

TENDER NOTICE / REQUEST FOR PROPOSAL (RFP)

For Appointment of Security Agency for [Name of College]

Tender No.: 01/2025

Date of Issue: 17/12/2025

Last Date & Time for Submission: 09/01/2026

Date & Time of Opening of Bids: 12/01/2026

A.N College Patna, invites sealed bids from experienced and licensed **Security Service Agencies** for campus, hostel, office, and premises security services for the period of 2 Years

1. SCOPE OF WORK

- The security agency must supply trained, uniformed guards (both male and female as required) to ensure 24x7 coverage or shifts according to college instructions.
 - Responsibilities include:
 - Managing entry and exit points.
 - Preventing theft and unlawful activities.
 - Patrolling the campus.
 - Providing emergency assistance.
 - Maintaining records.
 - Ensuring statutory compliance.
 - The College will decide on the number of guards, shift patterns, and deployment locations as needed.
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2. ELIGIBILITY CRITERIA

To qualify, bidders must meet these minimum requirements:

- The agency needs to be officially registered and possess a valid **PSARA License**.
 - At least **3–5 years** of experience in delivering security services to educational institutions, government offices, or reputable organizations is required.
 - Agencies must hold valid registrations for EPF, ESI, and GST.
 - Required documents include copies of income tax returns for the last three financial years, audited financial statements for the same period, a certified turnover certificate, GST Registration certificate, PAN number, any other relevant licenses or registration certificates, and credentials.
 - The agency must not have been blacklisted by any government or public sector organization (self-declaration needed).
 - Adequate financial capacity to pay salaries and meet statutory obligations in a timely manner (self-declaration required).
 - A valid character certificate of the security guard to be issued by at least the superintendent of police is necessary.
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3. SUBMISSION OF BID

Submit bids in **two parts**:

(A) Technical Bid [ANNEXURE – I] and [ANNEXURE – II]

- Cover letter
- Company profile and experience
- Registration certificates, licenses, statutory compliance documents
- Major clients and work orders
- Non-blacklisting declaration

(B) Financial Bid: [ANNEXURE – III] ; [ANNEXURE – IV]; [ANNEXURE – V] ; [ANNEXURE – VI] and Form 1 and Form 2.

- Monthly rate per security guard (by shift)
- Wage breakdown, statutory dues, service charges, GST

Only financial bids of technically qualified applicants will be considered.

4. PAYMENT TERMS

1. Payment shall be made **monthly**, within **15–30 days** upon the submission of the followings:
 - Correct invoice/bill
 - Agency is required to install biometric instrument for attendance of security guards at the place indicated by the college administration
 - Attendance sheets should be verified and certified by the person authorised by college administration.
 - Proof of deposit of EPF, ESI, GST and other statutory dues
2. Payment shall be subject to deductions as per penalties, taxes, and statutory requirements.
3. No advance payment shall be made.

5. PENALTY CLAUSE

The following penalties shall be applicable in case of default:

The college administration will conduct surprise checking of the deployment of security guard at any time and date of its own choice and if any inconsistency is detected during surprise check, payment will do in accordance with the actual deployment of the security guards in the campus. The payment thus calculated as per the actual deployment deducted during the surprise check of a particular month will continue till the next surprise check by college administration.

1. **Absenteeism / Short Deployment:**
 - Pro-rata deduction of wages for absent guards
2. **Late Reporting / Early Leaving:**

- Penalty of half of Pro-rata basis of deduct of wages.

3. Misconduct / Negligence of Duty:

- Penalty as decided by the college administration.
- Replacement of guard within 24 hours

4. Failure to Deposit Statutory Dues:

- Recovery of amount with penalty
- Right to terminate contract without notice

5. Repeated Defaults:

- Blacklisting and termination of contract

6. CONTRACT PERIOD

- The contract shall initially be for a period of **two year** from the date of commencement.
- The College may extend the contract on satisfactory performance and mutual consent.

7. TERMINATION OF CONTRACT

1. The College may terminate the contract by giving **30 days' written notice** without assigning any reason.
2. Immediate termination may be done in case of:
 - Breach of contract terms
 - Misconduct or security lapse
3. The agency may terminate the contract by giving **60 days' prior notice** to the college
4. If the college administration comes to know after rewarding of contract that the proprietor/partner/director of security organisation is a close relative of any such person whose security organisation was backlisted in the past by any institution/ government/university/private organisation and this fact was not disclosed by the proprietor/director/partner of security organisation , the contract will be summarily closed by the college administration as and when this fact comes in the knowledge of the administration.
5. If the vendor is in material breach of its obligations pursuant to this Agreement and has not remedied the same within 30 days.
6. If the vendor becomes insolvent or goes into compulsory liquidation.
7. If the vendor, in the judgment of COLLEGE, has engaged in corrupt or fraudulent practices in competing for or in executing the contract.
8. If the vendor submits to COLLEGE a false statement which has a material effect on the rights, obligations, or interests of COLLEGE.
9. If the vendor places itself in a position of conflict of interest or fails to disclose promptly any conflict of interest to COLLEGE.
10. If the vendor fails to provide Quality services as envisaged under this Agreement.

11. Serious discrepancy and delay in delivery of services or the performance levels agreed upon, which might have an impact on the functioning of the services
 12. Failure of the vendor to mobilize manpower, follow local laws, clumsy execution of work, and total disregard to public safety and its own employees.
 13. Failure to abide by any lawful directions of COLLEGE.
 14. **Note:** - Blacklisting/Debarment of the vendor shall be a natural consequence of the termination. The Blacklisting/Debarment shall be for such a period as may be specified by COLLEGE. Provided that before placing the vendor in the blacklist, with or without the termination of the contract, COLLEGE shall issue a notice giving 15 days of time to the vendor.
 15. **Penalties:-**COLLEGE may impose a suitable penalty to the vendor for the failure of such activities as mentioned above. Such penalties shall be deducted from the pending bills/EMD of the vendor. However, COLLEGE shall issue a notice given 15 days of time to the vendor before imposing such penalty
 16. **Termination Payments:-** These payments shall mean the amount of payment by either party to the other party upon termination. Upon termination of the contract, COLLEGE may encash and appropriate the performance security/bank guarantee etc. COLLEGE may clear outstanding dues of the sub-vendors of the second party out of such encashment and/or from the pending bills of the second party. After clearing such liabilities, any valid dues of the second party may be paid thereafter.
 17. **Blacklisting Without Termination:-** COLLEGE may blacklist the vendor without terminating the contract for any of the failures or acts of commissions or omissions under this Agreement.
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8. PERFORMANCE SECURITY

- The selected bidder shall submit a **Performance Security Deposit** of 10% of the contract value in the form of Demand Draft / Fixed Deposit receipt of a commercial bank.
 - The security deposit shall be refundable after successful completion of the contract.
 - In case of any pre-mature end of the contract, Performance Security Deposit shall be adjusted against losses of the college caused by the negligence of the security organisation.
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9. STATUTORY COMPLIANCE

1. The agency shall be solely responsible for compliance with all labour laws, minimum wages, EPF, ESI, bonus, gratuity, and other statutory obligations.
 2. The College shall not be responsible for any claims arising out of non-compliance of the statutory norms set by government, and the labour and other regulatory bodies.
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10. LIABILITY & INDEMNITY

1. The Security Agency shall be solely responsible for the acts, omissions, negligence, misconduct, or non-performance of its personnel deployed at the College premises.

2. The Agency shall **indemnify, defend, and hold harmless** the College, its Governing Body, officers, employees, and students from and against all losses, damages, claims, demands, penalties, costs, expenses, or legal proceedings arising out of:
 - Injury, death, or harm caused to any person by the acts or omissions of security personnel.
 - Theft, loss, or damage to college property or third-party property due to negligence or lapse in security services.
 - Non-compliance with labour laws, statutory dues, or contractual obligations by the Agency.
 - Any claim raised by employees of the Agency including but not limited to wages, EPF, ESI, bonus, gratuity, or compensation.
 - Violation of any applicable law, rule, regulation, or guideline by the Agency or its personnel.
 3. The indemnity shall be a **continuing obligation** and shall survive the termination or expiry of the contract.
 4. The College shall not be liable for any compensation, claim, or dispute between the Agency and its employees.
 5. Any amount payable by the Agency to the College under this clause may be **recovered from pending bills, security deposit, or performance guarantee**, without prejudice to any other legal remedies available to the College.
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11. CONFIDENTIALITY

The agency shall maintain confidentiality of all information, records, and activities of the College and shall not disclose the same to any third party.

12. ARBITRATION

1. In the event of any dispute, difference, or claim arising out of or in connection with this tender, contract, or the performance thereof, the same shall be **first attempted to be resolved amicably** through mutual discussions.
2. If the dispute is not resolved amicably within **30 (thirty) days**, the matter shall be referred to **arbitration** in accordance with the provisions of the **Arbitration and Conciliation Act, 1996**, as amended from time to time.
3. The arbitration shall be conducted by a **sole arbitrator** appointed by the Head of the Institution / Competent Authority of the College.
4. The **seat and venue of arbitration** shall be at **conference hall of the administrative building**.
5. The arbitration proceedings shall be conducted in the **English/ regional/ vernacular language**.
6. The arbitral award shall be **final and binding** on both parties.

7. The cost of arbitration shall be borne as decided by the arbitrator.
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13. GOVERNING LAW & JURISDICTION

This tender and subsequent contract shall be governed by and construed in accordance with the **laws of India**. Subject to the arbitration clause above, courts at **Patna** shall have exclusive jurisdiction.

14. RIGHT OF THE COLLEGE

- The College reserves the right to accept or reject any or all bids without assigning any reason
 - The College reserves the right to withdraw/ cancel the bid advertisement at any point of time during the process without assigning any reason.
 - The College may modify the scope of work or number of guards as per requirement.
 - Please note that no conditional bid will be entertained.
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15. DECLARATION BY BIDDER

I/We hereby declare that the information furnished above is true and correct and that we agree to all the terms and conditions of this tender.

Authorized

Name: _____

Designation: _____

Seal _____

Date: _____

&

Signatory

Signature _____

16. ANNEXURES

ANNEXURE – I

APPLICATION FORMAT FOR SUBMISSION OF BID

(To be submitted on the letterhead of the bidder)

Sl. No.	Particulars	Details to be Filled by Bidder
1	Name of the Security Agency	
2	Registered Office Address	
3	Branch Office Address (if any)	
4	Contact Person Name	
5	Mobile Number	
6	Email ID	
7	Legal Status (Proprietorship / Partnership / Company / LLP)	
8	PAN Number	
9	GSTIN	
10	PSARA License No. & Validity	
11	EPF Registration Number	
12	ESI Registration Number	
13	Total Years of Experience	

- 14 Major Clients (Educational / Government / Reputed private Institutions)
- 15 Total Number of Security Guards Available
- 16 Quoted Monthly Rate per Guard (₹)
- 17 Service Charges (% or ₹)
- 18 GST (%)

DECLARATION

I/We hereby declare that the above information is true and correct to the best of my/our knowledge. I/We have read and understood all terms and conditions of the tender and agree to abide by the same. I/We further declare that we have not been blacklisted or previously associated with any blacklisted by any Government / PSU / Educational Institution.

I/we hereby declare that I have no close family relationship with any such person whose firm/Co./LLP/Proprietorship/agency which was blacklisted earlier and against which any enquiry is pending.

Date	Place	Name & Designation	Signature of Authorized Signatory	Seal of Agency

ANNEXURE – II

CHECKLIST OF DOCUMENTS TO BE SUBMITTED

Sl. No.	Document Description	Submitted (Yes/No)
1	Duly Filled Application Form (Annexure – I)	
2	Copy of PSARA License	
3	PAN Card	
4	GST Registration Certificate	
5	EPF Registration Certificate	
6	ESI Registration Certificate	

7 Experience Certificates / Work Orders

8 Declaration of non-blacklisting

9 Financial Bid in Prescribed Format

10 Previous 3 years Audited Financial
Statement

11 Previous 3 years Income Tax Return

12 Turnover Certificate [with UDIN]

13 Fund balance Certificate [with UDIN]

Any Other Relevant Document

Technical evaluation Criteria:

S.NO	Requirement	Criteria	Document Required	Points
1	Average Annual Financial Turnover of last 3 years from Security business only	Avg. Annual Financial Turnover: ≥ 30 Crore – 30 Marks ≥ 25 Cr – 20 Marks ≥ 20 Crore – 10 Marks	CA certificate with valid UDIN number	30
2	No of security guards on the Payroll of the agency.	≥ 250 Security Guards – 30 Marks 150-250 Security Guards – 20 Marks Less than 150 Security Guards – 15 Marks	Work Experience Certificate or Work order/agreement with copy of Invoice.	30
3	The agency must have minimum 3 projects in providing Security services to Central Govt./Any State govt. /PSUs /or any government agency .	Work order/Completion certification submitted for: For 3-4 projects: 15 Marks For 5-7 projects: 25 Marks For 8 or more projects:30 Marks	Work Order/Completion Certificate	30
4	Presentation on Security Services.	About Agency (2 Marks) Approach and Methodology for Providing Security Services (3 Marks) ISO (3 Marks) Experiences in the Industry New Initiative to perform the Security Services (2 Marks)	A Presentation is required in the Presence of Authority nominated by the College	10

ANNEXURE – III

- **FINANCIAL BID (BOQ) FORMAT (Inclusive of GST)**
To be submitted in a separate sealed envelope price bid only)

Sl. No.	Particulars	Amount (₹)
1	Monthly Wages per Security Guard (as per Minimum Wages Act)	
2	Supervisor (Highly Skilled)	
3	Sub-Total (1 & 2)	
4	GST (%)	
5	Total Monthly Cost per Security Guard (Inclusive of GST)	

Note:

1. Rates quoted shall be firm for the entire contract period.
2. No extra payment shall be made other than the quoted rates.

ANNEXURE – IV

EMD / BID SECURITY FORMAT

1. Amount of EMD / Bid Security: ₹ _____
2. Mode of Submission: Demand Draft
3. Drawn in Favour of: Principal of A.N College Patna
4. Payable at: Patna

Declaration:

I/We understand that the EMD shall be liable to be forfeited in case of withdrawal of bid, submission of false information, or failure to sign the contract after award of work.

Signature of Authorized Signatory	Seal	Place	Date

ANNEXURE – V

UNDERTAKING FOR COMPLIANCE OF TENDER CONDITIONS

(To be submitted on non-judicial stamp paper of appropriate value, duly signed)

I/We, _____ (Name of Agency), hereby undertake that:

1. We have carefully read and understood all the terms and conditions of the tender.
2. We agree to comply with all statutory requirements including EPF, ESI, Minimum Wages, Bonus, Gratuity, and other labour laws.
3. We shall deploy only trained, verified, and disciplined security personnel.
4. We shall indemnify the College against any loss, damage, or legal liability arising out of our services.
5. We shall not sublet or transfer the contract without prior written permission of the College.

In case of violation of the above, the College shall be at liberty to take appropriate action including termination of contract and forfeiture of security deposit.

Name & Designation	Signature of Authorized Signatory	Date	Place	Seal

ANNEXURE – VI

AFFIDAVIT OF NON-BLACKLISTING

(To be executed on non-judicial stamp paper of appropriate value and notarized)

I/We, _____ (Name of Agency), having registered office at _____, do hereby solemnly affirm and declare that:

1. We have never been blacklisted or debarred by any Central / State Government Department, PSU, Autonomous Body, or Educational Institution.
2. I solemnly agree to this that the college administration may cancel my contract upon the discovery of the fact that I am a close relative of the proprietor/partner/director of security organisation whose organisation was backlisted in the past by any institution/ government/university/private organisation.
3. No criminal case or vigilance inquiry is pending against our firm.
4. The information submitted in the bid documents is true and correct.

If any information is found false at any stage, the College shall be entitled to reject the bid or terminate the contract without any compensation.

Deponent Signature	Seal	Place	Date

Form 1: Bank Guarantee for Earnest Money Deposit

To,

<Name>

<Designation>

<Address>

<Phone Nos.>

<Fax Nos.>

<email id>

Whereas <Name of the bidder> (hereinafter called 'the Bidder') has submitted the bid for Submission of RFP #<RFP Number> dated<Date> for <Name of the assignment> (hereinafter called "the Bid") to the COLLEGE

Know all Men by these presents that we <> having our office at <Address>(hereinafter called "the Bank") are bound unto the COLLEGE (hereinafter called "the Purchaser") in the sum of Rs. <Amount in figures>(Rupees<Amount in words> only) for which payment well and truly to be made to the said Purchaser, the Bank binds itself, its successors and assigns by these presents. Sealed with the Common Seal of the said Bank this <Date>

The conditions of this obligation are:

- 1) If the Bidder having its bid withdrawn during the period of bid validity specified by the Bidder on the Bid Form; or
 - 2) If the Bidder, having been notified of the acceptance of its bid by the Purchaser during the period of validity of bid
- a) Withdraws his participation from the bid during the period of validity of bid document; or
- b) Fails or refuses to participate in the subsequent Tender process after having been short listed; We undertake to pay to the Purchaser up to the above amount upon receipt of its first written demand, without the Purchaser having to substantiate its demand, provided that in its demand the Purchaser will note that the amount claimed by it is due to it owing to the occurrence of one or both of the two conditions, specifying the occurred condition or conditions.

Form 2: Performance Bank Guarantee PERFORMANCE SECURITY:

<Name>

<Designation>

<Address>

<Phone Nos.>

<Fax Nos.>

<email id>

Whereas, <name of the supplier and address>(hereinafter called "the bidder") has undertaken, in pursuance of contract no. <Insert Contract No.> dated. <Date> to provide Implementation services for <name of the assignment> to the COLLEGE (hereinafter called "the beneficiary")

And whereas it has been stipulated by in the said contract that the bidder shall furnish you with a bank guarantee by a recognized bank for the sum specified therein as security for compliance with its obligations in accordance with the contract;

And whereas we, **<Name of Bank>** a banking company incorporated and having its head /registered office at <Address of Registered Office> and having one of its office at <Address of Local Office>have agreed to give the supplier such a bank guarantee.

Now, therefore, we hereby affirm that we are guarantors and responsible to you, on behalf of the supplier, up to a total of **Rs.<Insert Value>(Rupees <Insert Value in Words> only)** and we undertake to pay you, upon your first written demand declaring the supplier to be in default under the contract and without cavil or argument, any sum or sums within the limits of **Rs.<Insert Value>(Rupees<Insert Value in Words> only)** as aforesaid, without your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

We hereby waive the necessity of your demanding the said debt from the bidder before presenting us with the demand.

We further agree that no change or addition to or other modification of the terms of the contract to be performed there under or of any of the contract documents which may be made between you and the Bidder shall in any way release us from any liability under this guarantee and we hereby waive notice of any such change, addition or modification.

This Guarantee shall be valid until *<Insert Date>*)

Not with standing anything contained herein:

- I. Our liability under this bank guarantee shall not exceed **Rs.<Insert Value>(Rupees <Insert Value in Words> only)**.
- II. This bank guarantee shall be valid up to *<Insert Expiry Date>*)
It is condition of our liability for payment of the guaranteed amount or any part thereof arising under this bank guarantee that we receive a valid written claim or demand for payment under this bank guarantee on or before *<Insert Expiry Date>*) failing which our liability under the guarantee will automatically cease.

Mode of submission of Bid:

1. Technical & Financial Bid Should be in separate envelope.
2. EMD should be in separate small envelope.
3. All three envelopes should be placed in one large envelope

Authorised Signatory

(Principal)