



# SHRI RAM COLLEGE OF COMMERCE

University of Delhi, Maurice Nagar, Delhi - 110007  
Phone: 27667905, 27666519 • Fax: 27666510  
Website: www.srcc.edu • email: principaloffice@srcc.du.ac.in

May 9, 2018

## REQUEST FOR PROPOSAL (RFP) FOR SECURITY SERVICES

Shri Ram College of Commerce (SRCC) is a premier institute of the country for education in Commerce and Economics at undergraduate and postgraduate levels. The college also imparts Postgraduate Diploma in Global Business Operations, a specialized and much in demand course in international business. At present, approximately 2700 students are studying and about 200 teaching and non-teaching staff are working in the college.

SRCC hereby invites proposals from reputed and experienced agencies/ companies for providing security services initially for a period of one year which may be extended further on satisfactory performance of services.

### Eligibility criteria for submission of bid/ proposal

The bidder must fulfill the following eligibility conditions to be eligible for tender evaluation of the bid:

1. **Legal entity of the bidder:** The applicant/ bidder shall necessarily be a legally valid entity viz. Proprietorship/ Partnership firm/ Registered company etc. *A proof of supporting the legal validity of the bidder is required to be submitted.*
2. **Experience:** The contractor/ company must have experience of atleast 5 years of providing security services to government departments/ PSUs/Banks/Educational Institutions/ Colleges/ Universities to be eligible to submit bid in response to this notice. *List of organizations served during the last 5 years and currently being served along with Client Satisfaction Certificates are required to be submitted.*
3. **Location in Delhi:** The applicant/ bidder should be located in the city of Delhi/ New Delhi. Bidders from outside Delhi will not be considered. *Proof of address to be provided.*
4. **Registration and License under various laws:** The bidder must be registered with Income Tax, GST, Professional Tax etc. as also under various Labour Laws, Employees Provident Fund Organization (EPFO), Employees State Insurance Corporation (ESIC), Private Security Agencies Regulation Act 2005 (*mandatory requirement*) and/ or Delhi Private Security Agencies (Regulation) Rules 2009 (*mandatory requirement*). *Requisite proof(s) with respect to all registrations are required to be submitted.*

### Requirement of Security Guards

Department/ Wing	No. of security guards required	Male Guards	Female Guards	Remarks
College main building	9	8	1	8 guards for 12 hours duty 1 guard for 8 hours duty
Girls' Hostel	1	-	1	12 hours duty
Boys' Hostel	4	4	-	12 hours duty



Sports Complex	2	2	-	8 hours duty
<b>Total</b>	<b>16</b>	<b>14</b>	<b>2</b>	

Note: The above requirement of security guards may increase or decrease from time to time depending upon requirement as determined by the college administration.

### Functions and role of the security agency

1. Physically securing the college campus is the most obvious function of security.
2. The agency will provide 'round the clock' security arrangements by supplying trained security personnel to the college as directed by the college administration.
3. Courtesy service (assist VIP and special guest) in important events and functions.
4. To provide information regarding any pilferage/ unusual activity.
5. To maintain regular contact with the college administration with regarding to security arrangement and improvement.
6. To be fully prepared to deal with any fire/ security exigency.
7. To prevent all thefts, pilferage, damage, encroachment etc. from the guarded boundary wall and to report to the college administration and concerned police authority wherever necessary.
8. The security personnel should be adequately trained to perform in any disastrous situation including fire fighting operations and operate all fire related equipments in the college campus.
9. The security personnel will also need to look after the security for parking in conjunction with staff deployed by the college for parking.

### How to apply

Sealed tenders along with the required documents in two bid system i.e. Technical & Financial Bids, as per Annexures- A & B, respectively, in separate sealed covers superscribed with 'Request for Proposals (RfP) for Security Services' on top of the covering envelope are to be submitted to the Principal, Shri Ram College of Commerce, University of Delhi, Maurice Nagar, Delhi - 110 007 latest by 1600 hrs on May 30, 2018.

### Documents required to be attached to the Technical Bid

- (a) Technical Bid proforma as per Annexure - A
- (b) Organization's brief profile
- (c) Undertaking as per Annexure - C
- (d) EMD of Rs. 50,000/- (Rupees Fifty Thousand only) in the form of Demand Draft drawn in favour of *Principal, Shri Ram College of Commerce*, payable at Delhi.
- (e) A proof in support of legal entity of the organization
- (f) List of organizations served during the last 5 years and currently being served (in given format in Annexure - A) along with Client Satisfaction Certificates.
- (g) Certificate of non-black listing by any government department/ institution as per Annexure - D.
- (h) Proof of organization's address
- (i) Requisite proof(s) with respect to registration under the Income Tax (previous 3 year's ITRs), GST, Professional Tax etc. as also under various Labour Laws, Employees Provident Fund (EPF), Employees State Insurance (ESI), Private Security Agencies Regulation Act 2005 (PSARA) and Delhi Private Security Agencies (Regulation) Rules 2009, etc.



  
**PRINCIPAL**  
 श्री राम कॉलेज ऑफ कॉमर्स  
 Shri Ram College of Commerce  
 दिल्ली विश्वविद्यालय/University of Delhi  
 दिल्ली/Delhi-110007

## TERMS AND CONDITIONS

1	Period of contract	The contract will be awarded initially for one year to be extended further subject to review of the performance of duties by the successful bidder.
2	Price	Quoted rates shall be valid for the entire period of the contract.
3	Workmen employed	The successful bidder/ contractor shall be responsible for following all labour laws and statutory requirements and insurances pertaining to its employees. The successful bidder indemnifies SRCC against any claim on this account.
4	Tax obligation of the contractor	The successful bidder/ contractor shall ensure full compliance with the tax laws of India with regard to this contract and shall be solely responsible for obtaining requisite registrations and filing of returns etc. The successful bidder/ contractor shall be required to submit documentary evidence like copies of acknowledgements, returns etc.
5	Tax deduction at Source (TDS)	Tax deduction at source shall be governed as per prevailing rules.
6	Replacement of staff	Any staff may be asked to be replaced immediately from the site without assigning any reason whatsoever. Non-compliance may lead to imposition of penalty as per the terms of the contract.
7	Restrictions	Smoking cigarette, bidi, chewing pan, gutka, tobacco or any form of intoxication etc. is strictly prohibited inside the college campus. Non-compliance may lead to imposition of penalty/ termination of the contract.
8	Attendance Register	The successful bidder/ contractor shall be responsible to maintain the records of daily attendance of the staff deployed by it. The college reserves right to register the staff deployed in its biometric attendance monitoring system.
9	Performance Evaluation	The quality assurance of the security services would be ensured regularly (daily, weekly, fortnightly or monthly depending upon the description of the Principal, SRCC). The contractor and all its staff deployed for security will work under the supervision and control of Principal, SRCC or officers/ officials duly authorized for the purpose.

## TECHNICAL BID

1. The technical bids shall be evaluated based on the available documents submitted by the bidder. During the examination, evaluation, comparison of the bids and qualification of the bidders, the college may, at its discretion, ask any bidder for a clarification of its bid. Any clarification submitted by a bidder that is not in response to a request by the college shall not be considered.
2. If a bidder does not provide clarification of its bid, the bid is liable to be rejected by the college.
3. Conditional bids with deviations from the conditions of the contract, the bids not meeting





minimum eligibility criteria, technical bids not accompanied with EMD of the requisite amount or any other requirements, stipulated in the tender document are liable to be rejected.

4. The bidder(s) which qualifies the technical evaluation stage shall only be called for opening of financial bids.

## FINANCIAL BID

1. Financial Bid is required to be submitted in separate sealed cover as per prescribed proforma in Annexure - B.
2. All prospective bidders should take note of the Minimum Wages in force as notified by the Government of Delhi.
3. Financial bid is required to be indicated both in words and figures. No overwriting or cutting is permitted in the financial bid. Such bids will be summarily rejected.
4. The rates to be quoted shall include cost of each and every item including transportation cost, if any, taxes etc.
5. Financial bids of all technically qualified bidders shall be opened.
6. Absence of bidders or their authorized representative shall not impair the legality of the process.

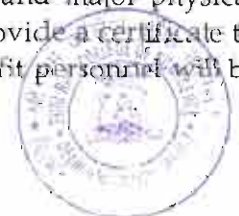
## GENERAL

1. The contract can be terminated by the college administration before its tenure without any notice on account of unsatisfactory services and poor performance of duties by the contractor which will mean and include non-compliance and non-fulfillment of any of the contractual obligations by the contractor and/or poor performance and violation of any of the terms and conditions of the contract and failure on its part to correct the discrepancies/shortcomings brought to its notice in writing by the college administration.
2. The college reserves the right to withhold the payment in the event of unsatisfactory performance of duties by the contractor.
3. Bids can only be submitted in the prescribed formats for Technical and Financial Bids.
4. Furnishing of wrong information and producing false documents will make the bidder ineligible for bidding and liable to be debarred/ blacklisted from participation in tender enquiries.
5. An **Earnest Money Deposit (EMD)** of Rs. 50,000/- is required to be deposited vide Demand Draft/ Pay Order drawn in favour of the Principal, Shri Ram College of Commerce payable at Delhi.
6. Technical and Financial bids should be properly signed by the Proprietor/ Partner or any authorized official/ representative of the bidder firm and his/ her capacity as the signatory should be specifically stated. Bids should also bear stamp of the bidding organization/ firm.
7. Bids can only be submitted as per the schedule announced. Bids received after the last date of submission will be summarily rejected.
8. The college reserves the right to accept or reject any or all of the bids either fully or partially without assigning any reasons thereof.
9. The decision of the college regarding approval of bids shall be final and binding on all bidders.
10. The successful bidder/ contractor will be required to deposit Rs. 1,00,000/- (Rupees One lakh only) towards refundable **Performance Security** deposit in the form of Demand Draft/ Pay Order drawn in favor of the Principal, Shri Ram College of Commerce payable at Delhi, within 7 days from the date of receipt of communication from the college regarding award of the contract. No interest shall accrue on the refundable performance



security deposit and the same will be refunded on successful completion of the contract after adjustments of dues, if any.

11. By virtue of this agreement/ contract, no relationship will be created between the security guards deputed by the contractor in the college and Shri Ram College of Commerce.
12. It will be sole responsibility of the contractor to pay salary and deliver other statutory benefits to its staff deployed in the college regularly directly to their bank account through ECS/ NEFT transfer on or before 7th of every month. The ECS statement of monthly salary payment duly verified would have to be submitted with bill for payment.
13. If the contractor wishes to terminate the contract before its tenure, three month's notice in writing will be required to be served on the college administration so as to enable it to find a suitable contractor in replacement.
14. Bids shall remain valid and open for acceptance for a period of 90 days from the date of opening of tenders and no requests for any variation in quoted rates and withdrawal of bid on any ground by the successful bidder will be entertained. In the event of award of the contract, the bid price will remain fixed for the entire period of the contract.
15. The personnel deployed by the contractor shall follow strict attendance and alternative arrangements are to be made by the agency whenever anyone of staff/ supervisor is to go on leave.
16. The contractor shall not deploy any security guard below the age of 18 years or more than 50 years in the college. The contractor will be required to submit documentary proof with respect to date of birth and age of all security guards deployed in the college.
17. The security guards of a particular shift will be off from the duty only after the guards of the next shift report for duty. The shift change will be after proper handing over/ taking over formalities in the register to be maintained for the purpose.
18. The successful bidder/ contractor will monitor and supervise the security guards deployed through experienced Supervisor/ Field Officer/ Operations Manager who would visit the college campus regularly (during day and night) to supervise alertness of the security staff and security functions. He would be responsible for whole security of the campus under directions of the college administration.
19. The successful bidder/ contractor will be required to impart regular training to its security guards deployed in the college campus which will include professional security aspects, behavioural aspects, skills to tackle exigencies, fire fighting, etc. Prior intimation of organization of such training programmes be given to the college administration. Reports of such training programmes along with pictures to be regularly submitted to the college administration.
20. The security staff deputed by the contractor shall maintain secrecy and discipline in the college campus.
21. Proper uniform and identity cards shall be provided to all security staff deployed by the contractor at its own cost and it should be ensured that all staff wear proper neat and clean uniform and are in possession of identity card while on duty.
22. The security guards shall be equipped with torches and basic security equipments or devices by the contractor to assist them in better performance of their duties.
23. The contractor and his workers shall not misuse the college premises for any purpose other than for which the contract is awarded.
24. The contractor will furnish full particulars of the personnel deployed, including details like name, father's name, age, photograph, permanent address, Aadhar number, along with photo identity proof of each personnel, and will also ensure verification of antecedents of such personnel through police.
25. The contractor will get all his personnel screened for visual, hearing and major physical defects and contagious diseases through medical check up and will provide a certificate to this effect to the college administration. Only physically and mentally fit personnel will be deployed for duty by the contractor.



26. All personnel deployed by the contractor should be well mannered, courteous, polite and well versed with local language. They should not smoke or consume liquor or play cards while on duty in the college premises.
27. The contractor shall be fully responsible and liable to indemnify the college for any theft, burglary, fire or any other mischievous deed done by its personnel.
28. The contractor shall abide by all labour laws, laws related to minimum wages, employees' provident fund, employees' state insurance, workmen compensation, tax laws, or any other laws in force. The college will not be liable for any lapse on the part of the contractor in delivery of any statutory liabilities (such as EPF, ESI, Bonus etc.) to the personnel deployed by the contractor.
29. The contractor shall cover its personnel under insurance for accidents and/or death while on duty and the college undertakes no liability or obligation in this regard.
30. During the period of leave of any of the personnel, the contractor shall deploy another worker with prior intimation to the college administration.
31. Payment to the contractor will be made against running bills on monthly basis subject to delivery of satisfactory services. Along with the monthly bill, the contractor will be required to submit copy of the wage sheet, attendance record, receipts towards deposit of *employees' provident fund and state insurance remittances, tax returns etc.*
32. Payment shall be made by electronic fund transfer to the contractor's account by NEFT or RTGS for which the contractor is expected to submit its complete bank details.
33. The successful bidder/ contractor may be required to provide security related equipments viz. baggage scanners, metal detectors, etc. along with trained staff during any VVIP function in the college.
34. The college shall be entitled to deduct, in accordance with the applicable law in force, income tax at source (TDS) or other deductions as the case may be, from payments made to the contractor and the amount so deducted shall be deemed to be a payment made to the contractor. The college shall provide a TDS certificate certifying the deduction so made.
35. No payment shall be made in advance to the contractor.
36. The college administration will be at liberty to withhold any of the payments in full or in part subject to recovery of penalties, if any.
37. The college administration reserves the right to order any worker of the contractor to leave the college premises if his/her presence at any time is felt undesirable.
38. The personnel of the contractor shall not be the employees of the college and they shall not claim any salary or allowances, compensation, damages or anything arising out of their employment/ duty under the contract. The contractor shall make them known about this position in writing before deployment under this agreement. The contractor shall obtain license, if any, from the Labour Commissioner, Government of Delhi in respect of the annual job contract with the college.
39. The college shall not be under any obligation for providing employment to any of the personnel of the contractor after the expiry of the contract. The college does not recognize any employee-employer relationship with any of the workers of the contractor.
40. The contractor shall not sublet, transfer or assign the contract or any part thereof to any other agency. In the event of contractor contravening this condition, the college shall be entitled to place the contract elsewhere at the contractor's risk and cost and the contractor shall be liable for any loss or damage, which the college may sustain in consequence or arising out of such replacement of the contractor.
41. Penalty will be levied, for violation of terms and conditions of the contract in the following manner:



Sr. No.	Violation	Penal amount per month (in Rs.)				Remarks
		First instance	Second instance	Third instance	Fourth instance*	

1	Absence of a worker without deploying his/ her replacement	Warning	500/-	1000/-	1500/-	<i>*and further instances thereafter which may lead to termination of the contract.</i>
2	Non-compliance of any other terms and conditions	Warning	500/-	1000/-	1500/-	

42. The bidder will be deemed to have read and accepted all terms and conditions for award of the contract in entirety.
43. In the event of any dispute arising out in connection with the interpretation of any clause in the terms and conditions of the contract, agreement, or otherwise the matter shall be referred to the Arbitrator as appointed by the Chairman, Governing Body of the college who shall have jurisdiction in connection with any dispute/ litigation arising out of this contract.





## REQUEST FOR PROPOSAL (RfP) FOR SECURITY SERVICES

## TECHNICAL BID

(To be kept in separate sealed cover superscribing 'Technical Bid' on the top)

S. No.	Description	Particulars
1	Name of the bidder firm/ company	
2	Legal status of the firm/ company (i.e. sole proprietorship/ partnership firm/ registered company)	
3	Full Address with email and phone contacts	
4	Name of the authorized representative	
5	Designation/ capacity (Proprietor/ Director/ Official)	
6	Contact Number	
7	Email	
8	Deatails of EMD paid (DD No./ Date/ Drawee Bank)	
9	Details of registration under the EPF, ESI, Labour Laws License etc.	
10	Details of Licences under: (a) Private Security Agencies Regulation Act 2005 (b) Delhi Private Security Agencies (Regulation) Rules 2009	
11	Details of registration under PAN/ TIN/ GST etc.	
11	Total manpower of the company ( <i>specific count under each designation to be given</i> )	
12	Details of organizations served/ presently being served ( <i>certificates to be attached</i> )	





	Period		No. of personnel deployed	Details of the organization served	Annual value of the contract (in Rs.)
	From	To			
(a)					
(b)					
(c)					
(d)					

Date \_\_\_\_\_

Signature of Authorized Representative

Name \_\_\_\_\_

Designation \_\_\_\_\_

Seal of the firm/  
company



## REQUEST FOR PROPOSAL (RfP) FOR SECURITY SERVICES

## FINANCIAL BID

(To be kept in separate sealed cover superscribing 'Financial Bid' on the top)

S. No.	Description	Particulars				
1	Name of the bidder firm/ company					
2	Full Address with email and phone contacts					
3	Name of the authorized representative					
4	Designation/ capacity (Proprietor/ Director/ Official)					
5	Contact Number					
6	Email					
7	<b>Cost of services - Wages etc.</b> (a) Number of personnel to be deployed _____ (b) Total Wages per person Rs. _____ p.m. (c) Total wages per month for all personnel to be deployed Rs. _____ (d) Service Charges per month Rs. _____ (e) Any other charge Rs. _____ (f) GST as applicable Rs. _____ (g) TOTAL CHARGES Rs. _____	Wages per worker per month (in Rs.)				
		Min. Wages*	EPF	ESI	other allowance, if any	Total wages

\*The Minimum wages quoted shall not be less than prevailing minimum wages as notified by the Government of Delhi.

Date \_\_\_\_\_

Seal of the firm/  
company

Signature of Authorized Representative

Name \_\_\_\_\_

Designation \_\_\_\_\_



REQUEST FOR PROPOSAL (RfP) FOR SECURITY SERVICES

UNDERTAKING

The Principal  
Shri Ram College of Commerce,  
Maurice Nagar,  
Delhi-110 007

Sir,

I/We, the undersigned, certify that I/we have gone through the terms and conditions mentioned in the tender document and hereby undertake to agree and comply with them in entirety.

I/ We understand that in case of breach of any of the terms and conditions committed on our part, the contract for Security Services, if awarded to us, will be liable to be terminated.

Date \_\_\_\_\_



Seal of the firm/  
company

Signature of Authorized Representative

Name \_\_\_\_\_

Designation \_\_\_\_\_



REQUEST FOR PROPOSAL (RfP) FOR SECURITY SERVICES

CERTIFICATE OF NON-BLACKLISTING

To Whom it May Concern

This is to certify that M/s \_\_\_\_\_ (name and full address of the firm/ company) is neither blacklisted by any Government Department/ Ministry/ PSU/ Institution from participation in the tender process nor any criminal case is registered against the firm/ company or its authorized representative till date.

Date \_\_\_\_\_



Seal of the firm/  
company

Signature of Authorized Representative

Name \_\_\_\_\_

Designation \_\_\_\_\_