



# Delhi College of Arts & Commerce

(University of Delhi)

Netaji Nagar, New Delhi-110 023

Tel.: 011-24109821, 26116333

Fax: 011-26882923

E-mail: [principaldcac@gmail.com](mailto:principaldcac@gmail.com)

URL : <http://dcac.du.ac.in>

Ref. No.....

Ref no. : DCAC/2019/Tender for SS/ 888

Date : 25.11.2019

## NOTICE INVITING TENDER

### TENDER DOCUMENT FOR SECURITY SERVICES FOR ONE YEAR

Requirement of the College	-	Male Security Guards -	3
		Female Security Guards -	1

Sealed Tenders are invited from reputed registered firms/ contractors, for providing security guards during 2020, which may be extended for a term of another year on the basis of satisfactory report of the stakeholder of the college. The firm eligible to quote the tender shall have minimum five year experience in similar type of work. Firms must be registered with PF, ESI and labour license authorities. Contractor shall provide experienced person as per requirement & approval of the Principal during contract period. All persons engaged shall be paid at the rates as per minimum wages as notified by Govt. of Delhi and as per approval of the Principal.

**Tenderer shall quote service/administrative charges on percentage basis on cost per month.**

Tenders shall be submitted by 1pm on 10/12/2019, which shall be opened in due course of time and all the parties will be informed accordingly.

Firms/ contractors applying shall enclose company profile, PAN No., TIN No, ESI, PF registrations, work experience and list of works in hand with the certificate from client for satisfactory execution of work. The tender should quote the rates and amount tendered by him/them in the figures and as well as in words. In case, there are differences of amount in words and in figures, amount mentioned in words shall be treated correct and final. Tender document, must be duly signed by the tenderer himself, or his authorized signatory.

The rate quoted should be inclusive of and in accordance with the provisions of Minimum wages Act. DGR guideline on the subject Contract Labour Act. and other statutory provisions like Provident Fund Act. ESIC, Bonus, HRA, Gratuity (as applicable), Leave, Uniform Allowance etc.

Payment of salary and arrears etc to the staff hired by the agency to perform the duties at DELHI COLLEGE OF ARTS AND COMMERCE shall be done by the agency through RTGS/Account Payee cheque by giving details of contribution / deduction regarding ESI, EPF etc.

Contd.2/....



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The successful tenderer shall have to deposit Rs 1.5 lacs as security deposit in the form of Bank Draft of a Nationalized Bank in favour of DCAC College within 30 days after the offer letter is received by the successful bidder / Agency (The account details can be obtained from A/cs section of the college), otherwise the award letter will be treated as cancelled. The amount of security deposit will not bear any interest what so ever.

The agency must have labour department Registration/ License issued by the office of Central labour commissioner (Central) Curzon Road, New Delhi or the agency will have to obtain the license Registration with above mentioned office, with in stipulated time for the compliance of relevant labour law.

In case the successful bidder decline to accept the award or to provide the security services, the second shortlisted bidder will be given a chance to provide the services.

The application for the above should be clearly superscribed "BID FOR PROVIDING SECURITY SERVICES" and address of the sender should also be mentioned alongwith the contact number. The application will be accepted latest by 1 PM 10<sup>th</sup> December, 2019 in the office of the Principal, Delhi College of Arts and Commerce, Netaji Nagar, New Delhi – 110 023.

(Dr. Rajiv Chopra)  
OSD-Principal

Copy for information and n.a. to :

1. Computer Cell, for uploading on College/University Website
2. SO/SA- Admin, for n.a.
3. Sr. P.A. – Receive the bids and send to S.A.(Admin.) for further n.a.