



# तेजपुर विश्वविद्यालय / TEZPUR UNIVERSITY

(संसद के अधिनियम द्वारा स्थापित केंद्रीय विश्वविद्यालय)

(A Central University established by an Act of Parliament)

कुल सचिव का कार्यालय/ OFFICE OF THE REGISTRAR

नपामः:तेजपुर-784028::असम

NAPAAM::TEZPUR-784028::ASSAM

## NOTICE INVITING TENDER

(FOR HIRING OF FEMALE SECURITY SERVICES AT TEZPUR UNIVERSITY)

NIT No. 1104 Dated: 30.06.2026

Online Tenders are invited under Two-Bid (Technical and Financial) system from eligible and experienced Security Service Provider (hereinafter referred to as "Agency") for providing 49 Nos. of Female Security Personnel at Tezpur University. Schedule and other details of Tender are as under:

**Note:** This is in cancellation of the tender vide NIT No. 888 Dated 12-06-2026 floated earlier on CPPP. Those bidders have participated in the earlier tender are required to submit fresh bids against this new tender. However, EMD submitted against the earlier tender will be considered, subject to submission of the EMD details in the current bid.

Tender Name	Female Security Services at Tezpur University
Tender No.	As per Central Public Procurement (CPP) Portal
Bid document download end date	- as per CPPP -
Date of Opening of Technical Bid	- as per CPPP -
Date of Opening Financial Bid	To be intimated through CPP portal
Tender Fee (Non-refundable)	NIL
EMD (Earnest Money Deposit)	₹ 5,00,000/- (Rupees Five Lakh only)
Performance Bank Guarantee	₹ 8,50,000/- (Rupees Eight Lakh Fifty Thousand only)

Please read the NIT document carefully before participating in the bid. It shall be deemed that submission of bid by the bidder has been done after careful study and examination of the NIT terms with full understanding to its implications. Any lack of information shall not, in any way, relieve the bidder of its responsibility to fulfill its obligations under the Bid.

Details of the tender along with General Terms and conditions and other documents can be seen/downloaded at/ from the Central Public Procurement (CPP) Portal <https://eprocure.gov.in> or Tezpur University website: [www.tezu.ernet.in](http://www.tezu.ernet.in). This tender Bid is required to be uploaded on the website <https://eprocure.gov.in> only. Manual bid/tender will not be accepted under any circumstances. Incomplete bid/documents shall be rejected without giving any reason.

The Earnest Money Deposit (EMD)/ Bid Security Declaration (in case of MSME registered bidders) is to be submitted in a sealed envelope, specifically super-scribed as, Tender Details (Tender name, Number and Date) and address of the bidder/Agency, to the Store & Purchase Section, duly addressed to "Deputy Registrar, S&P, Tezpur University, Tezpur, Napam, 784028, Assam, India" within 10 days from submission of the Bid.

A-3  
30/6/26



## तेजपुर विश्वविद्यालय / TEZPUR UNIVERSITY

(संसद के अधिनियम द्वारा स्थापित केंद्रीय विश्वविद्यालय)

(A Central University established by an Act of Parliament)

कुल सचिव का कार्यालय/ OFFICE OF THE REGISTRAR

नपाम::तेजपुर-784028::असम

NAPAAM::TEZPUR-784028::ASSAM

### Scope of Work:

1. Security Services will be required at part or entire area of Tezpur University Campus at Napaam, Tezpur, Assam, and any other place designated by Tezpur University at subsequent time.
2. The Security Services will include –
  - (a) Providing Security Personnel (*03 Security Supervisors and 46 Female Security Guards*) for round the clock (in three shifts per day, 8 hours per shift) security on the campus at designated places. The number of security personnel may increase or decrease as per requirement.
  - (b) Security of the assets of the University against theft, burglaries, dacoits, pilferage and misappropriation etc.
  - (c) Prevention of injury, assault and violation of the persons, residents of the campus and legitimate visitors, providing protection to everyone, considering liberal and open culture among residents.
  - (d) Prevention of injury, assault and violation of the persons, residents of the campus and legitimate visitors, providing protection to everyone, considering liberal and open culture among residents.
  - (e) Assisting the University in handling emergencies like fire, flood, earthquake etc.
  - (f) Maintaining records of visitors entering the University campus
  - (g) Regulating incoming and outgoing movement of material and vehicular traffic.
  - (h) Daily Flag Hoisting and Flag Lowering in the University.
  - (i) Taking care of vehicles parked in parking area(s) within the University Campus.
  - (j) Maintaining logbook at main gate for all the vehicles entry in the Campus.
  - (k) Adhering to the Standard Operating Procedure (SOP) issued by the University from time to time.
  - (l) Any other related work assigned by the University from time to time.

### Eligibility of the Bidder:

1. The bidder must have a licence under the Private Security Agencies (Regulation) Act, 2005.
2. The bidder must have Labour Licence under Contract Labour Act (Regulation & Abolition) Act, 1970. Also the bidder should have a valid Trade Licence.
3. The agency must have minimum of 03 (three) years' experience in providing security services at University / IIT / IIM / other Reputed Academic Institutions in the North-Eastern region of India as on 31-03-2025. Current work executed shall also be considered.
4. The agency must have organized training arrangements for female security personnel with clear recruitment policies and may be own training centres.

AC<sub>2</sub>  
30/6/26



## तेजपुर विश्वविद्यालय / TEZPUR UNIVERSITY

(संसद के अधिनियम द्वारा स्थापित केंद्रीय विश्वविद्यालय)

(A Central University established by an Act of Parliament)

कुल सचिव का कार्यालय/ OFFICE OF THE REGISTRAR

नपामः::तेजपुर-784028::असम

NAPAAM::TEZPUR-784028::ASSAM

5. Earnest Money Deposit (EMD): The Tenderer shall deposit Earnest Money of ₹ 5,00,000/- (Rupees Five Lakh only) through Demand Draft drawn in favour of “Registrar, Tezpur University” payable at Tezpur. The Earnest Money Deposit will be refunded to the bidders whose offers are not accepted within (01) one month from the day of offer letter to successful bidder. Earnest Money Deposit of the tenderers whose offer is accepted will be kept until such time, that the Performance Bank Guarantee is received by the University.
6. **Bidders who are MSME/NSIC registered** need to furnish a “**Bid Security Declaration**” (format enclosed at Annexure-III) **in lieu of EMD** accepting that if they withdraw or modify their bids during the period of validity etc., they will be suspended for a **period of (03) Three years** from participating in any future bid invited/published by Tezpur University. Bidders who are MSME/NSIC registered seeking exemption from payment of **Earnest Money Deposit (EMD)** are to submit valid documents in support of their claim. Bidders seeking exemption are asked to clearly mention the category under which the exemption is claimed. The category of exemption under MSME/NSIC will be strictly adhered to.
7. The agency should have total turnover of 5 crores during the last 03 financial years i.e 2022-23, 2023-24, 2024-25. However, the average financial turnover should not be less than Rs. 1 Crore (Rupees One Crore) per year from security services related work in the last 03 (three) financial year.

### Terms and Conditions:

1. The Agency must have its registered office / branch office in Assam.
2. Security personnel employed by the agency:
  - (a) Every personnel deputed by the Security Agency shall be literate / educated, who have a working knowledge of Assamese, Hindi and English.
  - (b) The security personnel deployed by the agency shall be medically fit with good antecedents, etc. and neat and clean always.
  - (c) Anyone found below the minimum standard mentioned above shall be removed immediately from the University campus.
3. **Uniform of employee:** The agency shall provide proper uniform including boots/shoes, belt, badge, whistle, caps, canes/ stick, torch, jersey (woollen sweaters) & raincoat etc. to every security personnel deployed by the agency in the University Campus at their own costs and expenses. It would be the responsibility of the agency to supply minor equipment necessary for discharge of the duty at Tezpur University.
4. The agency personnel shall carry identity card duly attested by the authorized person from the University and Executive of Security Agency, A photocopy of these cards along with personal details of every security personnel deployed shall be submitted to the University for record and verification etc.

AC 202  
30/6/24



## तेजपुर विश्वविद्यालय / TEZPUR UNIVERSITY

(संसद के अधिनियम द्वारा स्थापित केंद्रीय विश्वविद्यालय)

(A Central University established by an Act of Parliament)

कुल सचिव का कार्यालय/ OFFICE OF THE REGISTRAR

नपामः:तेजपुर-784028::असम

NAPAAM::TEZPUR-784028::ASSAM

5. The security personnel shall be experienced with the first-aid treatment and fire-fighting equipment.
6. The agency shall ensure attendance of its security personnel which shall be verified by authorized University official from time to time.
7. The University shall have the right to check the security personnel on duty, the uniforms worn by the security personnel, their fitness etc., and it must meet with the satisfaction of the University.
8. The agency should have a regular system of training of the Security personnel before mounting them on duty.
9. The agency shall provide vehicles and licensed radio / wireless equipment's for communication.
10. The conduct/ characters/ antecedents and proper bona-fide of the security personnel shall be the sole responsibility of the agency. The agency should provide all the necessary details/ records of its employees deployed at the University to the University itself.
11. There should be no police case pending against the Proprietor/Firm/ Partner or the agency and should not be blacklisted by any Government Agency. An undertaking to this effect on agency's letterhead should be submitted in the tender. All the security personnel should have recent police verification and record should be submitted to the University.
12. The agency shall maintain record of every major/ minor incidents on daily basis and report the same to the University authorized official in this regards. The security agency shall also be responsible to lodge complaints with police authorities in such instances after prior permission of the University and take follow-up action for recovery of lost materials/ equipment.
13. The University shall intimate the requirement of security personnel, to be deployed for the security of the campus, time to time. The University reserves the right to increase or decrease the number of the security personnel. In addition to the prescribed manpower, whenever required, agency has to provide additional manpower and/or equipment at the rates quoted in the tender.
14. The agency shall have a proper system of checking the personnel on duty especially at night. Records of the same should be effectively maintained and shortcomings, if any, should be immediately rectified.
15. The agency shall appoint Supervisors in adequate numbers to supervise the security personnel especially during night time and also for co-ordination with University Security Officials.
16. The agency shall maintain a complaint book at the Main Gate of the University.
17. The responsibility for taking appropriate security measures shall be entirely that of the Security Agency. The University will be entitled for compensation from the agency, in case an inquiry by the University establishes that the theft or loss or damage has been caused due to negligence of the agency or any of its employees. The said compensation shall be in addition to the findings and recommendations that the enquiry may propose. After enquiry,

AC as  
30/6/26





## तेजपुर विश्वविद्यालय / TEZPUR UNIVERSITY

(संसद के अधिनियम द्वारा स्थापित केंद्रीय विश्वविद्यालय)

(A Central University established by an Act of Parliament)

कुल सचिव का कार्यालय/ OFFICE OF THE REGISTRAR

नपामः:तेजपुर-784028::असम

NAPAAM::TEZPUR-784028::ASSAM

**26. Sub-Contracting:** The agency shall not assign, sub-contract or sub-let the whole or any part of the contract in any manner.

**27. Taxes, labour Laws and Other Regulations:**

- (a) The agency shall comply with all statutory requirements existing as well as those promulgate from time to time viz. Code on Wages, 2019, The Industrial Relations Code, 2020 (IR Code), The Code on Social Security, 2020 (SS Code), The Occupational Safety, Health and Working Conditions Code, 2020 (OSH Code) and/ or such other Act or Laws of Central, State, Municipal and Local governmental agency or authority etc. whichever is/are applicable to the organization of the security agency and shall be held responsible, accountable, answerable, explainable & liable, as the case may be, for the lapses committed by them in this regard.
- (b) The agency is liable for the payment of any and all existing taxes of the Central or State Government or of any other authority with respect to the contract or anything done, or services rendered pursuant thereto.
- (c) The agency shall be responsible for proper maintenance of all registers, records and account as far as it relates to compliances with any statutory provisions/ obligations. The agency shall be responsible for making the records pertaining to payment of Code on Wages, 2019 and for depositing the EPF and ESI contributions, with the authorities concerned. The agency shall be responsible and liable for all the claims of its employees.
- (d) The agency shall obtain the license under the Contract Labour (R & A) Act from the agency of the Central Labour Commissioner and produce the same along with the monthly bill. The first bill will be cleared only on the submission of the said license. The agency would be required to maintain all books and registers like Employment Register, Wages Register, Overtime Register, First Aid Box, Display of Notice, etc. as required under CLR&A, 1970 or under any applicable acts for inspection by visiting Labour Enforcement Officers.
- (e) The agency shall obtain adequate insurance policy in respect of its workmen engaged by it towards meeting the liability of compensation arising out of injury/disablement at work.
- (f) The agency shall not get involved in the matters of the University in any way whatsoever in any dispute with regard to compliance of statutory provision and in case of any violation of any law; the agency shall be solely responsible.
- (g) The agency shall indemnify and keep indemnified the University against all losses and claims for injuries and or damages to any person or property. The agency shall abide by and observe all statutory laws and regulation in matters of labour laws, OSH Code, 2020, Explosive Act, SS Code, 2020, Goods & Service Tax (GST), Royalty, Works contract etc. and all shall keep the University indemnified against all penalties and liabilities of kind of breach of any such statute ordinance or law/ regulations or Bylaws. The agency shall not employ child labour.

AC 2  
30/6/26



## तेजपुर विश्वविद्यालय / TEZPUR UNIVERSITY

(संसद के अधिनियम द्वारा स्थापित केंद्रीय विश्वविद्यालय)

(A Central University established by an Act of Parliament)

कुल सचिव का कार्यालय/ OFFICE OF THE REGISTRAR

नपामः:तेजपुर-784028::असम

NAPAAM::TEZPUR-784028::ASSAM

- (h) Payment to workers must be according to Code on Wages, 2019. Payment of Wages to employees must be through Banks accounts of the employees and contractor shall submit a certified copy of Bank Statement on payment of wages with the bill of subsequent month.

### 28. Payment of Bills:

- a. **The Agency shall pay the wages to the concerned Security Personnel directly under Direct Benefit Transfer, from its own account.**
- b. The University shall **reimburse the total amount to the Agency** subject to satisfactory performance of the contract services, on monthly basis through NEFT/RTGS/PFMS. The final payment shall, however, be made only after adjusting all the dues/claims of the University. Income Tax, GST etc. as applicable at the prevailing rate will be deducted at source.
- c. **The Agency shall submit the monthly wages bill not later than the 7<sup>th</sup> day of every successive month, duly certified by the concerned designated official of the University, which shall be reimbursed based on the payment challans along with properly signed credentials and records.**
- d. Under no circumstances, the University shall be responsible for payment of wages to the workers employed by the bidder. In case of any failure to fulfil the statutory obligations, the contractor shall indemnify the University against all such liabilities, which are likely to arise out due to the bidder's failure to fulfil such statutory obligations. The duty schedule and attendance register must be produced to concerned Official of the University as and when asked for. Monthly submission of payment challans of EPF, ESI, GST etc. and copy of the bank transfer list showing the transfer of wages to the respective bank accounts of the personnel, duly signed by the concerned Bank Branch Manager under official seal of the bank branch shall be mandatory along with the bill for successive month. The Finance Officer or his nominee shall check the relevant records, as may be deemed necessary, to substantiate the claim of payment of wages and other dues like EPF, ESI, etc. The monthly bill submitted by the Agency should contain the following documents as enclosure:
  - (i) Copy of the bank transfer list showing the transfer of wages to the respective bank accounts of the security personnel, duly signed by the concerned Bank Branch Manager under official seal of the bank branch,
  - (ii) Copy of ECR substantiating EPF deposit.
  - (iii) Copy of Challan substantiating ESI deposit
  - (iv) Copy of requisite GST Challan substantiating deposit of the GST amount received from the University.
  - (v) Copy of wage slips of all personnel engaged in TU.

AG  
30/6/20



## तेजपुर विश्वविद्यालय / TEZPUR UNIVERSITY

(संसद के अधिनियम द्वारा स्थापित केंद्रीय विश्वविद्यालय)

(A Central University established by an Act of Parliament)

कुल सचिव का कार्यालय/ OFFICE OF THE REGISTRAR

नपामः:तेजपुर-784028::असम

NAPAAM::TEZPUR-784028::ASSAM

29. Any other document that may be advised by the University authority as per rules framed from time to time.
30. The duty schedule and attendance register must be produced to the concerned official of the University on weekly basis for countersignature by the officials.
31. The persons employed by the agency for the security services of the University will be the employees of the Security Agency and the University shall have nothing to do with their employment or non-employment. Under no circumstances any liability in respect of matters connected with their employment shall be held against the University and the security personnel employed by the agency shall have no right whatsoever to claim employment or other rights from the University.
32. The security personnel employed by the agency shall not form/join any union and shall not make any claim on service or other matter from the University.
33. The agency shall be responsible for all injuries and accidents to persons employed by them and under no circumstances, the University will be responsible to compensate them under any Act/law.
34. None of the employees of the agency shall enter into any kind of private work within or outside the campus of the University. Non-compliance with this provision will be deemed to be violation of the contract inviting penal action as per penalty clause of Terms & Conditions.
35. The female security personnel and Security Supervisors shall be required to work in (03) three shifts (eight hours' basis). However, none shall be allowed to perform continuous duty beyond one shift.
36. The Security personnel of the agency shall not work for more than 6 days in a week or 27 days in a month (in case of 31-Day month).
37. All deployed security personnel should be treated/ oriented to be Gender Sensitive while discharging their duties.
38. **Bid Validity:** The quoted rates must be valid for a period for 180 days from the last date of submission of the bid. The overall offer for the assignment and price quoted by the bidder shall remain unchanged during the period of validity. If the bidder quoted the validity shorter than the required period, the same be treated is unresponsive and the tender may be rejected.
39. In case the tenderer withdraws, modifies or change his/her offer during validity period, bid is liable to be rejected and the EMD shall be forfeited without assigning any reason thereof. The tenderer should also be ready to extend the validity, if required, without changing any terms, conditions etc. of their original tender.
40. In exceptional circumstances, the University may request the bidders' consent for an extension of the period of bid validity. A bidder may however be at liberty to refuse the request without risking forfeiture of his/her EMD. A bidder agreeing to extend the validity of bid will not be allowed to modify his/her bid.

AC  
30/6/24



## तेजपुर विश्वविद्यालय / TEZPUR UNIVERSITY

(संसद के अधिनियम द्वारा स्थापित केंद्रीय विश्वविद्यालय)

(A Central University established by an Act of Parliament)

कुल सचिव का कार्यालय/ OFFICE OF THE REGISTRAR

नपामः:तेजपुर-784028::असम

NAPAAM::TEZPUR-784028::ASSAM

41. Anyone or more of the following action/ commission/ omission are likely to cause rejection of tender:

- (i) Any EMD received without conclusive proof that the same was delivered before the specified closing time.
- (ii) Any conditional bid or bid offering rebate.
- (iii) Any bid in which rates have not been quoted in accordance with specified formats/ details as specified in the Bid Documents.
- (iv) Any effort by a bidder to influence the University or its employees in the bid evaluation, bid comparison or contract award decision.
- (v) Any bid received with period of validity of bid shorter than 180 days.

### 42. Evaluation of Technical Bid:

- (I) A dual-stage evaluation procedure shall be followed for evaluation of the tenders. The selection of the successful bidder will be done using Quality Cum Cost Based Selection (QCBS) process wherein 30% weightage would be given to the technical evaluation and 70 % weightage will be given to the financial bid (**Pl. refer Note below**).
- (II) The tender evaluation shall be carried out by a Technical Evaluation Committee constituted by Tezpur University, considering compliance to eligibility and all the terms and condition as contained in the tender document to determine the substantial responsiveness of each tender.
- (III) The Technical Evaluation Committee shall call the bidders for presentation or clarifications to assess their presentation in support of the technical parameters (**Annexure- I**). Tezpur University shall communicate the date and time for conducting a presentation to the bidders.
- (IV) The bidder should score minimum 40 marks, out of 100 in the Technical Score Sheet (**Annexure –I**) in order to qualifying for presentation round.
- (V) The final qualified bidder shall be identified and selected based on **highest overall score** using the **QCBS method** considering the total score consisting of the technical as well as financial score.

**Note:** The bidders shall quote the Financial Bid in terms of service charges on CPP portal separately and as per Govt. of India O.M. No. 6/1/2023-PPD dated 06-01-2023, wherein the minimum service charges towards the procurement of manpower outsourcing services be fixed to 3.85% (3% profit plus transaction charges, which are 0.85% at present). However, service charges should not exceed 7% (including transaction charges) in any case.

43. **Feedback:** The University may ask the agency to submit monthly feedback collected from the users. On the basis of feedback, the University may at its own discretion impose financial penalty as per penalty clause of Terms & Conditions depending on gravity of the issue and in case of similar repetition, the University can cancel the contract unilaterally without notice and in that case, the Performance Bank Guarantee will be forfeited.

AC  
30/6/26



## तेजपुर विश्वविद्यालय / TEZPUR UNIVERSITY

(संसद के अधिनियम द्वारा स्थापित केंद्रीय विश्वविद्यालय)

(A Central University established by an Act of Parliament)

कुल सचिव का कार्यालय/ OFFICE OF THE REGISTRAR

नपामः:तेजपुर-784028::असम

NAPAAM::TEZPUR-784028::ASSAM

- 44. Authority of Person signing document:** A Person signing the tender form or any documents forming part of the contract on behalf of another shall be deemed to warrant, that he has authority to sign.
- 45. Interpretation:** All the terms and conditions of contract shall be read in conjunction with all other documents forming part of this contract. Notwithstanding the subdivisions of the documents into these separate sections. Every part of which shall be deemed to be supplementary to and complementary of every part and shall be read with and into the contract.

### 46. ARBITRATION

Except as otherwise provided elsewhere in the contract, if any dispute, difference, question or disagreement or matter whatsoever, shall, before/ after completion or abandonment of work or during extended period, hereafter arises between the parties, as to the meaning, operation or effect of the contract or out of or relating to the contract or breach thereof, shall be referred to a Sole Arbitrator to be appointed by the Vice Chancellor, Tezpur University.

### 47. FORCE MAJURE

If at any time, during the continuance of this contract, the performance in whole or in part by either party, of any obligation under this contract, shall be prevented or delayed by reason of any floods, explosions, epidemics, quarantine restriction or act of God (hereinafter referred to as events), provided notice of happening of any such eventuality is given by either party within 7 days from the date of occurrence thereof, neither party shall be due to reason of such event be entitled to terminate this contract nor shall either party have any such claim for damages against the other in respect of such non-performance or delay in performance. The operation of contract shall be resumed as soon as practicable after such event may come to an end or cease to exist and the decision of the University as to whether the operation have been so resumed or not shall be final and conclusive, provided further that if the performance in whole or in part of any obligation under his contract is prevented or delayed by reason of any such event for a period exceeding 90 days either party may at his option terminate the contract Provided also that if the contract is terminated under this clause, the University shall be at liberty to take over from the agency, the security personnel, vehicles & equipment deployed in the campus until a new security agency is appointed and commences the operation.

### 48. PENALTY

Penalty for complaint, non-adherence of terms & condition specified in this tender document, indiscipline & unsatisfactory operation of security services and the incidence given in the various clause of this document for the purpose, may be levied as per below:

- (a) Rs. 5,000/- (Rupees five thousand) on each such first occasion.

AC  
30/6/26



## तेजपुर विश्वविद्यालय / TEZPUR UNIVERSITY

(संसद के अधिनियम द्वारा स्थापित केंद्रीय विश्वविद्यालय)

(A Central University established by an Act of Parliament)

कुल सचिव का कार्यालय/ OFFICE OF THE REGISTRAR

नपामः:तेजपुर-784028::असम

NAPAAM::TEZPUR-784028::ASSAM

- (b) Rs. 10, 000/- (Rupees ten thousand) on repetition of each such incident of similar nature.
- (c) Entire Security amount shall be forfeited in case of withdrawal before the completion of the contract period or termination of the contract because of unsatisfactory service.

### 49. Jurisdiction:

All matter and disputes arising out of this agreement will be subject to the jurisdiction of the courts located at Tezpur only

50. The University reserves the right to reject the tender in whole, or in part, without assigning any reasons thereof.
51. **Period of Contract:** Contract period will initially be for Three Years' renewable every year. The contract may be extended subject to satisfactory performance at the sole discretion of the University on an annual basis for a further period of up to five years. In the event of bidder backing out before actual award or execution of agreement the University will have right to forfeit the Performance Bank Guarantee of the Agency.
52. **Exit Clause:** Notwithstanding anything contained in any other clause of this tender, the contract can be terminated by the University by giving three months' notice without giving any reason and the agency can also terminate the contract by giving three months' notice.
53. **Contract Agreement:** The successful bidder shall be bound to execute an agreement on non-judicial stamp paper of Rs.1000/- (Rupees One thousand only). The University reserves the right to amend the terms & conditions of contract by mutual discussions and such amendments shall be in writing. The amended terms and conditions will form part of the agreement.

AC  
30/6/26

Deputy Registrar (S&P)  
Tezpur University



# तेजपुर विश्वविद्यालय / TEZPUR UNIVERSITY

(संसद के अधिनियम द्वारा स्थापित केंद्रीय विश्वविद्यालय)

(A Central University established by an Act of Parliament)

कुल सचिव का कार्यालय/ OFFICE OF THE REGISTRAR

नपामः:तेजपुर-784028::असम

NAPAAM::TEZPUR-784028::ASSAM

Annexure-I

## TECHNICAL SCORE SHEET FOR BID EVALUATION

Sl	Technical Evaluation Criteria	Total Marks (100 marks)	Marks Claimed by the Bidder	Marks Evaluated by the TEC
<b>1</b>	<b>Experience in relevant field with Central / State Govt. Departments / Autonomous Bodies / PSU's or other equivalent Organizations of high repute :: Max 20 Marks</b>			
	Executed single security services contract value up to Rs. 5 cr during last (03)three Financial Years	10		
	Executed single security services contract value above Rs. 5 cr. during the last (03) three FYs.	20		
<b>2</b>	<b>Number of years in operation in security services sector :: Max 10 Marks</b>			
	Up to 15 Years	07		
	Above 15 years	10		
<b>3</b>	<b>Annual Turnover of the company in any one of the last three FYs :: Max 15 Marks</b>			
	Up to Rs. 5,00,00,000/-	5		
	Between 5,00,00,001/- - 10,00,00,000/-	10		
	Above 10,00,00,000/-	15		
<b>4</b>	<b>Security Manpower on Payroll :: Max 15 Marks</b>			
	Up-to 1,500 Nos	5		
	Between 1501 to 2,500 Nos	10		
	Above 2,500 Nos	15		
<b>5</b>	<b>Quality related assessment :: Max 10 Marks</b>			
	Valid ISO 9001-2015	7		
	ISO 9001-2015 (More than 5 years old)	10		
<b>6</b>	<b>National Presence (as per PSARA) :: Max 10 Marks</b>			
	Only in 1 State	3		
	Between 2 to 7 States	7		
	Above 7 States	10		
<b>7</b>	<b>Company Presentation and Deployment schedule</b>	<b>Max 20 Marks</b>		
	<b>Total points:100 Marks (Cut off: 40 marks)</b>			

**Note:**

1. The Technical evaluation as per the sheet will be evaluated only if the bid document complies the required terms and conditions mentioned tender document.
2. Marking will be done based on bidder's response subject to submission of supporting documents justifying the parameters.
3. The bidder should score minimum 40 marks, out of 100 marks in the technical evaluation for qualifying to the next stage.
4. Technical Evaluation will carry 30% weightage and financial evaluation will have a weightage of 70%. The highest marks obtained by the bidder after summing up the technical as well as financial score as per QCBS method will be the basis of Final Score.

ACh  
30/6/26



# तेजपुर विश्वविद्यालय / TEZPUR UNIVERSITY

(संसद के अधिनियम द्वारा स्थापित केंद्रीय विश्वविद्यालय)

(A Central University established by an Act of Parliament)

कुल सचिव का कार्यालय/ OFFICE OF THE REGISTRAR

नपामः:तेजपुर-784028::असम

NAPAAM::TEZPUR-784028::ASSAM

## PART A: TECHNICAL BID SECTION I :: PROFILE OF THE TENDERER

Sl. No.	Particulars	Details
<b>Details of the Bidder</b>		
1	Name of the Agency (Block Letters)	
2	Name of the proprietor/partners/Directors	
3	Full address of the registered office with pin code, mobile number	
4	Name and designation of authorized person with Telephone No./ Mobile No./ Email id (Authorization letter to be enclosed)	
5	Number of years of experience in providing Security Services as per the tender requirements	
<b>Registration &amp; Other Statutory document details</b>		
6	Security Agency registration number and date of registration under Private Security Regulation Act (Government of Assam) (Certificate to be attached)	
7	PAN Number	
8	EPF Number	
9	ESI Number	
10	GST Number	
11	Labour License Certificate Number, Validity and Numbers of Workers Permitted in the License	
12	ISO or equivalent Certified agency, if available	

Certified that all above information's are correct to the best of my/our information, knowledge and belief. All the attached relevant documents are duly signed, sealed and serially numbered.

Date:

Signature of Tenderer  
Office Seal



# तेजपुर विश्वविद्यालय / TEZPUR UNIVERSITY

(संसद के अधिनियम द्वारा स्थापित केंद्रीय विश्वविद्यालय)

(A Central University established by an Act of Parliament)

कुल सचिव का कार्यालय/ OFFICE OF THE REGISTRAR

नपामः:तेजपुर-784028::असम

NAPAAM::TEZPUR-784028::ASSAM

## PART A: TECHNICAL BID SECTION II :: DOCUMENTS ENCLOSURE DETAILS

Sl.	Items	Details (must enclose all supporting documents)
1.	EMD: Amount, Bank Draft No., Date, Bank name and branch	
2.	An affidavit duly certified by a Notary that the Agency/ Firm/Company is/ are not involved in any Police case/ Vigilance enquiry pending or ever been punished by any Hon'ble Court ( <b>in original</b> )	
3.	An affidavit duly certified by a Notary That the Partners of the Agency/ Firm/Company or Sole Proprietor or Agency/Firm/ Company Has never been blacklisted or changed the name of the firm ( <b>in original</b> )	
4.	Income Tax Return (last three years) 2022-23, 2023-24, 2024-25	
5.	Audited Balance Sheet and Profit/Loss A/C 2022-23, 2023-24, 2024-25	
6.	Security Agency registration number and date of registration under Private Security Regulation Act	
7.	PAN Number	
8.	EPF Number	
9.	ESI Number	
10.	Valid GST Registration Number	
11.	Labour License Certificate Number	
12.	Bank Solvency Certificate	
13.	Details of experience in Security service for the past five years (Section IV Proforma)	
14.	Details of experience from each client i.e. educational institution such as University/IIT/NIT/IIM/ Reputed Academic Institutions where Services was/is provided (Section V Proforma)	
15.	Details of feedback from each client (Section VI Proforma)	
16.	Details of the present strength of the Agency (Section VII Proforma)	
17.	Details of the Quantitative Assessment of the Agency (Section VIII Proforma)	
18.	Tender Acceptance Letter (Annexure I Proforma)	
19.	Have you signed all the pages of the Tender document with your office seal? <b>Yes/No</b>	

*Certified that all above information are correct to the best of my/our information, knowledge and belief. All the attached relevant documents are duly signed, sealed and serially numbered.*

Date:

Signature of Tenderer  
Office Seal



## तेजपुर विश्वविद्यालय / TEZPUR UNIVERSITY

(संसद के अधिनियम द्वारा स्थापित केंद्रीय विश्वविद्यालय)

(A Central University established by an Act of Parliament)

कुल सचिव का कार्यालय/ OFFICE OF THE REGISTRAR

नपामः:तेजपुर-784028::असम

NAPAAM::TEZPUR-784028::ASSAM

### PART A: TECHNICAL BID :: SECTION III

#### Undertaking

**Litigation / Ineligibility for corrupt or fraudulent practices / Blacklisted with any of the Government or Public Sector Units or Educational Institutions including Tezpur University**  
(To be submitted on the Letterhead of the responding agency)

To

The Registrar  
Tezpur University  
Tezpur 784028  
India

**Subject:** Declaration for not involved in any litigation, not being an ineligibility for corrupt or fraudulent practices or backlisted with any of the Government or Public Sector Units or Educational Institutions or Tezpur University.

Sir,

We, the undersigned, hereby declare that

We are not involved in any litigation with any client,

We are not under a declaration of ineligibility for corrupt or fraudulent practices, we are not blacklisted with any of the Government or Public Sector Units.

Thanking you,  
Yours faithfully,

**(Signature of the Tenderer)**

Name:

Designation:

Seal:



# तेजपुर विश्वविद्यालय / TEZPUR UNIVERSITY

(संसद के अधिनियम द्वारा स्थापित केंद्रीय विश्वविद्यालय)

(A Central University established by an Act of Parliament)

कुल सचिव का कार्यालय/ OFFICE OF THE REGISTRAR

नपामः:तेजपुर-784028::असम

NAPAAM::TEZPUR-784028::ASSAM

## PART A: TECHNICAL BID: SECTION IV

### Experience Details of the Agency in providing Security Services to University/IIM/NIT

Sl. No.	Name of the Client	Details of Person to whom reference can be made (Name, Address, telephone number, Email ID etc.)	Number of Manpower services provided	Annual contract value (Rs. In Lakhs)	Number of years the services provided

*(May use separate sheet, if necessary, in same format)*

*Certified that all above information's are correct to the best of my/our information, knowledge and belief. All the attached relevant documents are duly signed, sealed and serially numbered.*

**Date:**

**Signature of Tenderer  
Official Seal**



## तेजपुर विश्वविद्यालय / TEZPUR UNIVERSITY

(संसद के अधिनियम द्वारा स्थापित केंद्रीय विश्वविद्यालय)

(A Central University established by an Act of Parliament)

कुल सचिव का कार्यालय/ OFFICE OF THE REGISTRAR

नपामः:तेजपुर-784028::असम

NAPAAM::TEZPUR-784028::ASSAM

### PART A: TECHNICAL BID : SECTION V Details of experience (to be submitted for each client separately) (Reference Section IV)

SI No.	Particular	Details
1	Name of the work	
2	Name of the Client/ Educational Organization	
3	Details of person to whom reference can be made (Name, Address, Telephone number, Email ID etc.)	
4	Location of the work	
5	Annual cost of services. Contract value	
6	Contract period	
7	Security personnel deployed (Numbers)	
	a Supervisor (Designated)	
	b Security Personnel (Male)	
c Security Personnel (Female)		
8	Completion	
9	Number of years for which services were provided.	
10	If certificate of Feedback is enclosed.	

*Certificate that all above information's are correct to the best of my/our information, knowledge and belief. All the attached relevant documents are duly signed, sealed and serially numbered.*

**Date:**

**Signature of Tenderer  
Official Seal**



# तेजपुर विश्वविद्यालय / TEZPUR UNIVERSITY

(संसद के अधिनियम द्वारा स्थापित केंद्रीय विश्वविद्यालय)

(A Central University established by an Act of Parliament)

कुल सचिव का कार्यालय/ OFFICE OF THE REGISTRAR

नपामः:तेजपुर-784028::असम

NAPAAM::TEZPUR-784028::ASSAM

## PART A: TECHNICAL BID : SECTION VI Details of Feedback to be submitted from each client separately

Feedback about M/s (Name of the Agency/ Form/Company): \_\_\_\_\_

Engaged by (Name of the Client): \_\_\_\_\_

Sl no.	Activities	Excellent	Very Good	Good	Satisfactory	Poor
1	Turnout					
2	Record maintenance					
3	Crime detection and fellow-up action					
4	Welfare measure by the agency to their staff					
5	Gadget used (Wireless, Alcohol detector, Handheld metal detector etc.)					
6	Disaster management mechanism					
7	Monitoring mechanism					
8	Training (in-door/out-door/traffic control)					
9	Liaison / Rapport with local police, if necessary					
10	Behaviour with the University/Institute Authority Faculty/Staf/Students/Guests					
11	Disciplinary action against security personnel or company if any					
12	Overall Performance					

Place  
Date  
Official Seal

Signature of the client



## तेजपुर विश्वविद्यालय / TEZPUR UNIVERSITY

(संसद के अधिनियम द्वारा स्थापित केंद्रीय विश्वविद्यालय)

(A Central University established by an Act of Parliament)

कुल सचिव का कार्यालय/ OFFICE OF THE REGISTRAR

नपामः:तेजपुर-784028::असम

NAPAAM::TEZPUR-784028::ASSAM

### PART A: TECHNICAL BID : SECTION VII Present Strength of the Agency

Sl No.	Particular	Details
1	Number of contracts the Agency/ Firm/ Company was/ is providing since last five years	
2	Number of manpower deployed for the contract (Maximum number in a month in any particular organisation in last five years)	
4	Number of Assistant Security Officers (Designated)	
5	Number of Supervisor Officer (Designated)	
6	Number of Security personnel	Male
		Female
7	Number of Cycles/Vehicles owned by the agency	Cycles
		Motor cycles
		Four wheeler
8	Number of Tools/Equipment owned by the agency	Lathi
		Search Lights
		Alcohol detector
		Walkie Talkie
	Handheld Metal Detector	
9	Any other information wants to be provided by the agency/firm/company	

*Certified that all above information's are correct to the best of my/our information, knowledge and belief. All the attached relevant documents are duly signed, sealed and serially numbered.*

*[Proof to be attached, in case of non-availability then, a declaration has to be submitted in separate sheet in letter head of Tenderer]*

**Date:**

**Signature of Tenderer  
Official Seal**



## तेजपुर विश्वविद्यालय / TEZPUR UNIVERSITY

(संसद के अधिनियम द्वारा स्थापित केंद्रीय विश्वविद्यालय)

(A Central University established by an Act of Parliament)

कुल सचिव का कार्यालय/ OFFICE OF THE REGISTRAR

नपामः::तेजपुर-784028::असम

NAPAAM::TEZPUR-784028::ASSAM

### PART A: TECHNICAL BID : SECTION VIII Quantitative Assessment of the Agency

Sl No.	Particulars	Details	Documentary evidence serial number in the Tender document
<b>Experience</b>			
1	Number of contracts the agency was/is providing since last five years		
2	Number of manpower deployed for the contract		
3	Amount of contract per month (Rs. In lakhs)		
<b>Present Strength of the Agency</b>			
4	Number of Assistant Security Officer (Designated)		
5	Number of Supervisor (Designated)		
6	Number of Security personnel		
7	Number of Vehicles/Type of vehicles to be deployed at Tezpur University by the agency at their own cost		
8	Number of Tools/Equipment will be used at the University		
<b>Proposed plan to provide Security Service at Tezpur University</b>			
9	<b>Quality of Service</b> Number of supervisor Number of security personnel		
10	Plan for smooth operation of Visitors and Vehicle entry		
11	Disaster Management Plan		
12	Traffic control Management		

*Certificate that all above information's are correct to the best of my/our information, knowledge and belief. All the attached relevant documents are duly signed, sealed and serially numbered..*

**Date:**

**Signature of Tenderer  
Official Seal**



# तेजपुर विश्वविद्यालय / TEZPUR UNIVERSITY

(संसद के अधिनियम द्वारा स्थापित केंद्रीय विश्वविद्यालय)

(A Central University established by an Act of Parliament)

कुल सचिव का कार्यालय/ OFFICE OF THE REGISTRAR

नपामः:तेजपुर-784028::असम

NAPAAM::TEZPUR-784028::ASSAM

## Annexure II

### TENDER ACCEPTANCE LETTER

(To be given on Agency Letter Head)

To  
The Registrar  
Tezpur University  
Tezpur, Napaam, 784028, Tezpur  
Assam, India

Date:

### SUB: Acceptance of Terms & Conditions of the Tender

Tender Reference No.

Dated :

Name of the Tender/ Work: Security Service at Tezpur University

Dear Sir,

1. I/We have downloaded/obtained the Tender document (s) for the above mentioned 'Tender/Work' from the Websites namely..... given in the above mentioned website(s) as per your advertisements.
2. I/We hereby certify that I/We have read entire terms and conditions of the Tender document, including all documents like Sections/Annexures etc. which is part of contract agreement and I/We shall abide by with the terms and conditions/clauses contained therein.
3. The corrigendum(s) issued from time to time by Tezpur University too have all been taken into consideration, while submitting this acceptance letter.
4. I/We hereby unconditionally accept the tender terms and conditions of above mentioned tender document(s)/corrigendum(s) in its totality/entirety.
5. In case of any provisions of this tender are found violated, then Tezpur University shall without prejudice to any other right or remedy be at liberty to reject this tender/bid including forfeiture of the entire Earnest Money Deposit absolutely.

Yours faithfully

**Name and Signature of the Bidder**  
Official Seal of the Agency



## तेजपुर विश्वविद्यालय / TEZPUR UNIVERSITY

(संसद के अधिनियम द्वारा स्थापित केंद्रीय विश्वविद्यालय)

(A Central University established by an Act of Parliament)

कुल सचिव का कार्यालय/ OFFICE OF THE REGISTRAR

नपामः:तेजपुर-784028::असम

NAPAAM::TEZPUR-784028::ASSAM

### Annexure III

#### PROFORMA OF PERFORMANCE BANK GUARANTEE

1. In consideration of the Registrar, Tezpur University having offered to accept the terms and conditions of the proposed agreement between **Tezpur University** and ..... (hereinafter called “the said agency”), for the work of “Security services at Tezpur University” (herein after called “the said agreement”) having agreed to production of an irrevocable Bank Guarantee for Rs. .... (Rupees ..... Only), as a Security/Guarantee from the agency for compliance of his/her obligations in accordance with the terms & conditions in the said agreement.
2. We ..... (indicate the name of the Bank), (hereinafter referred to as the “Bank”) do hereby undertake to pay amounts due and payable under this Guarantee without any demur, merely on a demand from the Tezpur University stating the amount claimed is required to meet the recoveries due or likely to be due from the said agency. Any such demand made on the Bank shall be conclusive as regards the amount due and payable by the Bank under this guarantee. However, our liability under this guarantee, we shall be restricted to an amount not exceeding Rs. .... (Rupees ..... only).
3. We, the said bank, further undertake to pay to the Tezpur University any money so demanded notwithstanding any dispute or disputes raised by the agency in any suit or proceeding pending before any Court or Tribunal relating thereto, our liability under this present being absolute and unequivocal. The payment so made by us under bond shall be a valid discharge of our liability for payment thereunder and the agency shall have no claim against us for making such payment.
4. We ..... (indicate the name of the Bank) further agree that the Guarantee herein contained shall remain in full force and effect during the period that would be taken for the performance of the said agreement, and it shall continue to be enforceable till all the dues of the Tezpur University under or by virtue of the said agreement have been fully paid and its claims satisfied or discharged, or till the Registrar, Tezpur University on behalf of the Tezpur University, certifies that the terms and conditions of the said agency and accordingly discharges this guarantee.
5. We ..... (indicate the name of the Bank) further agree with the Tezpur University that the Tezpur University shall have the fullest liberty without our comment, and without effecting in any manner our obligations hereunder, to vary any of the terms and conditions of the said agreement or to extend time of performance by the said agency from time to time or to postpone for any time or from time to time of the powers exercisable by the Tezpur University against the said agency and to forbear or enforce any of the terms and conditions relating to the said agreement, that we shall not be relieved from our liability by reason of any such variation or extension being granted to the said agency or for any forbearance, act of omission on the part of Tezpur University or any indulgence by the Tezpur University to the said agency or by any such matter or thing whatsoever which under the law relating to sureties would, but for this provision, have effect of so relieving us.
6. This Guarantee will not be discharged due to the change in the constitution of the Bank or the agency.



## तेजपुर विश्वविद्यालय / TEZPUR UNIVERSITY

(संसद के अधिनियम द्वारा स्थापित केंद्रीय विश्वविद्यालय)

(A Central University established by an Act of Parliament)

कुल सचिव का कार्यालय/ OFFICE OF THE REGISTRAR

नपामः:तेजपुर-784028::असम

NAPAAM::TEZPUR-784028::ASSAM

7. We ..... (indicate the name of the Bank) lastly undertake not to revoke this Guarantee except with the previous consent of the Tezpur University in writing.
8. This Guarantee shall be valid up to .....unless extended on demand by the Tezpur University.

Notwithstanding anything contained herein above:

- a) Our liability under this Guarantee shall not exceed Rs. ....(Rupees ..... only).
- b) This Bank Guarantee shall be valid up to .....and,
- c) We are liable to pay the Guarantee amount or any part thereof under this Bank Guarantee only and only if you serve upon us a written claim or demand on or before ..... all your rights under this guarantee be forfeited and we shall be relieved and discharges from all liabilities thereunder.

Dated.....day of .....for.....

*(Indicate the Name of the Bank)*



## तेजपुर विश्वविद्यालय / TEZPUR UNIVERSITY

(संसद के अधिनियम द्वारा स्थापित केंद्रीय विश्वविद्यालय)

(A Central University established by an Act of Parliament)

कुल सचिव का कार्यालय/ OFFICE OF THE REGISTRAR

नपामः:तेजपुर-784028::असम

NAPAAM::TEZPUR-784028::ASSAM

### Annexure-IV

*(To be submitted on Company's/Firm's Letterhead signed and sealed)*

#### **Bid-Security Declaration Form**

Date: \_\_\_\_\_

Bid No. \_\_\_\_\_

To (insert complete name and address of the purchaser)

I/We. The undersigned, declare that:

I/We understand that, according to your conditions, bids must be supported by a Bid Security Declaration.

I/We accept that I/We may be disqualified from bidding for any contract with you for a period of three year from the date of notification if I am /We are in a breach of any obligation under the bid conditions, because I/We

(a) have withdrawn/modified/amended, impairs or derogates from the tender, my/our Bid during the period of bid validity specified in the form of Bid; or

(b) having been notified of the acceptance of our Bid by the purchaser during the period of bid validity (i) fail or reuse to execute the contract, if required, or (ii) fail or refuse to furnish the Performance Security, in accordance with the Instructions to Bidders.

I/We understand this Bid Securing Declaration shall cease to be valid if I am/we are not the successful Bidder, upon the earlier of (i) the receipt of your notification of the name of the successful Bidder; or (ii) thirty days after the expiration of the validity of my/our Bid.

Signed: (insert signature of person whose name and capacity are shown) in the capacity of (insert legal capacity of person signing the Bid Securing Declaration).

Name: (insert complete name of person signing the Bid Securing Declaration)

Duly authorized to sign the bid for an on behalf of: (insert complete name of Bidder)

Dated on \_\_\_\_\_ day of \_\_\_\_\_ (insert date of signing)

Corporate Seal (where appropriate)

(Note: In case of a Joint Venture, the Bid Securing Declaration must be in the name of all partners to the Joint Venture that submits the bid).



## तेजपुर विश्वविद्यालय / TEZPUR UNIVERSITY

(संसद के अधिनियम द्वारा स्थापित केंद्रीय विश्वविद्यालय)

(A Central University established by an Act of Parliament)

कुल सचिव का कार्यालय/ OFFICE OF THE REGISTRAR

नपामः:तेजपुर-784028::असम

NAPAAM::TEZPUR-784028::ASSAM

### **INSTRUCTIONS TO BIDDERS FOR ONLINE BID SUBMISSION**

Instructions to the Bidders to submit the bids online through the Central Public Procurement Portal for e Procurement at <http://eprocure.gov.in/eprocure/app>

1. Possession of valid Digital Signature Certificate (DSC) and enrollment/registration of the agencies/bidders on the e-Procurement/e-tender portal is a prerequisite for e-tendering.
2. Bidder should do the enrollment in the e-Procurement site using the "Online Bidder Enrollment" option available on the home page. Portal enrollment is generally free of charge. During enrollment/registration, the bidders should provide the correct/true information including valid email id. All the correspondence shall be made directly with the agency/bidder through email id provided.
3. Bidder need to login to the site through their user ID/ password chosen during enrollment/registration.
4. Then the Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by SIFY/TCS/nCode/eMudra or any Certifying Authority recognized by CCA India on eToken/SmartCard, should be registered.
5. The DSC that is registered only should be used by the bidder and should ensure safety of the same.
6. Agency/Bidder may go through the tenders published on the site and download the required tender documents/schedules for the tenders he/she is interested.
7. After downloading / getting the tender document/schedules, the Bidder should go through them carefully and then submit the documents as asked, otherwise bid will be rejected.
8. If there are any clarifications, this may be obtained online through the tender site, or through the contact details. Bidder should take into account the corrigendum published before submitting the bids online.
9. Bidder then logs in to the site through the secured log in by giving the user id/ password chosen during enrolment/registration and then by giving the password of e-Token/Smartcard to access DSC.
10. Bidder selects the tender which he/she is interested in by using the search option & then moves it to the 'my tenders' folder.
11. From my tender folder, he selects the tender to view all the details indicated.
12. It is construed that the bidder has read all the terms and conditions before submitting their offer. Bidder should go through the tender schedules carefully and upload the documents as asked; otherwise, the bid will be rejected.
13. Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender documents/schedule and generally, they can be in PDF/xls/rar/jpg/dwf formats. If there is more than one document, they can be clubbed together and can be provided in the requested format. Bidders Bid documents may be scanned with 100 dpi with black and white option. It is advisable that each document to be uploaded through online for the tenders should be less than 2 MB. If any document is more than 2MB, it can be reduced through rar and the same can be uploaded, if permitted. However, if the file size is less than 1 MB the transaction uploading time will be very fast.
14. If there are any clarifications, this may be obtained through the site. Bidder should take into account the corrigendum published from time to time before submitting the online bids.
15. The Bidders can update well in advance, the documents such as certificates, annual report details etc., under My Space option and these can be selected as per tender requirements and then send along with bid documents during bid submission. This will facilitate the bid submission process faster by reducing upload time of bids.
16. Bidder should submit the Tender Fee/EMD as specified in the tender. The original should be posted/couriered/given in person to the Tender Inviting Authority, within the bid submission due date & time for the tender or as indicated in the tender. Scanned copy of the instrument should be uploaded as part of the offer.
17. While submitting the bids online, the bidder reads the terms & conditions and accepts the same to proceed further to submit the bid packets.



## तेजपुर विश्वविद्यालय / TEZPUR UNIVERSITY

(संसद के अधिनियम द्वारा स्थापित केंद्रीय विश्वविद्यालय)

(A Central University established by an Act of Parliament)

कुल सचिव का कार्यालय/ OFFICE OF THE REGISTRAR

नपामः:तेजपुर-784028::असम

NAPAAM::TEZPUR-784028::ASSAM

18. The bidder has to select the payment option as offline to pay the Tender Fee/EMD as applicable and enter details of the instruments.
19. The details of the DD/ any other accepted instrument, physically sent, should tally with the details available in the scanned copy and the data entered during bid submission time. Otherwise submitted bid will not be acceptable or liable for rejection.
20. The bidder has to digitally sign and upload the required bid documents one by one as indicated. Bidders to note that the very act of using DSC for downloading the bids and uploading their offers shall be deemed to be a confirmation they have read all sections and pages of the bid document including General conditions of contract without any exception and have understood the entire document and are clear about the requirements of the tender requirements.
21. The bidder has to upload the relevant files required as indicated in the cover content. In case of any irrelevant files, the bid will be rejected.
22. If the price bid format is provided in a spread sheet file like BoQ\_xxxx.xls, the rates offered should be entered in the allotted space only and uploaded after filling the relevant columns. The Price-bid BOQ template must not be modified/replaced by the bidder; else the bid submitted is liable to be rejected for this tender.
23. The bidders are requested to submit the bids through online e-tendering system to the Tender Inviting Authority (TIA) well before the bid submission end date & time (as per Server System Clock). The **TIA will** not be held responsible for any sort of delay or the difficulties faced during the submission of bid online by the bidders at the eleventh hour.
24. After the bid submission (i.e. after Clicking "Freeze Bid Submission" in the portal), the acknowledgement number, given by the system should be printed by the bidder and kept as a record of evidence for online submission of bid for the particular tender and will also act as an entry pass to participate in the bid opening date.
25. The time settings fixed in the server side & displayed at the top of the tender site, will be valid for all actions of requesting, bid submission, bid opening etc., in the e-tender system. The bidders should follow this time during bid submission.
26. All the data being entered by the bidders would be encrypted using PK! Encryption techniques to ensure the secrecy of the data. The data entered will not be viewable by unauthorized persons during bid submission & not be viewable by any one until the time of bid opening.
27. Any bid document that is uploaded to the server is subjected to symmetric encryption using a system generated symmetric key. Further this key is subjected to asymmetric encryption using buyers/bid openers' public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.
28. The confidentiality of the bids is maintained since the secured Socket Layer 128-bit encryption technology is used. Data storage encryption of sensitive fields is done.
29. The bidder should logout of the tendering system using the normal logout option available at the top right-hand corner and not by selecting the (X) exit option in the browser.

\*\*\*