



**Hansraj College
(University of Delhi)
Delhi – 110007**

PROVIDING SECURITY SERVICES TENDER

08.07.2022

NOTICE INVITING TENDER

E-Tenders are invited in two bid system (Technical & Financial bid) from reputed Registered Companies/firms for award of work of Security Services (without material) including, cleaning, sweeping, and dusting services in the premises of Hansraj College for a period of two years extendable on satisfactory performance, with mutual consent for further period of three years on same terms and conditions.

Firms/Companies who are doing similar type of work in educational institutions in Delhi and NCR region and having experience of not less than 05 years and minimum average turnover of Rs. 20,000,00/- per annum for the preceding three years are eligible for issue of tenders. Between **09.07.2022 to 23.07.2022** or can be downloaded from the college website <https://www.hansrajcollege.ac.in/> and also from C.P.P. Portal by 23.07.2022 and shall be opened on **25.07.2022 at 1200hrs**

Firm/Company applying shall attach their company profile mentioning list of works executed and in hand, financial capacity, Solvency certificate and availability of regular manpower, and copies of registration certificate, GST, P.F., E.S.I. and Income Tax, PAN/TAN no. etc. shall also be uploaded. Performance reports from clients with whom the firm has worked, if available, shall also be uploaded in the Technical Bid. E.M.D. of Rs. 50,000/- shall be deposited in shape of demand draft in favour of the Principal, Hansraj College, and copy be uploaded in the Technical Bid at C.P.P. Portal <https://eprocure.gov.in/eprocure/app>.

-Sd-
Convener
Development Committee

-Sd-
Principal
Hansraj College

TERMS AND CONDITIONS FOR SECURITY SERVICES

Year 2022-2023

1. ELIGIBILITY CRITERIA

- 1.1. The tenderer should have the following qualifications for bidding:
 - a. The tenderer shall have minimum average annual turnover of Rs. 20,00,000/per annum for the preceding three financial years ending 31st March, 2022 for providing Security Service and/or allied Services;
 - b. The tenderer is registered with the competent authority and should have PAN/TAN/GST tax registration, Certificate of Incorporation/Registration as applicable, Memorandum of Association (As applicable).
 - c. The tenderer shall have a well-established office in Delhi.
 - d. The tenderer has worked in at least one Government Department/ Public Sector Undertaking or Autonomous body, and Educational Institution of University of Delhi; is not blacklisted by any Department of any Government/ Local Authority, PSU or any other organization. (Undertaking on stamp paper of Rs.100/- needs to be attached)
 - e. Shall have valid registration with P.F to E.S.I
 - f. That the successful tenderer shall, take immediate steps to get a license under Contract Labor (R&A) Act, 1970 and Delhi Works Contract Act of Government of NCT of Delhi.
 - g. The agency must be registered with the Ministry of MSME
 - h. The agency/firm should possess a valid license under Delhi Private Security Agency Regulation Rules 2009. The license should be valid for whole of Delhi.
 - i. Bidders must submit the copy of board resolution or the power of attorney of authorized signatory along with the bid.
- 1.2. The Technical Bid tender form shall be accompanied by the documents mentioned in checklist specified in Annexure-A of this document and the Tenderer should make the paging of the documents and fill up the appropriate page in Annexure-B of this document.
- 1.3. A tenderer without the qualifications as mentioned at 1.1 above and a tender without all the documents mentioned at C above, shall be rejected. Tenders incomplete in any form are liable to be rejected outright.
- 1.4. Further, a tender is liable to be rejected if the tender is not accompanied by the EMD of Rs.1,00,000/- in the manner as stated above and if the demand draft is found to be drawn not in favour of Principal, Hansraj College, University of Delhi, Delhi.
- 1.5. All terms and conditions stipulated for award of the contract will be considered as accepted for selection of the Firm(s).
- 1.6. Selection of a tenderer for award of the contract will be made amongst others on the basis of lowest rates quoted by a tenderer. However, the tenderer would be required to comply, inter-alia, with all statutory obligations including payment of minimum wages prescribed for NCT of Delhi from time to time.
- 1.7. Every paper of the tender should be signed by the Tenderer with seal of Agency/Firm/Company.

- 1.8. In case any person signing the tender/agreement on behalf of Limited Company or Firm, he/she will produce letter of authority/resolution passed by-the company/firm empowering him/her to sign the tender/agreement/contract on behalf of the company or firm
- 1.9. The numbers of guards can increase or decrease as per site requirement will be applicable on same approved rates.

2 SUBMISSION & OPENING OF TENDERS

1. Tenders should be uploaded as specified format of C.P.P. Portal along with copy of an account payee Demand Draft of Rs.50,000/-(Rupees Fifty Thousand only), valid for not less than three months, drawn in favour of Principal, Hansraj College, University of Delhi, Delhi and all other required documents.
2. The EMD of unsuccessful tenderers will be returned after finalization of the contract. No interest shall be paid on the EMD. The successful tenderer has to deposit 10% of the total cost of the tender for one year as performance security and amount of EMD will be adjusted in performance security and shall be returned after satisfactory completion of work. Performance security can also be furnished in shape of bank guarantee in favour of Principal, Hansraj College, and University of Delhi.

Tenders should be uploaded at C. P.P. Portal upto 1500hrs pm on or before 23.07.2022. Tenders received by post shall not be entertained.

3. **The tenders will be opened at 1200hrs on 25.07.2022 in the Principal office, in the presence of such tenderers, who may wish to be present at the time of tender opening.**
4. At the first instance the Technical Bids will be opened and after evaluation of Technical Bids, the Financial Bids of those tenderers shall be opened, who qualify the Technical Bids and fulfill all the required terms and conditions of tender documents, for deciding the L1 and award of tender.
5. The College will have full authority to reject any/all offer(s) without assigning any reason thereof. Any enquiry after submission of the tender will not be entertained.
6. Before submitting the tenderers, must ensure that they strictly fulfill all the eligibility conditions and submit all the necessary documents to avoid rejection of their tenders.
7. The Agency submitting the tender would be presumed to have considered and accepted all the terms and conditions of this tender. No enquiry, verbal or written, shall be entertained in respect of acceptance / rejection of the tender.

3 AREAS TO BE COVERED

- 3.1 The entire premises of the College.

4. WORKING HOURS

- a. Working hours of the College will lie from 8.00 a.m.to 5.30 p.m. from Monday to Saturday. Therefore, extensive security work has to be generally done before 8.00 AM or after 5.30 PM on all

working days. Between 8.00 A.M. and 5.30P.M. The College shall make no extra payment to the Agency for working at odd hours.

7. PERFORMANCE EVALUATION

- a. The performance evaluation of the Security Services shall be carried out by the College regularly (daily, weekly, fortnightly or monthly basis depending upon the discretion of the College).
- b. The College reserves the right to satisfy itself about the quality of the Security services provided by the tenderer. In the event of the agency not achieving the level of satisfactory performance, the tenderer/agency is liable to be penalized by deduction in his payment between 5% to 50% depending upon the level and duration of the continued dissatisfaction. The decision of the College will be final in this regard.

8. EXPERIENCE AND ANNUAL TURNOVER

1. The Agency should have a minimum annual turnover during the preceding three financial years ending 31st March 2022 for Rs.20,00,000/- in Security Services. The details for the financial year 2019-2020, 2020-2021 and 2021-2022 should be produced and verified by submitting the copy of income tax return filed for the Corresponding years. The tenderer will have to furnish the details of the turnover in Security Services, which should total up to at least Rs.50,00,000/- for each financial year, in the following format, on the Letter Head of the Tenderer.

Financial Year	Name of the client	Period Served	Amount of Total Contract
2019-2020	(a)		
2020-2021	(b)		
2021-2022	(c)		

Note: - The columns are indicative only and in case more number of clients is serviced during the Financial Year/s the same can be accordingly added appropriately. This information will be verified before award of tender.

2. Agency should give the documentary proof of minimum five years' experience (for the last five financial years) in providing Security Services. The Experience shown should be for providing continuous service for at least one year, for each client (piecemeal jobs executed will not be counted). This should be given in the following format and it should be submitted on Letterhead of Tenderer:

S.No.	YEAR	Year –Name of the client where the Experience in Providing Security Services is claimed (One year or More)
1.	2017-2018	
2.	2018-2019	
3.	2019-2020	

4. 2020-2021
5. 2021-2022

3. In the column meant for experience in Security Services, the tenderer should give the details of clients serviced during the mentioned period. Also attach the attested copies of performance certificate issued by the clients of the tenderer. The minimum qualifying rating for performance certificate is prescribed as Satisfactory. The tenderers who do not attach the satisfactory performance certificate for the above said period may not be considered and their tender is liable to be rejected. The sample performance certificate to be attached by the tenderer is given below and it should be issued by the client of the Tenderer (on client's letterhead).

9.PERFORMANCE CERTIFICATE

It is certified that M/s_____ (Agency Name) had provided Security Services to our firm for the premises located at_____ having a built up area Measuring_____ Sq.mt. for the period from_____ (date) to (date). The annual financial component of the house keeping work contract for the above said work is Rs_____ (in words) _____. The performance of the firm was satisfactory.

Signature of the client (of the tenderer) With Seal of the client firm of the tenderer

NOTE- The tender committee may also accept performance certificate in other similar proforma and its decision shall be final.

All the above documents should have the stamp of the Firm or Company; every document/paper mentioned above should be signed by the tenderer on every page. (Including the performance certificate issued by tenderer's clients.)

10.FINANCIAL BID: (Annexure F)

The rate should be quoted in figures and as well as in words on monthly rate basis and the amount of tender shall be inclusive of liability arising out of compliance of all statutory obligations including Minimum Wages Act, Delhi Works Act, and Contract Labour (Regulation & Abolition) Act.

11.PERIOD OF CONTRACT

The contract for Security services will be awarded for a period of **One Year** with effect from 01.08.2022, the day the selected agency starts providing the Security Services in the College. The contract is extendable on mutual consent in case of satisfactory performance for 3 years

12.PAYMENT TO THE AGENCY

1. Bill payment will be made by College within twenty one days after submission in accounts section. The Agency while preferring the bill for payment will have to certify that the wages (as per Minimum Wage Act and other Statutory Liabilities) of the employees deployed on site, for the month for which the

bill pertains have been disbursed and that statutory liability in respect of those employees have been discharged. The wage disbursement will be done in the presence of authorized representative of the Principal. The College shall have the right to get a copy of PF and ESI contributions deposited.

2. Wherever any over payment comes to the notice of the College the same shall be deducted by College from any sum due or which at any time thereafter may become due to the agency under this tender/agreement/contract, and failing that, under any other tender/contract/agreement with College or from the security deposit of the tenderer.

3. The college reserves the right to carry out post payment audit and/or technical examination of the final bill including all supporting vouchers, abstract etc. The college further reserves the right to enforce recovery of any overpayment whenever detected.

4. If as a result of such audit and technical examination, any over payment is discovered in respect of any work done by the agency or alleged to have been done by the agency under the tender/agreement/contract, it shall be recovered by the College from the agency by any or all the methods prescribed above or through a Court of law as the situation warrants.

5. If any underpayment is discovered, the amount shall be duly paid to the agency by the College as and when pointed out and justified.

13. NOTICE TO THE PRINCIPAL

Subject to as otherwise provided in this Tender, all notices to be given on behalf of the College and all other actions to be taken on its behalf may be given or taken by the Principal.

14. NO LIABILITY OF THE COLLEGE.

1. The Principal shall not provide any residential accommodation to the Security personnel employed by the agency. No cooking or lodging shall be allowed in the College Building for the staff engaged by the contracting agency.

2. The College will not provide employment to any of the employees of the Security Agency during or after expiry of tender/agreement/contract. Parties agree that there will be no employer-employee relationship between the college and the security employees deployed by the contracting agency.

3. The Principal Hansraj College shall not be responsible financially or otherwise for any injury to the Security personnel in the course of performing the Security functions as per this tender.

15. SETTLEMENT OF DISPUTES

All disputes and differences arising out of or in any way touching or concerning this agreement (except those the decision whereof is otherwise herein before provided for) shall be referred to the sole arbitration of any person nominated by the College and the agency together failing which the matter shall be referred for arbitration to a sole Arbitrator to be appointed by the Principal of the College. Prior to the Arbitration the dispute will be tried to be settled amicably. The Agency shall have no objection to appointment of any Government Official as arbitrator and/ or that he had to deal with matters to which

this indenture relates or that in the course of his duties as such Government employee he has expressed views on all or any of the matters in dispute or difference. The award of the arbitrator so appointed shall be final and binding on the parties to the agreement.

The Arbitration shall be held in accordance with the provisions of the Arbitration and Conciliation Act, 1996 and the venue of arbitration shall be at Delhi.

16. OTHER TERMS AND CONDITIONS

1. Attendance report of all the staff deployed at College shall be given to S.O. Adm/Caretaker of the College every day.
2. All staff shall wear proper uniforms (to be provided by Service provider), and badges/label ID card, while on duty.
3. No manpower other than those on duty shall be allowed to stay in the premises of College during the specified working hours. The Agency shall be responsible for the watch and ward not only of his/her stores but also of the fittings and fixtures in the common areas in the building.
4. All requirements under various statutory laws including relevant Labour Act must be complied with by the Agency. Any default will be the liability of the Agency and the Agency shall be liable to reimburse any amount paid by the Government by way of default, interest and penalty. The Agency shall undertake to furnish all the details as and when asked for by the College. The Agency will also maintain the relevant records of all payment made by the Agency and will produce to the satisfaction of the college immediately when asked for.
5. Before taking up the contract the Agency will give details of the employees who shall work at the College premises. Any change will be informed to the College immediately.
6. The Agency shall be responsible for the good conduct/behavior and integrity of its personnel and will also be responsible for any act of omission or commission on their part.
7. Any damage caused to the property of this College due to negligence on the part of Agency's personnel will be liable to be recovered from the Agency.
9. The Security Deposit will be refunded only after successful completion of the contract. No interest however will be paid. The contract may be cancelled/terminated for reasons to be recorded in writing and after giving due opportunity of hearing to the contractor.
10. In case of non-compliance of terms and conditions of contract as detailed above, the contract will be terminated and performance guarantee/Security will be forfeited.
11. TDS and other taxes as applicable will be deducted from each bill.
12. The College will have the right to ask for disbursement of the salary in its presence as per Minimum Wages Act.
13. The deduction at the minimum wage rate as notified by Delhi Government will be made for each day

of absence of manpower, regardless of the reason.

14. Weekly performance of the Service Provider will be observed by the College officials entrusted with supervision.

15. Computerized Bill in (triplicate) shall be submitted at the end of each month to College along with the certificate for satisfactory Performance from the user section/officers.

16. The contract can be terminated by the College with a two-months' notice, if during the tenure of the contract the performance is not found to be satisfactory and in this regard the decision of the College will be final and binding on the Agency.

17. Failure by the service provider to comply with any statutory requirements during the period of contract shall result in termination of the contract and subsequent disqualification for participation in any future tender.

18. In case the agency wants to terminate the tender/contract/agreement, it shall have to give two months' notice in advance to this effect to the College.

19. If at any time during the period of contract, it comes to the notice of the College that the Agency has misled the College by way of giving incorrect/false information, which has been material in the award of contract, the contract shall be liable for termination immediately besides other legal action which may be initiated against the Agency or its owner/partners/directors or any person responsible for the affairs of the Agency under law.

20. No change in constitution/shareholding of the successful tenderer will be allowed under any circumstances without the prior approval of the College in writing.

21. In case College or any of its officials is held liable for an act of Agency for its negligence, Agency undertakes to indemnify the College to pay all such amounts awarded as well as charges and expenses incurred by the College or any of its officials.

22. Any person who is an employee of the College should not be made a partner to the tender by the agency directly or indirectly in any manner whatsoever.

23. The Contracting Agency shall not transfer and/or assign the tender to any other person in any manner. The Agency shall not be permitted to sub-contract the work to any other person/agency.

24. Any other appropriate provisions as advised by the College shall be incorporated in the agreement to be executed by the contracting agency and the same shall be binding on both the parties to the ensuing contract/agreement.

25. That the successful tenderer shall, take immediate steps to get a license under Contract Labor (R&A) Act, 1970 and Delhi Works Contract Act of Government of NCT of Delhi.

26. The agency shall provide a non-judicial stamp paper of Rs.100/- for preparing a contract/agreement. The successful tenderer shall enter into a contract/agreement with the College as per the terms and conditions of the tender within one month from the issue of letter of acceptance or whenever called upon to do so by the College whichever is earlier.

27. That the agency shall have to provide any additional personnel for allocating any additional Security duty as directed by the College or any authorized officer of the College in addition to those

duties/personnel covered in this tender and the agency shall not claim any extra payment on this account.

28. T.D.S. for I.Tax and GST etc. shall be deducted as per government. Rules from dues of the contractor.

Hansraj College -Security Services

TENDER FORM FOR PROVIDING SECURITY SERVICES IN COLLEGE

ANNEXURE–A

CHECK LIST

The following documents shall be uploaded at C. P. P. Portal <https://eprocure.gov.in/eprocure/app>.

C.M. of D.D. of Rs. 500/- (Cost of Tender) draw in favour of Principal Hansraj College.

Copy of the Earnest Money Deposit (Demand Draft of Rs.50,000/-(Rupees Fifty Thousand Only) in favour of the 'Principal Hansraj College' the original shall be placed in envelop mark as EMD for Security tenders and shall be deposited in college on or before 23.07.2022 upto 1500hrs

Notice Inviting Tender.

Terms and Conditions of the Tender.

1. Registration No. of the Firm (under Shops & Establishment Act) or registration no. of the company (under Companies Act, 1956), as applicable (attach attested copy of certificate).
2. Card of Firm/Company (attach attested copy of PAN Card).
3. Provident Fund Account No. of Firm/Company (attach attested copy of certificate). ESI No. of Firm/Company (attach attested copy of certificate).
4. The details of the Turnover on the Letter Head of the Tenderer as per the Format provided.
The details of the turnover for the year 2019-2020, 2020-2021 and 2021-2022 should be verified by submitting the copy of Income Tax Returns of respective financial years, as per the format provided.
5. Details of work executed by the tenderer on its letterhead
Copies of Work Orders(s) issued by Tenderer's clients.
Performance Certificate (attested copies) issued by the clients to Department/Organization the tender: (which should have minimum rating of satisfactory") for three years 2019-2020, 2020-2021 and 2021-2022 should be signed by client's authorized signatory and it should also be further signed by tenderer along with the seal of the firm/agency.
6. Detail of experience in Security services (to be submitted in letter head of the tenderer)
Note: copy of documents including co. Profile in physical form in College in addition to uploading the same by tenders.
7. Undertaking on stamp paper of Rs. 100 that the firm/Company has not been blacklisted, original shall be deposited in College in sealed envelope submitted as undertaking for Security tender.
8. Financial Bid as specified in Annexure 6 must be uploaded in given format and the documents EMD, Cost of Tender, Undertakings to be physically submitted.
All the envelopes (Technical Bid & Document and EMD cost of tender undertaking) shall be placed in a

single large envelop super scribed as “Tender for Security at Hansraj College, University of Delhi’. It should also be wax-sealed and submitted in physical form in addition to uploading the same of the Technical Bid only. Financial Bid shall only be uploaded on C.P.P. Portal <https://eprocure.gov.in/eprocure/app>. along with the Technical Bid on or before 23.07.2022 up to 1500hrs. Technical Bid will be opened first and the results will be uploaded after evaluation and checking of documents.

Hansraj College-Security Services

TENDER FORM FOR PROVIDING SECURITY SERVICES IN COLLEGE

ANNEXURE-B

ENCLOSURE LIST of the documents to be provided along with the Tender

1. Duly completed tender form.
2. Earnest money deposit (Demand Draft/Pay order of Rs.50,000/- in favour of Principal, Hansraj College, copy to be uploaded on or before 23.07.2022 up to 1500Hrs
3. Notice Inviting Tender.
4. Terms and Conditions of the Tender.
5. Registration No. of the Firm/Company self-attested copy to be uploaded in Technical Bid_____
6. PAN card of Firm/Company self-attested to be uploaded in Technical bid_____
7. Provident Fund Account No. of Firm/Company self-attested copy to be uploaded in Technical Bid_____
8. ESI No. of Firm/Company self-attested copy to be uploaded in Technical Bid_____
9. Details of Turnover of the Firm/Company to be submitted in the letterhead of the Tenderer. Also attach the Income Tax Return to prove the turnover claimed for the preceding three financial years 2019-2020, 2020-2021, 2021-2022 to be uploaded
10. Details of work order executed by the tenderer in its letterhead_____
11. Copies of Work Order issued by Tenderer’s clients.
12. Self-Attested copies performance certificate issued by the clients of the tenderer, for five years copies to be uploaded.
13. Undertaking on stamp paper of Rs.100 that the firm/Company has not be blacklisted copy to be uploaded, original to be submitted in the college.

(Signature of the Tenderer with Name & Seal)

Date:

Hansraj College, Delhi - 110007

TENDER FORM FOR PROVIDING SECURITY SERVICES IN COLLEGE

ANNEXTURE-C

- a. Name of the tenderer in block letters:
- b. Status of the agency whether Public Ltd./Pvt. Ltd. / Partnership Firm/ Partnership/ Proprietorship
- c. Registration No. and Year of Establishment of firm /Company
- d. Name and designation of the tenderer
- e. Name of Father / Husband of the tenderer
- f. Full residential address of the tenderer
- g. Tenderer's registered office address
- h. Tenderer's address for correspondence
- i. Details of Earnest Money
 - (a) Draft / Pay order No.
 - (b) Dated
 - (c) Bank
 - (d) Amount (Rs. In Words)
- j. Due Date of Draft/Pay Order

I We the undersigned being the tenderer as mentioned above, hereby apply to the Hansraj College, University of Delhi, for providing Security Services on the College campus at Delhi University, Delhi-110007 as described above in the accordance with the terms and conditions of the. Tender. I/We have read and understood the terms and conditions of the tender and hereby unequivocally accept the same. The terms and condition of the tender and the Notice inviting Tender are also signed and being submitted with the tender form.

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

Place:

Date:

Note:

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