

Ref no.

**TENDER DOCUMENT
FOR
SECURITY SERVICES**

YEAR: 2017-2020

ISSUED TO

Dated

PRINCIPAL

SRI GURU GOBIND SINGH COLLEGE OF COMMERCE
UNIVERSITY OF DELHI
DELHI-110007

Ref. No.

Date: 15.05.2017

NOTICE INVITING TENDER

Sealed Tenders are invited from reputed registered firms/ contractors, for providing security guards during year 2017 — 2018, 2018 — 2019 and 2019 — 2020. The firm eligible to quote the tender shall have minimum five year experience in similar type of work and annual turnover of not less than Rs. 50,00,000/- during last 3 years. Firms must be registered with PF, ESI and labour license authorities.

Contractor shall provide experienced person as per requirement & approval of the Principal during contract period. All persons engaged shall be paid at the rates as per minimum wages as notified by Govt. of Delhi and as per approval of principal.

Tenderer shall quote service charge on percentage basis on cost per month. The tender form can be purchased at the cost of Rs. 1000/-(non-refundable) from the office of Principal, SGGS College of Commerce from **17/05/2017 to 29/05/2017. Tenders shall be submitted by 2pm on 29/05/2017**, which shall be opened on the same day at **2.30pm** in the Committee room of Principal at SGGS College of Commerce.

Firms/ contractors applying for issue of tender shall enclose company profile, PAN No., TIN No, ESI, PF registrations, work experience and list of works in hand with the certificate from client for satisfactory execution of work with application, for issue of Tender. Tenders can also be downloaded from college web site www.sggsc.ac.in ; Such tenders shall accompany the D.D. of any commercial bank of Rs. 1000/ towards cost of tender. EMD of Rs. 100,000/-(One lac) in form of D.D. in favour of Principal, SGGS College of Commerce Delhi university, shall be enclosed with quoted tender.

Principal

Cost of tender document Rs.1000/- to be paid in the form of D.D. in favour of Principal, SGGS COLLEGE OF COMMERCE

To
M/S.....

**Calling of sealed Tenders for Security Services at
SGGS COLLEGE OF COMMERCE (UNIVERSITY OF DELHI)**

General Guidelines to the Tenders.

Sealed tender are invited under two Bid system (as enclosed **Part-I: Technical Bid and Part-II, Financial Bid**). **Annexure-I (General Rules & Guidelines) & Annexure II (Agreement)** from security agencies with annual turnover of Rs.50 lakhs and more for security service and supply of manpower, holding and license under Contract Labour (Regulation & Abolition) Act. 1970, registered with EPFO, ESIC, having Service Tax registration and successfully carried security contracts of 50 or more security guards: consisting of ex-servicemen / properly trained civilian /security personnel and security during the last 5 years in Govt./ Semi Govt./ Central Autonomous bodies and institutes.

The general instructions are as under:-

1. Sealed tenders in prescribed form (Part-I & Part-II) duly filled in shall be accepted through Tender Box placed in the office of the Principal SGGS College of Commerce University of Delhi, up to **2PM of 29.05.2017**
2. Tenders will be opened at **2.30PM on 29/05/2017** in the room of Principal SGGS College of Commerce by Building Committee constituted for this purpose in the presence of tenders and /or their representative who may like to be present on given date and time.
3. The tenders form must be clearly filled in ink legible or typed. The tender should quote the rates and amount tendered by him/them in the figures and as well as in words. In case, there are differences of amount in words and in figures, amount mentioned in words shall be treated correct and final. Alternations unless legibly attested by the Tenderer shall be disqualified and rejected. Tender document, must be duly signed by the tenderer himself, or his authorized signatory. The forwarding letter and attested copies of the following documents are required to be submitted along with the tender:

- a) Service Tax No. with copy of service tax registration.
- b) EPF Number with copy of EPF registration.
- c) ESIC Registration No. with copy of ESIC Registration.
- d) PAN allotted by the Income tax Department with copy of the latest income Tax return indicating turnover of the company for previous financial year.
- e) EMD Rs. 1,00,000/- by way of Demand Draft of any Commercial Bank in favour of Principal, SGGS College of Commerce shall be enclosed with the Tender (Refundable after the finalization and award of tender to one of the tenderer).

The tender will not be entertained in the absence of any of these documents.

4. List of clients with Satisfactory Performance Certificate issued by various organizations where such type of work / jobs are being executed presently or have been performed by the contractor earlier, must be enclosed in support of credibility of the company.

5. The rate quoted should be inclusive of and in accordance with the provisions of Minimum wages Act, DGR guideline on the subject Contract Labour Act. and other statutory provisions like Provident Fund Act, ESIC, Bonus, HRA, Gratuity (as applicable), Leave, Uniform Allowance etc.

(Quoting less, violation of minimum wages act, DGR guidelines, Contract labour act, Govt. of India, Ministry of labour and Employment Order and other statutory provisions shall be liable for disqualification and such tenders shall not be considered and rejected summarily without assigning any reasons, No communication will be entertained in this regards).

6. Payment of salary and arrears etc to the staff hired by the agency to perform the duties at SGGS College of Commerce shall be done by the agency through RTGS/Account Payee cheque by giving details of contribution / deduction regarding ESI, EPF etc.

7. Every paper of the tender should be signed by the Tenderer with seal of Agency / Firm.

8. The following information must be accompanied with the envelope:-

- a) Tender Notification No. and date
- b) Tender for security services
- c) Name of the firm
- d) Last date of the tender
- e) Forwarding letter indicating clearly the list of enclosures as given in para 3 above.

9. The tender should take care that the rates be written in such a way that interpolation is not possible. No blanks should be left which would otherwise make the tender liable for rejection.

10. The agency shall have to deposit Rs. 1,00,000/- as earnest money deposit (EMD) by way of Bank Draft of a Nationalized Bank in favour of Principal, SGGS College of Commerce. No cash will be accepted. The amount of EMD should not bear any interest what/so ever, which will be refunded (Original Draft) to the un-successful tenderer after award of the work.
11. The successful tender shall **have to deposit Rs 5 lacs as security deposit** in the form of Bank Draft / Bank Guarantee of a Nationalized Bank in favour of SGGS College of Commerce within 30 days after the offer letter is received by the successful bidder / Agency, otherwise the award letter will be treated as cancelled. The amount of security deposit will not bear any interest what so ever. Amount of EMD already deposited by successful tenderer shall be adjusted against Security deposit.
12. The agency must have labour department Registration/ License issued by the office of Central labour commissioner (Central) Curzon Road, New Delhi or the agency will have to obtain the license Registration with above mentioned office, with in stipulated time for the compliance of relevant labour law.
13. The SGGS College of Commerce shall deduct TDS for income tax, surcharges and Education or other Cess if any at source under section 194-C of the income tax Act. 1961 from the contractor at the prevalent rates of such sum as income tax on the income comprised their as per instructions issued by Govt. of India from time to time.
14. The service tax will be levied as per provision of Govt. of India Tax Rules.
15. Term and conditions given in Annexure-II as agreement will govern the entire security and other operations, which the successful tender shall have to abide by during the period of contract.
16. The SGGS College of Commerce reserves the right to have a panel made out of the tenders submitted and in case the agency selected fails to do the job successfully or leaves the job in middle of the contract period, or decline to accept the award due to some reason the next agency will be offered the job however the validity of the panel will be for the period of the award of contract to the first panelist and in case the second in the panel is offered the job the time-span for this will be the remaining period of the first awardee of the contract. In case the successful bidder decline to accept the award or to provide the security services, the EMD made by him shall be forfeited and may also be black listed.
17. The Principal SGGS College of Commerce reserves the right to cancel / reject full or any part of the tender which tenderer do not fulfill the condition stipulated in the matter.

18. Tender once submitted, it would be presumed to have understood and accepted all the terms and conditions given in Annexure I & II. No inquiry, verbal or written, shall be entertained in respect of acceptance / rejection of the tender.
19. Any act on the part of the tender to influence anybody in the SGGGS College of Commerce is liable for rejection of his tender.
20. The tenderer shall abide by the provisions of the Ministry of labour and employment, Govt. Of India order No. 1/7(6)/2008-LSII dated 27.10.2008, Minimum ages act 1948/DGR guidelines on the subject, the contract labour (R&A) act.1970, security guards regulation act 1981 and other Labour laws applicable to him from time to time.
21. Quotation must be unconditional. An alternation or changes in rates in tender document shall be considered as invalid and liable to be rejected.
22. The contractor shall not engage any sub-contractor or transfer the contract to any other person or agency in any manner.
23. Tenders not conforming to these requirements shall be rejected outright and no Correspondence thereof be entertained what so ever.
24. Performance Evaluation :-
- a. The quality assurance of the security services would be ensured regularly (daily, weekly, fortnightly or monthly depending upon the discretion of the Principal SGGGS College of Commerce on the basis of the periodical reports furnished by the officials assigned for this task by the college)
 - b. The Contractor and all his staff deployed for security work will work under the supervision of the officials assigned for this task by SGGGS College of Commerce.
25. SGGGS College of Commerce reserves the right to accept or reject any bid irrespective of its being lowest by taking into account the interest of the College which will be paramount and it is in this regard the decision of the Principal SGGGS College of Commerce shall be final.
26. The selected party (Security services agency) shall have to provide the proof of deposit of ESIC, EPF to the individual account of the staff deployed each month and also to submit copy of annual return giving complete list with all the details of individual EPF contribution with their EPF number.
- 27 Contract-will-be-valid for a period of Three years, which may be extended for further period up to a maximum of two years on satisfactory performance report as per terms given Annexure-II (Agreement).

Principal

AGREEMENT

This agreement made this day of _____ month _____ year between SGGS College of Commerce, University of Delhi, represented by Principal. (Herein after referred to as the first Party which expression shall, unless is repugnant to text include its successors and assigns) and M/s..... having its registered office at.....

(herein after referred to as Contractor(2nd Party), which expression shall where the context so requires include their legal heirs, successors and his legal assigns, executors or Administration) here in after referred as contractor.

WHEREAS the Contractor is engaged in providing Security Services through its own properly trained personnel and WHEREAS the SGGS College of Commerce is desirous of availing the services . NOW WHERE AS the Ist Party and the contractor had negotiations in this behalf through open tender bid.

NOW, it is hereby agreed between the Ist Party and the Contractor (2nd Party) to provide Security Services on the terms and conditions herein after mentioned.

1. Contractor shall during the continuance of this agreement provide Security Services and supply of manpower through as many Security Guards as per the requirement of the Ist Party from time to time. The requirement of the SGGS College of Commerce for numbers of persons may vary according to needs of the college, which shall be intimated by the SGGS College of Commerce from time to time to the contractor by the concerned officer of the college.

2. That the contractor shall provide security personal including as per the requirement of SGGS College of Commerce, these number of security staff may increase or decrease depending on the requirement of the Ist Party from time to time , which will be communicated to the Contractor by the concerned officer of the College .

3. Contractor shall immediately supply to the SGGS College of Commerce movement order Bio-Data with photographs of all the security guards & other workers posted within a period of 15 days from the effective operation of this agreement and also submit the photocopy of discharge certificate from their previous department in case of ex -serviceman and civilians who will be posted as Security Guards.

4. Contractor will provide E.S.I and E.P.F facility to its entire staff posted in SGGS College of Commerce i.e Security Guards on behalf of the college under this agreement.

5. The Contractor shall submit the documentary proof (Photocopies) in support of his claim that he has deposited the ESI, EPF in respect of the Security Guards deployed in the college for previous months with an undertaking. These documents will be verified and certified by the college staff assigned for this purpose from the original documents. If the contractor fails to do so, his bill for the next month will not be processed for payment. Contractor will also certify that proper wages have been paid to the guards. The wages have to be paid by RTGS/Account payee cheque, giving details of deductions of ESI & EPF to each individual as a pay slip.

6. The security personnel shall be properly dressed and will wear full uniform while on duty and remain alert during the duty hours. The contractor will provide the said uniform. The other security aids like lathies, whistle, torches etc.

7. The College will not provide any medical facility and residential accommodation to the Security guards of the contractor
8. Contractor and its security guards engaged shall be responsible for security of property (movable or immovable) personnel and materials of the College on the premises of their deployment as well as security of boundaries, buildings, parks and official vehicles in the parking area, fitting and fixtures, stores and equipments, office records (including question papers and answer books). In discharging these responsibilities the risk management of the Security Personnel is the responsibility of the Contractor.
9. Contractor will ensure that the security guards, & other persons provided by him or her under the agreement are trained in fire fighting operations. The security guards, gunman, & other persons provided by the contractor will be required to undertake successful fire fighting operations in the events of outbreak of fire with the available fire fighting appliances provided by the college to the extent possible with the help of said appliances.
10. Contractor and its Security Guards, & other persons engaged by contractor shall take all necessary action as may be directed by the College, to prevent theft, pilferage, burglary loss or damage of any of the property (movable or immovable) with in the premises of the SGGS College of Commerce and its allied offices.
11. Contractor shall be responsible for all losses/damages to the College property, under their charge, or to the property specifically entrusted for safe custody to guards & other persons deployed by Contractor. Any loss/damage due to the negligence. Carelessness or dereliction of duty directly or indirectly of the part of the security guards will be made good by the Contractor. In case of any loss joint enquiry will be conducted by the College and the Contractor, and submit the report to the Principal, SGGS College of Commerce for further action.
12. Security personnel will keep the all the keys in their safe custody in respective building and central key room. They will issue the key to authorized person under a procedure after maintaining proper records in the register.
13. The Security personnel will not indulge in any criminal activities , mal-practices of undesirable activities etc. In such cases, they will be dealt with under the provision of law and Contractor will be fully responsible for their conduct.
14. Contractor shall continue to be responsible for Security guards, and any other person employed by him in respect of the terms and conditions of their services, payments, attendance, medical care, disciplinary matter etc. Who shall remain fully under the administrative, financial control and supervision of the Contractor except that the college shall be the sole arbitrator in respect of nature of the duties to be entrusted to and the manner of performance of their duties for the purpose of this agreement.
15. The Guards, and other personnel shall be at no time, be treated as the employees of the SGGS College of Commerce and also shall have no claim to be regularized in the services of the College. But the agency will not change the security staff without prior permission of the concerned officer of the College.
16. Contractor shall have to change over or replace security staff as and when required by the College whether or not such security guards or other person deployed found guilty of any misconduct. It shall not be necessary for the College to assign any reason to the Contractor of the Security guards and concerned or any other person in respect of any such change and replacement required by the concerned officer of the College

17. In consideration of the obligations undertaken by the contractor \under this agreement, the College shall pay contractors charges on the basis .of the number of such security guards & other skilled and unskilled workers actually deployed by Contractor for the effective operation of this agreement on the rates quoted by the contractor in their Tender based on the guidelines issued by the local Govt. (i.e. NCT of Delhi and DGR) and contractor shall pay the persons engaged by him under this

Contract as per the guidelines issued by Ministry of Labor, NCT of Delhi/DGR.

Present Requirements

- | | |
|-------------------------------------|--------|
| 1. Security Guard (EX service man). | 6 nos. |
| 2. Security Guard (Civilian) | 2 nos. |

18. The rates / charges for security personnel shall be revised suitably as and when there is an increase in the minimum wages by the Central Govt. / National Capital Territory / DGR during the validity of contract effective from date so notified.

19. The contractor shall submit his bill along with documents herein above guidelines as per para 5 of this agreement to the college with in first week of every month which shall be cleared with in 10 working days but contractor will distribute the Salary to security guards by 7th every month, even if there is some delay in processing the bill files at the college level due to any reason.

20. The security agency will also provide security' guards-cum-drivers as demanded by the Security officer having valid LMV driving license and knowledge of Delhi roads and experience.

21. No security personnel hired / employed by the agency will form any links or join any Union or association of SGGGS College of Commerce employees in any manner.

22. Security agency to furnish the security deposit in the form of Bank Draft or Bank Guarantee of a commercial bank of Rs 5 lacs in favour of Principal SGGGS College of Commerce as performance gurantee for satisfactory performance of the contract which will be released after six months of expiry of the contract. Bank-guarantee should be valid for Three years and six months.

23. The College will have full right to impose suitable penalties in case of guards found short of authorized strength, sleeping, under the influence of alcohol or guards getting involved in undesirable activities. In case of guards found sleeping or under influence of alcohol on duty, such guards will be marked as absent and will immediately be sent back to contractor. And contractor shall give its replacement. The concerned officer of College may also suspend such guards /other workers for suitable duration as deemed fit depending on his default involvement in indiscipline activities

24. The security personnel deployed by the contractor shall perform their duties under the supervision of the college officials deputed for this purpose.

25. The number of duty hours per guard should be as per the provisions in the labour laws and in no case shall exceed 8 hours (four hrs. extra duty on the discretion of the College security supervisor on duty or with the permission of college official in the time of emergency). The observance of all the labour laws will be sole responsibility of the contractor in relation to the staff hired/ employed by him.

26. In case of any dispute arising out of to this agreement the same shall be resolved initially by Mutual discussion between the parties with in a period of 60 days failing which only courts at Delhi will have the jurisdiction to adjudicate upon the matter.

27. The SGGGS College of Commerce reserves the right to have a panel made out of the tenders submitted and in case the agency selected fails to do the job successfully or leaves the job in middle of the contract period or decline to accept the award due to some reason the next agency will be offered the job. However the validity of the panel will be for the period of the award of contract to the first panelist and in case the second in the panel is offered the job the time-span for this will be the remaining period of the first awardees of the contract. In case the successful bidder decline to accept the award or to provide the security services the EMD made by him shall be forfeited and may also be black listed.

28. In consideration of the obligations undertaken by the contractor under this agreement, the SGGS College of Commerce shall pay contractors charges on the basis of the number of security guards actually deployed by contractor for the effective operation of this agreement, on the rates quoted by the contractor in their tender and accepted by the SGGS College of Commerce based on the guidelines issued by the local Govt. (NCT of Delhi). The rates mentioned in tenders are as follows:

	Security Guard	Plumber/Electrician	Office Clerk	Unskilled Labour
i	Minimum wages			
ii	EST			
iii.	EPF			
iv.	Bonus			
v.	Uniform			
vi.	HRA			
vii.	Relieving charges (Weekly off/National& other Holidays)			

Service charge @.....% on the bill for wages will be charged and-Service-tax as

applicable on total bill, which may change from time to time as per directions of the Govt. of India.

29. The agreement will be valid for a period of three years From **01-06-2017 to 31-05-2020**

30. This agreement may be extended for a maximum period of two years on year-to-year basis subject to satisfactory performance report and also by mutual consent, the agreement can also be terminated by either side upon giving one month's notice in advance in writing.

31. In the event of failure of security services on the part of the Contractor, the agreement shall be terminated without giving any notice whatsoever, SGGS College of Commerce shall not be responsible for any payment thereafter.

32. The decision of the Principal SGGS College of Commerce, as to what constitutes failure of security services shall be final and binding on the contractor and shall not be questioned by him in any manner.

IN WITNESS WHEREON, the parties hereto, have set their hands and seal, this day herein above referred to-

Contractor

Principal

(SGGS College of Commerce)

Witness

Witness

1.

2.

To be filled in properly, legibly and submit in a separate sealed envelope marked as Financial bid.

1. Quotation /Rates (Minimum wages/DGR/Govt. guidelines to be kept in mind)

S.NO.	Description	Security Guard (Trained/)
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1.	Basic Minimum Wages indicating VDA	
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2.	E . S.1	
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3.	E.P.F	
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4.	Bonus	
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5.	Gratuity/Terminal Benefits	
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6.	HRA	
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7.	Uniform & Washing allowance	
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8.	Total	
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9.	1/6 Reliving Charge(Weekly off national Holidays other Holidays)	
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10.	Cost per head	
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11.	Service charge	
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12.	Grand Total	
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13.	Service Tax	.
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14.	Any other charges	
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2. Any other information

3. Name and Designing of the Authorized Signatory.

4. Telephone Nos. of the office/ Mobile No./Fax No./E-mail

5. Declaration by the Contractor

It is to certify that I/we before filling & signing this PART-II tender document have read and fully understood in the Annexure-I (General Guidelines, Annexure-II (Agreement and terms & condition) of the contract and undertake myself/ourselves to abide by them.

Date:

Place:

Signature of the Tenderer with

seal Name

Designation

Address

Phone No.

office

Residence

Phone No.

Mobile No.

E-mail

Fax No.

(Cost of tender document of Rs.1000/-- to be
paid in the form of D.D in favour of Principal SGGS
College of Commerce payable at Delhi)

INFORMATION OF TENDERER FOR PROVIDING SECURITY SERVICE

1. Brief Bio data with check list of the Tender (Please enclosed separately as per part 1 A & 1B)
2. Name, Address with Telephone
Number of the Firm/agency
3. DGR Registration Reference
4. Name, Designation, Address
and Telephone Number
of the Firm/agency
5. Please specify as to whether
Tenderer is sole
proprietor/ Partnership
firm. In case of
Partnership firm
pl.attach copy of P.Deed
6. PAN number & income tax
return of 2013-14 showing
more than Rs.fifty lacs turnover
7. Service Tax Regd. No.
8. Provident Fund Account Number
9. ESI Registration Number
Licence Number under Contract
10. Labour (R&A) act
Details of earnest money deposited
 - a) Amount Rs.
Rs.(in word)
 - b) Bank Draft/Pay order
 - c) Date of issue of BD/P0/
 - d) Name of issuing authority
12. Details of experience in the
relevant
Field. (with full details of the
organization where such services
was performed along with copies
of the satisfactory report
13. Any other information
14. Declaration by the Contractor

This is certify that I / we being signed this tender have read and fully understood all the terms
and conditions herein and undertake myself / our selves abide by them.

(Signature of
Tenderer)

Name:

Designation

: Address :

Phone.....
.....(0)
: (R)

TENDER FORM FOR PROVIDING SECURITY SERVICES

Affix duly
Attested PP
Size
Photograph of
the Tenderer

1. Brief Bio Data Of The Tender
(Please Enclose Separately)

2. Name, Address With Telephone
Number Of The Firm/Agency

3. Name, Designation, Address
Telephone Number Of authorized
Person Of The Firm/ Agency.

4. DGR Registration Reference
(Please Enclose The Copy)

5. Please specify as to whether
firm is sole proprietor/
partnership firm

6. PAN Number & Income Tax
Return of current financial y
2012-13 showing more than
one Crore turnover

7. Provident Fund Account number
(please enclose the copy)

8. ESI registration number
(please enclose the copy)

9. Service Tax Number
(please enclose the

10. License Number under Contract
Labour (R&A) act,
(please enclose the copy)

11. Details of earnest money deposited*

a) Amount Rs.
Rs.(in word)

b) Bank Draft / Pay order /
Number of Nationalized Bank

c) Date of issue of BD/PO

d) Name of issuing Bank

14. Details of experience in the Relevant Field

15. Any other information

16. Declaration by the Contractor

This is certify that I/ we have read and fully understood all the terms and conditions herein and undertake myself / ourselves abide by them.

Dated :

(Signature of Tenderer)

Name :

Designation

: Address :

Phone

(0): Phone

(R)