



NAME OF WORK: PROVIDING SECURITY SERVICES AT RAM LAL ANAND COLLEGE

DURATION: 2019-2020

Ref. No.: RLAC/TENDER/2019/1

**Ram Lal Anand College
(University Of Delhi)
Benito Juarez Road
New Delhi-110021.**

Tel. No.: 011-24112557

E-mail: rlac.du@gmail.com

Website: www.rlacollege.edu.in

INFORMATION AND INSTRUCTIONS FOR BIEDRS FOR e-TENDERING

SCHEDULE OF TENDER:-

Event	Date & Time
e-Publishing Date & Time	31.01.2019, 2:00 PM
Bid document download start date & time	31.01.2019, 3:00 PM
Bid submission start date & time	31.01.2019, 4:00 PM
Last date & time of receiving of online bids	21.02.2019, 5:00 PM
Technical Bid Opening	25.02.2019, 2:00 PM

- Scanned copy of documents to be uploaded on portal in “**Technical Bid**”.
 1. Registration under Employee Provident Fund and Miscellaneous Provisions Act, 1952
 2. Registration under Employees State Insurance Act, 1984.
 3. Registration under the contract labour (Regulation & Abolition) Act., 1970
 4. Registration under Delhi shops & establishment Act., 1954
 5. Registration under the Private Security Agencies Regulation Act, 2005
 6. Scanned copy of EMD (DD) of ₹ 25,000/-
 7. Scanned copy of Tender Fee (DD) of ₹ 500/-
 8. Certificate of Registration for GST etc.
 9. Turnover for the last financial year i.e 2017-18
 10. Experience Certificate of minimum 1 year in support of credibility of the company.
 11. Signed & stamped tender acceptance letter as per **Annexure-IV**
 - **The tender may be rejected in the absence of any of above documents.**
- Instructions for submission of online “**Financial Bid**”- **Annexure-III**.

THE GENERAL INSTRUCTIONS ARE AS UNDER:-

1. Tender documents for reference can be downloaded from website “www.rlacollege.edu.in” and bids must be submitted online on portal <https://eprocure.gov.in/eprocure/app>.
2. **Instructions for bidders for submission of e-bids are available in Annexure-III, however all the bidders are advised to read updated instructions on portal <https://eprocure.gov.in/eprocure/app> before submission of e-bids.**
3. The rates quoted for Security Guards should not be less than the statutory wages as notified by the Delhi State Government and should include the mandatory statutory payment like allowances, contributions to ESI, EPF & Delhi Labour Welfare Cess. The other provisions like Bonus, Workman’s Compensation, HRA, Gratuity (as applicable), Leave, Uniform Allowance etc. will be liabilities of the Security Agency.

(Quoting less, violation of minimum wages act, Contract labour act, Govt. of India, Ministry of labour and Employment Order and other statutory provisions shall be liable for disqualification and such tenders shall not be considered and rejected summarily without assigning any reasons, No communication will be entertained in this regards).

4. Payment of salary and arrears etc to the staff hired by the agency to perform the duties at Ram Lal Anand College shall be done by the agency through digital mode i.e. RTGS/NEFT etc by giving details of contribution / deduction regarding ESI, EPF etc.
5. The successful tender shall **have to deposit Rs 1 lac as security deposit** in the form of Bank Draft /Bank Guarantee of a Nationalized Bank in favour of Principal, Ram Lal Anand College within 30 days after the offer letter is received by the successful bidder / Agency, otherwise the award letter will be treated as cancelled. The amount of security deposit will not bear any interest what so ever. Amount of EMD already deposited by successful tenderer shall be adjusted against Security deposit.
6. The Ram Lal Anand College shall deduct TDS for income tax, surcharges and Education or other Cess if any at source under section 194-C of the income tax Act. 1961 from the contractor at the prevalent rates of such sum as income tax on the income comprised their as per instructions issued by Govt. of India from time to time.
7. The GST will be levied as per provision of Govt. of India Tax Rules.
8. Terms and conditions given in **Annexure-II** as agreement will govern the entire security and other operations, which the successful tender shall have to abide by during the period of contract.
9. **In case the Lowest Rate of any of the tenders turn out to be same, following conditions will be taken into account for consideration.**
 - a) **Turnover for the last 1 year i.e. 2017-18**
 - b) **Work Experience in terms of employees on roll in the year 2017-18.****The first condition (a) will be considered first, and the second condition (b) will be taken into account only if no decision can be reached based on the first condition for whatever reasons.**
10. In case of situation as arising out of Point No. 9, the final decision will be of the College Authority to give the contract to any agency on the basis of any other condition as mentioned in this contract/agreement and that any of the agencies will have no objection to the same.
11. The Ram Lal Anand College reserves the right to have a panel made out of the tenders submitted and in case the agency selected fails to do the job successfully or leaves the job in middle of the contract period, or decline to accept the award due to some reason the next agency will be offered the job however the validity of the panel will be for the period of the award of contract to the first panelist and in case the second in the panel is offered the job the time-span for this will be the remaining period of the first awardee of the contract. In case the successful bidder decline to accept the award or to provide the security services, the EMD made by him shall be forfeited and may also be black listed.
12. Tender once submitted, it would be presumed to have understood and accepted all the terms and conditions given in Annexure I & II. No inquiry, verbal or written, shall be entertained in respect of acceptance / rejection of the tender.

13. The contractor shall not engage any sub-contractor or transfer the contract to any other person or agency in any manner.
14. Tenders not conforming to these requirements shall be rejected outrightly and no Correspondence- thereof be entertained what so ever.
15. Performance Evaluation :-
 - a) The quality assurance of the security services would be ensured regularly (daily, weekly, fortnightly or monthly depending upon the discretion of the Principal Ram Lal Anand College on the basis of the periodical reports furnished by the officials assigned for this task by the college)
 - b) The Contractor and all his staff deployed for security work will work under the supervision of the officials assigned for this task by Ram Lal Anand College.
- 16. Ram Lal Anand College reserves the right to accept or reject any bid irrespective of its being lowest by taking into account the interest of the College which will be paramount and it is in this regard the decision of the Principal Ram Lal Anand College shall be final.**
17. The selected party (Security services agency) shall have to provide the proof of deposit of ESIC, EPF to the individual account of the staff deployed each month and also to submit copy of annual return giving complete list with all the details of individual EPF contribution with their EPF number.
18. Contract will be valid for a period of **One Year**, which may be extended on satisfactory performance report as per terms given Annexure-II (Agreement).
- 19. Successful tenderer shall execute the agreement for providing security services at Ram Lal Anand College, on legal stamp paper of ₹ 100/- within 10 days after award of work. (Annexure-II)**

Principal

INSTRUCTIONS RELATED TO SUBMISSINO OF FINANCIAL BID

1. For quoting basic minimum wages, per month wage rate of unskilled category of Govt. of NCT, Delhi guidelines to be kept in mind.
2. ESI @ 4.75 and EPF @ 13.15% on basic wage rate must be quoted.
3. If a firm quotes '0' Service charges, the bid shall be treated as unresponsive and will not be considered as per the Department of Expenditure, Ministry of Finance's (i) OM No. 29(1)/2014-PPD dated 28.01.2014. However, if the firm quoting less than 1% Service Charges, which correlates to an unrealistic consideration, will be treated as non-responsive and will not be considered. **Service charge must be calculated on (Basic wage rate+ESI+EPF).**
4. **Relieving charges must be 1/6th of (Basic wage rate+ESI+EPF).**
5. **GST applicable on Basic wage rate+ESI+EPF+Service Charges+Relieving Charges, as per the rules of Government of India.**
6. Initially 6 No. of security guards (5 male and 1 female) are required. The number of security guards may be increased/decreased as per requirements.

(To be executed on Rs.100/-non-judicial Stamp Paper by the security service agency on award of the work)

ANNEXURE-II

AGREEMENT/TERMS AND CONDITIONS

This agreement made this day of _____ month year between Ram Lal Anand College, University of Delhi, Benito Juarez Road, Anand Niketan, New Delhi-110021 represented by Principal. (Herein after referred to as the first party which expression shall, unless is repugnant to text include its successors and assigns) and M/s _____ having its registered office at _____ (herein after referred to as Contractor (2nd Party), which expression shall where the context so requires include their legal heirs, successors and his legal assignees, executors or Administration) here in after referred as contractor. WHEREAS the Contractor is engaged in providing Security Services through its own properly trained personnel and WHEREAS the Ram Lal Anand College is desirous of availing the services. NOW WHEREAS the party and the contractor had negotiations in the behalf through open tender bid. NOW, it is hereby agreed between the 1st party and the contractor (2nd Party) to provide the Security Services on the terms and conditions herein after mentioned.

1. Contractor shall during the continuance of this agreement provide Security Services and supply of manpower through as many Security Guards as per the requirement of the Ist Party from time to time. The requirement of the Ram Lal Anand College for numbers of persons may vary according to needs of the college, which shall be intimated by the Ram Lal Anand College from time to time to the contractor by the concerned officer of the college.
2. Contractor shall immediately supply to the Ram Lal Anand College movement order, Bio-Data with photographs of all the security guards & other workers posted within a period of 15 days from the effective operation of this agreement and also submit the photocopy of discharge certificate from their previous department in case of ex - serviceman and civilians who will be posted as Security Guards. Contractor shall submit the police Verification/Character Certificates to the college office for all the security guards deputed at Ram Lal Anand College.
3. Contractor will provide E.S.I and E.P.F facility to its entire staff posted in Ram Lal Anand College i.e Security Guards on behalf of the college under this agreement.
4. The Contractor shall submit the documentary proof (Photocopies) in support of his claim that he has deposited the ESI, EPF in respect of the Security Guards deployed in the college for previous months with an undertaking. These documents will be verified and certified by the college staff assigned for this purpose from the original documents. If

the contractor fails to do so, his bill for the next month will not be processed for payment. Contractor will also certify that proper wages have been paid to the guards. The wages have to be paid by digital mode i.e. RTGS, NEFT, etc, giving details of deductions of ESI & EPF to each individual as a pay slip.

5. The security personnel shall be properly dressed and will wear full clean uniform while on duty and remain alert during the duty hours. They shall also wear their Identity Cards while on duty along with their name plate on waist. The contractor will provide the said uniform and the other security aids like lathies, whistle, torches etc.
6. The College will not provide any medical facility and residential accommodation to the Security guards of the contractor.
7. Contractor and its security guards, engaged shall be responsible for security of property (movable or immovable) personnel and materials of the College on the premises of their deployment as well as security of boundaries, buildings, parks and official vehicles in the parking area, fitting and fixtures, stores and equipments, office records (including question papers and answer books). In discharging these responsibilities the risk management of the Security Personnel is the responsibility of the Contractor. College will not be responsible for any loss or damage to the property/life of deputed Guards during discharging their duties.
8. Contractor will submit the Medical Fitness Certificate of the security guards and other persons provided by him/her under the agreement.
9. Contractor will ensure that the security guards, & other persons provided by him or her under the agreement are trained in fire fighting operations. The security guards, gunman, & other persons provided by the contractor will be required to undertake successful fire fighting operations in the events of outbreak of fire with the available fire fighting appliances provided by the college to the extent possible with the help of said appliances.
10. Contractor and its Security Guards, & other persons engaged by contractor shall take all necessary action as may be directed by the College, to prevent theft, pilferage, burglary loss or damage of any of the property (movable or immovable) with in the premises of the Ram Lal Anand College and its allied offices.
11. Contractor shall be responsible for all losses/damages to the College property, under their charge, or to the property specifically entrusted for safe custody to guards & other persons deployed by Contractor. Any loss/damage due to the negligence, carelessness or dereliction of duty directly or indirectly on the part of the security guards will be made good by the Contractor. In case of any loss joint enquiry will be conducted by the College and the Contractor, and submit the report to the Principal, Ram Lal Anand College for further action.
12. Security personnel will keep all the keys in their safe custody in respective building and central key room. They will issue the key to authorized person under a procedure after maintaining proper records in the register.
13. The Security personnel will not indulge in any criminal activities, mal-practices of undesirable activities etc. In such cases, they will be dealt with under the provision of law and Contractor will be fully responsible for their conduct. The Security Personnel

will be dealing with students with full sensitivity towards gender and all sections of social strata.

14. Contractor shall continue to be responsible for Security guards, and any other person employed by him in respect of the terms and conditions of their services, payments, attendance, medical care, disciplinary matter etc. who shall remain fully under the administrative, financial control and supervision of the Contractor except that the college shall be the sole arbitrator in respect of nature of the duties to be entrusted to and the manner of performance of their duties for the purpose of this agreement.
15. The Guards, and other personnel shall be at no time, be treated as the employees of the Ram Lal Anand College and also shall have no claim to be regularized in the services of the College. But the agency will not change the security staff without prior permission of the concerned officer of the College.
16. Contractor shall have to change over or replace security staff as and when required by the College whether or not such security guards or other person deployed found guilty of any misconduct. It shall not be necessary for the College to assign any reason to the Contractor of the Security guards and concerned or any other person in respect of any such change and replacement required by the concerned officer of the College
17. In consideration of the obligations undertaken by the contractor under this agreement, the College shall pay contractors charges on the basis of the number of such security guards & other skilled and unskilled workers actually deployed by Contractor for the effective operation of this agreement on the rates quoted by the contractor in their Tender based on the guidelines issued by the local Govt. (i.e. NCT of Delhi) and contractor shall pay the persons engaged by him under this **Contract as per the guidelines issued by Ministry of Labour, NCT of Delhi.**
18. The rates / charges for security personnel shall be revised suitably as and when there is an increase in the minimum wages by the Central Govt. / National Capital Territory during the validity of contract effective from date so notified.
19. The contractor shall submit his bill along with documents herein above guidelines as per para 4 of this agreement to the college with in first week of every month which shall be cleared within 10 working days but contractor will distribute the Salary to security guards by 7th every month, even if there is some delay in processing the bill files at the college level due to any reason.
20. The contractor has to make sure that their security personnel shall not vacate the place of posting without giving prior information to concerned officer of College as well as supervisor of the contractor. At least one security personnel will be present on main gate at all times.
21. No security personnel hired / employed by the agency will form any links or join any Union or association of Ram Lal Anand College employees in any manner.
22. Security agency to furnish the security deposit in the form of Bank Draft or Bank Guarantee of a commercial bank of **₹ 1 lac (One Lakh) in favour of Principal Ram Lal Anand College** as performance guarantee for satisfactory performance of the

contract which will be released after six months of expiry of the contract. Bank-guarantee should be valid for Three years and six months.

23. In case of situation as arising out of Point No. 23, the final decision will be of the College Authority to give the contract to any agency on the basis of any other condition as mentioned in this contract/agreement and that any of the agencies will have no objection to the same.

24. Eligibility Criteria for the Security Personnel:

1. Maximum Age- 60 years
2. Minimum Height- 165 cm
3. Minimum Qualification- 10th pass

25. PENALTIES CLAUSE

- a) In case of any loss/theft of Govt. Property, the Security committee will consider the circumstances leading to the loss/theft and if the responsibility is fixed upon the Agency by the Committee, the agency will make good the loss within a specified period or else deduction of the cost will be made from the following month's bill.
- b) For any breach of contract, the Principal or duly constituted committee, shall be entitled to impose a penalty to the extent to ₹ 10,000/- on the 1st occasion upon the agency in the event of breach, violation or contravention of any of the terms and conditions contained herein brought to the notice of the Committee.
- c) If the lapse is repeated again, the extent of penalty will be doubled on each such occasion. The decision of the said Officer/Committee in this regard shall be final and binding upon the Agency. Some of the instances in which penalty would be imposed on any violation breach or contravention of any of the terms and conditions as well as assigned duties for guidelines, some of the examples on which penalties may be imposed are as under:-
 - i. If the personnel are not found in proper uniform and are not displaying Photo Identity Cards.
 - ii. If the personnel found indulging in smoking/drinking/sleeping during duty hours.
 - iii. If the personnel found performing double duty within 24 hours without prior approval.
 - iv. Penalty will also be imposed for misbehaviour of personnel found discourtesy of security personnel.
 - v. If any Guard found performing duty after submitting a fake name and address.

- vi. If any personnel is found on duty other than those mentioned in the approved list supplied by the agency to the institute authorities.
 - vii. Guards indulging in unlawful activities.
26. The College will have full right to impose suitable penalties in case of guards found short of authorized strength, sleeping, under the influence of alcohol or guards getting involved in undesirable activities. In case of guards found sleeping or under influence of alcohol on duty, such guards will be marked as absent and will immediately be sent back to contractor. And contractor shall give its replacement. The concerned officer of College may also suspend such guards /other workers for suitable duration as deemed fit depending on his default involvement in indiscipline activities
 27. The security personnel deployed by the contractor shall perform their duties under the supervision of the college officials deputed for this purpose.
 28. The number of duty hours per guard should be as per the provisions in the labour laws and in no case shall exceed 8 hours (four hrs. extra duty on the discretion of the College security supervisor on duty or with the permission of college official in the time of emergency). The observance of all the labour laws will be sole responsibility of the contractor in relation to the staff hired/ employed by him.
 29. In case of any dispute arising out of to this agreement the same shall be resolved initially by Mutual discussion between the parties with in a period of **90** days failing which only courts at Delhi will have the jurisdiction to adjudicate upon the matter.
 30. The Ram Lal Anand College reserves the right to have a panel made out of the tenders submitted and in case the agency selected fails to do the job successfully or leaves the job in middle of the contract period or decline to accept the award due to some reason the next agency will be offered the job. However the validity of the panel will be for the period of the award of contract to the first panellist and in case the second in the panel is offered the job the time-span for this will be the remaining period of the first awardees of the contract. In case the successful bidder decline to accept the award or to provide the security services the EMD made by him shall be forfeited and may also be black listed.
 31. In consideration of the obligations undertaken by the contractor under this agreement, the Ram Lal Anand College shall pay contractors charges on the basis of the number of security guards actually deployed by contractor for the effective operation of this agreement, on the rates quoted by the contractor in their tender and accepted by the Ram Lal Anand College based on the guidelines issued by the local Govt. (NCT of Delhi).
 32. The agreement will be valid for a period of **One Year** from _____ to _____ which may be extended as per discretion of Ram Lal Anand College subject to satisfactory performance report and also by mutual consent, the agreement can also be terminated by either side upon giving one month's notice in advance in writing.
 33. In the event of failure of security services on the part of the Contractor, the agreement shall be terminated without giving any notice whatsoever, Ram Lal Anand College shall not be responsible for any payment thereafter.

34. The decision of the Principal Ram Lal Anand College, as to what constitutes failure of security services shall be final and binding on the contractor and shall not be questioned by him in any manner.

IN WITNESS WHEREON, the parties hereto, have set their hands and seal, this day herein above referred to-

**Authorized Representative
(Security Agency)**

**Principal
(Ram Lal Anand College)**

Witness

Witness

1.

1.

2.

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ANNEXURE-III

INSTRUCTIONS FOR ONLINE BID SUBMISSION

The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP Portal may be obtained at:

<https://eprocure.gov.in/eprocure/app>.

REGISTRATION

1. Bidders are required to enrol on the e-Procurement module of the Central Public Procurement Portal (URL: <https://eprocure.gov.in/eprocure/app>) by clicking on the link “Online bidder Enrolment” on the CPP Portal which is free of charge.
2. As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for all their accounts.
3. Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.
4. Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sity/nCode/eMudra etc.), with their profile.
5. Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that do not lend their DSCs to others which may lead to misuse.
6. Bidder then logs in to the site through the secured log-in by entering their user ID/password and the password of the DSC/e-token.

SEARCHING FOR TENDER DOCUMENTS

1. There are various search options built in CPP Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, Organization Name, Location, Date, Value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as Organization Name, Form of Contract, Location, Date, Other keywords etc. to search for a tender published on the CPP Portal.

2. Once the bidders have selected the tenders they are interested in, they may download the required documents/tender schedules. These tenders can be moved to the respective “My Tenders” folder. This would enable the CPP Portal to intimate the bidders through SMS/e-mail in case there is any corrigendum issued to the tender document.
3. The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification/help from the Helpdesk.

PREPARATION OF BIDS

1. Bidder should take into account any corrigendum published on the tender document before submitting their bids.
2. Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents – including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.
3. Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document / schedule and generally, they can be in PDF/XLS/RAR/DWF/JPG formats. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.
4. To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use “My Space” or “Other Important Documents” area available to them to upload such documents. These documents may be directly submitted from the “My Space” area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.

SUBMISSION OF BIDS

1. Bidder should log into the site well in advance for bid submission so that they can upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
2. The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.

3. Bidder has to select the payment option as “offline” to pay the tender fee/EMD as applicable and enter details of the instrument.
4. Bidder should prepare the EMD as per the instructions specified in the tender document. The original should be posted/couriered/given in person to the concerned official, latest by the last date of bid submission or as specified in the tender documents. The details of the DD/any other accepted instrument, physically sent, should tally with the details available in the scanned copy and the data entered during bid submission time. Otherwise the uploaded bid will be rejected.
5. Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. If the price bid has been given as a standard BoQ format with the tender document, then the same is to be downloaded and to be filled by all the bidders. Bidders are required to download the BoQ file, open it, and complete the white coloured (unprotected) cells with their respective financial quotes and details have been completed, the bidder should save it and submit it online, without changing the filename. If the BoQ file is found to be modified by the bidder, the bid will be rejected.
6. The server time (which is displayed on the bidders’ dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.
7. All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorised persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 125 bit encryption technology. Data storage encryption of sensitive fields is done. Any bid document that is uploaded to the server is subjected to asymmetric encryption using buyers/bid openers public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.
8. The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
9. Upon the successful and timely submission of bids (i.e. after Clicking “Freeze Bid Submission” in the portal), the portal will give a successful bid submission message & a bid summary will be displayed with the bod no. and the date & time of submission of the bid with all other relevant details.
10. The bid summary has to be printed and kept as an acknowledgement of the submission of the bid. This acknowledgement maybe used as an entry pass for any bid opening meetings.

11. All documents as per tender requirement shall be uploaded online through CPP Portal Website: <http://epocure.gov.in/eprcure/app> and no documents except, original demand draft towards EMD and Tender Cost will be accepted offline.

ASSISTANCE TO BIDDERS

1. Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.
2. Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24X7 CPP Portal Helpdesk.

ANNEXURE-IV

(Letter to the college on the vendor's/agency's letterhead)

The Principal,
Ram Lal Anand College,
Benito Juarez Road,
Anand Niketan,
New Delhi-110021.

Subject: Your tender for provision of security services in the College.

Dear Sir,

With reference to the above tender, having examined and understood the instructions, terms and conditions/agreement forming part of the tender, we are hereby submitting our bids for the provision of security services in the Ram Lal Anand College as detailed in your above referred tender.

We undertake that we have never been blacklisted in any agency.

We further confirm that our offer is in conformity with the terms and conditions as mentioned in your tender documents and if at any stage it is found that our tender is not as per the terms and conditions mentioned, my tender may be cancelled. We also understand that the College is not bound to accept the offer either in part or in full and that the College has a right to reject the offer in full or in part without assigning any reasons whatsoever.

We enclose the requisite Tender fee of ₹ 500/- in the form of A/c Payee Demand Draft in favour of "Principal, Ram Lal Anand College", Drawn on Bank _____, DD No. _____, Dated _____.

We enclose the requisite Earnest Money Deposit of ₹ 25, 000/- on the form of A/c Payee Demand Draft in favour of "Principal, Ram Lal Anand College", drawn on Bank _____, DD No. _____, Dated _____.

Yours faithfully,

Authorized Signatory
(Name and Designation, seal of the firm)

Date:

#this letter must be submitted in the College office along with tender fee and EMD before last date and time of bid submission.