

**SHAHEED RAJGURU COLLEGE OF APPLIED SCIENCES FOR  
WOMEN (Fully funded by Govt. of NCT of Delhi)**

VASUNDHARA ENCLAVE, NEAR CHILLA SPORTS COMPLEX, DELHI-110096  
**PHONES 22623503, 22623504, 22623505**

**TENDERS/BIDS FOR SECURITY SERVICES**

Shaheed Rajguru College of Applied Sciences for Women invites Technical and Financial Bids from registered security agencies with Govt. of NCT of Delhi (herein after called as “agency”) for providing security services

**Security Staff**

- (a) Security Guard: (7) FOR 24 HOURS
- (b) Security Guard ( Trained ) (1) FOR 24 HOURS - should be able to handle scanning machine and DFMD
- (c) Security Supervisor (1): FOR 24 HOURS  
(with a provision of 3 to 5 Lady Security Guards). This is tentative number only and is for three shifts (per shift of eight hours) and final requirement may vary.
- (d) The rates for service charges to be charged by the agency should be quoted as per details in **Annexure-II**
- (e) Sealed tenders along with a demand draft of **Rs.1,00,000/-** as interest free Earnest Money Deposit (EMD) drawn in favour of Shaheed Rajguru College Of Applied Sciences for Women may be sent **in the manner as prescribed in para 1.C of this document.** The EMD is to be put in the envelope containing technical bid. The cover containing the quotation should be subscribed as under:- **“QUOTATIONS FOR SECURITY SERVICES”**

The tender form along with the terms and conditions can be downloaded from College website ([www.rajgurucollege.com](http://www.rajgurucollege.com)). Last date of duly filled in tender form along with requisite documents is 27<sup>th</sup> April 2017 till 2.00 p.m. along with proof of submission of fee of Rs. 500/- in College Account no. 30066678760 of State Bank of India Anand Vihar, Delhi or demand draft drawn in favour of Principal, Shaheed Rajguru College of Applied Sciences, Vasundhara Enclave, Delhi -96 payable at Delhi.

**Note:** The number of persons required may decrease or increase.

**Principal  
Shaheed Rajguru college of Applied Sciences for Women.**

## **1. Requirement for Technical Bids:-**

### **A. Supporting documents for the following:-**

1. That the Agency is a duly registered one with Govt. of NCT of Delhi with bonafied security agency having similar experience of 4 years.
2. Annual Turnover of the Agency should not be less than **Rs.1.50 Crores**. The Audited balance sheet of the accounts along with the Income & Expenditure Statement **for the last three years i.e. 2013-14, 2014-2015 and 2015-16 should be enclosed.**
3. Copy of the income tax return deposited in Income Tax deptt. for the financial **year 2013-14, 2014-2015 and 2015-16 may be enclosed.**
4. Work experience along with work /job orders of the Agency for providing manpower during **last three years i.e. 2013-14, 2014-2015 and 2015-16 need to be furnished.**
5. **The Agency must give the Index of the documents attached with the tender. The paging of the documents may be done and every page of the tender may be duly signed by the firm.**
6. the PAN, Service tax number, Registration number (if any). ESI, EPF number may be clearly mentioned on the front page of the tender, indicating the Page No. of the relevant documents attached with the tender.

**IF ANY OF ONE OF THE ABOVE REQUIREMENT IS NOT FOUND, THEN THE TENDER SHALL BE REJECTED**

### **B. Undertaking/Acceptance for the following:-**

1. All the statutory / legal liabilities will be handled by agency and Shaheed Rajguru College Of Applied Sciences for Women will not be liable for the same in any circumstances.
2. Monthly wages for security staff according to the rates as notified by the Labour Department, Delhi Government. Monthly wages and as and when revised by the government of NCT of Delhi from time to time shall be paid by the Agency.
2. Break-up of monthly payment details to each category of outsourced staff along with the Agency's service charges will be submitted along with the bills by the 5th day of the month to the Office of the Shaheed Rajguru College of Applied Sciences for Women.
3. The agency quoting for security staff should possess adequate experience of Guarding and handling Electronic/Non-electronic gadgets, viz CCTV, Excess Control and Basic Crowd Control Devices duly certified by the clients; should be capable of providing Armed Guards; and besides providing Security Services should be capable to monitor Traffic Safety, Parking & Trespassing.
5. The Agency selected for awarding the job will be required to deposit a interest free security deposit of Rs.2,00,000/- in the form of a Demand Draft in favour of Shaheed Rajguru College Of Applied Sciences for Women as performance security which can be forfeited in the event of termination of contract on account of violation of any of the above

mentioned terms and conditions. The E.M.D deposited with the tender will be adjusted out of this amount.

6. Replacements of manpower as and when sought by the Shaheed Rajguru College of Applied Sciences for Women office will have to be provided by the Agency within the due date to be specified by the College.

7. The job contract will be awarded initially for a period of **two years** tentatively. It is extendable for further period based on review of the performance of the manpower and the Agency.

8. The Agency shall be responsible for getting the character and antecedents of the persons verified from the Police Authorities before putting any person to work and that person should be free from any communicable disease. **A certificate to this effect will be provided by the agency at the time of deployment of staff.**

9. Any violations of these terms and conditions will lead to termination of the job contract with the Agency, forfeiture of the security amount and blacklisting of the agency for future jobs and notices etc., to be issued by the College in this regard.

10. Any legal disputes arising out of the Job contract will be settled in Delhi Courts only. Qualitative Assessment of Technical bids will be done on the basis of above requirements and a Shortlist of Agencies will be made out of the available offers. Financial Bids of the shortlisted technical bids only will be opened for the purpose of awarding the job.

### **C. Manner of submission of tender documents.**

The 'Technical Bid' and 'Financial Bid' are to be submitted **in separate sealed envelopes and both these sealed envelopes containing the technical and Financial Bid may again be put in a separate sealed envelope & be dropped in the tender box** available at office of the Shaheed Rajguru College Of Applied Sciences for Women latest by 27<sup>th</sup> **April 2017 up to 1.00 PM**. If it is not done as per the procedure indicated above, then both the bids shall be rejected. Tender by Speed/Registered post addressed to Principal, Shaheed Rajguru College of Applied Sciences for Women must reach **by 27<sup>th</sup> April 2017 up to 2.00 PM**. Shaheed Rajguru College Of Applied Sciences for Women will not be responsible **for any postal delay**. The names of the agency /organization must be clearly mentioned on all the sealed envelopes. Tenders received after the due date shall be rejected.

### **D. Opening of tender**

**Technical bids** will be opened at **3.00 PM** on **27<sup>th</sup> April 2017** in presence of authorized representatives of the firms available at that time by the Committee constituted for the purpose. Date and time of opening the financial bids will be 2<sup>nd</sup> May 2017 at 2.00 p.m.

**Principal**

**Shaheed Rajguru College of Applied Sciences for Women**

## **GENERAL TERMS 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 Shaheed Rajguru College Of Applied Sciences for Women office. 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, Delhi Government. Monthly wages as and when revised by the government 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 they shall not interfere with the duties of the employees of the Shaheed Rajguru College of Applied Sciences for Women.
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 Shaheed Rajguru College of Applied Sciences for Women by 5th day of each month along with the proof of the required documents in respect of the deployed security staff. The payment will be made only on completion of the 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 the monthly bill on 5th of every month 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 of the effect that all wages for previous month 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 with the concerned authority.
10. Unless the document indicated at S.No. 10 above are received; the payment for the service provided by the Agency shall not be made.
11. 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 Shaheed Rajguru College Of Applied Sciences for Women. The agency shall be the principal employer of the security staff to be deployed by him /her in the Shaheed Rajguru College Of Applied Sciences for Women and in no case there shall be a relationship of Employer and Employee between the Shaheed Rajguru College Of Applied Sciences for Women and the said security staff as deployed by agency.

**12.** The security staff employed by the Agency shall have no right, whatsoever, for any appointment in the Shaheed Rajguru College Of Applied Sciences for Women in temporary/ ad hoc /daily wages /regular capacity on the basis of their work in the Shaheed Rajguru College Of Applied Sciences for Women.

**13.** 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 Shaheed Rajguru College Of Applied Sciences for Women, shall immediately withdraw such person(s) from the premises of the Shaheed Rajguru College Of Applied Sciences for Women.

**14.** The Agency shall keep the Shaheed Rajguru College Of Applied Sciences for Women indemnified against all claims whatsoever in respect of the security staff deployed in Shaheed Rajguru College Of Applied Sciences for Women 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 Shaheed Rajguru College Of Applied Sciences for Women is made a party and is supposed to contest the case the Shaheed Rajguru College Of Applied Sciences for Women will be reimbursed the actual expenses which shall be paid in advance by the Agency to Shaheed Rajguru College Of Applied Sciences for Women Vasundhara Enclave, Delhi on demand.

**15.** The deduction of Income Tax & Education Cess there on from the bills of the Agency will be made at source under the Income Tax Act, 1961 at the rate as applicable from time to time.

**16.** 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.

**17.** The Earnest Money Deposit of Rs. 1,00,000/- will be refunded to the unsuccessful bidders without any interest within one month of finalization of process of selection of security agency.

**18.** In case of unsatisfactory services rendered by the agency, the Shaheed Rajguru College of Applied Sciences for Women reserves the right to terminate the contract immediately and even during the continuance of the contract and no payment will be made after that. Of course, an opportunity shall be provided to him to clarify the position.

**19.** If any accident occurs with any worker of the agency while doing his job, the Shaheed Rajguru College Of Applied Sciences for Women office will not be liable in any way and the sole responsibility will be of the Agency.

**20.** The agency shall abide by the terms & conditions of the tender strictly.

**21.** The agency shall submit the monthly bill on 5th of every month along with attendance sheet and the same shall be paid after deduction of usual taxes, if any. Normally, the bills 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.

**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.** Shaheed Rajguru College Of Applied Sciences for Women reserves its right to cancel the entire process of Selection of agency without disclosing the reasons thereof. Shaheed Rajguru College Of Applied Sciences for Women 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 conditions of this tender are acceptable to the bidders.

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**TECHNICAL BID**

**FOR PROVIDING SECURITY SERVICES IN COLLEGE CAMPUS**

1.	Name of the tenderer (in block letters)	
2.	Status of the agency whether Public Ltd./ Pvt. Ltd./ Partnership Firm/Partnership/ Proprietorship	
3.	Name of designation the tenderer	
4.	Registration No. and Year of Establishment of firm / Company.	
5.	Name of Father / Husband of the tenderer	
6.	Full residential address of the tenderer	
7.	Tenderer's Registered office address	
8.	Tenderer's address for correspondence	

**Details of Earnest Money**

1.	Draft/Pay order No	
2.	Date	
3.	Bank	
4.	Amount (Rs. In words)	

**Due Date of Draft/Pay Order**

1.	PAN NO.	
2.	Service tax Number:	
3.	Registration Number (if any):	
4.	ESI, EPF Number:	

I / We the undersigned being the tenderer as mentioned above, hereby apply to the Shaheed Rajguru College of Applied Sciences for Women, for providing SECURITY Services in the College campus at Vasundhara Enclave, Delhi – 110096 as described above in accordance with the terms and conditions of the tender. I/We have read and understood the terms and conditions of the tender and hereby unequivocally accept the same. The terms and conditions of the tender and the Notice Inviting Tender are also signed and being submitted with the tender form. I am also enclosing supporting documents as asked for in para1 as **1. Requirement for Technical Bids:-**

Place: \_\_\_\_\_

Date: \_\_\_\_\_

Note: (Signature of the Tenderer with Seal of the Firm/ Company)

Any Correction in the application form should be fully signed by the tenderer. All pages of the tender application form should be fully signed by the tenderer. Strikeout items whichever is not applicable.

**TECHNICAL BID**

**CHECK LIST**

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

Sl. 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 Form-II	
11.	Verify Signature at all the pages of tender documents and enclosed	
12.	Tender fee by way of DD for Rs.500/- {To be enclosed with Technical Bid}	
13.	EMD - DD for Rs.100,000/- {To be enclosed with Technical Bid}	
14.	Please mention <b>Number of years of</b> experience in executing Security Services:	
15.	if any other things	



Date:

Place:

## **Annexure-II**

### **SHAHEED RAJGURU COLLEGE OF APPLIED SCIENCES FOR WOMEN**

VASUNDHARA ENCLAVE, NEAR CHILLA SPORTS COMPLEX, DELHI-110096

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## **FINANCIAL BID**

### **DETAILS OF RATES TO BE QUOTED BY THE TENDERERS FOR THE AWARD OF CONTRACT OF SECURITY SERVICES**

<b>Sl. No.</b>	<b>Description</b>	<b>Charges Per Person Per Shift (8 hours) Per Month in</b>	
		<b><u>skilled</u> Security Supervisor</b>	<b><u>Un-skilled</u> Security Guards without Arms</b>
1.	Minimum Wages		
2.	P.F.		
3.	E.S.I.C.		
4.	Service charges, IN PERCENTAGE, to be Charged by the Agency on the gross amount (prescribed wages and bonus only) payable by the College:		
	<b>Total</b>		

In case the minimum wages is revised upward as per Labour, the contractor is not entitled for revision of his service charges.

- I/We undertake to take responsibility of statutory liabilities such as minimum wages. P.F., ESI, Bonus etc. and will charge as per actual contribution made to concerned authorities against documentary proof and no service charges/Admin overhead will be payable on these contribution.
- The total amount of wages shall be calculated on the basis of number of shifts for which a security person has actually worked on the basis of wages of Security services accepted by principal.

Place: \_\_\_\_\_

Date: \_\_\_\_\_

(Signature of the Tenderer with Seal of the Firm/ Company)

