

**Association of Indian Universities**  
AIU House, 16, Comrade Indrajit Gupta Marg ( Kotla Marg),  
New Delhi -110002

No.Admn/Security,  
March 15, 2017

**SUBJECT: QUOTATION FOR SECURITY SERVICES IN THE AIU House New Delhi.**

Dear Sir/Madam,


The Association of Indian Universities is a registered society and the apex body of Universities and Institutes of Higher Education in India. It has its Secretariat in its own building at AIU House, 16 Comrade Indrajit Gupta Marg (Kotla Marg), New Delhi-110002. The Association propose to engage security services of agency of AIU House on the following terms & conditions.

1. The contractor shall provide security guards round-the-clock on all the 7 days of the week including Public Holidays, i.e., 3 guards @ 8 hours each-per day.
2. The contract will cover providing security to the entire premises of the AIU House. (Total area 1300 Sq Yard)
3. The party has to abide by the Minimum Wages Act, Labour Act (GNCT) and other Acts in vogue in Delhi and will be personally responsible for its compliance.
4. The party shall provide **copies of Regn. No. EPF & statements of contribution of EPF. ESI, EDIL etc to be enclosed with every bill.** It shall be the responsibility of Party to pay E.P.F. & other charges in respect of deployed manpower of the AIU.
5. The security personnel posted in AIU shall be on duty in full uniform provided by the contractor.
6. The security personnel posted in the AIU House shall follow the instructions given by the designated officer of AIU from time to time.
7. The Security Guards deployed **should be educated, fairly trained and should have knowledge of operating firefighting equipment. They should be able to attend telephone and operate EPABX system when needed.**
8. Please enclose the list of Organizations/Offices, where service has been provided.
9. Bids should be accompanied with a Demand Draft/Bankers Cheque favouring Association of Indian Universities payable at New Delhi for \*Rs.20,000/- (Rupees Five Thousand only) as Earnest Money, which will be retained by this Association till the contract remains in force.

The quotations in a sealed cover super scribed "Quotation for providing Security Services" should be sent/dropped in the Tender Box kept at the Reception Counter of the Association at the address given above, latest by 27th March, 2017 upto 3.00 p.m. at AIU House, New Delhi.

The Association reserves the right to accept or reject any or all quotations without assigning any reason.

Yours faithfully,

  
(Sampson David)  
Joint Secretary (Admn.)  
Tele. No. 23230059

\* No interest will be paid in this earnest money.

## Association of Indian Universities

Performa for quoting SECURITY SERVICES rates.

S.Nos.	Rates	Amounts(Rs.)
1	Rates of Three Security Guards (Inclusive of Dress & Shoes etc. per Month per Person) on as per govt. of NCT Delhi, Minimum wage act with EPF, ESI, EDIL, etc. (1x3)	
2	Service charges/other charges if any @ in %	
3	Service Tax @ in %	
	<b>Total charges per month</b>	Rs.=

## Association of Indian Universities

AIU House, 16, Comrade Indrajit Gupta Marg (Kotla Marg),  
New Delhi-110002  
Phone:23230059, 23231097, 23232429, 23232435, 23233390  
Website:www.aiu.ac.in Fax:011-23232131

Common to all

Cost of the Tender Document:  
Rs.100/- (Rupees One Hundred Only)

### SUBJECT: TENDER TO CALL QUOTATION

Tender No.: Admn/2017-18

Dated: 15.03.2017

1 Name of the Agency:.....

2 Address with telephone No:.....  
.....

3 Earnest Money Deposit (EMD):

(to be deposited along with tender  
Document)

a) Bank Draft No.....

b) Date.....

c) for Rs.....

d) Drawn on.....

4 Cost of Tender Document:

a) Bank Draft No.....

b) Date.....

c) for Rs.....

d) Drawn on.....

4 TAN/ PAN No.:

5 Registration No., if any:

Seal & Signature of the tenderer

Date:

\*Separate Demand Draft is required for each of the Seven categories.