

NOTICE INVITING TENDER

DESHBANDHU COLLEGE
Kalkaji, New Delhi-110019

Tender for Security Services in the College

Tender Ref. No.- F. 8/DBC/Sec/E-Tender/2024/001

Critical Dates:-

Event	Date & Time
e-Publishing Date	21.10.2024
Bid document download start Date	21.10.2024
Bid submission start Date	21.10.2024
Last date & time of receiving of online bids	10.11.2024

TENDER NOTICE

Deshbandhu College, University of Delhi invites online tenders for running security services in two bid system from the firms having experience in security services.

The tender documents can be downloaded from the following website:

<https://eprocure.gov.in/eprocure/app>

Note:- A presentation will be presented by bidders before the committee

CONTENTS OF BID

Earnest Money & Tender Fees

Earnest Money & Tender Fees in the form of Demand Draft (drawn in favour of the Principal, Deshbandhu College) shall be scanned and uploaded to the e-Tendering website within the period of bid submission.

A sum of **Rs.2,00,000/- (Rupees Two Lakh Only) as earnest money and Rs 2000/- as tender fees to be deposited in the office of Principal, Deshbandhu College** through demand draft of a scheduled bank in favour of Principal, Deshbandhu College payable at Delhi/New Delhi.

The scanned receipt of payment of earnest money, tender fees and tender papers should be uploaded with the tender documents (online) otherwise the same are liable not be opened.

For more details, kindly refer tender documents.

PRINCIPAL

Tender Document

Scanned copy of documents to be uploaded on portal in “**Technical bid**”(Annexure-V)

1. Registration under Employee Provident Fund and Miscellaneous Provisions Act, 1952
2. Registration under Employees State Insurance Act., 1984.
3. Registration under Delhi shops & establishment Act., 1954
4. Registration under the Private Security Agencies Regulation Act, 2005
5. Scanned copy of EMD(DD/FDR) of Rs. **2,00,000/-**
6. Scanned copy of Tender fee(DD) of Rs. **2,000/-**
7. Certificate of Registration for GST etc.
8. Proof of turnover duly certified by the Chartered Accountant for the last three financial years.
9. Valid registration certificate with labour department under contract labour (Regulation and Abolition) Act, 1970.
10. Training certificates of their employees from training academy Recognized by Govt. of India / Govt. of NCT Delhi.
11. Agency Registered with National Career Service.
12. The tenderer must have (i) ISO 14001 : 2015 (ii) ISO 9001:2015 and (iii) OHSAS 18001:2007.
13. Experience Certificates for providing security services for the last 5 years.
14. Income Tax Paid Certificates for the last three years.
15. Performance Certificates (mentioning the volume and amount of job completed) and Work order of the Security Services contracts executed during the last 5 years.
16. Signed & stamped tender acceptance letter as per **Annexure-IV**

THE GENERAL INSTRUCTIONS ARE AS UNDER: -

1. Tender documents for reference can be downloaded from website “www.deshbandhucollege.ac.in” and bids must be submitted online on portal “<https://eprocure.gov.in/eprocure/app>”

2. **Instructions for bidders for submission of e-bids are available in Annexure-III, however all the bidders are advised to read updated instructions on portal "<https://eprocure.gov.in/eprocure/app>" before submission of e-bids.**
3. The total rates quoted for Security Guards should not be less than the statutory wages as notified by the Delhi State Government and must include the mandatory statutory payment like allowances, contributions to ESI, EPF, Bonus & GST, Service charges and any other payment. **(Kindly note : Any bidder who had not quoted the above mentioned rates can be rejected by the College authorities, Quoting less, violation of minimum wages act, GOVT OF NCT, DELHI guidelines, Contract labour act, Govt. of India, Ministry of labour and Employment Order and other statutory provisions shall be liable for disqualification and such tenders shall be rejected summarily without assigning any reasons).**
4. Payment of salary and arrears etc. to the staff hired by the agency to perform the duties at Deshbandhu College shall be done by the agency through RTGS/Account Payee cheque by giving details of contribution / deduction regarding ESI, EPF etc.
5. The successful bidder should ensure that the payment of the employees must be made via their respective bank accounts and the payment should be made on or before of the 07th day of every month irrespective of the submission and clearance of the bill from the accounts branch.
6. The successful tender shall **have to deposit Rs. 2 lakh as security deposit** in the form of Bank Draft /FDR/ Bank Guarantee of a Nationalized Bank in favour of Principal, Deshbandhu College within 30 **days** after the offer letter is received by the successful bidder / Agency, otherwise the award letter will be treated as cancelled. The amount of security deposit will not bear any interest what so ever. Amount of EMD already deposited by successful tenderer may be adjusted against Security deposit (if the College wishes so).
7. The Deshbandhu College shall deduct TDS for income tax, surcharges and Education or other Cess if any at source under section 194-C of the income tax Act. 1961 from the contractor at the prevalent rates of such sum as income tax on the income comprised their as per instructions issued by Govt. of India from time to time.
8. The taxes will be levied as per provision of Govt. of India Tax Rules.
9. Term and conditions given in **Annexure-II** as agreement will govern the entire security and other operations, which the successful tender shall have to abide by during the period of contract (The college may include/exclude any other terms & conditions mentioned in the Annexure-II).
10. The Deshbandhu College reserves the right to have a panel made out of the tenders submitted and in case the agency selected fails to do the job successfully or leaves the job in middle of the contract period, or decline to accept the award due to any reason the next agency will be offered the job however the validity of the panel will be for the period of the award of contract to the first panelist and in case the second in the panel is offered the job the time-span for this will be the remaining period of the first awardee of the contract. In case the successful bidder decline to accept the award or to provide the security services, the EMD made by him shall be forfeited and may also be black listed.
11. Tender once submitted, it would be presumed to have understood and accepted all the terms and

conditions given in Annexure I & II. No inquiry, verbal or written, shall be entertained in respect of acceptance / rejection of the tender.

12. The contractor shall not engage any sub-contractor or transfer the contract or sublet to any other person or agency in any manner. Tenders not conforming to these requirements shall be rejected outright and no Correspondence thereof be entertained what so ever.
13. Performance Evaluation: -
 - a. The quality assurance of the security services would be ensured regularly (daily, weekly, fortnightly or monthly depending upon the discretion of the Principal, Deshbandhu College on the basis of the periodical reports furnished by the officials assigned for this task by the college)
 - b. The Contractor and all his staff deployed for security work will work under the supervision of the officials assigned for this task by Deshbandhu College.
14. **Deshbandhu College reserves the right to accept or reject any bid irrespective of its being lowest by taking into account the interest of the College which will be paramount and it is in this regard the decision of the Principal Deshbandhu College shall be final and binding.**
15. The selected bidder (Security services agency) shall have to provide the proof of deposit of ESIC, EPF of the staff deployed each month and submit the details of their EPF number, non-submission of the details (mentioned above) along-with the bill, may attract penalty against the bidder.
16. Contract period will be initially for a period of **One Year**, which may be extended for further period of one year which can be further extended on mutual decided period as per discretion of Deshbandhu College authority.
17. **Successful tenderer shall execute the agreement as per Annexure-II for providing security services at Deshbandhu College, on legal stamp paper of Rs. 100/- within one week days after award of work.**

ANNEXURE-I
INSTRUCTIONS RELATED TO SUBMISSION OF TECHNICAL AND FINANCIAL BID

1. EVALUATION CRITERIA FOR TECHNICAL BID AND FINANCIAL BID

Scoring of Hundred Marks will be based on Annual Turnover, Manpower on roll, volume of work performed in preceding years, Experience, ISO certificate etc. and other pre-qualification prescribed in the Terms and condition of the contract, as under

S.NO	Attribute	Marks	Remark
1.	Experience in Security Business for the last 5 or more consecutive Years	15	
2(a)	Security Manpower on Roll-More than-200	20	
(b)	Security Manpower on Roll-Less than-200 (Companies having manpower less than 150 will not be entertained)	10	
3	Annual average turnover of Rs. 2 Crores or more during last three years.	15	
4 (a)	Experience of two similar work of as 100% of the estimated cost	15	
(b)	Experience of three similar work of as 80% of the estimated cost	15	
(c)	Experience of four similar work of as 50% of the estimated cost	10	
5	Agency Registered With ISO-9001:2015(1 mark) ISO- 14001:2015 (2 marks) OHSAS- 18001:2017 (2marks)	05	
6	Having Academy as per PSAR Act recognized/ registered by Delhi Govt. and central Govt.(Govt. of India)	15	
7	Average annual Income Tax paid in last 3 years Less than Rs. 2.00 lakhs (2marks) Rs. 2.00-4.00 lakhs (3 marks) Rs. 4.00-6.00 lakhs (5 marks)	05	
8	Total quantum of work orders executed in last three years (Rupees) Upto 50 Lakhs (3 marks) 50Lakhs -2 crores (6 marks) More Than 2 crores (10 marks)	10	
	Total	100	

Note :-

The firm / agency which has secured 75 out of 100 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 responsive L-1 agency. In case the financial bid of more than one agency is same as responsive L-1, then the work will be awarded to the agency which gets the maximum marks in Technical evaluation, Preference will be given to the companies having its own **Training Academy as per PSAR Act in Delhi recognized either by Central Govt. (GOI) or Govt. of NCTD.**

2. FINANCIAL BID

- a. For quoting basic minimum updated wages, Govt. of NCT, Delhi guidelines to be kept in mind. The minimum wages are applicable for **security Guard under Semi-skilled category and security supervisor under skilled category.**
- b. The quoted rates should be inclusive of minimum updated wages notified by the Govt. of Delhi, ESI, EPF, Bonus, Reliever Charge, GST and other statutory requirements.
- c. The minimum height of the guards should be 5ft and 8inch for male and 5ft and 4inches for female and should be medically fit.
- d. The selected bidder should ensure physical fitness & proper Uniform of the staff. **Also, weekly mock drills should be carried out and a report of the drill should be submitted in the office.**
- e. The service charge should include tenderer's charges towards administrative cost, uniform cost, equipment & machinery cost for providing security services at the Deshbandhu College.

(To be executed on Rs.100/-non-judicial Stamp Paper by the security service agency within 10 days of award of the work)

AGREEMENT

This agreement made this day of _month year between Deshbandhu College, University of Delhi, Kalkaji, New Delhi-110019 represented by Principal. (Herein after referred to as the first Party which expression shall, unless is repugnant to text include its successors and assigns) and M/s _____ having its registered office at _____ (herein after referred to as Contractor (2nd Party), which expression shall where the context so requires include their legal heirs, successors and his legal assigns, executors or Administration) here in after referred as contractor. WHEREAS the Contractor is engaged in providing Security Services through its own properly trained personnel and WHEREAS the Deshbandhu College is desirous of availing the services. NOW WHERE AS the Ist Party and the contractor had negotiations in this behalf through open tender bid. NOW, it is hereby agreed between the Ist Party and the Contractor (2nd Party) to provide Security Services on the terms and conditions herein aftermentioned.

1. Contractor shall during the continuance of this agreement provide Security Services and supply of manpower through as many Security Guards as per the requirement of the Ist Party from time to time. The requirement of the Deshbandhu College for numbers of persons may vary according to needs of the college, which shall be intimated by the Deshbandhu College from time to time to the contractor by the concerned officer of the college.
2. Contractor shall immediately supply to the Deshbandhu College movement order Bio-Data with photographs of all the security guards & other workers posted within a period of 15 days from the effective operation of this agreement and also submit the photocopy of discharge certificate from their previous department in case of ex -serviceman and civilians who will be posted as Security Guards.
3. Contractor will provide E.S.I and E.P.F facility to its entire staff posted in Deshbandhu College i.e Security Guards on behalf of the college under this agreement.
4. The Contractor shall submit the documentary proof (Photocopies) in support of his claim that he has deposited the ESI, EPF in respect of the Security Guards deployed in the college for previous months with an undertaking. These documents will be verified and certified by the college staff assigned for this purpose from the original documents. If the contractor fails to do so, his bill for the next month will not be processed for payment. Contractor will also certify that proper wages have been paid to the guards. The wages have to be paid by RTGS/Account payee cheque, giving details of deductions of ESI & EPF to each individual as a pay slip.
5. The security personnel shall be properly dressed and will wear full uniform while on duty and remain alert during the duty hours. The contractor will provide the said uniform and other security aids like lathes, whistle, torches etc.
6. The College will not provide any medical facility and residential accommodation to the Security guards of the contractor.

7. Contractor and its security guards engaged shall be responsible for security of staff, property (movable or immovable) and materials of the College on the premises of their deployment as well as security of boundaries, buildings, parks and official vehicles in the parking area, fitting and fixtures, stores and equipments, office records (including question papers and answer books) etc. In discharging these responsibilities, the risk management of the Security Personnel is the responsibility of the Contractor.
8. Contractor will ensure that the security guards, & other persons provided by him or her under the agreement are trained in fire fighting operations. The security guards, gunman, & other persons provided by the contractor will be required to undertake successful fire fighting operations in the events of outbreak of fire with the available fire fighting appliances provided by the college to the extent possible with the help of said appliances.
9. Contractor and its Security Guards and other persons engaged by contractor shall take all necessary action as may be directed by the College, to prevent theft, pilferage, burglary loss or damage of any of the property (movable or immovable) within the premises of the Deshbandhu College and its allied offices.
10. Contractor shall be responsible for all losses/damages to the College property, under their charge, or to the property specifically entrusted for safe custody to guards & other persons deployed by Contractor. Any loss/damage due to the negligence, Carelessness or dereliction of duty directly or indirectly on the part of the security guards will be made good by the Contractor. In case of any loss joint enquiry will be conducted by the College and the Contractor, and submit the report to the Principal, Deshbandhu College for further action.
11. Security personnel will keep all the keys in their safe custody in respective building and central key room. They will issue the key to authorized person under a procedure after maintaining proper records in the register.
12. The Security personnel will not indulge in any criminal activities, mal-practices of undesirable activities etc. In such cases, they will be dealt with under the provision of law and Contractor will be fully responsible for their conduct.
13. Contractor shall continue to be responsible for Security guards, and any other person employed by him in respect of the terms and conditions of their services, payments, attendance, medical care, disciplinary matter etc. who shall remain fully under the administrative, financial control and supervision of the Contractor except that the college shall be the sole arbitrator in respect of nature of the duties to be entrusted to and the manner of performance of their duties for the purpose of this agreement.
14. The Guards, and other personnel shall be at no time, be treated as the employees of the Deshbandhu College and also shall have no claim to be regularized in the services of the College. But the agency will not change the security staff without prior permission of the concerned officer of the College.
15. Contractor shall have to change over or replace security staff as and when required by the College whether or not such security guards or other person deployed found guilty of any misconduct. It shall not be necessary for the College to assign any reason to the Contractor of the Security guards and concerned or any other person in respect of any such change and replacement required by the concerned officer of the College.
16. In consideration of the obligations undertaken by the contractor under this agreement, the College shall pay contractors charges on the basis of the number of such security guards actually deployed by Contractor for the effective operation of this agreement on the rates quoted by the contractor in their Tender based on the guidelines issued by the local Govt. (i.e. GOVT OF NCT, DELHI) and contractor shall pay the persons engaged by him under this **Contract as per the guidelines issued by Ministry of Labor, NCT of Delhi.**

17. The rates/charges for security personnel shall be revised suitably as and when there is an increase in the minimum wages by the NCT of Delhi during the validity of contract effective from date so notified.
18. The contractor shall submit his bill along with documents herein above guidelines as per para 4 of this agreement to the college with in first week of every month which shall be cleared within 10 working days but contractor will distribute the Salary to security guards by 7th every month, even if there is some delay in processing the bill files at the college level due to any reason.
19. The contractor has to make sure that their security personnel shall not vacate the place of posting without giving prior information to concerned officer of College as well as supervisor of the contractor. At least one security personnel be present on main gate at all times.
20. No security personnel hired / employed by the agency will form any links or join any Union or association of Deshbandhu College employees in any manner.
21. The contractor has to provide extra Guards (on pro rata basis) as and when required, if the contractor fails to provide additional staff the College can impose reasonable penalty.
22. Security agency to furnish the security deposit in the form of Bank Draft /FDR/ Bank Guarantee of a commercial bank of **Rs 2 Lac (Two Lakh) in favor of Principal Deshbandhu College as performance guarantee for satisfactory performance of the contract which will be released after six months of expiry of the contract.**

23. PENALTIES CLAUSE

- a) In case of any loss/theft of Govt. property, the Security committee will consider the circumstances leading to the loss/theft and if the responsibility is fixed upon the Agency by the Committee, the agency will make good the loss within a specified period or else deduction of the cost will be made from the following month's bill.
 - b) For any breach of contract, the Principal or duly constituted Committee, shall be entitled to impose a penalty to the extent of **Rs.2000/-** on the 1st occasion upon the Agency in the event of breach, violation or contravention of any of the terms and conditions contained herein brought to the notice of the Committee.
 - c) If the lapse is repeated again, the extent of penalty will be doubled on each such occasion. The decision of the said Officer/Committee in this regard shall be final and binding upon the Agency. Some of the instances in which penalty would be imposed, are enumerated below. But these are not exhaustive and penalty may be imposed on any violation breach or contravention of any of the terms and conditions as well as assigned duties for guidelines, some of the examples on which penalties may be imposed are as under:-
 - i) If the personnel are not found in proper uniform and are not displaying Photo Identity Cards.
 - ii) If the personnel found indulging in smoking/drinking/sleeping during duty hours.
 - iii) If the personnel found performing double Duty within 24 hours without prior approval.
 - iv) Penalty will also be imposed for misbehavior of personnel found discourtesy of security personnel.
 - v) If any Guard found performing duty after submitting a fake name and address.
 - vi) If any personnel are found on duty other than those mentioned in the approved list supplied by the agency to the Institute authorities.
 - vii) Guards indulging in unlawful activities.
24. The security personnel deployed by the contractor shall perform their duties under the supervision of the college officials deputed for this purpose.
 25. The number of duty hours per guard should be as per the provisions in the labour laws and in no case shall exceed 8 hours (four hrs. extra duty on the discretion of the College security supervisor on duty or with the permission of college official in the time of emergency). The observance of all the labour laws will be sole

responsibility of the contractor in relation to the staff hired/ employed by him. In case of any dispute arising out of this agreement the same shall be resolved initially by Mutual discussion between the parties with in a period of 90 days failing which only courts at Delhi will have the jurisdiction to adjudicate upon the matter.

- 26. In consideration of the obligations undertaken by the contractor under this agreement, the Deshbandhu College shall pay contractors charges on the basis of the number of security guards actually deployed by contractor for the effective operation of this agreement, on the rates quoted by the contractor in their tender and accepted by the Deshbandhu College based on the guidelines issued by the local Govt (NCT of Delhi).
- 27. This agreement will be valid for a period of **One Year** From _____ to _____ which may be extended as per discretion of Deshbandhu College subject to satisfactory performance report and also by mutual consent, the agreement can also be terminated by either side upon giving one month's notice in advance in writing.
- 28. In the event of failure of security services on the part of the Contractor, the agreement shall be terminated without giving any notice whatsoever, Deshbandhu College shall not be responsible for any payment thereafter.
- 29. The decision of the Principal Deshbandhu College, as to what constitutes failure of security services shall be final and binding on the contractor and shall not be questioned by him in any manner.
IN WITNESS WHEREON, the parties hereto, have set their hands into this agreement on_____.

Authorized Representative
(Security Agency)

Principal
(Deshbandhu College)

Witness

Witness

1.

1.

2.

2.

INSTRUCTIONS FOR ONLINE BID SUBMISSION

The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP Portal. More information useful for submitting online bids on the CPP Portal may be obtained at: <https://eprocure.gov.in/eprocure/app>.

REGISTRATION

1. Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal (URL: <https://eprocure.gov.in/eprocure/app>) by clicking on the link "Online bidder Enrollment" on the CPP Portal which is free of charge.
2. As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
3. Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.
4. Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify/nCode/eMudhra etc.), with their profile.
5. Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSC"s to others which may lead to misuse.
6. Bidder then logs in to the site through the secured log-in by entering their user ID / password and the password of the DSC / e-Token.

SEARCHING FOR TENDER DOCUMENTS

1. There are various search options built in the CPP Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, Organization Name, Location, Date, Value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as Organization Name, Form of Contract, Location, Date, Other keywords etc. to search for a tender published on the CPP Portal.
2. Once the bidders have selected the tenders they are interested in, they may download the required documents / tender schedules. These tenders can be moved to the respective "My Tenders" folder. This would enable the CPP Portal to intimate the bidders through SMS / email in case there is any corrigendum issued to the tender document.
3. The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification / help from the Helpdesk.

PREPARATION OF BIDS

1. Bidder should take into account any corrigendum published on the tender document before submitting their bids.

2. Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents - including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.
3. Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document / schedule and generally, they can be in PDF / XLS / RAR / DWF/JPG formats. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.
4. To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use "My Space" or "Other Important Documents" area available to them to upload such documents. These documents may be directly submitted from the "My Space" area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.

SUBMISSION OF BIDS

1. Bidder should log into the site well in advance for bid submission so that they can upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
2. The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
3. Bidder has to select the payment option as "offline" to pay the tender fee / EMD as applicable and enter details of the instrument.
4. Bidder should prepare the EMD as per the instructions specified in the tender document. The original should be posted/couriered/given in person to the concerned official, latest by the last date of bid submission or as specified in the tender documents. The details of the DD/any other accepted instrument, physically sent, should tally with the details available in the scanned copy and the data entered during bid submission time. Otherwise the uploaded bid will be rejected.
5. Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. If the price bid has been given as a standard BoQ format with the tender document, then the same is to be downloaded and to be filled by all the bidders. Bidders are required to download the BoQ file, open it and complete the white coloured (unprotected) cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the filename. If the BoQ file is found to be modified by the bidder, the bid will be rejected.
6. The server time (which is displayed on the bidders" dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.
7. All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 125 bit encryption technology. Data

storage encryption of sensitive fields is done. Any bid document that is uploaded to the server is subjected to symmetric encryption using a system generated symmetric key. Further this key is subjected to asymmetric encryption using buyers/bid openers public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.

8. The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
9. Upon the successful and timely submission of bids (i.e. after Clicking “Freeze Bid Submission” in the portal), the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.
10. The bid summary has to be printed and kept as an acknowledgement of the submission of the bid. This acknowledgement may be used as an entry pass for any bid opening meetings.
11. All documents as per tender requirement shall be uploaded online through CPP Portal Website: <http://eprocure.gov.in/eprocure/app> and no documents except, original demand draft towards EMD and Tender Cost will be accepted offline.

Annexure-IV

(Letter to the college on the vendor's/agency's letterhead)

The Principal,
Deshbandhu College,
Kalkaji , New Delhi-
110019

Subject : Your tender for provision of security services in the College.

Dear Sir,

With reference to the above tender, having examined and understood the instructions, terms and conditions forming part of the tender, we hereby submitting our bids for the provision of Security services in the Deshbandhu College as detailed in your above referred tender.

We undertake that we have never been black listed by any agency.

We further confirm that our offer is in conformity with the terms and conditions as mentioned in your tender documents and if at any stage it is found that our tender is not as per the terms and conditions mentioned my tender may be cancelled. We also understand that the College is not bound to accept the offer either in part or in full and that the College has a right to reject the offer in full or in part without assigning any reasons whatsoever.

We enclose the requisite Tender fee of Rs. 2000/- in the form of A/c Payee Demand Draft in favour of "Principal, Deshbandhu College", drawn on Bank

_____, DD No._____, Dated_____.

We enclose the requisite Earnest Money Deposit of Rs. 2,00,000/- in the form of A/c Payee Demand Draft/ FDR in favour of "Principal, Deshbandhu College", drawn on Bank

_____, DD/FDR No._____, Dated_____.

Yours faithfully,

Authorized Signatory (Name and Designation, seal of the firm)

Date:

This letter must be submitted in the college office along with tender fee and EMD before last date and time of bid submission.

(ANNEXURE-V)

Technical Bid Form
(Scanned copy to be uploaded)

Affix Duly
attested passport
size recent
photograph of the
authorization
person

1. Name of the Institute issuing NIT: Deshbandhu College, Kalkaji, New Delhi-110019.
2. Name of the Bidding Firm _____
3. Constitution of the Bidding Firm (i.e. whether proprietorship, partnership or a company under the Indian Companies Act 1956 or trust or society) _____
4. Name of the office-bearers of Bidding firm _____
 - i. Proprietor in case of proprietorship
 - ii. All partners in case of partnership
 - iii. All Directors in case of company
 - iv. All governing body members in case of trust / society
5. Address of the Bidding Firm
 - i. Head Quarter
 - ii. Delhi Office_____
6. E-mail address of the bidding firm & authorized signatory for correspondence _____
7. Details of person authorized to bid
 - i. Name & Designation _____
 - ii. Address _____
 - iii. Telephone No. _____
 - iv. Mobile No. _____
 - v. Power of attorney for authorization (to be enclosed with this form)
8. Licence No. under DPSA(R) Rules, 2009:
 - (i) Date of issuance _____ (ii) Date upto which valid _____
9. Service Tax Registration No. _____ (i) Date of issuance _____
(ii) Date upto which valid _____
10. PAN card Number of Bidding Firm _____ (i) Date of issuance _____
11. Provident Fund Registration No. _____
 - (i) Date of issuance _____ (ii) Date upto which valid _____
12. ESI Number _____ (i) Date of issuance _____ (ii) Date upto which valid _____
13. Registration No. & date/year of Certificate of Incorporation of Registration under Indian Companies Act (if applicable) _____
14. Details of EMD:
 - (a) Amount: Rs _____
 - (b) DD/FDR/BG. No. _____ Date _____
 - (c) Name of issuing bank & Branch _____

15. Annual Turnover of last three financial years (As per the audited account),

- (i) 1ST Financial Year
- (ii) 2ND Financial Year
- (iii) 3RD Financial Year

Total turnover of last three years (i.e. sum of (i)+(ii)+(iii)) : -----

(i.e. total turnover divided by 3),Copy to be enclosed

Average annual turnover for last three years : -----

16. Date of filing IT Return:- (Copy to be enclosed)

1ST Financial Year

Date _____

2ND Financial Year

Date _____

3RD Financial Year

Date _____

17. Experience Certificate of minimum last 4 years (Work order and performance certificate to be enclosed)

18. Declaration by the bidder:

I/We__R/o___am/are authorized to sign & upload the bid documents on behalf of the bidding firm M/s _____. This is to certify that I/We before signing this bid have read and fully understood all the terms and conditions contained in this Bid document and undertake to abide by them. I/We further declare that our bidding firm has not been blacklisted or debarred any time during last three years and such debarment / blacklisting is not subsisting as on the date of submission of bid.

None of the Proprietor / Partners / Directors of the Bidder, have been or are associated with any of the Business entity in a similar capacity, which (Business Entity) has been blacklisted or debarred any time during the last three years.

No criminal case is pending against the firm by any of the clients.