



सत्यवती महाविद्यालय
Satyawati College
(दिल्ली विश्वविद्यालय)
(University of Delhi)



NAAC ACCREDITED 'A+' GRADE

Ref. No. **HIRING OF SECURITY GUARDS SERVICES IN
SATYAWATI COLLEGE, ASHOK VIHAR, PHASE-III, DELHI-110052**

Tenders are invited from professional security agencies, for providing **Security Guards Services for Satyawati College, Ashok Vihar, Phase-Iii, Delhi-110052** having experience of at least **Three years** in Central/ State Govt. Departments/ Autonomous bodies/ Public Sector Undertakings, on contract basis **initially for two months** and extendable subject to mutual consent and satisfactory performance. Sealed envelope should be reached to the office of "Principal, Satyawati College, Ashok Vihar, Phase-III, Delhi-110052" latest by 22.08.2025 till 2:00 P.M.

Requirement of manpower:

S No	Name of the Location	Address	Contact Number	Number of personnel to be deployed
1	Satyawati College	Ashok Vihar, Phase-III, Delhi-110052	9255909896	(4 male & 2 female)

Documents required

1. Bidder should have average annual turnover of Rs.1 crore.
2. Chartered Accountant certificate for Annual Turnover for last 3 years
3. Copy of GST Registration certificate with details of last six months payment.
4. Attested copy of PAN
5. Work orders in support of contracts fulfilled in last three years along with their values.
6. Company/ Partnership/ Proprietorship Registration certificate.
7. Copy of valid license under contract labour (R & A) Act.
8. Copy of ESI Registration certificate with last six months payment challans.
9. Address proof of Registered Office/ Branch Office in Delhi.
10. Undertaking pertaining to Non-Black listing
11. Undertaking that no case is pending with the police / legal proceedings in court of law against the Proprietor / firm /partner or the company / Agency and contract labour engaged by the contractor
12. Undertaking that ESI and EPF has been paid for all coverable staff for the last six months
13. ISO Certification (if any).

PRINCIPAL

<u>TECHINICAL BID DOCUMENT</u>		
1.	Name of the Registered Firm/ Company	:
2.	Details of Registration & license holder Under Contract Labour (Regulation & Abolition) Act.	:
3.	Name of the Partners/ Director along with address of the Firm/ Company (with Mobile No., Tel No., Fax & E-mail)	:
4.	No. of years of experience in providing Security Guards services	:
5.	Branch/Reg. Office address at Delhi	:
6.	List of clientele along with Satisfactory certificate from at least two PSUs/Govt./Semi-Govt departments.	:
7.	Name(s) of Public Sector/Govt. Organization to whom similar services have been provided by the firm during last three years, ending 31/03/2023 as specified at Sl.No.6 of Eligibility Criteria	:
8.	Audited Balance sheet of last three years with details of annual turnover, profit & loss Account etc.	:
9.	Details of PAN No.	:
10.	Details of Registration with PF authorities, ESIC authorities and GST authorities with latest paid challan.	:
11.	Whether Police / Legal proceeding in Court pending against Proprietor / Firm / Company / Contract labour engaged by the Agency	:
12.	Whether Agency is Black listed by any Central/ State Govt. / PSU during the last three years, if not attach self-certificate.	:
13.	ISO Certification (if any)	:

DECLARATION

I hereby certify that the information furnished above is full and correct to the best of my knowledge. I understand that in case any deviation is found in the above statement at any stage, the Company/ Firm shall be blacklisted and shall not have any dealing with the Department in future besides forfeiture of EMD. Also, I undertake to abide by the stipulations/conditions of the Tender in full.

(Signature of Authorized Signatory with Date and Seal)

FINANCIAL BID**SECURITY GUARDS SERVICES FOR SATYAWATI COLLEGE, ASHOK VIHAR,
DELHI-110052**

Name of tenderer along with address, e-mail & Telephone No:

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Service charge:

Service Charge quoted Per Person per Month	In figures: Rs.
	In words: Rupees

Note:

- a. **The Service Charge quoted shall not be less than the 3.85% and shall not exceed 7% (including transaction charges).**
- b. The Service Charges quoted by the Bidder shall remain unchanged for the entire period of contract irrespective of the change in Minimum Wages being paid to the security staff.
- c. The Bidder, while quoting the service charge shall carefully consider the charges/amount incurred towards statutory taxes, provision for two sets of uniforms to all security personnel etc., and then quote the service charge.
- b. Quoting of Nil Service charge in the Financial bids shall not be accepted.

DECLARATION

I hereby certify that the information furnished above is full and correct to the best of my knowledge. I understand that in case any deviation is found in the above statement at any stage, the Company/Firm shall be blacklisted and shall not have any dealing with the Department in future.

Date:	Signature of Owner/ Managing Partner/ Director
Place:	Name:
	Seal: