



Maharashtra National Law University Mumbai
Invitation for Expression of Interest (EOI) for Security
Guard Services

Application Fees: 2000/- (Non-Refundable)

EOI Opening Date: 25th May 2023

EOI Closing Date: 20th June 2023 – Extended to 27th June 2023

Interested agencies may visit the Website <https://mnlumumbai.edu.in/tendernotice.php> and download the RESPONSE FORM [**Annexure A**]. Filled in form complete in all respects may be forwarded by Email: eoimnlumumbai.edu.in and Registered Post to **The Registrar, Maharashtra National Law University Mumbai, 2nd Floor CETTM-MTNL Building, Hiranandani Gardens, Technology Street Powai, Mumbai – 400 076**. The envelope containing the documents should clearly mention sender's name and address, telephone number and e-mail address, along with website if any, and superscribed **EOI FOR SECURITY GUARD SERVICES**. Without superscription the EOI will be rejected. Please read General Instructions carefully. Documents must reach on or before 17:00 hours of **Tuesday, 27th June 2023**. No hand delivery.

REGISTRAR,
MAHARASHTRA NATIONAL LAW UNIVERSITY
MUMBAI

MAHARASHTRA NATIONAL LAW UNIVERSITY MUMBAI

2nd Floor, CETTM MTNL, Hiranandani Gardens, Technology Street,

Powai, Mumbai – 400 076.

INVITATION FOR EXPRESSION OF INTEREST

FOR

SECURITY GAURD SERVICES

1. INTRODUCTION

Maharashtra National Law University Mumbai was established under Maharashtra National Law University Mumbai Act (VI of 2014) of the Government of Maharashtra. It is a teaching and research University of National character with deep regional ethos. Professor (Dr.) Dilip Ukey is the Vice-Chancellor.

Currently, Maharashtra National Law University Mumbai is operating from 2ndFloor, CETTM-MTNL, Building, Hiranandani Gardens, Technology Street, Powai, Mumbai – 400 076.

The University invites expression of interest (EOI) from eligible agencies for Security Guard Services. Agencies, which are located in Mumbai and nearby regularly supply this type of support to Government offices, Public Sector Units (PSUs), banks and higher educational institutions are requested to respond.

2. ELIGIBILITY

Only those tenderers who possess the following eligibility criteria may apply. Tenders not meeting the eligibility criteria will be summarily rejected without any reason thereafter.

The agency should satisfy the following eligibility conditions:

- a) The agency/firm should have minimum of 15 years of experience of the same profession.
- b) The agency/firm should submit experience certificates of atleast 3 Government offices, Public Sector Units (PSUs), banks and higher educational institutions clients during last 5 years. Atleast, one experience certificate should of a University or Higher Educational Institution.
- c) Agency shall have following statutory valid registration certificates and licenses.
 - i. GST (Goods and Services Tax) Registration
 - ii. Establishment License
 - iii. PASARA License which should be minimum 10 years old.
 - iv. Agency should have its own training centre run in Maharashtra State as per PSARA guidelines.
 - v. Permanent Account Number (PAN)
 - vi. EPF Registration Certificate
 - vii. ESI Registration Certificate
 - viii. Gratuity Act Registration
 - ix. ISO Certification which should be minimum 05 years old. The agency should possess ISO 9001: 2015, ISO 14001:2015. OHSAS 18788:2015, SA 8000 & ISO 45001: 2018, ISO 27001: 2013.
 - x. Any other registration that is required as per statutory / local norms for supply of stationery items.

- xi. Agency have their own office located in Mumbai, Navi Mumbai or Thane.
- xii. Agency should submit copy of license from Labour Commissioner of clients where deployment of guarding personnel is above 100 guards.
- xiii. Earnest Money Deposit: EMD of 02% of the total estimated value of the services should be furnished along with the PRICE BID. The EMD shall be accepted Account Payee Demand Draft. Firms registered with MSIC/ MSME will be exempted from paying the cost o tender and EMD on submission of registration documents.**

3. HOW TO APPLY

Interested agencies may visit the Website <https://mnlumumbai.edu.in/tendernotice.php> and download the RESPONSE FORM [**Annexure A**]. Filled in form complete in all respects may be forwarded by Email: eoimnlumumbai.edu.in and Registered Post to **The Registrar, Maharashtra National Law University Mumbai, 2nd Floor CETTM-MTNL Building, Hiranandani Gardens, Technology Street Powai, Mumbai – 400 076**. The envelope containing the documents should clearly mention sender's name and address, telephone number and e-mail address, along with website if any, and superscribed **EOI FOR SECURITY GUARD SERVICES**. . Without superscription the EOI will be rejected. Please read General Instructions carefully. Documents must reach on or before 17:00 hours of **Tuesday, 20th June 2023** **Extended to 27th June 2023**.
HAND DELIVERY IS NOT ACCEPTABLE AND WILL BE LIABLE TO BE REJECTED.

4. SCOPE OF WORK:

Annual Contract for engagement of **36 THIRTY SIX (17 Male and 17 Female + 02 Male Supervisors)** Security Guards/Supervisor in the office of MNLU Mumbai. The University can request to increase or decrease the no. of SG/SS.

DUTIES & RESPONSIBILITIES OF SECURITY STAFF:

a) Security Supervisor:

1. The Security Supervisor of particular area/building shall be responsible for overall security arrangements of the concerned area and building. The supervisor will have a day to-day interaction with Head of the Department / Officer In charge of the area to give a feedback on the service rendered and for taking further action as and when needed.
2. Security Supervisor will ensure that the instructions of MNLU Mumbai Management (conveyed through authorized personnel) are strictly complied with without any lapse and delay.
3. Security Supervisor should ensure that all Security Guards should be deployed as per duty roster and the same will be monitored personally by the Security Supervisor from time to time and he will be responsible for its optimum utilization with the consultation of Concerned Officer authorized for this purpose.
4. Security Supervisor will also take round of all important and sensitive points of the building/area as specified by the authorized officers/officer in charge of the building.
5. Security Supervisor will monitor all electronic and other security surveillance system and ensure their proper use worthiness and if any equipment needs maintenance he shall inform the University authority.
6. Security Supervisor will ensure that security guard will take care of all equipment's installed in the building, they are switched off when not in use, supervise optimum use of electricity/water and electronic equipment.
7. He must ensure that in emergency situation security staff deployed in his area shall also participate as per their role defined in the disaster plan.
8. Security Supervisor shall ensure that Security Guards working under him shall not leave the premises before their respective reliever reports for duty.

9. Security Supervisor will brief/instruct all the guards before deploying on duty daily about their duties and responsibilities to security guards under him and any other instructions issued by the security department from time to time.
10. Any other instruction as advised by the University Officer/Assistant Officer, shall be binding on the supervisor.
11. Security Supervisor will ensure security entry/exit should be open and close as per the directions of the University Officer/Authority of the building and should be properly manned.
12. He shall be required to perform any other duty assigned by the Security Section from time to time for smooth/efficient functioning of the Security Department.

b) Security Guard:

1. All the security personnel to be provided for undertaking the security services in the University premises & Hostel shall provided with required uniform, ID Cards (by the agency) and maintain decent behavior
2. No outsiders are allowed to enter in the building without proper Gate Pass issued by the Authorized Officer of the concerned Department.
3. No items are allowed to be taken out without proper Gate Passes issued by the competent officers as laid down in the contract or authorized by the employer for in-out movement of stores. The specimen signatures and telephone numbers of the above stated officers will be available with the Security personnel.
4. The officers and staff of the Department will keep the Identity cards with them got checking and allowing entry by the security personnel.
5. Deployment of Guards will be as per the instructions of the authorities of the Department and the same will be monitored personally by the concerned authorities from time to time and will be responsible for its optimum utilization.
6. Security personnel deployed in the premises on holidays and Sundays will be assessed as per actual requirement and the number of personnel will be suitably reduced.
7. The Security Guard will also take round of all the important and sensitive points of the premises as specified by the Department.
8. Security personnel shall also ensure door keeping duties.

9. The Guards on duty will also take care of vehicles, scooters/motor cycles/bicycles parked in the parking sites located within the premises of the Department.
10. Entry of the street-dogs and stray cattles into the premises is to be prevented. It should be at once driven out.
11. The Guards on patrol duty should take care of all the water taps, valves, water hydrants, etc. installed in the open all over the premises.
- 12. The Security Guards should be trained to extinguish fire with the help of fire extinguishing cylinders and other firefighting material available on the spot. They will also help the firefighting staff in extinguishing the fire or in any other natural calamities.**
13. In emergent situations, security staff/supervisor deployed shall also participate as per their role defined in the disaster plan, if any, of the Department. Guards/Supervisors should be sensitized for their role in such situations.
14. The Security Guards are required to display mature behaviour, especially towards female staff and female visitors.
15. The Security Guard on duty shall not leave the premises until his reliever reports for duty.
16. It would be desirable that the Security Staff provided should have knowledge of Fire Fighting, First Aid, Scooter/ Motor Cycle/LMV Driving & handling Wire-less communication equipment and computers.
17. The bidder shall separately observe and adhere the following from their deployed security personnel.
 - Should smart and vigilant.
 - Should be punctual and arrived at least 15 minutes before start of their duty time.
 - Should take charges of their duties properly and thoroughly.
 - Should perform their duties with honesty and sincerity.
 - Should read and understand their post and side instructions and follow the same.
 - Shall not consume intoxicated drinks on duty hours, or come drunk and report for duty.
 - Should not gossip or chit shut while on duty.
 - Should never sleep while on duty.

- Should immediately report to the University Authority/Security Officer on any untoward incident/misconduct or misbehavior.
- Should not entertain visitors.
- Shall not smoke/drink/ chew tobacco/paan masala in the office premises.

5. PERIOD OF CONTRACT:

Under normal circumstances the contract shall be valid for a period of one year from date of issue of work order. The period may be extended further (as decided by the University) if mutually agreed between the University and the selected bidder.

6. TERMS OF PAYMENT:

- 1) The Agency would be paid each month the amount agreed in the award of letter on lump-sum basis after it pays the wages to the security guards and security supervisors. The Agency has to show reasonable cash flow to justify financial status providing the bank statement. The salary payment has to be made through bank to all the security guards and security supervisors with intimation to the Accounts Section of MNLU, Mumbai. Only after that, the Bills have to be raised in duplicate along with the following documents in the order stated below.
 - Wages cum Muster sheet of the month duly paid to the guards.
 - Attendance sheet of the guards for the month.
 - Copies of the P.F. Challans and ESIC Challans.
 - Copies of monthly returns submitted to the P.F. authorities (Form 12A, 5 and 10) as applicable.
 - Statement showing the details regarding the names of the guards engaged during the month along with their P.F. account number, employee contribution of P.F. and employer contribution of P.F., etc.
 - A certificate stating that the guards have actually been engaged by them and the P.F. contribution has been deposited with the P.F. authorities by them on the due date.
- 2) On certification by the Security Officer/Competent Authority, the bill will be forwarded to the Accounts Section for payment purposes. Income tax as per the I.T. Act and TDS as applicable under the GST Act will be deducted from the bill.

- 3) The final settlement shall be made subject to production of "No Dues Certificates" from all the concerned workers etc. and submission of P.F. challans/Annual Returns and an undertaking on the stamp paper of the required value duly notarised by the competent authority.

7. GENERAL INSTRUCTIONS:

1. Agencies shall be prequalified and shortlisted based on the criteria laid **hereinabove, (Ref.2 Eligibility).**
2. Maharashtra National Law University Mumbai reserves the right to visit, inspect or contact some of the offices to whom supplies are made by the agency prior to selection.
3. The decision of Maharashtra National Law University Mumbai regarding the selection of the Agency shall be final and binding on all concerned.
4. Agency should submit the Application Fees of Rs. 2000/- (Rupees Two Thousand Only) (non-refundable) in the form of demand draft in favour of Maharashtra National Law University Mumbai.
5. **Selected agency shall furnish security deposit of 10% amount of the total bill amount (in INR) in the form of DD/ Bank Guarantee in favour of Maharashtra National Law University Mumbai.**
6. The quotations should be sealed in a separate envelope and superscribed FINANCIAL BID. This envelope will be kept in the main large envelope containing other documents and Response form.
7. **Rate should be quote inclusive of the cost of Services, Manpower cost, Transportation also inclusive of charges of VAT and other taxes as applicable.**

8. The MNLU Mumbai will have no liability regarding transportation, boarding and loading of firm and their staff.
9. Under no circumstances the firm shall not appoint any subcontractor or sub lease the contract. If violated the conditions, the firm will be terminated.
10. TDS as applicable on date will be deducted from firm actual bill submitted for payment.
11. The price accepted by the committee is final and no deviation from it will be accepted in this regard.
12. In case of any dispute between the parties, the arbitration shall be at Mumbai.
13. The procuring entity reserves the right to accept or reject any or all EOIs without assigning any reason thereof.
14. EOI shall remain valid for a period not less than 120 days after the deadline date specified for submission.
15. Conditional offer/ EOI submitted by email and hardcopy or after the due date and time will be rejected.
16. **Site Survey:** All bidders are advised to visit the work site before submitting their offers in order to make themselves fully aware of the work conditions at Maharashtra National Law University Mumbai. The University will not be responsible for any cost or expenses incurred by the bidder in connection with preparation of the bids and expenses related to visits to the sites. The details of personnel deputed for site survey are to be intimated to the University as well as the Administrative Officer of this University for according necessary clearances. Deputed Personnel are to ensure that all security precautions and norms are to be adhered to within the University. However prior intimation regarding the visit is mandatory. The site Survey Proforma is attached. The Proforma completed in all respects, in two copies are to be forwarded to this University by the fastest means so that the same can be approved and one copy returned to the bidder. To expedite the process, bidders may fill up the downloaded Proforma and Obtain signature of Administrative Officer on the same day of their visit or Fax / Email the same to addresses. Since the final costing can be only be worked out after the site survey bids of only those firms would be accepted and processed who have done the site survey. **Site survey is mandatory and required to**

submit the certificate issued by the University along with the documents to be submitted in the bid of EOI document to qualify for the price bid.

17. Strictly no CC/BCC to be marked to any other mail Id. Violation will lead to disqualification and cancellation.
18. Canvassing in any manner at any stage will be a disqualification and may Lead to Black listing of the Vendor.

For further details, **Please contact (022) 25703187.**

APPLICATION TO BID FOR SUPPLY OF SECURITY SERVICES

Name of the Firm _____

The Registrar,
Maharashtra National Law University Mumbai,
2nd Floor, CETTM MTNL Building,
Hiranandani Gardens, Technology Street,
Powai, Mumbai – 400 076

Dear Sir,

I/We have read and understood the instructions and the terms and conditions contained in the Invitation for Expression of Interest for **SUPPLY OF SECURITY SERVICES** and hereby declare that the information furnished in the application and in the supplementary sheets from pages _____ to _____ are correct to the best of my/our knowledge and belief. The undersigned is fully authorized to sign and submit this application form on behalf of the organization, he / she represents.

Signature _____

Name _____

Designation _____

Address _____

Place _____

Date _____

Seal of the Agency.

RESPONSE SHEET

Information to be furnished by the Agency

1	Name of the Agency	
2	Address	
3	Contact details: Mobile E-Mail and website	
4	Type of the Organization (Whether Sole/Proprietorship / Partnership / Private Ltd/ Ltd. or Co-operative body etc.)	
5	Whether registered with the Registrar of Companies / Registrar of firms. If so, furnish full details and copies of valid I. GST Number II. Permanent Account Number (PAN) of the Firm III. Any other registration that is required as per statutory/local norms for supply of Security Services	

6	<p>Name and PAN of Proprietor/ Partners / Directors of the Organization/ Firm</p> <p>a) b) c) d) e) f) g)</p>	
7	Year of Establishment	
8	Length of business in this field in years	_____ Years
9	The average annual turnover of the Agency for the last three years.	
10	<ul style="list-style-type: none"> • Whether any civil suit / litigation in the contracts executed during the last 3 years has arisen and pending in any court of law. If so, please furnish full details. • Have you been disqualified by you any Entity/ Institution? 	

Place

Date

COMPANY/AGENCIES SEAL

AUTHORISED SIGNATORY

**FINANCIAL BID
(Submitted on Own letter head)**

Please provide detail financial implication to the organization with break up. (All prices/rates quoted must comply with the terms and conditions)

Sr. No	Description	Staff (Male & Female)	Supervisor (Male / Female)
1	Minimum Gross Wages as per Security Guard Board Mumbai & Thane (per Security Guard Person for 26 days)		
2	Statutory Charges (Per SG Person for 26 days)		
	ESI		
	EPF		
	Bonus		
	Paid Leave		
	SGB Levy		
3	Sub-total (Per Person for 26 days)		
4	Relieving charges (1/6th of S. No. 3)		
5	Total (Per Security Guard Person per month) (S. No. 3 + S. No. 4)		
6	Number of Security personnel required	Nos. 17 M, 17 F	Nos. 2 M
7	Total cost for providing Security Personnel per month (S. No. 5 X S. No. 6)		
8	Total Cost for providing Security Personnel per annum Σ (S. No. 7) x 12 months		
9	Lump sum amount (Annual) (For providing uniforms, equipment, consumables and other paraphernalia as specified in the Tender Document for whole year)		
10	Contractor's Profit /Service charge (lump sum annual amount to be quoted for providing the Security services as specified in the tender document for whole year)		
11	Grand Total Cost* for providing Security service per annum at MNLU Mumbai as per Tender Document (S. No. 8 + S. No. 9 + S. No. 10)		

* The total cost is exclusive of GST rates. The bidder must note that GST shall be applicable extra as applicable.

D E C L A R A T I O N

1. We have inspected the premises and assessed the work .We undertake to take-up the work at total quoted price as mentioned above.
2. I / We undertake that the payment to the employees will be made as per rates prescribed by State Govt. of Maharashtra from time to time under Minimum Wages Act and applicable statutory payments on account of EPF & ESI.
3. We have gone through the terms & conditions stipulated in the EOI document and confirm to abide by the same.
4. No other charges would be payable by Institute.

AGENCY SEAL :

AGENCY/ FIRM NAME :

AUTHORISED NAME & SIGNATORY :

DATE :

Note: -

- The bidder is requested to acquaint himself with the scope of work, all terms and conditions & penalty details etc. of the complete tender document before quoting the rates.
- As provided in the price bid format above, the bidders have to quote the price for all the components separately and the L-1 firm shall be decided on the basis of grand total amount quoted in the above table.

- The Price Bid is to be quoted after considering Minimum Wages as prescribed by State Ministry of Labour & Employment, Govt. of Maharashtra, as applicable for providing Security staff as on the date of issue of this Tender.
 - ESI, PF & other statutory requirements should not be less than the statutory provisions/Act by the State Government. If the amount/rates quoted are less than the prescribed minimum as stated above, then the commercial / price bid of the bidder will be disqualified (will not be considered for evaluation) and quote will stand rejected.
 - No ambiguity should be there in the quoted price and the rate must be as per the price bid format.
 - **It must be noted by all prospective bidders that contractor's profit/service charge must be more than 5%. Any price bid submitted by the prospective bidder violating this condition will be rejected and not be considered for evaluation & award of contract.**
-

SITE SURVEY PROFORMA

FOR

INVITATION FOR EXPRESSION OF INTEREST FOR SECURITY GAURD SERVICES

DETAILS OF REPRESENTATIVE: M/S.....

1. Name:.....

2. Permanent Home Address:.....

House No..... Street.....

Dist./City..... State.....

PIN..... Mobile No..... Office

No.....

3. Documentary Proof (Attached):.....

(Attach attested copy of PAN Card/ Aadhar/ Identity Card)

CERTIFICATE BY EMPLOYER

Certified that Shri..... is working since..... (Years) in this firm. Nothing adverse has been reported against him.

Authority is hereby accorded to Shri.....

representative of M/Swhose particulars are furnished above to carry outside survey at Maharashtra National Law University Mumbai.

Date:

Authority Signature.....

(With Stamp)

SITE VISIT CERTIFICATE

THIS IS TO CERTIFY that:

1. I, Mr. _____ of M/S _____

Firm visited the site in connection with the EOI for Security Services. Having examined the bid documents, certify that I have,

- (a) Acquainted with the nature, geographical and exact location of the works;
- (b) The general conditions of execution;
- (c) The Integrations Possibility with the existing system.
- (d) Physical conditions specific to the site Construction;
- (e) Local conditions;
- (f) Means of communication and transport;
- (g) The availability of labor sufficient in number and quantity;
- (h) And all conditions and circumstances which might influence the execution or price of the works.

2. I further certify that I am satisfied with the description of the works and the Project Representative/ Officer explanations and that I understand perfectly the works to be undertaken as specified and implied in the execution of the Contract

Date: _____

University Representative Name.: _____

University Representative Sign.: _____

University Stamp:

Note:

- 1. This firm shall complete the certificate at the time of the visit to the site where the works are to be carried out.
- 2. The bidder has visited the site by himself at some date. This site visit certificate will be signed by the bidder only.
