

कॉलेज ऑफ वोकेशनल स्टडीज
(दिल्ली विश्वविद्यालय)

त्रिवेणी शेरव सराय फेस-II, नई दिल्ली-110017
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College of Vocational Studies
(University of Delhi)
Triveni (Sheikh Sarai) Phase -II,
New Delhi-110017, India
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संदर्भ संख्या
Ref. No. CVS/2017/121


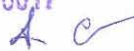
दिनांक
Dated 26.04.2017

Sealed tenders are invited for awarding contract for out-sourcing the Security guard services in College. The tender form/ document can be obtained through TCIL website (<https://www.tcil-india-electronictender.com>)

CONTENTS OF TENDER DOCUMENT

S. NO.	DESCRIPTION OF CONTENTS
01	Tender Notice
02	Scope of work and general instruction for tenderer
03	Terms & Conditions
04	Details of contracts for past three years
05	Proforma for Financial Bid

- Note: 1. Tender document can be downloaded from the website www.cvs.edu.in
2. Last date for submission of tenders through online: 25.05.2017 up to 11:00 AM
3. Earnest Money Deposit : Rs. 30,000/- in form of DD favoring "Principal, CVS".


Principal
College of Vocational Studies
Triveni Sheikh Sarai, Phase-II,
New Delhi-110017


SCOPE OF WORK AND GENERAL INSTRUCTION FOR TENDERER FOR PROVIDING SECURITY SERVICES

1. Name of College : College of Vocational Studies.
2. Address / Location of Building: College of Vocational Studies, Sheikh Sarai, Phase-II, New Delhi-110017
3. Total Area: 10.5 Acres approx. (Office, Class Room, New Building, open area)

(The bidder 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 College and is aware of the operational conditions prior to the submission of the tender documents)

4. SECURITIES: SCOPE OF WORK:

- a. The agency is to provide security services for the college for a period of One Year or for extended time at the discretion of the College.
- b. The services will be provided on in three shift basis, non-working days inclusive of Sundays and holidays, on holiday agency has to replace guards employed on normal working days.
- c. Only UNARMED, Ex-serviceman/ Ex-paramilitary personnel/civilian guards in proper uniform with verified antecedents will be employed.
- d. Total guards in uniform with minimum one female guard will be provided on 8 hours per shift. The numbers of guards may be increase or decrease in the College
- e. The agency will be responsible for payment to these guards/security personnel. No payment or honorarium what so ever will be paid by College to the security personnel deployed by the agency.
- f. The agency will be responsible for ensuring proper conduct and discipline of the security personnel's. College will have the right to direct the agency to remove/change any security guard without assigning any reason.
- g. The agency will be responsible for taking all possible measures to safeguard the property, building and College premises. The agency will be held responsible for any loss of property due to negligence or failure to provide adequate security and will be liable to pay compensation. The agency will also be responsible for losses due to the negligence on the part of personnel employed by it.
- h. The security staff employed will be responsible for locking and opening of all class rooms, doors/windows and switching off all electric gadgets at the time of opening and closing of the College. The security staff will also be responsible for

checking of water taps if left open. Any property left outside by College staff in any class room or office left unlocked by College staff should be reported to the Principal immediately. The Principal will have the right to assign any other security/safety related duties to the security staff employed by the agency.

5. **Earnest Money of 30,000/- (Rupees Thirty Thousand only only), refundable (without interest), in the form of Demand Draft / Pay Order / Banker Chequedrawn in favor of 'Principal, College of Vocational Studies, payable at New Delhi should be send in a sealed envelope.**
6. The successful tenderer will have to deposit Performance Security Deposit (SD) of 10% of the contract value in the form of an Account payee Demand Draft. The performance security should remain valid for a period of **90 (ninety) days** beyond the date of cessation of the contract for initial one year and completion of all contractual obligations of the bidder including warranty obligations. In case, the contract is further extended beyond the initial period, the performance security will have to be accordingly renewed by the successful tenderer.
7. Conditional bids shall not be considered and will be out rightly rejected.
8. In case of partnership firms, a copy of the partnership agreement, or general power of attorney duly attested by a Notary Public, should be furnished on stamped paper duly sworn or affirmed by all the partners admitting execution of the partnership agreement or the general power of attorney.
9. The TECHNICAL & FINANCIAL BID shall be opened online
10. The TECHNICAL BID if not qualified will be summarily rejected.
11. The bidding firm has to give a self-certified certificate that it has not been blacklisted by any Central Government Department/ State Govt/Autonomous Body/ PSUs/ Banks, etc. If it is subsequently found out that the bidding firm has given false information or facts or has suppressed facts or manipulated the documents, etc, the earnest money/ Security Deposit of the firm/ Agency will be forfeited and the bid/contract will be rejected/ cancelled.
12. No bidding firm will be allowed to withdraw its bids. If any firm intends to withdraw opening of technical bids, it's Earnest Money (EMD) will be forfeited.
13. If after award of the contract, the successful bidder (L1) fails to provide required number of Security Guard the contract is liable to be cancelled alongwith forfeiture of SECURITY DEPOSIT and other consequential actions such as blacklisting, as deemed appropriate.

TERMS & CONDITIONS

1. The contract shall be valid for a period of one year from the date of awarding of the contract, which can be extended for such period as may be decided by the Principal, CVS,
2. The contract can be terminated on account of unsatisfactory services upon performance review by the Authority of College of Vocational Studies. The unsatisfactory service shall mean and include non-compliance and non-fulfilment of any of the contractual obligations by the Service Provider and or poor

performance and violation of any of the terms and conditions of the tender/contract and failure on its part to correct the discrepancies/shortcomings brought to its notice in writing by the authority of College of Vocational Studies.

3. By virtue of this agreement, no relationship will be created between the Security guards. It will be the sole responsibility of the Service Provider to pay salary and other perks to its Security Guards meeting all statutory obligations and no complaints by any of its Security Guards in this regard will be entertained by the College of Vocational Studies.
4. The agreement can be terminated earlier by giving one month's written notice from CVS, side and three months' notice from side of Service Provider without assigning any reason and the decision of the College of Vocational Studies authority shall be binding on the Service Provider. No claims for compensation of loss/revenues due to such decision shall be entertained.
5. The guard should be physically and mentally fit.
6. The Security Guard should be neatly dressed up with proper uniform and shoes.
7. The Security Guard should be well versed with local languages.
8. The Service Provider shall be fully responsible and liable for any theft, burglary, fire or any other mischievous deed done by its Security Guard such matter should be immediately reported to the Competent authority in the College and police..
9. The Firm/Agency shall ensure that the wages to the Security Guard will be paid by the Firm/Agency in accordance with the **MINIMUM WAGES ACT** in force as per Govt of NCT Delhi, ACT and other mandatory rules as in force.
10. The said Firm/Agency will be solely responsible in regard to **LEGAL OBLIGATIONS** on Security Guard employed by it and deployed in College of Vocational Studies
11. Verification of **CHARACTER AND ANTECEDENTS** of the Security Guard through **POLICE is mandatory** and shall be the responsibility of the Service Provider. A declaration on the printed letter-head of the firm, stating inter-alia that the Security Guards provided are of good character, duly verified by the Police from security angle should be provided to the College of Vocational Studies immediately after award of Contract. The Security Guard shall not enter into any unlawful activity within the College of Vocational Studies premises and shall have a good moral character.
12. The College shall not provide any accommodation or living facilities to the Security Guard.
13. Losses caused to the College due to negligence on the part of Security Guard will be recovered from the Agency/Contractor.
14. The Security Guard provided by the Service Provider should be well mannered, courteous and polite. The Security Guard should not smoke or consume liquor while on duty and should not play cards, etc. in the College.
15. During the period of leave/ Holiday of any of the Security Guard, the Service Provider shall deploy another Security Guard with prior intimation to the CVS
16. The Service Provider shall be responsible for complying with obligations under Service Tax, Income tax, ESI, PF, Contract Labour (Regulation and Abolition) Act,

Wages Act, Labour Laws, etc. The Service Provider shall be responsible for complying with obligations for damages to third party arising due to accident, etc.

17. It will be the responsibility of the Service provider to comply with all statutory obligations on his part arising out of this contract.
18. The quoted rates will be inclusive of all charges, **applicable Taxes**, and no other charges will be paid extra. Service Tax, if applicable, will be paid extra by the College to the concerned Agency/ Service Provider on production of receipt by the Agency/ Service Provider.
19. The payment to the Agency / Service Provider will be made against running bills on monthly basis subject to services being satisfactory. The attendance record, acquaintance, etc shall be required for processing of the payment. No payment shall be made in advance. The Service Provider shall submit the bill in the first week of following month in respect of previous month for sanction of the amount of bill and passing the bill for payment. All payments shall be made by cheque only.
20. The College shall be at liberty to withhold any of the payments in full or in part subject to recovery of penalties, if any.
21. The CVS reserves the right to order any worker of the Service Provider to leave the premises of the CVS if his/her presence at any time if felt undesirable.
22. The selected agency/ Service Provider shall have to execute an agreement on non-judicial stamp paper of ` **100/-** to be signed by both the parties.
23. In case of dispute of any kind, the firm shall abide by the decision of the CVS. In case the dispute is required to be referred to Arbitration, it shall be referred to sole arbitrator under Arbitration and Conciliation Act- 1996. The place of settlement of dispute shall be New Delhi. In the case of settlements of dispute is in the court, it will be in the jurisdiction of courts at New Delhi.
24. Any other provision may be incorporated by the CVS authority. The same shall also be binding on the Service Provider/ Agency.
25. Firm should be in business of undertaking the Security services etc. for last three years.
26. Firm should have filed Income Tax Return for last three years
27. Average turnover during the last two financial years not less than 15 Lakhs.

DETAILS OF CONTRACTS FOR PAST THREE YEARS
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DETAILS OF MAJOR CONTRACTS WITH CENTRAL GOVERNMENT/AUTONOMOUS BODY/
STATE GOVERNMENTS/PSUS/ REPUTED PRIVATE FIRMS HANDLED BY THE TENDERING
AGENCY FOR PROVIDING **SECURITY SERVICES** DURING THE LAST THREE YEARS IN
THE FOLLOWING FORMAT

(Attested copies of the last three years work award may be enclosed)

S. No.	Details of client along with address, telephone and FAX No.	Amount of Contract (Lakh per year)	Duration of Contract	
			From (date)	To (date)
1				
2				
3				
4				
5				

(If the space provided is insufficient, **a separate** sheet may be attached)

PERFORMA FOR FINANCIAL BID – SECURITY			
1	Name of the Building / Area with address	College of Vocational Studies	
2	Area / Blocks	<p>Area of the college: 10.5 Acres approx.</p> <p>Office Block, Primary Block, New Building, Open Area, Cycle /scooter/ Car Stands & toilets in each block. The Area/ compound is surrounded by a boundary wall with gates.</p> <p>(The bidder 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 College and is aware of the operational conditions prior to the submission of the tender documents)</p>	
3	No. of days during the month for which service is required.	24 Hours security services on shift basis on all days.	
4	No. of Securities required in the College	10(Ten) guard including one female	
Sl. No.	Details	Amount (in Rupees) per Guards	
		Per Securities guards of 8 hours	
I.		In figure	In Words
1	Min. Wages per security as per notification from the Office of the Labour Commission of Government of NCT of Delhi per Security. (Labour Commissioner notification is to be enclosed).		
2	E.P.F. Charges, if applicable as per rule		
3	E.S.I. Charges, if applicable as per rule		
4	Service Tax, if applicable as per rule		
5	Service charges inclusive of Uniforms/Bonus etc per security.		
II. TOTAL MONTHLY CHARGES			
III. TOTAL MONTHLY CHARGES			

Date:
Place.....

Signature of Proprietor/authorized signatory.....
Name :.....
Seal