

**SRI GURU NANAK DEV KHALSA COLLEGE**  
**(University of Delhi, Dev Nagar, New Delhi-110005)**

**NOTICE INVITING TENDERS (NIT) FOR SECURITY GUARD SERVICES**  
**TENDER DOCUMENT**

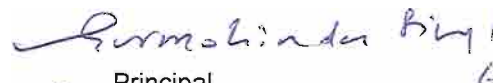
Sealed Item rate tenders in two bid system (Technical Bid and Financial Bid) are invited by the Principal, Sri Guru Nanak Dev Khalsa College for Security Guard Services at Sri Guru Nanak Dev Khalsa College for the year 2018-19 from reputed Security Guard services contractors who have executed three similar works costing not less than 10 Lakhs per annum or two similar works costing not less than 15 Lakhs per annum or one similar work costing not less than 20 Lakh in the last three years.

Tenderers shall furnish proof of satisfactory completion of such work issued by the client along with their full company profile including list of T&P, supervisor and other staff, PAN No. and TIN No. Technical bid shall be opened first and after evaluation and finalization of technical bid, the list of eligible contractors shall be prepared and financial bid of the short-listed contractors shall be opened.

Tender documents can be obtained from the office of Principal Sri Guru Nanak Dev Khalsa College University of Delhi, Dev Nagar, New Delhi-110005 from 06.06.2018 to 20.06.2018 during working hours on payment of Rs. 500/- by DD in favour of "Principal, Sri Guru Nanak Dev Khalsa College."

Earnest Money Deposit	Rs. 5,000/- (Rupees Five Thousand) in a separate envelope
Last Date of Sale of Tender	20.06.2018 upto 01:00 pm
Last Date of Submission of Tenders	20.06.2018 upto 03:00 pm
Date of Opening of Technical Bid	20.06.2018 at 03:30 pm
Date of Finalization of Technical Bid	26.06.2018
Date of Opening of Financial Bid	27.06.2018 at 04:00 pm

**Note:** Tender Document can also be downloaded from the college website <http://www.sgndkc.org> and Delhi University Website [www.du.ac.in](http://www.du.ac.in) Downloaded tender shall accompany a DD of Rs. 500/- drawn in favour of Principal Sri Guru Nanak Dev Khalsa College, as cost of tender (Non-refundable). Downloaded tender documents shall be spiral bound before submission. Loose, Stapled or incomplete bid documents will be rejected.

  
Principal 6/6/18

Sri Guru Nanak Dev Khalsa College,

Dev Nagar, New Delhi-110005

SRI GURU NANAK DEV KHALSA COLLEGE  
(UNIVERSITY OF DELHI)  
DEV NAGAR, NEW DELHI-110 005

Ref.No. SGND/ADMN/18/7280

Dated: 6/6/18

Sealed tenders are invited for awarding contract for out-sourcing the Security guard services in College. The tender form/document can be obtained through college website: [www.sgndkc.org](http://www.sgndkc.org).

**CONTENTS OF TENDER DOCUMENT**

S.NO.	DESCRIPTION OF CONTENTS
1.	Tender Notice
2.	Scope of work and general instruction for tenderer.
3.	Terms and Conditions
4.	Penalty Clause
5.	Qualification criteria for Technical Bid
6.	Proforma for Technical Bid
7.	Details of contracts for past three years
8.	Proforma for Technical Bid
9.	Proforma for Financial Bid
10.	Proforma for Performance Security

Note: 1. Tender document can be downloaded from the website [www.sgndkc.org](http://www.sgndkc.org).

2. Last date for submission of tenders at College: 20.06.2018 upto 3.00 p.m.

3. Earnest Money Deposit: Rs. 5,000/- in form of DD favouring "Principal Sri Guru Nanak Dev Khalsa College".

## ANNEXURE 1

### SCOPE OF WORK AND GENERAL INSTRUCTION FOR TENDERER FOR PROVIDING SECURITY SERVICES

1. Name of College               SRI GURU NANAK DEV KHALSA COLLEGE
2. Address                        Sri Guru Nanak Dev Khalsa College, University of Delhi, Dev Nagar,  
New Delhi-110005.
3. Total Area                    Office, Class Rooms, New Building Open area.

(The bidder is advised to visit and acquaint himself with the operational system. The costs of visiting shall be borne by the bidder. It shall be deemed that the contractor has undertaken a visit to the College and is aware of the operational conditions prior to the submission of the tender documents).

4. The bid shall remain valid for a period of 3 months from the date of receipt of the bid.

#### 5. SECURITIES: SCOPE OF WORK:

- a. The agency is to provide security services for the college for a period of One Year or for extended time at the discretion of the College.
- b. The services will be provided in shift basis on working days. On non-working days inclusive of Sundays and holidays agency has to replace guards employed on normal working days.
- c. Only UNARMED, Ex-serviceman/ Ex-paramilitary personnel/civilian guards in proper uniform with verified antecedents will be employed.
- d. Total guards in uniform with minimum one female guard will be provided on 8 hours per shift. The numbers of guards required may increase or decrease in the College, as per discretion of the college and agency will have to accept the direction of college authorities in that regard.
- e. The agency will be responsible for payment to these guards/security personnel. No payment or honorarium what so ever will be paid by College to the security personnel deployed by the agency.
- f. The agency will be responsible for ensuring proper conduct and discipline of the security personnel's. College will have the right to direct the agency to remove/change any security guard without assigning any reason.
- g. The agency will be responsible for taking all possible measures to safeguard the property, building and College premises. The agency will be held responsible for any loss of property due to negligence or failure to provide adequate security and will be liable to pay compensation. The agency will also be responsible for losses due to the negligence on the part of personnel employed by it.
- h. The security staff employed will be responsible for locking and opening of all the class rooms, doors/windows and switching off all electric gadgets at the time of opening and

closing of the College. The security staff will also be responsible for checking of water taps if left open. Any property left outside by College staff in any class room or office left unlocked by College Staff should be reported to the Principal immediately. The Principal will have the right to assign any other security/safety related duties to the security staff employed by the agency.

- 6. Earnest Money of Rs. 5,000/- (Rupees Five thousand only), refundable (without interest), in the form of Demand Draft/ Pay Order/Banker Cheque drawn in favour of "Principal, Sri Guru Nanak Dev Khalsa College" , payable at New Delhi should be send in a sealed envelope.**
- 7. The successful tenderer will have to deposit Performance Security Deposit (SD) of 10% of the contract value in the form of an Account payee Demand Draft or Bank Gaurantee. The performance security should remain valid for a period of 90 (ninety) day beyond the date of cessation of the contract for initial one year and completion of all contractual obligations of the bidder including warranty obligations till one year from the end of the contract period. In case, the contract is further extended beyond the initial period, the performance security will have to be accordingly renewed by the successful tenderer.**
- 8. Conditional bids shall not be considered and will be out-rightly rejected.**
- 9. In case of partnership firms, a copy of the partnership agreement, or general power of attorney duly attested by a Notary Public, should be furnished on stamped paper duly sworn or affirmed by all the partners admitting execution of the partnership agreement or the general power of attorney.**
- 10. The TECHNICAL BIDs shall be opened in presence of bidder who may be present at appointed time of opening of technical bid. FINANCIAL BIDs of only those bidders whose Technical bid is approved will be opened and only they will be permitted to attend the opening of Financial bid at appointed time.**
- 11. The TECHNICAL BID if not qualified will be summarily rejected.**
- 12. The bidding firm has to give a self- certified certificate that it has not been blacklisted by any Central Government Department/State Govt./Autonomous Body/PSUs/Banks, etc. If it is subsequently found out that the bidding firm has given false information or facts or has suppressed facts or manipulated the documents, etc. The earnest money/Security Deposit of the firm/Agency will be forfeited and the bid/contract will be rejected/cancelled.**
- 13. No bidding firm will be allowed to withdraw its bids. If any firm intends to withdraw before opening of technical bids, it's Earnest Money (EMD) will be forfeited.**
- 14. If after award of the contract, the successful bidder (L1) fails to provide required number of Security Guard the contract is liable to be cancelled along with forfeiture of SECURITY DEPOSIT and other consequential actions such as blacklisting, as deemed appropriate.**

## TERMS AND CONDITIONS

1. The contract shall be valid for a period of one year from the date of awarding of the contract, which can be extended for such period as may be decided by the Principal. Sri Guru Nanak Dev Khalsa College.
2. The contract can be terminated on account of unsatisfactory services upon performance review by the Authority of College of Sri Guru Nanak Dev Khalsa College. The unsatisfactory service shall mean and include non-compliance and non-fulfilment any of the contractual obligations by the Service Provider and or poor performance and violation of any of the terms and conditions of the tender/contract and failure on its part to correct the discrepancies/shortcomings brought to its notice in writing by the authority of Sri Guru Nanak Dev Khalsa College.
3. By virtue of this agreement, no relationship will be created between the Security Guards. It will be sole responsibility of the Service Provider to pay salary and other perks to its Security Guards meeting all statutory obligations and no complaints by any of its Security Guards in this regard will be entertained by the Sri Guru Nanak Dev Khalsa College.
4. The agreement can be terminated earlier by giving one month's notice to Service Provider without assigning any reason and the decision of the Sri Guru Nanak Dev Khalsa College shall be binding on the Service Provider. No claims for compensation of loss/revenues due to such decision shall be entertained.
5. The guard(s) should be physically and mentally fit.
6. The Security Guard(s) should be neatly dressed up with proper uniform and shoes.
7. The Security Guard(s) should be well versed with local languages.
8. The Service Provider shall be fully responsible and liable for any theft, burglary, fire of any other mischievous deed done by its Security Guard(s). Such matter should be immediately reported to the competent authority in the College and police.
9. The Firm/Agency shall ensure that the wages to the Security Guard will be paid by the Firm/Agency in accordance with the MINIMUM WAGES ACT in force as per Govt. of NCT Delhi, and other mandatory rules as in force.
10. The said Firm/Agency will be solely responsible in regard to LEGAL OBLIGATIONS on Security Guard employed by it and deployed in Sri Guru Nanak Dev Khalsa College.
11. Verification of CHARACTER AND ANTECEDENTS of the Security Guard through POLICE is mandatory and shall be responsibility of the Service Provider. A declaration on the printed letter-head of the firm, stating inter-alia that the Security Guards provided are of good character, duly verified by the Police from security angle should be provided to the Sri Guru Nanak Dev Khalsa College immediately after award of Contract. The Security Guard shall not enter into any unlawful activity within the Sri Guru Nanak Dev Khalsa College premises and shall have a good moral character.
12. The College shall not provide any accommodation or living facilities to the Security Guard.
13. Losses caused to the College due to negligence on the part of Security Guard will be recovered from the Agency/Contractor.

14. The Security Guard provided by the Service Provider should be well mannered, courteous and polite. The Security Guard should not smoke or consume liquor while on duty and should not play cards, etc. in the College.
15. During the period of leave/Holiday of any of the Security Guard, the Service Provider shall deploy another Security Guard with prior intimation to the College.
16. The Service Provider shall be responsible for complying with obligations under Service Tax, Income Tax, ESI, PF, Contract Labour (Regulation and Abolition) Act, Wages Act, Labour Laws, etc. The Service Provider shall be responsible for complying with obligations for damages to third party arising due to accident etc .
17. It will be the responsibility of the Service Provider to comply with all statutory obligations on his part arising out of this contract.
18. The quoted rates will be inclusive of all charges, applicable Taxes, and no other charges will be paid extra. GST, if applicable, will be paid extra by the College to the concerned Agency/Service Provider on production of receipt by the Agency/Service Provider.
19. The payment to the Agency/Service Provider will be made against running bills on monthly basis subject to services being satisfactory. The attendance record, acquaintance, etc. shall be required for processing of the payment. No Payment shall be made in advance. The Service Provider shall submit the bill in the first week of following month in respect of previous month for sanction of the amount of bill and passing the bill for payment. All payments shall be made by cheque or Bank transfers only.
20. The College shall be at liberty to withhold any of the payments in full or in part subject to recover of penalties, if any.
21. The College reserves the right to order any worker of the Service Provider to leave the premises of the College if his/her presence at any time is felt undesirable.
22. The selected agency/Service Provider shall have to execute an agreement on non-judicial stamp paper of Rs. 100/- to be signed by both the parties.
23. In case of dispute of any kind, the firm shall abide by the decision of the College. In case the dispute is required to be referred to Arbitration, it shall be referred to sole arbitrator under arbitrator under Arbitration and Conciliation Act 1996. The place of settlement of dispute shall be New Delhi. In the case of settlements of dispute is in the court, it will be the jurisdiction or courts at New Delhi.
24. Any other provision may be incorporated by the College authority. The same shall also be binding on the Service Provider/Agency.
25. Firm should be in business of undertaking the Security Services etc. for last three years.
26. Firm should have filed Income Tax Return for last three years.
27. Average turnover during the last two financial years not less than 20 Lakhs.
28. PERFORMANCE GUARANTEE
  - a. The successful bidder shall furnish a performance guarantee for an amount equal to ten (10 percent of the annual awarded value, within 10 calendar days from the date of acceptance of the bid for due and proper fulfilment of contract.
  - b. EMD of successful bidder shall be discharged after receipt and acceptance of the Performance Guarantee towards full Security Deposit in the valid format. EMD of

unsuccessful bidders shall be discharged after award of work to the successful bidder and signing of contract thereof.

- c. The performance guarantee provided by the successful bidder may be in the form of a bank guarantee from a Nationalized Bank (as per format given in Annexure-4) which should be valid for one year from the date of award.
29. SRI GURU NANAK DEV KHALSA COLLEGE reserves the right to accept/reject any bid and to cancel the bidding process at any time and reject all bids, at any time prior to placement of order, without thereby incurring any liability.

**DETAILS OF CONTRACTS FOR PAST THREE YEARS**

**DETAILS OF MAJOR CONTRACTS WITH CENTRAL GOVERNMENT/AUTONOMOUS BODY/STAFF GOVERNMENTS/PSUS/REPUTED PRIVATE FIRMS HANDLED BY THE TENDERING AGENCY FOR PROVIDING SECURITY SERVICES DURING THE LAST THREE YEARS IN THE FOLLOWING FORMAT.**

(Attested copies of the last three years work award may be enclosed)

S.No.	Details of client along with address, Telephone and Fax No.	Amount of Contract	Duration of Contract	
		(Lakh per year)	From (date	To (Date)
1.				
2.				
3.				
4.				
5.				

(If the space provided is insufficient, a separate sheet may be attached).

## TECHNICAL BID

### SECURITY GUARD SERVICES – PREQUALIFICATION BID

**1. THE COMPANY**

- a) Name \_\_\_\_\_
- b) Regd. Address \_\_\_\_\_
- c) Address of Office at Delhi/NCR \_\_\_\_\_
- d) Contact Person's
- i) Name & Design. \_\_\_\_\_
- ii) Tel No. Landline \_\_\_\_\_ Mobile \_\_\_\_\_
- iii) Email ID \_\_\_\_\_

**2. Type of Firm:**      Private Ltd / Public Ltd. /Cooperative / NGO / PSU  
(Please tick and enclose copy of Memorandum/Articles of Association/Certificate of Incorporation)

**3. PAN/GIR No. :** \_\_\_\_\_  
(Please enclose attested photocopy)

**4. TIN No. :** \_\_\_\_\_  
(Please enclose attested photocopy)

**5. Goods & Service Tax (GST) Regn. No.:** \_\_\_\_\_  
(Please enclose attested photocopy)

**6. EPF Registration No.** \_\_\_\_\_  
(Please enclose attested photocopy)

**7. ESI Registration No.** \_\_\_\_\_  
(Please enclose attested photocopy)

**8. Annual Turnover for the last 3 years:**  
(Should not be less than Rs 20.00 lakh for last two years)

2015 - 16 \_\_\_\_\_

2016 - 17 \_\_\_\_\_

2017 - 18 \_\_\_\_\_

(Please enclose copies of attested audited balance sheet and P&L A/c)

\_\_\_\_\_ enclosed (please specify)

**9. Experience of similar work in the field during the last three years**

(Should have provided security guard services in reputed organizations including at least one PSU/Govt. Deptt. with work order not less than (i) Rs.10 lakh each in two orders; or (iii) Rs. 05 each in three orders)

- a) Please submit copies of documentary evidence e.g. work order and corresponding satisfactory job completion certificates from clients specifying value and period of work order

\_\_\_\_\_ enclosed (please specify)

**10. Infrastructure Details**

- i) Workforce (Nos.) - \_\_\_\_\_ (not less than 30 of various category)

(Please enclose the list giving employee-wise name, PF No. ESI No.)

**11. Earnest Money Details:**

D.D. No. \_\_\_\_\_ Date \_\_\_\_\_

Amount - Rs.5, 000

Drawn on \_\_\_\_\_

**Signatures of authorized signatory**

Name \_\_\_\_\_

Designation \_\_\_\_\_

Seal:

**Annexure – 3**

PERFORMA FOR FINANCIAL BID- SECURITY			
1	Name of the Building with address	Sri Guru Nanak Dev Khalsa College, Dev Nagar, New Delhi-110 005	
2	Block	Office Block, Primary block, building, Open Area & toilets in each floor. (The bidder is advised to visit and acquaint himself with the operational system. The costs of visiting shall be borne by the bidder. It shall be deemed that the contractor has undertaken a visit to the College and is aware of the operational conditions prior to the submission of the tender documents).	
3	No. of days during the month for which service is required.	24 hours security services on shift basis on All days.	
4	No. of Securities required in the College	6 Guard including one female.	
Sl No.	Details	Amount (in rupees) per guards (Per Security guards of 8 hours)	
		In figure	In words
1	Min. wage per security as per notification from the office of the Labour Commission of Government of NCT of Delhi per Security. (Labour Commissioner Notification is to be enclosed)		
2	E.P.F. Charges, if applicable per rule.		
3	E.S.I. Charges, if applicable s per rule.		
4	Service charges inclusive of Uniforms/Bonus etc. per security guard.		
5	Goods & Service Tax (GST), if applicable as per rule.		
	TOTAL MONTHLY CHARGES FOR 6 (six) GUARDS		

Date:

Place:

Signature of Proprietor/authorized signatory

Name:

Seal:

Proforma towards Performance Security

Ref. No. \_\_\_\_\_ Bank Guarantee No \_\_\_\_\_

Dated \_\_\_\_\_

To

**Sri Guru NANAK DEV Khalsa College**

\_\_\_\_\_  
\_\_\_\_\_

Dear Sir,

1. In consideration of **Sri Guru NANAK DEV Khalsa College**, (hereinafter called the "Owner" which expression shall unless repugnant to the subject or context include its successors and assigns) having entered into a contract No. \_\_\_\_\_ dated \_\_\_\_\_ (hereinafter called 'the Contract' which expression shall include all the amendments thereto) with M/s

\_\_\_\_\_ having its registered/head office at \_\_\_\_\_ (hereinafter referred to as the 'Contractor') which expression shall, unless repugnant to the context or meaning thereof include all its successors, administrators, executors and assignees) and SRI GURU NANAK DEV KHALSA COLLEGE having agreed that the Contractor shall furnish to SRI GURU NANAK DEV KHALSA COLLEGE a performance guarantee for Indian Rupees..... for the faithful performance of the entire contract.

2. We (name of the bank) \_\_\_\_\_ registered under the laws of \_\_\_\_\_ having head/registered office at \_\_\_\_\_ (hereinafter referred to as "the Bank", which expression shall, unless repugnant to the context or meaning thereof, include all its successors, administrators, executors and permitted assignees) do hereby guarantee and undertake to pay immediately on first demand in writing any /all moneys to the extent of Indian Rs. \_\_\_\_\_/- (in figures) [Indian Rupees \_\_\_\_\_ (in words) \_\_\_\_\_] without any demur, reservation, contest or protest and/or without any reference to the Contractor. Any such demand made by SRI GURU NANAK DEV KHALSA COLLEGE on the Bank by serving a written notice shall be conclusive and binding, without any proof, on the bank as regards the amount due and payable, notwithstanding any dispute(s) pending before any Court, Tribunal, Arbitrator or any other authority and/or any other matter or thing whatsoever, as liability under these presents being absolute and unequivocal. We agree that the guarantee herein contained shall be irrevocable and shall continue to be enforceable until it

is discharged by SRI GURU NANAK DEV KHALSA COLLEGE in writing. This guarantee shall not be determined, discharged or affected by the liquidation, winding up, dissolution or insolvency of the Contractor and shall remain valid, binding and operative against the bank.

3. The Bank also agrees that SRI GURU NANAK DEV KHALSA COLLEGE at its option shall be entitled to enforce this Guarantee against the Bank as a principal debtor, in the first instance, without proceeding against the Contractor and notwithstanding any security or other guarantee that SRI GURU NANAK DEV KHALSA COLLEGE may have in relation to the Contractor's liabilities.
4. The Bank further agrees that SRI GURU NANAK DEV KHALSA COLLEGE shall have the fullest liberty without our consent and without affecting in any manner our obligations hereunder to vary any of the terms and conditions of the said contract or to extend time of performance by the said Contractor(s) from time to time or to postpone for any time or from time to time exercise of any of the powers vested in SRI GURU NANAK DEV KHALSA COLLEGE against the said Contractor(s) and to forbear or enforce any of the terms and conditions relating to the said agreement and we shall not be relieved from our liability by reason of any such variation, or extension being granted to the said Contractor(s) or for any forbearance, act or omission on the part of SRI GURU NANAK DEV KHALSA COLLEGE or any indulgence by SRI GURU NANAK DEV KHALSA COLLEGE to the said Contractor(s) or any such matter or thing whatsoever which under the law relating to sureties would, but for this provision, have effect of so relieving us.
5. The Bank further agrees that the Guarantee herein contained shall remain in full force during the period that is taken for the performance of the contract and all dues of SRI GURU NANAK DEV KHALSA COLLEGE under or by virtue of this contract have been fully paid and its claim satisfied or discharged or till SRI GURU NANAK DEV KHALSA COLLEGE discharges this guarantee in writing, whichever is earlier.
6. This Guarantee shall not be discharged by any change in our constitution, in the constitution of SRI GURU NANAK DEV KHALSA COLLEGE or that of the Contractor.
7. The Bank confirms that this guarantee has been issued with observance of appropriate laws of the country of issue.
8. The Bank also agrees that this guarantee shall be governed and construed in accordance with Indian Laws and subject to the exclusive jurisdiction of Indian Courts of the place from where the purchase order has been placed.
9. Notwithstanding anything contained hereinabove, our liability under this Guarantee is limited to Indian Rs. \_\_\_\_\_ (in figures) \_\_\_\_\_ (in words) \_\_\_\_\_] and our guarantee shall remain in force until \_\_\_\_\_. In case of any extension of contract, Performance Guarantee will \_\_\_\_\_.

be suitably extended.

Any claim under this Guarantee must be received by us before the expiry of this Bank Guarantee. If no such claim has been received by us by the said date, the rights of SRI GURU NANAK DEV KHALSA COLLEGE under this Guarantee will cease. However, if such a claim has been received by us within the said date, all the rights of SRI GURU NANAK DEV KHALSA COLLEGE under this Guarantee shall be valid and shall not cease until we have satisfied that claim.

In witness whereof, the Bank through its authorized officer has set its hand and stamp on this..... day of ..... 20      at .....

WITNESS NO. 1

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(Signature)  
Full name and official  
address (in legible letters)

-----  
(Signature)  
Full name and official  
address (in legible letters)

WITNESS NO. 2

-----  
(Signature)  
Full name and official  
address (in legible letters)