



Dated: 5/7/17

Ref.No.IPE/2017/19/435

NOTICE INVITING TENDERS

Sub: Quotation for providing Security Services.

Sir/Madam,

Sealed quotations (Technical & Financial to be put in 2 sealed envelopes separately) addressed to the Principal, Indira Gandhi Institute of Physical Education and Sports Sciences as applicable are invited from experienced and established agencies empaneled preferably with appropriate agencies of Delhi/ Central Government to supply of manpower Security Guard (03 Male + 01 Female).

2. Agency should not have been blacklisted by any agency etc. Its Rates/Prices should be valid for at least one year after the date of awarding the tender. Service Tax/ VAT etc. as applicable should be mentioned separately. Any effort by bidder to influence the College in the process of examination, clarification, evaluation and comparison of bids and decision concerning award of contract may result in rejection of the bidder's bid.
3. Prospective bidder requiring any clarification on the bid should contact through e-mail at the mailing address igipess.delhiuniversity@gmail.com and may contact S.O. However, the quotations which are not complete in all respects shall be ignored and no correspondence or enquiry will be entertained.
4. Both the Technical (Annexure I) and Financial (Annexure II) bids are to be separately sealed and put in a duly sealed bigger envelope with a mark "Quotation (Technical or Financial) for Providing Security Service" and should reach the College by 20.07.2017 up 05.00 p.m. Bids received after specified date and time shall not be considered. Technical Bids will be opened on 24.07.2017 at 03.00 p.m. in the presence of the bidders or their representatives, who may wish to be present. The financial bid will be opened only of those bidders, who are qualified in Technical Bids on 26.07.2017 at 3.00 PM
5. The other Term and Conditions of the tender is as per Annexure III.
6. Your quotation must enclose:
 - i. Supporting document as per Technical Bid.
 - ii. List of clients for work done during the last three years.
 - iii. Firm/Proprietors Profile.
 - iv. Demand Draft for the earnest money deposit (EMD) of ₹ 25000/- Should be drawn in favour of Principal, Indira Gandhi Institute of Physical Education and Sports Sciences, payable at New Delhi. Bid received without Security (EMD) shall be rejected. The same will be kept as performance security of the successful bidder and the draft of the unsuccessful bidder will be returned.

- v. Declaration on Letterhead as per Annexure IV.
- vi. Checklist (Annexure V).


7. The decision of the Competent Authority will be final and binding and shall be put up on the College website and public notice board accordingly.



Principal



Bursar



S.O. (Admn.)



Consultant 5/7/17



S.O. (A/C)

Technical Bid

Please Note: Organization has to Furnish Information/Attach all documents (without complete information and documents, Tender will be rejected). Clarification, may be sought through Email: igipess.delhiuniversity@gmail.com

1.	(1) Name of the Proprietor (2) Mobile No. (i)..... (ii)..... E-mail (3) Address
2.	Name of the responsible Person/Manager of the Office Telephone No: (Office).....; (Residential):.....
3.	Office Address of the Firm: Telephone No:..... E-mail: Empanelment with GNCTD No: Empanelment with Central Govt. No.:
4.	Number of Clients served during last 2 years: Telephone No. of Clients 1 :.....; Client 2; Client 3
5.	License from GNCTD:
6.	License from NCT, Labour Department:
7.	Employees state Insurance (ESI)
8.	Employees provident fund (EPF) (Attach photo copy)
9.	PAN No. Registration Certificate (Attach all copies)
10.	CST/VAT/Excise Duty/TIN/Sales Tax/ Service Tax Registration No. (Attach a copy)
11.	Audited accounts statements for last three years are attached: Yes No.....
12.	Details of Demand Draft (EMD): (Please enclose Demand Draft) D. D. No. :; Date; Amount : Name of the Bank; Branch
13.	Details of Banker: Name of the A/C holder:.....; Bank Name:; Account No IFSC Code; MICR No; Branch Name Address
14.	Copies of last three IT returns:
15.	Copies of latest Service Tax/VAT paid:
16.	Proof of Experience insupplying Taxies to Govt. Deptts/PSUs/ Autonomous bodies
17.	We have examined Terms and Conditions and understood the contents of Tender. We further undertake to abide by those. I/We further promise to supply the items as per the samples examined (in terms of quality, colour, shade, size/dimesion and weight etc. by us and our firm is not blacklisted/ banned/ suspended from business dealing with any institutions/agency (Govt. or Non- Govt.)

(Signature)..... Address Full name of the firm

Full Name Organisation's Stamp

Financial Bid

For providing Manpower to Indira Gandhi Institute of Physical Education and Sports Sciences
(University of Delhi), B-Block, Vikaspuri New Delhi – 110018

- 1) Name of the tendering Company/Firm/Agency
- 2) Details of Earnest Deposit ₹ 25000/-
(DD should be enclosed with DD/PO No. & Date
Technical Bid)
Name of the Bank & Branch
- 3) Rate per person per month (8hour excluding ½ hr. lunch) is ₹

S. No.	Component of Rate	Amount per month in Rupees
1.	(i) Gross amount per employee for 6day/8hr to be charges from the College (ii) Service tax@.....; Amount Rs..... Agency Charge; Amount Rs..... Other, if any; Amount Rs	
2.	(i) Net carry home amount to be paid by you to all the worker: (ii) Other detail of the other statutory deductions/dues to be paid: EPF@:;Rs ESI@:; Rs Bonus@:; Rs Other if any.....; Rs Total:;Rs	

(Signature)..... Full Name Full name of the firm

Firm's Address..... Organisation's Stamp

GENERAL TERM AND CONDITIONS

1. The security staff supplied by the Agency should not have any adverse Police Records/Criminal cases against them. The Agency should make adequate enquiries about the character and antecedents of the persons whom they are recommending. The character and antecedents of each personnel of the service provider will be got verified by the service provider before their deployment after investigation by the Local Police & collecting proofs or identity like Driving License, Bank Account Details, Previous Work Experience, Proof of Residence and recent photograph and a certification to this effect submitted to the office of Indira Gandhi Institute of Physical Education and Sports Sciences hereinafter referred to as IGIPSS. The Agency will also ensure that the personnel deployed will wear proper Uniform/Dress and are medically fit and will keep in record a certificate of their medical fitness. The Agency shall withdraw such employees who are not found suitable by this office for any reasons immediately on receipt of such a request.
2. The rates (monthly wages) for security staff will be strictly according to the rates as notified by the Labour Department, Government of NCT of Delhi. Monthly wages as and when revised by the Govt. of NCT of Delhi from time to time will be applicable.
3. That the persons deputed shall not be below the age of 18 years and not above 55 years and they shall not interfere with the duties of the employees of the Indira Gandhi Institute of Physical education and Sports Sciences.
4. The Agency has to provide photo identity cards to the persons employed by him/her for carrying out the work. These cards are to be constantly displayed & their loss reported immediately. The Agency shall ensure proper conduct of these persons in office premises, and enforce prohibition of consumption of alcoholic drinks, paan, smoking, Chewing of Tobacco etc., Loitering without work and gambling.
5. The transportation, food, Medical and other statutory/legal requirements in respect of each personnel of the Agency shall be solely the responsibility of the Agency.
6. There should be no unattested cutting/ Over-writing in the tender documents, otherwise, the tender is liable to be rejected.
7. The Agency must submit its bill to the Indira Gandhi Institute of Physical Education and Sports Sciences by 5th day of each month along with the proof of the required documents in respect of deployed security staff. The payment will be made only on completion of term and conditions of the Agreement. The Agency shall be solely liable for any violation of provisions of the said Acts or any other Act.



8. The Agency shall submit monthly bill on 5th of every month in triplicate along with attendance sheet and the same shall be paid after deduction of usual taxes, if any. Normally, the bill will be paid within two weeks. No advance payment will be made. However, the Agency shall pay the wages to its staff in the first week of the following month.
9. While submitting the bill, the Agency will submit the following certificate/ copies of documents:-
 - a) Certificate to the effect that all wages for previous months have been disbursed in full.
 - b) Copies of documents such as deposit challan along with list of person showing deposit of ESIC, EPF with the concerned agencies for previous month.
10. Unless the document indicated at in S. No. 9 above are received; the payment for the service provided by the Agency shall not be made.
11. The payment of such engaged contract workers will be subject to providing of satisfactory service which may be certified by the Officer authorized by the Institute.
12. The Agency shall be responsible for timely compliance of the Mandatory obligations under various laws and Acts, namely EPF Acts, ESIC Acts, Bonus Act, Gratuity Act, and Workman Compensation Act etc or under any other statutory requirements as applicable and amended from time to time in respect of the security staff deployed and also to present the documents as and when required or asked for by the Indira Gandhi Institute of Physical Education and Sports Sciences. The Agency shall be the principal employer of the security staff to be deployed by him/her in the Indira Gandhi Institute of Physical Education and Sports Sciences and in no case there shall be a relationship of employer & employee between the IGIPSS and the said security staff as deployed by Agency.
13. The security staff employed by the Agency shall have no right, whatsoever, for any appointment in IGIPSS in temporary/ ad hoc/ daily wages/ regular capacity on the basis of their work in the Indira Gandhi Institute of Physical Education and Sports Sciences. Undertaking from the persons to this effect shall be submitted by the service provider to the College.
14. In case any of the person so deployed by the Agency does not come up to the mark in terms of general discipline or does not perform her/ his duties properly or indulges in any unlawful activity including riots or disorderly conduct, the Agency on the order of Indira Gandhi Institute of Physical Education and Sports Sciences, shall immediately withdraw such person(s) from the premises of the Indira Gandhi Institute of Physical Education and Sports Sciences.



15. The Agency shall keep the IGIPSS indemnified against all claims whatsoever in respect of the security staff deployed in Indira Gandhi Institute of Physical Education and Sports Sciences (IGIPSS) **AT VARIOUS POINT OF TIME**. In case any security staff of the Agency so deployed enters in dispute of any nature whatsoever, it will be sole responsibility of the Agency to contest the same at appropriate forum(s). In case, the Indira Gandhi Institute of Physical Education and Sports Sciences is made a party and is supposed to contest the case the Indira Gandhi Institute of Physical Education and Sports Sciences will be reimbursed the actual expenses which shall be paid in advance by the Agency to Indira Gandhi Institute of Physical Education and Sports Sciences, Vikaspuri, New Delhi on demand.
16. The deduction of Income Tax & Education Cess thereon from the bills of the Agency will be made at source under Income Tax Act, 1961 at the rates as applicable from time to time.
17. There will be regular checking / monitoring of work & attendance of persons deployed. Shortcomings, if any, shall be restored by the contractor within 24 hours of its bringing to his notice.
18. The Earnest Money Deposit of Rs. 25,000/- will be refunded to the unsuccessful bidders without any interest within one month of the finalization of process of selection of security Agency.
19. In case of unsatisfactory services rendered by the Agency, the IGIPSS reserves the rights to terminate the contract immediately and even during the continuance of the contract and no payment will be made after that. Of course, and opportunity shall be provided to him to clarify the position.
20. If any accident occurs with any worker of the Agency while doing his job, the IGIPSS office will not be liable in any way and the sole responsibility will be of the Agency.
21. The Agency shall abide by the terms and conditions of the tender strictly.
22. Upon finalization of entire process, the successful bidder will be required to sign the agreement within a period of 10 days. In case of failure to do so, the EMD will be forfeited.
23. The Agency shall not engage the services of any sub-contractor or transfer the contract to any person/Agency.
24. The Security provider must have license issued by Home Department of Govt. of Delhi under the **PRIVATE SECURITY AGENCIES REGULATION ACT (PSARA), 2005**.



25. The service provider's personnel shall not divulge or disclose to any person, any details of office, operational process, technical know-how, security arrangements, administrative/organizational matters as all these matters are of confidential/secret nature.
26. The service provider shall be contactable at all times and message sent by phone/e-mail/Fax/Special Messenger from College to the service provider shall be acknowledged immediately on receipt, on the same day. The service provider shall strictly observe the instruction issued by the College in fulfilment of the contract from time to time.
27. The successful bidder shall furnish a Security Deposit equivalent to ₹50,000/- (Fifty thousand only) in the form of an account payee demand draft drawn in favour of the "The Principal, Indira Gandhi Institute of Physical Education and Sports Sciences" payable at New Delhi/ Fixed Deposit Receipt from a commercial bank/ Bank Guarantee from a commercial bank, in an acceptable form, safeguarding the interest of the College in all respects. The security deposit shall remain valid for a period of ninety days beyond the date of completion of all contractual obligation of the service provider. The security deposit will be fortified in case the supply of the manpower is delayed beyond the period stipulated by the College or non-compliance of the terms of agreement by the service provider or frequent absence from duty/misconduct on the part of manpower supplied by the agency.
28. The successful bidder will enter into an agreement with this College for supply of suitable and qualified manpower as per requirement of this College on these terms and conditions. The agreement will be valid for a period of twelve months from the date of contract and shall be continue to be in force in the same manner, unless terminated in writing. The contract/agreement is further extendable subject to satisfactory performance of the agency with such amendments as mutually agreed upon.
29. However, the agreement can be terminated by either party by giving one month's notice in advance. If the agency fails to give one month's notice in writing for termination of Agreement then one month wages etc. any amount due to the agency from the College shall be fortified by the College.
30. That on the expiry of the Agreement as mentioned above, the agency will withdraw all its personnel and clear their accounts by paying them all their legal dues. In case of any dispute on account of the termination of employment or non-employment by the personnel of the agency, it shall be the entire responsibility of the agency to pay and settle the same as per rules.



31. The service provider shall provide services with requisite Professional efficiency and effectiveness.
32. The services provider shall not allow any unauthorised person without permission of the Principal.
33. The College shall not be liable for any loss, damage, theft, burglary, or robbery or any personal belongings, equipment or vehicles of the personnel of the service provider.
34. Indira Gandhi Institute of Physical Education and Sports Sciences reserve its rights to cancel the entire process of Selection of Agency without disclosing the reason thereof. Indira Gandhi Institute of Physical Education and Sports Sciences also reserves its right to terminate the contract at the notice. On submission of tender documents, it will be presumed that all the terms and condition of this tender are acceptable to the bidders.
35. All the expenses for preparation and execution of this deed including the stamp duty and fee shall be payable by the Agency/Service Provider.
36. In the event of any dispute or difference between parties, the same shall be referred to the sole arbitration of the Principal, Indira Gandhi Institute of Physical Education and Sports Sciences or any of his nominees whose award shall be binding on both the parties.



INDIRA GANDHI INSTITUTE OF PHYSICAL EDUCATION & SPORTS SCIENCES
(University of Delhi)
B-Block, Vikaspuri, New Delhi-110018

DECLARATION

(To be furnished in official Letter Head of the Agency)

1. I _____ Son/Daughter/Wife of Shri. _____ authorized signatory of the Agency/Firm mentioned above is 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 abide by them.
3. My Agency has not been blacklisted/debarred from participating in tender by any Ministry/ Department of the Government of India or Government of Delhi under taking during last three years.
4. The information/documents furnished along with the above application are true and authentic to the best of my knowledge and belief/ 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 toward prosecution under appropriate law.

Signature(s) of the Authorized Person(s)

Full Name:

(Seal):

Place:

Date:



TECHNICAL BIDCHECK LIST

The Tender not accompanying the following documents is liable to be rejected at the time of opening itself:

S. No.	Required Documents	Checklist
1.	Copy of company Registration Certificate	
2.	Copy of Income Tax Returns for last three years	
3.	Copy of Service Tax registration Certificate	
4.	Copy of License under Contract Labour Act	
5.	Copies of work order/ purchase order of clients executed earlier	
6.	Client list of the contractor	
7.	Copy of registration with EPF office	
8.	Copy of registration with ESI office	
9.	Copy of PAN	
10.	Declaration Letter in Letter head as per Annexure IV	
11.	Verify Signature at all the pages of tender document and enclosed	
12.	Tender fee by way of DD for Rs. 500/- (to be enclosed with Technical Bid)	
13.	EMD – DD for ₹ 25,000/- (To be enclosed with Technical Bid)	
14.	Please mention Number of years of experience in executing Security Services.	
15.	Any other Information	

Date:

Place:

