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आजादी का
अमृत महोत्सव
SLC (University of Delhi)
Shyam Lal College
श्याम लाल कॉलेज
(दिल्ली विश्वविद्यालय)
NAAC A++



ONLINE TENDER DOCUMENT
FOR
SECURITY SERVICES



SHYAM LAL COLLEGE
(University of Delhi)
G.T. Road, Shahdara, Delhi-110032
Website: www.slc.du.ac.in

Tender Fee: - 1000/- only

Address: G.T. Road, Shahdara, Delhi - 110032
Phone: 011- 35016514
Email: slcm@shyamlal.du.ac.in Website: www.slc.du.ac.in





SLC/E-PROC/SS/2023-24/095

June 06, 2023

NOTICE INVITING TENDER

Online bids are invited in two bid system for “Security Services for the Shyam Lal College. Manual bids shall not be accepted.

Tender documents may be downloaded from CPPP site
<https://eprocure.gov.in/eprocure/app> as per the schedule as given in as under.

Publishing Date	06.06.2023 (3:00 PM)
Bid Document Download Start Date	06.06.2023 (3:30 PM)
Tender Fee	Rs. 1000/-
EMD	Rs. 50,000/-
Bid Submission start date	06.06.2023 (4:00 PM)
Bid Submission End date	21.06.2023 (6:00 PM)
Bid Opening date	23.06.2023 (2:00 PM)

- Bids shall be submitted online only at CPPP website <https://eprocure.gov.in/eprocure/app>.
- Bidder/Contractors are advised to follow the instructions provided in the ‘Instructions to the Contractors/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>’.





TENDER DOCUMENT

Subject :- Tender for award of contract for providing Security Services at Shyam Lal College, University of Delhi, G.T Road Shahdara, Delhi -110032.

Tenders are invited from reputed Security Services provider for provision of Security Services at SHYAM LAL COLLEGE through two bid system.

Interested service providers should visit the campus for ascertaining the requirement before submitting their proposal.

1. The contract shall ordinarily be in force for **one year** from the date of award of contract subject to further extension each year on certificate of satisfactory performance of the firm by the competent authority. The Department shall have the right to terminate the contract by assigning reasonable reasons and by giving one month's notice.
2. The Agency shall not engage the services of any sub-contractor or transfer the contract to any other person.
3. The Agency shall be fully responsible and answerable to the college for the performance of the contract entrusted to them under the contract and also for any act of commission and/or omission on the part of the workers deployed by them.
4. Escalation of wages shall not be accepted on any ground during the period of the contract is in force.
5. Security Services - working knowledge and experience in unskilled Category.
6. Security Supervisor - Skilled category.
7. The agency shall ensure that the persons engaged have authentic certificate of Police clearance/ verification.
8. The agency shall also ensure that the persons/staff engaged will observe office discipline and decorum and do not misbehave with any college staff/students/visitors and guests.
9. The selected agency shall be solely responsible for complying with all statutory requirements and obligations, especially, but not limited to those relating to employment of labour, service conditions of labour, payment of minimum wages, employees state insurance, payment of bonus and provident fund contribution, including enhancement of wages from time to time in accordance with the notification issues by the Govt. of Delhi, Labour Ministry as per the minimum Wages Act, 1948.



3.

10. The payment shall be on monthly basis on submission of bills including receipts of submission of ESI & EPF contribution of the staff engaged and after completion of all formalities.
11. The monthly payment of the engaged contract workers will be subject to 'providing of satisfactory services' as per the service agreement which are to be certified by the person/committee authorized by the College.
12. The engagement does not confer any right for continuation or extension of the contract on any account beyond the period specified in the service agreement. This will be purely short term temporary arrangement on contractual basis.
13. The Contract Agreement shall be constructed as per Indian Laws and will have jurisdiction to settle any dispute arising out of the contract in Delhi only.
14. Any liability regarding payment to the workers, or arising due to non-compliance with any of the labour laws or due to any human loss/injury during the course of work will be the sole and personal responsibility of the Contractor/Agency.
15. The service provider's person shall not claim any benefit / compensation / absorption/regularization of services with this college under the provisions of Industrial Disputes Act, 1947 or Contract Labour (Regulation & Abolition) act, 1970. An undertaking from the person to this effect will be required to be submitted by the service provider to the college.
16. The Requirement of worker shall be 12 and 01 supervisor. The post may vary according to requirement of the college.
17. All Guards should be trained in fire fighting and first aid strictly.
18. All Guards must be height 5'6'' ft. & above.



SUBMISSION OF BIDS

1. **The tenderer will have to submit Performance Security/EMD of Rs. 50000/-.** The amount will be payable through Bank Draft drawn in favour of **Principal, SHYAM LAL COLLEGE**. The validity of the Bank Draft shall be up to 90 days after the period of contract. In case of breach of any terms and conditions attached to this contract, the Performance Security /EMD of the Agency will be liable to be forfeited by the college besides annulment of the Contract.
2. The contractor shall ensure that the staff engaged by him duly maintains work performance report on daily basis. A copy of the same is to be submitted to the officer authorized by the College.
3. The Tenderers shall also furnish a declaration in Annexure-III on Official Letter Head of the Agency.
4. The successful Tenderers will have to enter into an agreement with the College.

TERMS & CONDITION

The service provider/agency must fulfil the following points whose Copy/proof must be uploaded along with the Technical Bid failing which Technical Bid shall be disqualified.

1. **Financial Turnover:** The service provider must have annual turnover of at least Rs.1,00,00,000/-(Rupees one crore) over the last 3 consecutive years i.e 2020-2021, 2021-22 and 2022-23 and must submit a certificate in **Annexure-III** duly certified by the Chartered Accountant/Auditor. **Other documents like annual accounts, copy of balance sheet income expenditure A/c etc. should not be uploaded with the tender.** It should be produced at the time of interaction meeting with the tenderer whenever called by the college.
2. **Working Experience:** The Security Services provider must have 10 years working experience of providing Security Services in the Colleges/Educational institutes/Universities in Delhi. **(The tenderer who do not have than 10 years working experience will be rejected. Experience certificates must be uploaded with the tender).** Tenderer must fill the Annexure-II supported by experience certificate. Please note that other documents as proof of working experience (except experience certificate) will not entertained.



5.

3. Only technically qualified tenderer will be called for interaction before the college committee for further competence evaluation.
4. Converging in any mode will disqualify
5. College reserves the right to accept or reject any or all the tender(s) in full or part without assigning any reason. The decision of the college in this regard shall be final and binding on all. **It shall not be obligatory on the part of the College to accept the lowest tender and no explanation shall be given with regard to reason for rejection of tender.**
6. All the security staff shall wear proper uniform (to be provided by the agency) and badges/label ID card while on duty. Staff shall be allowed to stay in the premises of the college during specified working hours only. Any damage caused to the assets of the college due to negligence by any security personnel will be liable to be recovered from the Agency.

TWO BID SYSTEM TENDER

1) Technical Bid: Following Self attested documents should be required for technical bid.

(Please arrange all Technical documents in serial nos. as given below)

1. Copy of Tender Documents.
2. Copy of Demand draft EMD and Tender Fee/EMD Exemption Certificate.
3. Company Profile as per Annexure –I
4. Experience Certificate as per Annexure –II
5. Financial Turnover as per Annexure - III
6. A Declaration on letter head & Income tax, service tax, EPF, ESI Return has been filed for the last 3 years.
7. GST Registration and PAN number Certified Company.
8. Annual turnover certificate last three years certified by chartered accountant.
9. ISO Certificate, if any.
10. Declaration.





Financial Bid: Schedule of price bid in the form of BoQ_Security_Service.xls The Financial Bid format is provided as BoQ_Security_Service.xls along with this tender document at <https://eprocure.gov.in/eprocure/app>. Bidders are advised to download this BOQ_Security_Service.xls as it is and quote their offer/rates in the permitted column and upload the same in the commercial bid. Bidder shall not tamper/modify downloaded price bid template in any manner. In case if the same is found to be tempered/modified in any manner, tender will be completely rejected and EMD would be forfeited and tenderer is liable to be banned from doing business with Shyam Lal College.

2) Opening of Bid and Evaluation: Bids shall be evaluated on the basis of technical specifications and rates quoted. Those who do not qualify technically shall not be considered.

Note : Bidders are again requested not to upload other documents like annual accounts, copy of balance sheet income expenditure A/c etc. This may leads to rejection of bid.

All the necessary documents should be produced at the time of interaction meeting with the tenderer whenever called by the college.

S/d
Principal, SLC (Day)

S/d
Principal, SLC (Eve.)



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

Annexure I

COMPANY PROFILE

Details filled in this form must be based on documentary evidence to be produce on demand by Shyam Lal College for the correctness of the information.

S. No.	Item	Details
1.	Name of Firm/Contractor	
2.	Name of Owner(s)/Partner(s)	
3.	Mailing Address	
4.	Telephone and Fax numbers	
5.	Year of commencement of Business (Please Enclosed Registration Certificate of Firm)	
6.	Name and Designation of the person authorized to make commitments to the University/College	
7.	PAN No.	
8	.Service Tax Registration Number	
9.	Details of Registration Appropriate Labour Commissioner	
10.	Manpower details indicating number of Security guards & Supervisor with the Agency in Delhi & India on the whole.	
11.	Address of Training Centre in Delhi/ NCR	
12.	Details of EMD	

Notice: No Documents should be uploaded and may be demanded by College if required.

Signature:
(Name and Designation)
(Authorised Signatory)
Date:

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

Annexure II

Experience/Details of operation at present and in the last 10 years. **(Please enclose proof of Experience Letter of Contract)**

Name of the Firm/Contractor _____

S. No.	Name of the client	Period of contract (from - to)	Clients contact details (including name, email, phone and fax no. and address)	Value of the contract (p.a.)	Document related to
1.					
2.					
3.					
4					
5					

Note: (a) Bidder must fill the above Annexure carefully with supported experience certificate. Those who will not fill the above Annexure they may be technically Disqualified.

(b) The supported Experience Certificates must be enclosed by the organization where work of Security Services awarded.

(c) Please do not enclosed the work order in supported documents.

Signature:
(Name and Designation)
Date:

Note : #Use more sheets in case of insufficient space#

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

Annexure III

Details of Financial breakup during the last (03) three preceding years

Year	Name of the Organisation	Period of security service provided (state clearly date to date)	Total financial Turnover
2020-2021			
TOTAL			
2021-2022			
TOTAL			
2022-2023			
TOTAL			

Signature of the Agency with seal

Signature of the Audit firm with seal

DECLARATION

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

1. I _____ Son/ Daughter /Wife of Shri. _____ authorized signatory of the Agency/Firm mentioned above is competent to sign this declaration and execute this tender document.

2. I have carefully read and understood all the terms and conditions of the tender and undertake to abide by them.

3. My Agency has not been black-listed/de-barred from participating in tender by any Ministry/Department of the Government of India or Government of Delhi and Gov. of India Under taking during the last three years.

4. The information/documents furnished along with the above application are true and authentic to the best of my knowledge and belief. I/We am/are well aware of the fact that furnishing of any false information/fabricated document would lead to rejection of my tender at any stage besides liabilities towards prosecution under appropriate law.

Signature(s) of Authorized Person(s)
Full Name:
(Seal)

Place:
Date

NAME OF THE COMPANY WITH ADDRESS