



SOUTH ASIAN UNIVERSITY

(A University Jointly Established by SAARC Nations)
Rajpur Road, Maidan Garhi, New Delhi-110068, India
Tel.: +91 11 20862806, 20862652
Website: www.sau.int

Bid Document
for
Providing Security Services at South Asian University, Maidan Garhi,
New Delhi

Name of Work: Providing Security Services at South Asian University
Earnest Money Deposit: Rs.1, 200,000/- (Rupees Twelve Lakhs only)
Tender Document Cost: Rs.1, 000/- (Rupees One Thousand only)
Last Date and Time for submitting the Bids: 31/08/2023 up to 3:00 PM
Tender No. SAU/EP/SS/2023/14





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BID FOR PROVIDING SECURITY SERVICES AT SOUTH ASIAN UNIVERSITY, MAIDAN GARHI, NEW DELHI

General Instructions:

1. Sealed bids are invited on behalf of the South Asian University for hiring a Security agency for providing security services in the Campus of South Asian University at Maidan Garhi, New Delhi for a period of one year, extendable for maximum 02 more years on mutually agreeable terms and conditions, subject to satisfactory performance of the agency. If the contract is extended, there shall be no increase in the rates except for the increase in the minimum wages as may be notified by the Govt. of NCT of Delhi from time to time.
2. The sealed bidding documents should be delivered at the reception of the University by the stipulated date and time.
3. The bid document may be downloaded from www.sau.int Bidders should furnish the Tender cost of Rs.1,000/- through Bank Draft/Pay Order along with the Bidding Documents and EMD as mentioned.
4. The bidder must submit duly filled in Tender form specified in **Annexure I (as Technical Bid)** of this document.
5. Certificate of registration, registered partnership deed in case of partnership firm, Memorandum of Association and article of association etc. shall be attached in case of company.
6. In case any person signs the tender/agreement on behalf of a limited company or firm, letter of authority/resolution passed by the Company/firm empowering him/her to sign the documents on behalf of company or firm shall be enclosed in the tender document.
7. While all efforts have been made to avoid errors in the drafting of the tender documents, bidders are advised to check the same carefully. No claim on account of any errors detected in the tender documents shall be entertained.
8. Each page of the Tender documents must be stamped and signed by the person or persons submitting the Tender in token of his/their having acquainted himself/themselves and accepted the entire tender documents including various conditions of contract. Any bid with any of the documents not so





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signed is liable to be rejected at the discretion of the University. No page should be removed from the tender document.

9. All bidders are hereby explicitly informed that conditional offers or offers with deviations from the conditions of contract, the bids not meeting the minimum eligibility criteria, technical bids, not accompanied with EMD of requisite amount, or not meeting any other requirement stipulated in the tender documents are liable to be rejected.

Minimum Eligibility Conditions for Technical Qualification:

10. The bidder shall be a registered company, firm or agency having experience of at least **Five years** in providing security services. Documentary proof of incorporation and copies of work orders shall be enclosed.
11. The bidder shall have an average annual turnover of **Rs. 5 Crores** from Security services for the preceding three years ending on 31st March 2021, 31st March 2022 and 31st March 2023. A certificate to this effect from a chartered accountant shall be enclosed or audit report of the mentioned period may be enclosed.
12. The bidder shall have been providing similar services to at least **one** educational institution having hostel facilities in any of the last five years ending on 31st March 2023. Copy of purchase order shall be enclosed.
13. The bidder shall be presently providing minimum number of 75 guards in any organization. Copy of the purchase order shall be enclosed.
14. The Bidder should possess a valid licence from the Controlling Authority of the Government of NCT of Delhi under the Private Security Agencies (Regulation) Act 2005.
15. The Bidder should be registered with the Income Tax, Service Tax/GST and also registered under the labour laws, Employees Provident Fund Organisation, Employees State Insurance Corporation. Relevant proof in support shall be submitted.
16. The Tenderer should not have been blacklisted by any Govt. Department/Semi Govt. Department or any other organization. A self-declaration shall be submitted.
17. The Agency shall have a registered office in NCR of Delhi, it should be a professionally run organization and not a garage operation.





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SUBMISSION & OPENING OF TENDERS:

- 18. Detailed NIT and tender document can be downloaded from the tender section of the university's website: www.sau.int**
- 19. With the downloaded Tender Document a demand draft of Rs 1000/- will be required to be attached along with the mentioned EMD.**
20. Tenders should be submitted on specified format supplied by SAU or downloaded from university website along with Account Payee Demand draft or FDRs/ Bank Guarantee of any nationalized scheduled banks amounting to **Rs.1,200,000** /- drawn in favour of South Asian University towards EMD. NISC Certificates shall not be accepted.
21. The EMD of unsuccessful bidders will be returned after finalization of the contract. No interest shall be paid on the EMD. In case of successful bidder, the amount paid as EMD will be adjusted towards performance security deposit and this amount will not carry any interest.
22. No bids will be accepted after **stipulated date and time.**
- 23. Both the Technical Bid & Financial Bid are at annexure I & IV should be placed in separate sealed envelopes and both sealed should be kept in a bigger envelope super-scribing "Tender for Providing Security Services at SAU". Tender Fee & EMD may be enclosed in an envelope with the technical bid only.**
24. The tenderer should quote in figures as well as in words the rate and amount tendered by them. Telegraphic, conditional or incomplete tenders will not be accepted.
25. Canvassing of any kind, direct or indirect, shall lead to disqualification of the tenderer.
26. The SAU will have the full authority to reject any/all offers without assigning any reasons. Any enquiry after submission of the tender will not be entertained.
27. Before submitting the tender, the bidder must ensure that they strictly fulfill all the eligibility conditions to avoid rejection of their tender. The Agency submitting the tender would be presumed to have considered and accepted all the terms & conditions of this tender. No enquiry, verbal or written shall be entertained in respect of acceptance/rejection of tender.



28. Tenders should be submitted in room ES-203 at South Asian University, Rajpur Road, Maidan Garhi, New Delhi 110 068 till **3:00**



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PM up to 31st August 2023. No tender will be accepted after 03:00 PM on the said date. Duly received bids will be opened at 3:30 PM on the same day.

29. Bidders are advised to carry out visit of the University Campus at Maidan Garhi as per **Annexure III**, before quoting so as to fully acquaint themselves of the conditions on ground.

Tender Form/Earnest Money/Security Deposit:

30. Tenderer will submit the bid for security services in the University along with Earnest money deposit amounting to Rs. 1,200,000/- to be paid in the form of Bank draft or FDR/Bank Guarantee of any nationalized Bank in favour of **“South Asian University” payable at New Delhi**. In no case, Cheque and/or Cash shall be accepted. The tender will not be accepted, if it is not accompanied by Earnest Money Deposit.
31. The Earnest Money Deposit may be adjusted towards performance security deposit of the successful bidder. The University shall not pay interest on Earnest Money or Performance Security Deposit.
32. Total performance security shall be 5% of the total annual value of the contract of the qualifying tender. The performance security should remain valid for a period of 60 days beyond the date of completion of all contractual obligations of the contract.
33. If the amount of 5% of the contract exceeds 1,200,000/- the balance amount must be deposited by the qualifying tenderer within 30 days of the award of the contract in the form of a DD/FDR/Bank Guarantee in favour of South Asian University payable at New Delhi.

SCOPE OF WORK TO BE EXECUTED BY THE SELECTED BIDDER/CONTRACTOR:

34. The contractor shall be fully responsible for providing the watch, ward and patrol services in the university as per the terms and conditions laid down in the tender document. The contractor shall work under the overall supervision and direction of Authorized officer/ Security Officer of South Asian University, Delhi.
35. A Vehicle patrolling service of at least 2 times (Morning & Evening) on daily basis shall be provided at the expense of the contractor.



36. Successful bidder will have to install biometric device at the premises for



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attendance and final payments will be made on submission & verification of attendance sheet of biometric attendance.

37. Successful bidder will have to issue two uniforms with new DMS shoes including raincoats for the rainy season and Jerseys/sweaters for winters depending upon the weather at the time of deployment. The fabric of the uniform should be of high quality and will be checked by the University.
38. The agency will have to procure contract Labour license from Labour department, Govt. of NCT after being awarded the contract within 02 months.

Other terms & conditions:

39. The contractor shall indemnify the University against all damages/charges and expenses for which the University may be held liable or pay on account of the negligence of the contractor or his servants or any person under his control whether in respect of accident, injury to the person or damages to the property of any member of the public or any person or in executing the work or otherwise and against all claims and demands thereof.
40. The University reserves the right to terminate the contract at any time without assigning any reason. However, contractor shall give three months-notice in advance, if he wants to cancel the contract.
41. The individual signing the tender form or any document forming part of the contract on behalf of a firm shall be responsible to produce a proper power of attorney duly executed in his favour stating that he has authority to bind other such person(s) of the firms, as the case may be, in all matters pertaining to the contract including the arbitration clauses. If subsequently the person so signing fails to provide the said power of attorney within a reasonable time, the University may, without prejudice to other civil and criminal remedies, cancel the contract and hold the signatory liable to all costs and damages. In case of registered or unregistered partnership firm, all the partners should sign the tender. In case any person signing the agreement on behalf of limited Company or firm, he will produce letter of authority/resolution passed by the company empowering him to sign the agreement on behalf of the company.
42. The contractor shall seek instructions from the officer authorized by SAU for the purpose, hereinafter referred to as Authorized Officer.



43. The contractor shall be fully responsible for the security, watch & ward



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services in the premises of the University as laid down in the Agreement/Contract.

44. The contractor shall engage such staff with prior police verification and shall provide a list of such staff along with their permanent and local addresses to the University. The contractor shall also submit medical fitness certificate for all the staff engaged by him for the security prior to their joining.
45. Besides the normal security, the other functions required to be performed are:-
 - i) To maintain security/check posts located at the various gates and any other sensitive points specified by the University including deployment of security guards/supervisors for SAU functions at locations outside SAU Campus premises if required.
 - ii) Security personnel deployed by the agency shall check the material/property/public visitors/any other outsider going out/coming inside of the Building premises through the procedure of the gate pass etc. as laid down by SAU.
 - iii) To perform watch and ward functions including night patrolling on the various points of deployment.
 - iv) To prevent the entry of stray dogs and cattle & antisocial elements, unauthorized persons and unauthorized vehicles into the building premises.
46. The contractor shall also be fully responsible for any loss of materials & property etc. of the SAU attributable to the negligence or failure of the security personnel in complying with the prescribed procedure. All such losses suffered by the SAU on this to be compensated in full by the contractor. The decision of the University in this regard shall be binding on the contractor.
47. The agency shall not sublet the contract/work to any other agency in any circumstances.
48. Undertake fire fighting operations with provided equipment.
49. The Agency should have an investigation cell to carry out investigation of thefts, accidents or any other matter required from time to time.
50. Prevent defacing/damage to University property building etc. (prevent graffiti/poster/painting etc.)
51. All supervisors will have working knowledge of English language.



52. The Agency and its staff shall take proper precaution to preserve from loss, destruction, waste or misuse of the areas of responsibility given to it



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by the University.

53. In the event of any loss caused to the University on account of negligence/derelection of duties by the agency the University shall get the same compensated by the agency as decided by the University authorities.
54. Agency shall not be held responsible for natural calamity.
55. The manpower supplied by the Agency shall be subject to a scrutiny by the University.
56. University reserves the right to ask and require the Agency to remove any person deployed by the Agency, without assigning any reason /notice.
57. The Contractor shall not replace the security personnel at random. This shall be done with the prior knowledge of the Security Officer and full particulars of the security personnel so deployed shall be given to him. In case, any of the security staff is found to be posted without the previous knowledge of the University no payment shall be made in respect of such security personnel by the University.
58. The contractor will be responsible for the regular training and relevant courses of the security guards on various aspects of security like discipline, turnout, physical fitness, fire fighting capability, equipment handling, modern aspects of security and surveillance etc.
59. The contractor shall be liable to make alternate arrangement in case of the absence of the security personnel. No short leave or meal relief shall be permitted to the security personnel unless the contractor provides suitable substitute without any extra payment. The contractor has to keep sufficient number of leave reserves.
60. The salary/wages of Guards should be disbursed on 7th of every month after verifying the data with biometric attendance otherwise a penalty of Rs.1000/- per day will be imposed from the day of default till the date of payment.
61. The University shall be authorized to fix timings of the various duty shifts. A single duty shift will have normal duration job of 8 hrs. In case of any compelling reasons, if the duty shift is to be extended, the same shall not be resorted to by the contractor without the prior consent of University.



62. The contractor shall arrange to provide dress/uniforms to all the security personnel on duty smartly and neatly on service pattern and ensure, good behavior with all the staff and students in the University



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and as well as with the visitors to the University. They shall abstain from taking part in any staff union and association activities. The contractor shall provide as a part of the dress, appropriate woollens to the security personnel in winter season. The dress shall be of uniform color and design.

63. The University shall not be liable to provide any residential accommodation to the security personnel. No cooking or lodging shall be allowed at the check posts and premises of the University.
64. The contractor shall bear all the expenses incurred on the following:
 - i) Provision of torches and cells to the Security Guards/Supervisor on night patrol.
 - ii) Provision of Lathis/ Ballams and other equipment for security checks at the main gate and the building entry to be provided by the contractor.
65. The security staff shall be bound to observe all the instructions issued by the University concerning general discipline and behavior. In case of default by any person employed by the contractor who do not observe, the contractor shall replace such person with a suitable substitute at the request of the University.
66. The University has also the right to check the various instruments/torches etc. The contractor shall maintain these items to the satisfaction of the University.
67. The Agency shall have a registered office in NCR of Delhi, it should be a professionally run organization and not a garage operation. The Agency shall employ one Field Officer/Manager for the overall responsibility of the campus.
68. The contractor shall comply with all the statutory provisions as laid down under various Labour Laws/Acts/Rules like Minimum Wages, Contractor Labour Act and other Labour Laws/Acts in additions to the provision that contractor shall comply with all legal requirement for obtaining license under the Contract Labour (R&A) Act, 1970 at its own cost. In case of violation of such statutory provisions under Labour Law by the Contractor, there will not be any liability on the University and the contract will be liable for termination.
69. The University shall not be responsible financially or otherwise for any injury to the security personnel in the course of performing the security functions.
70. In case of breach of any of the terms of agreement, the security deposits of the contractor are liable to be forfeited by the University. Any sum of money due, is payable to the contractor including the security deposits refundable to him under the contract, can be appropriated by the University against any amount which the contractor may owe to the University.
71. The contractor shall be liable to be fined to the extent of minimum Rs.1,000/- (Rupees One Thousand only) or actual (whichever is higher) in each case for any theft in the premises.





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72. The contractor will ensure that no unauthorized entry is permitted and the guards at the entry points will be able to category the legitimate visitors without causing any embarrassment to them.
73. All visitors (pedestrians, scooters, motor cyclist or motorists) shall be allowed only after entry has been made in the register at the entry gate. This practice is to be followed at each entry gate. Entry of any vehicle should be restricted subject to the permission of the Office In charge concerned.
74. The respective Security Supervisor will be responsible for overall security arrangement of the University covered in the Contract.
- i) He will ensure that all the instructions of the University are followed and there is no lapse of any kind.
 - ii) He will be available mostly at the main gate. But during the course of his duty, he will take round of the entire Campus. His whereabouts, while on round, should be known to the security guard at main gate, as in case of need, he shall have to be available within 10 minutes at the main gate.
75. The Security Guard should ensure that entry of all vehicles entering in the premises is made in the register. Entry of all outsiders should also be made in the register:
- i) No outsiders are allowed to enter in the Building campus without proper entry in the register at the reception gate.
 - ii) No items are allowed to be taken out without proper gate passes, issued by the competent officers as laid down in the contract or authorized by the University for in/out movement of stores. Specimen signature will be available to security personnel posted along with Telephone No. at the Office and residence of the above Officers.
 - iii) University Officers and officials will keep their identity cards with them for checking and allowing entry by security staff.
 - iv) Requirement of positing of Guards/ Security Supervisors will be done and monitored personally by the University from time to time as per instructions called for and will be responsible for its optimum utilization.
 - v) Security personnel deployed in the premises on holidays and Sunday will be assessed as per actual requirement and the number of personnel will be suitably reduced.





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sensitive points as specified by the University.

- vii) Patrolling will be done round the clock. The guard on duty round the clock i.e. 24 x 7 and will also take care of all store(s) mentioned/lying within the University and University cycle stand, vehicle/car parking etc.
76. Entry of street dogs and cattle etc. into premises covered under the contract, is to be prevented. Not a single dog or cattle head should be seen in the premises.
77. The security guards on patrol duty should take care of all the water taps, valves and water hydrants installed in the open, all over the premises, for horticulture purposes.
78. It would be ensured that flowers, plants, trees and grassy lawns are not damaged either by the students/staff or by the outsiders.
79. The security guards will have prior training in fire fighting and shall help the fire fighting staff in extinguishing the fire, if there is a fire or any other natural calamities.
80. Any other provisions as advised by the University shall be incorporated in the agreement. The same shall also be binding on the contractor.
81. In case of any accident/damage etc., caused due to the negligence of the staff deployed by the Agency, the loss shall have to be made good by the Agency.
82. The Agency shall be allowed free use of water, electricity in the designated area in the building, strictly for carrying out the duties and responsibilities assigned to it under the contract.
83. Any increase/s in the minimum wages effected by the Delhi Government shall be brought to the notice of the University by the from time to time. The University shall accordingly enhance the minimum wage rates. However, the remaining charges including any other charge/profit / Service Charges, etc will remain same as on the date of the original agreement. The onus of providing the gazette notification regarding enhancement of minimum wages shall lie with the agency. However the University may enhance minimum wage rate suo motu in pursuance of Govt. Order(s).
84. If the Agency fails to implement the assigned job or parts of the Standard Operating Procedures to the satisfaction of the University or University Security Officer on any day in any part of the area assigned, the Agency shall also be penalized by imposing a fine of Rs. 500/- (Rupees Five hundred only) per penalty. ~~The penalty shall continue for successive days till the satisfaction of the~~





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authorities. The Agency shall provide replacement in case any employee of the Agency is proceeding on leave and this will be at no additional expense to the University.

Termination of contract:

85. In the event the Agency commits breach of any of the terms and conditions herein contained and /or required to be observed by it, SAU shall be at liberty to terminate this contract at any time and without assigning any reasons. Moreover apart from it SAU shall be entitled to forfeit amount of the security deposit or any part thereof.
86. In the event the Agency commits any serious breach of any of the terms and conditions, herein contained and /or required to be observed by it, and when the security of the campus is under threat/endangered, then SAU shall be at liberty to terminate this contract at any time and without assigning any reasons. Moreover apart from it SAU shall be entitled to forfeit amount of the security deposit or any part thereof.
87. In the event of any dispute on the functioning of the contract, the same shall be referred to a mutually acceptable Arbitrator, to be nominated by the President of the University. If for any reason(s), the reference cannot be made by the President, then, there shall be no reference to Arbitration. In such an eventuality, the decision of the President shall be final. The arbitration proceedings shall be governed by the Arbitration & Conciliation Act 1996. The place of Arbitration shall be Delhi and the decision of the Arbitration shall be final and binding

Bid Evaluation Process:

88. Technical bid evaluation will be done as per the minimum eligibility conditions set out at the points from 10 to 17 of this bid /tender document.
89. Meeting the above criteria described in the clause 10 to 17 of the bid document will be treated as technically qualified bidder.
90. Financial bids of technically qualified bidders shall only be opened after getting approval from the competent authority.
91. The L-1 bidder will be decided solely on the basis of **service charges** and shall be deemed as the successful bidder for further process.





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ANNEXURE-I

SOUTH ASIAN UNIVERSITY
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TECHNICAL BID

Technical Bid should indicate following information along with the self-attested photocopies of supporting documents:

1. Name of Firm/Agency/Bidder:

Registered address: _____

3. Telephone No. (Landline):

4. Fax No.:

5. Mobile No.:

6. Email Address:

7. Name & Address of Branch/Office in Delhi NCR:





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8. Type of Organization:

(Whether sole proprietorship/partnership/Private Limited etc. attach proof)

9. Name of Proprietor/Partners/Directors of the Organization/Firm/Agency:

10. The bidder shall be required to attach attested copies of the relevant documents for the documentary evidences of minimum eligibility conditions of the clauses from 10 to 17 at page 3-4 for being considered for technical evaluation.

11. Details of Earnest money Deposit and cost of tender document:

Name of the Bank	Draft/FDR No.	Date	Amount
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ANNEXURE –II

Check List

1. Earnest money deposit (Demand Draft / FDR / Bank Guarantee of Rs. 12,00,000/- (Rupees Twelve Lakh only) in favour of "South Asian University" payable at New Delhi.
2. Documentary proof in support of eligibility conditions.
3. Terms and Conditions of the Tender duly signed on each page.
4. Payment proof of Rs.1000/- towards cost of tender document.
5. Registration No. of the Firm or registration no. of the company as applicable (attach attested copy of certificate).
6. GST Registration Certificate. (Attach attested copy of certificate).
7. Income Tax Clearance Certificate. (Attach attested copy of certificate).
8. PAN Card of Firm/Company (attach attested copy of PAN Card).
9. Provident Fund Account No. of Firm/Company (Attach attested copy of certificate).
10. ESI No. of Firm/Company (attach attested copy of certificate).
11. The details of the turnover as mentioned in minimum eligibility conditions.
12. Details of work executed by the tenderer in its letterhead.
13. Copies of Work Orders(s) issued by Tenderer's clients.
14. Performance Certificate in security services (to be submitted on the letterhead of the Tenderer).
15. Technical Bid at Annexure-I.
16. **Financial Bid in the letterhead of the Firm /Company at Annexure-IV in a separate cover.**
17. The above documents shall **be placed in a single large envelope** and it should be **sealed** and **super-scribed**, as "Bid for providing security services at South Asian University".

Signature of the Tenderer
with Seal of the
Firm/Company





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ANNEXURE III

BRIEF DESCRIPTION OF WORK SITES

S.No.	Description	Duration of Services
1	To watch, ward, patrol and services, monitoring, checking of inward and outward men/material and vehicles with documented detailed log at www.southasianuniversity.org SOUTH ASIAN UNIVERSITY, MAIDAN GARHI, NEW DELHI – 110068	One year

Note: The number of Guards/Supervisors at the above site shall be ascertained at the time of awarding the contract.





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ANNEXURE- IV

FINANCIAL BID

(To be put in a separate sealed cover marked 'Financial bid for providing Security Services at SAU, New Delhi')

Rates shall be submitted along with the financial bid. A list of break- up of quoted rates is given below.

Name of the Company/Agency (Full address with Tel. No.)			
Registration No. of the Company/Firm/Organization			
Particulars	Salary in INR for 01 Security guard monthly (Semi-skilled)	Salary in INR for 01 Supervisor monthly (Skilled)	Salary in INR for 01 Gunman monthly (Skilled)
A. Monthly Minimum Wages as per Delhi Govt.			
B. Relieving Charges: (1/6 of monthly basic wages +ESI+EPF)			
C. ESI@ 3.25% of Monthly basic wages			
D. EPF & Admin charges @ 13 % of Monthly basic wages			
E. Uniform charges (monthly)			
Total (A+B+C+D+E)			
Service charges (in % percentage)			

-All other charges shall be included in the Service charges above.

-Approximate requirement of personnel, subject to variation as per actual requirements, is tentatively projected as under:





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1. * Guards: **92** x 30 = 2760 man days
2. *Supervisors: **5** x 30 = 150 man days
3. *Gunman: **6** x30 =180 man days

-Bidders are requested to quote accordingly.

* The number of guards, supervisors, Gunmen may vary depending on the day to day requirements of the University.

Signature of the Contractor/ bidder or
authorized signatory
With Seal of the company/agency

Dated: _____

