UNIVERSITY OF DELHI
TENDER DOCUMENT
FOR PROVIDING SECURITY SERVICES
AT NORTH CAMPUS
ZONE - 3

Approved Tender Document

Tender processed by:

The Estate Section, Room No. 110,
Administrative Building, North Campus,
University of Delhi, Delhi – 110007

Ph. 011-27666794

_____ _____ _____ _____ _____

Signature of Bidder

[Please read carefully all the terms and conditions of the tender document and sign on all the pages]

INDEX

S. No.	Contents	Page Nos.
1.	Introduction	3
2.	Tender Notice	4
4.	Scope of Work/Contract	6
5.	Minimum Eligibility Criteria	7-8
6.	Bid Submission	9
7.	Opening of Bid & Evaluation (Technical evaluation 7.2)	10-13
8.	Criteria for Evaluation of Financial Bid (7.9 & 8.1)	12&14
9.	General Terms & Conditions for Bid	15-22
10.	Instructions/Guidelines for Bidders	23
11.	General Terms and Conditions of the Contract/Agreement	24-25

ANNEXURE

Annex.	Contents	Page Nos.
A	TENTATIVE REQUIREMENTS OF SECURITY PERSONNEL ZONE-3	5-6
B	INFORMATION FOR THE EVALUATION OF THE TECHNICAL BID IN LIGHT OF THE UPLOADED DOCUMENTS	10-11
C	ANTECEDENT VERIFICATION PERFORMA	12
D	THE DETAILS OF THE FINANCIAL BID FILED BY THE BIDDER IN THE BOQ FILE	13
E	AGREEMENT FOR ROUND THE CLOCK SECURITY SERVICES	26-32
F	UNDERTAKING	33
G	UNDERTAKING FOR BLACKLISTING	34
H	INTEGRITY PACT	35-39
I	UNDERTAKING / COMPLIANCE CERTIFICATE	40

Approved Tender Document

_____ _____ _____ _____ _____

Signature of Bidder

1.INTRODUCTION

The University of Delhi is a premier university of the country with a venerable legacy and international acclaim for highest academic standards, diverse educational programmes, distinguished faculty, illustrious alumni, varied co-curricular activities and modern infrastructure. Over the many years of its existence, the University has sustained the highest global standards and best practices in higher education. Its long-term commitment to nation building and unflinching adherence to universal human values are reflected in its motto: 'Nishtha Dhriti Satyam' 'निष्ठा धृति सत्यम्' (Dedication, Steadfastness and Truth).

Established in 1922 as a unitary, teaching and residential University by the Act of the then Central Legislative Assembly, the University has a strong commitment to excellence in teaching, research and social outreach, making it a role model and trendsetter for other universities. The President of India is the Visitor, the Vice-President is the Chancellor, and the Chief Justice of the Supreme Court of India is the Pro-Chancellor of the University. Beginning with three colleges and 750 students, it has grown as one of the largest universities in India with 16 faculties, over 80 academic departments, an equal number of colleges and over seven lakh students. Over 500 programmes offered by the University are approved by the Academic and Executive Councils, out of which 209 programmes are being considered for NAAC accreditation purposes. The rest, being run in colleges, are separately accredited.

The University of Delhi expanded in many directions to keep pace with a rapidly growing city. South Campus was established in 1973 to facilitate access for the residents of South Delhi. It moved to its present location on Benito Juarez Road, near Dhaula Kuan, in 1984. The Campus is now spread across 69 acres of green, hilly terrain, and its buildings blend attractively with the natural surroundings. The various departments are located in the Faculty of Arts and the Faculty of Interdisciplinary and Applied Sciences. S.P. Jain Centre for Management Studies is also located at the South Delhi Campus. Besides these, the Campus has a good library, a Health Centre, a Bank, a Post Office, a DTC Pass Section and administrative and examination blocks. South Campus also provides some residential quarters for faculty members and the non-teaching staff. Outstation students are offered accommodation in three hostels.

University of Delhi presently has 02 running campuses, the North Campus (Main Campus) and the South Campus. Two additional campuses, East Campus and West Campus, are about to be operational soon.

The University of Delhi, North Campus security has been divided into three zones: Zone-1, Zone-2 and Zone-3. The details of the zone for the advertised tender are mentioned below in the tender document.

The University never compromise with the security of its students and employees. Hence, it is important to provide the best security services to create a secure campus environment.

----------xx----------xx----------xx---------- xx ----------

Approved Tender Document

_____ _____ _____ _____ _____

Signature of Bidder

[Please read carefully all the terms and conditions of the tender document and sign on all the pages]

2. e-TENDER NOTICE

Ref.No.ESTATE/074/2026-27/Zone-3 Dated: **20/08/2026**

University of Delhi invites online two packet bids (Technical & Financial) through the e-procurement portal from eligible, reputed & registered Security Agencies that have experience in providing security services in public service, for providing round-the-clock security services at Zone 3 in the North Campus, University of Delhi.

Item	Details / Date
Estimate Cost of Tender (for two years)	**Rs. 6 Crore (Approx.)**
Required Security Personnel	Security Guard = **81** and Security Supervisor = **03**
Bid Security/ Earnest Money Deposit (EMD)	**Rs. 20 Lacs**
Performance Security Deposit	**Rs. 50 Lacs**
Period of Contract	**Initially for a period of 02 Years. However,** the contract period can be extended for another 02 Years (01+01), on satisfactory performance and as per mutual consent, on the same terms and conditions, after approval of the Competent Authority.
Bidders have to upload Technical and Financial Bids separately on the CPP Portal at https://eprocure.gov.in/eprocure/app**.**	

Notes:

(i) All updates about the tender will be displayed on the websites www.du.ac.in and https://eprocure.gov.in/eprocure/app from time to time. Bidders are requested to visit our websites regularly to keep themselves updated. Any Addendum/Corrigendum will be displayed in the aforesaid websites only.

(ii) Manual bids shall not be accepted.

(iii) For submission of E-Bids, bidders are required to get themselves registered with http://eprocure.gov.in/eprocure/app.

(iv) A bidder can participate in only one Zone Security Tender, the participation in other zone, if found will be summarily rejected and no correspondence will be entertained in this regard.

(v) Please read the entire tender document carefully to know the eligibility conditions and other terms and conditions of the tender, to ensure the eligibility of your agency for this tender.

(vi) Clarifications/ queries/ representation, if any, can be addressed to the Joint Registrar, Estate on telephone no. 011-27666794 and email: estatesection@admin.du.ac.in

(vii) Bid Security/Earnest Money Deposit (EMD): Rs. 20,00,000/- (Rupees Twenty Lacs Only) with validity of EMD - up to a minimum period of three months from the date of submission of bid. The unsuccessful bidders must collect the same within 30 days of the contract award. The university will not be liable to pay any interest on EMD. The EMD will be returned only to the authorised person with due procedure. However, in case of a successful bidder, it will be refunded/ returned only on receipt of the Performance Security of the requisite amount. No interest will be paid on EMD/Performance Guarantee, as the case may be.

(viii) Performance Security/Security Deposit an amount of Rs. 50,00,000/- (Rupees Fifty Lacs only), i.e.5% to 10% of total tender value, to be submitted by the successful bidder within 15 days from the date of award of the contract, or intimating acceptance of the offer in the form of Letter of Intent, whichever is earlier, in the form of a Bank Guarantee/FDR in favour of "The Registrar, University of Delhi, Delhi" from a nationalized/commercial bank for the award of contract. The performance security so furnished by the Agency shall remain valid for a period of sixty (60) days beyond the date of completion of all contractual obligations of the Agency. The validity of the Performance Guarantee will also be extended if the contract period is extended. **The Performance deposit will be interest-free on the part of the University of Delhi.**

(ix) **Period of Contract:** Initially the contract will be awarded for a period of 02 (Two) years from the date of commencement of contract or the period approved by the Competent Authority. The contract period can be extended for another 02 Years (01+01), on satisfactory performance and as per mutual consent on the same terms and conditions after approval of the Competent Authority.

The Delhi University reserves the right to accept/reject/cancel any or all the tenders with due reason for not satisfying the requisite terms and conditions of the tender documents. However, the service can be terminated at any point of time when it has come to knowledge of the University that the service is not satisfactory or any false documents or any activity prejudice to the interest of the University/Country.

REGISTRAR

Annexed Tender Document

_____ _____ _____ _____ _____

Signature of Bidder

3. TENTATIVE REQUIREMENTS OF SECURITY PERSONNEL ZONE-3

S.No.	Point Name		Total
1.	Supervisor	(1+1+1)	3
2. Dhaka Land	Teachers Transit Hostel	(2+2+2)	6
	Dhaka Land Gate No. 1	(2+2+2)	6
	Dhaka Land Gate No. 2	(1+1+1)	3
	Dhaka Land Gate No. 4	(2+2+2)	6
	Dhaka Vacant Land	(1+1+1)	3
3.	Najafgarh Land	(2+2+2)	6
4.	Polo Ground	(3+3+3)	9
5.	Surajmal Vihar	(2+2+2)	6
6.	Dwarka Land	(2+2+2)	6
8.	P-53 South Extension	(2+2+2)	6
9.	Rohini Land	(3+3+3)	9
10.	Fatehpur Beri	(3+3+3)	9
11	Shivaji College Health Centre	(2+2+2)	6
	Total		**84**

Note:

1. **The number of security personnel to be initially deployed at the time of the work award will be decided by the Chief Security Officer, as per requirement and demand. The requirement for security personnel may be increased/decreased as per demand, as many multistory buildings of the University of Delhi are under construction.**
2. **The locations are subject to change as per the requirements of the University.**
3. **Out of the total deployed security guards 15% shall be female (if required), increase/decrease subject to requirement.**
4. **Office hours 09:00 am to 05:30 pm include a ½-hour lunch break.**

Approved Tender Document

_____ _____ _____ _____ _____

Signature of Bidder

Scope of Work/Contract

4.1 The tentative security points, number of persons required, working hours of staff, timings of shifts, etc., are as per **Annexure-A.**

4.2 The Agency will be required to provide total security and protection to land, buildings, fittings and fixtures therein; plant & machines, equipment installed (including out-door), office records moveable and immovable properties from theft, pilferage, trespassing, encroachment etc., of University of Delhi, Campus area (North) and other properties/ land/ buildings of the University situated at other locations in Delhi/ New Delhi /GNCT comes under this zone. The details of the area have been given in **Annexure-A**.

4.3 Safety of trees, shrubs, electric overhead installations, water pipelines, boundary walls, etc. and fresh additions/installations from time to time during the contract period.

4.4 To maintain security, conduct regular check-ups/vigilance to allow the entry of Officers and Staff of the University only after verifying their identity and asking them to show their ID Cards (if required).

4.5 To permit the entry of visitors only after confirming from the designated Officers of the University that the entry is for an official purpose, and to ensure the issue of a visitor's pass by maintaining the necessary records thereof.

4.6 To permit entry of the official vehicles and staff vehicles after ensuring that authorised parking stickers have been pasted on the vehicle. Entry of non-sticker private/commercial vehicles (for pick & drop only) may be allowed after proper checking of the vehicle and entry in the entry register with a valid purpose.

4.7 To permit entry of private vehicles bringing materials into the University only after checking the delivery invoice and confirmation from the designated officers/Consignee of the University.

4.8 Entry of Officers/Staff during the Holidays and before/ after working Hours:

4.8.1 Security personnel will be responsible for maintaining a record of the incoming and outgoing staff cars on working days and on holidays. A register would be maintained for the entry of the staff who are coming to the office during holidays.

4.8.2 Entry would also be made in a register about the details of the official vehicles and their timings of entry/exit during holidays and before and after working hours.

4.9 Collect Gate passes for stores/material coming in and going out of the premises/building, duly signed by the Competent Authority, and confirmation from the designated officers.

4.10 The requirement for Security Guards/Supervisors may be increased or decreased as per the deployment plan of the University. The security personnel will be deployed on an eight-hour shift duty on a round-the-clock basis.

4.11 To ensure that no part of the University land is trespassed upon or squatted upon.

4.12 The University gets a number of distinguished visitors from within India and abroad who are to be treated very carefully/ courteously.

4.13 The agency shall be required to provide numbers of motorcycles **in accordance with number of supervisor** and Quick Response Team Van (QRT vehicle (SUV/MUV) not older than 05 years with experience driver round the clock 24 x 7), Metal Detectors Hand and Vehicle Checking Mirror & Walky Talky communication system with all mandatory license etc. **may be as per requirement** and with all other necessary requirements to control any emergent situation for patrolling in the campus.

4.14 Security personnel shall be in the age group of 18-60 years, medically fit, and have good communication skills.

4.15 The agency may be required to provide Security Services anywhere in Delhi at the properties of the University, depending upon the requirement of the University.

4.16 The agency is required to provide adequate/additional security personnel and bouncers as and when required during the Protest/ agitation/ Strike/ turbulence etc. to protect University Property and officers and control the situation, without any financial obligations for extra/additional security personnel.

4.17 Bidders are advised to understand the magnitude of the work involved for security services in the University before submitting their bids. They may visit the North Campus, University of Delhi, during working hours with prior appointment from the Estate Section at Ph. No.011-27666794. No clarification will be entertained after receiving the bids.

Approved Tender Document

4. MINIMUM ELIGIBILITY CRITERIA FOR TECHNICAL BID EVALUATION

The security agency must fulfil the following mandatory minimum eligibility criteria and upload all supporting documents duly signed by the authorised signatory at the time of bidding; failing to do so will result in disqualification from bid participation. **No exemption or concession is allowed for the provision of Certificates, Turnover, Experience, EMD demand draft, and other terms & conditions of the tender documents.**

5.1 VALID CERTIFICATES OF STATUTORY REGISTRATIONS: -

5.1.1 Registration under the Employee Provident Fund and Miscellaneous Provisions Act, 1952.
5.1.2 Registration under the Employees' State Insurance Act, 1948
5.1.3 Registration under The Contract Labour (Regulation & Abolition) Act, 1970
5.1.4 Registration Certificate of Establishment for Security/Manpower Consultancy/services issued by the Labour Department, Govt. of Delhi.
5.1.5 Registration of Shram Suvidha Portal with Labour Identification Number (LIN) issued by the Office of the Central Labour Commissioner, New Delhi.
5.1.6 License under Private Security Agencies (Regulations) Act, 2005 (PASARA)
5.1.7 Registered under the Indian Companies Act/ Societies Act/Partnership Act, etc..
5.1.8 Registration under GST.
5.1.9 Agency/Company PAN Number.
5.1.10 **Service Quality Assurance Certificate(s)**,
- 5.10.9.1 ISO 9001:2015 (Quality Management System)
- 5.10.9.2 ISO 18788:2015 (Security Operations Management System)
- 5.10.9.3 ISO 27001 (Information Security Management)
- 5.10.9.4 ISO 45001 (Safe working environment for Security Personnel)

5.1.11 Training Centre Certificate/ Agreement with recognised training centre

5.2 TURNOVER: The total turnover during the last three preceding financial years, i.e. 2023-24, 2024-25 and 2025-26, should not be less than Rs. 32 Crores. Out of which the minimum annual turnover in "Security Services" should not be less than Rs. 10 Crores in each of the Financial Years 2023-24, 2024-25 and 2025-26. To validate the turnover criteria, the documents of the audited balance sheet, along with the income & expenditure account and a certificate from a chartered accountant firm, must be submitted for the aforesaid financial years.

The CA Certificate must provide the information in the format given below or equivalent:

Financial Year	Total Turnover Rs. In crore	Turnover only from Security Services Rs. In Crore
2023-24		
2024-25		
2025-26		

5.3 EXPERIENCE The bidder must have three years of experience in providing security services in the preceding financial year 2023-24, 2024-25 and 2025-26 in the Offices/Institutions/Departments/Organisations of Central/State Govt., Central/State Universities, Autonomous bodies (Central/State Govt.)/Govt. Undertakings/Institutes of National Importance/ (State/Central Govt.) Public Sector Enterprises/ (State/Central Govt.) PSUs, with a minimum deployment of 50 Security personnel at a single establishment at one place, with a "Satisfactory" performance Report from that establishment, must be submitted. The bidding agency/company must provide a work/contract award letter with an experience certificate issued by the Competent Authority. The work/contract award letter clearly mentioned the purpose of the work award and the number of security personnel deployed. **Note: Without a work/contract award letter, experience will not be considered.**

Approved Tender Document

5.4 CLIENTELE LIST : The bidder must submit/upload a complete clientele list of all completed/running contracts of security services with a minimum deployment of 50 Security Personnel during the financial year 2023-24 , 2024-25 and 2025-26 as per the given below Performa.

S.No.	Name of Client	Period of Work Award		Total Period (Year/Month/Day)			Cost of Work Award	No. of security personnel deployed	Report "Satisfactory" (Yes/ No)	Certificate Enclosed (Yes/ No)	Page No. at enclosure
		From	To	YY	MM	DD					

5.5 SOLVENCY certificate of minimum ***50*** Lakh, duly issued by a commercial bank.

5.6 AGENCY/COMPANY OFFICE: The agency must have its **Registered Office /Regional Office/Branch Office** in Delhi/NCR, and have provided security services in Delhi/NCR for the last three years. Documentary proof must be submitted.

5.7 BID SECURITY/ EARNEST MONEY DEPOSIT (EMD): The bidder has to submit (original hard copy) EMD of Rs.20,00,000/- (Rupees Twenty Lacs Only) in form of Demand Draft issued by any Nationalized Commercial bank of India, in favour of **"THE REGISTRAR, UNIVERSITY OF DELHI, DELHI-110007"**, payable at **"DELHI"** with validity of upto a minimum period of three months from the date of submission of bid at the Section Officer (Estate), Room 110, Administrative Building, North Campus, University of Delhi, Delhi – 110007 on or before the closing date of the bid. **Non–submission of the EMD will result in disqualification from the Technical Bid.** The bidder must also upload a scanned copy of the same on the e-procurement Portal along with the tender documents. The unsuccessful bidders must collect the EMD within 30 days of contract award. The university will not pay any interest on EMD. The EMD will be returned only to the authorised person with due procedure. However, in case of a successful bidder, it will be refunded/ returned only on receipt of the prescribed Performance Security of the requisite amount.

5.8 MASTER ROLL OF ENROLLMENT OF SECURITY PERSONNEL: The agency must provide the master roll of security personnel enrolled with the agency during the financial year 2023-24, 2024-25 and 2025-26.

5.9 SUBMISSION OF ANNEXURE E TO I: **The bidder will have to submit the Annexure E to I in the agency/company letterhead, duly signed & stamped by the authorised officer. The statutory compliance in GST and EPF deposits must be updated, and there should not be any outstanding dues as of the date. A certificate/undertaking must be enclosed. Falsification of submission of certificate/undertaking is liable to be rejected, the tender of the bidder, if it has come to the notice of the University from any authentic sources, suo-moto or by any means. The tender will be rejected at the time of consideration or during the contract period. It will be terminated at any time and will be black listed, and the performance deposit will be forfeited.**

----------xx----------xx----------xx—----------

Approved Tender Document

_____ _____ _____ _____ _____

Signature of Bidder

6 BID SUBMISSION

6.1 **Please read all the terms and conditions of the tender document carefully and sign all the pages.**

6.2 Online bids will be accepted. Manual bids shall not be accepted.

6.3 Conditional tenders will not be accepted.

6.4 "Technical Bid" shall include scrutiny of all documents as per the tender.

6.5 "Financial Bid" shall comprise, as per the rate quoted for Service Charges in percentage (%), an integer (numerical value without decimal places) value only (should not be zero (0)/ Nil or below zero or negative and in decimal places) in Annexure-D, and after that, as per other provisions mentioned in the tender.

6.6 Tender acceptance letter must be signed by the authorized signatory of the bidder with a seal.

6.7 Bids shall be submitted online only at the CPP portal within the stipulated time: https://eprocure.gov.in/eprocure/app. The bidder will be solely responsible for any delay due to any technical reason. The University will not be responsible for any delay in submission due to any technical problem on the part of the bidder, and no correspondence will be entertained in this regard.

6.8 Bidders are advised to follow the instructions provided in the 'Instructions to the bidder for the e-submission of the bids online through the Central Public Procurement Portal for e-procurement at https://eprocure.gov.in/eprocure/ app.

6.9 Bid documents may be scanned with 200 dpi with a colour option, which helps in reducing the size of the scanned document.

6.10 Bidder who has downloaded the tender from the University website www.du.ac.in & Central Public Procurement Portal (CPPP) https://eprocure.gov.in/eprocure/ app, shall not tamper/modify the tender document, form, including downloaded financial bid template, in any manner. In case the same is found to be tempered/modified in any manner, the tender will be summarily rejected, and the earnest money deposit (hereinafter referred to as 'EMD') will be forfeited, and the bidder is liable to be banned from doing business with Delhi University.

6.11 Intending bidders are advised to visit the University website www.du.ac.in and CPP Portal https://eprocure.gov.in/eprocure/app on a regular basis and at least 3 days prior to the closing date of submission of tender for any corrigendum/addendum/ amendment at any stage.

6.12 The bidder shall digitally sign and upload the required bid documents one by one as indicated in the tender document; documents that are not signed will not be considered.

6.13 **Documents to be uploaded:**

- **6.13.1** The bidder should upload a PDF file containing only relevant documents, duly indexed and signed by the authorised signatory as mentioned in the Tender document.
- **6.13.2** The PDF document should be compiled and indexed in the manner of the Technical Bid evaluation and other information required in the tender document.
- **6.13.3** The documents should be legible as per the requirements mentioned in the tender document. Non-legible documents will not be considered.
- **6.13.4** The uploaded document should be in PDF format; other formats will not be accepted. The university will not be liable for any inaccessible / non-opening/ corrupted files uploaded by the bidder.

6.14 Bidders shall submit their bids through the online e-tendering system well before the bid submission end date & time (as per Server System Clock). **The University will not be responsible for any sort of delay or difficulties faced during the submission of bids online by the bidders at the eleventh hour**.

6.15 After the bid submission **(i.e. after clicking "Freeze Bid Submission" in the portal), the bidders shall take a printout of the system-generated acknowledgement number, and keep it as a record of evidence for online submission of the** bid.

Approved Tender Document

_____ _____ _____ _____ _____

Signature of Bidder

7 OPENING OF BID AND EVALUATION

7.1 OPENING OF TECHNICAL BID

7.1.1 The Technical Bid will be opened on the stipulated date and time as indicated on the CPP Portal. In case the date of technical bid opening is declared a holiday, the bids will be opened on the next working day at the same time.

7.2 EVALUATION OF TECHNICAL BID: Evaluation of "Technical Bid" shall comprise all documents as per the Tender document. The bidder will have to provide the requisite information for the evaluation of the technical bid in light of the uploaded documents:

(Annexure–B)

(Please fill the form properly by the Bidder and mark (√) in the appropriate place and indicate the index No. of the attached documents, otherwise bid will not be considered.)

S.No.	Particulars	Details		Indicate page No. of the enclosed document
1.	Name of the Agency/Firm			
	Address Registered/Regional/Branch Office in Delhi/NCR			
	Contact Details: Mobile No. and Email ID			
2.	**VALID CERTIFICATES OF STATUTORY REGISTRATIONS**			
i.	Registration under the Employee Provident Fund and Miscellaneous Provisions Act, 1952.			
ii.	Registration under the Employees' State Insurance Act, 1948			
iii.	Registration under The Contract Labour (Regulation & Abolition) Act, 1970			
iv.	Registration Certificate of Establishment for Security/Manpower Consultancy/services issued by the Labour Department, Govt. of Delhi.			
v.	Registration of the Shram Suvidha Portal with the Labour Identification Number (LIN) issued by the Office of the Central Labour Commissioner, New Delhi.			
vi.	License under Private Security Agencies (Regulations) Act, 2005 (PASARA)			
vii.	Registered under the Companies Act/ Societies Act/Partnership Act, etc.,			
viii.	Registration under GST.			
ix.	Agency/Company PAN Number.			
3.	**Service Quality Assurance Certificate(s)**			
i.	ISO 9001:2015 (Quality Management System)			
ii.	ISO 18788:2015 (Security Operations Management System)			
iii.	ISO 27001 (Information Security Management)			
iv.	ISO 45001 (Safe working environment for Security Personnel)			
4.	Training Centre Certificate/ Agreement with a recognised training centre			
5.	**TURNOVER**			

	Financial Year	Turnover in Rs.			Auditors' Report & ITR Enclosed		
		Turnover	Turnover from Security Service	Pg. No.			
	2023-24				Yes	No	
	2024-25				Yes	No	
	2025-26				Yes	No	
6.	**EXPERIENCE:** The bidder must have at least three financial years 2023-24, 2024-25 and 2025-26' experience in providing security services in the Offices/Institutions/Departments/Organizations of Central/State Govt., Central/State Universities, Autonomous bodies (Central/State Govt.)/Govt. Undertakings/Institutes of National Importance/ (State/Central Govt.) Public Sector Enterprises/ (State/Central Govt.) PSUs, with a minimum deployment of 50 Security personnel at a single establishment at one place, with a "Satisfactory" performance Report must be submitted.				Yes	No	

Approved Tender Document

_____ _____ _____ _____ _____

Signature of Bidder

7.	**EXPERIENCE CERTIFICATE DETAILS**						
NAME OF DEPARTMENT/ ORGANISATION/ INSTITUTION		**WORK ORDER AT PAGE NO.**	**NO. OF SECURITY PERSONNEL DEPLOYMENT**	**FROM**	**TO**	**FINANCIAL YEAR**	**Exp. Certificate at Page No.**
a)						2023-24	
b)						2024-25	
c)						2025-26	
8.	The client list is given in the prescribed proforma			Yes	No		
9.	Solvency Certificate of Rs. ____ Lakh	Certificate No.		Date of Issue	Validity	Issuing Bank	
10.	Bid Security/Earnest Money Deposit Rs. _____/- (Rupees _____ Only), in favour of the Registrar, University of Delhi, Delhi – 110007			DD No. Date of Issue	Bank Name		
11.	Submission of Annexure E to I in the agency/company letterhead, duly signed & stamp.						

- **The bid will be technically evaluated on the basis of the entire tender document and requisite information. The above table presents the minimum eligibility criteria; the evaluation criteria for the technical bid may be increased as per the tender document.**

7.3 **CAUSE OF REJECTION OF THE BIDS**: The bid submitted shall become invalid and rejected due to the following reasons:

- **7.3.1** Bidder participated/applied in more than one zone.
- **7.3.2** If the bid does not fulfil any of the criteria/conditions of the tender documents.
- **7.3.3** Offline Tender Applications.
- **7.3.4** The documents were not uploaded as per the requirements of the Minimum Eligibility Criteria.
- **7.3.5** Unsigned tender documents submitted by the bidder.
- **7.3.6** The bid does not fulfil the conditions of the tender document.
- **7.3.7** The bidder does not achieve the minimum mark of 60 in antecedent verification.
- **7.3.8** If the bidder uploaded false/fake documents.
- **7.3.9** If the uploaded documents are found to be illegible.
- **7.3.10** Service Charges quoted "zero (0)/ Nil" or less than Zero (0) or negative or in fraction or in decimal places will not be considered.
- **7.3.11** Non-compliance with any clause of this tender document.
- **7.3.12** If any deficiencies are left to see during the evaluation of technical bids or any inadvertent typographical error is noticed by the Committee during the evaluation of financial bids, the financial bid of the agency will be rejected.
- **7.3.13** Non-submission of EMD in the form of a Demand Draft at the Estate Section.
- **7.3.14** The university reserves the right to reject any bid for justified reasons.
- **7.3.15** The tender documents and their annexures have been uploaded without the signature of the bidder.

7.4 **If there is a contradiction in any point or clause in the contract document, then only the University has the authority to decide what should be accepted and what should not. The bidder cannot demand to accept their bid due to a contradiction in the document.**

7.5 **ANTECEDENT VERIFICATION OF PROVISIONALLY TECHNICAL BID QUALIFIED AGENCIES/COMPANIES**: The Tender Evaluation Committee will evaluate all the bids and documents as per the minimum eligibility criteria and other necessary conditions of the tender document submitted by the bidder. A constituted sub-committee will conduct the physical verification of provisionally technical bid-qualified agencies as per the proforma below. The **Minimum Qualifying number is 60 to qualify for the antecedent verification.**

Approved Tender Document

_____ _____ _____ _____ _____

Signature of Bidder

(Annexure–C)

ANTECEDENT VERIFICATION PERFORMA

S. No.	Parameters of Antecedent Verification of the Agency.		Maximum Marks
1.	Proper Physical Authentication of Address	Office in its own building in Delhi**(20)** Office in a rented building in Delhi**(15)**	20
2.	Signage Board(s) of the Agency	Proper visible big signage board **(10)** small Signage Board **(5)**	10
3.	Year of Establishment of the Agency	Older than 15 years or more **(10)** Older less than 15 years **(5)**	10
4.	Availability of SOP w.r.t. Security Services	Available **(10)** Not available **(00)**	10
5.	Security Manpower Strength on payroll	More than 200 **(10)** Less than 200 and more than 100 **(5)**	10
6.	For Security Services running Contract Order in Central/State Universities	Contract Value more than 5 Crore p.a. **(10)** Contract Value less than 5 Crore but more than 03 crore p.a. **(5)**	10
7.	Security Personnel Training Centre Facility.	Affiliation with Training Centre **(10)**	10
8.	QRT Vehicle (SUV/MUV)	More than 05 Van in the name of Agency **(10)** Less than 05 but more than 01 in the name of the Agency **(5)**	10
9.	Technology for tracking or keeping an eye on deployed security personnel.	Available **(10)** Not available **(00)**	10
10.	Total		**100**

7.6 After the antecedent verification and recommendation of the committee, the result of the technical bid, Qualified/Disqualified bidder, will be updated on the CPP Portal.

7.7 Bidder can send their representations address to the Joint Registrar (Estate)'s designated email address at estatesection@admin.du.ac.in within 24 hours after update of evaluation status, i.e. reject/accept bids on CPP Portal through email, and the committee decision on representation will be final. Representations beyond the stipulated time period will not be entertained. The representation sent to any other email address or received from other mode/source will not be entertained/ considered.

7.8 OPENING OF FINANCIAL BID

7.8.1 After declaration/update of the result of the Technical evaluation of the bids on the CPP Portal, the University will open the Financial Bid on a notified date and time as indicated on the CPP Portal to all those bidders who qualified in the technical bid after antecedent verification.

7.8.2 In case the date of technical bid opening is declared a holiday, the bids will be opened on the next working day at the same time.

7.9 EVALUATION OF FINANCIAL BID:

7.9.1 The financial bids will be opened on the stipulated date and time of CPP Portal. Only those agencies that qualify in the technical bid and antecedent verification will have their financial bid considered for opening.

7.9.2 The financial bid will be evaluated on the basis of **L1 (Lowest bid) service charges rate quoted in percentage (%), integer (a number without decimal places) value only (in round figure) by the bidder in BOQ File (for Financial Bid).** In no case should the service charge be zero (0)/ Nil or below zero or negative and in decimal places.

7.9.3 The service charges should be written both in figures and words in percentage (%), integer (a number without decimal places) value only (should not be zero (0)/ Nil or below zero or negative and in decimal places). In case of any discrepancy between the two, the words will prevail.

Approved Tender Document

7.9.4 The service charges quoted rates shall be in percentage (%). All payments shall be made in Indian Rupees. The University of Delhi, for all its purposes, will prefer only the Indian Security Agency.

7.9.5 The University of Delhi is under no obligation to accept the lowest tender and shall be entitled to reject any tender without assigning any reason whatsoever.

7.9.6 For the purpose of comparison of the rates, conditional discounts, if any, offered will not be considered to decide the L-1 bid. However, the University of Delhi reserves the right to avail of the same as part of the contract award.

7.9.7 **BOQ File (in Excel format):** The BOQ file in Excel format will be separately uploaded on the CPP Portal. The bidder will have to complete the BoQ File in the relevant columns and upload it separately with the tender, as per the CPP Portal. The details of the Financial Bid filed by the bidder in the BoQ file should not be scanned and uploaded with the technical bid documents.

Annexure-D

Please note that the table below for the financial bid has not to be filled here and has only been filled out and uploaded to the BoQ file, not to the technical evaluation documents.

Name of the Bidder/ Bidding Firm / Company :	**(To be filled by the bidder in the BoQ Excel file only)**

PRICE SCHEDULE

(This BOQ template must not be modified/replaced by the bidder and the same should be uploaded after filling the relevant columns, else the bidder is liable to be rejected for this tender. Bidders are allowed to enter the Bidder Name and Values only. The bidder is liable to pay the wages and other benefits as per Rule and the Tender Document. The bidder is liable to pay minimum wages as per the Central Govt. and the Govt. of NCT, Delhi orders as revised from time to time, whichever is higher.)

NUMBER #	TEXT #	NUMBER #	TEXT #	NUMBER #	NUMBER #	TEXT #
Sl. No.	Item Description	Quantity	Units	% (Percentage) In Figures To be entered by the Bidder	Service Charges for providing security services at North Campus	TOTAL AMOUNT In Words
1	**2**	**3**	**4**	**5**	**6**	**7**
1	**Service Charges**					
1.01	Service/Administrative charges should not be zero (0)/ Nil or below zero or negative and in decimal place. (The Service Charges will remain fixed for the whole tenure).	1.00	Nos	**(Service charge must be filled by the bidder in the BoQ Excel file only)**		
Total in Figures						
Quoted Rate in Words						

Service Charges: The service charges must be expressed in % (percentage) and in an integer (a number without decimal places) value only. Service Charges are fees charged by the agency responsible for providing security services to cover record-keeping, operational, incidental, and other administrative costs. The following value is not allowed to be entered/mentioned in the BOQ File for the Financial Bid, and if found, will be summarily rejected:

The Service charges value mentioned in BoQ file for the financial bid are not allowed:	Zero (0)/0.00/value in decimal places/negative value/value in fraction/value mentioned in Rupees.

7.9.8 **Reimbursement/ Payment of Service Charges:** Service charges is payable on total bill value of (only on wages), raised at the time to release of payment at every occasion.

7.9.9 The service charges will be fixed for the duration of the contract, including any extended period (if approved).

7.9.10 L1 will be decided only as per the Rate quoted in the BoQ Excel File. In case of more than one L-1, then the award of tender will be decided as per clause 8.1. If there is ambiguity in the quoted rate, the bid will be rejected.

7.9.11 The bidder is liable to pay the minimum wages as per the Government of NCT, Delhi or the Central Government, whichever is higher, as revised from time to time.

7.9.12 The bidder is also liable to pay EPF Contribution as per orders/rules of the Government of India and revised time to time.

7.9.13 Necessary recoveries of all Government levies/Taxes, i.e. GST, etc., as applicable from time to time, and wherever required, the same shall be charged to the agency.

7.9.14 **All the bidders are directed to read the tender document and fill in the financial bid carefully.**

7.10 Modification / Substitution/ Withdrawal of bids:

7.10.1 No Bid shall be modified, substituted or withdrawn by the Bidder after the Bid's due Date.

7.10.2 Any alteration/ modification in the Bid or additional information supplied subsequent to the Bid's due Date, unless the same has been expressly sought for by the Authority, shall be disregarded.

Model Tender Document

8. CRITERIA FOR EVALUATION OF FINANCIAL BID

(IN CASE OF MORE THAN ONE LOWEST BID)

8.1 In case more than one firm has the same L1 service charge Rate quoted in percentage (%), integer value only in the financial bid (BoQ Excel file), then L1 will be decided in chronological order as below:

8.1.1 The bidder having the average highest turnover only in Security Services during the financial year 2023-24, 2024-25 and 2025-26 will be considered to award the work order for this tender.

In the event that more than 1 bidder has the same average highest turnover in "Security Services", consideration for awarding the tender will be determined in accordance with Clause 8.1.2 below.

8.1.2 The bidder having the average highest overall turnover during the financial year 2023-24, 2024-25 and 2025-26 will be considered to award the work order for this tender.

In the event that more than 1 bidder has the same highest average overall turnover, consideration for awarding the tender will be determined in accordance with Clause 8.1.3 below.

8.1.3 The bidder has a maximum number of security personnel in the master roll during the financial year 2023-24, 2024-25 and 2025-26 will be considered to award the work order for this tender.

In the event that more than 1 bidder has equal security personnel in the master roll, consideration for awarding the tender will be determined as per Clause 8.1.4 below.

8.1.4 The decision of the Evaluation Committee & Competent Authority shall be final and no correspondence will be entertained in this regard.

8.2 The University of Delhi will award the contract as per the decision of the Evaluation Committee and approval of the Competent Authority to the bidder whose tender has been determined to be substantially responsive. The bidder is determined to be competent to perform the contract satisfactorily. The University of Delhi shall however not bind itself to accept the lowest or any tender bid, wholly or in part.

----------xx----------xx----------

Approved Tender Document

_____ _____ _____ _____ _____

Signature of Bidder

[Please read carefully all the terms and conditions of the tender document and sign on all the pages]

9 GENERAL TERMS & CONDITIONS

9.1 **Please read carefully all the terms and conditions of the tender document and sign on all the pages.**

9.2 The bidder must submit their bid in online mode on the CPP Portal as per the due procedure.

9.3 Bidder must read the entire document before final submission of bid.

9.4 The bidder must upload the document as per the requirements mentioned in the tender document and also upload a copy of **EMD/Bid Security**.

9.5 The bidder will be suspended for a specific time, and EMD/Performance Guarantee will also be forfeited by the University of Delhi on the happening of any one or more of the following events: -

9.5.1 If, after submission of the quotation, the bidder fails to accept the contract, if awarded, or refuses to comply with any/all of the terms and conditions of the tender.

9.5.2 If the bidder withdraws the offer during the validity period of the quotation.

9.5.3 If the successful bidder fails to commence the contract at the stipulated time in accordance with the terms and conditions of the tender.

9.5.4 If the successful bidder fails to submit the Performance Bank Guarantee/Security Deposit within 15 days of the start of the contract. This will also warrant the closure or termination of the contract.

9.5.5 Subletting of the contract to another agency will attract breach of contract, and the Performance Security Deposit will be forfeited.

9.6 **University's Right:**

9.6.1 University reserves the right to summarily reject incomplete bids, bids that do not fulfil the minimum criteria and bids that have not uploaded essential documents. No clarification will be given by the University of Delhi in this regard.

9.6.2 The University of Delhi reserves the right to cancel the tender process with valid reason whatsoever, at any stage.

9.6.3 The University of Delhi reserves the right to reject/accept or withdraw any part or full tender(s) for valid reasons whatsoever. The decision of the University of Delhi will be final and binding.

9.6.4 The University of Delhi reserves the right to award the contract to deserving parties either in full or in parts. The decision of the University of Delhi will be final, and no enquiry will be entertained in this regard.

9.6.5 The University of Delhi reserves the right to relax/withdraw/modify any of the terms and conditions mentioned in the tender document so as to overcome any problem encountered during the selection of the bidders and also during the course of the execution of the contract.

9.7 The bidders should quote their most competitive price.

9.8 Canvassing in any form entails the bidder's disqualification. If any bidder is found influencing or intimidating other bidders/tender processes, its tender is liable for disqualification.

9.9 Please note that any falsification/suppression of information could lead to bidders' disqualification.

9.10 The bidder is liable to pay the wages as per the Government of NCT, Delhi or the Central Government. orders for minimum wages issued/revised time to time, whichever is higher, subject to approval of the Competent Authority.

S.NO.	Particulars (Not to be filled by the bidder)	Supervisor (under-skilled category or with arm) in Rs. per month	Security Guard (under Semi-Skilled or without arms) in Rs. per month
1.	**Basic Pay on the date of uploading the tender	Rs. 28,444/- @ 1094/- per day	Rs. 26,208/- @ 1008/- per day
		@ minimum wages approved or revised by the Govt. of NCT of Delhi or Central Govt., from time to time, whichever is higher.	
2.	EPF Contribution i.e.	Rs. 1,950/- per month	Rs. 1950/- per month
		@13% of basic pay or 13% of 15,000, whichever is less.	
3.	*Relieving Charges	@ per day minimum wages (Basic Pay) as revised from time to time.	

Approved Tender Document

_____ _____ _____ _____ _____

Signature of Bidder

***Relieving Charges** are paid for an employee who worked on rest days as per the Ministry of Labour and Employment Gazette Notification dated 07.07.2020, Chapter-II, Minimum wages clause 7(4).

****Basic Pay**: Applicable as revised from time to time by the Govt. of NCT of Delhi or Central Govt., whichever is higher.

9.11 The bidder should not **have been blacklist in the last 03 financial years (2022-23, 2023-24 and 2024-25) and till the date of participating in the bid by any government agency/autonomous body**. In this regard, the bidder has to be furnished an undertaking along with the tender document, failing which the bidder is liable to be disqualified.

9.11.1 The bidders are mandated to disclose all the civil and criminal cases pending against the company and/or their Directors/owners/partners, including any FIRs, Police/Vigilance Complaints, etc., pending against them till the date of tender. Non-disclosure of it would make the bidder liable to be disqualified.

9.11.2 If such mandatory disclosure has not been done by the successful bidder, the contract would be terminated at the option of the University of Delhi, the performance security deposit shall be forfeited to the extent deemed fit by the University.

9.12 Where counter terms and conditions of business have been offered by the bidder, the University of Delhi shall not be deemed to be governed by these unless specific written acceptance thereof has been given by the University of Delhi.

9.13 Bidders are advised to understand the magnitude of the work involved for security services in the University before submitting their bids. They may visit the North Campus, University of Delhi, during working hours with prior appointment from the Estate Section at Ph. No.011-27666794. No clarification will be entertained after receiving the bids.

9.14 Price and Validity

9.14.1 The rates must be quoted as detailed in Annexure-D, covering the entire activity as per the scope of the contract.

9.14.2 The offer quoted should be valid till the contract period from the date of opening of the Financial Bid. The rates should be quoted in words as well as in figures, and in INR only.

9.14.3 For the purpose of comparison of the rates, conditional discounts, if any, offered will not be considered for the determination of L-1. However, the University of Delhi reserves the right to avail of the same as part of the award of the contract.

9.15 Duration of the Contract

9.15.1 The contract will be valid for a period of two (02) years w.e.f. the date of commencement of services. The University reserves the right to decrease the contract period from two years to any specific period.

9.15.2 The University of Delhi reserves the right to extend the validity of the contract on mutual consent on the same terms & conditions for a maximum of two more years, extension of contract for one year at a time, subject to the satisfactory report provided by the Chief Security Officer for the agency.

9.15.3 The University of Delhi reserves the right to terminate the contract at any time by giving 30 days' notice to the agency.

9.16 Performance Security/Security Deposit

9.16.1 The successful Agency shall, within 15 days* of dispatch of the letter intimating acceptance of the offer in the form of Letter of Intent, deposit an amount of Rs. 50,00,000/- (Rupees Fifty Lacs Only), as security deposit for the due performance of the contract. Time period may be extended subject to approval of the Competent Authority for extension of contract.

Approved Tender Document

9.16.2 The security deposit may be furnished in the form of a Bank Guarantee/FDR (the format of Bank Guarantee/FDR duly pledged in favour of THE REGISTRAR, UNIVERSITY OF DELHI, DELHI – 110007) from a nationalised/commercial bank.

9.16.3 Failure to furnish the Security Deposit shall be treated as a breach of contract and shall entail cancellation of the contract and other course of action as deemed fit.

9.16.4 In case the contract period is extended further, the validity of the Performance Security/ Guarantee shall be extended by the Security Agency accordingly within 15 days of the award of the renewal contract. Such a security deposit will not earn any interest on the part of the University.

9.16.5 The performance security so furnished by the Agency/ Agency shall remain valid for a period of 60 days beyond the date of completion of all contractual obligations of the Agency.

9.17 **Employment & Deployment of Security Personnel**: The responsibility of appointment and deployment of security personnel will be with the agency/company that has been given the contract. Delhi University will have no role in this. The security personnel appointed should be fully aware that their deployment in the university is temporary for the contract period. For this, an affidavit will have to be taken from the deployed security personnel and submitted to the university. The deployment point of security personnel may be changed as per requirement of the University.

9.17.1 **Number of Security Personnel required:** The number of security personnel mentioned in the tender document is temporary; it may be increased or decreased as per the requirement of the University, from time to time, with the same terms and conditions.

9.17.2 **Duty hours:** The security personnel will be deployed by rotation on a basis of three shifts, and in no case shall their duty exceed 08 hours per day. Awarding duty will be at the discretion of the Chief Security Officer of the University, depending upon the exigency/ circumstances. The exact duties will be intimated by the Chief Security Officer, authorised official of the University, to the Security Agency/their representative deployed at University. The manpower deployed by the agency shall be required to work in shifts as detailed below for 6 days in a week, and the 7th day will be a weekly off. The normal shift timings for security duties are as follows:-

1st Shift **:** 06:00 hrs. to 14:00 hrs. (08 hours)
2nd Shift **:** 14:00 hrs. to 22:00 hrs. (08 hours)
3rd Shift **:** 22:00 hrs. to 06:00 hrs. (08 hours)
General Shift : 09:00hrs. to 17:30 hrs. excluding ½ hrs. lunch break.

Shift timings may vary depending on requirements. The timing of security personnel may be changed as per the University's requirements.

9.17.3 **Double Duty:** No double duty will be accepted/allowed for claim of remuneration. If found, it will be deducted from the total claim for the month. Continuous shifts by the same person should be avoided and no post should remain unmanned. Odd duties /shifts may be required according to exigencies, which are to be provided by the agency.

9.17.4 **Relievers:** The Security Agency shall deploy additional Personnel to enable each of the Security Personnel to compulsorily avail weekly off in each week. The relievers/ additional security personnel should not be more than 20% of approved strength. If attendance is found to be more than 20% of approved strength, the University will take suitable action. The deployment of more than 20% in extreme conditions will be subject to prior intimation to the Chief Security Officer. It should not be done repeatedly.

Approved Tender Document

_____ _____ _____ _____ _____

Signature of Bidder

9.17.5 **Female Security Guard:** The deployment of female security guards will be 15% of the total strength of security guards. However, the number of female security guards may be increased or decreased as per the requirements of the University.

9.17.6 **Duty of Female Security Guard:** The duty of a female security guard will be in a general shift only. However, the duty hours may be increased at the request of the University during a protest/ Demonstration,/ Strike, etc., for which overtime payment will be made by the University as per the rules. There should be one (01) female supervisor for female guards as per the eligibility of the supervisor mentioned in the tender document. The agency will have to provide the transport facility to drop off the female security guards after 8:00 p.m.

9.18 **Minimum Standards of Security Personnel to be deployed:** The deployment of security personnel is the sole responsibility of the Agency. The security personnel deployed in the University should fulfil the following Minimum eligibility criteria:

9.18.1 **Educational Qualification**: The verification of the educational qualification is the sole responsibility of the agency. However, the agency will have to submit the educational document to the Chief Security Officer.

9.18.1.1 **Security Guards** must be 10th passed from a recognised board/Institution of India.

9.18.1.2 **Security Supervisors** should be graduates or equivalent from a recognised Board/Institution of India.

9.18.2 **Age**: The agency is solely responsible for the deployment of Security Personnel as per the Government of India Rule. The age of Security Personnel should be between 18 and 60 Years. The Security Agency shall ensure that at any point in time, the age of the Security Personnel deployed during the contract shall not exceed 60 years.

9.18.3 **Language**: The deployed security personnel should be able to read, write, understand and speak in Hindi.

9.18.4 **Knowledge**: The deployed security personnel should have knowledge of maintaining the visitor pass system, verification of identity proof, material movement records, Lock & key management system, firefighting, maintenance of visitor diary/record, visitors' vehicles records, etc. and usage of fire extinguishers and quick emergency response system. Emergency dial emergency calls for ambulance/police/fire, bridge, etc.

9.18.5 **Physical & Medical Fitness:** The deployed male and female security personnel should have standard physical fitness & height. The Security Personnel must be medically fit, physically well-built, and possess robust health.

9.18.6 **Citizenship:** Indian.

9.19 **Detail of Deployed Security Personnel:** After award of the contract, the security agency will have to provide the list of security personnel with reliever to the concerned officer/section with the following details and essential requisite documents, duly signed by the authorised person of the agency:

S.No.	Employee Code	Name of Employee	Aadhar No.	Qualification	Post	Police Verification status

The agency cannot remove its security personnel deployed in the university without prior information and permission from the university. The agency will have to inform the Chief Security Officer, giving specific reasons for removing the security personnel from the university. At first, his duty will be temporarily stopped by the Chief Security Officer and immediately intimate to the Estate Section in writing. The security personnel can be removed from deployment only after consent from the Estate Section. The new deployment will be made among the relievers. No new/fresh replacement/deployment/appointment is allowed during the contract period; only allowed after

_____ _____ _____ _____ _____

Signature of Bidder

Approved Tender Document

recommendation of the Chief Security Officer and consent from the Estate Section. This will not apply to additional security guards required from time to time as per the requirement of the University and temporary requirement of security guards during examinations and university functions/dharna/strikes, etc.

9.20 The agency is required to provide adequate/additional security personnel and bouncers as and when required/demanded by the Chief Security Officer to control the situation, protect University Property and protect the University's officers during the Protest/ agitation/ Strike/ turbulence, etc., without any financial obligations for extra/additional security personnel.

9.21 **Number of duties to the deployed security personnel:** The security personnel will be given full days' (as per the Indian calendar) duty after a day of compulsory off in a week. No overtime to security personnel, except women security personnel, as per the condition mentioned in the tender document under clause 9.16.6, will be accepted.

9.22 **Leave of Security Personnel:** The agency/company will sanction the leave of the deployed security personnel and maintain their leave record, informing the Chief Security Officer about the leave availed by the security personnel deployed in the University. The agency will not sanction leave for a day to more than 5% of the total number of security personnel deployed within the zone. The agency will take care of the religious holidays of the security personnel, sanction leave accordingly, and make necessary security arrangements. **If it is found that the security personnel have been sent on forced leave and they are being sent back home after reporting for duty, the University will take necessary action against the agency/company**.

9.23 **Statutory Provisions:** The Agency shall be fully liable for all accidents or personal injuries to the security personnel employed by it in the University. The Agency shall, in respect of the services being provided to the University, take the necessary insurance cover at its own cost. The University will not be liable to pay any cost or compensation in this regard. It will be the complete responsibility of the Agency shall comply with the following statutory provisions:

9.23.1 **Private Security Agency (Regulation) Act, 2005**
9.23.2 **Contract Labour [Regulation and Abolitions] Act, 1970**
9.23.3 **The Minimum Wages Act, 1948**
9.23.4 **Workman's Compensation Act, 1923**
9.23.5 **The Employee's Provident Fund (and Miscellaneous Provisions) Act, 1952**
9.23.6 **Employee's State Insurance Act, 1948**
9.23.7 **Any other rules/regulations and/or statutes that may be applicable from time to time.**

9.24 The Agency shall comply with the statutory remittances like ESI & EPF, and the mandatory contributions of the employer i.e. Agency and their deployed personnel, shall be remitted regularly, and the proof of remittance (separate challan for guards
deployed in the University) shall be mandatorily produced along with the monthly bill.

9.25 In case, the service provider fails to comply with any statutory / taxation liability under appropriate law, and as a result thereof Dept. is put to any loss/obligation, monetary or otherwise, the Dept. will be entitled to recover such damage/loss out of the outstanding bills or from the Performance Security Deposit of the agency.

9.26 **Minimum Wages**: As approved or revised by the Govt. of NCT of Delhi or Central Govt., whichever is higher from time to time.

9.27 **Employee Provident Fund**: As per the Employee Provident Fund Rule/Act.

9.28 **Relieving Charges:** Relieving Charges will be equal to the per day minimum wages as approved or revised by the Govt. of NCT of Delhi or Central Govt., whichever is higher from time to time. The relieving charges are claimed for giving a weekly off to the employee after every 6 working days.

Calculation of Relieving Charges:

Number of security personnel x per day minimum wages x 4 (off days in a month)

_____ _____ _____ _____ _____

Signature of Bidder

Approved Tender Document

9.29 **Overtime payment**: As per the Govt. of NCT of Delhi or the Central Govt. The Rule of Labour Act for the payment of overtime. The overtime payment is subject to approval of the Competent Authority for Female security personnel on the condition mentioned above.

9.30 **Service Charges:** With reference to Department of Expenditure (Procurement Policy Division), Ministry of Finance, Government of India, Office Memorandum No. F. 6/1/2023-PPD dated 06.01.2023 clause c provides "Least Cost System (LCS) may be considered for procurement, wherever appropriate, especially in high value cases. Accordingly, the minimum service charge for manpower outsourcing has been set as a percentage (%), integer value only (should not be zero (0)/ Nil or below zero or negative and in decimal) places. The service charge includes the agency's profit and all expenses incurred in deploying security personnel in Delhi University within the tender area.

9.31 **Component of reimbursement/payment of service charges: (Minimum Wages** (As revised by the Govt. of NCT of Delhi or Central Govt., whichever is higher, approved by the University) **X Number of security personnel approved to deploy) X % of Service Charges.**

9.32 **Component of Reimbursement/payment of bill amount:**
Minimum Wages (As revised by the Govt. of NCT of Delhi or Central Govt., whichever is higher, approved by the University) **+ EPF 13% + Overtime (if any) + Relieving Charges + Service Charges** (% or rate mentioned in financial bid) **+ 18% GST (or as applicable from time to time).**

9.33 **Payment of Wages:** The Security Agency will have to pay minimum wages as approved by the University from time to time, as revised by the Government of NCT of Delhi and Central Government, whichever is higher. The agency will have to pay timely wages to contract labour as per the Contract Labour Regulation and Abolition Act, 1970. In case of failure or short payment, the agency will be liable to pay 1% penalty of the total reimbursement/payment amount. The Security Agency shall comply with and abide by all the relevant legal/ statutory provisions/requirement covered under various laws such as Labour Act, Minimum Wages Act, Contract Labour (Regulation and abolition) Act, EPF, ESI, Bonus and various other Acts including local laws applicable from time to time with regard to the personnel engaged by the Agency for the University.

9.34 The Security Agency shall be responsible for the payments to Security personnel employed for the performance or carrying out of the said work, and the University shall in no event be liable for the same. The Security Agency shall keep the University indemnified against the same and from all proceedings in respect thereof. The Security Agency shall open a Savings Bank Account for each of the Security personnel in any nationalised bank, if not in their name earlier. The payment to the manpower (Security personnel) of the Security Agency towards wages, etc., should be made by ECS on a monthly basis, and the Security Agency shall provide documentary proof of payments such as those made to them, while preferring the bill for reimbursement/payment.

9.35 The Security Agency shall be the employer of the security personnel deployed in the University and its various locations at New Delhi/Delhi/GNCT under the contract and responsible for payment of wages/EFP/ESI Charges and other benefits to their employees etc. to the said Security personnel (watch and ward) according to wages rules and regulations of Govt. of NCT Delhi. The University shall reimburse the Security Agency for the payment made towards the wages component and pay Service Charges to the Security Agency. The wages, etc., will be reimbursed by the University as per the minimum wages as prescribed for Watch and Ward (with Arms and without Arms) by the Govt. of NCT, Delhi and the Central Govt. as notified from time to time, whichever is higher and wage components as prescribed in the Tender and Agreement**.**

9.36 Violation of the Minimum Wages Act, the Contract Labour Act, the Government of NCT, Delhi and the Employment Order and such other statutory provisions shall make the Security Agency liable for disqualification, and the Agreement shall be terminated without assigning any reasons. No communication will be entertained in this regard.

_____ _____ _____ _____ _____

Signature of Bidder

Approved Tender Document

9.37 The Security Agency shall be responsible for arranging and maintaining all material, tools such as Uniform, Torch, Sticks (Lathi), stationery, Gum boot, helmet, gloves and facilities which are minimum required for security services for the manpower (watch and ward) (hereafter referred to as watch and ward including supervisor) deployed at his own cost.

9.38 The agency shall also be required to provide numbers of motorcycles in accordance with deployed security supervisors and Quick Response Team Van (QRT Vehicle SUV/MUV with experience driver round the clock), 10 (Ten) Metal Detectors Hand and 10 (Ten) Vehicle Checking Mirror & Walky-Talky communication system with all mandatory license etc. may be increased or decreased as per requirement and with all other necessary requirements to control any emergent situation for patrolling in the campus. These security guards shall be in the age group of 18-60 years and having good communication skills.

9.39 The bidder should submit the attested copies of PAN No./Valid PF/ESI Registration No./Licence number under the Contract Labour Act, proof of turnover as mentioned at clause No. 5.2 duly supported with an audited balance sheet, experience certificate supported by documents from the concerned departments, along with the Tender Document.

9.40 The Security personnel of the Agency will assist in the management of functions/events and estate matters of the University.

9.41 The University reserves the right to increase and decrease the requirements of deployment of Security personnel and other aspects as per its actual requirement. The decision of the University shall be final in this regard, and representation of any kind shall not be entertained. Any attempt by any Security Agency to bring pressure of any kind may disqualify the bidder for the present tender, and the Security Agency may be liable to be debarred from bidding for tenders in future for a period of three years.

9.42 The Security Agency shall be responsible and shall pay all compensation to its Security personnel payable under the provisions of the Workmen's Compensation Act and amendments thereto.

9.43 The Security Agency shall be responsible for and pay the expenses for providing medical treatment to the security personnel deployed by it, who may suffer any bodily injury during the course of their service as a result of any accident or otherwise while in the University premises.

9.44 The security personnel shall be deemed to be the employees of the Security Agency for all purposes, including but not limited to the payment of wages, and all other obligations under labour laws, rules and regulations thereunder.

9.45 The University of Delhi reserves the right to check the actual payment of the wages register/ related document maintained by the Security Agency in respect of the above.

9.46 The Agency shall not charge any fee/gratification from the Security Guards/Security Supervisor in any manner in the name of Registration or Entry fee etc. In case the same is brought to the notice of the University, appropriate action shall be initiated by the University, and the decision so taken shall be binding on the Agency.

9.47 The security agency shall comply with the provisions of the Minimum Wages Act as amended from time to time.

9.48 **Payment Terms**

Payment of salary and arrears, if any, to the Security Guards/ Supervisor provided by the Agency to perform duties at University shall be made by the Agency through ECS only, thus crediting all their dues in their respective Bank Account. The Agency will provide documentary proof of payment made to only those security personnel engaged in University as per the specified format of the University or devise a similar format so as to ensure a clear break-up of wages disbursed. The Security personnel are entitled to a paid rest period of four days. In other words, actual working days work out to be

_____ _____ _____ _____ _____

Signature of Bidder

Approved Tender Document

26/27 days in a month (26 days if the month duration is 30 days/27 days if the month duration is 31 days) with the entitlement of four paid rest days. However, for performing extra duties during the rest period, the University will not be entitled to payment of additional wages. The payment will be deducted for double duty (if found).

9.49 The University shall pay a consolidated sum to the Agency towards wages, service charges, etc. The wage components shall be reimbursed as prescribed and in accordance with the agreed terms. The payment shall be made after deduction of applicable taxes.

9.50 The Security Agency shall disburse the salary for each month to the Security Guards/Supervisor, at the latest by the 10th day of the succeeding month without fail. The Agency shall also issue the security personnel engaged by them Salary Statement/Payment Slip indicating therewith the break-up of wages/deductions due and disbursed each month. Similarly, reimbursement/payment Bills may be furnished by the Agency by 10th of each month along with the complete supporting documents confirming proper disbursement of wages so as to ensure timely reimbursement/payment of preferred Bill/Claim within 15 days subject to fulfilment of all requirements.

9.51 No bill will be accepted without complete documents. The Security Agency/ successful bidder will provide/furnish the documents as asked for in the Agreement. The Bills duly completed in all respected must be submitted by the Agency in the office of Security Officer.

9.52 The re-imbursement Bill preferred by the Agency without any supporting documents may cause delay and, in such case, the sole responsibility shall lie on the Agency. The Agency shall not make any excuse for delay in releasing the monthly salary to the Security Guards/Supervisors in case any kind of deficiency/discrepancy noticed/found by University of Delhi in their Bill/claim. In other words, the Agency has to release the salary to these personnel within the stipulated period i.e. by 10th day of each month.

9.53 After each month of work, the complete set of bills, along with all supporting documents in triplicate, prepared on the basis of the accepted rates, should be submitted at the latest by the 10th day of each month for reimbursement/payment, together with all requisite documentary proofs/attendance/satisfactory work completion certificate from the Chief Security Officer. The University reserves the right to carry out a post payment audit of the Security Agency's bill including all supporting documents/ vouchers. The University of Delhi further reserves the right to enforce recovery of any overpayment coming to light as a result of such audit, by any or all the methods prescribed above. No part of the payment/reimbursement/payment shall become due or payable until the Agency has provided the services to the complete satisfaction of the University of Delhi. Reimbursement/payment shall be made subject to recoveries, if any.

9.54 Defacing/ damage of Campus wall in the concerned security zone will be make good by the agency. There will be no financial liability on the University.

9.55 The Agency will depute a dedicated patrolling team of 04 security personnel (Guards + Supervisors) for night patrolling to monitor and prevent any unauthorized activities.

9.56 In the event of any discrepancy or ambiguity in any clause or clauses of the tender document, the University shall have the absolute right to delete or accept the same.

9.57 Agreement

The successful bidder shall sign an Agreement in accordance with the form of Agreement on a stamp paper of appropriate denomination and submit the same to the Registrar, University of Delhi within 15 days of the receipt of work order.

----------xxx----------xxx----------

Approved Tender Document

10 INSTRUCTIONS/GUIDELINES FOR BIDDERS

10.1 Each page of the tender document must be numbered and signed by the bidders with a rubber stamp of the firm affixed on each and every page. The bidder can apply for only one Zone. Bids for more than one zone will not be considered and will be immediately rejected.

10.2 Tenders must be accompanied by an Earnest Money Deposit (EMD).

10.3 Rates offered should be mentioned both in figures and in words, and the offer should be typed and legible. The tenders will be valid till the contract tenure from the date of their opening. In case of any discrepancy between the amount in the figure and the amount in words, the amount in words will stand.

10.4 In case the date of receipt or opening of tenders is declared a Govt. holiday then t he tender will be opened on the next working day at the same time.

10.5 All bidders are advised to contact the Chief Security Officer, University of Delhi, at his Phone number 011-27001353 for visiting the site and acquainting themselves with the proposed area for providing security before the submission of the tender.

10.6 After the site visit, bidders may also offer optional security/deployment plans for Zone, which may be more cost-efficient and effective through the usage of technology, in addition to the Technical and Financial bids sought in this tender.

10.7 The University of Delhi, in public interest, reserves the right to accept or reject any or all tenders for valid reason, and also to impose/relax any of the terms and conditions of the tender.

10.8 In the event of any discrepancy or ambiguity in any clause or clauses of the tender document, the University shall have the absolute right to delete or accept the same.

----------xx----------xx----------

Approved Tender Document

_____ _____ _____ _____ _____

Signature of Bidder

11. GENERAL TERMS AND CONDITIONS OF THE CONTRACT/ AGREEMENT

11.1 That it is expressly understood and agreed between the parties to this Agreement that the persons deployed by the Agency for the services mentioned above shall be the employees of the Agency for all intents and purposes and that the persons so deployed shall remain under the control and supervision of the Agency and in no case, a relationship between the said person and the University shall accrue/arise implicitly or explicitly.

11.2 That the Registrar or any other persons authorised by the University shall be at liberty to carry out a surprise check of the services provided by the agency.

11.3 All bidders are advised to contact the Security Officer, who is the Coordinating Officer, for visiting the site and inspecting the duty points and also acquaint themselves with the proposed work to be carried out before submission of their tenders.

11.4 Any tender that is not in conformity with the requirements laid down will be summarily rejected.

11.5 Security **Guards**: should have one year of working experience in the security sector and be well-trained in security duties.

11.6 The deployed male and female security personnel should have standard physical fitness & height. The Security Personnel must be medically fit, physically well-built, and possess robust health.

11.7 Security personnel provided by the Agency should have training or knowledge of use of fire-fighting equipment.

11.8 No accommodation or departmental transport will be provided by the University for the Agency's staff.

11.9 The entire administration of the security personnel will be the responsibility of the agency.

11.10 The security guards shall always wear a uniform and ID Cards as provided by the Agency while on duty.

11.11 The Security Officer of the University or authorised persons shall be at liberty to carry out a surprise check regarding the efficiency of services provided by the agency.

11.12 If the security personnel are found unvigilant, sleeping, watching videos, playing games on their phone or absent from their duty place during their duty hours, then necessary action will be taken against them by the University, and an appropriate penalty will also be imposed.

11.13 The Security agency will have to provide a QRT Vehicle (SUV/MUV) and an adequate number of motorcycles in good condition, for day and night patrolling, and should comply with the Transport Department validity Rules. The QRT vehicles may be utilised for other official purposes by the University. The QRT vehicles will be under the control of the Estate Section. In case of servicing or repair of the provided QRT vehicles, the agency will have to provide a substitute QRT vehicles in good condition not older than 05 years. This facility will be provided without financial obligation on the part of the University.

11.14 The agency will ensure that the monthly wages are deposited in the individual Savings Bank Accounts of the Security personnel by the 10th of every month, irrespective of their submission of bills for reimbursement/payment to the University and payment thereof. The agency will raise the bill for reimbursement/payment after the payments have been made to the Security Guards/Supervisors. In case of any delay in payment of wages to the Security Guards/Supervisors, a penalty of 1% of the bill amount from the 11^{th} day onwards shall be imposed on the agency for each month or part thereof. The monthly payment Bank details of the Security Guards/Supervisors will be submitted along with the bill.

11.15 Request for enhancement in Service charges will not be entertained during the tenure of the contract.

11.16 The Security Guards/Supervisors engaged by the Agency shall strictly follow the discipline/security rules of the University.

11.17 In case any of the security personnel so deployed by the Agency does not perform duties properly or indulges in any unlawful activities, riot, or disorderly conduct, the Agency shall withdraw such security personnel from the campus within 24 hours and provide a replacement under intimation to the Security Officer.

Approved Tender Document

11.18 In case of theft cases, Security Guards shall report the matter to the Supervisor of the Company/Agency, and he will inform the Security Officer in writing immediately.

11.19 The Agency shall furnish a Performance Bank Guarantee of Rs. 50,00,000/- in favour of the Registrar, University of Delhi, from a Nationalised/Scheduled Bank. The Earnest Money Deposit (EMD) will be returned to the unsuccessful bidders, and the EMD of the successful bidder will be returned only on receipt of the performance security in the form of a Bank Guarantee.

11.20 The Agency shall ensure that only a senior-level official attends the periodical meetings of the Joint Monitoring Committee (JMC).

11.21 The University premise is a 'NO SMOKING ZONE'; therefore, any personnel deployed by the agency in the University, if found smoking, eating pan, gutka or intoxicants/drugs, etc., shall be punished as per the law of the land/rules of the University.

11.22 The agency will provide the **Savings Bank Account details** of all the security guards and security supervisors deployed by it in the University.

11.23 If any security personnel indulges in any unlawful activities or is not up to the mark, then the security agency should withdraw such a person within 24 hours and provide a replacement for the same. In all such situations, the agency will inform the Security Officer of the University of Delhi in time.

----------xx----------xx----------

Approved Tender Document

_____ _____ _____ _____ _____

Signature of Bidder

12. AGREEMENT FOR ROUND THE CLOCK SECURITY SERVICES

A. This AGREEMENT made on this _____ day_____of _____ between the University of Delhi, Delhi-110007 (hereinafter referred to as University) on the ONE PART. And M/s_____at _____(hereinafter referred to as Agency) on the OTHER PART.

WHEREAS the University of Delhi is desirous of signing a contract for providing the security services at North Campus and whereas the Agency has offered to provide the security arrangement on the terms and conditions hereinafter stated in the tender document.

WHEREAS Agency has represented that it is a registered Agency under The Private Security Agencies (Regulation) Act, 2005 and also under the Contract Labour (Regulation and Abolition Act.), 1970 and has further represented that he is eligible to get this contract and there is no legal or any other bar for him in this respect. Any obligations and/or formalities which are required to be fulfilled under the said Act or any amendment thereto for the purpose of entering into and/or execution of this contract shall be carried out by the Agency at its own expenses, etc. and the Agency shall report the compliance thereof to the University.

The Agency shall be solely liable for any violation of the provision of the said Act or any other Acts, which is applicable time to time.

WHEREAS University has agreed to award the contract of providing security services for watch and ward of the land/buildings and properties handed over to the agency for the purpose.

AND WHEREAS the Agency has agreed to furnish to the University a security deposit of Rs. _____ (Rupees _____) by way of Bank Guarantee of Fixed Deposit Receipt.

B. MODALITIES OF CONTRACT

1. This contract is of the nature of service contract for a specified period and not labour contract.
2. The responsibility of the Agency and schedule of fulfillment thereof shall be as per Terms & Conditions of the Agreement.
3. Monitoring of the implementation of the terms and conditions and the work assigned shall be done by the University of Delhi through its designated officer/officers/committee and deductions.

C. AGENCY'S OBLIGATIONS

1. That the Agency shall provide security and keep watch and ward of the land and properties as detailed in **Annexure-A** and on any other property, as may be required by the University. The Agency shall provide bouncers as and when required by the University without any additional financial obligations.
2. That for performing security duties, the Agency shall deploy persons round the clock in eight-hour shifts only. The Agency shall ensure that the persons are punctual and disciplined and remain vigilant in the performance of their duty. The Agency shall engage medically and physically fit persons, preferably in the age group of 18 to 60 years, for security duties. The security agency will provide trained and experienced security guards and supervisors. The security guards having matriculation/Xth Pass qualification from any recognized board and equivalent shall be placed in the semi-skilled category. The security supervisors who

_____ _____ _____ _____ _____
Signature of Bidder

Approved Tender Document

have graduated with a minimum of three years of experience in a reputed organisation in the security sector shall be placed in the skilled category.

3. That the Agency shall submit details of the names, parentage, residential address, age, a passport-size photograph, police verification etc. of the persons deployed by him in the premises of the University for the purpose of proper identification of the employees of the Agency deployed at various points.

4. That the Agency shall ensure that the persons so deployed do not allow any property of the University to be taken out of the premises without a Gate Pass signed by the designated officials of the University.

5. The Agency shall report promptly to Registrar/designated Officer of the University, any theft or pilferage that takes place or where any attempt is made to that effect and loss, if any. It shall be the sole responsibility of the Agency to ensure security and safety of all the property and assets moveable and immovable of the University and if there is any loss to the University on account of dishonesty, and/or due to any lapse on the part of the Agency or its worker, the Agency shall make good on demand the loss to the University.

   a) That the Agency shall at its own cost, if required, take necessary insurance cover in respect of the aforesaid services rendered to University and shall comply with the statutory provisions of Contract Labour (Regulation & Abolition) Act, 1970; Employees State Insurance Act, Employees Compensation Act.1923, payment of Wages Act,1936, The Employees Provident Fund (and Miscellaneous Provisions) Act, 1952; the Workmen's Compensation Act, 1923; Payment of Bonus Act, 1965 as amended time to time. The Minimum Wages Act, 1948, Employment of Children Act, 1938 and/or any other Rules/regulations and/or statutes that may be applicable to them and shall further keep the University indemnified from all acts of omission, fault, breaches and/or any claim, demand; loss; injury and expense arising out from the non-compliance of the aforesaid statutory provision. Agency's failure to fulfill any of the obligations hereunder and/or under the said Acts, rules/regulations and/or any bye-laws or rules framed under or any of these the University shall be entitled to recover any of the such losses or expenses which it may have to suffer or incur on account of such claims, demands, loss or injury from the Agency's monthly payments.

7. That the Agency shall submit the proof of having deposited the amount of contribution claimed by him on account of ESI & EPF towards the persons deployed at University in their respective names before submitting the bill for the subsequent month. In case the Agency fails to do so, the amount claimed towards ESI & EPF contribution shall be withheld till submission of the required documents. The agency shall comply with all the relevant rules and regulations as laid down by the G.O.I. for ESI/EPF, etc.

8. That the Agency shall particularly abide by the provisions of the Minimum Wages Act, 1948, with the Rules 1950 framed thereunder, as amended from time to time. The Agency shall pay monthly wages to the workers at the rate of minimum wages fixed by the Government of the National Capital Territory of Delhi (GNCTD).

9. That the Agency shall be required to maintain a permanent attendance register/roll within the building premises, which shall be open for inspection and checking by the authorised officers of the University.

10. That the Agency shall make the payment of wages, etc., through the Bank only to the persons so deployed and shall on demand, furnish copies of the wages register/muster roll, copies of Bank Statements/Passbook etc. to the University for having paid all the dues to the persons deployed by him for the work under the Agreement. This obligation is imposed on the Agency to ensure fulfilling its commitments towards employees so deployed under various Labour laws, having regard to the duties of the University in this respect as per the provisions of the Contract Labour (Regulation and Abolition) Act, 1970. The Agency shall comply with or cause to be complied with the Labour regulations from time to time in regard to payment

Approved Tender Document

of wages, wage period deductions from wages, recovery of wages not paid and unauthorized deductions made, maintenance of wages book, wage slip, publications of scale of wages and terms of employment, inspection and submission of periodical returns.

11. The Agency shall be fully responsible and liable for payment and settlement of all matters arising out of the decisions of the Labour Court/Labour Commissioner or any other court of law, Tribunal/Board with regard to the employment of the workers and payment of the benefits to them. The Agency shall depute its authorised representative to the Labour court or any other court of law, and shall be solely responsible and liable for the cost of such litigation. The University of Delhi shall not be responsible and shall not bear any cost of such litigation, and agency will protect and defend the University before such courts/ Tribunals.
12. The contractors may be required to furnish separate ECR's and a separate e-challan containing employee wise details of PF dues deducted from the salary/wages of the employees along with employer share as per Govt. rates in respect of the employees deployed in the University.
13. The contractors are required to furnish e-challan receipts of Goods & Service Tax (GST) deposited against the reimbursement/payment of current and last monthly bill/arrear of monthly bills.
14. The successful bidder/agency shall not engage any sub-agency or transfer the contract to any other person/firm/agency in any manner. The agency shall not be permitted to transfer their rights and obligations under the contract to any other person/organization or otherwise.
15. It will be the prime responsibility of the service provider to disburse the wages to their Security Guards and Supervisors on or before the 10th day of every month. The agency will raise the bill only for reimbursement/payment after the payments have been made to the Security Guards/Supervisors. In case of any delay in payment of wages to the Security Guards/Supervisors for a month or part thereof, a penalty of 1% total bill imposed/recovered for reimbursement/payment after the 10th day of the month.
16. The Agency will comply with all the provisions of the Private Securities Regulation Act of 2005.
17. That the uniforms will be supplied by the Agency at its own cost to the persons deployed for this work shall include army-cut, anklets, ankle boots, web belt (with baton strap), baton beret with ceremonial heckle, whistle, loaded torches etc. The seasonal equipment, such as Jerseys, grey coats in winters and rain coats in monsoon, shall also be provided by the Agency at its cost, and the University shall have no liability whatsoever on this account.
18. The Agency shall take all reasonable precautions to prevent any unlawful riots or disorderly conduct or acts of the employees so deployed and ensure preservation of peace and protection of persons and property of the University.
19. The Agency shall abide all the terms and conditions of the Tender documents.
20. That the Agency shall deploy persons in such a way that they get weekly rest. The working hours/leave for which the work is taken from them, do not violate relevant provisions of Delhi Shops and Establishment Act. The Agency shall in all dealings with the persons in its employment have due regard to all recognized festivals, days of rest and religious or other customs. In the event of the Agency committing a default or breach of any of the provisions of the Labour Laws including the provision of Contract Labour (Regulation Abolitions) Act, 1970 as amended from time to time or furnishing any information or submitting or filing any statement under the provisions of the said regulations and rules which is materially incorrect, they shall without prejudice to any other liability pay to the Registrar a sum as may be claimed by the University.
21. During the notice period of termination of the contract in the contingencies contemplated above, the Agency shall keep on discharging its duties as before till the expiry of notice period.
22. It shall be the duty of the Agency to withdraw all the deployed persons on expiry/termination of the contract and will ensure that no person creates any disruption/hindrance or problems of whatsoever nature to University. University will not be responsible for claims of re-employment of security personnel.

Approved Tender Document

_____ _____ _____ _____ _____

Signature of Bidder

23. Income Tax/applicable tax will be recovered from the Agency's monthly bill as per the Govt. of India's order and necessary TDS certificate will be issued to him as a proof of having deducted the tax.

24. The Agency should not allow security personnel to conduct any unlawful/union activities in the campus of University.

25. The manpower deployed by the Agency is employees of the Agency and they have no right to claim for any compensation or regular employment in the University being no employer, employee relation between the said employee and the University. The University does not own any responsibility/liability whatsoever either for absorption/continuation or for regularization or compensation etc. on whatsoever grounds and /or reasons. The Agency should provide a copy of appointment order issued to the workers.

26. All disputes arising from this contract in respect of personnel posted at University concerning their wages or any other matter connected with their service conditions under relevant Labour Laws are solely and wholly the responsibility of the Agency. The University will be free from all liabilities either from the Government or from any other sources.

27. The Agency has to give an undertaking that they will not appoint any worker who has worked at the site of the University under any such contract in the last three years.

28. The agency will be responsible for leave, replacement and other welfare measures for the security guards and other supervisory staff.

29. The Agency shall issue identity cards/name badges to the staff/security guards/supervisors duly signed by the agency. The identity card shall bear:

    i) Agency's name and address
    ii) Name of the Security Guard/Supervisor
    iii) Validity period etc.
    iv) Photograph of employee
    v) EPF/ESI number of the employee

30. The Agency shall keep the University indemnified against all claims of whatsoever nature in respect of the security personnel deployed by the Agency and any financial or any other liability.

31. Agency will provide a baton, torch, whistle etc. to Security Guards.

32. Agency will depute adequate staff (guards) so that no guards are put on double duty.

33. The Agency will make necessary provisions for giving weekly off to every guard on duty and will intimate to University in writing.

34. That on taking over the responsibility of providing security arrangements, the Agency shall formulate the mechanism and duty assignment of Security personnel in consultation with the University. Subsequently, the Agency shall review the security arrangement from time to time and advise the University. The Agency shall further bound and carry out the directions/instructions given by the University in this respect from time to time.

35. That in case if the services of the Agency is not found effective and satisfactory, Agency shall immediately initiate steps for improvement of the services as per the requirement of the University.

36. That the agency shall furnish a satisfactory certificate on prescribed format from concerned HoD(s)/Dean(s) and Office-in-Charge of the Department for satisfactory services every month alongwith the bills.

37. The agency shall ensure that no person who has been booked for any criminal case for moral turpitude is deployed in the University.

Approved Tender Document

38. The Agency shall be fully responsible and liable for payment and settlement of all the matters arising out of the decisions of the Labour Court or any other court of law, Tribunal/Board with regard to employment of the workers and payment of the benefits to them. The Agency shall depute its authorized representative in Labour Court or any other court of law, and shall be solely responsible and liable for the cost of such litigation. The University of Delhi shall not be responsible and shall not bear any cost of such litigation.

39. The contractors may be required to furnish monthly separate ECRs and a separate e-challan containing employee-wise details of PF dues deducted from the salary/wages of the employees, along with the Government rates in respect of the employees deployed in the University.

40. The successful bidder/agency shall not engage any sub-agency or transfer the contract to any other person/firm/agency in any manner. The agency shall not be permitted to transfer its rights and obligations under the contract to any other person/organisation or otherwise.

41. The agency and its staff will be required to take all precautions and follow the guidelines/instructions related to circumstances like COVID-19 and any other pandemic issued by the concerned Govt agency/authority/department from time to time.

D. UNIVERSITY'S OBLIGATIONS

42. That in consideration of the service rendered by the Agency or as stated above the agency shall be paid/reimbursed amount as per the approved financial bid and revision of rates as applicable as per the notification of the Govt. of NCT of Delhi from time to time. Such payment shall be made on the basis of the bills raised for reimbursement/payment by the Agency and duly certified by the Security Officer of the University.
43. The University shall not be liable to delay in payment/reimbursement of raised bill due to late submission of bill or missing of requisite documents or failed to submit the requisite document.

44. That payment on account of enhancement/escalation of charges on account of revision in wages by the appropriate Govt. from time to time shall be payable by the University to the Agency. However, the revision in pay will not affect the relieving and service charges and will remain the same/fixed throughout the tenure/extended tenure.

45. The University is exempted from payment of Service Taxes as it is an educational institution.

46. The security deposit will be refunded to the Agency within three month from the date of the expiry of the contract only on the satisfactory performance of the contract after making necessary deductions for damages (if any).

E. COMPLETION

47. The WORK shall be deemed to have been completed on expiry of period of this contract. The release of final payment to the CONTRACTING AGENCY/ CONTRACTOR by the University of Delhi shall be made after three months.

F. FORCE MAJEURE

_____ _____ _____ _____ _____

Signature of Bidder

Approved Tender Document

48. Neither party shall be held responsible for non-fulfillment of their respective obligations under this Agreement due to the exigency of one or more of the force major events such as but not limited to Acts of God, war, flood earthquake, strike, lockouts, epidemics, riots, civil commotion, etc., provided on the occurrence and cessation of any such events, the party affected thereby shall give a notice in writing to the other party within one month of such occurrence or cessation. If the force-majeure conditions continue beyond six months, the parties shall then mutually decide about the future course of action.

G. INDEMNIFICATION

49. That the Agency shall keep the University Indemnified against all claims whatsoever in respect of the employees deployed by the Agency. In case any employee of the Agency so deployed enters in dispute of any nature whatsoever, it will be the primary responsibility of the Agency to contest the same. In case University is made party and is supposed to contest the case, the University will be reimbursed for the actual expenses incurred towards Counsel fee and other expenses which shall be paid in advance by the Agency to University on demand. Further, the Agency will ensure that no financial or any other liability comes on University in this respect of any nature whatsoever and shall keep University indemnified in this respect.

50. 2. The Agency shall further keep the University indemnified against any loss to the University property and assets. The University shall have further right to adjust and/or deduct any of the amounts as aforesaid from the payments due to the Agency under this contract.

H. PENALTIES/LIABILITIES

51. 1. That the Agency shall be responsible for faithful compliance of the terms and conditions of this agreement and the obligations as given under Clause-'C' "Obligations of the Agency". In the event of any breach of the agreement, the same may be terminated and the security deposit will be forfeited and further the security services may be arranged from another agency at risk and cost of the agency.

52. 2. That if the Agency violates any of the terms and conditions of this agreement or commits any fault or their services are not to the entire satisfaction of University, a penalty leading to a deduction upto a maximum of 10% of the total amount of bill for a particular month will be imposed.

53. 3. The security money so deposited shall be liable to be forfeited or appropriated in the event of unsatisfactory performance of the Agency and/or loss/damage if any, sustained by the University on account of the failure or negligence of the workers deployed by him or in the event of breach of the agreement by the Agency.

I. COMMENCEMENT &TERMINATION OF AGREEMENT

54. 1. The Agreement shall be effective from the date of acceptance of the offer as shown in the letter of acceptance of offer and award of work issued to CONTRACTING AGENCY/CONTRACTOR and shall remain in force for a period of 24 months from the said date.
55. The Agreement shall be deemed to expire on completion of the period, as agreed to in the said agreement unless extended by both the parties on mutually agreed terms and conditions.
56. During the tenure of the Agreement, parties hereto can terminate the Agreement either for breach of any of the terms and conditions of this Agreement or otherwise by giving a [one month] notice in writing to the defaulting party. Failure of either party to terminate the Agreement on account of breach or default by the other shall not constitute a waiver of that party's right to terminate this Agreement.
57. In this event of termination of the Agreement vide provision at F(iii) the rights and obligations of the parties thereto shall be settled by mutual discussion; the financial settlement shall take into consideration not only the expenditure incurred but also the expenditure committed by INDENTING OFFICE.

_____ _____ _____ _____ _____

Signature of Bidder

Approved Tender Document

J. AMMENDMENTS TO THE AGREEMENT

58. No amendment or modification of this Agreement shall be valid unless the same is made in writing and signed by both the parties or their authorized representatives and specifically stating the same to be an amendment of this Agreement. The modifications/changes shall be effective from the date on which they are made/ executed, unless otherwise agreed to.

K. DISPUTE SETTLEMENT/ARBITRATION

59. a. Any dispute or difference of any nature whatsoever regarding any right, liability, act, omission of either of parties hereto arising out of or in relation to this agreement or any matter incidental thereto shall be referred to the arbitration of a single arbitrator as per the provisions of the *Arbitration & Conciliation Act, 1996*, as amended from time to time. The parties shall bear the costs of such arbitration in equal shares. Such arbitration shall be held at Delhi and the Courts at Delhi alone shall have the jurisdiction to deal with the arbitration proceedings and the awards in accordance with law and language shall be English.

60. Subject to the aforesaid provisions, the Arbitration & Conciliation Act, 1996 and the rules made hereunder and any modification thereof from time to time being in force shall be deemed to apply to the arbitration proceedings under this clause.

L. JURISDICTION

61. For arbitration and all other related matters, the jurisdiction for the purpose shall be Delhi.

IN WITNESS WHEREOF the parties hereto have signed these papers on the date, month and year as mentioned here under.

For and on behalf of
University of Delhi,
Delhi–110007

WITNESS For and on behalf of the Agency.

1. 1.
2. 2.

Note: The Contents/Conditions of the agreement may be revised/ modified/updated as per the requirements and approval of the Legal Section of the University of Delhi at the time of award of the Contract.

Approved Tender Document

_____ _____ _____ _____ _____

Signature of Bidder

13. UNDERTAKING

I the undersigned as the authorized signatory hereby submit this Undertaking stating that I have carefully read all the terms and conditions as given in the tender document and agree to the terms and conditions, scope of work, Agency's & University's obligation, Payment terms, Penalty clause and all other conditions as mentioned in the said tender document. The agency will abide by all the terms and conditions stipulated in the said tender document if we are awarded this tender.

Signature :

Name :

Designation :

(With Seal of the Agency)

Approved Tender Document

_____ _____ _____ _____ _____

Signature of Bidder

14. UNDERTAKING FOR BLACKLISTING

To,

The Registrar,
University of Delhi
Delhi-110007

Sir,

We, the undersigned bidder, having carefully read and examined in detail the Terms and Conditions and all tender documents, each and every page, in regard to providing the Security Services at University of Delhi. We accept all the terms & conditions mentioned in the tender document and also do hereby declare:

1. That we have not been blacklisted/debarred by CBI or any law enforcement agencies/Government organisation/Department/Autonomous Bodies/Public Sector, or any case of blacklisting, etc., pending against the firm during the financial year 2022-23, 2023-24, 2024-25 and at the time of submission of Tender.

2. That the tender submitted by us is properly prepared, signed and sealed so as to prevent any subsequent alteration and replacement.

3. That the University of Delhi is not bound to accept the lowest or any bid that it may receive.

4. If I/We fail to commence the specified service or fail to furnish the Bank Guarantee within two weeks from the date of issue of award to contract offer, if selected, I/We agree that the Delhi University, without prejudice to any other right or remedy available to the Delhi University, be at liberty to forfeit the said earnest money absolutely and reject the tender as per the terms and conditions contained or referred in the Tender Document.

For and on behalf of the firm

(Firm's Name & Address)

(Signature of Authorized Signatory)

Name:
Date: Place:
Designation: Phone no.:
E-Mail:

Approved Tender Document

_____ _____ _____ _____ _____

Signature of Bidder

15. INTEGRITY PACT

This **INTEGRITY PACT** is made and executed at _____on this day of _____20_____

By and between

The Registrar, University of Delhi, Delhi-110007 (hereinafter referred to as "The Principal" which terms or expression shall, unless excluded by or repugnant to the subject or context, mean and include its successor-in-office, administrators or permitted assignees) of the First part;

AND

M/s._____a company incorporate under the companies Act,_____through its repetitive/authorized signatory_____vide resolution dated passed by the Board of Directors, having its office or_____(hereinafter referred to as "The Bidder/Contractor" which term or expression shall, unless excluded by or repugnant to the subject or context, mean and include it successor-in-office, administrators or permitted assignees) of the Second Part.

Between

University of Delhi hereinafter referred to as "The Principal",

And

…….hereinafter referred to as "**The Bidder/Contractor"**

Preamble

The Principal intends to award, under laid down organizational procedures contract/s for …….The Principal values full compliance with all relevant laws of the land, rules, regulations, economic use of resources and of fairness/transparency in its relations with its Bidder(s) and / or Contractor(s).

In order to achieve these goals, the Principal with appoint an independent External Monitor (IEMs), who will monitor the tender process and the execution of the contract for compliance with the principles mentioned above.

Section 1 – Commitments of the Principal

1. The Principal Commits itself to take all measures necessary to prevent corruption and to observe the following principles: -
    a. No employee of the Principal, personally or through family members, will in connection with the tender for, or the execution of a contract, demand, take a promise for or accept, for self or third person, any material or immaterial benefit which the person is not legally entitled to.

    b. The Principal will, during the tender process treat all Bidder (s) with equity and reason. The Principal will be particular, before and during the tender process, provide to all Bidder(s) the same information and will not provide to any Bidder(s) confidential/additional information through which the Bidder(s) could obtain an advantage in relation to the tender process or the contract execution.

_____ _____ _____ _____ _____

Signature of Bidder

Approved Tender Document

c. The Principal will exclude from the process all known prejudiced persons.

2. If the Principal obtains information on the conduct of any of its employees which is a criminal offence under the IPC/PC Act, or if there be a substantive suspicion in this regard, the Principal will inform the Chief Vigilance Officer and in addition can initiate disciplinary actions.

Section 2 – Commitments of the Bidder(s)/Contractor(s)

1. The Bidder (s)/Contractor (s) commit himself to take all measures necessary to prevent corruption. He commits himself to observe the following principles during his participation in the tender process and during the contract execution.

   a. The Bidder(s)/Contractor(s) will not, directly or through any other person or firm, offer, promise or give to any of the Principal's employees involved in the tender process or the execution of the contract or to any third person any material or other benefit which he/she is not legally entitled to, in order to obtain in exchange any advantage of any kind whatsoever during the tender process or during the execution of the contract.

   b. The Bidder(s)/Contractor(s) will not enter with other Bidders into any undisclosed agreement or understanding, whether formal or informal. This applies in particular to prices, specifications, certifications, subsidiary contracts, submission or non-submission of bids or any other actions to restrict competitiveness or to introduce cartelization in the bidding process.

   c. The Bidder(s)/Contractor(s) will not commit any offence under the relevant IPC/PC Act; further the Bidder(s)/Contractor(s) will not use improperly, for purposes of competition or personal gain, or pass on to others, any information or document provided by the Principal as part of the business relationship, regarding plans, technical proposals and business details, including information contained or transmitted electronically.

   d. The Bidder(s)/Contractors(s) of foreign origin shall disclose the name and address of the Agents/representatives in India, if any. Similarly the Bidder(s)/Contractor(s) of Indian Nationality shall furnish the name and address of the foreign principals, if any. Further details as mentioned in the "Guidelines on Indian Agents of Foreign Suppliers" shall be disclosed by the Bidder(s)/Contractor(s). Further, as mentioned in the Guidelines all the payments made to the Indian agent/representative have to be in Indian Rupees only. Copy of the "Guidelines on Indian Agents of Foreign Suppliers" is annexed and marked as Annex-"A".

   e. The Bidder(s)/Contractor(s) will, when presenting his bid, disclose any and all payments he has made, is committed to or intends to make to agents, brokers or any other intermediaries in connection with the award of the contract.

   f. Bidder(s)/Contractor(s) who have signed the integrity Pact shall not approach the courts while representing the mater to IEMs and shall wait for their decision in the matter

2. The Bidder(s)/Contractor(s) will not instigate third persons to commit offences outlined above or be an accessory to such offences.

Approved Tender Document

_____ _____ _____ _____ _____

Signature of Bidder

Section 3- Disqualification from tender process and exclusion from future contracts

If the Bidder(s)/Contractor(s), before award or during execution has committed a transgression through a violation of Section 2, above or in any to other form such as to put their reliability or credibility in question, the Principal is entitled to disqualify the Bidder(s)/Contractor(s) from the tender process or take action as per the procedure mentioned in the "Guidelines on Banning of business dealings". Copy of the "Guidelines on Banning of business dealings" is annexed and marked as Annex-"B"

Section 4 – Compensation for Damages

1. If the Principal has disqualified the Bidder(s) from the tender process prior to the award according to Section 3, the Principal is entitled to demand and recover the damages equivalent to Earnest Money Deposit/Bid Security.

2. If the Principal has terminated the contract according to Section 3, or if the Principal is entitled to terminate the contract according to Section 3, the Principal shall be entitled to demand and recover from the contractor liquidated damages of the contract value or the amount equivalent to a performance Bank Guarantee.

Section 5- Previous transgression

1. The Bidder declares that no previous transgressions occurred in the last 3 years with any other company in any country conforming to the anti-corruption approach or with any other Public Sector Enterprise in India that could justify his exclusion from the tender process.

2. If the Bidder makes incorrect statement on this subject, he can be disqualified from the tender process or action can be taken as per the procedure mentioned in "Guidelines on Banning of business dealings".

Section 6 – Equal treatment of all Bidders/contractors/subcontractors

1. The Bidder(s)/Contractor(s) undertake(s) to demand from all subcontractors a commitment in conformity with this Integrity Pact, and to submit it to the Principal before contract signing.

2. The Principal will enter into agreements with identical conditions as this one with all Bidders, Contractors and Subcontractors.

3. The Principal will disqualify from the tender process all bidders who do not sign this Pact or violate its provisions**.**

Section 7 – Criminal charges against violating Bidder(s)/ Contractor(s)/ Subcontractor(s)

If the Principal obtains knowledge of conduct of a Bidder, Contractor or Subcontractor, or of an employee or a representative or an associate of a Bidder, Contractor or Subcontractor which constitutes corruption, or if the Principal has substantive suspicion in this regard, the Principal will inform the same to the Chief Vigilance Officer.

Section 8 – Independent External Monitor/Monitors

Approved Tender Document

_____ _____ _____ _____ _____

Signature of Bidder

1. The Principal appoints competent and credible independent External Monitor for this Pact after approval by Central Vigilance Commission. The task of the Monitor is to review independently and objectively, whether and to what extent the parties comply with the obligations under this agreement.

2. The Monitor is not subject to instructions by the representatives of the parties and performs his/her functions neutrally and independently. The Monitor would have access to all Contract documents, whenever required. It will be obligatory for him/her to treat the information and documents of the Bidders/Contractors as confidential. He/she reports to the Registrar, University of Delhi.

3. The Bidder(s)/Contractor(s) accepts that the Monitor has the right to access without restriction to all project documentation of the Principal including that provided by the Contractor. The contractor will also grant the Monitor, upon his/her request and demonstration of a valid interest unrestricted an unconditional access to his project documentation. The same is applicable to Subcontractors.

4. The Monitor is under contractual obligation to treat the information and documents of the Bidder(s)/Contractor(s)/Subcontractor(s) with confidentiality. The Monitor has also signed declaration on "Non-Disclosure of Confidential information' and of 'Absence of Conflict of Interest'. In case of any conflict of interest arising at a later date, the IEM shall inform secretary, Department of Higher Education.

5. The Principal will provide to the Monitor sufficient information about all meetings among the parties related to the Project provided such meetings could have an impact on the contractual relations between the Principal and the Contractor. The Parties offer to the Monitor the option to participate in such meetings.

6. As soon as the Monitor notices, or believes to notice a violation of this agreement, he/she will so inform the Management of the Principal and request the Management to discontinue or take corrective action, or to take other relevant action. The Monitor can in this regard submit non-binding recommendations. Beyond this, the Monitor has no right to demand from the parties that they act in a specific manner, refrain from action or tolerate action.

7. The Monitor will submit a written report to the Registrar, University of Delhi within 8 to 10 weeks from the date of reference or intimation to him by the Principal and, should the occasion aeries, submit proposals for correcting problematic situation.

8. If the Monitor has reported to the Registrar, University of Delhi, a substantiated suspicion of an offence under relevant IPC/PC Act, and the Registrar, University of Delhi has not, within the reasonable time taken visible action to proceed against such offence or reported it to the Chief Vigilance Officer, The Monitor may also transmit this information directory to the Central Vigilance Commissioner.

9. The word 'Monitor' would include both singular and plural.

Section 9 – Pact Duration

This Pact begins when both parties have legally signed it. It expires for the contractor 12 months after the last payment under the contract, and for all other Bidders 6 months after the contract has been awarded.

If any claim is made/lodged during this time, the same shall binding and continue to be valid despite the lapse of this pact as specified above, unless it is discharged/determined by The Registrar of University of Delhi.

Section 10 – Other provisions

_____ _____ _____ _____ _____

Signature of Bidder

Approved Tender Document

1. This agreement is subject to Indian Law. The place of performance and jurisdiction is the Registered Officer of the Principal, i.e., the University of Delhi.

2. Changes and supplements as well as termination notices need to be made in writing. Side agreements have not been made.

3. If The Contractor is a partnership- or a consortium, this agreement must be signed by all partners or consortium members.

4. Should one or several provisions of this Pact turn out to be invalid, the remainder of this Pact remains valid. In this case, the parties will strive to come to in agreement in their original intentions.

5. Issues like warranty/Guarantee etc. shall be outside the purview of IEMs.

6. In the event of any contradiction between the integrity Pact and its Annexure, the clause in the Integrity Pact will prevail.

7. The actions stipulated in his Integrity Pact are without prejudice to any other legal action(s) that may follow in accordance with the provisions of the extent law in force relating to any civil or criminal proceedings.

_____ _____

(For & On behalf of the Principal) (For & On behalf of Bidder/Contractor)

(Office seal) (Office seal)

Place_____

Date_____

Witness 1: Witness 2:

(Name & Address) _____(Name & Address) _____

_____ _____

_____ _____

Approved Tender Document

_____ _____ _____ _____ _____

Signature of Bidder

Annexure-I

UNDERTAKING / COMPLIANCE CERTIFICATE

(To be executed on the Company's Letterhead)

To,
The Registrar,
North Campus, University of Delhi,
Delhi - 110007

Subject: Undertaking for Compliance of Statutory Requirements (GST & EPF) and No Outstanding Dues.

Tender Reference No: [Insert Tender/Bid Reference Number]
Name of the Work/Service: Providing Security Services at Zone-3, North Campus, University of Delhi.

Sir,

I, [Name of the Authorized Signatory], [Designation] of M/s [Name of the Agency/Company], having its registered office at [Registered Office Address], do hereby solemnly affirm and declare as follows:

1. **Monthly Compliance:** Our agency strictly complies with all statutory requirements, including the timely monthly deposition of Goods and Services Tax (GST) and Employees' Provident Fund (EPF) with the respective government authorities.
2. **No Outstanding Dues:** As on the date of signing this certificate, there are no outstanding dues, liabilities, or arrears against our agency regarding GST returns/payments or EPF contributions.
3. **Authenticity of Information:** All information, statements, and statutory deposit records submitted for this tender are true, accurate, and complete to the best of my knowledge.

2. Declaration on Penalty for Falsification: I explicitly understand and agree that if any information provided in this undertaking is found to be false, misleading, or fabricated at any stage during the tender evaluation or contract period, the Tendering Authority reserves the absolute right to:

- **Cancel** our tender/bid/contract immediately.
- **Blacklist** our agency from participating in any future tenders.
- **Forfeit** our Performance Security Deposit / Earnest Money Deposit (EMD) in full.

Deponent / Authorized Signatory

(Signature with Company Seal)
Name: [Name of Signatory]
Designation: [Designation]
Agency Name: [Name of the Company/Firm]

Date: [Current Date]
Place: [Current Place]

Approved Tender Document

_____ _____ _____ _____ _____

Signature of Bidder