



Dhirubhai Ambani University

Formerly DA-IICT

TENDER

Security Service, DAU, Gandhinagar

Tender No: Tender/Admin/Security/26-27/001 Date: 20.03.2026

DAU Contact Person: Mr. Kirit Pandya, Manager Administration

(M) +91 93270 43616 (Phone: 079-68261592),

Contact Timing: Monday to Friday, 10:00 Hrs to 17:00 Hrs

Last date of Submission of Tender: 02.04.2026 up to 11:00 hrs.

Note: The Tender to be submitted in sealed envelope addressed to

Head HR & Admin., Dhirubhai Ambani University

Gandhinagar

Annexure 1 : General Terms & Conditions

Annexure 2 : Primary Information of the Bidder

Annexure 3 : Security Personnel Wages Calculation

Annexure 4 : Experience and Financial details



Formerly DA-IICT

Annexure - 1

Bid Terms & Conditions:

- The bidder should invariably submit bid documents in sealed covers.
- All documents issued to tenderers for the purpose of tendering shall be submitted by him only duly filled in and signed on every page as a token of acceptance of conditions and completed in all respect.
- Method of work, specifications, mode of measurements and other details wherever not mentioned should be followed as per Contract Administrator.
- The contractor must study the scope of services etc. before quoting the rates.
- **Tender Fee** The bidder will have to submit **Non-refundable Bid Processing Fees of Rs.5900/-** on or before date & hours of submission of bid in a sealed cover at Dhirubhai Ambani University. Tender Fee should be paid through NEFT/RTGS as per below bank details. The tender without tender fee will not considered.
- **Security Deposit:** 5% of total order value to be deposited with DAU in 7 working days after receipt of work order. The same amount will be returned in 30 days after completion / termination of contract period after deduction of dues if any. No interest shall be paid on Security Deposit amount. DAU reserves the right to encase or deducts any sum due to failure of any conditions of contract without reference to contractor.

Bank Details of "Dhirubhai Ambani University" for online payment of Tender Fee

Name of Account Holder	DHIRUBHAI AMBANI UNIVERSITY
Bank Name & Branch	ICICI BANK GANDHINAGAR
Account Number	016501013975
IFSC CODE	ICIC0000165
City	GANDHINAGAR
State/Province	GUJARAT
Address of the Bank	PLOT NO. 315, SECTOR-16, NEAR GH-4 CIRCLE, GANDHINAGAR 382016.
Telephone No. of the Bank	23234252, 23234256
Country	INDIA
Account Type	Savings

- The work includes requisitioned material and manpower. No extra cost to be paid for transportation, lodging & boarding etc. The bidder should clearly indicate applicable taxes etc.
- **Rejection of Bid:**
 - Dhirubhai Ambani University reserves the right to reject any Bid, and the bidding process and reject all bids at any time prior to award of Contract, without thereby incurring any liability to the affected Bidder(s) or any obligation to inform the affected Bidder(s) of the grounds for such decision.
- **Award of Contract:**
 - Award Criteria: The Criteria for selection will be the past and current experience of the contractor to provide security services in higher education institutions (universities) and competitive financial bid.

- **General Terms and conditions:**
- The Contractor will maintain the equipment and other properties of DAU in good condition. Damage to any equipment, appliances and other properties (both movable and immovable of DAU due to negligence. Commission /omission of the contractor or his employees or agents shall be brought to the notice of the DAU for recovery of such damages from the amounts payable to the Contractor.
- The Contractor shall be responsible for boarding and lodging of their manpower with require safety, security and liasioning work.
- Contractor shall make himself and their staff fully conversant with the nature of the organization (university with students and faculty members) and the type of job be carried out therein so that he clearly understands the scope of work and assess the requirement of resources required to perform the duty. The Contractor shall contact the Contract Administrator for this purpose.
- DAU reserve the right to off load or total quantum of the job depending upon the exigencies.
- There shall be no objection from the contractor for any other agencies working on the same site.
- In case the Contractor fails to provide any services in time or fails to ensure the job carried out at the fullest satisfaction of the Contract Administrator, whose decision will be final and binding on the Contractor. The University has every rights to engage another agency or get the job done by employing any other Contractor and the charges for the same together with consequential expenses incurred / losses suffered by the University will be recovered from the Contractor.
- **Labour Laws and Workmen Compensation Act:**
- The contractor shall follow the provisions of the labour laws and codes as amended from time to time and make payment of compensation in case of accidental injury during maintenance work in accordance with the provisions of WC Act. the contractor shall insure all of his workman under the Workmen Compensation Act by way by taking an Insurance Policy to cover himself against all claims and shall extend these legal heir within the specified time.
- Contractor to follow all safety norms.
- All statutory liabilities towards contractor's employee shall be sole responsibility of the Contractor.
- **Scope of contractor:**
- To carry out the jobs in a manner as per instruction of Contract Administrator.
- The CONTRACTOR shall also maintain required manpower for the purpose of replacement of guards and deploying competent guards in case of leave by the guards deployed. For the emergency calls from DAU. Emergency response system must be within 1 hour
- CONTRACTOR shall deploy sufficient resources and shall make arrangement for effective supervision for the execution of the awarded jobs.
- To keep vigil on, and to check, if required, all incoming and outgoing persons including CONTRACTORs employees and labours, visitors etc.To keep vigil on and to check if required, all incoming and outgoing materials, vehicles including cars, trucks, scooters, motor-cycles bicycles etc so as to ensure that there is no unauthorized entry or exit of men, materials and vehicles in the DAU's premises.
- To record and maintain the register of major and minor events occurring during the period of 24 hours and report same to the authorized officer of the DAU every day regularly in the form of daily report.
- To maintain Registers & other documents for incoming and outgoing men, materials and vehicles etc. in such proforma as may prescribed by the DAU from time to time.
- To inquire into any theft, pilferage, fire disobedience, rowdism, indiscipline, unauthorized activities and all other criminal activities in DAU's premises and report the same to the authorized officer of the DAU and if require to lodge the further police complaints, if so desired by the DAU. To provide necessary law and order assistance to DAU in case of calamities
- To carry out surprise checking personally by the CONTRACTOR or CONTRACTORs senior officers to ensure effective services by the security staff deployed by the CONTRACTOR in the DAU's premises.
- Pre-employment police verification of character and antecedents of the candidates for the employment in the DAU.

- The CONTRACTOR shall rotate the security personnel deployed for the contract at suitable intervals or as and when suggested by the DAU.
 - Should have night vigilance system of deployed security officer / guard and any unwanted incident / report must be given in writing to the administrative officer on very next day
 - The CONTRACTOR must have following license(s) / certificate(s)
 - ✓ PSARA License
 - ✓ Certificate of Incorporation / Registration
 - ✓ Labour License
 - ✓ EPF Registration Certificate
 - ✓ ESIC Registration Certificate
 - ✓ Professional Tax (PT) Registration
 - ✓ Workmen's Compensation Policy / Group Personal Accident Policy
 - ✓ Public Liability Insurance (recommended)
 - ✓ Police Clearance Certificates (PCC)
 - ✓ Training Certificates (prior to deployment)
 - Uniform and Personal Protective Equipment (PPE):
The CONTRACTOR must provide two sets of proper uniform with badges, cap, safety shoes, Glows Raincoat, Umbrella, Warm clothing, Torches, batons, and whistles.
 - **Minimum requirement:**
 - Security Officer and Supervisors **must be Ex-Servicemen**, with the Security Officer holding a rank not below JCO and should have Computer knowledge, Fluent in Hindi & English, should have sound knowledge of security procedures and systems.
 - Security Guard: 12th Pass, Age limit b/w 25-40 year, should have sound knowledge of security procedures and systems.
 - **Additional Jobs:** In addition to the scope of work mentioned in point 2 here in above, the CONTRACTOR shall provide additional security cover for the occasion like visits of VIP, Social / Cultural / Sports programs or any other eventualities on chargeable basis for which sufficient advance intimation shall be given, whenever possible.
 - **Termination:** Contract can be terminated within the contract period at the discretion of DAU by giving simple notice without assigning any reason thereof.
 - **Defective work:** charges for rectification of defective work and other consequent damages to DAU shall be borne by the contractor.
 - **Disputes:** Any disputes and /or difference of opinion arising out of the work concerning this shall be referred to the Director of the University whose decision shall be final and binding on you. All legal disputes arising out of this contract will be subject to Gandhinagar jurisdiction.
 - **Payment:** The CONTRACTOR shall submit the monthly bill by first week of next month and due payment will be released in 10 working days after deduction of TDS.
Notwithstanding the release / payment of bills by the DAU to the CONTRACTOR, the CONTRACTOR shall ensure that the payment of wages and other statutory allowances are paid to the workers within time limit. There shall not be linkage between release / payment of the bill by the DAU to the CONTRACTOR and the payment of wages / other dues by the CONTRACTOR to his worker.
- Your first payment would be released after you have fulfilled your primary responsibilities of obtaining labour license and maintaining records in compliance to applicable labour laws, rules & regulations and as required by us.
- **Gratuity** will be paid only at actuals when a valid claim arises, not in advance to the agency.
 - **Wages :** Follow State Government Minimum Wages.
 - **Penalty:**
 - ✓ Inadequate deployment of the security personnel shall be levied penalty of Rs.1000/- per instance.

- ✓ In case of any theft, pilferage, loss or damages to the DAU's properties and persons, attributable to the negligence or omission in duty on the part of the security personnel shall be levied penalty as per the decision of the Director General of the University..
- ✓ Smoking / Chewing Tobacco while on duty shall be levied penalty of Rs.500/- per instance.
- ✓ Unauthorized changes / Unwillingness / delay in implementation of the directions/suggestions/instructions/ using of mobile while on duty shall be levied penalty of Rs.500/ per instance.
- ✓ Misbehavior of security personnel/ shall be levied penalty of Rs.1000/ per instance.
- ✓ Failure to wear the proper uniform or PPE, or appearing untidy, can result in penalties Rs.1000/- per instance.

Annexure-2

1. Primary Information of Bidder Firm:

Sr. No.	Particular	Details	Page No.
1	Name		
2	Date of Establishment		
3	PAN Number		
4	GST Number		
5	Office Address with name and designation of contract person and Phone No.		
6	Mobile No. of Signatory to this offer		
7	E-mail ID		
8	Website address		
9	Annual turnover of the company for the FY 2024-25		

Please submit proofs wherever applicable

Signature of Contractor
(with official seal of firm)

Date:



Dhirubhai Ambani University

Formerly DA-IICT

Annexure 3

Security Personnel Wages Calculation

Sr. No.	Particular	In %	Rs.	Per Month Security Officer (EXSM)	Per Month Security Supervisor(EXSM)	Per Month Security Guard (M/F)
A	Category Of Security Personnel					
	Minimum Wages Per day	ZONE-I				
	Dearness Allowance as applicable in Minimum wages of Gujarat state					
Total Minimum wages + DA						
B	Basic Wage for 08 Hrs.					
	Over Time for Additional 4 Hours	Double				
	Skilled / Special Allowance					
	Conveyance allowance					
Sub Total						
C	Statutory Obligation					
	PF on Salary	13.00%				
	ESIC/Medical/WC (on Gross Salary)	3.25%				
	Leave & National Holiday on Basic Salary	%				
	Bonus on Salary	8.33%				
	Gratuity on (Basic Salary)	4.81%				
Sub Total						
	Subsidize Uniform & PPE (if applicable)	%				
Sub Total						
E	Reliever Charges (Weekly off)	%				
Sub Total						
F	Company Service Charge / Management Fee	%				
Cost per Month of Security Personnel for 12 Hrs. Shift						
Number of Guards Male & Female, Supervisor, Officer			1 (Ex-Servicemen)	2 (Ex-Servicemen)	28 (26 M x 2 F)	

Annexure-4 : Experience details

A) Client details for ongoing service contracts (top five)

SN	Name of Client (with contact details)	Location and description of service provided	Value of Service contract (in Lakh)	Quantum of security Staff Deputed per day	Date of contract commencement	Date of contract completion (as per contract)
1						
2						
3						
4						
5						

B) Details of Universities/Institutions of Higher Education clients (during last five years)

SN	Name of Client (with contact details)	Location and description of service provided	Value of Service contract (in Lakh)	Quantum of security Staff Deputed per day	Date of contract commencement	Date of contract completion (actual)
1						
2						
3						
4						
5						

Attach supporting documents i.e. work order copy and contract completion certificate

Annual turnover (for Security Services business only) for 3 (three) financial years (supporting documents to be attached).

Last 3 (three) financial years FY. 2022-2023, 2023-2024 and 2024-2025 (supporting documents to be attached).