

**UNIVERSITY COLLEGE OF MEDICAL SCIENCES
DILSHAD GARDEN, DELHI-110095**

(GENERAL SECTION)

No.MC/GEN/2019/1877

January 05, 2019

TENDER NOTICE

The University College of Medical Sciences invites tenders under Two Bids System (Technical and Financial) from eligible reputed & registered Security Agencies that have experience in providing security services and which are engaged in public service, for providing round the clock security services through e-procurement in the College.

- EMD : Rs.1,50,000/-
(One Lakh Fifty Thousand only)
- Bid Document download starts dated : 08/01/2019
- Bid Submission End Date : 29/01/2019
- Technical Bid Opening Date : 31/01/2019
- Financial Bid Opening Date : 08/02/2019

Note :

1. All details regarding the subject tender are available on our website www.ucms.ac.in, www.du.ac.in. And <http://eprocure.gov.in/eprocure/app>. Bidders are therefore, requested to visit our websites regularly to keep themselves updated. Any addendum/Corrigendum will be displayed in the aforesaid websites only.
2. Manual bids shall not be accepted
3. For submission of E-Bids, bidders are required to get themselves registered with <http://eprocure.gov.in/eprocure/app>.
4. The EMD should reach the General Section, Room No.212, 2nd Floor, University College of Medical Sciences, Dilshad Garden, Delhi-110095 before closing date i.e. 29/01/2019 up to 4.00 PM failing which offer will be liable for rejection Bidder, however have to attach scanned copies EMD documents along with their e-tender.
5. Clarification/queries, if any, can be addressed to the Principal, University College of Medical Sciences, Dilshad Garden, Delhi on telephone no.011-22582972-974 ext. No.1702 and email : principal@ucms.ac.in.

PRINCIPAL

INFORMATION & INSTRUCTION FOR BIDDERS FOR PROVIDING SECURITY GUARDS & SECURITY SUPERVISORS

Earnest Money Deposit	Rs.1,50,000/- (Rupees One Lakh Fifty Thousand only) in the form of Demand Draft/Pay Order in favour of Principal, University College of Medical Sciences, Delhi, payable at Delhi valid for a period of six months. EMD should reach in the General Section, Room No.212, 2 nd Floor, University College of Medical Sciences, Dilshad Garden, Delhi-110095 before the closing date and time as specified below. Bidders however have to attach scanned copies of EMD documents along with the e-tender (Technical Bid)
Issue of Tender Document	Tender document may be downloaded from the College Website i.e. www.ucms.ac.in and www.du.ac.in and CPP portal https://eprocure.gov.in/eprocure/app as per schedule provided below
Bid Document Download Starts Date	08/01/2019
Bid Submission End Date	29/01/2019
Bid Opening Date	31/01/2019

INDEX

Sl. No.	Contents	Page Nos.
1.	TENDER DOCUMENT	5-6
2.	TECHNICAL BID	7-8
3.	EARNEST MONEY	8
4.	SECURITY DEPOSIT	9
5.	DOCUMENTS REQUIRED TO BE ATTACHED WITH THE TECHNICAL BID	9-10
6.	SUBMISSION OF BIDS	10
7.	OPENING OF THE TECHNICAL BID	10
8.	FINANCIAL BID	11
9.	INTERCATION AND ACCEPTANCE OF THE TENDER	11
10.	TERMS & CONDITIONS FOR PROVIDING SECURITY SERVICES AT UNIVERSITY COLLEGE OF MEDICAL SCIENCES, DILSHAD GARDEN, DELHI	12-19
11.	BILL AND ITS PAYMENT	19
12.	GENERAL TERMS & CONDITIONS OF THE CONTRACT WHICH WILL BE GOVERNING THE SECURITY SERVICES	20-23
13.	THE DUTIES AND RESPONSIBILITIES OF THE SECURITY GUARDS & SECURITY SUPERVISORS	23-25
14.	PENALTIES/LIABILITIES	25
15.	INDEMNIFICATION	25
16.	DISPUTE SETTLEMENT/ARBITRATION	26
17.	LAW GOVERNING THE CONTRACT/DISPUTE RESOLUTION	26

**TENDER DOCUMENT FOR PROVIDING
ROUND THE CLOCK SECURITY SERVICES IN
THE UNIVERSITY COLLEGE OF MEDICAL
SCIENCES, DILSHAD GARDEN, DELHI-
110095**

1. **Appendix - I : Format for Technical Bid**
2. **Appendix - II : Undertaking**
3. **Appendix - III : Certificate**
4. **Appendix-IV : Format for Financial Bid**
5. **Appendix-V : Format for Bio-data of the each Security Guard/
Security Supervisors**
6. **Appendix-VI : Format of Identity Card of the Security Guard/
Security Supervisors**
7. **Appendix-VII : Character & Antecedent Certificate Format**
8. **Appendix-VIII : Training Certificate Format**

TENDER DOCUMENT

The University College of Medical Sciences (UCMS) invites sealed bids in two bid system from the reputed and experienced service provider for “Providing Security Guards (32 Nos.) and Security Supervisors (03 Nos.) at the University College of Medical Sciences, Dilshad Garden, Delhi-110095”. The number of security guards is tentative may increase and decrease at any stage depending upon the requirement.

1. The tender document may be downloaded from UCMS Website i.e. www.ucms.ac.in/ www.du.ac.in/ CPP portal <https://eprocure.gov.in/eprocure/app> from 08/01/2019 to 29/01/2019.
2. Manual bids shall not be accepted.
3. Bids shall be submitted online only at CPP portal : <https://eprocure.gov.in/eprocure/app>
4. Bidders are advised to follow the instructions provided in the ‘Instructions to the bidder for the e-submission of the bids online through the Central Public Procurement Portal for e-procurement at <https://eprocure.gov.in/eprocure/app>
5. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.
6. Bidder who has downloaded the tender from the College Website i.e. www.ucms.ac.in, DU Website i.e. www.du.ac.in or CPP portal <https://eprocure.gov.in/eprocure/app>, shall not tamper/modify the tender form including downloaded financial bid template in any manner. In case, if the same is found to be tempered/modified in any manner, tender will be completely rejected and earnest money deposit(hereinafter referred to as ‘EMD) would be forfeited and tenderer is liable to be banned from doing business with the College as well as Delhi University.
7. Intending bidders are advised to visit the College website i.e. www.ucms.ac.in, www.du.ac.in and CPP portal <https://eprocure.gov.in/eprocure/app>, on regular basis and at least 3 days prior to closing date of submission of tender for any corrigendum/addendum/amendment at any stage.
8. Security Agencies meeting the above mentioned mandatory requirements should submit Technical as well as Financial bid in the prescribed format.
9. Earnest Money Deposit (EMD) for Rs.1,50,000/- (Rupees One Lakh Fifty Thousand only) in the form of Demand Draft/Pay Order in favour of Principal, University College of Medical Sciences, Delhi, payable at Delhi, should reach in the General Section, Room No.212, 2nd Floor, University College of Medical Sciences, Dilshad Garden, Delhi-110095 before the closing date and time as specified below. Bidders however have to attach scanned copies of EMD documents along with the e-tender (Technical Bid)

10. All rates should be quoted in Indian rupee and should be strictly as per the format provided in the tender document with appropriate break up. Any deviation from the format shall render the price bid ineligible for consideration.
11. Bids not fulfilling any of the prescribed conditions or incomplete in any respect are liable to be rejected.
12. Canvassing in any form, in connection with this tender process, is strictly prohibited and the bids submitted by such bidders who resort to canvassing shall be summarily rejected.
13. The Principal, University College of Medical Sciences reserves the right to cancel the tender at any time without assigning any reason thereof. The acceptance of bids rests with the Principal, UCMS, which does not bind himself to accept the lowest bid and reserves the authority to reject any or all the bids received without assigning any reason thereof.
14. The selected bidder is required to accept the offer of the college within 07 days from the date of issue of the work order and should be in position to deploy security personnel within 21 days from the date of acceptance of the offer.
15. The Selected bidder, shall furnish, within 07 days from the acceptance of the offer/work order, security deposit of Rs.7,50,000/- (Rupees Seven Lakh Fifty Thousand only) in the form a irrevocable Performance Bank Guarantee to the College, failing which the contract shall be liable to be cancelled at the risk and cost of the selected bidder and the Earnest Money Deposit will be forfeited without prejudice to such other remedies, as may be open to Principal, UCMS under the extant rules terms & conditions of the tender document.
16. Prior to the opening of the Financial Bid, antecedents of the Agency/Service Provider may be verified by a Technical Committee of the College, which may also decide to visit/inspect the training centers of the eligible security agencies.
17. The L1 will be calculated of Sum Total Basis.

PRINCIPAL

DETAILS OF THE TENDER DOCUMENT

The tender document contains details of the Technical Bid, Financial Bid, detailed Terms & Conditions for providing security services at the University College of Medical Sciences, Dilshad Garden, Delhi.

1. TECHNICAL BID

The Principal, University College of Medical Sciences (UCMS), invites tenders from registered and authorized service providers having at least five years experience, preferably registered with Directorate General of Resettlement (DGR) and proven expertise in providing security services to Central Government/State Government/PSUs/Autonomous Bodies/Government Educational Institutions, for a period of one year, extendable for a further period beyond one year on mutual consent basis on the same terms & conditions.

1.1 ELIGIBILITY OF THE BIDDER :

- 1.1.1 The bidder should have at least five years experience and proven expertise in providing security services to Central Government/State Government/PSUs/Autonomous Bodies/Government Educational Institutions.
- 1.1.2 The bidder must have executed at least three orders during the period of last five years of higher value or at least of equal value of the order.
- 1.1.3 The annual turnover of the bidder should not be less than Rupees Four Crores per annum in the last three years in the security business (substantiated by Audited statements of accounts details of security assignments be given with Documentary evidence), is required to be enclosed.
- 1.1.4 The service Provider should be a ISO certified entity.
- 1.1.5 The bidder should have Valid license for running of security service and requisite registration certificate under various statutory provisions, which includes the following among others required to be provided:
 - License under the Delhi Private Security Agencies (Regulation) Rules, 2009
 - Registration under The Contract Labour (Regulation & Abolition) Act, 1970
 - Registration with the Labour Department of the State/Central Govt. or any other regulations time to time required as per guidelines of Government, if any.
 - Registration under Employees Provident Fund and Miscellaneous Provision Act, 1952
 - Registration under Employees State Insurance Act, 1948
- 1.1.6 The bidder should not be a blacklisted entity in last five years.

1.2 Place of providing security guards & security supervisors :

The University College of Medical Sciences & GTB Hospital Complex, Dilshad Garden, Delhi-110095.

1.3 Brief description of work :

The service provider shall provide Security service by deploying Security Guards & Security Supervisors at different places in the complex according to the requirement to be intimated to the service provider in writing or otherwise by Principal or his nominee from time to time. The service provider shall ensure safety of properties, personnel and vehicles of the UCMS by deploying Security Guards & Security Supervisors round the clock in three shifts of eight hours each.

1.4 The instruction to be followed for submitting the tender are set out below :-

- 1.4.1 Information about Bidder:- The bidder must furnish complete, precise and accurate details in respect of information sought in **Appendix-I**. Incorrect information, if detected in course of deliberation on the bid, shall render the bid unsuitable for consideration.
- 1.4.2 The service provider has to attach an undertaking (**Appendix-II**) stating that the service provider has carefully read the complete tender document and has agreed to all the terms and conditions, as mentioned in the tender document.
- 1.4.3 Authentication/Signature of the Bid document: Person or persons authenticating/signing the bid shall clearly state in what capacity he is or they are signing the bid.

1.5 EARNEST MONEY :

- 1.5.1 The Earnest Money Deposit (EMD) for Rs.1,50,000/- (Rupees One Lakh Fifty Thousand only) in the form of Demand Draft/Pay Order in favour of Principal, University College of Medical Sciences, Delhi, payable at Delhi, should reach in the General Section, Room No.212, 2nd Floor, University College of Medical Sciences, Dilshad Garden, Delhi-110095 before the closing date and time as specified below. Bidders however have to attach scanned copies of EMD documents along with the e-tender (Technical Bid).
- 1.5.2 The earnest money shall be liable to forfeiture, if the bidder after submitting his tender modifies his offer and/or the terms & conditions thereof in any manner, even if UCMS has not suffered any loss during the validity period of this tender enquiry.
- 1.5.3 The earnest money will be returned to all unsuccessful bidders without interest at the earliest on cessation of the tender process.

1.6 SECURITY DEPOSIT :

- 1.6.1 The successful bidder shall furnish within 07 days of the acceptance of the Offer/Work Order his tender a security deposit of Rs.7,50,000/-(Rupees Seven Lakhs Fifty Thousand only) valid for the entire period of contract and any extension thereof followed by one more month beyond the contract period to settle the dues, if any, at the end of the contract.
- 1.6.2 The earnest money is liable to be forfeited, if the bidder fails to furnish the requisite security deposit by the due date without prejudice to any other rights and remedies of the UCMS as per Law.
- 1.6.3 The Security deposit furnished by the bidder will be subject to the terms & conditions given in this tender and the UCMS will not be liable for payment of any interest on the security deposit or any depreciation thereof.
- 1.6.4 If the successful bidder had previously held any contract and furnished security deposit, the same shall not be adjusted against this tender and a fresh security deposit will be required to be furnished.

1.7 DOCUMENTS REQUIRED TO BE ATTACHED WITH THE TECHNICAL BID :

- 1.7.1 Self-attested copies of the following documents are required to be Annexed with the Technical Bid :-
- License under the Delhi Private Security Agencies (Regulation) Rules, 2009
 - Registration under The Contract Labour (Regulation & Abolition) Act, 1970
 - Registration with the Labour Department of the State/Central Government or any other regulations time to time required as per guidelines of Government, if any.
 - Registration under Employees Provident Fund and Miscellaneous Provision Act, 1952
 - Registration under Employees State Insurance Act, 1948
- 1.7.2 Valid license for running of security service and requisite registration certificate under various statutory provisions with includes the following among others is required to be provided :
- 1.7.3 Work experience certificate and work presently at hand including details of establishments where the service provider has provided the Security Guard in the past 5 years, including numbers of security guards & security supervisors supplied to each such unit and the value of such contract along with valid documentary proof/Work Order.
- 1.7.4 Permanent Account Number of the Service Provider.
- 1.7.5 ESIC Registration Number.

1.7.6 EPF Registration Number.

1.7.7 GST Registration Number.

1.7.8 ISO Certification.

1.7.9 Copy of partnership deed/Memorandum of Association etc, as the case may be.

1.7.10 Name(s) of the Bankers along with other details as per **Appendix - I**

1.7.11 Copy of the IT Returns for the last three years.

1.7.12 A copy of the annual turnover of the bidder in last three years

1.7.13 A Certificate stating the status of the blacklisting the bidders for the last five years as per format provided at **Appendix-III**.

1.7.14 The Bidder should sign and stamp on each page of tender document denoting acceptance of all the terms and conditions and the same should be enclosed with the technical bid.

1.8 SUBMISSION OF BIDS :

1.8.1 The tender form shall be filled in by the bidder clearly, neatly and accurately. Any alteration, erasers or over-writing will render the tender invalid. Alteration neatly carried out and attested by the full signature of the bidder, however, is permitted.

1.8.2 All credentials, documents and copies of certificates/information called for should be submitted as per tender document.

1.8.3 It should be clearly understood by the bidder that no further opportunity shall be given to them to modify or withdraw any stipulation at any stage after submission of the bid.

1.8.4 Bids which do not comply with the instructions, shall be summarily rejected.

1.9 OPENING OF THE TECHNICAL BID :

The Technical Bid will be opened in the Lecture Theatre of the College Block at the time and on the date indicated above. The bidders will be at liberty to be present either in person or through an authorized representative at the time of opening of the bids.

2. FINANCIAL BID :

- 2.1 The financial bid is required to be submitted strictly as per the format provided at **Appendix-IV**.
- 2.2 All rates should be quoted in Indian rupee. Any deviation from the format shall render the financial bid ineligible for consideration.
- 2.3 The financial bid of only those bidders will be opened whose technical bid is found to be acceptable by the Principal, UCMS. The decision of the Principal is final and binding on all the bidders.
- 2.4 The lowest bidder who fulfills the terms and conditions of the tender documents shall be ordinarily eligible for award of the work.
- 2.5 The date, time and venue of opening of financial bid will be communicated to the bidders who have qualified the bid separately.

3. CLARIFICATION ON THE SUBMITTED BID :

The Principal, UCMS or any designated official of the UCMS, in course of deliberation on the submitted bids, at any time, may seek clarification for purpose of clarity of the Bid. The bidder is liable to respond to such query/clarification as early as possible but not later than three days from the date of raising the query/clarification.

The University College of Medical Sciences is at liberty to verify any or all documents submitted by the bidder, even by referring to third parties.

4. INTERACTION AND ACCEPTANCE OF THE TENDER :

The bidder should be prepared for an interaction with the College authorities, if called upon to do so with prior notice, in course of finalization of tender process, at their own expense. The Principal, University College of Medical Sciences reserves the right to reject any or all the bids without assigning any reason thereof and does not bind himself to accept the lowest bid.

5. ACCEPTANCE OF THE WORK ASSIGNED BY THE ELIGIBLE BIDDER.

The selected bidder is required to accept the offer of the college within 07 days from the date of issue of the work order and should be in position to deploy security personnel within 21 days from the date of acceptance of the offer.

The Selected bidder, shall furnish, within 07 days from the acceptance of the offer/work order, security deposit of Rs.7,50,000/- (Rupees Seven Lakh Fifty Thousand only) in the form a irrevocable Performance Bank Guarantee to the College, failing which the contract shall be liable to be cancelled at the risk and cost of the selected bidder and the Earnest Money Deposit will be forfeited without prejudice to such other remedies, as may be open to Principal, UCMS under the extant rules and terms & conditions of the tender document.

PRINCIPAL

TERMS & CONDITIONS FOR PROVIDING SECURITY SERVICES AT UNIVERSITY COLLEGE OF MEDICAL SCIENCES, DILSHAD GARDEN, DELHI

1. DEFINITION:

- 1.1 The term 'Contract' shall mean and include the invitation to tender incorporating also the instruction to bidder, the tender, its Annexure, Appendixes, schedules, acceptance of tender and such general and special conditions as may be added to it.
- 1.2 The terms "UCMS" wherever occurs shall mean University College of Medical Sciences and will include its Principal and its successor or successors or any of the assignees.
- 1.3 The term "Service Provider" shall mean and include the person or persons, Service Provider or company with whom the contract has been placed including their heirs, executors, administrators, successors and their permitted assignees, as the case may be.
- 1.4 The term 'Contract Rates' shall mean the rate of payment accepted by the Principal, UCMS for and on behalf of UCMS.
- 1.5 The term 'Worker' shall mean Security Guard/Security Supervisors.

2. PARTIES TO THE CONTRACT

- 2.1 The parties to the contract are service provider and UCMS, represented by the Principal and/or any other person authorized to act on behalf of the UCMS.
- 2.2 The person signing the tender or any other document (s) forming part of the tender on behalf of any other person or a service provider shall be deemed to warrant that he has authority to bind such other person or the service provider, as the case may be in such matter pertaining to the contract. If, on enquiry, it is found that the person concerned has no such authority, the Principal, UCMS may without prejudice to other civil, criminal remedies, terminate the contract and hold the signatory liable for all costs and damages.

3. CONSTITUTION OF SERVICE PROVIDER

- 3.1 The tender shall be entertained from the parties having all statutory registration with the appropriate authorities. The service provider shall, at the time of submission of tender, declare whether they are sole proprietary concern or registered partnership firm or Private Limited Company or a Public Limited Company incorporated in India. The Composition of the partnership firm, names of Directors of companies shall be indicated.

3.2 The service provider shall not during the period of the contract, make, without the prior approval of the Principal, UCMS any change in the constitution of the entity of the service provider. The service provider shall notify, to the Principal, UCMS, death/resignation of any of the partner(s) / director(s) immediately on the occurrence of such an event. On receipt of such notice, the Principal, UCMS shall have the right to terminate or continue the contract at its discretion.

4. SUBLETTING

The service provider shall not sublet, transfer or assign the contract or any part thereof without the prior written approval of the Principal, UCMS. In the event of the Service provider contravening this condition, the Principal, UCMS is entitled to terminate the contract and the service provider shall be liable for any loss or damage which the UCMS may sustain in consequence or arising out of such act on the part of the service provider.

5. RELATIONSHIP WITH THIRD PARTY

All transaction between the Service provider and the third party shall be carried out as between two principals without reference, in any event, to the UCMS. The service provider shall also undertake to make third party fully aware of the position aforesaid.

6. LIABILITY FOR PERSONNEL

6.1 All persons employed by the service provider shall be engaged by them as their own employees in all respects and the responsibilities/obligations under the Contract Labour (R&A) Act 1970, the Indian Factory Act, the Workmen Compensation Act, Employees Provident Fund Act and under Minimum Wages Act and various other statutory enactments shall be that of the service provider only.

6.2 The service provider shall indemnify the UCMS against all the claims whatsoever in respect of the said personnel under the Workmen Compensation Act, EPF Act, ESI Act, or any other statutory/provisions or otherwise in respect of any damage, penalty, compensation, interest, fines payable in consequence of any accident or injury sustained by any worker of the service provider. The service provider shall Co-ordinate with ESI authorities to get the family treatment card for security guards.

6.3 The service provider shall, during the period of contract, pay not less than minimum wages to the security guards and security supervisors engaged by them on either time rate basis or piece rate basis on the work, throughout the term of the contract. Minimum wages both for the time rate and for the piece rate, work shall mean the rates notified by appropriate authority and prevailing at the time of inviting tenders for the work as amended from time to time. The Service provider shall also maintain such records and submit periodical return, regularly as may be prescribed under the act to the authority prescribed under the Provident Fund Act, 1952 and the scheme and the rules there under.

6.4 *The Principal, UCMS reserves the right to withhold 25% of the amount from the monthly bills of the Service provider, in case any shortcoming is noticed in payments to the personnel/statutory dues/services lapses. The amount so deducted will only be refunded/adjusted, when service provider produces proof for fulfilling statutory obligations stipulated in different Labour Act/Rules/Instructions/Circulars etc. applicable to the Contract.*

7. WEEKLY OFF

7.1 The service provider shall be liable to allow paid weekly off etc. to the personnel employed by him as mandated under the appropriate State/Central laws governing their employment under him.

7.2 The reliever charges will be payable for the security guards who are engaged for all the days in a month because the minimum wages is payable for 26 working days where four/five holidays are allowed.

7.3 The service providers will be directed to ensure that no security guard is required to discharge duty for more than 8 hours in a day.

8. DRESS CODE OF THE SECURITY GUARDS & SECURITY SUPERVISORS :

All the security guards and security supervisors should be appropriately dressed with uniforms where the name of the service provider should be clearly embossed.

The uniform supplied by the service provider at its own cost to the personnel deployed shall include army-cut, anklets, ankle boots, web-belt (with baton strap), baton beret with ceremonial heckle, whistle, loaded torches etc. The seasonal equipment's such as umbrella, raincoat, jerseys etc. shall also be provided by the service provider at its cost and this College shall have no liability whatsoever on this account.

9. WASHING FACILITY:

The service provider is liable to provide washing facilities as provided in the contract Labour (Regulation and Abolition) Act and the rules framed thereunder or any other applicable law.

10. FIRST AID FACILITY:

The service provider is liable to provide First Aid facility as provided in the Contract Labour (Regulation and Abolition) Act and the Rules framed thereunder or any other applicable law.

11. PERIOD OF CONTRACT:

The contract shall remain in force for all purposes for a period of one year extendable for a further period beyond one year on mutual consent basis on the same terms & conditions.

But the Principal, UCMS reserves the right to terminate the contract at any time during its currency without assigning any reason thereof by giving thirty days notice in writing to the service provider at their last known place of residence/business and the service provider shall not be entitled to any compensation by reason of such termination. The action of Principal, UCMS under this clause shall be final, conclusive and binding on the Service provider.

12. COMMENCEMENT AND TERMINATION OF THE CONTRACT :

- 12.1 That the contract shall come into force with effect from the date the service provider assumes the responsibility of providing security services in the premises of the UCMS and deploys security guards & security supervisors accordingly.
- 12.2 The contract shall be deemed to expire on completion of the period, as agreed to in the said contract unless extended by both the parties on mutually agreed terms and conditions.
- 12.3 That the contract may be terminated on any of the following contingencies:
- 12.3.1 On the expiry of the contract period as stated above.
 - 12.3.2 By giving a one month notice in writing by the College for any one of the following reasons;
 - i) For breach or default by the service provider on any of the terms and condition of the contract.
 - ii) On assigning the contract or any part thereof to any sub-Service provider by the service provider without written permission of the College.
 - 12.3.3 Or any other valid reasons as already mentioned in the tender document.
- 12.4 It shall be the duty of the service provider to remove all the personnel, deployed by him on termination of the contract, on any ground whatsoever and ensure that no person creates any disruption/hindrance/problem of any nature for the UCMS.
- 12.5 The service provider may also terminate its services by giving three months written notice to the Principal, UCMS.
- 12.6 In this event of termination of the contract, the rights and obligations of the parties thereto shall be settled by mutual discussion; the financial settlement shall take into consideration not only the expenditure incurred but also the expenditure committed by Indenting Office.

- 12.7 If the party fails to comply with the statutory/legal requirement, as stipulated in the terms & conditions of the tender within three months from the award of contract is liable to be terminated with one month's notice and security deposit be forfeited and in his place, second lowest/third lowest bidders may be considered by the Principal, UCMS to immediately replace the terminated Service provider.

13. SUMMARY TERMINATION OF THE CONTRACT :

- 13.1 In the event of the service provider having been adjudged insolvent or goes into liquidation or winding up their business or making arrangements with their creditors or failing to observe any of the provisions of this contract or any of the terms and conditions governing the contract, Principal, UCMS shall be at liberty to terminate the contract forthwith without prejudice to any other rights or remedies under the contract and to get the work done for the unexpired period of the contract from another service provider at risk and cost of the service provider and to claim from the service provider any resultant loss sustained or cost incurred.
- 13.2 The Principal, UCMS shall also have, without prejudice to other rights and remedies, the right, in the event of breach by the service provider of any of the terms and conditions of the contract, to terminate the contract forthwith and to get the work done for the un-expired period of the contract at the risk and cost to the service provider and/or forfeit the security deposit or any part thereof for the sum or sums due for any damages, losses, charges, expenses or costs that may be suffered or incurred by the UCMS due to the service provider negligence or un-workmen like performance of any of the service or the services under the contract.
- 13.3 The service provider shall be responsible to supply adequate and sufficient security personnel/guards under the contract in accordance with the instructions issued by the Principal or an officer acting on his behalf. If the service provider fails to supply the requisite number of security personnel, the Principal, shall at his entire discretion, without terminating the contract, be at liberty to engage other security personnel at the risk and cost of the service provider, who shall be liable to make good to the UCMS all additional charges, expenses, cost of losses that the UCMS may incur or suffer thereby. The service provider shall not, however, be entitled to any gain, resulting from entrustment of the work to another party. The decision of the Principal, UCMS shall be final and binding on the Service provider.
- 13.4 The bidder should not be a blacklisted entity in security services in last five years by any Central Government/State Government/Autonomous Bodies/PSUs/ Government Educational Institutions. In case the bidder fails to provide complete and correct information in this regard and such fact comes to the notice of the Principal, UCMS during the course of the contract, it shall be summarily terminated without any notice and security deposit including all dues payable by the UCMS to the service provider till that date shall be entirely forfeited. The Principal, UCMS will reserve the right to take any further action as per appropriate law(s).

14. SECURITY DEPOSIT :

- 14.1 The service provider shall furnish, within 07 days from the acceptance of the offer/work order, security deposit as prescribed in the tender document, failing which the contract shall be liable to cancellation at the risk and cost of the service provider and the EMD will be forfeited and subject to such other remedies, as may be open to Principal, UCMS under the terms & conditions of the tender document.
- 14.2 The Security Deposit of Rs.7,50,000/- (Rupees Seven Lakh Fifty Thousand only) shall be submitted in the form of a irrevocable Performance Bank Guarantee in favour of the Principal, University College of Medical Sciences, Delhi payable at Delhi..
- 14.3 The UCMS shall not be liable for payment of any interest on the security deposit or by depreciation thereof for the time it is held by the UCMS.
- 14.4 The security deposit will be refunded to the service provider without interest on satisfactory performance of the services and on completion of all obligations by the service provider under the terms & conditions of the contract and on submission of a 'No Dues Certificate' subject to such deduction from the Security Deposit, as may be necessary for adjusting the UCMS claims against the contract.
- 14.5 In the event of termination of the contract, the Principal, UCMS shall have the right to forfeit the entire or part of the amount of security deposit lodged by the service provider or to appropriate from the security deposit any sum due to be claimed for any damages, losses, charges, expenses or cost that may be suffered or incurred by the UCMS. The decision of the Principal, UCMS in respect of such damages, losses, charges, costs, or expenses shall be final and binding on the service provider.
- 14.6 In the event of the security deposit being insufficient or if the security deposit has been wholly forfeited, the balance of the total sum recoverable, as the case may be, shall be deducted from any sum then due or which, any time thereafter becomes due to the service provider under this or any other contract with the UCMS. Should that sum is also insufficient to cover the full amount recoverable, the service provider shall pay to the Principal, UCMS, on demand the remaining balance due.

15. LIABILITY OF SERVICE PROVIDERS FOR LOSSES ETC. SUFFERED BY THE UCMS:

- 15.1 The service provider shall be liable for all costs, damages, expenses suffered or incurred by the UCMS due to the service provider negligence and the un-workmanship like performance of any service under his contract or breach of any terms thereof. The decision of the Principal, UCMS regarding such failure of the service provider and their liability for the losses, etc. suffered by the UCMS shall be final and binding on the service provider.

- 15.2 The UCMS is entitled to claim for any damages, losses, charges, costs, or expenses suffered or incurred by them due to service providers negligence and un-workmen like performance of services under the contract or breach of any terms thereof and adjust the same from the bills of the service provider directly. The total sum claimed shall be deducted from, any sum then due or which at any time hereafter may become due to the service provider under this or any other contract with the UCMS. In the event of the sum which may be due from the UCMS, as aforesaid being insufficient, the balance of the total sum claimed and recoverable from the service provider. Should this sum also be insufficient to cover the full amount claimed by the UCMS, the service providers shall pay to the UCMS on demand the remaining balance of the aforesaid sum claimed. The Principal, UCMS will be the sole judge determining after taking into consideration all the relevant circumstance, the quantum value of loss and also in regard to the liability of Service provider for such loss the amount to be recovered from them. The decision of the Principal, UCMS in this regard shall be final and binding on the service provider.
- 15.3 In the event of the default on the part of the service provider in providing security guard/and/or their failure to perform any of the services mentioned in the contract efficiently and to the entire satisfaction of the Principal, UCMS or any officer acting on his behalf, the Principal UCMS shall without prejudice to other right and remedies, under the contract have the right to recover by way of compensation from the service provider up to a sum of Rs.250/- (Rupees Two Hundred & Fifty only) per day per security personnel of default. The decision of the Principal, UCMS on the question whether the service provider have committed such default or have failed to perform any such service efficiently and are liable to pay compensation and as to quantum of such compensation shall be final and binding on the service provider.

16. ELIGIBILITY OF THE SECURITY PERSONNEL

- 16.1 The service provider shall engage medically & physically fit security guards & security supervisors preferably between the age group 25 to 55 years.
- 16.2 The security guards will be placed under **Semi-skilled category and should have at least matriculation qualification** from any recognized board or equivalent.
- 16.3 *The security supervisors will be placed under **Skilled category and should have at least Intermediate (Senior Secondary) qualification with three years experience as security supervisor with the registered security agency.***
- 16.4 That the service provider shall submit Bio-Data of the Security Guards & Security Supervisors strictly as per Format provided at **Appendix-V** before their deployment.

16.5 The service provider should provide following details of each Security Guard & Security Supervisor mandatorily before their posting in the College.

- Police Verification report details,
- Character & Antecedent Certificate (as per attached **Appendix-VII**)
- Training Certificate (as per attached **Appendix – VIII**)
- Medical Fitness Certificate issued by a Registered Medical Practitioner.
- Training Certificate under Rule 6 of the Delhi Private Security Agencies (Regulation) Rules, 2009

17.BILL AND ITS PAYMENT

17.1 The service provider will raise month wise bill for the service provided at the rate as agreed and accepted by the college.

17.2 The service provider will serve the bill for every preceding month by 10th day of every month. The bill should be completed in all respect including account of the payments made for statutory compliance under applicable laws. The service provider must deposit the details of statutory dues like ESI, EPF, etc. including taxes as applicable, and submit the same along with ECS details as per minimum wages of its worker deployed in the College for reimbursement as per terms and conditions. The bill will show separately the GST chargeable from the college. The service provider shall also submit the proof of having deposited GST by way of presenting copy of challan receipt which should show such amount that must tally with the GST collected from the College. For this purpose, the service provider will not mist up payment of GST collected from the college with those of any other authority where the service provider might be providing services.

17.3 Payment to the service provider shall be made by Electronic transfer to the service provider account for which purpose the service provider shall furnish the complete Bank account details. The service provider will disburse the salary/wages to its worker through ECS only.

18. GENERAL TERMS & CONDITIONS OF THE CONTRACT WHICH WILL BE GOVERNING THE SECURITY SERVICES

- 18.1 The service provider shall carry out all items of services assigned or entrusted to him/them by the Principal or an officer acting on his behalf and shall abide by all instructions issued to him/them from time to time by the said officer. They will render the services to the satisfaction of the Principal or an officer acting on his behalf together with ancillary and incidental duties, service and operations as may be indicated by the said officer(s) and are not inconsistent with the terms & conditions of the contract. The Service providers shall always be bound to act with responsible delegacy and in a business like manner and to use such skill as expected of men of ordinary prudence in the conduct of their activities.
- 18.2 The service provider shall engage competent & well-mannered security guard personnel. The Principal shall have the right to ask to replace of any security personnel deployed by the service provider who, in his opinion, is negligent and/or has exhibited misconduct. The decision of the Principal, UCMS shall be final and binding on the service provider.
- 18.3 The service provider shall submit the at least 50 numbers of security guards on its roll and it should be substantiated by producing their Employees Provident Fund (EPF) numbers and other details of the security guards.
- 18.4 The service provider shall engage medically & physically fit security guards & security supervisors preferably between the age group 25 to 55 years.
- 18.5 The service provider shall ensure that the security guards/security supervisors placed on duty are trained as per the provisions of the PSAR Act and DPSAR Rules 2009. In case any security guard/security supervisors on duty is assessed by the college authority, to be not trained as per the provisions of the DPSAR Act and DPSAR Rules 2009 then a penalty of Rs.5000 per such untrained security guards/security supervisors shall be levied and further such security guards/security supervisors shall not be taken on duty till he/she is trained and assessed to be suitable.
- 18.6 That the service provider shall ensure that the guards so deployed do not allow any property of the College to be taken out of the premises without a valid Gate Pass signed by the designated officials of the College.
- 18.7 That the service provider shall report promptly to the Principal/any other designated Officer of the College, any theft or pilferage that takes place or where any attempt is made to that effect and loss, if any. It shall be the sole responsibility of the service providers to ensure security and safety of all the property & assets (moveable and immovable) of the College and if there is any loss to the College on account of dishonesty, and /or due to any lapse on the part of the service providers or its personnel, the Service providers shall be solely responsible for the loss to the College.

- 18.8 That the service provider shall at its own cost, if required take necessary insurance cover in respect of the aforesaid services rendered to the College and shall comply with the statutory provisions of Contract Labour (Regulation & Abolition) Act, 1970; Employees State Insurance Act, Workman's Compensation Act, 1923, Payment of Wages Act, 1936, The Employees Provident Fund and Miscellaneous Provisions Act, 1952; Payment of Bonus Act, 1965, The Minimum Wages Act, 1948, Employments of Children Act, 1938 and/or any other Rules/regulations and /or statutes that may be applicable to them and shall further keep the College indemnified from all acts of omission, fault, breaches and /or any claim, demand; loss; injury and expense arising out of the non-compliance of the aforesaid statutory provisions, Service provider failure to fulfill any of the obligations hereunder and/or under the said Acts, rules/regulations and/or any bye-laws or rules framed there under or any of these, the College shall be entitled to recover any of the such claims, demands, loss or injury from the service provider monthly payments.
- 18.9 That the service provider shall submit the proof to the College for depositing the amount of contribution of ESI & EPF for the personnel deployed at College in their respective names before submitting the Bill for the subsequent month. In case, the service provider fails to do so, the amount claimed towards ESI & EPF contribution shall be withheld till the submission of required documents. The service providers shall comply with all the relevant rules and regulars as laid down by Govt. of India for ESI/EPF etc.
- 18.10 That the service provider shall particularly abide by the provisions of Minimum Wages Act, 1948 with Rules, 1950 framed there-under, as amended from time to time. The service providers shall pay monthly wages to the personnel at the rate of minimum wages fixed by the Government of National Capital Territory of Delhi (GNCTD).
- 18.11 That the service provider shall be required to maintain permanent attendance register/roll in the office of the Assistant Security Officer, University College of Medical Sciences which shall be open for inspection and checking by the authorized officers of the College.
- 18.12 That the service provider shall make the payment of wages, etc. through Bank (ECS) only to the supervisor/guards so deployed and shall on demand, furnish copies of wages' register/muster roll, copies of the Bank Statement/Passbook etc. to the College for having paid all the dues to the persons deployed by service provider for the work under the contract. The obligation is imposed on the service provider to ensure fulfilling its commitments towards the personnel so deployed under various Labour laws, having regard to the duties of College in this respect as per the provisions of Contract Labour (Regulation and Abolition) Act, 1970 and other laws applicable in this regard.
- 18.13 TDS Tax will be recovered from the service provider monthly bill as per rules and necessary certificate will be issued to the service provider as a proof of tax deduction.

- 18.14 The service provider shall comply with or cause to be complied with the Labour regulations from time to time with regard to payment of wages, wage-period deductions from wages, recovery of wages not paid and deductions unauthorisedly made, maintenance of wages' book, wage-slip, publications of scale of wages and terms of employments, inspection and submission of periodical returns.
- 18.15 The service provider shall be fully responsible and liable for payment and settlement of all the matters arising out of the decisions of the Labour court or any other court of law, Tribunal/Board with regard to employment of the workers and payment of the benefits to them. The service providers shall depute its authorized representative in Labour court or any other court of law, and shall be solely responsible and liable for the cost of such litigation. The College shall not be responsible and shall not bear any cost of such litigation.
- 18.16 The service provider may be required to furnish separate ECRs and a separate e-challan containing employee wise details of PF dues deducted from the salary/wages of the employees along with employer share in respect of the employees deployed in the College.
- 18.17 The service provider shall not engage any sub-Service providers or transfer the contract to any other person/service provider/service providers in any manner. The service providers shall not be permitted to transfer their rights and obligations under the contract to any other person/organization or otherwise.
- 18.18 It will be prime responsibility of the service provider to disburse the wages to their security guards and supervisors on or before 10th day of every month. The service provider will raise the bill after the payments have been made to the security guards/supervisors. In case of any delay in payment of wages to the security guards/supervisors, a penalty of Rs.1000/- per day from 11th day onwards shall be imposed.
- 18.19 The service provider shall take all reasonable precautions to prevent any unlawful riots or disorderly conduct or acts of the personnel so deployed and ensure preservation of peace and protection of persons and property of the College.
- 18.20 That the service provider shall deploy persons in such a way that they get weekly rest. The working hours/leave, for which the work is taken from them, do not violate provisions of the Delhi Private Security Agencies (Regulation) Rules, 2009 in this regard. The service providers shall in all dealings with the personnel in its employment, have due regard to all recognized festivals, days of rest and religious or other customs. In the event of the service provider committing a default or breach of any of the provisions of the Labour Laws including the provision of Contract Labour (Regulation and Abolition) Act. 1970 as amended from time to time or furnishing any information or submitting or filing any statement under the provisions of the said regulations and rules which is materially incorrect, it shall without prejudice to any other liability, pay to the College, penalty as imposed by the College.

- 18.21 During the notice period of termination of the contract, the service providers shall keep on discharging its duties as before till the expiry of notice period.
- 18.22 It shall be duty of the service provider to withdraw all the deployed persons on expiry/termination of the contract and will ensure that no person creates any disruption /hindrance or problems of whatsoever nature to the College.
- 18.23 The service provider should not allow security personnel to conduct any unlawful/union activities in the complex of University College of Medical Sciences & GTB Hospital.
- 18.24 The manpower deployed by the service provider, are employees of the Service provider and they will have no right to claim for any compensation or regular employment in the College. The College does not own any responsibility/liability etc. on whatsoever grounds and /or reasons. The Service provider should provide a copy of appointment order issued to the workers.
- 18.25 All disputes arising from this contract in respect of personnel posted at the College concerning their wages or any other matter connected with their service conditions under relevant Labours Laws are solely and wholly the responsibility of the service providers. The College will be free from all encumbrances either from the Government or from any other sources.
- 18.26 The service provider will be responsible for leave, replacement and other welfare measures for the Security Guards and other Supervisory staff.
- 18.27 The service provider shall issue identity cards/name badges to the staff/Security Guards/Supervisors duly signed by the service providers (as per attached at **APPENDIX-VI**). A penalty of Rs.200/- per instance of security guards/security supervisors not carrying or not promptly showing the Identity Card, will be levied.
- 18.28 That in case if the services of the service provider are not found effective and satisfactory, service provider shall immediately initiate steps for improvement of the services as per the requirement of the College.

19 THE DUTIES AND RESPONSIBILITIES OF THE SECURITY GUARDS & SECURITY SUPERVISORS:-

- 19.1 The service provider will be required to provide total security and protection to land, building, fittings and fixtures therein; machineries & equipments installed (including out-door), office records moveable and immovable properties from theft, pilferage, trespassing, encroachment etc. of UCMS & GTB Hospital and other properties/land/hostels.
- 19.2 Safety of trees, shrubs, electric overhead installations, water pipelines, boundary walls etc. and fresh additions/installations from time to time during the contract period.

- 19.3 To maintain security check ups/vigilance to allow the entry of faculty and staff of the College only after verifying their identity.
 - 19.3.1 To permit the entry of visitors only after confirming from the designated officers of the College that the entry is for the official purpose against a valid parking token.
 - 19.3.2 To permit entry of the official vehicles and staffs vehicle after ensuring that authorized parking stickers is pasted on the vehicle. Entry of private vehicles may be allowed against a valid parking token.
 - 19.3.3 To permit entry of private vehicles bringing materials in the College only after confirming from the designated officers of the College.
- 19.4. Entry of Faculty/Officers/Staff during the Holidays and before/after working Hours :
 - 19.4.1 Security persons will be responsible to maintain a record of the incoming and outgoing staff cars on working days and on holidays. A register would be maintained for entry of the staff who are coming to offices during holidays.
 - 19.4.2 Entry would also be made in a register about the details of the official vehicles and their timings of entry/exit during holidays and before and after working hours.
- 19.5 Issue of Gate passes for stores/material coming in and going out of the premises/building after authentication from the competent authority.
- 19.6 To ensure that no part of the College land is trespassed/encroached or squatted upon.
- 19.7 The College gets a number of distinguished visitors from within India and abroad who are to be treated very carefully/courteously.
- 19.8 Round the clock security of UCMS property, personnel, lab instruments, Vehicles etc.
- 19.9 Guidance to visitors for proper parking of vehicles.
- 19.10 Patrolling round the clock in College Block on each floor, front and back lawn to avoid any theft.
- 19.11 Protection of building property/personnel from Anti-Social elements.
- 19.12 Protection of lawns.
- 19.13 Operation of main gates i.e. opening in the morning and closing in the evening
- 19.14 In case of any untoward incidents, reporting of such incident immediately to the Principal, UCMS or his designated official(s).

- 19.15 Any other relevant duty assigned by the Principal, UCMS or his designated official(s) within the scope of the Contract.
- 19.16 Security Supervisors are required to maintain appropriate vigil on the security guards engaged by the service provider and their attendant activities.

20 PENALTIES/LIABILITIES

- 20.1 That the service provider shall be responsible for faithful compliance of the terms and conditions of the contract and the obligations. In the event of any breach of the contract, the same may be terminated and the security deposit Performance Bank Guarantee will be forfeited and further the work may be got done from another service provider at the risk and cost of the service provider.
- 20.2 That if the service provider violates any of the terms and conditions of the contract or commits any default or their services are not to the entire satisfaction of the College, a penalty leading to deduction upto a maximum of 25% of the total amount of bill for a particular month, will be imposed.
- 20.3 The security deposit/irrevocable Performance Bank Guarantee so deposited shall be liable to be forfeited or appropriated in the event of an unsatisfactory performance of the service provider and/or loss/damage, if any, sustained by the College on account of failure or negligence of the workers deployed by service provider or in the event of breach of the contract in any way by the service provider.

21 INDEMNIFICATION

- 21.1 That the service provider shall keep the College Indemnified against all claims whatsoever in respect of the employees deployed by the service provider. In case any employee of the service provider so deployed, enters in dispute of any nature whatsoever, it will be sole responsibility of the service provider to contest the same. In case, the College is made a party and is supposed to contest the case, the College will be reimbursed for the actual expenses incurred towards Counsel/Legal Fees and other expenses which shall be paid in advance by the service provider to the College on demand. Further, the service provider will ensure that no financial or any other liability comes on the part of the College in this respect of any nature whatsoever and shall keep the college indemnified in this respect.
- 21.2 The service provider shall further keep the college indemnified against any loss to the college property and assets. The college shall have further right to adjust and/or deduct any of the amounts as aforesaid from the payments due to the Service provider under this contract.

22 DISPUTE SETTLEMENT/ARBITRATION

- 22.1 In the event of any dispute question/dispute/difference between the parties arising out or in connection with the terms & conditions of the contract such dispute or differences shall be referred to the sole arbitration of the Principal, University College of Medical Sciences or his nominee. The decision of arbitrator shall be final and binding on both the parties.
- 22.2 In the event of the such Arbitrator to whom the matter is originally referred is being transferred or vacating his office or resigning or refusing to work or neglecting his work or being unable to act for any reason whatsoever, the Principal, University College of Medical Sciences shall appoint another Arbitrator in place of the out-going Arbitrator for further proceedings.
- 22.3 The expression Principal, University College of Medical Sciences shall mean and include an acting/officiating Principal.
- 22.4 The Arbitrator may give interim decision(s) and/or directions, as may be required.
- 22.5 Subject to the aforesaid provisions, the Arbitration & Conciliation Act, 1996 and the rules made there under and any modification thereof from time to time being in force, shall be deemed to apply to the arbitration proceedings under this clause.

23 LAW GOVERNING THE CONTRACT/DISPUTE RESOLUTION:

The contract will be governed by the Laws of India, for time being in force as amended from time to time. Any disputes arising out of this contract will be settled in the court of Law of competent jurisdiction. The courts in Delhi shall have exclusive jurisdiction to adjudicate the disputes arising under the contract.

Signature of the Bidder

Name : _____

Address: _____

Email/Fax : _____

Telephone/Mobile No.: _____

TECHNICAL BID

1. Name of the Bidder :
2. Address of the Bidder :
3. Type of entity (Partnership/Sole proprietorship/Ltd co./Pvt Ltd Co) :
4. Names of all (Partners/Directors/Proprietor) :

Sl. No.	Name(s) of the Partners/Proprietors/Directors	Address	Contact Number

1. Annual Turnover for the last three years (self-attested copy of the balance sheet is required to be enclosed) :
6. Work experience along with details of present and previous contracts of last five years. A copy of the Work Orders should be attached.

Name of the organization where security services provided	Central Government/ State Government/ PSUs/Autonomous Bodies/Government Educational Institutions	Duration		No. of Security Guards & Security Supervisor provided
		From	To	

7. Registration Nos. (a self-attested copy of the registration certificates should be enclosed) :

01	PAN No. of Service Provider	
02	ESIC Registration No.	
03	EPF Registration No.	
04	GST No.	
05	Valid PSRA Licence No.	

8. Bank details of the bidder:

Sl. No.	Name of the Bank	Branch Address

9. Documents required to be enclosed by the bidder (as per Clause No.VII mentioned in the Technical Bid along with other such relevant clauses in the tender document) :

DECLARATION

I hereby declare that I agree with all the terms & conditions mentioned in the tender document. The above mentioned information is complete and correct.

(_____)

Signature of Bidder, Designation along with Stamp

UNDERTAKING

I the undersigned as the authorized signatory hereby submit this Undertaking stating that I have carefully read all the terms and conditions as given in the tender document and agree to the terms and conditions, as mentioned in the said tender document. The agency will abide by all the terms and conditions stipulated in the said tender document if we are awarded this tender.

Signature of Bidder, Designation along with Stamp

CERTIFICATE

It is certify that _____ (Name of the Bidder) has not been backlisted by any of the Central Government/State Government/PSUs/Autonomous Bodies/Government Educational Institutions in security services in last five years. It is understood that in case this information found incorrect, appropriate action as detailed in this tender document can be initiated against _____ (name of the bidder)

(_____)

Signature of Bidder, Designation along with Stamp

FINANCIAL BID

Dated :

The Principal
University College of Medical Sciences
Dilshad Garden
DELHI-110 095.

Dear Sir,

1. I/We, submit the sealed financial bid for engagement as Security Service provider at UCMS & GTB Hospital complex, Dilshad Garden, Delhi-110095..
2. I/We have clearly understood all the terms & conditions of the tenders document under reference and agree to abide by the same in letter and spirit.
3. I/We hereby offer to provide security services at the following rate of service charge for award of the contract. I/We undertake that I/We are not entitled to claim any enhancement of rates on any account during the tenure of the contract except revision of minimum wages.

S. No.	Particulars	Security supervisors (Skilled Category) (Per Month in Rs.)	Security guards (Men/Women) (Semi-Skilled category) (Per Month in Rs.)
1.	Minimum Wage as per Notification issued by the Govt. of NCT of Delhi		
2.	E.P.F.		
3.	E.S.I.C.		
4.	Bonus		
	Sub Total		
5.	Reliever Charges		
6.	Uniform Charges		
7.	Washing Charges		
8.	Service Charge/ Administrative charges		
9.	GST		
10.	Grand Total		
11.	Number of Supervisors & Security Guard (tentative)	03	32
12.	Total (Sl. No.10 X 11)		

No column in this financial Bid shall be left blank.

Note : Any rates quoted in any other manner than the above will summarily be rejected. In case the minimum wages is revised, the service provider is not entitled for revision of his service charges.

- 3.1 I/We undertake to take responsibility of statutory liabilities such as minimum wages. EPF & ESI, Bonus etc. and will charge as per actual contribution made to concerned authorities against documentary proof and no service charges/Administrative charges, overhead will be payable on these contribution.
- 3.2 The total amount of wages shall be calculated on the basis of number of days for which a person has actually worked on the basis of wages of Security Guard accepted by UCMS.
- 3.3 I/We agree to keep the offer open for acceptance up to 03 months from the date of the acceptance of the offer.
4. I/We shall be bound by the communication of acceptance of the offer dispatched within the time and I/We also agree that if the date up to which the offer would remain open be declared a holiday for the UCMS, the offer will remain open for acceptance till the next working day.
5. I/We agree to furnish a Security deposit of Rs.7,50,000/- (Rupees Seven Lakh Fifty Thousand only) submitted in the form of a irrevocable Performance Bank Guarantee in favour of the Principal, University College of Medical Sciences, Delhi.

Yours faithfully,

(_____)

Signature of Bidder, Designation along with Stamp

APPENDIX-V**BIO DATA FORMAT FOR THE SECURITY GUARDS & SECURITY SUPERVISORS**

Paste a recent Passport Size photograph duly signed & Stamped by the Service Provider

Name	
Father's Name	
Residential Address	
Contact No.	
Email. ID.	
Date of Birth (a copy of the age proof in the form of Matriculation Certificate should be enclosed)	
Gender	Male / Female
Caste	SC / ST / OBC / General
Marital Status	Married / Unmarried
Aadhar No. (a self-attested copy of the Aadhar Card should be enclosed)	
PAN No. (a self-attested copy of the PAN Card should be enclosed)	
Educational Qualification (a self-attested copy of the Matriculation/Intermediate (Senior Secondary Certificate) should be enclosed)	
Bank Account, Branch Name & IFSC Code where remuneration paid by the Service Provider will be credited	
Signature of the security guard/security supervisor	
Counter signature/ certification of the above information by the Service Provider along with stamp	

FORM FOR INDENTITY CARD

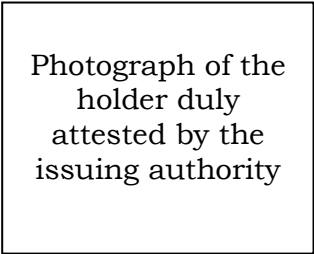


Photo-Identity card for Security Guard/Security Supervisor

1. Name of the Private Security Agency/Service Provider
2. Name of the Security Guard/Security Supervisor
3. Official Designation
4. Identification no. of the Security Guard/Security Supervisor
5. Date of Issue
6. Valid up to
7. Signature of the cardholder

Signature of the issuing authority

Official Seal

CHARACTER & ANTECEDENT CERTIFICATE

This is to certify that Mr. / Ms. _____, S/o /D/o Shri

_____, whose particulars are given
below, has good moral character and reputation and that the applicant has been staying
at the following address continuously for the last one year.

Date of Birth

Place of Birth

Educational Qualification

Profession

Present Address

Permanent Address

Issuing Authority

Signature

Name

Designation

Address/Tel. No.

Date of Issue :

Training Certificate

Serial number

Name of the Training Agency

Address of the Training agency

License No.

Certified that _____ Son/daughter of

_____ resident of _____

_____ has

completed prescribed training for the engagement or employment as a Private

Security Guard from _____ till _____

His signature is attested below

Signature of the Certificate holder

Signature of issuing authority

Designation

Place of issue

Date of issue