

**TENDER DOCUMENT**

**FOR**

**ANNUAL CONTRACT FOR SECURITY SERVICES AT  
LADY SHRI RAM COLLEGE FOR WOMEN**

Tender No: LSRC/SECURITY/01/2017      Dated 17<sup>th</sup> August, 2017

DURATION OF SALE OF TENDER DOCUMENT : 17<sup>th</sup> August 2017 to 31<sup>st</sup> August 2017

LAST DATE FOR BID SUBMISSION : 6<sup>th</sup> September, 2017 upto 12:00 noon.

TECHNICAL BID OPENING : 6<sup>th</sup> September, 2017 at 4:30 p.m.

TENDER DOCUMENT FEE (Non-refundable) : Rs. 500/- (in form of demand draft from any scheduled bank drawn in favour of Principal, Lady Shri Ram College For Women payable at New Delhi

**LADY SHRI RAM COLLEGE FOR WOMEN**

**LAJPAT NAGAR**

**NEW DELHI – 110024**



TENDER NOTICE  
FOR  
ANNUAL CONTRACT FOR SECURITY SERVICES AT  
LADY SHRI RAM COLLEGE FOR WOMEN  
LAJPAT NAGAR, NEW DELHI 110024

Tender No: LSRC/SECURITY/01/2017

Dated 17<sup>th</sup> August, 2017

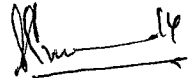
1. Lady Shri Ram College (LSR College) invites sealed tenders in two-bids (1. Technical & 2. Financial) format from well-established reputed Firms / Agencies having relevant experience in providing round the clock Security Services. The agency shall be providing Security Services in the College based on the requirement of the College from time to time for a period of one year initially, further extendable by up to next two years on mutual consent based on satisfactory completion of contract on every year.

Name of Work	Earnest Money Deposit
Annual Contract for Security Services	Rs. 30,000/-



2. A set of tender document can be obtained from the Office of the Administrative Officer, Lady Shri Ram College for Women, Lajpat Nagar, New Delhi 110024 on any working day from 17-08-2017 to 31-08-2017 between 10:00 a.m. to 4:00 p.m. at a cost of Rs. 500/- (Rupees Five Hundred Only) payable by non-refundable demand draft from any scheduled bank drawn in favour of Principal, Lady Shri Ram College For Women payable at New Delhi.
3. The Tenderer shall be required to deposit the earnest money (EMD) for an amount of 30,000/- (Rupees thirty thousand only) refundable, by way of demand draft only. The demand draft shall be drawn in favour of Principal, Lady Shri Ram College For Women payable at New Delhi. The demand drafts for earnest money deposit must be enclosed in the envelope containing the Technical Bid.
4. The Principal, Lady Shri Ram College reserves the right to accept or reject a tender without assigning any reason thereof. On correction/ overwriting signature is required.
5. Offers in the financial bid should be written in English and price quoted should be written in both figures and words. The offer should be typed or written in ink pen or ball pen; the use of pencil will not be acceptable. The relevant supporting documents as mentioned or required should be enclosed along with the offer.
6. Envelopes of Technical Bid & Financial Bid should be individually sealed and then be placed in a third envelope, sealed and super scribed with Tender number and the due date of submission. Bids received beyond last date and time of bid submission will be rejected. No tender will be entertained by E-mail / FAX.
7. The tender shall be submitted in a sealed envelope bearing the following reference on the top left hand corner: "Tender No. lsrc/security/01/2017.", latest by 06-09-2017 by 12:00 noon. and addressed to: Principal, Lady Shri Ram College for Women Lajpat Nagar, New Delhi – 110024
8. Technical Bid will be opened on 06-09-2017 at 4:30 p.m. in the office of Bursar of the College in the presence of the Tenderer(s) or their authorized representative(s) who are present at the scheduled time.
9. Date and time of opening of Financial Bids will be decided after Technical Bids have been evaluated by the College. Financial Bids of only those Tenderer(s) will be opened who qualify the eligibility criteria on the specified date and time. The date, time & place of opening of the Financial Bids will be intimated in due course of time. Unqualified tenderer(s) financial bid will be returned unopened along with EMD after award of contract.

10. In the event of the due date of receipt and opening of the tender being declared as holiday for the College, then due date of receipt / opening of the Tender will be the next working day at the same time.
11. The Tenderer(s) are requested to read the Tender document carefully and ensure compliance with all the instructions herein. Non-compliance of the instructions contained in this document may disqualify the Tenderer from the tendering exercise. The tender document duly signed and stamped on each pages shall be returned in original with the Technical Bid as a proof to confirm the acceptance of the entire Terms & Conditions of Tender.
12. Any amendment and / or addition made to the Tender are not permissible after opening of the Tender, Incomplete Tenders will be rejected.
13. The College reserves the right to reject any or all tenders, wholly or partly or close the tender at any stage prior to award of contract without assigning any reason whatsoever.



Principal

