

**बिड दस्तावेज़ / Bid Document**

बिड विवरण / Bid Details	
बिड बंद होने की तारीख/समय / Bid End Date/Time	15-06-2026 18:00:00
बिड खुलने की तारीख/समय / Bid Opening Date/Time	15-06-2026 18:30:00
बिड पेशकश वैधता (बंद होने की तारीख से) / Bid Offer Validity (From End Date)	120 (Days)
मंत्रालय/राज्य का नाम / Ministry/State Name	Delhi
विभाग का नाम / Department Name	Training And Technical Education Department Delhi
संगठन का नाम / Organisation Name	N/a
कार्यालय का नाम / Office Name	North West Zone
वस्तु श्रेणी / Item Category	Security Manpower Service (Version 2.0) - Office/Commercial/Institutions/ Residential; Security Supervisor , Security Manpower Service (Version 2.0) - Office/Commercial/Institutions/ Residential; Unarmed Security Guard
अनुबंध अवधि / Contract Period	1 Year(s)
बिडर का न्यूनतम औसत वार्षिक टर्नओवर (3 वर्षों का) / Minimum Average Annual Turnover of the bidder (For 3 Years)	330 Lakh (s)
उन्हीं/समान सेवा के लिए अपेक्षित विगत अनुभव के वर्ष / Years of Past Experience Required for same/similar service	3 Year (s)
इसी तरह की सेवाओं का पिछला आवश्यक अनुभव है / Past Experience of Similar Services required	Yes
वर्षों के अनुभव एवं टर्नओवर से एमएसई को छूट प्राप्त है / MSE Relaxation for Years Of Experience and Turnover	Yes   Complete
स्टार्टअप के लिए अनुभव के वर्षों और टर्नओवर से छूट प्रदान की गई है / Startup Relaxation for Years Of Experience and Turnover	Yes   Complete
विक्रेता से मांगे गए दस्तावेज़ / Document required from seller	Experience Criteria, Bidder Turnover, Certificate (Requested in ATC) *In case any bidder is seeking exemption from Experience / Turnover Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer

**बिड विवरण/Bid Details**

क्या आप निविदाकारों द्वारा अपलोड किए गए दस्तावेजों को निविदा में भाग लेने वाले सभी निविदाकारों को दिखाना चाहते हैं? संदर्भ मेनू है/Do you want to show documents uploaded by bidders to all bidders participated in bid?	Yes (Documents submitted as part of a clarification or representation during the tender/bid process will also be displayed to other participated bidders after log in)
बिड लगाने की समय सीमा स्वतः नहीं बढ़ाने के लिए आवश्यक बिड की संख्या। / Minimum number of bids required to disable automatic bid extension	3
दिनों की संख्या, जिनके लिए बिड लगाने की समय-सीमा बढ़ाई जाएगी। / Number of days for which Bid would be auto-extended	7
ऑटो एक्सटेंशन अधिकतम कितनी बार किया जाना है। / Number of Auto Extension count	1
बिड से रिवर्स नीलामी सक्रिय किया/Bid to RA enabled	No
बिड का प्रकार/Type of Bid	Two Packet Bid
तकनीकी मूल्यांकन के दौरान तकनीकी स्पष्टीकरण हेतु अनुमत समय /Time allowed for Technical Clarifications during technical evaluation	3 Days
अनुमानित निविदा मूल्य (सभी करों सहित) भारतीय रुपये में / Estimated Bid Value in INR (Inclusive of all taxes)	110385710
<b>Payment Timelines</b>	Payments shall be made to the Seller within <b>45</b> days of issue of service delivery acceptance certificate (SDAC) and on-line submission of bills (This is in supersession of 10 days time as provided in clause 12 of GeM GTC)
<b>मूल्यांकन पद्धति/Evaluation Method</b>	Total value wise evaluation
<b>मूल्य दर्शाने वाला वित्तीय दस्तावेज ब्रेकअप आवश्यक है / Financial Document Indicating Price Breakup Required</b>	Yes
<b>मध्यस्थता खंड/Arbitration Clause</b>	No
<b>सुलह खंड/Mediation Clause</b>	No

**ईएमडी विवरण/EMD Detail**

एडवाइजरी बैंक/Advisory Bank	State Bank of India
ईएमडी राशि/EMD Amount	2200000

**ईपीबीजी विवरण /ePBG Detail**

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एडवाइजरी बैंक/Advisory Bank	State Bank of India
ईपीबीजी प्रतिशत (%) / ePBG Percentage (%)	5.00
ईपीबीजी की आवश्यक अवधि (माह) / Duration of ePBG required (Months).	14

(a). जेम की शर्तों के अनुसार ईएमडी छूट के इच्छुक बिडर को संबंधित केटेगरी के लिए बिड के साथ वैध समर्थित दस्तावेज प्रस्तुत करने है। एमएसई केटेगरी के अंतर्गत केवल वस्तुओं के लिए विनिर्माता तथा सेवाओं के लिए सेवा प्रदाता ईएमडी से छूट के पात्र हैं। व्यापारियों को इस नीति के दायरे से बाहर रखा गया है।/EMD EXEMPTION: The bidder seeking EMD exemption, must submit the valid supporting document for the relevant category as per GeM GTC with the bid. Under MSE category, only manufacturers for goods and Service Providers for Services are eligible for exemption from EMD. Traders are excluded from the purview of this Policy.

(b). ईएमडी और संपादन जमानत राशि, जहां यह लागू होती है, लाभार्थी के पक्ष में होनी चाहिए। / EMD & Performance security should be in favour of Beneficiary, wherever it is applicable.

**लाभार्थी /Beneficiary :**

Registrar  
Delhi Technological University, Shahbad Daultapur, Bawana Road, Delhi - 110042  
(Registrar)

बोली विभाजन लागू नहीं किया गया/ Bid splitting not applied.

**एमआईआई अनुपालन/MII Compliance**

एमआईआई अनुपालन/MII Compliance	Yes
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**एमएसई खरीद वरीयता/MSE Purchase Preference**

एमएसई खरीद वरीयता/MSE Purchase Preference	Yes
सूक्ष्म और लघु उद्यम मूल उपकरण निर्माताओं को खरीद में प्राथमिकता, यदि उनका मूल्य L1+X% तक की सीमा में हो / Purchase Preference to MSE OEMs available upto price within L1+X%	15
सूक्ष्म और लघु उद्यम को खरीद में प्राथमिकता के लिए बिड की मात्रा का अधिकतम प्रतिशत / Maximum Percentage of Bid quantity for MSE purchase preference	100

1. If the bidder is a Micro or Small Enterprise as per latest orders issued by Ministry of MSME, the bidder shall be relaxed from the eligibility criteria of "Experience Criteria" as defined above subject to meeting of quality and technical specifications. The bidder seeking Relaxation from Experience Criteria, shall upload the supporting documents to prove his eligibility for Relaxation.
2. If the bidder is a Micro or Small Enterprise (MSE) as per latest orders issued by Ministry of MSME, the bidder shall be relaxed from the eligibility criteria of "Bidder Turnover" as defined above subject to meeting of quality and technical specifications. If the bidder itself is MSE OEM of the offered products, it would be relaxed from the "OEM Average Turnover" criteria also subject to meeting of quality and technical specifications. The bidder seeking Relaxation from Turnover, shall upload the supporting documents to prove his eligibility for Relaxation.
3. If the bidder is a DPIIT registered Startup, the bidder shall be relaxed from the the eligibility criteria of "Experience Criteria" as defined above subject to their meeting of quality and technical specifications. The bidder

seeking Relaxation from Experience Criteria, shall upload the supporting documents to prove his eligibility for Relaxation.

4. If the bidder is a DPIIT registered Startup, the bidder shall be relaxed from the the eligibility criteria of "Bidder Turnover" as defined above subject to their meeting of quality and technical specifications. If the bidder is DPIIT Registered OEM of the offered products, it would be relaxed from the "OEM Average Turnover" criteria also subject to meeting of quality and technical specifications. The bidder seeking Relaxation from Turnover shall upload the supporting documents to prove his eligibility for Relaxation.

5. The minimum average annual financial turnover of the bidder during the last three years, ending on 31st March of the previous financial year, should be as indicated above in the bid document. Documentary evidence in the form of certified Audited Balance Sheets of relevant periods or a certificate from the Chartered Accountant / Cost Accountant indicating the turnover details for the relevant period shall be uploaded with the bid. In case the date of constitution / incorporation of the bidder is less than 3-year-old, the average turnover in respect of the completed financial years after the date of constitution shall be taken into account for this criteria.

6. Years of Past Experience required: The bidder must have experience for number of years as indicated above in bid document (ending month of March prior to the bid opening) of providing similar type of services to any Central / State Govt Organization / PSU. Copies of relevant contracts / orders to be uploaded along with bid in support of having provided services during each of the Financial year.

7. Purchase preference to Micro and Small Enterprises (MSEs): Purchase preference will be given to MSEs as defined in Public Procurement Policy for Micro and Small Enterprises (MSEs) Order, 2012 dated 23.03.2012 issued by Ministry of Micro, Small and Medium Enterprises and its subsequent Orders/Notifications issued by concerned Ministry. If the bidder wants to avail the Purchase preference, the bidder must be the Service provider of the offered Service. Relevant documentary evidence in this regard shall be uploaded along with the bid in respect of the offered service. If L-1 is not an MSE and MSE Service provider (s) has/have quoted price within L-1+ 15% of margin of purchase preference /price band defined in relevant policy, then 100% order quantity will be awarded to such MSE bidder subject to acceptance of L1 bid price. The buyers are advised to refer to the [OM No.1 4 2021 PPD dated 18.05.2023](#) for compliance of Concurrent application of Public Procurement Policy for Micro and Small Enterprises Order, 2012 and Public Procurement (Preference to Make in India) Order, 2017.

8. Estimated Bid Value indicated above is being declared solely for the purpose of guidance on EMD amount and for determining the Eligibility Criteria related to Turn Over, Past Performance and Project / Past Experience etc. This has no relevance or bearing on the price to be quoted by the bidders and is also not going to have any impact on bid participation. Also this is not going to be used as a criteria in determining reasonableness of quoted prices which would be determined by the buyer based on its own assessment of reasonableness and based on competitive prices received in Bid / RA process.

9. Past Experience of Similar Services: The bidder must have successfully executed/completed similar Services over the last three years i.e. the current financial year and the last three financial years(ending month of March prior to the bid opening): -

1. Three similar completed services costing not less than the amount equal to 40% (forty percent) of the estimated cost; or
2. Two similar completed services costing not less than the amount equal to 50% (fifty percent) of the estimated cost; or
3. One similar completed service costing not less than the amount equal to 80% (eighty percent) of the estimated cost.

**एक्सेल में अपलोड किए जाने की आवश्यकता /Excel Upload Required :**

Financial Bid - [1778736802.xlsx](#)

**अतिरिक्त योग्यता /आवश्यक डेटा/Additional Qualification/Data Required**

**The Bidder should have executed at least X No. projects with contract value not less than (Rs) yy for eachcontract of providing manpower services to Central/ State Government Departments/ Public SectorUndertakings/ Autonomous Bodies in last N financial years:As per NIT**

**The Bidder should have executed at least X No. projects with supply of xx..no. of manpower in eachcontract of providing manpower services to Central/ State Government Departments/ Public SectorUndertakings/ Autonomous Bodies in last N financial years:As per NIT**

**Additional Conditions specific to this bid:As per NIT**

**Pre Bid Detail(s)**

<b>मूल्य भिन्नता खंड दस्तावेज़/Pre-Bid Date and Time</b>	<b>प्री-बिड स्थान/Pre-Bid Venue</b>
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29-05-2026 15:00:00

General Administration Branch, Delhi Technological University, Shahbad  
Daulatpur, Bawana Road, Delhi - 110042**Security Manpower Service (Version 2.0) - Office/Commercial/Institutions/ Residential;  
Security Supervisor ( 8 )****तकनीकी विशिष्टियाँ /Technical Specifications**

विवरण/ Specification	मूल्य/ Values
<b>कोर / Core</b>	
Type of Establishment / Area	Office/Commercial/Institutions/ Residential
Category of Profile	Security Supervisor
Category of Skills	Highly Skilled
Gender	Male
Duty Hours in a day	8
Qualification	Not Required
Ex Servicemen	Yes
Age Limit	Up to 65 years
Years of Experience	0 - 3 years
Additional Requirements for the Security Personnel	As per ATC
Is Geographical presence of the Service Provider registered office is required in the consignee's State	No
Name of states/ UT for geographical presence is required	Not Applicable
<b>एडऑन /Addon(s)</b>	

**क्रेता द्वारा निर्धारित न्यूनतम मूल्य/Minimum Floor Price defined by Buyer**

क्रेता द्वारा निर्धारित न्यूनतम मूल्य/Minimum Floor Price defined by Buyer	No
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**अतिरिक्त विशिष्टि दस्तावेज़ /Additional Specification Documents****परेषिती/रिपोर्टिंग अधिकारी /Consignees/Reporting Officer and Quantity**

क्र.सं./S.N o.	परेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	संसाधनों की मात्रा / Number of resources to be hired	अतिरिक्त आवश्यकता /Additional Requirement

क्र.सं./S.N o.	परेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	संसाधनों की मात्रा / Number of resources to be hired	अतिरिक्त आवश्यकता /Additional Requirement
1	Kuldeep Kumar Sarsar	110042,DELHI TECHNOLOGICAL UNIVERSITY, Shahbad Daulatpur, Main Bawana Road, Near Sector 17 Rohini, Delhi, India	8	<ul style="list-style-type: none"> <li>• Tenure/ Duration of Employment (in months) : 12</li> <li>• Basic Pay (Minimum daily wage) : 1304.73</li> <li>• Provident Fund (INR per day) : 0</li> <li>• EDLI (INR per day) : 0</li> <li>• ESI (INR per day) : 0</li> <li>• EPF Admin charge (INR per day) : 0</li> <li>• Bonus (INR per day) : 67.28</li> <li>• Optional Allowance 1 (in Rupees) : 313.14</li> <li>• Optional Allowance 2 (in Rupees) : 65.24</li> <li>• Optional Allowance 3 (in Rupees) : 39.14</li> <li>• Number of working days in a month : 26</li> </ul>

**Security Manpower Service (Version 2.0) - Office/Commercial/Institutions/ Residential; Unarmed Security Guard ( 190 )**

**तकनीकी विशिष्टियाँ /Technical Specifications**

विवरण/ Specification	मूल्य/ Values
<b>कोर / Core</b>	
Type of Establishment / Area	Office/Commercial/Institutions/ Residential
Category of Profile	Unarmed Security Guard
Category of Skills	Skilled
Gender	Male
Duty Hours in a day	8
Qualification	Not Required
Ex Servicemen	Yes
Age Limit	Up to 65 years
Years of Experience	0 - 3 years

विवरण/ Specification	मूल्य/ Values
Additional Requirements for the Security Personnel	As per ATC
Is Geographical presence of the Service Provider registered office is required in the consignee's State	No
Name of states/ UT for geographical presence is required	Not Applicable
एडऑन /Addons	

**क्रेता द्वारा निर्धारित न्यूनतम मूल्य/Minimum Floor Price defined by Buyer**

क्रेता द्वारा निर्धारित न्यूनतम मूल्य/Minimum Floor Price defined by Buyer	No
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**अतिरिक्त विशिष्टि दस्तावेज /Additional Specification Documents**

**परेषिती/रिपोर्टिंग अधिकारी /Consignees/Reporting Officer and Quantity**

क्र.सं./S.No.	परेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	संसाधनों की मात्रा / Number of resources to be hired	अतिरिक्त आवश्यकता /Additional Requirement
1	Kuldeep Kumar Sarsar	110042,DELHI TECHNOLOGICAL UNIVERSITY, Shahbad Daulatpur, Main Bawana Road, Near Sector 17 Rohini, Delhi, India	190	<ul style="list-style-type: none"> <li>Tenure/ Duration of Employment (in months) : 12</li> <li>Basic Pay (Minimum daily wage) : 981</li> <li>Provident Fund (INR per day) : 0</li> <li>EDLI (INR per day) : 0</li> <li>ESI (INR per day) : 0</li> <li>EPF Admin charge (INR per day) : 0</li> <li>Bonus (INR per day) : 67.28</li> <li>Optional Allowance 1 (in Rupees) : 235.44</li> <li>Optional Allowance 2 (in Rupees) : 49.05</li> <li>Optional Allowance 3 (in Rupees) : 29.43</li> <li>Number of working days in a month : 26</li> </ul>

**Security Manpower Service (Version 2.0) - Office/Commercial/Institutions/ Residential;**

## Security Supervisor ( 1 )

### तकनीकी विशिष्टियाँ /Technical Specifications

विवरण/ Specification	मूल्य/ Values
<b>कोर / Core</b>	
Type of Establishment / Area	Office/Commercial/Institutions/ Residential
Category of Profile	Security Supervisor
Category of Skills	Skilled
Gender	Female
Duty Hours in a day	8
Qualification	High School
Ex Servicemen	No
Age Limit	Up to 65 years
Years of Experience	0 - 3 years
Additional Requirements for the Security Personnel	As per ATC
Is Geographical presence of the Service Provider registered office is required in the consignee's State	No
Name of states/ UT for geographical presence is required	Not Applicable
<b>एडऑन /Addon(s)</b>	

### क्रेता द्वारा निर्धारित न्यूनतम मूल्य/Minimum Floor Price defined by Buyer

क्रेता द्वारा निर्धारित न्यूनतम मूल्य/Minimum Floor Price defined by Buyer	No
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### अतिरिक्त विशिष्टि दस्तावेज़ /Additional Specification Documents

### परेषिती/रिपोर्टिंग अधिकारी /Consignees/Reporting Officer and Quantity

क्र.सं./S.N o.	परेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	संसाधनों की मात्रा / Number of resources to be hired	अतिरिक्त आवश्यकता /Additional Requirement
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क्र.सं./S.N o.	परेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	संसाधनों की मात्रा / Number of resources to be hired	अतिरिक्त आवश्यकता /Additional Requirement
1	Kuldeep Kumar Sarsar	110042,DELHI TECHNOLOGICAL UNIVERSITY, Shahbad Daulatpur, Main Bawana Road, Near Sector 17 Rohini, Delhi, India	1	<ul style="list-style-type: none"> <li>• Tenure/ Duration of Employment (in months) : 12</li> <li>• Basic Pay (Minimum daily wage) : 862</li> <li>• Provident Fund (INR per day) : 69.23</li> <li>• EDLI (INR per day) : 2.88</li> <li>• ESI (INR per day) : 0</li> <li>• EPF Admin charge (INR per day) : 2.88</li> <li>• Bonus (INR per day) : 67.28</li> <li>• Optional Allowance 1 (in Rupees) : 0</li> <li>• Optional Allowance 2 (in Rupees) : 0</li> <li>• Optional Allowance 3 (in Rupees) : 0</li> <li>• Number of working days in a month : 26</li> </ul>

**Security Manpower Service (Version 2.0) - Office/Commercial/Institutions/ Residential; Unarmed Security Guard ( 34 )**

**तकनीकी विशिष्टियाँ /Technical Specifications**

विवरण/ Specification	मूल्य/ Values
<b>कोर / Core</b>	
Type of Establishment / Area	Office/Commercial/Institutions/ Residential
Category of Profile	Unarmed Security Guard
Category of Skills	Semi skilled
Gender	Female
Duty Hours in a day	8
Qualification	Not Required
Ex Servicemen	No
Age Limit	Up to 65 years
Years of Experience	0 - 3 years
Additional Requirements for the Security Personnel	As per ATC

विवरण/ Specification	मूल्य/ Values
Is Geographical presence of the Service Provider registered office is required in the consignee's State	No
Name of states/ UT for geographical presence is required	Not Applicable
एडऑन /Addon(s)	

**क्रेता द्वारा निर्धारित न्यूनतम मूल्य/Minimum Floor Price defined by Buyer**

क्रेता द्वारा निर्धारित न्यूनतम मूल्य/Minimum Floor Price defined by Buyer	No
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**अतिरिक्त विशिष्टि दस्तावेज़ /Additional Specification Documents**

**परेषिती/रिपोर्टिंग अधिकारी /Consignees/Reporting Officer and Quantity**

क्र.सं./S.No.	परेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	संसाधनों की मात्रा / Number of resources to be hired	अतिरिक्त आवश्यकता /Additional Requirement
1	Kuldeep Kumar Sarsar	110042,DELHI TECHNOLOGICAL UNIVERSITY, Shahbad Daulatpur, Main Bawana Road, Near Sector 17 Rohini, Delhi, India	34	<ul style="list-style-type: none"> <li>• Tenure/ Duration of Employment (in months) : 12</li> <li>• Basic Pay (Minimum daily wage) : 784</li> <li>• Provident Fund (INR per day) : 69.23</li> <li>• EDLI (INR per day) : 2.88</li> <li>• ESI (INR per day) : 25.46</li> <li>• EPF Admin charge (INR per day) : 2.88</li> <li>• Bonus (INR per day) : 65.26</li> <li>• Optional Allowance 1 (in Rupees) : 0</li> <li>• Optional Allowance 2 (in Rupees) : 0</li> <li>• Optional Allowance 3 (in Rupees) : 0</li> <li>• Number of working days in a month : 26</li> </ul>

## क्रेता द्वारा जोड़ी गई बिड की विशेष शर्तें/**Buyer Added Bid Specific Terms and Conditions**

### 1. **Generic**

OPTION CLAUSE 25% : The buyer can increase or decrease the contract quantity or contract duration up to 25 percent at the time of issue of the contract. However, once the contract is issued, the contract quantity or contract duration can only be increased up to 25 percent. Bidders are bound to accept the revised quantity or duration.

For lumpsum-based service contracts, the buyer may increase the scope of work and contract value up to 25 percent with the consent of the service provider

2. Provisions for workmen compensation, insurance, public liability, property damage, insurance etc. to be ensured by the contractor. Also, safety measures prescribed for working in Extra High Voltage & use of personnel protective equipment must be adhered to.

### 3. **Buyer Added Bid Specific ATC**

Buyer uploaded ATC document [Click here to view the file.](#)

## अस्वीकरण/**Disclaimer**

The Additional Terms and Conditions (ATC) have been incorporated by the Buyer after approval of their Competent Authority. The Buyer, is solely responsible for the impact of these clauses on the bidding process, its outcome, and consequences thereof including any restriction arising in the bidding process due to these ATCs and including the modification of technical specifications and / or terms and conditions governing the bid. All representations / grievances pertaining to the ATC clauses shall be raised with the buyer organization directly and not with GeM. If any of the clause(s) is/are incorporated by the Buyer regarding the following, the bid & resultant contract shall be treated as null & void. Further, GeM reserves the right, at its sole discretion, to cancel the bid forthwith, without issuance of any prior notice or intimation :-

1. Publishing Custom / BOQ bids for items for which regular GeM categories are available (unless such Custom / BOQ item is bunched with the major regular product Category Item).
2. Mandating procurement of / from specific Brand / Make / Model / Manufacturer / Dealer except in case of Single Bid / Proprietary Article Certificate (PAC) Buying.
3. Inclusion of disqualification criteria related to suspension of seller / service provider, where such suspension period has already expired.
4. Mandating submission of documents in physical form as a pre-requisite to qualify bidders.
5. Publishing bids on GeM for procurement of works.
6. Procurement of Goods by creating a Service bid on GeM & vice-versa.
7. Seeking sample with bid or approval of samples during bid evaluation process. However, trial / sample, as the case may be, shall be permitted in cases where trial / sample are allowed as per approved and published procurement policy of the Buyers' controlling Ministry / Department / State / Public Sector Enterprises Headquarters. If there is any violation of trial / sample clause with regard to approved policy of the Buyers' Ministry / Department / State / Public Sector Enterprises Headquarters, then this is to be determined and redressed by the concerned Buyer Organisation only.
8. Seeking experience from specific organization / department / institute only or from foreign / export experience.
9. Creating bid for items from incorrect categories.
10. Reference of conditions published on any external site or reference to external documents/clauses.
11. Asking for any Tender fee / Bid Participation fee, as the case may be.
12. Buyer added ATC Clauses which are in contravention of clauses defined in bid detail section, including specifications, EMD Detail, ePBG Detail and MII and MSE Purchase Preference sections of the bid, unless otherwise allowed by the applicable GeM GTC.
13. Any ATC clause in contravention with GeM GTC Clause 4 (xiii) (h) will be invalid. In case of multiple L1 bidders against a service bid, the buyer shall place the Contract by selection of a bidder amongst the L-1 bidders through a Random Algorithm executed by GeM system.
14. In a category based bid, adding additional items, through buyer added, additional scope of work/ additional terms and conditions/or any other document. If buyer needs more items along with the main item, the same must be added through bunching category based items or by bunching custom catalogues

or bunching a BoQ with the main category based item, the same must not be done through ATC or Scope of Work.

Further, if any seller has any objection/grievance against these additional clauses or otherwise on any aspect of this bid, they can raise their representation against the same by using the Representation window provided in the bid details field in Seller dashboard after logging in as a seller. Buyer is duty bound to reply to all such representations and would not be allowed to open bids if he fails to reply to such representations.

**All GeM Sellers/Service Providers shall ensure full compliance with all applicable labour laws, including the provisions, rules, schemes and guidelines under the four Labour Codes i.e. the Code on Wages, 2019; the Industrial Relations Code, 2020; the Occupational Safety, Health and Working Conditions Code, 2020; and the Code on Social Security, 2020 as and when notified and brought into force by the Government of India.**

**For all provisions of the Labour Codes that are pending operationalisation through rules, schemes or notifications, the corresponding provisions of the pre-existing labour enactments (such as The Minimum Wages Act, 1948, The Payment of Wages Act, 1936, The Payment of Bonus Act, 1965, The Equal Remuneration Act, 1976, The Payment of Gratuity Act, 1972, etc. and relevant State Rules) shall continue to remain applicable.**

**The Seller/ Service Providers shall, therefore, be responsible for ensuring compliance under:**

- **All notified and enforceable provisions of the new Labour Codes as mentioned hereinabove; and**
- **All operative provisions of the erstwhile Labour Laws until their complete substitution.**

**All obligations relating to wages, social security, safety, working conditions, industrial relations etc. and any other statutory requirements shall be strictly met by the Seller/ Service Provider. Any non-compliance shall constitute a breach of the contract and shall entitle the Buyer to take appropriate action in accordance with the contract and applicable law.**

**This Bid is governed by the General Terms and Conditions, conditions stipulated in Bid and Service Level Agreement specific to the Service, as the case may be, as provided in the Marketplace.**

**However, in case of Service, if any condition specified in General Terms and Conditions is contradicted by the conditions stipulated in Service Level Agreement specific to said Service, then it will over-ride the conditions in the General Terms and Conditions.**

This Bid is governed by the [सामान्य नियम और शर्तें/General Terms and Conditions](#), conditions stipulated in Bid and [Service Level Agreement](#) specific to this Service as provided in the Marketplace. However in case if any condition specified in सामान्य नियम और शर्तें/General Terms and Conditions is contradicted by the conditions stipulated in Service Level Agreement, then it will over ride the conditions in the General Terms and Conditions.

जेम की सामान्य शर्तों के खंड 26 के संदर्भ में भारत के साथ भूमि सीमा साझा करने वाले देश के बिडर से खरीद पर प्रतिबंध के संबंध में भारत के साथ भूमि सीमा साझा करने वाले देश का कोई भी बिडर इस निविदा में बिड देने के लिए तभी पात्र होगा जब वह बिड देने वाला सक्षम प्राधिकारी के पास पंजीकृत हो। बिड में भाग लेते समय बिडर को इसका अनुपालन करना होगा और कोई भी गलत घोषणा किए जाने व इसका अनुपालन न करने पर अनुबंध को तत्काल समाप्त करने और कानून के अनुसार आगे की कानूनी कार्रवाई का आधार होगा।/In terms of GeM GTC clause 26 regarding Restrictions on procurement from a bidder of a country which shares a land border with India, any bidder from a country which shares a land border with India will be eligible to bid in this tender only if the bidder is registered with the Competent Authority. While participating in bid, Bidder has to undertake compliance of this and any false declaration and non-compliance of this would be a ground for immediate termination of the contract and further legal action in accordance with the laws.

---धन्यवाद/Thank You---



## **TENDER FOR SECURITY SERVICES**

### **INSTRUCTIONS TO BIDDERS**

**1 GENERAL: -**

**i** The bids are invited from eligible bidders belonging to Govt. Public Sector Undertakings only, for providing Security Services and allied manpower. The contractor shall provide uniformed Semi-skilled, Ex-servicemen security guards and Ex-servicemen supervisors as mentioned below, and will use its best endeavors to provide security of the buildings, equipment's, materials, etc. as specified in the SCOPE OF WORK, at Delhi Technological University, Shahbad Daulatpur, Bawana Road, Delhi – 110042 and East Delhi Campus, Vivek Vihar, Phase – II, Delhi – 110095. The annual estimated cost of the tender is Rs. 11,00,00,000/- (Rupee Eleven Crore Only) approximately.

**ii DETAILS OF SECURITY SUPERVISORS AND GUARDS REQUIRED**

<b>S. No.</b>	<b>Particular</b>	<b>Requirement in No. (Approx. figure) #</b>
1	Ex-servicemen Security Supervisor (Highly Skilled)	8
2	Ex-servicemen Guards (Skilled)	190
3	Female Security Supervisor (Matriculate)	1
4	Female Security Guards (Non matriculate)	34
<b>Total</b>		<b>233</b>

# Numbers of security guards /supervisors may increase/decrease as per the requirement of the University.

**2 ELIGIBLE BIDDERS: -**

2.1. Agencies or Companies or Subsidiaries or PSUs or Societies or Trust or Nigam, which are fully/ substantially/ partially owned by Central Govt. or State govt. or UT Govt. only.

**3 QUALIFICATION OF THE BIDDERS: -**

3.1. Bidder must be substantially engaged in similar kind of work i.e. familiar for providing such kind of manpower based services as mentioned under heading “Scope of Work” in India for Central / State Governments / PSUs / autonomous govt. bodies; during the last three financial years. (Copy of work



order for providing manpower for Security Services work should be uploaded).

- 3.2. The Bidder should have average turnover of at least Rs. 3,30,00,000/- (Rupees Three Crore Thirty Lakh Only) for the last three audited financial years. (Copy of Annual Audited Financial Statements for the last three years should be submitted).
- 3.3. Bidder must be maintaining a panel of 300+ requisite security personnel having requisite qualification and relevant working experience of 1+ year. (copy of panel of staff containing names of the staff, testimonials of qualification/experience as per requirement of this office should be submitted).
- 3.4. The Bidder must be registered with Employees' Provident Fund Organization and Employees' State Insurance Corporation and having necessary permission for providing manpower as per extant provisions for the NCT.
- 3.5. Satisfactory Performance Certificate (attested scanned copies) issued by clients to the bidders for last three years).
- 3.6. The Bidder, to qualify for award of contract, shall appoint an Attorney and shall submit a power of attorney authorizing the said Attorney to sign all the documents on behalf of the bidder.
- 3.7. Bidder shall upload a copy of PAN card No. under Income Tax Act.
- 3.8. Bidder must upload copies of all documents required, duly attested by the Attorney, along with technical bid of the tender.
- 3.9. Each Bidder 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 Contractor commission or any payment which may be construed as an Contractor commission 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.
- 3.10. Canvassing or offer of an advantage or any other inducement by any person with a view to influence 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.



**DELHI TECHNOLOGICAL UNIVERSITY**  
(Formerly Delhi College of Engineering)  
Shahbad Daulatpur, Bawana Road, Delhi 110 042  
Tel: +91-11-2729 4673, e-mail: ga@dtu.ac.in



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

Each Bidder shall upload only one bid. If a bidder participates in more than one bid, all the bids are liable to be rejected.

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

Since this is online tendering, no tender document is to be paid. However, the bidder shall bear all costs associated with the preparation and submission of their bid and the University will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the tender process.

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

The interested bidder may visit the University campus (Bawana Road) and DTU East Delhi Campus and make acquaint themselves with the area and operational requirement. For the purpose of visit an advance intimation may be sent to ga@dtu.ac.in. The costs of visit shall be borne by the bidder only. It shall be deemed that the Contractor has undertaken a visit to the Campuses of the University and is aware of the operational conditions and requirements prior to the submission of the bid.

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

The Contract shall be valid initially for 01 (one) year and the University reserves the right to curtail or to extend the validity of contract on the same terms and conditions for another 01 (One) Year on the basis of satisfactory performance.

#### **8.1. BID Security Services: -**

8.1.1. The Contractor shall deposit Bid Security (Earnest Money Deposit) for an amount of **Rs.22,00,000/- (Rupees Twenty Two Lakhs Only)** in the form of Account Payee Demand Draft, Fixed Deposit Receipt, Banker's Cheque or Bank Guarantee from any of the Commercial Banks or payment online in an acceptable form in favour of Registrar, Delhi Technological University along with the bid document. The Bid Security will remain valid for a period of forty-five days beyond the final bid validity period. **The EMD has to be submitted physically in the office of Officer In-charge, General Administration Branch, Admin Building, Delhi Technological University, Bawana Campus in a sealed cover, duly super-scribed "EMD for Security Services Tender" and before the last date and time of submission of bids. Bid not accompanied by EMD shall be rejected.** The University shall not be responsible for receiving EMD after due date and time in any manner.

8.1.2. Any tender not accompanied by the Bid Security (except exemption as specified in GFR) shall be rejected.



- 8.1.3. Bid security of the successful bidder shall be returned on receipt of Performance Security by the University and after signing the agreement.
- 8.1.4. Bid security shall be forfeited if the bidder withdraws his bid during the period of bid validity.
- 8.1.5. 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.

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

9.1.1. The Technical Bid (all documents should be attested by the attorney appointed by the bidder, refer clause 3.7) should consist of the following documents: -

- (a). Bid Security
- (b). One recent passport size photograph(s) of the authorized person(s)/Attorney of the bidder with name, designation, office/Residential address and office Telephone numbers,
- (c). Copy of PAN No. card under Income Tax Act;
- (d). Copy of GST / Service Tax Registration Number;
- (e). Copy of Valid Registration No. of the Contractor/Firm.
- (f). Copy of valid Provident Fund Registration Number;
- (g). Copy of valid ESI Registration Number;
- (h). Copy of valid License and Number under Contract Labour Act;
- (i). Copy of document as stated in clause 2;
- (j). Copy of ISO Certification;
- (k). Copy of PSARA Registration Certificate;
- (l). Undertaking on Non-Judicial Stamp paper of Rs. 100/- as per Annexure – A
- (m) Certificate in support of experience for having undertaken this kind of security services alongwith a list of organizations where the Security Contractor is currently providing/has provided Security Services with the strength of 300 persons in PSU(s) / Govt. Organization(s)
- (n) Copy of statement of annual turnover during previous 3 years duly certified by the CA.

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



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

**The tenderers are requested to go through the following terms and conditions before submitting their bid documents:**

1. The bidder must be registered under Private Security Contractor Regulation Act (PSARA), 2005 or as amended from time to time. Attach copy of certificate of the registration.
2. The bidder will provide GST registration number along with bid. Further bidder will provide monthly challan for payment of GST along with the bill.
3. The DTU will award the contract to the successful bidder through GEM, who is eligible & qualified to perform the contract satisfactorily as per the terms & conditions. The successful bidder will sign the Contract with Delhi Technological University wherein, all the terms and conditions, wages of workmen including other charges and service charges will be mentioned. The successful bidder will be required to execute a contract agreement within a period of 07 days from the date of issue of letter of offer.
4. The successful bidder shall be required to furnish a 5% **Performance Security of tendered amount** within 07 days of receipt of "Letter of Offer" for an amount in the form of an Account Payee Demand Draft, Fixed Deposit Receipt from a Commercial bank, Bank Guarantee from a Commercial bank or online payment in an acceptable form in favor of Registrar, Delhi Technological University. The Performance Security shall remain valid for a period of two months beyond contract period. In case the contract period is extended further, the validity of Performance Security shall also be extended by the Contractor accordingly. 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 Performance Security during the course of contract. If any of Contractor's personnel are found to be indulging in any corrupt practices causing any loss of revenue or/and the impression to the University will be recovered from the Contractor or shall be entitled to terminate the contract forthwith duly forfeiting the Contractor's Performance Guarantee.
5. The University will have the right to know the names of personnel and other details to be deployed by the contractor in pursuit of its obligations of providing security services and it shall be mandatory for the contractor to provide such list with necessary details as may be desired by the University or its authorized officer. As far as possible, the list shall not be frequently changed so that continuity in operations is maintained in overall interest of security.



6. Delhi Technological University reserves the right to accept or reject any or all the offers either fully or partly without assigning any reasons and is not bound to accept the lowest bid.
7. The Contractor shall not appoint any Sub-company/Sub-Contractor to carry out any obligation under the contract.
8. The Contractor shall maintain an Occurrence Book which will be made available to the supervisory staff of the DTU as and when so required to do so or at regular interval as may be decided.
9. The Security Contractor shall be solely and exclusively responsible to adhere to meet out all statutory obligations under Indian law in respect of compliance of all the rules, regulations and directions given by any statutory authority with regard to safety, labour laws (PF, Bonus, Income Tax, Goods and Service Tax (GST) or any other extra taxes levied by the Govt from time to time.) Companies Act, Tax Deduction liabilities, welfare measures of its employees and all other obligations that enjoin in such cases and are not essentially enumerated and defined herewith or any other prevalent laws and submit an undertaking and proof of payment to its employees as per minimum wages rates to DTU each month along with claim for payment.
10. The workmen deployed shall be the employees of the Contractor and all statutory liabilities will be paid by the Contractor such as EPF and other as per Workmen's Compensation Act. The list of workmen as per format as may be decided, going to be deployed shall be made available to the DTU and if any change is required on part of DTU, fresh list of workmen shall be made available by the Contractor after each and every change. Prior consent of University authority will have to be taken before changing a particular workman.
11. As far as EPF is concerned, it shall be the duty of the Contractor to get EPF code number allotted by concerned PF authorities against which the EPF subscription, deducted from the payment of the personnel engaged and equal employer's amount of contribution should be deposited with the respective EPF authorities within 7 days of close of every month. Giving particulars of the employees engaged for the University works, is required to be submitted to the University. In any eventuality, if the Contractor fails to remit employee/employer's contribution towards EPF subscription etc. within the stipulated time, the University is entitled to recover the equal amount from any money due or accrue to the Contractor under this contract/agreement or any other contract with PF authorities, with an advice to PF authorities, duly furnishing particulars of personnel engaged for the University.



12. The Contractor will have to pay monthly wages to their workmen on or before 5th of every month by ECS/other electronic transfer modes only and if fails to do so then a penalty will be imposed. Any delay to get the bill payments from DTU due to any reason will not be the excuse for not releasing the remuneration to deployed workmen. A penalty of Rs. 50,000/- will be levied in case of disbursement of salary/wages to the workmen after 05th of the month, which shall be increased to Rs 1,00,000/- in case the disbursement is made beyond the 15th of the said month. Any further delay would lead to termination of the Contract & may lead to forfeiture of Performance Guarantee.
13. The payment of wages and other statutory liabilities shall be made directly by the Security Contractor to his workmen and not through any third party or middleman. No amount shall be deducted from the rates of the workmen by way of commission of the third party or middleman/Contractor.
14. The payment would be made based on the actual duties performed by the workmen supplied by the Contractor and based on the documentary proof jointly signed by the authorized representative of the DTU and the Contractor /his or her representative/personnel authorized by him/her. No other claim on whatever account shall be entertained by the DTU.
15. Payment of wages: -
  - (i). The Security personnel deployed by the Contractor to provide security services shall be the employee of the Contractor, the Contractor shall abide by and comply with all the relevant laws & statutory requirements including the Labour Laws, minimum wages and Contractor Labour (Regulation & Abolition) Act 1970, EPF, ESI, Workmen's Compensation Act 1923, Payment of Wages Act 1936, Payment of Bonus Act 1965, Income Tax Act, GST Act, etc. with regard to the workmen engaged. The University will provide the basic wages with EPF, ESI in conformity with the applicable minimum wages notified by Labour Department, Govt. of NCT of Delhi and DGR as may be amended from Time to Time.
  - (ii). As and when rates of minimum wages of the employee & other allowances shall be reviewed by Govt. of NCT of Delhi, this shall be applicable from the date revised wages became applicable as per Govt. Notification.
  - (iii). Any payment made by Contractor over and above the minimum wages owing to market factor, deemed to be included in the service charges quoted by Contractor in financial bid, will be paid by the Contractor himself. Nothing extra shall be paid.



- (iv). Any payment made by Contractor over and above their minimum wages i.e. service charges, these shall include all expenses towards overhead, uniform, motorcycle, communication system, fire equipment or any other service equipment.
16. The Security Contractor shall be liable with regard to compliance of all the laws, regulation, rules and directions given by any statutory authority with regard to safety, labour laws or any other laws in force in the State of (based on the location of DTU Centre).
17. In case the Contractor fails to commences/execute the work as stipulated in the contract/agreement or unsatisfactory performance or does not meet the statutory requirements of the contract, DTU reserves the right to impose the penalty as detailed below: -

**University has right to impose penalty of 0.1 % to 2 % of total cost of tender per occasion, considering the gravity of negligence.**

18. Penalty: -

Process	Requirement	Penalty
1. Deploying Adequate number of personnel	The Contractor will provide adequate number of personnel for meeting the service requirement of the University	<b>Rs. 1,000/-</b> for every instance when the person deployed is found to be on unauthorized leave for continuously more than 03 days
2. Security Guard & Supervisors to report in Uniform	Approved uniform design with name badge	<b>Rs. 500/-</b> per day for every member of Security Guard & Supervisors not found in prescribed uniform.
3. Misconduct / Misbehavior / Indiscipline by the Workmen	i) The behavior of the Guards must be decent towards the stakeholders  ii) They should not smoke and spit on the walls/floors etc.	<b>Rs. 500/-</b> for every instance.
4. EPF Passbook or Statement of individual EPF Deposits	The Contractor will provide individual Passbook or Statement of individual EPF deposits.	<b>Rs. 2,000/-</b> per month / per employee in respect of non-submission of individual passbook/Statement.
5. Payment of Workmen	The Contractor will pay monthly salary to their security guards on or before 5 <sup>th</sup> of every month by ECS/NEFT/RTGS only.	Before or upto the 5 <sup>th</sup> of every month, the disbursement of remuneration should be done though ECS. Any



		<p>delay to get the bill payments from DTU due to any reason will not be the excuse for not releasing the remuneration to deployed workmen. A penalty of Rs. 50,000/- will be levied in case of disbursement of salary/wages to the workmen after 05th of the month, which shall be increased to Rs 1,00,000/- in case the disbursement is made beyond the 15th of the said month. Further delay would lead to termination of the Contract &amp; may lead to forfeiture of Performance Guarantee.</p>
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19. The Contractor shall ensure that its personnel shall not leave the campus of DTU without the consent of the DTU in writing, divulge or make known any trust, accounts matter or transaction undertaken or handled by the DTU and shall not disclose to any information about the affairs of DTU.
20. Any liability arising out of any litigation (including those in consumer court) 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. The contractor shall keep DTU and its authorities indemnified in this regard.
21. All liabilities arising out of accident or death while on duty shall be borne by the Contractor.
22. The Contractor shall deploy his personnel only after obtaining the approval of DTU duly submitting curriculum vitae (CV), police verification, identity proof, etc. of personnel so to be deployed, 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. The employees of the Security Contractor should possess sound health and be free from any diseases, especially contagious and frequently recurring diseases and they should be in uniform while on duty. Medical certificate in respect of fitness of guards/employees deputed may be produced. The Security Contractor will, prior to the commencement of the operation of contract, make available to DTU the particulars of all the employees who will be deployed: such particulars inter-alia should include age, date of birth, permanent address and the police verification report of the employees should be enclosed.
23. The security Contractor shall strictly follow the applicable labour laws with respect to maximum hours for which a security guard can work.



24. The Security Contractor shall be responsible for engaging adequately trained manpower required for providing good Security Service in the University. The contractor shall abide by the relevant rules regarding training of the personnel deployed. Any expenditure incurred for the training before deployment and during the course of deployment in the University shall be borne by the contractor himself and the University shall not be liable on this account in any manner.
25. In case of any theft or pilferages, theft, damage, loss or others offences, the Contractor or its authorized supervisor will report the matter to concerned security officer of the University and investigate and submit a report to DTU within 48 hours of occurrence of the incidence or within 24 hours of reporting of the incidence and maintain liaison with the Police. The contractor shall submit the report, evidences including digital evidences and statement of the witnesses etc. in original to the authorized officer of the University immediately on completion of the suo moto investigation. FIR will be lodged by the DTU, wherever necessary. If need be joint enquiry comprising of both the parties shall be conducted and the responsibility be fixed. The contractor shall provide appropriate training. In case of any loss that might be caused to DTU due to lapse on the part of security personnel discharging security responsibilities will be borne by the Contractor and in this connection, DTU shall have the right to deduct appropriate amount from the bill of contracting Contractor to make good such loss to DTU besides imposition of penalty. In case of frequent lapses on the part of the security personnel deployed by the Contractor, DTU shall be within its right to terminate the contract forthwith or take any other action without assigning any reason whatsoever.
26. Further the guards deputed at DTU must be trained in respect of operation of Fire Fighting Equipment. The Security Contractor will demonstrate the firefighting equipment once in a year and would be responsible for the operation of fire fighting in the event of fire break out. The Hydrants must be checked every month in close coordination with administration. The Security Contractor shall be responsible to maintain the equipment's and other articles supplied by the DTU in good condition. In case of any damage he shall be responsible to carry out the repairs without any delay to avoid any interruption in service. Cost of repairs shall be borne by the Security Contractor itself.
27. The Security contract shall remain valid for a period of One year and the University reserves the right to curtail or to extend the validity of contract on the same terms and conditions for another 01 (One) Year on the basis of satisfactory performance. The contract once awarded can be terminated by either party after giving one-month notice to the other party. Nevertheless, DTU may terminate the contract of the Security Contractor without any



notice in case the Security Contractor commits a breach of any of the terms of the contract. DTU's decision that a breach has occurred will be final and shall be accepted without demur by the Security Contractor.

28. All necessary reports and other information will be supplied immediately as required and regular meeting will be held with the DTU.
29. DTU shall in no way be responsible for any default with regard to any statutory obligation and the Security Contractor will indemnify DTU in case of any damage or liability, which may arise on account of action of Security Contractor.
30. (i). Dispute, if any, arising out of the Security services contract shall be settled by mutual discussion between the parties within 30 days from the date of receipt of the notice of negotiation and amicable settlement by either party.  
  
(ii). In the event no amicable resolution or settlement is reached between the parties within 30 days after receipt of notice by one party, the dispute/ differences shall be referred to the courts of Delhi jurisdiction.
31. The Security Contractor will liaison with the designated officer of DTU and report to him every month to make checks on day to day activities of the Security Service. The Security Contractor shall extend full co-operation to the designated officer from time to time.
32. On completion/termination of the agreement the Security Contractor will hand over all the equipment's /articles as supplied by the DTU in good working condition back to DTU.
33. The Security Contractor will work in close co-operation and co-ordination with other agencies working at site.
34. The Security Contractor shall be fully responsible about the conduct of his employees and shall ensure that their behavior with the employees of the university, students, residents, supervisors, officers and visitors is always good and cordial. If it is found that the conduct or efficiency of any workmen employed by the Security Contractor is unsatisfactory, the Security Contractor shall have to remove the person concerned and engage a new one. The decision of the Designated Officer in this regard shall be final and binding on the Security Contractor.
35. DTU may not be bound to provide any mode of transport in respect of security personnel or material required for the contract.



36. All statutory obligations under various laws from time to time will have to be met by Security Contractor for which payment shall be made to him during the period of contract.
37. The Security Contractor shall at all times indemnify the University and its officers, workmen and agents for and against all third party claims whatsoever (including time not limited to property loss and damage, personal accident, injury or death of/or property or person of any sub-contract and or the servants or agents of the Security Contractor any sub-Security Contractor (s) and or the owner and the Security Contractor shall at his own cost and initiative at all times, maintain all liabilities under Workman's Compensation Act/Fatal Accident Act, Personal Injuries, Insurance Act and/or their Industrial Legislation from time to time in force.
38. The payment shall be released on monthly basis after satisfactory completion of the services. The monthly bills should be accompanied by the certificate as DTU may prescribe from time to time for proof of payment to workers and statutory liabilities. Income Tax (TDS) as applicable at prevailing rate will be deducted at source.
39. As per DTU policy, payments and receipts to Government and Semi Government Agencies would be rounded off to the nearer higher rupee and in other cases the rounding off will be to nearest i.e. **paise 50** or above will be rounded off the near higher rupee and paise less than 50 will be ignored.
40. The workmen employed by the Security Contractor shall be directly supervised and controlled by the Security Contractor, and shall have no relation whatsoever with Delhi Technological University. DTU shall have to control or supervise such workmen or to take any action against them as permissible under law. Such workmen shall also not have any claim against DTU for service or regularization of services by virtue of being deployed at DTU against any temporary or permanent posts at DTU. The Security Contractor shall be responsible for proper discipline of the employees engaged by him and their work, besides observing other obligations.
41. The Contractor shall ensure that all grievances and complaints of his workmen are redressed only by him and in no circumstances he shall allow to forward such grievances to any of the authorities of the DTU.
42. All the workers employed by the contractor shall be considered as employees of the contractor and they shall not make any claim in respect of employment and or other service benefits from DTU in any manner either outside the court or in the court of law. It is further provided that any kind of dispute arising between the contractor and the employees shall entirely be the dispute between them only. DTU shall not in any manner be a party to it. The contractor will take all necessary steps for the redressal of such disputes and



shall be solely responsible for the outcome. In case, any legal case either in the labour court or any other court filed by the personnel and DTU is a party in it, in that case the expenditure incurred by DTU for hiring a lawyer and court expenses the same will be borne by the contractor.

43. The services rendered shall be to the satisfaction of the DTU authorities.
44. Decision of DTU with regard to interpretation of the terms and conditions shall be final and binding on the Contractor.
45. DTU shall determine the composition of ex-servicemen and/or non-ex-servicemen Security Supervisor and Security Guards at its own discretion and award of contract will be given accordingly. The Security Contractor has to provide Security Supervisor & Security Guards as per decision of DTU.
46. Bids of Blacklisted/Debarred Firms will be out rightly rejected.

**OBLIGATION OF THE CONTRACTOR: -**

The Contractor shall ensure full compliance with the relevant rules such as EPF, ESI, tax laws, etc. 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.

**Physical standards for the guard –**

- (1) No person shall be employed or engaged as a guard unless he fulfills the following physical standards:-
  - (a) height: 160 cms for male and 150 cms. for females; Provided that a person belonging to the Gorkhas, or Nepalties or Sikkimese or Scheduled Caste or Scheduled Tribe is eligible for relaxation of height by 5 cms. The persons deployed for security services should be preferably below 60 years of age and not above 65 years of age.
  - (b) weight: according to stand table of height and weight;
  - (c) chest: measurements 80 cms with an expansion of 4 cms (for females no minimum requirement for chest measurement);
  - (d) eye sight: distant vision 6/6, near vision 0.6/0.6 with or without correction, free from color blindness, shall be able to identify and distinguish color display in security equipments; shall be able to read and understand display in English alphabets and Roman Numericals;
  - (e) hearing: free from defect; shall be able to hear and respond to the spoken voice and the alarms generated by security equipments



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- (f) free from knock knee and flat foot, able to run one kilo meter in 6 minutes for the age group between 18 to 30 years, 8 minutes for the age group between 31 to 40 years and should be able to walk one mile in 15 minutes for the age group between 41 to 50 years and in 17 minutes for the age group 51 and above;
  - (g) shall not be suffering from a disease, which may limit the physical or mental capabilities in charging the security duties;
  - (h) shall not be suffering form any physical handicap or deformity, which hamper in good performance of duties as security guard;
  - (i) the candidate should have dexterity and strength to perform searches, handle objects and use force for restraining the individuals in case of need; and
- (2) The Contractor shall ensure that every guard working under its control undergoes a medical examination from a Government or recognized hospital once in a year for ensuring the physical standard.



## **SCOPE OF WORK**

1. The contractor shall provide Security Services and allied manpower, uniformed Semi-skilled Ex-servicemen security guards and Ex-servicemen supervisors as mentioned below, and will use its best endeavors to provide security of the buildings, equipment's, materials, etc., at Delhi Technological University, Shahbad Daulatpur, Bawana Road, Delhi – 110042 and East Delhi Campus, Vivek Vihar, Phase – II, Delhi – 110095.
2. The security Guards / Supervisor engaged should be healthy and with good physic having no disability and bad habits, should be sane and well behaved, should be able to keep records of events. Copy of discharge book / police verification of all guards to be submitted to Delhi Technological University.
3. The Endeavour of the Contractor should be to provide trained staff/ guards.
4. Sufficient manpower/Reliever should be planned to take care of leaves /weekly offs.
5. Weekly offs should be given to all staff/guards
6. Sufficient uniforms should be provided to each guard for cleanliness by Contractor.
7. Any guard /supervisor if found involved in malpractice, breach of security will be dismissed without any notice.
8. Uniforms, Safety Shoes, Gumboots, Torch, Rain Coats, etc. and any other accessories required for security should be arranged by the contractor. No payment shall be made by DTU on this account.
9. The deployment of Security Supervisor/Guards at Delhi Technological University will be round the clock basis and enforce strict monitoring / surveillance on all the activity in DTU premises & office. Any untoward incident to be reported to Security Office & Head of Security In- charge immediately.
10. To prevent unauthorized persons getting entry in Delhi Technological University & office premises. Maintain visitors, staff and vehicle movement records and other measures as may be suitable for keeping good security at the Campus or and as may be directed by Delhi Technological University representatives from time to time.
11. To ensure that no unauthorized hawkers or vendors are allowed into the premises without written permission.
12. To maintain law & order and discipline and to check all disturbances or nuisances in the premises.
13. To control incoming and outgoing traffic in Delhi Technological University and to keep record of their movement in and out of the premises as well as regulate parking of vehicles inside and around the Delhi Technological University premises. Bring to the notice of authorized Delhi Technological University representative of any suspicious activity, noticed during or after office hours inside Delhi Technological University premises.



14. To lodge complaints with police authorities regarding any unwarranted occurrence in and around the premises in consultation with the competent authority of Delhi Technological University after due investigation.
15. To conduct any internal investigation required by Delhi Technological University in the interest of the Security of the Delhi Technological University
16. To assist in fire-fighting or any other kind of emergencies.
17. To lock all the doors/department/branches of the building after office hours and as may be directed by the University.
18. The Contractor should submit the EPF code; EPF challan for security guards & Supervisors provided with bill from time to time.
19. The Contract will be valid initially for the period of one year and can be terminated with a Notice of one month on either side in writing. DTU reserves the right to extend the contract on mutual agreement basis on the same terms and conditions as per work performance report and requirement.
20. The Identity Cards for the security guards should be issued by Contractor & copy of same should submit to this office. The security guards must wear the identity cards while on duty.
21. The security guard should not allow the movement of any unauthorized persons /materials inside the premises without the valid gate pass/permission issued by the authorized officer of Delhi Technological University. The contractor shall maintain appropriate records of the movement.
22. The security guard should have a working knowledge of English, Hindi and should be able to read and understand documents etc.
23. Majority of the security guards must have a driving license.
24. The Contractor will be held responsible if any theft occurs at Delhi Technological University premises as well as at bunkering office during their staff duty hours and Delhi Technological University reserves right to recover damages, after due investigation. **In case of theft of any articles of whatever nature from the University Campus, the security Contractor shall be responsible for the same. The book value of the stolen articles will be recovered from the security Contractor.**

25. Requisite Qualification:

S. No.	Particular	Requisite Qualification
1	Ex-servicemen Security Supervisor	Intermediate
2	Ex-servicemen Guards	Matriculate
3	Female Security Supervisor	Matriculate
4	Female Security Guards	Non matriculate



26. Service Charge will be filled by firm in percentage only.

S. No.	Particulars	Minimum wages for Semi-skilled	ESI 3.25% (upto 21,000)	EPF 12% (upto 15,000)	EPF + EDLI Admin charge 1% (upto 15,000)	Bonus@ 8.33%	Total	Service Charge*	GST 18%	Grand Total
1	Trained Civilian Female Security Supervisor (Skilled Matriculate but not Graduate)	22411.00 (for 26 days' duties in a month)	NA	1800.00	150.00	NA	24361.00			
2	Trained Civilian Female Security Guard (Semi-Skilled)	20371.00 (for 26 days' duties in a month)	662.05	1800.00	150.00	1696.90	24679.95			
-	Particulars	Daily wages (Basic wages plus VDA)	HRA @24% of Basic and VDA or Rs. 5400 (whichever is higher)	Uniform washing allowance 3% of basic + VDA	Uniform Outfit Allowance 5% of basic + VDA		Total	Service Charge*	GST 18%	Grand Total
3	Ex-Servicemen Security Supervisors	33922.98 (for 26 days' duties in a month)	8141.64	1696.24	1017.64		44778.50			
4	Ex-Servicemen Guards	25506.00 (for 26 days' duties in a month)	6121.44	1275.30	765.18		33667.92			

**NOTE: 01. The wages of the Semi-Skilled Guards shall be revised as per directions of State / Central Government and in case of the Ex-servicemen Guards and Supervisors the same will be as per DGR guidelines from time to time.**

27. No additional payment of Weekly Off, National Holidays, Public Holidays, service charges, etc. will be made & they should quote their service charge keeping in view of this aspect.
28. The contractor will submit invoices every month along with the required documents as mentioned in this document.
29. The payment to the guards to be made on or before 5<sup>th</sup> of the every month by NEFT/RTGS and proof of the disbursement to be submitted for clearing the bill payment for the previous month.
30. Party has to submit PF Challan and individual PF challan along with monthly bills.
31. The Contractor has to submit the document by evidence fulfilling the above Mentioned conditions.
32. Ensure all the Security policies are being strictly followed & adhered to it.



33. Any change in security personnel such as new inductions, the party needs to take prior approval from Delhi Technological University.
34. Copy of GST / In voice payment to Security Office should be submitted for our records.
35. Proprietor/ Director of the Contractor should visit University and meet the management regularly to get the feedback or suggestions.
36. No registration fee & No training fees if any, will be charged by the Contractor from the security guards & supervisors before joining otherwise penalty will be imposed of **Rs. 50,000/-** per person.
37. Work-plan indicating the deployment of security staff proposed and other details for the efficient satisfactory performance of the contract, may be submitted to the authorized officer of DTU after award of the Contract and before commencement of work.

#### **DEPLOYMENT:**

Security supervisor required to carry out the duty of 8 hrs over a day and senior security guard to be deployed additionally to carry out the duty of the supervisor. Security guard will be on duty in each shift of 8 hours as advised by officer in-charge The following set of registers should be maintained at all times:

- i) Attendance register
- ii) Visitors register
- iii) Contractor Labour register
- iv) Material register
- v) Occurrence register/book
- vi) Vehicle movement register
- vii) Any other register(s) as may be decided/required later on

The registers will be supplied by the Security Contractor.



**ANNEXURE - A**

**UNDERTAKING**

(To be executed on Rs. 100/- Non judicial Stamp Paper)

1. I/ We the undersigned, certify that I/ We have gone through the terms and conditions mentioned in the tender documents and undertake to comply with all of them.
2. That no Civil / Criminal/ Income Tax/ Service tax/ GST case is pending against my firm.
3. My Firm has not been debarred or blacklisted by any Government, Quasi Government, PSU or Autonomous Organization. An undertaking to the effect that the Firm / Company has not been blacklisted / debarred by any Government Department nor has any civil or criminal case pending against it in any court of law in the country.
4. My firm has not defaulted on any bank/financial institute loans in the past. There is no statutory dues or disputed liability.
5. The rates quoted by me/ us are valid and binding on me/ us for acceptance for the entire period of contract.
6. I/ We undersigned hereby bind myself/ ourselves to the Registrar, Delhi Technological University, Delhi to provide security services in Delhi Technological University, Delhi during the period of contract.
7. The Performance Guarantee deposited by me shall remain in the custody of the Registrar, Delhi Technological University, Delhi till two months after the expiry of the contract.
8. I/ We shall abide by Minimum Wages Act, Contract Labour Act, PF, ESI, Bonus, Gratuity, as applicable from time to time for the workers employed for provide security services.
9. In case of any lapse occur on my part or on my staff while discharging the services the university authorities may cancel my/ our contract and award the work to another Contractor and the costs difference may be recovered from me/ us and can forfeit Performance Guarantee.
10. In the event of any breach/ violation of the terms and conditions, the Competent Authority shall be at liberty to terminate my contract and can forfeit the Performance Guarantee deposited by me/ us.
11. I/ we will be wholly responsible for provide security services at Delhi Technological University, Delhi-110042 and will ensure deployment of adequate staff to provide, quick clean and efficient service and also responsible to pay all taxes as applicable to Tenderer. I shall also be responsible for behavior/ act of employees engaged by me for provide security services in the University.
12. I/we shall be responsible for health and injury caused to the worker while working in the University.



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13. I/we shall be responsible for any loss or damage to the university property by the employee engaged by me/ us.
14. The Vice Chancellor, Delhi Technological University, Delhi has the right to accept or reject any or all the tender without assigning any reason. The decision of the Vice Chancellor, Delhi Technological University, Delhi will be binding upon me.
15. I/we shall also be responsible to pay all taxes as applicable to the government like Income Tax GST, and Service Tax etc.
16. I/we shall be responsible for any theft/ loss/ damage to university property/ fixtures and I will rectify/ replace the same.
17. I/we shall indemnify DTU from all losses/claims that may arise due to my action/inaction.
18. I/we undertake that I/We have not been blacklisted/debarred by an Central/State Govt./Deptt./Body & PSU's.

Signature of the authorized attorney

Name of the Firm/ Tenderer  
Seal of Firm



S.NO.	Particulars	minimum wages per day(Values in Rs.)	EPF @ 12% (Values in Rs.)	ESI @ 3.25%(Values in Rs.)	ADMIN CHARGES@0.5 for EPF(Values in Rs.)	EDLI@0.5(Values in Rs.)	TOTAL DAILY (Values in Rs.)	MONTHLY @26 MDAYS(Values in Rs.)	ANNUAL @ 12 MONTHS(Values in Rs.)	GST @18%(Values in Rs.)	service charges (%) Incl GST	Annual SERVICE CHARGES (Values in Rs.)	Annual Cost per person (Values in Rs.)	Number of Manpower	Annual Wages incl. GST plus Service Charge (Values in Rs.)	
A	B	C	D	E	F	G	H=G*26	I=H*12	J=18%I	K	L=I*K/100	M=I+J+L	N	O=M*N		
1	Lady Guard	784	69.23	25.46	2.88	2.88	884	22996	275952	49671.36	3.85	10624.152	336247.512	34	11432415	
2	Lady Supervisor	862	69.23	0	2.88	2.88	937	24362	292344	52621.92	3.85	11255.244	344965.92	1	344966	
S.NO.	Particulars	Daily wages (Basic wages plus VDA)	HRA @24% of Basic and VDA or Rs. 5400 (whichever is higher)	Uniform washing allowance 3% of basic + VDA	Uniform Outfit Allowance 5% of basic + VDA	-	TOTAL DAILY (Values in Rs.)	MONTHLY @26 MDAYS(Values in Rs.)	ANNUAL @ 12 MONTHS(Values in Rs.)	GST @18%(Values in Rs.)	service charges (%) Incl. GST	Annual SERVICE CHARGES (Values in Rs.)	Annual Cost per person (Values in Rs.)	Number of Manpower	Annual Wages incl. GST plus Service Charge (Values in Rs.)	
A	B	C	D	E	F	G	H=G*26	I=H*12	J=18%I	K	L=I*K/100	M=I+J+L	N	O=M*N		
3	ESM Guard	981	235.44	29.43	49.05	0	1295	33668	404016	72722.88	3.85	15554.616	492293.496	190	93535764	
4	ESM Supervisor	1304.73	313.14	39.14	65.24	0	1722	44779	537348	96722.64	3.85	20687.898	634070.64	8	5072565	
															Grand Total	110385711

**Instructions to the bidders:** - 1. Bidders are requested to fill the service charge in column K of the BOQ in numerical value only. Please do not enter or alter the any other figure in the BOQ. 2. The Bidders may upload the BOQ after modifying the service charges as per their BID. 3. All other components are as per GNCTD/DGR and GeM guidelines. 4. The Bids will be evaluated and decided on the basis of Grand Total mentioned in Column-Q. 5. Bidders are prohibited to change figures in other cells as some of the cells have formulas. 6. The bidders are advised to read the NIT and other terms and conditions.