage.

- 15.26. Client will provide the required working space for the supervisor to carry out day to day operations. The allotted space should be kept well maintained during the contract period and need to handover in proper condition at the end of contract, any damage or loss to allotted space will be recovered from bill /security deposit/retention money.
- 15.27. The supervisor deputed at client premises will act as single point of contact for rest Security staff; client will share the necessary directions to him/her which need to be further shared with rest security staff, bidder has to make a provision of adequate Backoffice support to manage the deficit or reliving manpower arrangement and in any case supervisors deputed at client premises shall not be responsible or asked by bidder to get into that.
- 15.28. A senior level representative of Bidder shall visit client premises at least once-a-week and review the service performance of its personnel. During the weekly visit, Bidder's representative shall also meet the client's officer Incharge dealing with service under the contract for mutual feedback regarding the work performed by his personnel and removal of deficiencies, if any, observed in their working.
- 15.29. If the bidder wishes to replace any personnel, it must first obtain the prior concurrence of the client. Likewise, if the client requires the replacement of any personnel for any reason, the bidder shall ensure such a replacement is carried out promptly and without any additional cost.
- 15.30. Bidder shall ensure that the personnel deployed are disciplined and do not participate in any activity prejudicial to the interest of the Client /Govt. Of India/any State/or any Union Territory.
- 15.31. The day-to-day operations shall be carried out in consultation with and under direction of the client's officer Incharge. Proposals for efficient functioning of the Security activity shall be discussed, considered and implemented from time to time by bidder with the approval of client.
- 15.32. In case of any theft or pilferages, loss or other offenses, Bidder shall investigate and submit a report to client and maintain liaison with the police. FIR will be lodged by client, wherever necessary. If need be, joint inquiry comprising of both the parties shall be conducted and responsibility fixed.
- 15.33. As and when client requires additional manpower on temporary or emergency basis, bidder shall depute such manpower under the same terms and conditions. For the same, a notice of two days will be given by the client. Similarly, if the Security personnel deployed by bidder any time are found absent or found engaged in irregular activities, client shall deduct the requisite amount on pro rata basis from the bill of bidder besides the imposition of penalty for non-observance of the terms of contract.
- 15.34. Bidder shall arrange to maintain at the daily shift-wise attendance record of the Security personnel deployed showing their arrival and departure time. Bidder shall submit to client an attested photocopy of the attendance record and enclose the same with the monthly bill.
- 15.35. Bidder shall have to submit certificate along with monthly bill, that all legal dues of employees like PF etc. have been fulfilled by bidder along with attendances muster, monthly wages register, ESIC challan\WCP documents, PF challan, Professional Tax challan, etc.

- 15.36. There shall be no increase in rates payable to Bidder during the Contract period, except reimbursement of the statutory wages revised by the Government.
- 15.37. Client will reimburse bidder to the extent of the amount of variation arising out of the upward revisions in minimum wages as per labor commissioner of Gujarat\govt. Of India above the rates mentioned in the contract and derived statutory obligations thereof, provided the documentary evidence is produced by bidder making such payments to that extent only.
- 15.38. The Income-tax as applicable shall be deducted from the bill.
- 15.39. For any dispute regarding any contract terms, decision of The President-CEPT University shall be final and shall be binding to Bidder.
- 15.40. After reporting in beginning of shift, any person leaving the client premises shall be with exit checkout only. If a person has left the premises without exit record, it shall be treated as mal practice and for first incidence a penalty of Rs. 1000/- per person per incident will be deducted from the bill, second incident and subsequent incidents will be Rs. 2500/- person per incident.
- 15.41. If client decides to implement biometrics for attendance of Security staff, the bidder shall follow the same and ensure entry-exit punching of all the personnel and same shall become basis for payment.
- 15.42. Usage of mobile headphone/earphones by working staff is strictly not allowed while on duty; usage of mobile phone by working staff is to be limited to emergency cases only while on duty.
- 15.43. Security personnel employed will not approach CEPT directly for any issues relating to their Salary and its related matters or any internal disputes, they shall be instructed to approach your company in any case.
- 15.44. Unless expressly excluded in the Contract, the bidder shall be responsible for performing all such works and services which, though not specifically mentioned in the Contract, can be reasonably inferred as necessary for the successful and timely Completion of the Works and/or Services. Such works and/or services shall be deemed to be included in the bidder's scope as if expressly stated herein.
- 15.45. The Bidder shall declare, through a duly notarised Affidavit, that no legal proceedings and/or industrial disputes have been initiated by any current or former employee of the Bidder— whether operating as a company, proprietorship, or partnership—against the Principal Employer, claiming wages, employment, or any other payments. This declaration shall apply to all employees and partners associated with the Bidder, regardless of their prior designation or role. In the event that this declaration is found to be false or misleading, Client reserves the right to terminate the contract forthwith and/or initiate any other action as deemed appropriate in the overall interest of the Institute.
- 15.46. Client, as the Principal Employer, reserves the right to deduct and disburse any claims made by individuals or parties employed by the bidder, on any account related to their employment. The Security Deposit shall be released only upon the bidder providing an undertaking stating that, in the event any worker or their legal heir raises a claim for dues or compensation under the Industrial Disputes Act, 1947, the Workmen's Compensation Act, 1923, or any other applicable labour law, and if the appropriate authority directs payment, the bidder shall be responsible for settling such claims or indemnifying client, as the Principal Employer, is required to make such payments.
- 15.47. In the event of any security personnel being on leave or absent, the bidder shall ensure that suitable alternative arrangements are made to maintain uninterrupted security services. To address such situations, the bidder shall maintain a sufficient leave reserve to provide immediate replacements as required.
- 15.48. The bidder shall maintain full control and supervision over its deployed personnel and shall issue detailed working instructions, duly approved in advance by the client's officer Incharge,

outlining the specific roles and responsibilities of each security staff member. The bidder shall ensure that all personnel maintain personal hygiene and free from any communicable disease, wear clean and proper uniforms with clearly displayed ID cards, and conduct themselves with courtesy, discipline, and efficiency at all times. The bidder shall also be responsible for providing regular briefings, guidance, and directions to its staff for the effective execution of duties as assigned by the bidder or client.

15.49. The bidder shall ensure timely payment of entitled wages to all personnel engaged by them, as per the following terms:

(i) Wage Disbursement Deadline:

Wages for each month shall be credited to the respective employees' bank accounts on or before the 7th day of the following month. This obligation shall be adhered to irrespective of the payment/release status of the bidder's bill by the client, including any delays in verification, documentation, or amendments. No relaxation shall be permitted.

(ii) Mode of Payment:

Wages must be disbursed exclusively through electronic bank transfers. The bidder shall ensure that every staff member has an active bank account upon engagement and must submit a list of such personnel with complete bank details to the client.

(iii) Billing Schedule:

- a) The monthly billing cycle shall be from the 1st to the last day of the previous month.
- b) The bidder shall submit the monthly bill in the succeeding month along with certified compliance documents (mentioned in next clause) pertaining to the billed month to ensure timely processing.

(iv) While submitting the bill for a month, the bidder must submit a certificate certifying the following:

- a) Salary register for billed month for staff engaged in contract with client.
- b) Copy of bank statement for the wages were credited to employees' bank account for the billed month.
- c) Copy of challan and payment receipt for PF for the billed month.
- d) Copy of challan and payment receipt for ESIC for the billed month.
- e) Copy of **ECR (Electronic Challan cum Return)** sheet reflects individual ESI/EPF contributions corresponding to each staff member for the relevant period, with the relevant entries clearly highlighted.
- f) Form-5 for payment receipt of Professional Tax for billed month.

15.50. Payment against the approved bill will be made within 15 to 21 working days after submission of the bill and all the necessary compliance documents pertaining to billed month being duly verified and checked by Client.

15.51. The eight hours shift will normally be as per **Clause-14**. But the timings of the shift are changeable and can be re-fixed by the client from time to time depending upon its requirements.

15.52. While selecting any security staff, the bidder shall make a proper documentation of selection/rejection, a copy of the same should be submitted to the client. This will help in keeping track of efforts being done towards manpower fulfilment in full.

## Section-III Annexures and Forms

### **Annexure-A: Technical Bid Proforma**

(Details to be filled in [online form](#) only)

**Online data submission for proposals to provide Security Services at CEPT University-Main Campus, Ahmedabad 2025-26**

---

Interested firms are required to submit the following information

**Email \***

Valid email

This form is collecting emails. [Change settings](#)

**Name of the registered Company / Firm: \***

Short answer text

**Communication Address for Company / Firm's Head Office: \***

Short answer text

**Communication Address for Company / Firm's Local Office: \***

Short answer text

**Name of Authorized contact Person \***

Short answer text

**Designation of Authorized contact Person \***

Short answer text

**Contact Number (Office) \***

Short answer text

Contact Number (Mobile) \*

Your answer

Contact Email ID \*

Your answer

Website address of Company / Firm

Your answer

PAN details \*

Your answer

Attach copy of PAN card \*

Upload 1 supported file: PDF. Max 10 MB.

 Add file

GST Details \*

Your answer

Valid Company Registration \*

Yes

No

**Attach copy of company registration**

Upload 1 supported file: PDF. Max 10 MB.

 [Add file](#)

**Valid EPF and ESI Registration \***

Yes

No

**Attach copy of EPF and ESI Registration**

Upload up to 5 supported files: PDF. Max 10 MB per file.

 [Add file](#)

**Valid License to provide security services \***

Yes

No

**Attach copy of License**

Upload 1 supported file: PDF. Max 10 MB.

 [Add file](#)

**How many years of Experience for providing Security Services \***

Your answer \_\_\_\_\_

**Numbers of years experience in Education sector \***

Your answer \_\_\_\_\_

<p><b>Attach copy of Experience letter or Work order for Education sector service *</b></p> <p>Upload 1 supported file. Max 100 MB.</p> <p><a href="#">Add file</a></p>
<p><b>Average annual turnover (for security service business only) for last 3 financial years not less than 4.5 crores *</b></p> <p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p>
<p><b>Attach acknowledgement copy of Income Tax paid, audited statement of Turnover and balance sheet certified by chartered accountant for last 3 financial years i.e. FY 2022-23, 2023-24 and 2024-25 ( in case FY 2024-25 not available, submit FY 2021-22)</b></p> <p>Upload 1 supported file: PDF. Max 100 MB.</p> <p><a href="#">Add file</a></p>
<p><b>Whether blacklisted by any Central / State govt. / Autonomous body / PSU. *</b></p> <p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p>
<p><b>Attach self declaration for non-black list</b></p> <p>Upload 1 supported file: PDF. Max 10 MB.</p> <p><a href="#">Add file</a></p>
<p><b>Experience Details for past and ongoing service contracts (for top five relevant works) as per prescribed format (excel / spreadsheet only) mentioned in Annexure -B of RFP Document *</b></p> <p>Upload 1 supported file: spreadsheet. Max 100 MB.</p> <p><a href="#">Add file</a></p>

Attach copy of completion certificate / workorder for top five relevant works \*

Upload 1 supported file: PDF. Max 100 MB.

[Add file](#)

Attach signed and stamped copy of proposal document covering acknowledgement of all clauses mentioned in RFP document (i.e. copy of RFP Document without financial details filled) \*

Upload 1 supported file: PDF. Max 100 MB.

[Add file](#)

Additional information about the company / firm Company profile

Upload 1 supported file: PDF. Max 100 MB.

[Add file](#)

Online Tender Fee Paid ? \*

Yes

No

Attach the payment advice copy for paid tender fee \*

Upload 1 supported file: PDF. Max 10 MB.

[Add file](#)

Online EMD (Earnest Money Deposit) Paid ? \*

Yes

No

If EMD paid, attach the payment advice copy \*

Upload 1 supported file: PDF. Max 10 MB.

[Add file](#)

**Undertaking**

(To be furnished along with Technical Bid)

I/we hereby certify that all the information furnished above is true to my/our knowledge. I/we have no objection to CEPT University verifying any or all the information furnished in this document with the concerned authorities, if necessary.

I /we have read all the terms and conditions of contract and all other documents of the tender technical bid has / have understood properly the nature and method of providing Security services with clear understanding.

Date:

Place:

Signature of the authorized signatory of the agency

Official seal/ stamp

### Annexure-B: Experience details

(To be provided in spreadsheet in online Google form)

A) Client details for ongoing service contracts (top five)

Sr. No	Name of Client (with contact details)	Type Of Service (Regular/Event based)	Value of Service contract (in Lakh) per year	Quantum of Security manpower provided per day	Date of contract commencement	Date of contract completion (as per contract)

B) Client details for works carried out in past (top five)

Sr. No	Name of Client (with contact details)	Type Of Service (Regular/Event based)	Value of Service contract (in Lakh) per year	Quantum of Security manpower provided per day	Date of contract commencement	Date of contract completion (actual)

# Attach supporting documents i.e. work order copy and contract completion certificate

# Experience details of Regular Type of Service (not event based) provided will be preferred in technical evaluation.

**Annexure-C: Agreement Proforma (Draft)**

**AGREEMENT for providing Security services at CEPT University main campus at Navrangpura Ahmedabad**

**Agreement No.**

**Dt:-**

This agreement made on **(date of agreement)** between CEPT University (hereinafter called as "client") of the one part and m/s. \_\_\_\_\_ (hereinafter called the "bidder") on the other part.

Whereas the client being desirous of having provided and executed certain works mentioned, enumerated or referred to in the scope of work and other conditions of the "proposal" and acceptance thereof, copy hereto annexed, all of which are deemed to form part of this contract and are included in the terms contract whenever herein used.

And whereas the company accepted the tender of bidder for ..... The provision and the execution of the said work at the rates stated in the "financial bid" (hereinafter called the "contract price ") which is annexed. The contracted value works out to Rs.\_\_\_\_\_ (rupees \_\_\_\_). Reference (bid proposal and related correspondence)

**Now this agreement witnessed & it is hereby agreed and declared as follows:**

1. In consideration of the payments to be made to the bidder for the work to be executed by him, the bidder does hereby covenant with the client that the bidder will duly provide, execute, and complete the said work for a period one year **w.e.f. As provided in the contract**, perform all other acts to be implied there from or may be reasonably necessary for the completion of the said works and in the manner and subject to the terms and conditions or stipulation mentioned in the contract.
2. The works shall be executed as per terms & conditions laid down in the tender document.
3. All disputes arising out of this agreement and all questions relating to the interpretation of this agreement shall be decided by the CEPT University and the decision of the CEPT University shall be final.

In witness whereof the said parties have hereunto set their hands the day and year first above written.

---

For and on behalf of Bidder  
M/s

Witness

1.

---

2.

---

---

Registrar, CEPT University

Witness

1.

---

2.

---

Schedule detailing the terms of work with rates thereof and the conditions of contract are annexed.

**Annexure-D: Accounts Details filled by Bidder**

Sr. No.	Particulars	Details
1	Name of bidder	
2	Permanent account no. (PAN)	
3	Particulars of bank account	
	• Name of bank	
	• Name of branch	
	• Branch code	
	• Address	
	• City name	
	• Telephone no.	
	• Type of account	
	• Account no.	
	• NEFT/IFSC code	
	• RTGS code	
	• MICR code appearing on the Cheque book	
4	Email id of bidder	

Note: - Please attach original cancelled Cheque

**Annexure-E: Financial Bid Pro forma**  
**(In separate sealed Cover labelled as Financial Bid)**

**DO NOT SUBMIT THIS FILLED FORM IN TECHNICAL BID BY MISTAKE**

- Charges for supplying security staff.

**NOTE – Bidder has to provide one week-off to all Security staff working at CEPT per week, accordingly, provide require manpower for whole month, service provides has to calculate reliever manpower requirement and cost of manpower (for 8hrs duty shift) to be provided including the reliving cost considering the condition of week-off.**

Category	Type of Manpower	Rate per person per month- [(365/12) days] (Rs.)*	GST ( Rs.)	Total Cost per person per month - [(365/12) days] ( Rs.)#
A	Security Supervisor (male)– Ex-Service man			
B	Assistant Security Supervisor (male)- Patroller			
C	Security Guard- Female			
D	Security Guard-Male			

NOTE: - Category A is Ex-Service person follow DGCR Rates  
Category B, C and D are civilian and follow state minimum wages

\*The rate quoted shall include all the statutory compliances and applicable allowances, GST to be mentioned separately in price bid format.

# Detailed rate bifurcation shall be provided separately for each category.

**Undertaking**

(To be furnished along with Financial Bid on Company letter head)

I /we have read all the terms and conditions of contract and all other documents of the tender financial bid has / have understood properly the requirement for Security Services with clear understanding.

I/we am/are offer my /our rate as above and agree to abide by the terms and conditions of contract.

Date:

Place:

signature of the authorized signatory of the agency

Official seal/ stamp

Annexure-F: CEPT Campus Key Plan

