



ରମାଦେବୀ ମହିଳା ବିଶ୍ୱବିଦ୍ୟାଳୟ, ବିଦ୍ୟା ବିହାର, ଭୁବନେଶ୍ୱର
Rama Devi Women's University, Vidya Vihar,
Bhubaneswar, Odisha-751022, Ph.no-0674-2542644,
E-mail-registrar@rdwu.ac.in, Website- <https://rdwu.ac.in>

No. 8299 / Dt. 01.09.2026

TENDER CALL NOTICE FOR SECURITY SERVICES

Scaled tenders are invited from reputed and experienced Registered Services Provider Agency for providing the security services of **un-armed security guards and un-armed Security Officer-cum-Campus Supervisor (Ex-serviceman not below the rank of JCO)** to Rama Devi Women's University, Bhubaneswar on contract basis under two-bid system. The tenderer must be experienced in providing Security Services in Educational Institutions / Universities / Government Organizations and having PAN, EPF, ESI and Goods & Service Tax Registration Certificate and all tax clearances certificates from the Appropriate Authority and a valid Licence / Clearance for running Security Agency from the Appropriate Authority. The tenderer shall be registered under the Companies Act and shall submit the Registration Certificate under the Companies Act. The tender documents, eligibility and other detailed information are available in the University Website <https://rdwu.ac.in/>. The tenderers are required to download respective tender papers and submit as per guidelines. The tender opens on **01.09.2026** and closes on **18.09.2026 (2:00 p.m.)**. Incomplete tender in any respect will not be entertained. The authority reserves the right to reject all and/or any tender at any stage without assigning any reason thereof.

GENERAL INFORMATION

1. Time line

- i) Opening of Tender bidding: **01.09.2026**
 - ii) Closing of Tender: **18.09.2026 at 2.00 p.m.**
 - iii) Opening of Technical Bids: **19.09.2026 at 11:30 a.m.** at the CoE's Board room
 - iv) Opening of Financial Bid: to be decided after scrutiny of Technical Bid
- (Note: Date and time can be changed)

2. Fees/EMD money to be deposited

- i) **Processing Fee(non-refundable) : Rs. 1000/- (Rupees one thousand)+18% GST** to be paid in favour of the **Comptroller of Finance , Rama Devi Women's University, Bhubaneswar** in shape of A/c payee bank draft. The draft to be attached with the technical bid.
- ii) **EMD money: Rs. 1,00,000/- (Rupees One Lakh)** only to be paid in favour of the Comptroller of Finance , Rama Devi Women's University, Bhubaneswar in shape of A/c payee bank draft. The draft to be attached with the technical bid. EMD money is to

be refundable without interest to the unsuccessful bidders immediately after finalisation of the tender and to the successful bidder after supply of the items as per the rule.

- iii) **Security Deposit:** The security deposit money of **5% of the contract value per annum** (as per OGFR, 2023) in shape of Bank Draft drawn in favour of **Comptroller of Finance, Rama Devi Women's University, Bhubaneswar**, which is to be deposited by the successful bidder within two days of tender finalization before issue of the contract order. It will be refunded to the successful bidder after termination of the contract with potential forfeiture for non-compliance.

3. Estimated Cost

- i) **Estimated Cost of the contract is Rs.50,00,000/- (Rupees fifty lakhs).**
- ii) Tenure of the contract will be initially for **one year**; renewal will be considered based on satisfactory service and performance, if any.

4. Procedure of tendering the bid

- i) Visit University Website "**<https://rdwu.ac.in>**" & download the notification, tender documents, annexure etc., go through these and then fill.
- ii) There are 03 (three) covers namely a) Technical bid cover, b) Financial bid cover and c) Tender Cover
- iii) The **Sealed technical bid cover** envelopes should enclose the following:
- a) Arrangement of papers is to be made as per the CHECK LIST
- b) The technical tender should be submitted only in the University supplied proforma (**Annexure-II**). No other form will be accepted.
- c) The technical bid form duly filled up and signed by the bidder. Incompleteness or inadequacies of information in the technical bid will amount for rejection of the tender. If the technical bid is rejected, the financial bid for the same will not be opened.
- d) Checklist (**Annexure-IV**)
- e) Xerox copies of all requisite documents duly self-attested.
- f) The 02 bank drafts i.e. i) towards processing fee and ii) towards EMD money (**The Cover must be super scribed with "TECHNICAL BID FOR SECURITY SERVICES" on the top of the envelope**)
- iv) The **sealed financial bid cover** envelope the financial bid form (**Annexure-III**) duly filled in and signed.
- (**The cover must be super scribed with "FINANCIAL BID FOR SECURITY SERVICES" on the top of the envelope**)
- v) The **Sealed Tender Cover** envelopes i) the sealed technical bid cover, ii) the sealed financial cover and super scribed "**TENDER FOR SECURITY SERVICES**" on the top of the envelope. The bottom left of the envelope must have clear address of the



Bidder, whereas the right bottom must have to be addressed to “**The Registrar, Rama Devi Women’s University, VidyaVihar, Bhubaneswar, Odisha-751022.**”

- vi) The sealed tender must reach on above address by **2.00 p.m. on 18.09.2026 p.m.** through Speed Post / Registered Post / Courier services. Late submission of the tender will not be accepted. No other methods of submission of tender will be entertained.

5. TECHNICAL REQUIREMENTS FOR THE TENDERING SECURITY SERVICE PROVIDER (Eligibility). The tendering security service provider should fulfil the following technical Specifications: -

- a. The registered office or one of the branch offices of the security service provider should be located within the jurisdiction of Bhubaneswar. The security service provider should provide the name, designation and contact number of the person to liaise with the University.
- b. They should be registered with the appropriate registration authority.
- c. They should have a valid trade licence certificates.
- d. They should have registration certificate under PSARA (Private Security Agencies Regulation Act 2005).
- e. They should have sufficient experience in providing security to Educational Institutions/ Universities / Government Departments etc.
- f. They should have their own Bank Account.
- g. They should be registered with Income Tax and Good & Service Tax Departments.
- h. They should be registered with appropriate authorities under Employees’ Provident Fund and Employees’ State Insurance Acts.
- i. The firm must be registered / obtained certificate under Contract Labour Regulation and Abolition Act’1970.
- j. The firm should submit copy of incorporation document in support of its category of organization (Incorporation certificate in case of company, copy of the partnership deed in case of partnership firm)
- k. They should have Labour licence and regulatory clearance from Labour Department, Govt. of Odisha and the Employees’ Provident Fund Organization that may be required for providing security service.
- l. The age of Security personnel should not be below 25 years and above 50 years. The Security personnel are to be physically and mentally strong and without any criminal records. The Security Personnel to be engaged by the Service Provider should issue Identity Card.
- m. The Security guards must be able to read and write and one year of security experience.
- n. They should be in appropriate Uniform as provided by the company.

6. Security Services Required : As per the Annexure-I

7. Documents to be attached with Technical Bid Form: As per the Annexure –IV

8. Agreement: As per the Annexure-V

9. Terms & Conditions: As per the Annexure –VI


18.09.26
Registrar (I/C)

Memo No. 8300 /Dt. 01.09.2026

Copy to all Notice Boards / CPGC / CoF / OIC, Purchase / OIC, Tender Committee / OIC, Website with a request to upload in the University Website /Dy. Registrar (Estt. & Admn.) /P.S to V.C for kind information of the Vice Chancellor.


01.09.26
Registrar (I/C)

Annexure-I**List of Security Services required:**

Sl. No	Service required
1	Un-armed Security Guards (Male & Female)
2	Un-armed Security Officer-cum-Campus Supervisor (Ex-serviceman not below the rank of JCO)

NOTE: The Security personnel requirement will be considered at the time of work order and vary as and when required as per demand of the Departments / Offices.



Annexure-II

TECHNICAL BID FORM
For Providing Security Services:

Sl. No.	Information	To be filled up by the bidder neatly (ink /Type)	
1	Name of Firm/ Agency (Attach proof)		
2	Full Address of Registered Office with Pin Code (Attach proof)		
	Telephone No.		
	E-mail id		
3	Full Address of Operating / Branch Office with Pin Code (Attach proof)		
	Telephone No.		
	E-mail id		
4	Name of the Owner/ Proprietor/ Partner/ Director (Attach proof)		
	Full Address of Owner/ Proprietor/ Partner/ Director with Pin Code (Attach proof)		
	Telephone No.		
	E-mail id		
5	Name & telephone no. of Authorized Officer/Person to liaise with Field Office (s) (Attach proof)		
6	Details of the Tender fees (Attach proof)		
7	Details of the EMD fees (Attach proof)		
8	Registration No. of the Firm / Agency (Attach proof)		
9	Labour Contract License No. (Regulation and Abolition) Act, 1970 (Attach proof)		
10	PAN/GIR No (Attach proof)		
11	Service Tax / GST Registration No (Attach proof)		
12	E.P.F. Registration No (Attach proof)		
13	E.S.I. Registration No (Attach proof)		
14	Bankers Name (Attach certified copy of statement of A/C for the last Three Years)		
15	Financial turnover of the tendering Security Service Provider for the last 3 financial years [Attach copies of PIL AIC, & Auditors receipt].	Amount (Rs. Lacks)	Remarks, if any

	2023-24 (Financial Year)			
	2024-25 (Financial Year)			
	2025-26 (Financial Year)			
16	Give details of the major similar contracts handled in the last three years in the following format			
	Name of client, address, telephone & fax no.	Security Service Provider	Amount of Contract (Rs. Lacks)	Duration of Contract
		Security Service provided	No.	From To
17	Additional information, if any (Attach separate sheet, if required)			

N.B.1) All documents enclosed must be signed and sealed by the authorized person.

2) Additional information- Attach proof of the above documents in separate sheet.

3) No falsified information / forged document should be provided, if detected in future, this University has right to terminate the contract with immediate effect and action will be initiated as per the provision under Indian Penal Code.

Declaration

1. I, _____ Son /Daughter /wife of _____ Proprietor/ Director / Authorized Signatory of the Service Provider mentioned above declare that I am competent to sign this declaration and execute this tender document.

2. I have carefully read and understood all the terms and conditions of the tender and undertake to abide by them;

3. The information/documents furnished along with the above tender form are true and authentic to the best of my knowledge and belief I /We, am /are well aware of the fact that furnishing of any false information/fabricated document would lead to rejection of my tender at any stage besides liabilities towards prosecution under appropriate law.

Date :

Signature of

Director

Owner/ Proprietor/ Partner/

Place :

Full Name :

Seal :

Annexure-III**FINANCIAL BIDFORM****For Providing Security Services**

1. Name Firm /Agency: _____
2. Rate per person per month (8 hours per day) inclusive of all statutory liabilities, taxes, levies, cess etc.

Sl No.	Manpower Type	Monthly Rate per Employee						
		Remunerat ion (Rs.)	Employer share of EPF (Rs.)	Employer share of ESI (Rs.)	Other Statutor y dues, if any (Rs.)	Service Charge (Rs.)	GST	Total per Person
1	Un-armed Security Guards (Male & Female)							
2	Un-armed Security Officer-cum- Campus Supervisor (Ex- serviceman not below the rank of JCO)							

N.B - The Minimum remuneration per person per month should be as per the circular of GA & PG Department Notification No. GAD-SC-GCS-0225-2023-7982/GAD Dt.07.03.2024 and further amendments enforced from time to time. No other rates quoted will be entertained. The monthly consolidated remuneration for the Security Officer-cum-Campus supervisor is fixed at **Rs.25,000/-** + other charges mentioned above.

Place

Signature of the proprietor/
Authorised Signatory

Date

Name:

Seal

Note:-

1. The monthly remuneration is fixed by the Govt. of Odisha as per the GA & PG Department Notification No. GAD-SC-GCS-0225-2023-7982/GAD Dt.07.03.2024.
2. The minimum service charges to be quoted by the firm/Agency shall not be less 3.85% or exceed 7% in any case as per office memorandum No.19595/F Dt.11.07.2023 of Finance Department, Govt. of Odisha.
3. The total rates quoted by the tendering agency should be inclusive of all statutory / taxation liabilities in force at the time of entering in-to the contact.
4. The payment shall be made on conclusion of the calendar month only on the basis of no. of working days for which duty has been performed by each Security personnels.
5. Tender of the Bidder quoting less remuneration than the minimum remuneration as fixed by the Govt. will be rejected.
6. The service provider quoting the lowest will be considered as L-1. However, University authority reserves the right to award the contract in favour of firm that is most suitable in all aspect (i.e. experiences in educational institutions, turnover etc.). In case of tie, University authority may decide upon other criteria to award the contract.

Signature of

Owner/ Proprietor/ Partner/ Director

ANNEXURE-IV

CHECK LIST
DOCUMENTS TO BE PROVIDED WITH THE TECHNICAL BID
TO BE ARRANGED AS FOLLOWS

Sl. No.	Documents	Yes /No by the bidder	Yes/No by the office
1	Covering Letter		
2	Bank draft for tender fees (Non-Refundable)		
3	Bank draft for EMD (Refundable)		
4	CHECK LIST		
5	Duly filled in and signed Technical Bid form		
6	Attested copy of Registration Certificate of the under the Companies Act.		
7	Attested copy of address proof of the firm/Agency		
8	Attested copy of proof of the Name and address of the proprietor		
9	Attested copy of valid contract Labour License (R & A) Act, 1970		
10	Copy of Registration Certificate under PSARA (Private Security Agencies Regulation Act 2005)		
11	Undertaking Regarding Non-blacklisted through Non-Judicial stamp paper of Rs. 10.00 in shape of affidavit from the notary. If submitted documents detected forged, the tender application is liable for rejection and it will be treated as criminal offence under IPC Act.		
12	Attested copy of GST registration certificate		
13	Attested copy of EPF registration certificate		
14	Attested copy of the ESI registration certificate		
15	Attested copy of PAN		
16	Attested copy of the latest IT return filed by agency (last three years) with Acknowledgment report.		
17	Attested copy of the statement of bank account of agency (last three years)		
18	Certified documents in support of the Financial turnover of the agency(copies of P/L, A/C, B/S & Auditor certificate)for last three years		
19	Copy of Audited statement of Accounts for last 3 years		
20	Approval / Clearance Certificate of Commissioner of Police, Cuttack-Bhubaneswar for managing Private Security Service.		

21	Signed copy of Terms & Conditions regarding tender		
22	Experience in providing Security Services to educational institutions (in years)		
23	Any other documents in support of security credentials		

Annexure-V**AGREEMENT**

This Agreement is made on this.....day of 2026 between the Registrar, Rama Devi Women's University Bhubaneswar represented by.....hereinafter referred to as the "Authority" which expression shall, where the context so requires or admits, also include its successors or assignees of the one part.

And

M/s.....represented by Sri..... hereinafter called the "Security Service Provider", which expression shall, where the context so required or admits, also include its successors or assignees of the other part.

Whereas, the "Authority" desires that the services of "....." are required in.....Department/ Office.

And whereas the "Security Service Provider" has offered its willingness to the same in conformity with the Provisions of the agreement.

And where as the "Authority" has finalised the rate as per the terms and conditions of the agreement to the "Security Service Provider".

Now this agreement witnesses as below:-

1. That the Annexure containing the terms and conditions shall be deemed to form and to be read and construed as part of this agreement.
2. That in consideration of the payment to be made by the "Authority" to the "Security Service Provider", the "Security Service Provider" hereby agrees with the "Authority" to provide personnel to be engaged as "....." in the Rama Devi Women's University Bhubaneswar in conformity with the provisions of the Terms and Conditions.
3. That the "Authority" hereby further agrees to pay the "Security Service Provider" the contract price at the time and in the manner prescribed in the said Terms and Conditions.
4. That in the event of any dispute that may arise, it shall be settled as per the Terms and Conditions of the contract.
5. That this agreement is valid up to.....

IN WITNESS WHEREOF the parties have caused their respective common seals to be here unto affixed or have here unto set their respective hands and seals on the day and year first written above.

Signature of the Officer
authorized to sign on behalf
of Manpower Service Provider

Signature of the Authority
An Officer acting in the premises
for and on behalf of the Registrar,
Rama Devi Women's University, Bhubaneswar

In the presence of witness:-

1. Name.....

1. Name.....

Address.....

Address.....

.....

.....

2. Name.....

2. Name.....

Address.....

Address.....

Annexure-VI**GENERAL TERMS & CONDITIONS**

1. The Agreement shall commence from _____ and shall continue till _____ unless it is curtailed or terminated by the authority owing to deficiency of service, sub-standard quality of Security deployed, breach of contract etc or change in requirements.
2. The Agreement shall automatically expire on _____ unless extended further by the mutual consent of the Security Service Provider and the Authority.
3. The Agreement may be extended on the same terms and conditions or with some additions/deletions/ modifications, for a further specific period mutually agreed upon by the Security Service Provider and the Authority.
4. The Security Service Provider shall not be allowed to transfer, assign, pledge or subcontract its rights and liabilities under this Agreement to any other agency or organization by whatever name be called without the prior written consent of the Authority.
5. The requirement of no. of security guards of the University may further increase or decrease during the period of initial contract also and the tenderer would have to provide additional Security services, if required, on the same terms and conditions.
6. The Security Service Provider will be bound by the details furnished by it to the Authority while submitting the tender or at subsequent stage. In case, any of such documents furnished by it is found to be false at any stage, it would be deemed to be a breach of terms of Agreement making it liable for legal action besides termination of the Agreement.
7. The Authority reserved the right to terminate the Agreement during initial period also after giving one month notice to the Security Service Provider.

8. Duties and Responsibilities of the Security Personnel:

Round the clock security arrangements, including Saturdays & Sundays and holidays, are provided at Rama Devi Women's University, Bhubaneswar as per following duty location and requirement on shift basis.

1. **Security Officer- cum-Campus Supervisor: Male** (Ex-serviceman not below the rank of JCO)- General Shift (10:00 AM - 6:00 PM)
2. **Security Guards:** as detailed below

Duties and responsibilities of Security Guards:

- The security personnel shall be engaged in three shifts of 8 hours duration per day i.e. 06.00AM to 02.00PM, 02.00PM to 10.00PM and 10.00PM to 06.00PM of the next day or as per the general shift mentioned above.
- Security agency will ensure that all the instructions of the administration are strictly followed and there is no lapse of any kind.
- The security agency shall keep the proper record for inward and outward movement of guests, visitors, materials and vehicles.
- The Security agency shall not allow taking out any material, equipment etc. without proper Gate Pass issued by the authorized representative of the University.
- The security personnel on duty will also take care of vehicles such as cars, scooters / motor cycles / bicycles parked in the parking sites located within the premises.

- The Security personnel shall prevent the entry of the street dogs and stray cattle into the premises. They should be driven out at once.
- The Security personnel on patrol duty should take care of all the water taps, valves of water pipelines, hydrants etc. installed in the campus / premises / in open areas etc. for any leakage / overflowing / breakage and report to the concerned authorities.
- The Security personnel shall ensure that lights, ACs, Computers, other electrical equipment etc. those installed in open areas, halls etc. are not left on, after closing of the working hours on normal working days as well as on off days.
- The Security personnel shall ensure that flower plants, trees and grassy lawns are not damaged either by the students, staff or by the outsiders or by stray cattle.
- The security personnel should be trained to extinguish fire with the help of fire extinguishers and other fire-fighting material available on the spot. They will also help the fire-fighting staff in extinguishing the fire or in any other natural calamities.
- The security personnel are required to display mature and polite behavior with every visitor.
- The security personnel on duty shall not leave the premise until his reliever reports for duty.
- The security agency will be responsible for all liaisoning with local Police in case of any theft in campus / premises and they would lodge complain / FIR to Law-and-Order Authorities.
- The security agency shall keep the University informed of all the matters of security and co-operate in the investigation of any incident relating to security.
- The security personnel shall escort of cash and other valuables of the University, if required.

Duties & Responsibility of Security Officer-cum-campus supervisor:

- To perform duty as overall security in-charge of the campus for the areas assigned
- Assess deployment-specific training requirements for personnel
- Provide pre-induction/ on-the-job training to the security guards
- To supervise the work of Security Guards.
- To check the security posts and deployment of security guards at various security points as per duty roster.
- To implement and manage comprehensive location-wide safety and security education/ training and awareness programs for security personnel and prepare incident written reports on all significant incidents happening at the Institute.
- To collect information regarding security/ law and order problems and intimate to the competent authority.
- To report matters to the police as per direction of Authority.
- To carry out patrolling and checking duties.
- To investigate minor cases of theft etc. as assigned by University Authority.
- To perform any other duties that may be assigned to him from time to time by University Authority
- To implement and maintain security process across the Institute to reduce risks, respond to incidents and limit exposure to liability in order to reduce financial loss to the Institute.
- To supervise all security personnel and educating them of the various procedures and systems approved by the Management/ Institute.

9. The persons deployed shall be required to report for work as per the duty allotted by the manager /such other Officer as may have been kept in charge of the University. In case, the person deployed

remained absent on a particular day or comes late/ leaves early on three occasions, proportionate deduction from the remuneration for one day will be made.

10. The Security Service Provider shall nominate a coordinator who shall be responsible for immediate interaction with the University Authority so that optional services of the persons deployed could be availed without any disruption.

11. The entire financial liability in respect of Security services deployed in the University shall be that of the Security Service provider and the University will in no way be liable. It will be the responsibility of the Security Service Provider to pay to the person deployed a sum not less than the minimum rate quoted in the financial bid and adduce such evidence as may be required by the University.

12. For all intents and purposes, the Security Service Provider shall be the "Employer" within the meaning of different Rules & Acts in respect of Security so deployed. The persons deployed by the Security Service Provider shall not have any claim whatsoever like employer and employee relationship against the University.

13. The Security Service Provider shall be solely responsible for the redressed of grievances or resolution of disputes relating to persons deployed. The University shall, in no way, be responsible for settlement of such issues whatsoever.

14. The University shall not be responsible for any financial loss or any injury to any person deployed by the Security Service Provider in the course of their performing the functions/ duties, or for payment towards any compensation.

15. The persons deployed by the Security Service Provider shall not claim nor shall be entitled to pay, perks and other facilities admissible to regular/ confirmed employees during the currency or after expiry of the Agreement.

16. In case of termination of this Agreement on its expiry or otherwise, the persons deployed by the Security Service Provider shall not be entitled to and shall have no claim for any absorption in regular or other capacity.

17. The person deployed shall not claim any benefit or compensation or absorption or regularization of deployment with the University under the provision of rules. Undertaking from the person deployed to this effect shall be required to be submitted by the Security Service Provider.

18. The Security Service Provider must be registered with the concerned Govt. Authorities i.e. Labour Commissioner, Provident Fund Authorities, Employees' State Insurance Corporation etc. and a copy of the registration should be submitted. The Security Service Provider shall comply with all the legal requirements for obtaining License under Contract Labour (Regulations and Abolition) Act, 1970, if any, at his own part and cost.

19. The Security Service Provider shall provide a substitute well in advance, if there occurs any probability of the person leaving the job due to his/her own personal reasons. The payment in respect of the overlapping period of the substitute shall be the Security Service Provider's contributions towards Provident Fund and Employees State Insurance, wherever applicable.

20. The persons deployed by the Security Service Provider should have good police records and no criminal case should be pending against them.

21. The persons deployed should be polite, courteous, disciplined, cordial and efficient while dealing with students, staffs and public and their actions should promote goodwill and enhance the image of the University. The Security Service Provider shall be responsible for any act of indiscipline on the part of the persons deployed.

22. The service provider and its deployed staff shall take proper and reasonable precautions to prevent any loss, theft, destruction, waste or misuse of the areas for which the responsibility has been given to them by University Authority and shall not knowingly lend to any person or company any of the effects of University under its control.

LEGAL

23. The persons deployed shall, during the course of their work, be privy to certain qualified documents and information which they are not supposed to divulge to third parties. In view of this, they shall be required to take oath of confidential and breach of this condition shall make the Security Service Provider as well as the person deployed liable for penal action under the applicable laws besides, action for breach of contract.

24. The Security Agency shall be responsible for the safety and security of all property and equipment of Rama Devi Women's University, Bhubaneswar, including that of the staff, residents and visitors. **In the event of any damage, theft or loss of property and equipment of the University**, including that of its staff in areas where the Security Agency's guards were deployed and there were signs of security lapse in the form of forced break-in, lock tampering, non-frisking when mandated, inadequate response, etc. the service provider shall be liable to pay compensation for both the financial loss and associated punitive damages that may be imposed on them by a Committee constituted by the University Authority, if after a detailed enquiry, the said Committee holds the Security Agency or its deployed personnel responsible for the said lapse. The decision of the said Committee shall be binding in all aspects and service provider must comply with the decision within 30 days. **The Service Provider shall submit an undertaking/ affidavit on non-judicial stamp paper of Rs.10/- in this regard.**

25. The Security Service Provider shall be responsible for compliance of statutory provisions relating to minimum wages payable to different types of workers in respect of the persons deployed by it in the University. The University shall have no liability in this regard.

26. The Security Service Provider shall also be liable for depositing all taxes, levies, cess etc. on account of service rendered by it to the University to the concerned tax collection authorities, from time to time as per the rules and regulations in the matter. Attested Xerox copies of such documents shall be furnished to the University.

27. The Security Service Provider shall maintain all statutory registers under the Law same, on demand, to the authority of the University or any other authority under Law.

28. The Tax deduction at Source (T.D.S) shall be done as per the provisions of Income Tax Act/ Rules as amended from time to time and a certificate to this effect shall be provided by the University.

29. In case, Security Service Provider fails to comply with any liability under appropriate law, and a result thereof, the University is put any loss/ obligation monetary or otherwise, the University will be entitled to get itself reimbursed out of the outstanding bills or the Performance Security Deposit of the security Service Provider to the extent of the loss or obligation in monetary terms.

30. The Agreement is liable to be terminated because of non-performance, deviation of terms and conditions of contract, non-payment of remuneration of employed persons and non-payment of statutory dues. The University will have no liability towards non-payment of remuneration to the persons employed by the Security Service Provider and the outstanding statutory dues of the service provider to statutory authorities. If any loss or damage is caused to the University by the persons deployed, the same shall be recovered from the unpaid bills or adjusted from the Performance Security Deposit.

FINANCIAL

31. The Earnest Money Deposit in respect of the agencies which do not qualify the Technical Bid (First Stage)/ Financial Bid (second competitive stage) shall be returned to them without any interest. In case of successful tenderer, if the agency fails to deploy the required manpower against the initial requirement within 30 days from the date of placing the order, the EMD shall stand forfeited without giving any further notice.

32. The Security Service Provider will have to deposit a performance security Deposit of **5% of the contract value per annum** (as per OGFR, 2023), (Refundable after the successful competition of Agreement Period) in favour of the Comptroller of Finance, Rama Devi Women's University, Bhubaneswar.

33. In case of breach of any terms and conditions attached to this agreement, the performance Security Deposit of the Security Service Provider shall be liable to be forfeited besides annulment of the Agreement.

34. **The payment of salaries to the security personnel will be mandatorily linked to RDWU-provisioned centralized Biometric System.** The service provider will additionally maintain a register in which day to day deployment of personnel will be recorded.

35. In case any security personnel are un-able to mark their attendance due to un-avoidable reason in bio-metric system, the service provider shall get the same certified with recorded reasons by Security Officer before the end of their shift on the same day and submit a copy of the same for reconciliation during verification of bills. In case, non-functional of Biometric System of particular area due to any technical fault, recorded data from Attendance Register of the security personnel regarding utilisation of manpower must be intimated to the University Authority within 24 hours and the same will be taken into account for processing of bills in all respects for making the payment.

36. The Security Service Provider shall raise the bill, in triplicate, along with attendance sheet duly verified by the Office of the University in respect of the persons deployed and submit the same to the prescribed authority in the first week of the succeeding month. As far as possible the payment will be released by the second week of the succeeding month.

37. On the basis of bill, Security Service Provider shall pay the wages, EPF and ESI to each employee.

38. **After payment of the monthly wages, EPF and ESI to his deployed manpower, the service provider shall submit the bill to the University Authority with pay bill, EPF and ESI details every month. A requisite portion of the bill or whole of the bill amount shall be held up till such proof is furnished.**

39. **Pay-slip must be provided to the deployed manpower and pay statement must be submitted to the University Authority every month.**

40. In case of increase in minimum wages, the service provider shall submit the bill, with increased minimum wages immediately with a copy of Gazette notification. In case of delay or notification has retrospective effect, separate arrear bills shall be submitted to the authority.

41. The amount of penalty calculated @ Rs. 100 per day on account of delay, if any, in providing a suitable substitute for the period beyond three working days by the Security Service Provider shall be deducted from its monthly bills in the succeeding month.

42. The competent Authority of the University reserves the right to withdraw or relax any of the terms and condition mentioned above so as to overcome the problem encountered at a later stage.

43. In the event of any dispute arising in respect of the clauses of the agreement shall be resolved through negotiation. Alternatively, the dispute shall be referred to the next higher authority of the University for his Decision and the same shall be binding on all parties.

44. All disputes shall be under the jurisdiction of the competent courts located at Bhubaneswar, Odisha.

SCHEDULE OF CONTRACT

Amount payable to the Service Provider:

Category of Manpower	Monthly Rate per Employee						
	Remuneration Inclusive of Grade Pay (Rs.)	EPF @ (%) (Rs.)	ESI @ (%) (Rs.)	Service charge (Rs.)	Other Statutory Dues, if any	GST	Total Per person (Rs.)
Security Personnel							
Security Officer-cum-Campus Supervisor							

Amount payable by the Service Provider to Employees:

Category of Manpower	Remuneration (Rs.)	Employee share of contribution (Rs.)		Total Contributed (Rs.)	Gross Amount take Home Remuneration (Rs.)
		EPF @ %	ESI @ %		
Security Personnel					
Security Officer-cum-Campus Supervisor					

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