



**CENTRAL INSTITUTE OF HIGHER TIBETAN STUDIES**  
**SARNATH, VARANASI**

CIHTS/ADM-II/Sec/Tender/2024- 709

03<sup>rd</sup> September, 2024

**Tender Enquiry for engagement of Security Services Agencies {Sponsored / Registered with Directorate General Resettlement (DGR)} on Contract Basis at the Central Institute of Higher Tibetan Studies, Sarnath, Varanasi**

The Central Institute of Higher Tibetan Studies, Sarnath, Varanasi invites sealed tender enquiry for engagement of security services agencies sponsored / registered with DGR on Contract Basis for providing Security services in the Institute Campus.

Tender form can be downloaded from Institute website [www.cihts.ac.in](http://www.cihts.ac.in)

For any query please contact: Mob: 8299803922/ 0542-2585148

**LAST DATE FOR SUBMISSION OF BID COMPLETE IN ALL RESPECT ALONGWITH UTR NO. FOR TRANSFER OF RS. 1000/- IN FAVOUR OF CIHTS is 25<sup>th</sup> SEPTEMBER, 2024**

## Notice Inviting Tender for engagement of Security Services Agency

Sealed tenders are hereby invited from reputed Security Services Agencies (Sponsored/Registered with DGR) for providing Security services (on Contract Basis) in the Institute Campus for the financial year 2024-25 to 2025-26 which can be further extended for one more year on satisfactory performance by the agency. The Security Services so appointed shall have to provide the security services as and where required at the Central Institute of Higher Tibetan Studies, Sarnath Varanasi.

Tender Forms duly complete in all respects may be either submitted by hand or sent by post so as to reach by **25<sup>th</sup> September, 2024** at The Office of Registrar, Central Institute of Higher Tibetan Studies, Sarnath Road, Mavaiya, Sarnath, Varanasi, Uttar Pradesh-221007

### TERMS AND CONDITIONS

1. The Agency will have deployed **Fifteen security guards 12 Male (Ex-servicemen), and 03 Female security guards, One Male Supervisor** (Ex-servicemen) per day for round the clock security services at various locations of the Institute. The age of the security guards should be between 30-55 years.
2. Tender form can be downloaded from Institute's website [www.cihts.ac.in](http://www.cihts.ac.in). RTGS detail of Rs.1000/- (non refundable) drawn in favour of The Central Institute of Higher Tibetan Studies must be submitted along with tender form.
3. Rates quoted for Security Guard and Supervisor will be inclusive of all taxes and charges. If any changes will occur, it will be borne by the contractor.
4. **Earnest money must be deposited in the form of RTGS for Rs-10,000/- drawn in favour of the Central Institute of Higher Tibetan Studies, Varanasi which will be returned on completion of contract. In case contract is terminated due to lack of services, the earnest money will be forfeited.**
5. A security deposit of Rs. 50,000/- will be deposited by the contractor on award of the contract which will be refunded or returned without any interest on completion of the terms of contract.
6. Tender form should be clearly filled in ink legibly or typed, free from erasing/cutting/alterations unless attested by in figures as well as in word.
7. Each page of the tender must be signed with seal of the agency.
8. Attested copies of Registration Number of the Firm, DGR Registration, GST number, License Number under Contract Labour Act, Provident Fund Account Number, ESI Number, etc. must be enclosed alongwith tender form.
9. Performance Certificate issued by the concerned organization where such type of works/ jobs has been performed should be attached.

10. PAN Number and latest Income Tax CLEARANCE Certificate, EPF &ESI should be attached. The agency must be registered with Goods and Service Tax Department, Govt. of Indian- copy of proof to be attached.
11. The sealed envelope must have name of the participating agency and “tender for Security services” must be mentioned super scribed.
12. Income Tax (TDS) will be deducted from each bill before payment, as per the rules.
13. Tenderer should mention the rates and amount in such a way that interpolation is not possible, no blanks should be left which would otherwise make the tender liable for rejection.
14. Tenderer would be presumed to have considered and accepted all the terms and conditions. No query i.e., verbal or written shall be entertained in respect of acceptance/rejection of the tender. The Institute’s Authority shall be the sole Judge for awarding the contract based on parameters being fulfilled by the Firm/Agencies.
15. The Institute reserves the right to cancel/reject full or any part of the tender in which the tenderer does not fulfill the conditions stipulated in the matter. Any act on part of the tender to influence **anybody** in the Institute is liable for rejection of this tender.
16. The contractor shall provide **a non-judicial stamp paper of Rs-100/-** for preparing a contract agreement on award of contract.
17. The antecedents of agency and the staff deployed will be got verified by the concerned State police by the contractor. Police verification report in respect of supervisor/guards employed may be asked by the Institute.
18. In the event of any breach/violation of conditions of the tender, the said earnest money would be forfeited by the Institute.
19. The contractor shall comply with all the legal requirements for obtaining license under Contract Labour Act 1970.
20. The agency shall also be responsible to provide all the benefits viz. Bonus, PF, ESI, Gratuity, etc. to eligible employees.
21. Every guard appointed by the contractor shall wear prescribed uniform and badges bearing his name and designation, while on duty. Uniform and badges, torches, buttons and whistle will be arranged by the contractor at his own cost. The Identity Card shall be issued to the guards by the contractor and will be worn in neck every time.
22. The contractor shall abide by the provisions of Minimum Wages Act 1948 and Contract Labour Act 1970 and other Labour Laws applicable to him, as amended from time to time.
23. The agency staff shall be available all times at the place of their duty as per roster and they shall not leave their place of duty without prior permission and they shall check the material against gate passes incoming/outgoing stores of Institute property.
24. The agency shall be responsible to provide immediate replacement to take place of any guard who is not available for duty at the place of posting and such additional staffs may be required for which additional information has been given.
25. The agency and staff shall work under overall directions of the Institute authorities.

26. The Institute shall have the right to ask for removal of any person(s) of the agency, who is not considered to be competent to discharge of his duty.
27. Agency staff shall carry out such other duties as entrusted to them from time to time by the Institute authorities.
28. The agency shall **not engage any sub-Contractor** or transfer the contract to anyother person.
29. Change in deployment of security guards will be informed to Institute Authority.
30. **Tender should be unconditional.**
31. **The Institute shall have the right to terminate the contact with the empaneled agency at any point of tenure** due to breach of agreement or any such unpleasant incidence.
32. The requirement of the security guards can be increased or decreased at any later stage depending upon the actual requirements of the Institute. **At present the requirement is for 16 i.e., 15 security guards (12 Male + 03 Female) and 1 Male supervisor. Any guard found missing during his duty time & place will be marked absent. Payment shall be made as per availability/attendance of the guard in a month, limited to the strength of supervisor/guards agreed upon.**
33. **Duties of Security Contractor.**
  - (a) To ensure the security of CIHTS Campus both from external and internal threat to prevent damage/pilferage of its property including residents of CIHTS.
  - (b) To ensure area denomination both during day and night to prevent any theft in the campus. The vulnerable places on the perimeter fence to be checked to prevent any entry or unauthorized exit.
  - (c) To carryout check of all doors, windows and places of entry and locking arrangements in the morning at first light and after last light.
  - (d) To ensure that keys deposited at the gate guard/supervisor is not misused and accessible to un-authorized personnel.
  - (e) Guards shall attend telephone calls at Main Gate during duty hours.
  - (f) To ensure entry of authorized visitors and vehicles after confirmation from Institute authorities.
  - (g) Proper entry/exit for visitors to be done through passes/slips and records be maintained at the gate.
  - (h) To ensure proper regulation of Entry/Exit of students and checking for all unauthorized items as per the Institute Norms.
  - (j) To operate fire fighting equipment at the Institute in case of any fire and subsequently bring it to the notice of the Institute authorities or any other official during any hazards/fire in the campus.
  - (k) Contractor must forward the monthly bill along with EPF, ECR & ESI challan of preceding month.

  
Registrar

Dated: 03<sup>rd</sup> September, 2024

*Note: Hindi version of this tender will be uploaded on Institute website shortly.*

CENTRAL INSTITUTE OF HIGHER TIBETAN STUDIES, SARNATH, VARANASI

TENDER FORM FOR PROVIDING SECURITY SERVICE

Copy of RTGS for Rs. 1000/- in favour of The Central Institute of Higher Tibetan Studies payable to Union Bank of India, Account No. 416302010116003, IFSC Code: UBIN0541630 Varanasi to be attached along with tender form.

1. Last date for depositing of Tender Form is ....., **2024 (4 P.M.)**  
At: The Office of Registrar, Central Institute of Higher Tibetan Studies, Sarnath Rd, Mavaiya, Sarnath, Varanasi, Uttar Pradesh – Pin-221007
  
2. Name, Address of Firm/Agency and Mob/Telephone Number.  
  
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\_\_\_\_\_  
  
\_\_\_\_\_
  
3. Name, Designation, Address and Mob/Telephone Number of authorized person of the Firm/ Agency to deal with \_\_\_\_\_  
  
\_\_\_\_\_  
  
\_\_\_\_\_
  
4. Please specify as to whether tenderer is a sole Proprietor/Partnership Firm Name, Address and Mob/Telephone Number of Director/Partners should be specified.  
  
(A) \_\_\_\_\_ (B) \_\_\_\_\_  
  
(C) \_\_\_\_\_ (D) \_\_\_\_\_  
  
(E) \_\_\_\_\_ (F) \_\_\_\_\_
  
5. PAN No of income Tax Deptt. & Clearance Certificate \_\_\_\_\_
  
6. Provident Fund Account No. \_\_\_\_\_
  
7. DGR Empanelment certificate (Copy enclosed) \_\_\_\_\_
  
8. ESI No. \_\_\_\_\_
  
9. License No under Contract Labour (R&A) Act \_\_\_\_\_

10. Goods and Service Tax Registration No. \_\_\_\_\_

11. Details of Earnest Money Deposited: -

(a) Amount: Rs \_\_\_\_\_

(b) (Rs \_\_\_\_\_ (In words)

(c) Demand Draft No \_\_\_\_\_

(d) Date of issue of DD \_\_\_\_\_

(e) Name of issuing authority \_\_\_\_\_

12. Details of experience with regard to providing security services with full details of agency to whom such services provided. Copies of the satisfactory reports should be attached. In case the agency rendered services to more No of companies, a separate sheet may be used for indicating experience etc.

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13. Any other information: -

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14. **RATES QUOTED BY THE CONTRACTOR IS AS UNDER: -**

(a) Supervisor (Ex-serviceman): Rs \_\_\_\_\_ (for One Supervisor)

(Rupees in words \_\_\_\_\_)

\_\_\_\_\_  
(inclusive of all taxes and charges)

(b) Guard Male(Ex-Serviceman): Rs \_\_\_\_\_ (for One Guard)

(Rupees in words \_\_\_\_\_)

\_\_\_\_\_  
(inclusive of all taxes and charges)

(c) Guard (Female) : Rs \_\_\_\_\_ (for One Guard)

(Rupees in words \_\_\_\_\_)

\_\_\_\_\_  
(inclusive of all taxes and charges)

Signature of the Contractor : \_\_\_\_\_

Office Seal : \_\_\_\_\_