

NATIONAL UNIVERSITY OF EDUCATIONAL PLANNING AND ADMINISTRATION
17-B, Sri Aurobindo Marg, New Delhi - 110016

TENDER FORM FOR DEPLOYMENT OF SECURITY GUARDS

1. Name of the Firm : _____

2. Address : _____

3. Telephone No/s: FAX/Mobile : Telephone: _____

FAX: _____

Mobile: _____

4. Documents to be enclosed:

- (1) Attested copy of Registration Certificate under ESI Act
- (2) Attested copy of Registration Certificate under EPF Act
- (3) Attested copy of Registration Certificate under CL(R&A) Act
- (4) Attested copy of Income Tax Clearance Certificate/Copies of last three year Income Tax Returns
- (5) Attested copy of certificate by Delhi Police for running security agency
- (6) Attested copy of Service Tax Registration Certificate

5. Rates:

- (a) Security Guard (Civilian) : Rs. _____/- per month
- (b) Security Guard (Ex-Serviceman) : Rs. _____/- Per month
- (C) Service Charges : Rs. -----/- per month *
- (E) EPF per month @ : Rs. _____/ per month/per person
- (F) ESI per month @ : Rs. _____/- per month/per person
- (g) Service Tax, if any : Rs. _____/-

** To be quoted in Rupees only.*

6. EMD (Rs.20, 000/-) DD No _____ Dated _____
Amount: in figure) _____
Amount: (in words) Rs. _____

In favour of NUEPA, New Delhi

7. Details of the Institutions/Offices (three only) where currently providing similar services

(1) _____

(2) _____

(3) _____

Important Note:

- 1. Firms quoting must sign all the pages of terms and conditions and submit it along with tender documents in conformity of acceptance**
- 2. Minimum wages should be as per Government of NCT of Delhi rates and also in conformity of Labour Laws in force. Quotes not in compliance of Government's orders will be rejected summarily.**
- 3. Documents listed at Sl. No. 4 above are mandatory without which tenders will be rejected summarily.**

Authorized Signatory with Office Seal

NAME

Address:

Phone No.....

Mobile No.....

e-mail:.....

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Authorized Signatory OF Firm with Office Seal

Last date for submission of Tender form is 28/02/2013 at 2:30 PM

DUTIES OF SECURITY GUARDS

(Please read carefully before quoting)

1. The Personnel supplied ought to be polite but Firm, Disciplined, Physically Fit and Alert, smartly dressed in uniform.
2. To attend with compliments to distinguished visitors, VIP's and Officers.
3. Check, Control and Restrict entries to Staff/Workers/ Authorized Personnel of Organization/Firm and others by valid passes or searching if required and movement of vehicles and incoming/outgoing Materials (with gate passes, challan) and time keeping.
4. Maintain strict security of Men, Material and Premises and maintain Diary to note all important events/happenings information received/passed to the management. Entirely responsible for thefts of easily movable items such as bathrooms fittings, fans, Exhaust Fans, Telephone Instruments, Fire Extinguishers, or Fire Fighting Systems etc.
5. Not to leave the place of duty under any circumstance until and unless properly relieved. Sign accordingly in handing taking over Register etc.
6. Prevent of misuse of Electricity and water.
7. In case of fire, the Security Guard will immediately alert the Staff on duty and assist in Fire Fighting Operation. In case of Fire Accident before or after Office Hours the Guards shall inform the nearest Fire Station.
8. The security guard must watch that there is no unidentified / unclaimed / suspicious objects/persons in the building/premises.
9. The security guard shall ensure that all the electrical equipments/instruments/lights and fans should be switched off at the time of closure of the office who are part of the office.
10. The security guard should ensure that all the officers/rooms are locked at the close of office and opened at the beginning of office hours and there is safe keeping of the keys.
11. The security personnel must be in proper neat and tidy uniform 13 The names of the security guards should always be displayed by them on their uniforms for identification purpose.
12. The Agency should arrange for surprise checks (during day and night) to check the alertness and attentiveness of the security guard.

TERMS AND CONDITIONS

(Please read carefully before quoting)

1. The Contractor shall provide the number of Security Personnel (Ex-servicemen and Civilians not above 50 years of age) as desired and required by NUEPA from time to time.
2. NUEPA shall, however, be free to ask the Contractor to withdraw any particular Guard(s) without disclosing any reason for the same.
3. The Contractor shall provide additional security staff to the NUEPA on a short notice as and when required by NUEPA.
4. Verification of Character and Antecedents of the security guards through the Police shall be the responsibility of the Contractor at the time of induction of such personnel in NUEPA and before deploying such guards in the premises, the Contractor shall intimate NUEPA with full particulars of guards and the document in support of its verification.
5. The Contractor shall immediately supply to NUEPA bio-data with photographs of all security guards pasted with it.
6. The Contractor will also submit the documents in respect of the Security Guards who will be posted with NUEPA the P.F. Accounts and about E.S.I. facilities being provided to the Security Staff by the Contractor at the end of the year
7. The Contractor shall arrange disbursement of wages in the first week of every month after its notification in the premises of the University during working hours and working days in presence of representative of NUEPA.
8. The Contractor will also not change any Guard without prior permission of NUEPA.
9. NUEPA shall not provide any transport, canteen, medical or living facility to the Security Guards
10. The Contractor and its Security Guards shall be responsible for the security of all the incoming and outgoing materials and for maintaining records of such materials in the registers to be provided by NUEPA and for keeping the keys in safe custody. Lathis, torches and other articles which are essential for maintaining security will be provided to the security personnel by the Contractor.
11. The Contractor and its Security Guards shall be responsible for the security of personnel and materials of NUEPA on the premises of their deployment as well as security of boundaries, buildings, parks and vehicles in the parking areas, fittings, fixtures, stores and equipments and office records.
12. The Security Personnel shall be in proper uniform while on duty and remain alert during the duty hours. The said uniform will be provided by the Contractor.
13. The Contractor shall be responsible and liable for all losses/damages which will be caused to the NUEPA and its property, on account of negligence, carelessness or dereliction of duty directly or indirectly on the part of security personnel and the Contractor.
14. The Security Personnel and any person appointed by the Contractor for performance of terms of the agreement and otherwise will not indulge in any criminal activities, mal-practices or undesirable act or any act which is not in consonance with the terms and conditions of the agreement and any act contrary to the directions and orders issued by NUEPA from time to time. In case of any breach on the part of the

Contractor and/or any of its employees, the liability of the Contractor and its employee shall be absolute and NUEPA shall not be liable for any criminal or civil liability in any manner on any account.

15. The Contractor shall have to change or replace Security Guards, if required and desired by NUEPA. It shall not be necessary for NUEPA to assign any reason to the Contractor or the Guards or any other person in respect of any such change or replacement required by NUEPA.
16. The Contractor shall make the payments to the Security Personnel employed by it as per Minimum rates of wages in Delhi. It is further undertaken that the Contractor would be solely responsible for all the legal obligations on staff employed by it and deployed for duties with NUEPA.
17. Payment of Bill: The Contractor will submit his monthly bill in duplicate along with muster towards PF, ESI, etc. in the first week of every month for services rendered in previous month duly certified by authorized nominee of the University which will be paid within a week's time if found in order.
18. **The service providing Firm/Agency, if found not depositing the money in EPF/ESI account and not maintaining/depositing proper record of the same with NUEPA, their services will be terminated immediately without any notice.**
19. The Contractor will be required to deposit a refundable security of Rs. 10,000/- (Rupees Ten Thousand Only) with NUEPA on the success of Tender. If at any time during the currency of contract, deficient service/men/material is provided by the contractor in which contravention of terms of contract, the NUEPA shall be free to terminate the contract without assigning any reason. In case of default in performance of duty by the contractor, the security of the contractor will be forfeited along with termination of contract by NUEPA and NUEPA shall not be bound to pay any compensation of any kind in this regard.
20. The validity of the contract Agreement will be for a period for one year from the agreement can be terminated at any time on giving a written notice from either side, PROVIDED THAT NUEPA shall have the option to renew or continue this Agreement on same terms and condition for any further period from the date of expiry thereof.
21. If the accepted Bidder fails to act according to the tender conditions or backs out after his tender has been accepted, his Earnest Money Deposit (E.M.D.) will be forfeited to the University.
22. The successful Bidder should execute an agreement for the fulfillment of the contract in the stamp paper within fifteen days from the date of acceptance of the tender.
23. The expenses incidental to the executing of agreement shall be borne by the successful Bidder.
24. The University may, at its discretion, extend the deadline for submission of proposals or cancel the requirement in part or in whole. The University reserves the right to reject any or all proposals without assigning any reason thereof.
25. Tender furnished without EMD money will be reject. EMD of the unsuccessful bidders will be returned after the selection of the successful bidder. The above EMD amount held by the University, till it is returned to the Bidders, would not earn any interest thereon. EMD of the successful Bidder will not be adjusted towards Security Deposit and will be returned only after acceptance of works order.
26. Bids received up to 2:30 PM on 28-02-2013 will be opened by an authorized Tender Opening committee or any other officers authorized by the University at 3:00PM on 28-02-2013 in the presence of those bidders or their representatives who may be present at the time of opening. The representatives of the Bidders will be allowed to attend the proceedings on production of the letter of authority from the original Bidder.