



**DELHI TECHNOLOGICAL UNIVERSITY**  
Shahbad Daulatpur, Bawana Road, Delhi 110 042  
Tel : +91-11-27294673 [www.dtu.ac.in](http://www.dtu.ac.in),  
Email id- [arga@dtu.ac.in](mailto:arga@dtu.ac.in)

**NOTICE INVITING TENDER FOR PROVIDING SECURITY SERVICES IN DTU CAMPUS**

E-tenders are invited under Two bid system from reputed agencies having PASARA license, either by themselves or as a joint venture/consortium/partnership having capacity to provide the uniformed trained manpower (i.e. 104 Security Guards, 14 relievers, 06 Supervisors and 01 reliever of Security Supervisor) for the security services of Delhi Technological University, Shahbad Daulatpur, Bawana Raod, Delhi-110042 for a period of two years. However, initial award is for one year as bid is based on one year. The Second year award will be subject to satisfactory performance during the tenure of the contract. Contract can be further extended for one year but total tenure not more than three years on contract basis/outsourcing basis through **e-tendering**.

Last date for submission/receipt of tender(s) is 14.07.2016 at 14.30 Hrs. and will be opened by the Tender Committee in the presence of tenderers or their authorized representatives who wish to be present on the same day at 15.00 Hrs. in the Office of Assistant Registrar (Gen. Admn.). In case, any holiday falls on the day of opening, the tenders will be opened on the next working day. The tenders received after the above said scheduled date and time will not be considered. No tender by FAX will be entertained.

**Registrar**  
**Delhi Technological Univesity**  
**Shahbad Daulatpur, Bawana Road**  
**Delhi-110042**

**EMD: Rs. 10,60,000/-**

## **Guidelines/Procedure to be followed in introduction of 'e'-procurement solution:**

**1. Payment of cost of Tender documents:** The collection of cost of Tender documents is dispensed away with, as there is no physical supply of tender documents and also to have absolute anonymity of bidder participating in e-procurement solution. The bidders can view/download the tender documents from the : <https://govtprocurement.delhi.gov.in>.

**2. Submission of bids:** The bidders who are desirous of participating in 'e'- procurement shall submit their price bids in the standard formats prescribed in the Tender documents, displayed at : <https://govtprocurement.delhi.gov.in>. The bidder should upload the scanned copies of all the relevant certificates, documents etc. in the: <https://govtprocurement.delhi.gov.in>. in support of their price bids. The bidder shall sign on all the pages of tender document ,statements and certificates uploaded by him, owning responsibility for their correctness/authenticity and copies thereof may also be submitted in the office of the Assistant Registrar (Gen. Admn.), DTU along with original EMD. However documents of the bidders downloaded online or requisitioned subsequently only will form the basis for deciding the tender.

**3. Payment of Bid Security (Earnest Money Deposit):** The EMD shall be in the form of the Demand Draft/Pay order of scheduled bank/Fixed Deposit Receipt of a scheduled bank issued in favour of **Registrar, Delhi Technological University , Delhi**. Zerox copy of the DD/PO/FDR is to be scanned and uploaded along with the bid, and the original DD/PO/FDR shall be sent to DTU so as to reach within two days after the closure of e-tender window and online bids will be opened after two days of closure of e-tender. Failure to furnish the original DD/PO/FDR against EMD within two days after the closure of e-tender will entail rejection of bid and blacklisting.

**4. Price Bid Opening:** The Price Bids will be opened online by the concerned officer/officers at the specified date & time and the result will be displayed on the: <https://govtprocurement.delhi.gov.in>. which can be seen by all the bidders who participated in the tenders.

**5. Processing of Tenders:** The concerned officer/officers will evaluate and process the tenders and will communicate the decision to the bidder online.

**6. Payment of Performance Guarantee:** The successful tenderer shall furnish a bank guarantee/FDR of the value equal to 10% of the cost of work order for a period of sixty days beyond two year from a nationalized bank to ensure the satisfactory performance of item supplied. The performance guarantee is to be submitted at the time of award of work. In case the performance of the work is not found satisfactory, the amount of bank guarantee will be forfeited & credited in University account.

**7. Participation of Bidders at the time of opening of bids:** Bidders have two options to participate in tendering process at the time of opening of Bids:

(i). Bidders can come at the place of opening of bids (electronically) as done in the conventional tender process. (ii). Bidders can visualize the process online.

**8. Participation Financial Rules for e-procurement:** The e-procurement system would be applicable for purchase of goods, outsourcing of services and execution of work as prescribed in GFRs and other relevant rules.

**ASSISTANT REGISTRAR (GEN. ADMN.)  
DELHI TECHNOLOGICAL UNIVERSITY ,  
SHAHBAD DAULATPUR,  
BAWANAROAD, DELHI – 110 042**

## **INSTRUCTIONS TO BIDDERS**

### **1. GENERAL:-**

1.1 The present tender is being invited for Security Services under which the contractor shall provide uniformed and trained personnel and will use its best endeavours to provide security of building, equipments, materials and staff working in Delhi Technological University, monitoring and surveillance of the premises.

### **2. ELIGIBLE BIDDERS:-**

2.1. All security agencies who are providing similar kind of services for last three financial consecutive years and having annual average turnover of Rs. 63,57,000/- (30% of the estimated value of the contract) during the last three financial years in the books of accounts and being run by Ex- Servicemen/Ex-Para-military men.

2.2. The bidder should have the experience of completion of similar works in any of the Universitys/Autonomous Institutions/Universities/Public Sector Undertakings of the Government of India or Government of NCT of Delhi or any other State Government or Public Sector Banks or Local Bodies/Municipalities

as follows:-

(a) Three similar completed works costing not less than the amount equal to Rs 84,80,000 /- of the estimated cost; or

(b) Two similar completed works costing not less than the amount equal to Rs. 1,06,00,000 /- of the estimated cost; or

(c) One similar completed work costing not less than the amount equal to Rs. 1,70,00,000 /- of the estimated cost.

### **3. QUALIFICATION OF THE BIDDERS:-**

3.1. The Bidder, to qualify for the award of contract, shall submit a written power of attorney authorizing the signatories of the bid to participate in the bid.

3.2.(a) Memorandum of Understanding shall be provided in case the Bidder comprises of Joint venture/Consortium/Partnership.

(b) Nomination of one of the members of the partnership, consortium or joint venture to be in charge and this authorization shall be covered in the power of attorney signed by the legally authorized signatories of all members of consortium/joint venture/partnership firm;

(c) Details of the intended participation by each member shall be furnished with complete details of the proposed division of responsibilities and corporate relationships among the individual members.

3.3. The bidder shall submit full details of his ownership and control or, if the Bidder is a partnership, joint venture or consortium, full details of ownership and control of each member thereof.

3.4. Bidder or members of a partnership, joint venture or consortium shall submit a copy of PAN card No. under the Income Tax Act.

3.5. Bidder must submit copies of all documents required, duly self-attested, along with technical bid of the tender.

3.6. Each Bidder (each member in the case of partnership firm/joint venture/consortium) or any associate is required to confirm and declare with his bid that no agent, middleman or any intermediary has been, or will be, engaged to provide any services, or any other item or work related to the award and performance of this contract. They will have to further

confirm and declare that no agency commission or any payment which may be construed as an agency commission has been or will be paid and that the tender price will not include any such amount. If the Delhi Technological University subsequently finds to the contrary, the University reserves the right to declare the Bidder as non-compliant and declare any contract if already awarded to the Bidder to be null and void.

3.7. Canvassing or offer of an advantage or any other inducement by any person with a view to influencing acceptance of a bid will be an offence under Laws of India. Such action will result in the rejection of bid, in addition to other punitive measures.

#### **4. ONE BID PER BIDDER:-**

Each bidder shall submit only one tender either by himself or as a partner in joint venture or as a member of consortium. If a bidder or if any of the partners in a joint venture or any one of the members of the consortium participate in more than one bid, the bids are liable to be rejected.

#### **5. COST OF BID:-**

The bidder shall bear all costs associated with the preparation and submission of his bid and the University will in no case shall be responsible or liable for those costs, regardless of the conduct or outcome of the tender process.

#### **6. VISIT TO UNIVERSITY:-**

The bidder is required to provide securities services to this University and is advised to visit and acquaint himself with the operational system. The costs of visiting shall be borne by the bidder. It shall be deemed that the contractor has undertaken a visit to the University and is aware of the operational conditions prior to the submission of the tender documents.

#### **7. TENDER DOCUMENTS:-**

##### **7.1. Contents of Tender Documents.**

7.1.1. The Tender Invitation Document has been prepared for the purpose of inviting tenders for providing Security Services. The Tender document comprises of:

- (a) Notice of Invitation of Tender.
- (b) Price Bid.
- (c) Terms and Conditions.
- (d) Tender form for providing security services (Annexure-I)
- (e) Scope of Work (Annexure-II)
- (f) Details of Manpower required (Annexure-III)
- (g) Method of award of work (Annexure-IV)
- (h) Check list for Pre-qualification Bid (Annexure-V)
- (i) Check list for Technical Evaluation (Annexure-VI)
- (j) Undertaking (Annexure-VII)
- (k) Form of Bank Guarantee for Bid Security (Annexure-VIII)
- (l) Form of Agreement (Annexure-IX)
- (m) Form of Bank Guarantee of Performance Security (Annexure-X)
- (n) Price Bid for Security Services (Annexure-XI)

7.1.2. The bidder is expected to examine all instructions, Forms, Terms and Conditions in the

Tender document. Failure to furnish all information required by the Tender document or submission of a tender not substantially responsive to the Tender document in every respect will be at the bidder's risk and may result in rejection of his bid.

7.1.3. The bidder shall not make or cause to be made any alteration, erasure or obliteration to the text of the Tender document.

## **7.2. CLARIFICATION OF TENDER DOCUMENT**

7.2.1. The bidder shall check the pages of all documents against page number given in indexes and, in case any discrepancy or missing pages the bidder shall inform the Office of Assistant Registrar, General Administration Branch, Room no. 104, Ground Floor, Admn. Block, DTU

7.2.2. In case the bidder has any doubt about the meaning of anything contained in the Tender document, he shall seek clarification from the Office of Assistant Registrar, General Administration Branch, Room no. 104, Ground Floor, Admn. Block, DTU not later than two weeks before submitting his bid. Any such clarification, together with all details on which clarification had been sought, will also be forwarded to all bidders without disclosing the identity of the bidder seeking clarification. All communications between the bidder and the University shall be carried out in writing.

7.2.3. Except for any such written clarification by the University, which is expressly stated to be an addendum to the tender document issued by the Office of Assistant Registrar, General Administration Branch, Room no. 104, Ground Floor, Admn. Block, DTU, no written or oral communication, presentation or explanation by any other employee of the University shall be taken to bind or fetter the University under the contract.

## **8. PREPARATION OF BIDS**

### **8.1. Language**

Bids and all accompanying documents shall be in English. In case any accompanying documents are in other languages, it shall be accompanied by an English translation. The English version shall prevail in matters of interpretation.

### **8.2. Documents Comprising the Bid**

Tender document issued for the purposes of tendering as described in Clause 7.1 and any amendments issued shall be deemed as incorporated in the Bid.

8.2.1. The bidder shall, on or before the date given in the Notice Invitation to Tender, submit his bid in sealed envelopes clearly marked with the name of the Tender **and also submit the bid through e-tendering system which is mandatory.**

8.2.2. One copy of the Tender document and Addenda, if any, thereto with each page signed and stamped shall be annexed to acknowledge the acceptance of the same.

8.2.3. The contractor shall deposit Bid Security (Earnest Money Deposit) for an amount of Rs. 10,60,000/- (5% of the Estimated Value of the Contract) in the form of an Account Payee DD, Fixed Deposit Receipt or Bank Guarantee from a commercial bank in an acceptable form in favour of Registrar, Delhi Technological University along with the Tender document. The Bid Security will remain valid for a period of forty-five days beyond the final bid validity period. Bid securities of the unsuccessful bidders will be returned to them at the earliest after expiry of the final bid validity and latest on or before the 30<sup>th</sup> day after the award of the contract.

8.2.4. These shall be addressed to the Registrar, Delhi Technological University, Shahbad Daulatpur, Daulatpur, Bawana Road, Delhi-110042 at the address given in the Tender document.

8.2.5. The Bidder (each member in case of joint venture/consortium/partnership firms) shall furnish

the details regarding total number of works, as stated in Clause 2.2.(a)(b) and(c), completed in last consecutive three years, which were similar in nature and complexity as in the present contract requiring supply of trained man power to provide Security Services.

### **8.3. BID PRICES:-**

8.3.1. Bidder shall quote the rates in Indian Rupees for the entire contract on a 'single responsibility' basis such that the Tender price covers contractor's all obligations mentioned in or to be reasonably inferred from the Tender document in respect of the Security Services at Delhi Technological University . This includes all the liabilities of the contractor such as cost of uniform and identity cards of personnel deployed by the contractor and all other statutory liabilities like Minimum Wages, ESI, PF contributions, service charges, all kinds of taxes etc. which should be clearly stated by the contractor.

8.3.2. The rates and prices quoted by the Bidder shall be inclusive of Service Tax.

8.3.3. The rate quoted shall be responsive and the same should be inclusive of all Statutory obligations such as Minimum Wages, ESI, PF contributions, wages for leave reserve, service charges, cost of uniform and all kinds of taxes etc. The offers of those prospective bidders which do not meet the statutory requirements are liable to be rejected.

8.3.4. Conditional bids/offers will be summarily rejected.

### **8.4. FORM OF BID:-**

The Form of Bid shall be completed in all respects and duly signed and stamped by an authorized and empowered representatives of the Bidder. If the Bidder comprises a partnership firm, consortium or a joint venture, the Form of Bid shall be signed by a duly authorized representative of each member of participant thereof. Signatures on the Form of Bid shall be witnessed and dated. Copies of relevant power of attorney shall be attached.

### **8.5. Currencies of Bid and Payment:-**

8.5.1. The Bidder shall submit his price bid/offer in Indian Rupees and payment under this contract will be made in Indian Rupees.

### **8.6. Duration of Contract:-**

The contract period is for two years. However, initial award is for one year as bid is based on one year. The Second year award will be subject to satisfactory performance during the tenure of the contract. Contract can be further extended for one year but total tenure not more than three years.

### **8.7. BID SECURITY:-**

8.7.1. The contractor shall deposit Bid Security (Earnest Money Deposit) for an amount of Rs. 10,60,000/- (5% of the Estimated Value of the Contract) in the form of an Account Payee DD, Fixed Deposit Receipt from a commercial bank, or Bank Guarantee from a commercial bank in an acceptable form in favour of Registrar, Delhi Technological University along with the Tender document. The Bid Security will remain valid for a period of forty-five days beyond the final bid validity period.

8.7.2. Any Tender not accompanied by Bid Security shall be rejected.

8.7.3. Bid securities of the unsuccessful bidders will be returned to them at the earliest after expiry of the final bid validity and latest on or before the 30<sup>th</sup> day after the award of the contract.

8.7.4. Bid security of the successful bidder shall be returned on receipt of Performance Security in the University and after signing the contract agreement.

8.7.5. Bid Security shall be forfeited if the bidder withdraws his bid during the period of Tender validity.

8.7.6. Bid Security shall be forfeited if the successful bidder refuses or neglects to execute the Contract or fails to furnish the required Performance Security within the time frame specified by the University.

## **8.8. Format and Signing of Bid:-**

8.8.1. The bidder shall submit one copy of the Tender document and addenda, if any, thereto, with each page of this document signed and stamped to confirm the acceptance of the terms and conditions of the tender by the bidder.

8.8.2. The documents comprising the bid shall be typed or written in indelible ink and all pages of the bid shall be signed by a person or persons duly authorized to sign on behalf of the bidder. All pages of the bid, where entries or amendments have been made, shall be signed by the person or persons signing the bid.

8.8.3. The bid shall contain no alterations, omissions or additions except those to comply with instruction issued by the University, or are necessary to correct errors made by the bidder, in which case such corrections shall be initialed/signed and dated by the person or persons signing the bid.

## **9. Submission of Bids:-**

9.1.1. The bidder shall submit the Pre-qualification Bid and Technical Bid in a separate sealed cover and the Financial Bid in another sealed cover duly superscribed and all these two sealed covers are to be put in a bigger cover which should also be sealed and duly superscribed.

9.1.2. The sealed cover of Pre-qualification Bid and Technical Bid should consist of the following documents:-

(a) Bid Security (Earnest Money Deposit) for an amount of Rs. 10,60,000/- (5% of the Estimated Value of the Contract) in the form of an Account Payee DD, Fixed Deposit Receipt from a commercial bank, or Bank Guarantee from a commercial bank in an acceptable form in favour of "Registrar, Delhi Technological University".

(b) Self attested one recent passport size photograph(s) of the authorized person(s) of the firm/agency with name, designation, Office/Residential address and office Telephone numbers, whether the bidder is a sole proprietor/partnership firm and if partnership firm, names addresses and telephone numbers of Directors/Partners also;

(c) Self attested copy of PAN No. card under Income Tax Act; with document showing relationship with bidding agency.

(d) Self attested copy of Service Tax Registration Number;

(e) Self attested copy of Valid Registration No. of the Agency/Firm;

(f) Self attested copy of valid Provident Fund Registration Number;

(g) Self attested copy of valid ESI Registration Number;

(h) Self attested copy of valid Licence and Number under Contract Labour Act and under any other Acts/Rules;

(i) Proof of valid DGR sponsorship or proof of being run by Ex-serviceman/ex-Para-Military personnel;

(j) PSARA License.

- (k) Proof of Average Annual turnover as stated in Clause 2.1 supported by audited Balance Sheet;
- (l) Proof of experience as stated in Clause 2.2.(a), (b) and (c) supported by documents from the concerned organizations; and
- (m) Duly filled and signed Annexures-V, VI and VII.

9.1.3. The sealed cover of Price Bid should contain Annexure-XI i.e. Price bid in original and a duplicate copy of the same in two separate envelopes duly filled in figures and words.

9.1.4. All the sealed covers shall be addressed to the Registrar, Delhi Technological University , Shahbad Daulatpur, Bawana Road, Delhi-110 042 and will be put in the Tender Box which is available in the office of the Assistant Registrar, General Administration Branch, Room no. 104, Ground Floor, Admn. Block, Delhi Technological University .

9.1.5. The tender shall remain valid and open for acceptance for a period of 120 days from the last date of submission of tender.

**Delhi Technological University  
Shahbad Daulatpur, Bawana Road,  
Delhi-11 0042.**

## **9.2 Late and Delayed Tenders:-**

9.2.1. Bids must be received in the University at the address specified above not later than the date and time stipulated in the NIT. The University may, at its discretion, extend the deadline for submission of bids in which case all rights and obligations of the University and the Bidder will be the same.

9.2.2. Any bid received by the University after the deadline for submission of bids, as stipulated above, shall not be considered and will be returned unopened to the bidder.

## **10.1 Bid Opening and Evaluation:-**

10.1.1. The authorized representatives of the University will open the Pre- qualification/Technical Bids in the presence of the Bidders or of their representatives who choose to attend at the appointed place and time.

10.1.2. The bid of any bidder who has not complied with one or more of the conditions prescribed in the terms and conditions will be summarily rejected. 10.1.3. Conditional bids will also be summarily rejected.

10.1.4. Subsequently, the selected technical bids will be evaluated as per the methodology given in the Annexure-IV of the Tender document.

10.1.5. Financial bids of only the technically qualified bidders will be opened for evaluation in the presence of qualified bidders.

## **10.2 Right to accept any Bid and to reject any or all Bids:-**

10.2.1. The Delhi Technological University is not bound to accept the lowest or any bid and may at any time by notice in writing to the bidders terminate the tendering process.

10.2.2. The Delhi Technological University , may terminate the contract if it is found that the contractor is black listed on previous occasions by the any of the Universitys/Institutions/Local



Bodies/Municipalities/Public Sector Undertakings, etc.

10.2.3. The Delhi Technological University, may terminate the contract in the event if the successful bidder fails to furnish the Performance Security or fails to execute the agreement within the stipulated time.

### **11.1 Award of Contract:-**

11.1.1. The Delhi Technological University , will award the contract to the successful evaluated bidder whose bid has been found to be responsive and who is eligible and qualified to perform the contract satisfactorily as per the terms and conditions incorporated in the bidding document.

11.1.2. The Delhi Technological University, will communicate the successful bidder by facsimile confirmed by letter transmitted by Registered post that his bid has been accepted. This letter (hereinafter and in the condition of contract called the "Letter of Offer") shall prescribe the amount which University will pay to the contractor in consideration of the execution of work/services by the contractor as prescribed in the contract.

11.1.3. The successful bidder will be required to execute an agreement in the form specified in Annexure-IX before award of contract.

11.1.4. The successful bidder shall be required to furnish a Performance Security within 15 days of receipt of 'Letter of Offer' for an amount of Rs. 21,20,000/-(10% of the tender cost) in the form of an Account Payee DD, Fixed Deposit Receipt from a commercial bank, or Bank Guarantee from a commercial bank from a commercial bank in an acceptable form (Annexure-X) in favour of Registrar, Delhi Technological University , Shahbad Daulatpur, Bawana Road, Delhi- 110 042. The Performance Security shall remain valid for a period of sixty days beyond the date of completion of all contractual obligations. In case the contract period is extended further, the validity of Performance Security shall also be extended by the contractor accordingly.

11.1.5. Failure of the successful bidder to comply with the requirements of above clauses shall constitute sufficient grounds or the annulment of the award and forfeiture of Bid Security.

11.1.6. Even after being declared L-1, award of contract will be subject to the followings:

- (a) Collection of Form-5 within a week from issuance of offer letter.
- (b) Submission of the following documents.
  - i. Labour License
  - ii. List of staff to be deployed and their police verification
  - iii. Submission of standard Operating Procedure (SOP)
  - iv. Agreement

## PRICE BID FOR SECURITY SERVICES

No.	Designation of Employee	Minimum wages per person per month	ESI	EPF + EDLI	Bonus	Uniform charges & washing charges	Service Charge	Total
1	Security Guard							
2	Security supervisor							

1. The Security Guard will be considered under the Semi-skilled category. Contractor shall provide uniformed and trained personnel (i.e. 104 Security Guards, 14 relievers, 06 Supervisors and 01 reliever of Security Supervisor) and use its best endeavour to provide Security services to the University for providing safety, monitoring and surveillance. Rates quoted will include all statutory obligations of the contractor under Minimum Wages Act, Contract Labour (R&A) Act, cost of uniform, of personnel deployed by the contractor, all kinds of taxes, service charges, etc. of the agency. The rate quoted will be for per shift of eight hours per person per day. If the minimum wages is revised by the Government of NCT of Delhi/Government of India, the incremental wages, if applicable, will be provided.
2. The offers/bids which are not in compliance of Minimum Wages Act and any other Labour laws will be treated as invalid.
3. The contract period is for two years. However, initial award is for one year as bid is based on one year. The Second year award will be subject to satisfactory performance during the tenure of the contract. Contract can be further extended for one year but total tenure not more than three years.
4. The number of manpower required shown above is indicative and the actual quantity may vary by 10% (plus, minus).
5. The bidders may quote the rates in Indian Rupees.
6. All the columns shall be clearly filled in ink legibly or typed. The tenderer should quote the number, rates and amount tendered by him/them in figures and as well as in words. Alterations, if any, unless legibly attested by the tenderer shall disqualify the tender. The tenderer shall take care that the rate and amount may be written in such a way that interpolation is not possible. No columns should be left blank which would be otherwise made the tender liable for rejection.

\*\* Vide notification no. 25/2012-ST dated 20.06.2012 as amended on 11.07.2014 under major exemptions in Service Tax at Para 6.1-1 vide Sr. No. 9, it is mentioned that“**Service provided by an educational institution and specified services provided to educational institution are exempt from Service Tax**”.

## **TERMS AND CONDITIONS OF THE CONTRACT**

1. The security personnel provided shall be the employees of the Contractor and all statutory liabilities will be paid by the contractor such as ESI, PF, Workmen's Compensation Act, etc. The list of staff going to be deployed shall be made available to the University and if any change is required on part of the University fresh list of staff shall be made available by the agency after each and every change.
2. The contractor shall abide by and comply with all the relevant laws and statutory requirements covered under Labour Act, Minimum Wages and (Contract Labour (Regulation & Abolition Act 1970), EPF etc. with regard to the Security personnel engaged by him for works. It will be the responsibility of the contractor to provide details of manpower deployed by him, in the University and to the Labour Department. The contractor will ensure that all employee on his roll deployed in DTU have been allotted UAN and same will be intimated to the University.
3. As far as EPF is concerned, it shall be the duty of the Contractor to get PF code number allotted by RPFC against which the PF subscription, deducted from the payment of the personnel engaged and equal employer's amount of contribution should be deposited with the respective PF authorities within 7 days of close of every month by giving a particulars of the employees engaged for the University works, is required to be submitted to the University. In any eventuality, if the contractor failed to remit employee/employer's contribution towards PF subscription etc. within the stipulated time University is entitled to recover the equal amount from any money due or accrue to the Contractor under this agreement or any other contract with RPFC, with an advice to RPFC, duly furnishing particulars of personnel engaged for the University. The contractor will ensure that all employee on his roll deployed in DTU have been allotted UAN and same will be intimated to the University within three months of award of contract.
4. The antecedents of security staff deployed shall be got verified by the contractor from local police authority and an undertaking in this regard to be submitted to the University and University shall ensure that the contractor complies with the provisions.
5. The Contractor will maintain a register on which day to day deployment of personnel will be entered. This will be countersigned by the authorized official of the University. While raising the bill, the deployment particulars of the personnel engaged during each month, shift wise, should be shown. The Contractor has to given an undertaking (on the format), duly countersigned by the concerned official of the University, regarding payment of wages as per rules and laws in force, before receiving the 2<sup>nd</sup> payment onwards.
6. All liabilities arising out of accident or death while on duty shall be borne by the contractor.
7. Adequate supervision will be provided to ensure correct performance of the said security services in accordance with the prevailing assignment instructions agreed upon between the two parties. In order to exercise effective control & supervision over the staff of the Contractor deployed, the supervisory staff will move in their areas of responsibility.
8. All necessary reports and other information will be supplied immediately as required and regular meetings will be held with the University.

9. Contractor and its staff shall take proper and reasonable precautions to preserve from loss, destruction, waste or misuse the areas of responsibility given to them by the University and shall not knowingly lend to any person or company any of the effects of the University under its control.
10. The security staff shall not accept any gratitude or reward in any shape.
11. The contractor shall have his own Establishment/set up/mechanism/Training institute to provide training aids or should have tied up with a training institute, with 2-3 Ex-Servicemen/Ex-Para Military Forces/Ex-Police for training purpose at his own cost to ensure correct and satisfactory performance of his liabilities and responsibilities under the contract. At least 160 hours training should be given to the security personal before deployment at DTU to ensure correct and satisfactory performance.
12. Under the terms of their employment agreement with the Contractor the Security staff shall not do any professional or other work for reward or otherwise either directly or indirectly, except for and on behalf of the Contractor.
13. That in the event of any loss occasioned to the University, as a result of any lapse on the part of the contractor which will be established after an enquiry conducted by the University, the said loss will be claimed from the contractor up to the original cost of item. The decision of the University will be final and binding on the agency.
14. The contractor shall do and perform all such Security services, acts, matters and things connected with the administration, superintendence and conduct of the arrangements as per the direction enumerated herein and in accordance with such directions, which the University may issue from time to time and which have been mutually agreed upon between the two parties.
15. The University shall have the right, within reason, to have any person removed that is considered to be undesirable or otherwise and similarly Contractor reserves the right to change the staff with prior intimation to the University.
16. The contractor shall be responsible to maintain all property and equipment of the University entrusted to it.
17. The contractor will not be held responsible for the damages/sabotage caused to the property of the University due to the riots/mobs attack/armed dacoit activities or any other event of force majeure.
18. The contractor will deploy supervisors as per the need given by the University. The supervisor shall be required to work as per the instructions of University.
19. The personnel engaged by the contractor shall be dressed in neat and clean uniform (including proper name badges), failing which invites a penalty of Rs.500/- each occasions and habitual offenders in this regard shall be removed from the University. The penalty on this account shall be deducted from the Contractor's bills.
20. The personnel engaged have to be extremely courteous with very pleasant mannerism in dealing with the students/ staff and should project an image of utmost discipline. The University shall have right to have any person moved in case of students/ staff complaints or as decided by representative of the University if the person is not performing the job satisfactorily or otherwise. The

contractor shall have to arrange the suitable replacement in all such cases.

21. The eight hours shift generally will be from 0600 hrs. to 1400 hrs., 1400 hrs. to 2200 hrs. and 2200 hrs. to 0600 hrs. But the timings of the shift are changeable and shall be fixed by the University from time to time depending upon the requirements. Prolong duty hours (more than 8 hrs. at a stretch) shall not ordinary be allowed. No payment shall be made by the University for Double Duty, if any.
22. The personnel will have to report to the University's security office at least 15 minutes in advance of the commencement of the shift for collecting necessary belongings documents/instructions, and to complete all other required formalities as approved by the University.
23. The contractor shall abide by and comply with all the relevant laws and statutory requirements covered under various laws such as Labour Act, Minimum Wages Act, Contract Labour (Regulation and abolition) Act, EPF, ESI and various other Acts as applicable from time to time with regard to the personnel engaged by the contractor for the University.
24. The payment would be made at the end of every month based on the actual shift manned/operated by the personnel supplied by the contractor and based on the documentary proof jointly signed by the representative of the University and the contractor/his representative/personnel authorized by him. No other claim on whatever account shall be entertained by the University.
25. Any damage or loss caused by contractor's persons to the University in whatever form would be recovered from the contractor.
26. The University will give basic training/familiarization of the Security and door keeping services required to be done by the personnel to be deployed by the contractor under the contract for 2 to 3 days and this period will not be counted as shift manned by contractor's personnel for the purpose of payment under the contract.
27. (a) In case any of contractor's personnel(s) deployed under the contract is (are) absent, a penalty @ 0.25% of gross monthly bill shall be levied by the University for each occasion and the same shall be deducted from the contractor's bills.  
(b) In case any of contractor's personnel deployed under the contract fails to report in time and contractor is unable to provide suitable substitute in time for the same it will be treated as absence and penalty as mentioned in point 27(a) shall be levied.  
(c) In case any public complaint is received attributable to misconduct/misbehaviour of contractor's personnel, a penalty of Rs.500/- for each such incident shall be levied and the same shall be deducted from contractor's bill. Further the concerned contractor's personnel shall be removed from the University security immediately.
  - a. In case the contractor fails to commence/execute the work as stipulated in the agreement or unsatisfactory performance or does not meet the statutory requirements of the contract, University reserves the right to impose the penalty as detailed below:-
    - i) 20% of cost of order/agreement per week, upto four weeks delays.

- ii) After four weeks delay Principal Employer reserves the right to cancel the contract and withhold the agreement and get this job be carried out preferably from other contractor(s) registered with DGR and then from open market or with other agencies if DGR registered agencies are not in a position to provide such Contractor(s). The difference if any will be recovered from the defaulter contractor and also shall be black listed for a period of 4 years from participating in such type of tender and his earnest money/security deposit may also be forfeited, if so warranted.

- 28. The contractor shall ensure that its personnel shall not at any time, without the consent of the University in writing, divulge or make known any trust, accounts matter or transaction undertaken or handled by the University and shall not disclose to any information about the affairs of University. This clause does not apply to the information, which becomes public knowledge.
- 29. Any liability arising out of any litigation (including those in consumer courts) due to any act of contractor's personnel shall be directly borne by the contractor including all expenses/fines. The concerned contractor's personnel shall attend the court as and when required.
- 30. The contractor shall deploy his personnel including replacement if any, only after obtaining the University approval duly submitting curriculum vitae (CV) of these personnel, the University shall be informed at least one week in advance and contractor shall be required to obtain the University's approval for all such changes along with their CVs.
- 31. **Force Majeure**  
If at any time during the currency of the contract, either party is subject to force majeure, which can be termed as civil disturbance, riots, strikes, tempest, acts of God etc. which may prevent either party to discharge his obligation, the affected party shall promptly notify the other party about the happening of such an event. Neither party shall by reason of such event be entitled to terminate the contract in respect of such performance of their obligations. The obligations under the contract shall be resumed as soon as practicable after the event has come to an end or ceased to exist. If the performance of any obligation under the contract is prevented or delayed by reason of the event beyond a period mutually agreed to if any or seven days, whichever is more, either party may at its option terminate the contract.
- 32. The contractor shall have his own Establishment/Setup/Mechanism, etc. at his own cost to ensure correct and satisfactory performance of his liabilities and responsibilities under the contract.
- 33. "NOTICE TO PROCEED" means the notice issued by the University to the contractor communicating the date on which the work/services under the contract are to be commenced.
- 34. If the contractor is a joint venture/consortium/group/partnership of two or more persons, all such persons shall be jointly and severally liable

to the University for the fulfillment of the terms of the contract. Such persons shall designate one of them to act as leader with authority to sign. The joint venture/consortium/group/partnership shall not be altered without the approval of the University.

35. The contract period is for two years. However, initial award is for one year as bid is based on one year. The Second year award will be subject to satisfactory performance during the tenure of the contract. Contract can be further extended for one year but total tenure not more than three years.
36. During the course of contract, if any contractor's personnel are found to be indulging in any corrupt practices causing any loss of revenue to the University shall be entitled to terminate the contract forthwith duly forfeiting the contractor's Performance Guarantee.
37. In the event of default being made in the payment of any money in respect of wages of any person deployed by the contractor for carrying out of this contract and if a claim therefore is filed in the office of the Labour Authorities and proof thereof is furnished to the satisfaction of the Labour Authorities, the University may, failing payment of the said money by the contractor, make payment of such claim on behalf of the contractor to the said Labour Authorities and any sums so paid shall be recoverable by the University from the contractor.
38. If any money shall , as the result of any instructions from the Labour authorities or claim or application made under any of the Labour laws, or Regulations, be directed to be paid by the University, such money shall be deemed to be payable by the contractor to the University within seven days. The University shall be entitled to recover the amount from the contractor by deduction from money due to the contractor or from the Performance Security.
39. The contractor shall not engage any such sub contractor or transfer the contract to any other person in any manner.
40. The contractor shall indemnify and hold the University harmless from and against all claims, damages, losses and expenses arising out of, or resulting from the works/services under the contract provided by the contractor.
41. The bidder should be registered with the concerned authorities of Labour University under Contract Labour (R&A) Act 1970 and Delhi Works Contract Act (wherever applicable).
42. The contracting agency shall not employ any person below the age of 18 yrs. And above the age of 55 yrs. Manpower so engaged shall be trained for providing security services and fire fighting services before joining. In addition University will also arrange training in batches by Civil Defence and Fire Service Department for deployed manpower. During this training, contractor shall have to arrange substitute for the staff undergoing training.
43. The contracting agency shall employ at least 33% manpower from the category of Ex-Servicemen not above the age of 55 years. The contractor shall provide proof of Ex-Servicemen and University shall get it verified on its own. Security staff other than ex-servicemen shall be minimum 10<sup>th</sup> pass and have training minimum of five days duration for providing security and fire fighting services.
44. The contractor shall ensure to provide at least one female security guard in each shift.

45. The contractor shall get guards and supervisors screened for visual, hearing, gross physical defects and contagious diseases and will provide a certificate to this effect for each personnel deployed. University will be at liberty to get anybody re-examined in case of any suspicion. Only physically fit personnel shall be deployed for duty.
46. Security staff engaged by the contractor shall not take part in any staff union and association activities.
47. The contractor shall bear all the expenses incurred on the following items i.e. Provision of torches and cells, lathis/ballams and other implements to security staff, stationary for writing duty charts and registers at security check points and records keeping as per requirements.
48. Agency will provide walkie-talkie to each supervisor and will ensure that 10 sets of the same are available in each shift to ensure effective timely communication between them.
49. The University shall not be responsible for providing residential accommodation to any of the employee of the contractor.
50. The University shall not be under any obligation for providing employment to any of the worker of the contractor after the expiry of the contract. The University does not recognize any employee employer relationship with any of the workers of the contractor.
51. If as a result of post payment audit any overpayment is detected in respect of any work done by the agency or alleged to have done by the agency under the tender, it shall be recovered by the University from the agency.
52. If any underpayment is discovered, the amount shall be duly paid to the agency by the University.
53. The contractor shall provide the copies of relevant records during the period of contract or otherwise even after the contract is over when ever required by the University etc.
54. The contractor will have to deposit the proof of depositing employee's contribution towards EPF/ESI etc. of each employee in every month.
55. The contractor shall disburse the wages to its staff deployed in the University every month through ECS in the presence of representative of the University.
56. The contractor should have round the clock control room service in Delhi along with quick response teams to deal with emergent situations.

#### **OBLIGATION OF THE CONTRACTOR:**

57. The contractor shall ensure full compliance with tax laws of India with regard to this contract and shall be solely responsible for the same. The contractor shall submit copies of acknowledgements evidencing filing of returns every year and shall keep the Employer fully indemnified against liability of tax, interest, penalty etc. of the contractor in respect thereof, which may arise.

#### **58. Dispute Resolution**

- (a) Any dispute and or differences arising out of or relating to this ontract will be resolved through joint discussion of the



authorized representatives of the concerned parties. However, if the disputes are not resolved by joint discussions, then the matter will be referred for adjudication to a sole Arbitrator appointed by the Board of Management of the University .

(b) The award of the sole Arbitrator shall be final and binding on all the parties. The arbitration proceeding's shall be governed by Indian Arbitration and Conciliation Act 1996 as amended from time to time.

(c) The cost of Arbitration shall be borne by the respective parties in equal proportions. During the pendency of the arbitration proceeding and currency of contract, neither party shall be entitled to suspend the work/service to which the dispute relates on account of the arbitration and payment to the contractor shall continue to be made in terms of the contract. Arbitration proceedings will be held at Delhi/New Delhi only.

## 59. JURISDICTION OF COURT

The courts at Delhi/New Delhi shall have the exclusive jurisdiction to settle all disputes, if any, arising out of this agreement between the parties.

## 60. Penalty:

Process	Requirement	Penalty
1. Deploying Adequate number of Security personnel/ supervisor	The contractor will provide adequate number of personnel/ supervisor for meeting the service requirement of the University	Rs. 1000/- for every instance when the deployment is found to be deficient/ less the actual requirement.
2. Security Guards & Supervisors to report in uniform	Approved uniform design with name badge.	Rs. 500/- for each occasion for every member of Security Guards & Supervisors not found in prescribed uniform.
3. Misconduct/misbehavior/Indiscipline by the Security Guards & Supervisors	i) The workmen should be courteous to the staffs and disciplined  ii) They should not smoke and spit on the walls/floors etc.	Rs. 500/- for every instance.
4. Copy of individual ESI card issued	The contractor will provide	Rs. 2000/- per day for non

to each workmen	a copy of individual ESI card issued to each Security Guards & Supervisors within 30 days from the award of contract.	issuance of individual ESI card to each Security Guards & Supervisor after 30 days.
5.EPF Pass book or Statement of individual PF deposits	The contractor will provide individual Pass book OR statement of individual PF deposits	Rs. 2000/- per day for non issuance of individual Pas Book/ Statement of deposits after 30 days.
6. Payment to Workmen	The contractor will pay monthly wages to their workmen on or before 7 <sup>th</sup> of every month by ECS only.	Rs. 2000/- per day for payment of wages to the workmen after 7 <sup>th</sup> of every month.

61. The staff provided shall be the employees of the Contractor and all statutory liabilities will be paid by the contractor such as ESI, EPF and other as per Workmen's Compensation Act. The list of staff as per format given below, going to be deployed shall be made available to the DTU and if any change is required on part of the DTU, fresh list of staff shall be made available by the agency after each and every change. Prior consent of University authority will have to be taken before changing a particular staff.

Name	Father's Name	Age	Address Both permanent & present	Past Experience, if any	Qualification	Nearest Police Station	Universal A/c No.	Mobile no.

62. The Security agency must provide the following

- i. Torches for all night shift guards and minimum four (4) nos. of dragon lights (portable battery operated search lights)
- ii. Walkie-talkie (minimum 10 sets in each shift).
- iii. Whistle and lathi
- iv. Hand Held Metal detector (HHMD)- at least 3 nos.
- v. Vehicle undercarriage detector- at least 2 nos.
- vi. Reflector sets for traffic management at night- at least 8 nos.

Delhi Technological University  
Shahbad Daulatpur, Bawana Road, Delhi- 110 042.

TENDER FORM FOR PROVIDING SECURITY SERVICES

1. Cost of tender : Rs \_\_\_\_\_

Affix duly Attested  
P.P. Size recent  
photograph of the  
prospective bidder.

2. Due date for tender

3. Opening time and date of tender

4. Names, address of firm/Agency,  
**Website address** and Telephone  
numbers.

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

5. Registration No. of the Firm/  
Agency.

\_\_\_\_\_

6. Name, Designation, Address  
and Telephone No. of  
Authorized person of Firm/  
Agency to deal with.

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

7. Please specify as to whether  
Tenderer is sole proprietor/  
Partnership firm. Name and  
Address and Telephone No.  
of Directors/partners should  
specified.

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

8. Copy of PAN card issued by Income Tax University and Copy of previous Financial Year's  
Income Tax Return.

9. Provident Fund Account No. \_\_\_\_\_

10. ESI Number \_\_\_\_\_

11. Licence number under \_\_\_\_\_  
Contract Labour (R&A) Act.

12. Details of Bid Security deposited:

(a) Amount :

(b) FDR No. or DD No. or \_\_\_\_\_

Bank Guarantee in favour of  
\_\_\_\_\_

(c) Date of issue:

Name of issuing authority:

13. Any other information:

14. Declaration by the bidder:

This is to certify that I/We before signing this tender have read and fully understood all the terms and conditions contained herein and undertake myself/ourselves abide by them.

(Signature of the bidder)  
Name and Address (with seal)

**Delhi Technological University**  
**Shahbad Daulatpur, Bawana Road, Delhi- 110 042.**

**SCOPE OF WORK OF THE CONTRACTOR**

The contractor shall have to provide the security services in Delhi Technological University. The estimated cost of tender is Rs. 2,12,00,000/- (Rupees Two Crores Twelve Lakhs Only).

The Agency shall attend with responsibility and sincerity to the security threats like thefts, pilferage, unauthorised occupation of buildings and University land, encroachment, trespassing, removal of unauthorised hording and temporary/permanent shops, eve teasing, criminal acts, cattle pounding, grazing, stray dogs & other animals and any other unforeseen contingencies. The Agency will thus carry out duties such as checking of in coming and outgoing vehicles, control on visitors, removal of unauthorised persons from campus, checking of consignments, check errant trespassers, handing over of criminals to the local police, operation of the fire fighting equipment, safeguarding of employees/ students, buildings, equipment, stores etc. during peace and also during any strike by the employees& students unrest, normal preventive security measures, providing early warning & mobilizing trouble shooting elements in the University , impounding of stray cattle, removal of stray dogs and take the necessary security measures as deemed fit, for maintaining a calm and tranquil environment in the University . The agency will maintain good liaison with the University Administration, the local administration & the police for smooth and peaceful day to day working and congenial environment in the University campus.

**DUTIES AND RESPONSIBILITY OF SECURITY STAFF:**

1. The Security Supervisor will be responsible for overall security arrangement of the Delhi Technological University covered in the contract. The supervisor in each shift will be motorcycle borne for effective patrolling and control.
2. Security Supervisor will ensure that all the instructions of the administration are strictly followed and there is no lapse of any kind.
3. No outsiders are allowed to enter in the University campus without proper Gate Pass and visitor access will be documented at main gate by the agency
4. No items are allowed to be taken out without proper Gate Passes issued by the competent officers as laid down in the contract or authorized by the employer for in-out movement of stores. The specimen signatures and telephone numbers of the above stated officers will be available with the Security personnel.
5. The Security Guards is required to check the Identity Cards of officers/ staffs/ students of the University to verify their Identity before allowing their entry on required basis.
6. Deployment of Guards/Gunmen/Security Supervisors will be as per the instructions of the authorities of the University and the same will be monitored personally by the concerned authorities from time to time and will be responsible for its optimum utilization.
7. Security personnel deployed in the premises on holidays and Sundays will be assessed as per actual requirement and the number of personnel will be suitably reduced.

8. The Security Supervisor/Guard will also take round of all the important and sensitive points of the premises as specified by the University.
9. Security personnel shall also perform door keeping duties.
10. The Guards on duty will also be responsible for traffic management. They shall take care of vehicles, scooters/motor cycles/bicycles parked in the parking sites located within the premises of the University.
11. Entry of the street-dogs, monkeys and stray cattles into the premises is to be prevented. It should be at once driven out.
12. The Guards on patrol duty should take care of all the water taps, valves, water hydrants, and other properties/equipments etc. installed in the open all over the premises. The agency will create a Patrol grid both during day and night to ensure that there is no encroachment, thefts of fixture, over speeding and damage to the property.
13. It should be ensured that flower plants, trees and grassy lawns are not damaged either by the staff or by the outsiders or by stray cattle.
14. The Security Guards/Supervisors should be trained to extinguish fire with the help of fire extinguishing cylinders and other fire fighting material available on the spot. They will also help the fire fighting staff in extinguishing the fire or in any other natural calamities.
15. In emergent situations, security staff/supervisor deployed shall also participate as per their role defined in the disaster plan, if any, of the University . Guards/Supervisors should be sensitized for their role in such situations.
16. The Security Supervisor/Guards are required to display mature behaviour, especially towards female staff and female visitors.
17. The Security Guard on duty shall not leave the premises until his reliever reports for duty.
18. Any other provisions as advised by the University may be incorporated in the agreement. The same shall also be binding on the contractor.
19. The agency should follow the provision of "The private Security Agencies (Regulatory) Act, 2005".
20. The Security agency must provide the following
  - i. Torches for all night shift guards and minimum four (4) nos. of dragon lights (portable battery operated search lights)
  - ii. Walkie-talkie (minimum 10 sets in each shift).
  - iii. Whistle and lathi
  - iv. Hand Held Metal detector (HHMD)- at least 3 nos.
  - v. Vehicle undercarriage detector- at least 2 nos.
  - vi. Reflector sets for traffic management at night- at least 8 nos.

**Delhi Technological University  
Shahbad Daultpur, Bawana Road, Delhi- 110 042.**

**Details of Manpower Required**

<b>Sr. No.</b>	<b>Particulars</b>	<b>Nos. of requirement</b>	<b>Reliever</b>	<b>Total</b>
1.	Security Guards	104	14	118
2.	Supervisor	06	01	07

**Delhi Technological University  
Shahbad Daulatpur, Bawana Road, Delhi- 110 042.**

**EVALUATION CRITERIA FOR TECHNICAL AND FINANCIAL POINTS**

Scoring of ten marks will be based on Annual Turnover, Manpower on roll, experience of running security services, volume of work performed in preceding years, trained Sanitation/Hygiene Supervisory Staff on roll, ISO certification and other pre-qualification criterion prescribed in the Terms and Conditions of the contract (The University may fix the marks accordingly).

The firm/agency which has secured seven out of ten marks will be considered as technically qualified. The financial bids of all the technically qualified firms/agencies/bidders will be opened for financial evaluation.

The work will be awarded to the L-1 agency. In case the financial bid of more than one agency is same as L-1, then the work will be awarded to the agency which gets the maximum marks in Technical evaluation.



**Delhi Technological University**  
**Shahbad Daulatpur, Bawana Road, Delhi- 110 042.**

**CHECK-LIST FOR PRE-QUALIFICATION BID FOR SECURITY SERVICES**

Sl. No	Documents asked for	Page number at which Document is placed
1.	Bid Security (EMD) of <b>Rs. 10,60,000/-</b> (Rupees Ten Lakhs Sixty Thousand Only) in the form of FDR/DD/Bank Guarantee issued by any scheduled commercial bank in favour of <b>“Registrar, Delhi Technological University ”</b> valid for 45 days beyond the Tender Validity Period.	
2.	One self-attested recent passport size photograph of the Authorized person of the firm/agency, with name, designation, address and office telephone numbers. If the bidder is a partnership firm, name designation, address and office telephone numbers of Directors/Partners also.	
3.	Undertaking on a Stamp paper of Rs.100/- (Rupees one hundred only) as per format prescribed in Annexure-VII).	
4.	Self-attested copy of the PAN card issued by the Income Tax University with copy of Income-Tax Return of the last financial year.	
5.	Self attested copy of Service Tax Registration No.	
6.	Self attested copy of valid Registration number of the firm/agency.	
7.	Self attested copy of valid Provident Fund Registration number.	

8.	Self attested copy of valid ESI Registration No.	
9.	Self attested copy of valid Licence No. under Contract Labour (R&A) Act, 1970.	
10.	Proof of valid DGR sponsorship or proof of being run by an Ex-Serviceman/Ex-Paramilitary man (as applicable).	
11.	Proof of experiences of last three financial years as specified in clause 2.2 of the NIT along with satisfactory performance certificates from the concerned employers.	
12.	Annual returns of previous three years supported by audited balance sheet (clause 2.1 of NIT)	
13.	PSARA License	

Signature of the Bidder

(Name and Address of the Bidder)

Telephone No.

**(Name of the University)**  
**Checklist for Technical Evaluation**

Sl. No	Information to be provided	To be filled by the Bidder	For office use
1.	Annual Turnover (in Lakhs)		
2.	Manpower on roll		
3.	Experience of running Security services (in years)		
4.	Volume of work done during last three financial years as specified in clause 2.2 of the NIT.		
5.	Single work of more than Rs. _____ during last three years.		
6.	No. of trainers of the rank of Commissioned Officers of Military/equivalent rank of Paramilitary/Police.		
7.	No. of Supervisory staff and trained Civilian/Ex-Military/Ex-Paramilitary personnel.		
8.	Training set-up [No. of Trainers] (a) Part-Time (b) Full-Time (c) Below JCO Rank (d) Above JCO Rank		
9.	No. of Supervisory Field Staff		
10.	ISO Certification of the firm (Yes/No)		
11.	Website address		

**Note:** Photocopies of all necessary documents duly self attested must be attached for verification of the information provided.

(ON A STAMP PAPER of Rs.100/-)

UNDERTAKING

To

\_\_\_\_\_

\_\_\_\_\_

(Designation and Name of the concerned University)

Name of the firm/Agency\_\_\_\_\_

Name of the tender\_\_\_\_\_ Due date:\_\_\_\_\_

Sir,

1. I/We hereby agree to abide by all terms and conditions laid down in tender document.
2. This is to certify that I/We before signing this bid have read and fully understood all the terms and conditions and instructions contained therein and undertake myself/ourselves abide by the said terms and conditions.
3. I/We abide by the provisions of Minimum Wages Act, Contract Labour Act and other statutory provisions like Employee Provident Fund Act, ESI Bonus, Gratuity, Leave, Relieving Charges, Uniform and Allowance thereof and any other charges applicable from time to time. I/We will pay the wages to the personnel deployed as per Minimum Wages Act as amended by the Government from time to time and shall be fully responsible for any violation.
4. I/We shall provide minimum 33% security guards amongst the category of Ex-Servicemen and all others will be trained Security Guards.
5. I/We do hereby undertake that complete security of the University shall be ensured by our Security Agency, as well as any other Point considered by our Agency. Our Security Service shall be covered under "Fidelity Bond" through Insurance Agency for minimum sum of Rs.\_\_\_\_\_Lakhs (Rupees in words). The Insurance charges for Fidelity Bond shall be paid by me/us. The loss on account of theft, if any, shall be recoverable from me/us through fidelity bond.

(Signature of the Bidder)

Name and Address of the Bidder.  
Telephone No.

**FORM OF BANK GUARANTEE FOR BID SECURITY**

(Refer Clause 8.7.1 of the NIT)  
(To be stamped in accordance with Stamps Act of India)

KNOW ALL MEN by these present that we \_\_\_\_\_

(Name and address of Bank), having our registered office at \_\_\_\_\_  
(hereinafter called "the Bank") are bound unto \_\_\_\_\_  
(Delhi Technological University ) (hereinafter called "the University") in sum of  
Rs. \_\_\_\_\_ for which payment will and truly to be made to  
the said Employer, the Bank binds himself, his successors and assigns by these presents.

WHEREAS \_\_\_\_\_ (Name of Bidder) (hereinafter called "the Bidder") has  
submitted his bid dated \_\_\_\_\_ for providing Security Services (hereinafter called  
"the Bid").

WHEREAS the Bidder is required to furnish a Bank Guarantee for the sum of  
Rs. \_\_\_\_\_ (Amount in figures and words) as Performance Security against  
the Bidder's offer as aforesaid.

AND WHEREAS \_\_\_\_\_ (Name of Bank) have at the request of the  
Bidder, agreed to give this guarantee as hereinafter contained.

WE further agree as follows:-

1. That the University may without affecting this guarantee grant time of other to or indulgence to or negotiate further with the Bidder in regard to the conditions contained in the said tender and thereby modify these conditions or add thereto any further conditions as may be mutually agreed upon between the University and the Bidder.
2. That the guarantee herein before contained shall not be affected by any change in constitution of our Bank or in the constitution of the Bidder.
3. That this guarantee commences from the date hereof and shall remain in force till:-
  - (a) The Bidder, in case the bid is accepted by the University, executes a formal agreement after furnishing the Performance Guarantee of a scheduled commercial Bank based in India.
  - (b) Forty five days after the date of validity or the extended date of validity of the Tender, as the case may be, whichever is later.
4. That the expression "the Bidder" and "the Bank" herein used shall, unless such an interpretation is repugnant to the subject or context, include their respective successors and assigns.

**THE CONDITIONS of this obligation are:**

- (i) If the Bidder withdraws his bid during the period of Tender validity specified in the Form of Tender; or
- (ii) If the Bidder refuses to accept the corrections of errors in his bid; or
- (iii) If the Bidder having been notified of the acceptance of his bid by the University during the period of tender validity and (a) fails or refuses to furnish them Performance Guarantee and/or (b) fails or refuses to enter into a contract within the time limit specified in para of the NIT.
- (iv) If the tender is terminated on the allegation of production of false/forged documents for obtaining the contract.
- (v) If the contract is terminated for the reason that the agency is blacklisted in Government of NCT of Delhi or in any other State Governments/Union Government.

WE undertake to pay to the University upto the above amount upon receipt of his first written demand, without the University having to substantiate his demand provided that in his demand the University will note that the amount claimed (i), (ii), (iii)(a), (iii)(b), (iv) or (v) mentioned above, specifying the occurred condition or conditions.

Signature of Witness

\_\_\_\_\_

Name of Witness  
Address of Witness

Signature of Authorized Official of the Bank

Name of Official\_\_\_\_\_

Designation\_\_\_\_\_

ID No.\_\_\_\_\_

(Stamp/Seal of Bank)

(Name of the University)

**FORM OF AGREEMENT**

THIS AGREEMENT is made on the \_\_\_\_ day \_\_\_\_\_ (Month) \_\_\_\_\_ (Year) Between the Board of Management, Delhi Technological University, Shahbad Daulatpur, Bawana Road, Delhi-110042 through the Registrar of the one part AND \_\_\_\_\_ (Name and address of the contractor) through Shri \_\_\_\_\_, authorized representative (hereinafter called "the contractor" which expression shall, unless excluded by or repugnant to the context, be deemed to include his successors, heirs, executors, administrators, representatives and assigns) of the other part for providing Security services to the University for providing safety, monitoring and surveillance of the University.

NOW THIS AGREEMENT WITNESSETH as follows:-

1. In this Agreement words and expression shall have the same meanings as are respectively assigned to them in the Terms and Conditions of contract hereinafter referred to.
2. The following documents shall be deemed to form and be read and constructed as part of this Agreement, viz:
  - a. Letter of acceptance of award of contract;
  - b. Terms and Conditions; c. Notice inviting Tender;
  - d. Bill of Quantities;
  - e. Scope of work;
  - f. Addendums, if any; and
  - g. Any other documents forming part of the contract.
3. In consideration of the payments to be made by the University to the Contractor as hereinafter mentioned, the Contractor hereby covenants with the University to execute and the Security services w.e.f \_\_\_\_\_ as per the provisions of this Agreement and the tender document.
4. The University hereby covenants to pay the contractor in consideration of the execution and completion of the works/services as per this Agreement and tender document, the contract price of Rs. \_\_\_\_\_ ( \_\_\_\_\_ Rupees in words)
5. Being the sum stated in the letter of acceptance subject to such additions thereto or deductions therefrom as may be made under the provisions of the contract at the times in manner prescribed by the contract.

IN WITNESS WHEREOF the parties hereto have signed the Agreement the day and the year first above written.

For and on behalf of the Contractor

Signature of the authorized official

Name of the official

Stamp/Seal of the Contractor

By the said

\_\_\_\_\_Name  
on behalf of the Contractor in  
the presence of:

Witness\_\_\_\_\_

Name\_\_\_\_\_

Address\_\_\_\_\_

\_\_\_\_\_

Telephone No:\_\_\_\_\_

For and on behalf of the President of  
India

Signature of the authorized Officer

Name of the Officer

Stamp/Seal of the Employer

By the said

\_\_\_\_\_Name on behalf  
of the Employer in  
the presence of:

Witness\_\_\_\_\_

Name\_\_\_\_\_

Address\_\_\_\_\_

\_\_\_\_\_

Telephone No:\_\_\_\_\_



## ANNEXURE-X

### FORM OF BANK GUARANTEE FOR PERFORMANCE SECURITY

(Refer Clause 11.1.4 of the NIT)

(To be stamped in accordance with Stamps Act of India)

1. THIS DEED of Guarantee made this day of \_\_\_\_\_ between \_\_\_\_\_ (Name of the Bank) (hereinafter called the "Bank") of the one part and \_\_\_\_\_ (Name of the University) (hereinafter called the "University") of the other part.

2. WHEREAS \_\_\_\_\_ (Name of the University) has awarded the contract for Security services contract for Rs. \_\_\_\_\_ (Rupees in figures and words) (hereinafter called the "contract") to M/s \_\_\_\_\_ (Name of the contractor) (hereinafter called the "contractor").

3. AND WHEREAS THE Contractor is bound by the said Contract to submit to the Employer a Performance Security for a total amount of Rs. \_\_\_\_\_ (Amount in figures and words).

4. NOW WE the Undersigned \_\_\_\_\_ (Name of the Bank) being fully authorized to sign and to incur obligations for and on behalf of and in the name of \_\_\_\_\_ (Full name of Bank), hereby declare that the said Bank will guarantee the DTU the full amount of Rs. \_\_\_\_\_ (Amount in figures and words) as stated above.

5. After the Contractor has signed the aforementioned contract with the University , the Bank is engaged to pay the University , any amount up to and inclusive of the aforementioned full amount upon written order from the University to indemnify the University for any liability of damage resulting from any defects or shortcomings of the Contractor or the debts he may have incurred to any parties involved in the Works under the Contract mentioned above, whether these defects or shortcomings or debts are actual or estimated or expected. The Bank will deliver the money required by the University immediately on demand without delay without reference to the Contractor and without the necessity of a previous notice or of judicial or administrative procedures and without it being necessary to prove to the Bank the liability or damages resulting from any defects or shortcomings or debts of the Contractor. The Bank shall pay to the University any money so demanded notwithstanding any dispute/disputes raised by the Contractor in any suit or proceedings pending before any Court, Tribunal or Arbitrator(s) relating thereto and the liability under this guarantee shall be absolute and unequivocal.

6. THIS GUARANTEE is valid for a period of \_\_\_\_\_ months from the date of signing. (The initial period for which this Guarantee will be valid must be for at least six months longer than the anticipated expiry date of the Contract period).

7. At any time during the period in which this Guarantee is still valid, if the University agrees to grant a time of extension to the contractor or if the contractor fails to complete the works within the time of completion as stated in the contract, or fails to discharge himself of the liability or damages or debts as stated under para-5 above, it is understood that the Bank will extend this Guarantee under the same conditions for the required time on demand by the University and at the cost of the contractor.

8. The Guarantee hereinbefore contained shall not be affected by any change in the Constitution of the Bank or of the contractor.

9. The neglect or forbearance of the University in enforcement of payment of any moneys, the payment whereof is intended to be hereby secured or the giving of time by the University for the payment hereof shall in no way relieve the Bank of their liability under this deed.

10. The expressions "the University", "the Bank" and "the Contractor" hereinbefore used shall include their respective successors and assigns.

IN WITNESS whereof I/We of the bank have signed and sealed this guarantee on the \_\_\_\_\_ day of \_\_\_\_\_ (Month) \_\_\_\_\_ (year) being herewith duly authorized.

For and on behalf of the \_\_\_\_\_ Bank.

Signature of authorized Bank official

Name \_\_\_\_\_ Designation \_\_\_\_\_

I.D. No. \_\_\_\_\_

Stamp/Seal of the Bank.

Signed, sealed and delivered for and on behalf of the Bank by the above named \_\_\_\_\_ in the presence of:

Witness-1.

Signature \_\_\_\_\_

Name \_\_\_\_\_ Address \_\_\_\_\_

Witness-2.

Signature \_\_\_\_\_

Name \_\_\_\_\_ Address \_\_\_\_\_

## PRICE BID FOR SECURITY SERVICES

No.	Designation of Employee	Minimum wages per person per month	ESI	EPF + EDLI	Bonus	Uniform charges & washing charges	Service Charge	Total
1								
2								
3								

1. The Security Guard will be considered under the Semi-skilled category. Contractor shall provide uniformed and trained personnel (i.e. 104 Security Guards, 14 relievers, 06 Supervisors and 01 reliever of Security Supervisor) and use its best endeavour to provide Security services to the University for providing safety, monitoring and surveillance. Rates quoted will include all statutory obligations of the contractor under Minimum Wages Act, Contract Labour (R&A) Act, cost of uniform, of personnel deployed by the contractor, all kinds of taxes, service charges, etc. of the agency. The rate quoted will be for per shift of eight hours per person per day. If the minimum wages is revised by the Government of NCT of Delhi/Government of India, the incremental wages, if applicable, will be provided.
2. The offers/bids which are not in compliance of Minimum Wages Act and any other Labour laws will be treated as invalid.
3. The contract period is for two years. However, initial award is for one year as bid is based on one year. The Second year award will be subject to satisfactory performance during the tenure of the contract. Contract can be further extended for one year but total tenure not more than three years.
4. The number of manpower required shown above is indicative and the actual quantity may vary by 10% (plus, minus).
5. The bidders may quote the rates in Indian Rupees.
6. All the columns shall be clearly filled in ink legibly or typed. The tenderer should quote the number, rates and amount tendered by him/them in figures and as well as in words. Alterations, if any, unless legibly attested by the tenderer shall disqualify the tender. The tenderer shall take care that the rate and amount may be written in such a way that interpolation is not possible. No blanks should be left which would be otherwise made the tender liable for rejection.

\*\* Vide notification no. 25/2012-ST dated 20.06.2012 as amended on 11.07.2014 under major exemptions in Service Tax at Para 6.1-1 vide Sr. No. 9, it is mentioned that “Service provided by an educational institution and specified services provided to educational institution are exempt from Service Tax”.