

**DAULAT RAM COLLEGE**  
**UNIVERSITY OF DELHI, DELHI**

DRC/11-Admn/2017/615

Dated: 08.09.2017

**NOTICE: INVITING TENDERS**  
**(Outsourcing : Security staff, nurse and housekeeping staff)**

Sealed Item rate tenders in two bid system (Technical Bid and Financial Bid) are invited by the Principal, Daulat Ram College for security staff, nurse and housekeeping service at Daulat Ram College, University of Delhi from the reputed agencies/contractors who have executed and completed three similar works costing not less than 15 Lakhs per annum or two similar works costing not less than 20 Lakhs per annum or one similar work costing not less than 30 Lakh in the last three years.

Tenderers shall furnish proof of satisfactory completion of such work issued by the client along with their full company profile including list of T&P, supervisor and other staff, PAN No. and TIN/GST No. Technical bid shall be opened first and after evaluation and finalization of technical bid, the list of eligible contractors shall be prepared and financial bid of the shortlisted contractors shall be opened.

Tender documents can be obtained from the office of Principal, Daulat Ram College, University of Delhi, North Campus, Delhi 110 007 from 11.09.2017 to 25.09.2017 during working hours on payment of Rs.1000/- by DD in favour of Principal, Daulat Ram College.

Earnest Money Deposit	Rs.25000 (Rupees Twenty five thousand) in a separate envelope
Last Date of Sale of Tenders	25.9.2017
Last Date of Submission of Tenders	25.9.2017 up to 3.0 pm
Date of Opening of Technical Bid	27.9.2017 at 3.30 pm
Date of Finalization of Technical Bid	28.9.2017
Date of Opening of Financial Bid	29.9.2017 at 3.00 pm

**Note:** Tender document can also be downloaded from the college website <http://www.dr.du.ac.in> and Delhi University Website [www.du.ac.in](http://www.du.ac.in) Downloaded tender shall accompany a DD of Rs.1000/- drawn in favour of Principal, Daulat Ram College, as cost of tender (Non-refundable). Downloaded tender documents shall be spiral bound before submission. Loose, Stapled or incomplete bid documents will be rejected.

*Sanita R.*

**Principal**

Daulat Ram College,  
Delhi University, Delhi – 110 007



**DAULAT RAM COLLEGE**  
**UNIVERSITY OF DELHI, DELHI**

DRC/11-Admn/2017

Dated: 08.09.2017

**TENDER DOCUMENT**

**Inviting Bid for engaging Service Provider Firm (Security Service, Nurse and housekeeping staff) for providing outsourcing staff service contract.**

Sealed quotations (Technical & Financial to be put in 2 sealed envelopes separately) addressed to the Principal, Daulat Ram College are invited from experienced and established agencies empanelled preferably with appropriate agencies of Delhi/Central Government/Registered under Delhi PSARA & SSSDC to supply of manpower Security (8), Cleaning & Housekeeping Staff (6) Nos. and Supervisor (1) Nos., Nurse (01) Nos. may increase or decrease as per requirement.

1. The Agency/Service Provider shall provide its service from Monday to Saturday including on holidays and if required by the College on Sunday as a special case.
2. Agency should not have been blacklisted by any agency/department etc. Its Rates/Prices should be valid for at least one year after the date of awarding the tender. Service Tax/GST etc. as applicable should be mentioned separately. Any effort by bidder to influence the College in the process of examination, clarification, evaluation and comparison of bids and decision concerning award of contract may result in rejection of the bidder's bid.
3. Prospective bidder requiring any clarification on the bid should contact through e-mail at the mailing address **daulatramcollegedu@gmail.com** and may contact S.O. Administration. However, the quotations which are not complete in all respects shall be ignored and no correspondence or enquiry will be entertained.
4. Both the Technical (Annexure I) and Financial (Annexure II) bids are to be separately sealed and put in a duly sealed bigger envelope with a mark 'Quotation (Technical or Financial) for Providing Security, Cleaning & Housekeeping Service' and should reach the College by 25.9.2017 up to 3.00 p.m. Bids received after specified date and time shall not be considered. Technical Bids will be opened on 27.9.2017 at 03.00 p.m. in the presence of the bidders or their representatives, who may wish to be present. The financial bid will be opened only of those bidders, who are qualified in Technical Bids on 29.9.2017 at 3.00 p.m.
5. The other Term and Conditions of the tender is as per Annexure III

Cont...P/2



6. Your quotation must enclose:

- i. Supporting document as per Technical Bid.
  - ii. List of clients for work done during the last three years.
  - iii. Firm/Proprietors Profile.
  - iv. Demand Draft for the earnest money deposit (EMD) of Rs.25000/- (Rs.Twenty five thousand only) should be drawn in favour of Principal, Daulat Ram College, payable at Delhi. Bid received without Security (EMD) shall be rejected. The same will be kept as performance security of the successful bidder and the draft of the unsuccessful bidder will be returned.
  - v. Declaration on Letterhead as per Annexure IV.
  - vi. Checklist (Annexure V).
7. The decision of the Competent Authority will be final and binding and shall be put up on the College website and public notice board accordingly.

**Note:** Interested service providers should visit the College for ascertaining the requirement before submitting their proposal.

*Sanita B.*

**Principal**

Daulat Ram College,  
Delhi University, Delhi – 110 007



### Technical Bid

Please Note : Organization has to Furnish information/Attache all documents (without complete information and documents Tender will be rejected) Clarification may be sought through Email.

College Email : [daulatramcollegedu@gmail.com](mailto:daulatramcollegedu@gmail.com)

1	(1). Name of the Proprietor : ..... (2). Mobile No. (1) ..... (2) ..... (3). Email ..... (3). Address .....
2	Name of the responsible Person/Manager of the Office ..... Telephone No. (Office) ..... (Residencial) .....
3	Office Address of the Firm ..... Telephone No. .... Email ..... Empanelment with GNCTD No. .... Empanelment with Central Govt. No. ....
4	No. of Clients served during last 2 years ..... Telephone No. of Clients 1 ..... 2 ..... 3 .....
5	License from GNCTD.....Delhi PSARA & SSSDC .....
6	License from NCT, Labour Department.....
7	Employees state insurance (ESI).....
8	Employees provident fund (EPF).....(attach photocopy)
9	PAN No. Registration Certificate.....(attach photocopy)
10	GST/Service Tax Registration No.....(attach photocopy)
11	Audited accounts statements for last three years are attached Yes.....No. ....
12	Details of Demand Draft (EMD): (Please enclose Demand Draft) D.D.No. .... Date ..... Amount ..... Name of the Bank ..... Branch .....
13	Details of Banker : Name of the A/C holder ..... Bank Name..... Account No. .... IFSC Code .....MICR No. .... Branch Name..... Address.....
14	Copies of last three IT return .....
15	Copies of last Service Tax/VAT/GST paid.....
16	Proof of Experience insupplying Service to Govt. Deptts/PSUs/Autonomous bodies.....
17	We have examined Terms and Conditions and understood the contents of Tender. We further undertake to abide by those. I/We further promise to provide services as per the terms and conditions and our firm is not blacklisted/banned/suspended from any institutions/agencies (Govt. or Non-Govt.)

(Signature)..... Address.....Full name of the firm.....

Full Name..... Organisation's Stamp .....



## Financial Bid

**For providing Manpower to Daulat Ram College, University of Delhi, 4 Patel Marg, Delhi - 110007**

- 1) Name of the tendering Company/Firm/Agency.....  
.....
- 2) Details of Earnest Deposit : Rs.25000/-  
(DD should be enclosed with : DD/PO No. & Date .....  
Technical Bid) .....  
Name of the Bank & Branch .....  
.....
- 3) Rate per person per month (8 hours excluding 1/2 hour lunch) is Rs. ....

S.No.	Component of Rate	Amount per month in Rupees
1	(i) Gross amount per employee for 6 day/8 hr to be charges from the College.	
	(ii) Service tax @ ..... Amount Rs. ....	
	Agency Charge ..... Amount Rs. ....	
	Other, if any ..... Amount Rs. ....	
2	(i) Net carry home amount to be paid by you to all the worker:	
	(ii) Other detail of the other statutory deductions/dues to be paid:	
	EPF @ ..... Amount Rs. ....	
	ESI @: ..... Amount Rs. ....	
	Bonus @:..... Amount Rs. ....	
	Other if any ..... Amount Rs. ....	
	Total : ..... Amount Rs. ....	

(Signature)..... Address.....

Name of the Firm .....

Full Name..... Organisation's Stamp .....



**GENERAL TERM AND CONDITIONS:-**

1. The outsourcing staff supplied by the Agency should not have any adverse Police Records/Criminal cases against them. The Agency should make adequate enquires about the character and antecedents of the persons whom they are recommending. The character and antecedents of each personnel of the service provider will be got verified by the service provider before their deployment after investigation by the Local Police & collecting proofs or identity like Driving License, Bank Account Details, Previous Work Experience, Proof of Residence and recent photograph and a certification to this effect submitted to the Principal Daulat Ram College hereinafter referred to as DRC. The Agency will also ensure that the personnel deployed will wear proper Uniform/Dress and are medically fit and will keep in record a certificate of their medical fitness. The Agency shall withdraw such employees who are not found suitable by this office for any reasons immediately on receipt of such a request.
2. The rates (monthly wages) for outsourcing staff will be strictly according to the rates as notified by the Labour Department, Government of NCT of Delhi. Monthly wages as and when revised by the Govt. of NCT of Delhi from time to time will be applicable.
3. That the persons deputed shall not be below the age of 18 years and not above 55 years and they shall not interfere with the duties of the employees of Daulat Ram College.
4. The Agency has to provide photo identity cards to the persons employed by him/her for carrying out the work. These cards are to be constantly displayed & their loss reported immediately. The Agency shall ensure proper conduct of these persons in office premises, and enforce prohibition of consumption of alcoholic drink, paan, smoking, Chewing of Tobacco etc., Loitering without work and gambling.
5. The transportation, food Medical and other statutory/legal requirements in respect of each personnel of the Agency shall be solely the responsibility of the Agency.
6. There should be no unattested cutting/Over-writing in the tender documents, otherwise, the tender is liable to be rejected.
7. The Agency must submit its bill to the College by 5<sup>th</sup> day of each month along with the proof of the required documents in respect of deployed staff. The payment will be made only on completion of term and conditions of the Agreement. The Agency shall be solely liable for any violation of provisions of the said Acts or any other Act.
8. The Agency shall submit monthly bill on 5<sup>th</sup> of every month in triplicate along with attendance sheet and the same shall be paid after deduction of usual taxes, if any Normally, the bill will be paid within two weeks. No advance payment will be made. However, the Agency shall pay the wages to its staff in the first week of the following month.
9. While submitting the bill, the Agency will submit the following certificate/copies of documents.
  - a) Certificate to the effect that all wages for previous months have been disbursed in full.
  - b) Copies of documents such as deposit challan along with list of person showing deposit of ESIC, EPF with the concerned agencies for previous month.



10. Unless the document indicated at in S.No.9 above are received, the payment for the service provided by the Agency shall not be made.
11. The payment of such engaged contract workers will be subject to providing of satisfactory service which may be certified by the Officer authorized by the College.
12. The Agency shall be responsible for timely compliance of the Mandatatory obligations under various laws and Acts, namely EPF Acts, Bonus Act, Gratuity Act, and Workman Compensation Act etc or under any other statutory requirements as applicable and amended from time to time in respect of the outsourcing staff deployed and also to present the documents as and when required or asked for by the College. The Agency shall be the principal employer of the staff to be deployed by him/her in the College and in no case there shall be a relationship of employer & employee between the DRC and the said security staff as deployed by Agency.
13. The outsourcing staff employed by the Agency shall have no right whatsoever, for any appointment in DRC in temporary / ad hoc daily wages / regular capacity on the basis of their work in the DRC. Undertaking from the persons to this effect shall be submitted by the service provider to the College.
14. In case any of the person so deployed by the Agency does not come up to the mark in terms of general discipline or does not perform her / his duties properly or indulge in any unlawful activity including riots or disorderly conduct, the Agency on the order of DRC shall immediately withdraw such person(s) from the premises of the Daulat Ram College.
15. The Agency shall keep the College indemnified against all claims whatsoever in respect of the staff deployed in Daulat Ram College AT VARIOUS POINT OF TIME. In case any staff of the Agency so deployed enters in dispute of any nature whatsoever, it will be sole responsibility of the Agency to contest the same at appropriate forum(s). In case, the Daulat Ram College is made a party and is supposed to contest the case the Daulat Ram College will be reimbursed the actual expenses which shall be paid in advance by the Agency to Daulat Ram College, University of Delhi on demand.
16. The deduction of Income Tax & Education Cess thereon from the bills of the Agency will be made at source under Income Tax Act, 1961 at the rates as applicable from time to time.
17. There will be regular checking / monitoring of work & attendance of person deployed. Shortcomings, if any, shall be restored by the contractor within 24 hours of its bringing to his notice.
18. The Earnest Money Deposit of Rs.25000/- will be refunded to the unsuccessful bidders without any interest within one month of the finalization of process of selection of security Agency.
19. In case of unsatisfactory service rendered by the Agency, the Daulat Ram College reserves the rights to terminate the contract immediately and even during the continuance of the contract and no payment will be made after that, Of course, and opportunity shall be provided to him to clarify the position.
20. If any accident occurs with any worker of the Agency while doing his job, the DRC office will not be liable in any way and the sole responsibility will be of the Agency.



21. The Agency shall abide by the terms and conditions of the tender strictly.
22. Upon finalization of entire process, the successful bidder will be required to sign the agreement within a period of 10 days. In case of failure to do so, the EMD will be forfeited.
23. The Agency shall not engage the service of any sub-contractor or transfer the contract to any person/Agency.
24. The staff provider must have license issued by Home Department of Govt. of Delhi under the PRIVATE SECURITY AGENCIES REGULATION ACT (PSARA),2005.
25. The service provider's personnel shall not divulge or disclose to any person, any details of office, operational process, technical know-how, security/house keeping arrangements, administrative/organizational matters as all these matters are of confidential/secret nature.
26. The service provider shall be contactable at all times and message sent by phone/e-mail/Fax/Special Messenger from College to the service provider shall be acknowledged immediately on receipt, on the same day. The service provider shall strictly observe the instruction issued by the College in fulfillment of the contract from time to time.
27. The successful bidder shall furnish a Security Deposit equivalent to Rs.50000/- (Rs. Fifty thousand only) in the form of an account payee demand draft drawn in favour of '**Principal, Daulat Ram College**' payable at Delhi/Fixed Deposit Receipt from a commercial bank/Bank Guarantee from a commercial bank, in an acceptable form, safeguarding the interest of the College in all respects. The security deposit shall remain valid for a period of ninety days beyond the date of completion of all contractual obligation of the service provider. The security deposit will be fortified in case the supply of the manpower is delayed beyond the period stipulated by the College or non-compliance of the terms of agreement by the service provider or frequent absence from duty/misconduct on the part of manpower supplied by the agency.
28. The successful bidder will enter into an agreement with this College for supply of suitable and qualified manpower as per requirement of this College on these terms and conditions. The agreement will be valid for a period of twelve months from the date of contract and shall continue to be in force in the same manner, unless terminated in writing. The contract/agreement is further extendable subject to satisfactory performance of the agency with such amendments as mutually agreed upon.
29. However, the agreement can be terminated by either party by a month's notice in advance. If the agency fails to give one month's notice in writing for termination of Agreement then one month wages etc, any amount due to the agency from the College shall be fortified by the College.
30. That on the expiry of the Agreement as mentioned above, the agency will withdraw all the personnel and clear their accounts by paying them all their legal dues. In case of any dispute on account of the termination of employment or non-employment by the personnel of the agency, it shall be the entire responsibility of the agency to pay and settle the same as per rules.
31. The service provider shall provide service with requisite professional efficiency and effectiveness.



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31. The service provider shall provide service with requisite professional efficiency and effectiveness.
32. The services provider shall not allow any unauthorized person without permission of the Principal.
33. The College shall not be liable for any loss, damage, theft, burglary, or robbery or any personal belongings, equipment or vehicles of the personnel of the service provider.
34. Daulat Ram College reserves its right to cancel the entire process of Selection of Agency without disclosing the reason thereof. College also reserves its right to terminate the contract at the notice. On submission of tender documents, it will be presumed that all the terms and condition of this tender are acceptable to the bidder.
35. All the expanses for preparation and execution of this deed including the stamp duty and fee shall be payable by the Agency/Service Provider.
36. In the event of any dispute or difference between parties, the same shall be referred to the sole arbitration of the Principal, Daulat Ram College or any of her nominees whose award shall be binding on both the parties.

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**DAULAT RAM COLLEGE**  
(UNIVERSITY OF DELHI, DELHI)  
4, Patel Marg, Delhi – 110 007

Annexure IV

**DECLARATION**

(To be furnished in official Letter Head of the Agency)

1. I, \_\_\_\_\_ Son/Daughter/Wife of Shri. \_\_\_\_\_  
authorized signatory of the Agency/Firm mentioned above is competent to  
sign this declaration and execute this tender document.
2. I have carefully read and understood all the terms and conditions of the tender  
and undertake abide by them.
3. My Agency has not been blacklisted / debarred from participating in tender by  
any Ministry/Department of the Government of India or Government of Delhi  
under taking during last three years.
4. The information/documents furnished along with the above application are true  
and authentic to the best of my knowledge and belief/we am/are well aware of  
the fact that furnishing of any false information / fabricated document would  
lead to rejection of my tender at any stage besides liabilities toward prosecution  
under appropriate law.

Signature(s) of the Authorized Person(s)

Full Name : .....

(Seal)

Place:

Date:



**TECHNICAL BID**  
**CHECK LIST**

**The Tender not accompanying the following documents is liable to be rejected at the time of opening itself.**

S.L.No.	Required Documents	Checklist
1	Copy of company Registration Certificate	
2	Copy of Income Tax Return for last three years	
3	Copy of Service Tax registration Certificate	
4	Copy of License under Control Labour Act	
5	Copy of work order/Service providing order of claims executed earlier	
6	Copy of Registration under Delhi PSARA & SSSDC.	
7	Client list of the Agency/Firm/Company	
8	Copy of registration with EFP office	
9	Copy of registration with ESI office	
10	Copy of PAN/GST	
11	Declaration Letter in Letter head as per Annexure IV	
12	Verify Signature at all the pages of tender documents and enclosed.	
13	Tender fee by way of DD for Rs.1000/- (to be enclosed with Technical Bid)	
14	EMD - DD for Rs.25000/- (to be enclosed with Technical Bid)	
15	Please mention Number of years experience in executing Security	
	Services, House-keeping services etc.	
16	Any other information	

Date : .....

Place : .....