

BANARAS HINDU UNIVERSITY

Office Notes & Orders

After discussion with the higher officials of the administration in University, amended version of DFA, to float an advertisement in newspaper and BHU website for inviting security agencies to enter into an agreement with the University for supply of Ex-army men has been prepared. Terms & conditions suggested in the meeting on 02.03.2016 with Registrar, Finance Officer and Chief Proctor have been incorporated in the terms of agreement.



BANARAS HINDU UNIVERSITY

(Established by Parliament by Notification No. 225 of 1916)

OFFICE OF THE REGISTRAR

VARANASI-221 005

Registration of Security Agencies

Applications are invited from the Security Agencies for providing the services of Ex-Servicemen as security personnel in BHU. Agencies fulfilling the following conditions may apply :-

1. Agency should be a registered firm to provide security within the territory of State of U.P.
2. It should have been registered/approved by DGR, Ministry of Defence, GOI or should be run by Ex-army Officer registered with the DGR for employment assistance.
3. It should have registration with Service Tax, Income Tax, Excise Authorities etc. as per the existing Govt. rules.
4. It should have experience in providing security services to Government/autonomous establishments of repute *for all heads*
5. It should have permanent office in Varanasi with Telephone, Fax and E-mail I.D.

Note:- A. For detailed terms & conditions, visit www.bhu.ac.in

B. Other conditions being the same, preference shall be given to the agencies having experience of providing security services to the University in the past.

Interested agencies may submit their applications on prescribed Proforma available with the office of the Chief Proctor, Banaras Hindu University, Varanasi-221 005. The last date for submitting of completed applications to the office of the Chief Proctor, BHU is 10th June 2016

Submitted for Kind approval please.

Saty
Chief Proctor

Vice-Chancellor

For News Paper



BANARAS HINDU UNIVERSITY

(Established by Parliament by Notification No. 225 of 1916)

OFFICE OF THE REGISTRAR

VARANASI-221 005

Invitation of Application from Security Agencies for providing Services of Ex-Servicemen in B.H.U.

28/4/16
Applications are invited from the Security Agencies for providing the services of Ex-Servicemen as security personnel in BHU. For detailed terms & condition visit BHU Website: www.bhu.ac.in

The last date for submitting completed application to the Office of Chief Proctor, BHU is 10th June 2016

Registrar

Registration of Security Agencies

Applications are invited from the Security Agencies for providing the services of Ex-servicemen as security personnel in BHU. Agencies fulfilling the following conditions may apply :-

1. Agency should be a registered firm to provide security within the territory of State of U.P.
2. It should be registered by Director General of Resettlement, MOD, Govt. of India or should be run by Ex-Security Officer registered with the DGR for employment assistance.
3. It should have registration with Service Tax, Income Tax, Labour authorities etc. as per the existing Govt. rules.
4. It should have experience in providing security service to Govt./ autonomous establishments of repute of minimum one year through DGR.
5. It should have a permanent office in Varanasi with Telephone, Fax and E-mail I.D.
6. An agreement shall be entered into between the University and the Agency.
7. The Agency should be able to provide 907 Nos approx. (Nine Hundred Seven approx) Security Personnel to the University. The Strength of security personnel can be increased/ decreased on the discretion of the University. Details are as under:-

FOR THE UNIVERSITY:

(A)Security Supervisor	-	38
(B)Gun Man	-	47
(C)Security Guard	-	689

FOR I.I.T. (BHU):

(D)Security Supervisor	-	06
(E) Gun Man	-	03
(F) Security Guard	-	124

Total	-	907

8. The Agency should be able to provide such number of Ex-Army Personnel as may be required by the University from time to time.
9. The quality of the Ex-servicemen should be up to the satisfaction of the Chief Proctor. No handicapped, medically unsound security personnel shall be engaged.

The security personnel should be professionally trained and sound in health, has been good physic and preferably below 55 years of age. They should be trained to handle and make best use of various types of fire-fighting and safety equipment. They should also be able to perform personal body-guard duty, VIP duty etc.

10. Each security man selected shall be deployed to perform duty as per the orders of the Chief Proctor under the direct supervision of the members of the Proctorial Board of the University.
11. The University shall pay to the Agency at the wage rate notified by the DGR from time to time as may be applicable depending upon place of deployment.
12. The Agency should be able to pay wages to the security staff every month as mentioned in clause 11 above.
13. The wages shall be paid on the basis of number of days of the duty performed during the month by the Security Personnel.
14. The Agency shall create a Welfare Fund for the welfare of the Security Personnel, posted in University by contributing 25% out of the service charge which shall be spent by the Chief Proctor on the welfare schemes of security personnel.
15. ~~The service tax of the gross Bill shall be charged and deposited with the service tax Department as per the present policy. Any change in the rates shall be effective from the date of notification, if any.~~
16. Income Tax will be deducted at source from all monthly bills as per the I.T. Act.
17. The agency will have to submit bank guarantee of Rs. 5,00,000/- (Rupees Five Lac only) as security deposit for performance guarantee before commencement of the contract for the entire period of the contract.
18. Security Staff should for all intents and purposes be employees of the Agency and should not in any manner, whatsoever, be deemed to be the employees of the University.
19. It shall be the responsibility of the Agency to provide essential equipments to the security staff to perform duty and will ensure proper maintenance of the dress. The University should not be responsible, in any way, to provide money etc. for the same.
20. The Agency alone should be liable for payment of the wages as agreed and other benefits as required under existing laws to such Security Staff and no liability for any payment should fall on the University.
21. In case any Security Staff provided by the Agency commits any misconduct or is found guilty of dereliction of duty, the Chief Proctor of the University shall inform the Agency and the Agency shall withdraw such Security Staff immediately.
22. Guard shall comply with all the instructions issued by the office of the Chief Proctor from time to time for the maintenance of security safety, peace and order in the campus.
23. All Security Personnel shall always possess their identity card issued by the Agency.

S. B. X
20/4/16

24. University may, in its discretion, but shall not be bound to provide place for accommodation in the establishment for the personnel engaged on duty.
25. The record of the attendance of the Security Personnel shall be kept with the office of the Chief Proctor. The account of every Security Personnel shall be prepared by the Agency at the end of month and paid by the University to Agency within 07 days by cheque in favour of Agency.
26. The agreement will be valid for a period of **Two Years** and may be extended for a further period of maximum two years on previously agreed terms and conditions or terminated by the University at any time by giving one month notice.
27. The contractor shall be responsible and liable for the following provisions for the security guards engaged by them:
- Insurance benefit as per the labour laws.
 - Bonus- As per the laws of the Govt. of India.
 - Medical expenses for any injury, first aid etc.
 - Family benefit and amenities: - As per the laws of the central Govt., labour law rule.
 - Accident benefit : - As per the laws of the Central Govt., labour law.
 - Any type of compensation: -As per the law of the Govt. of India.
 - Death on duty: - compensation as per the laws of the Govt. of India.

The Agency shall be responsible & liable to comply with provisions of various Labour Laws as may be applicable to them and keep proper records which may be inspected by the University and/or other concerned authorities from time to time.

28. In case of any loss/theft/burglary of the property of the University, the Agency shall be solely responsible for the loss of property and the amount of damages shall be deducted from the payments due to the Agency after seeking a report from a duly constituted joint inquiry committee.
29. The security agency shall submit quotation for service charge payable by the University.

Note : Other conditions being the same, preference shall be given to the agency having experience of providing security services to the University in the past.

Interested Agencies may submit their application on prescribed proforma available with the Office of the Chief Proctor, Banaras Hindu University, Varanasi-221 005. The last date for submission of completed application to the Office of the Chief Proctor, BHU is -----.