



COTTON UNIVERSITY

Panbazar, Guwahati- 781001

Notice Inviting Bids

" NIB No. CU/GAD/2023/001 Dt. January 04, 2023 "

Sealed Bids in two-bid system are invited for **Providing Manpower Service in Cotton University Campus** for a period of Three years from Private Limited/ Partnership Firms/ Agencies. The deadline for the same is 2:00 P.M. of January 24, 2023. For details, please visit www.cottonuniversity.ac.in.

S/d, Registrar,i/c

g
4/1/23

Registrar
Cotton University
Panbazar, Guwahati-781001, Assam



COTTON UNIVERSITY

Panbazar, Guwahati-781001, Assam, India

www.cottonuniversity.ac.in :: 0361-2601100/2733530 :: registrar@cottonuniversity.ac.in

Notice Inviting Bids(NIB) for Providing Manpower Service in Cotton University

NIB No. CU/GAD/2023/001

Dated: 4th January 2023

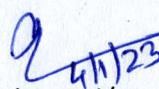
Sealed Bids in two-bid system are invited for **Providing Manpower Service in Cotton University Campus** for a period of Three years (which may be extendable for a further one or more years based on satisfactory performance) from Private Limited/Partnership Firms/Agencies with experience in providing such services to Government and non-Government organizations, Public Sector undertakings and Universities. The detailed NIQ document and the copy of Challan are available in Cotton University website (www.cottonuniveristy.ac.in). Last date of submission of sealed Tender to the undersigned is **24th January, 2023 up-to 2.00 P.M.**

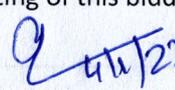
The bidding document pertaining to this notice, along with the **requisite nos. of ICICI Bank Challan- 'FEE COD 011'** which is meant for payment of a **processing fee worth INR 2000/-**, must be downloaded from the University's website i.e. www.cottonuniversity.ac.in. The sealed cover must be super-scribed as **"Providing Manpower Service in Cotton University:: NIB No. CU/GAD/2023/001 Dt. 04 January,2023"** and addressed to **"The Registrar, Cotton University, Guwahati-781001, Assam"**. The sealed cover containing the bid must be submitted during office hours **on or before 2.00 P.M. of 24th January, 2023** in the **drop-box** arranged for this purpose. Bid opening might be done on the same day at **2.30 P.M.** in presence of the bidders.

Memo No. CCSU/GAD/2016/088/ **222-27**

Copy for information and necessary action to:

1. The Director, Directorate of Information and Public Relations, Government of Assam; he is requested to arrange for publication of the abstract ad {soft copy enclosed} of this notice in the immediately next issue of 'The Assam Tribune' and 'Amar Asom', as well as submit the invoice in triplicate format for claiming the release of payment
2. The P.S. to the Vice Chancellor, Cotton University
3. The Finance Officer, Cotton University
4. The Systems Manager, Cotton University; he is requested to arrange for uploading/posting of this bidding document in the University's website
5. The office file concerned


Registrar, i/c
Cotton University
Dated **4/1/23**


Registrar, i/c
Cotton University

Registrar
Cotton University
Panbazar, Guwahati-781001, Assam



COTTON UNIVERSITY

Panbazar, Guwahati-781001, Assam, India

www.cottonuniversity.ac.in :: 0361-2601100/2733530 :: registrar@cottonuniversity.ac.in

Detail terms and conditions for participating in NIB No. CU/GAD/2023/001 Dated 04/01/2023

Requirements cum enclosure to be submitted along with Technical Bid:

Contractor should furnish attested copies of the following documents in the technical bid of the tender:

- Company's Registration Certificate/Firm Registration Certificate
- EPF, ESI and GST Certificates along with Challan/filling for at least two years.
- Labour License for Housekeeping Services.
- ITR Filling of Last/ latest two Assessment Years (AY).
- Company brochure showing its profile (if any).
- Proof of minimum 05 years out of which minimum 02 years of experience in University / Higher Educational Institute/organization. (Copies of relevant documents as proof are to be submitted).
- A list of clients as on date and proof thereof [Contractor should have at least one or two clients of Central Government/ State Government/ Autonomous Bodies/ Public Sector Undertaking Educational Institutes/ Universities at Assam as on date with sufficient strength of Security Guards].
- Only a Company having its own Head Office or Branch Office in Guwahati should apply (proof to be submitted).
- The annual turnover of the company should not be less than Rs. 25 lakhs.
- Unless the bidder submits a certificate [in order to avail exemption of Earnest Money Deposit (EMD)] issued by the Ministry of Micro, Small & Medium Enterprises (MSME), Govt. of India or the National Small Industries Corporation (NSIC), Govt. of India, they must invariably furnish EMD to the tune of Rs.50,000/- vide Banker's Cheque/ Demand Draft only (and not in any other mode drawn in favour of "Cotton University" and payable at "Guwahati").
- Even though, the Selected/shortlisted/awarded contractor has submitted MSME/NSIC Certificate to avail exemption at the time of bid submission, yet the selected/shortlisted/awarded bidder must have to deposit the Earnest Money Deposit (EMD) cum Security Money to the tune of Rs. 50,000/- (Rupees fifty thousand only) within Seven(07) Days of receiving the Agreement/ Work Order/AOC in the form of Demand Draft/Banker's Cheque in favour of Registrar, Cotton University and payable at Guwahati.
- The Earnest Money Deposit (EMD) cum Security Money of the unsuccessful bidder(s) shall be returned after placement of Work Order (W.O.)/ Award of Contract (A.O.C.) on the successful bidder, whereas the EMD of the successful bidder(s) shall be treated as Performance Security money.



COTTON UNIVERSITY

Panbazar, Guwahati-781001, Assam, India

www.cottonuniversity.ac.in :: 0361-2601100/2733530 :: registrar@cottonuniversity.ac.in

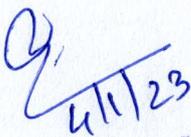
1. Scope of the Works:

It is proposed to outsource the Security services in the Cotton University Campus. The nature of **security service** will be for the protection of property against theft, pilferage, fire, protest, etc, ensuring safety of manpower, guiding visitors to concerned officials, regulating entry of unwanted visitors/salesman for maintaining office decorum, maintenance of visitors registers, checking of gate passes and allowing the exit of material accordingly, regulating the entry and exit of vehicles round the clock.

The personnel, engaged for the security service should be either trained or experienced in similar organization. The age of such personnel (other than supervisors) should not above 50 years as on 31/12/2023.

Note: At Present numbers of Security guard is around 18 and Housekeeping around 10 numbers engaged via out-sourced mode. These numbers may vary based demand/necessity of the University.

Signature of the Tenderer


4/11/23
Registrar
Cotton University
Panbazar, Guwahati-781001, Assam



COTTON UNIVERSITY

Panbazar, Guwahati-781001, Assam, India

www.cottonuniversity.ac.in :: 0361-2601100/2733530 :: registrar@cottonuniversity.ac.in

ANNEXURE A – FORMAT OF WORK DONE

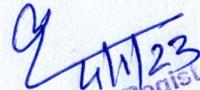
(Copy of supporting documents like agreement /work order/etc must be submitted)

S No	Name of the Client & Contact No. of Official	Type of Organization	No of Manpower provided per month	Contract Period
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				

2. SECTION

TERMS AND CONDITIONS FOR PROVIDING SECURITY SERVICES AT COTTON UNIVERSITY

1. The Contractor shall be fully responsible for the protection of property against theft,


4/1/23
Registrar
Cotton University
Panbazar, Guwahati-781001, Assam



COTTON UNIVERSITY

Panbazar, Guwahati-781001, Assam, India

www.cottonuniversity.ac.in :: 0361-2601100/2733530 :: registrar@cottonuniversity.ac.in

pilferage, fire, etc, ensuring safety of manpower, guiding visitors to concerned officials, regulating entry of unwanted visitors/salesman for maintaining office decorum, maintenance of visitors registers, checking of gate passes, regulating the entry and exit of vehicles round the clock in the allotted place.

2. Beside the normal security services, the other functions required to be performed for the safety of Cotton University as and when assigned include the following :
 - i. Security personnel deployed by the Contractor shall check the material/property (Government and Non-Government) going out of the Building/Campus/check posts under their control through the procedure as laid down by the University.
3. The contractor shall compensate in full the losses incurred by the University on account of any theft, burglary and any other kind of intrusion in the Buildings/departments/areas entrusted to him for security. The amount of loss to be compensated by the Contractor shall be determined by the competent authority on the basis of enquiry. If the University does not have enough dues of the Contractor with it to recover such amount, legal remedies will be resorted to as per the relevant law.
4. The contractor shall also be fully responsible for any loss of material and property of the University attributable to the negligence or failure of the security personnel in complying with the prescribed procedures. All losses suffered by the University due to security lapses shall be compensated in full by the Contractor. The decision of the competent Authority of the University in this regard shall be final and binding on the contractor.
5. The contractor shall deploy only qualified and trained persons as Security Guards. **The Security guards to be deployed in this contract must be below the age of 50.** The Security Supervisors must be below the age of 60 years. Before the security personnel report for duty within a stipulated period, necessary documents to prove that the personnel qualify as mentioned above, shall be produced by the Contractor before the concerned officer of the University. The fact shall be verified by the Competent Authority of the University and only those personnel shall be deployed by the contractor on duty in whose case documentary proof are rendered to the satisfaction of the University.
6. In addition to this, if any of the personnel deployed for the security service is found to


4/11/23
Registrar
Cotton University
Panbazar, Guwahati-781001, Assam



COTTON UNIVERSITY

Panbazar, Guwahati-781001, Assam, India

www.cottonuniversity.ac.in :: 0361-2601100/2733530 :: registrar@cottonuniversity.ac.in

be unsatisfactory, he shall have to be withdrawn by the Contractor within 48 hours from the University. No wages shall be payable in respect of such security staff in whose case documentary evidence in support of their being qualified is not provided in time by the contractor.

Minimum wages for Security Supervisor will be treated as semi skilled/unskilled within the meaning of Minimum Wages Act. 1948 and will be based on the current rates laid down by the State Labour Department under the Minimum Wages Act (MWA), 1948. No other charge will be paid in addition to the above. The contractor will follow all the statutory requirements as per labour laws prevailing during the contract period and will be solely responsible for following all such laws. It shall be the responsibility of the Contractor to ensure that the security Personnel deployed by him, as the case may be, at no point of time, will be paid less than minimum rates of wages as prescribed and revised from time to time for the respective categories. The Contractor is required to quote Service Tax (Government Levy) separately at the rates applicable in Assam.

7. The number of security personnel required can vary subject to the requirements.
8. The Contractor will only fix the timing of the various duty shifts. However, the same may, in exceptional circumstances be subject to change at the discretions of the University. A single duty shift will have a normal duration of 8 hours.
9. The contractor shall have to replace/transfer security and other personnel on a random basis. This shall be done with prior information to the University Authority. In case of the security and other staff found to be posted without the prior information of the University Authority, the Authority shall not be liable to pay for such security and other personnel. The contractor will be at absolute liberty to rotate the deployment of staff/personnel so deputed among its various and different clients for ensuring better security prospects and for better utilization of energies of its personnel. Periodic rotation of the staff/personnel by the concerned security agency shall be a mandatory requirement.
10. The contractor shall ensure that at no time any designated security point is unmanned. A register shall be maintained at the main gate where round the clock duty is to be performed for the purpose of taking charge/handing over of the duty by the security personnel. **A register will be maintained by the Contractor at the entry gates to enter incoming and outgoing vehicles.** Apart from this, the contractor may have to maintain



COTTON UNIVERSITY

Panbazar, Guwahati-781001, Assam, India

www.cottonuniversity.ac.in :: 0361-2601100/2733530 :: registrar@cottonuniversity.ac.in

- any such register as required from time to time. The Contractor will have to abide by any other regulatory system as will be found necessary by the University.
11. The contractor will have to arrange to robe all the security personnel and housekeeping staffs on duty smartly and neatly on the pattern of Uniformed Service and ensure their good behaviour with the University employees as well as visitors. They shall abstain from taking part in any staff union and association activities. The contractor shall have to provide uniform/dress as a part of their professional obligation.
 12. **The University will provide the minimum space for accommodation as deemed fit.**
 13. The Contractor as envisaged in hereto will have to bear the expenses incurred on the followings:
 - i. Providing torches and batteries to the security guards on night patrol/duty.
 - ii. Providing Lathi/Ballam and other implements to the Security Personnel.
 - iii. Providing stationery for writing duty charts and registers at the security check points and formaking entries of the visitors.
 - iv. Provide training programme for security personnel from time to time.
 - v. Provide appropriate uniform.
 14. The University Authority shall have the right to check the various implements/torches etc. The Contractor will have to maintain these items to the satisfaction of the University.
 15. The Security personnel deployed by the contractor will be bound to observe all instructions issued by the University Authority concerning general discipline and behaviour.
 16. The contractor will ensure that no unauthorized entry is permitted and the guards at the entry points are able to categorise the legitimate residents and visitors without causing any embarrassment or discourtesy.
 17. The contractor shall have to coordinate with local police during major events of the Institute under the guidance of authorized officer from the University.

Signature of the Tenderer



COTTON UNIVERSITY

Panbazar, Guwahati-781001, Assam, India

www.cottonuniversity.ac.in :: 0361-2601100/2733530 :: registrar@cottonuniversity.ac.in

3. SECTION

PAYMENT AND UNIFORM

The contractor will be paid the minimum wages as applicable within the meaning of Minimum Wages Act, 1948 (as applicable in the State of Assam) for the following who will be treated at par with skilled/semi skilled/unskilled as the case may be:

- | | | |
|-----------------------------|---|------------------------|
| 1. Security Supervisor | - | Ex-Serviceman |
| 2. Security Guards/Cleaners | - | Semi Skilled/Unskilled |

Uniform: The Contractor will bear full responsibility of providing a smart uniform to the security & cleaning personnel. There will not be any burden on this account on part of security personnel and other staff to be employed by the contractor.

- Two shirts and two trousers
- Two pairs shoes and socks
- One jacket
- One cap and one Belt
- Scarf, torch, batteries, lathi, ballam, whistle and stationery items etc.
- Ceremonial uniform for special occasion as and when required and permanently for the securityguard at the gate and the office complex in working hours of the University.
- Any extra clothing required in case of Winter /cold will be uniform pattern
- One rain coat
- One umbrella

Signature of the Tenderer


4/1/23
Registrar
Cotton University
Panbazar, Guwahati-781001, Assam



COTTON UNIVERSITY

Panbazar, Guwahati-781001, Assam, India

www.cottonuniversity.ac.in :: 0361-2601100/2733530 :: registrar@cottonuniversity.ac.in

1. Terms and Conditions:

The following terms and conditions, which are the minimum criteria for this bid, shall apply herein:-

- 1.1. The sealed cover must be submitted in **two separate, sealed sub-envelopes** clearly super-scribed as:
 - i. **'Techno-commercial Bid'**, consisting of documents, testimonials, etc. pertaining to all technical specifications/ details of item(s) in addition to commercial terms and conditions as well as other requisite compliances; and
 - ii. **'Financial Bid'**, indicating per unit base rates, per unit prices, total prices and value of the items listed in the Techno-commercial Bid.
- 1.2. The **two separate, sealed sub-envelopes** mentioned in Clause 1.1 are required to be placed inside a **bigger sealed envelope** clearly super-scribed on the top of the same as **"Proving Manpower Service in Cotton University Campus:: NIB No. CU/GAD/2023/001 Dt. 04th January 2023"**. The **name and address of the bidder** along with **valid contact number(s)** must be mentioned on each of the envelopes. The **bigger sealed envelope** which is required to be addressed to **"The Registrar, Cotton University, Guwahati-781001, Assam"** must be submitted during office hours on or before **2:00 P.M. of 24th January 2023** in the drop-box arranged for the purpose.
- 1.3. A mandatory **processing fee** to the tune of **INR 2,000/- (Indian Rupees One thousand only)**, which must be deposited through the **requisite nos. of ICICI Bank Challan-'FEE CODE 011'** at any of the branches of **ICICI Bank**. The **soft copy** version of the aforementioned bank challan has to be **downloaded from** the University's website i.e. www.cottonuniversity.ac.in for which it has been provided therein under the head as **"Important Links" → "Forms & Format" → "Other Challan" → "Challan for Tender Fees"**.
- 1.4. The sealed and signed **counter-foil** [which indicates payment of the processing fee] **with regard to the bank challan** bearing the heading **'UNIVERSITY'S COPY'** must be submitted in the sub-envelope titled **Techno-commercial Bid**.
- 1.5. **Techno-commercial Bid opening and evaluation** might be done on the **same day at 2.30 P.M.** in presence of the bidders. **Financial Bid of only the techno-commercially acceptable offer(s) shall be opened** for the purpose of evaluation. In case the Techno-commercial Bid evaluation remains incomplete that day, then the date and time of Financial Bid opening shall be intimated to the shortlisted bidder(s) separately.
- 1.6. **In case the date of bid submission** is declared a **holiday** by any jurisdictional authority, the **following working day** of the University shall be **treated as due date** for bid submission. The **bid received after due date and time or without sealed cover or in torn condition** shall be treated as **'unresponsive' and disqualified**, and shall **not be entertained under any circumstances whatsoever**.
- 1.7. Going forward, any **addendum, corrigendum, notice of date extension, etc.** shall be **posted on the University's website** only. As such, it is in the bidder's interest to stay alert regarding such postings.
- 1.8. **All bids** received shall be **opened, scrutinized and evaluated by a committee constituted** for the purpose of **selection and recommendation** with respect to **Award of Contract (A.O.C.)/ Agreement**.



COTTON UNIVERSITY

Panbazar, Guwahati-781001, Assam, India

www.cottonuniversity.ac.in :: 0361-2601100/2733530 :: registrar@cottonuniversity.ac.in

- 1.9. **All pages** of the bidding document and supporting resources, annexure/enclosures etc. must be **sealed and signed** by the bidder or their authorized signatory. **All entries** by the bidder must be **legibly written**. Any **over-writing, corrections and cuttings** must bear **initials of the authorized signatory**. Ideally, **corrections** must be made **by writing again instead of 'shaping' or over-writing**.
- 1.10. The intended bidder/firm/agency,etc they must invariably furnish **EMD cum Security Money** of **Rs. 50,000/-** vide **Banker's Cheque/ Demand Draft only {and not in any other mode}**, drawn in favour of **"Cotton University"** and payable at **"Guwahati"**.
- 1.11. The **Earnest Money Deposit (EMD) cum Security Money** of the unsuccessful bidder(s) shall be **returned after placement of Purchase Order (P.O.)/ Award of Contract (A.O.C.)** on the successful bidder, whereas the **EMD of the successful bidder(s)** shall be treated as **Performance Security money**.
- 1.12. The **Performance Security money** shall be **retained till the period of contract/ agreement**, post which the same shall be returned subject to obtaining the necessary **'No Objection Certificate'/ 'Clearance Report'** from the **Registrar, Cotton University**.
- 1.13. The **Performance Security money of the successful bidder**, during the subsistence of the period of contract, shall be **interest-free [i.e. it shall not carry any interest on the principal amount]** and be **refunded after adjustment of all dues of the University** for Damages of any kind, if any.
- 1.14. The bidder submitting their bid shall be **deemed to have read and unconditionally accepted all the terms and conditions** stated herein. Therefore, **counter-conditional bids shall be summarily rejected**.
- 1.15. **No correspondence** shall be entertained in respect of acceptance or rejection of bid.
- 1.16. The successful bidder must **provide adequate and prompt service and support, whenever and wherever called for at the designated site during such time in the day as may be specified for that particular place from time to time** which shall include **all working days/ shifts and even on holidays**
- 1.17. The successful bidder must **not divulge any information, confidential or otherwise**, that he may come across. The **authorized representative(s)** of the bidder shall be granted **access/permission by the University to enter the premises only for the purpose of carrying out the contractual obligations in respect of the supply contract/ agreement and not for any other reason or purpose**. **Prior permission from the authorized personnel of the University** must be obtained by the authorized representative(s) of the bidder in the event of them being required.
- 1.18. The **successful bidder and their representative(s)** shall be **liable to be dealt with suitably** in the event of **infringement of any law**. Any **financial liability arising on the University** shall be **deducted from the invoice of the bidder**; and if the **full amount** is still **not recovered**, the same shall be **recovered from the Performance Security money** of the bidder.
- 1.19. **In case the successful bidder fails in fulfilling the obligations** under the bid or supply contract/ Agreement, fully and in time, the **University** shall have the **absolute right to take up the work at the bidder's cost and risk**, and **recover all such expenses from the amount of money due to the bidder including their Performance Security money**.



COTTON UNIVERSITY

Panbazar, Guwahati-781001, Assam, India

www.cottonuniversity.ac.in :: 0361-2601100/2733530 :: registrar@cottonuniversity.ac.in

- 1.20. If **any damage** is caused **to persons and/or property of the University** by the successful bidder or its personnel deployed in the University's premises in the course of execution of task/assignment under the supply contract/ agreement, then the **bidder shall** be liable for the same and that they shall **indemnify the University** against such damages. The bidder shall also **render all assistance and cooperation** to the University in the event of any **inquiry relating to any such incident or accident**.
- 1.21. The successful bidder is **liable to forfeit their Performance Security money** and **be barred from bidding in the future** if **after receipt of supply contract/ agreement**, they **fail to deliver/service and/or fulfil due obligations** with respect to the same. **For any deficient service**, the University reserves the **right to terminate the contract/ agreement** and **initiate such further penal, including legal, action** as deemed appropriate.
- 1.22. The successful bidder shall **not delegate or sublet/subcontract the supply assignment or any part thereof to any other entity/company/agency/contractor or business partner** without the prior written consent/approval of the University; and such **consent, even if provided**, shall **not relieve the bidder from any liability or any obligation** under the supply contract/ Purchase Order.
- 1.23. **Statutory levies and taxes**, as applicable from time to time, might be **deducted at source** {as Tax Deducted at Source (TDS)} **from the invoice** of the successful bidder at the time of settlement of the same **unless the bidder produces a certificate to the contrary**. TDS certificate, wherever applicable, shall be issued by the University to that effect. Taxes, as applicable, shall be paid as per rules.
- 1.24. The successful bidder must **observe all the laws** and be **solely responsible for any prosecution or liability arising from breach** of any of those laws. The bidder must be **responsible for compliance with all central and state laws as per rules/ regulations/ bye-laws/ orders of the local authorities and statutory bodies** as may be in force from time to time **during the subsistence of the contract/ agreement and period of agreement**. The bidder must also **indemnify the University and its officer(s)/official(s)/end user(s) from any claim or consequences/damages for any lapse or non-compliance** thereof. **If**, at any point of time, it is **found that** any type of **liability/ responsibility** has been **fixed on the University or its employees by any government or local body/authority** with respect to the **contract/agreement**, then the **total responsibility** must be **borne by the bidder**.
- 1.25. **Mere submission of the bid** does **not confer any right** on any eligible bidder **for being selected as a successful bidder** and to subsequently obtain the **Award of Contract (A.O.C.)/Contract**.
- 1.26. **Non-conformity** to any of the stipulated **terms and conditions** and/or non-submission of any of the documents/ testimonials/ fees etc., reference of which is made in the '**Enclosures-cum-Checklist**' Section, shall **amount to the bid being 'incomplete'** thereby **disqualifying the bidder** owing to which their **bid shall not be considered, but instead, summarily rejected** by the bid opening and evaluation committee.
- 1.27. The **bid shall be rejected if:-**
- the authenticity of any of the supporting documents is found to be fabricated or false or untrue or incorrect or forged or deceitful; or
 - the bidder is found to have been blacklisted by any government/ non-government organization/ Public Sector Undertaking in the preceding three(3) years; or
 - the bidder is convicted, punished, charge-sheeted in a criminal case involving moral turpitude; or



COTTON UNIVERSITY

Panbazar, Guwahati-781001, Assam, India

www.cottonuniversity.ac.in :: 0361-2601100/2733530 :: registrar@cottonuniversity.ac.in

- (iv) the bidder tries to canvass the bidding process or influence any official of the University, in any manner whatsoever; or
- (v) the bid or any part of it is found to be conditional or contradictory in nature and interpretation.
- 1.28. **If, at a later date, it is found that any of the information, documents, testimonials or certificates submitted by the successful bidder is wrong/ forged/ fake/ false/ manipulated, then the supply contract/ Purchase Order (P.O.) shall stand cancelled with immediate effect and that the Performance Security money shall be forfeited without any claim whatsoever against the University.**
- 1.29. **Selection shall not ipso facto (by itself) confer any right on the successful bidder to receive the Award of Contract (A.O.C.)/ Agreement from the University and that it shall in no way guarantee or ensure allotment of task/assignment. The University reserves the right to procure the goods from any other reliable entity/company/agency/contractor or business partner which might not be selected as per this or any other bid.**
- 1.30. The University reserves the **right to cancel the contract/ agreement by giving a notice in writing without assigning any reason whatsoever in lieu thereof. Any notice sent by the University to the address recorded in the bidding document of the successful bidder shall be deemed to have been properly served for any of the purposes mentioned herein.**
- 1.31. The **decision of Cotton University on all matters connected with or incidental to selection of agency Firm/vendor(s) shall be final and binding on all, and that it shall not be called in question on any ground. In case of any ambiguity or dispute that may arise in the interpretation of any of the clauses in this bidding document, the interpretation of the Registrar, Cotton University shall be final and binding on all.**
- 1.32. Cotton University reserves the **right to amend or withdraw any of the terms and conditions and also update/ modify/ relax/ waive/ supplement the minimum criteria/requirements at any point of time. The University also reserves the right to accept the offers in full or in parts or reject the same summarily or partly. Additionally, the University reserves the right to accept, consider or reject any or all of the offers without assigning any reason in lieu thereof.**
- 1.33. **The Registrar, Cotton University or any officer/official authorized by the University, shall have the discretion to review or ascertain and enforce due and proper observance of the laws, rules and regulations. The officer(s)/official(s) so authorized by the University, or the Registrar, may by himself, investigate into any complaint in the case of any default on the part of the successful bidder vis-à-vis terms and conditions of the bid. No bidder/etc shall be allowed to be represented by any legal expert during the course of any mutual discussion, consultation, investigation, enquiry, appeal or any other proceeding conducted by or before any officer/official of the University against the bidder.**
- 1.34. In the event of any **ambiguity or dispute or difference between the parties involved relating to or concerning the interpretation of the contract/ agreement or any alleged breach thereof or any matter relating to the contract or the bid, the same shall be settled by the parties concerned, as far as possible, by mutual discussions and consultations between themselves. The dispute shall be so settled only when the same has arisen during or after the placement of the Purchase Order (P.O.) and/or during subsistence of the supply contract or its period of warranty; and that the decision taken by the Registrar, Cotton University shall be final and binding on all parties concerned.**

2
4/11/23

Registrar
Cotton University
Panbazar, Guwahati-781001, Assam



COTTON UNIVERSITY

Panbazar, Guwahati-781001, Assam, India

www.cottonuniversity.ac.in :: 0361-2601100/2733530 :: registrar@cottonuniversity.ac.in

- 1.35. The law of the land shall apply to the supply contract(s)/ Purchase Order(s) arising out of this bid. All disputes in this connection and all matters arising out of the same shall be settled exclusively in the courts falling under the jurisdiction of Kamrup Metropolitan district authority.



Registrar
Cotton University
Panbazar, Guwahati-781001, Assam



COTTON UNIVERSITY

Panbazar, Guwahati-781001, Assam, India

www.cottonuniversity.ac.in :: 0361-2601100/2733530 :: registrar@cottonuniversity.ac.in

FORMAT FOR PRICE BID

S No	Requirements	Per shift of 8 hrs per person	Rate should be in INR						
			Minimum Wage/per month as per Govt. norms	EPF	ESI	Service charge of Agency including all charges	Total	Applicable GST, if any	Grand Total
1	Guards (Without Arms) Minimum VIII Pass. For Day or Night shifts. One shift of 8 hrs.	01							
2	Full Time Cleaner for sweeping floor , cleaning toilets etc.	01							
3	Security Supervisor (Ex-Serviceman)	01							

*The quoted rates/wages should be inclusive all applicable tax.

Seal & sign of bidder

(Signature)
 Registrar
 Cotton University
 Panbazar, Guwahati-781001, Assam