

Tender Document

For Engaging Agencies for Supply of Security Services TERI School of Advanced Studies, New Delhi

1. Introduction

TERI School of Advanced Studies (TERI SAS), New Delhi, invites sealed tenders from reputed and experienced agencies for providing **Security Services** on its campus located at Vasant Kunj, New Delhi-110070

2. Scope of Work

The selected agency shall be responsible for the following services:

a) Security Services

- Deployment of trained security personnel on a 24x7 basis.
 - Monitoring of entry/exit points.
 - Patrolling the premises.
 - Emergency response and first aid handling.
 - Visitor management.
 - Also trained on fire fighting drills.
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3. Eligibility Criteria

Agencies must fulfil the following criteria:

- Registered company/firm with valid licenses under relevant statutory laws.
 - Minimum 5 years of experience in providing similar services to reputed institutions or organizations.
 - Annual turnover of at least 25 lakhs in the last three financial years.
 - Valid registrations: GST, EPF, ESI, PAN, and Labour License.
 - Should not have been blacklisted by any government or private organization.
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4. Submission of Bids

Interested agencies are required to submit their bids in two parts:

a) Technical Bid

- Company profile
- Details of experience and clientele
- Statutory registrations and licenses

- Organizational structure and manpower strength
- Any certifications (e.g., ISO)
- Documents supporting all the mandatory eligibility criteria(s).

b) Financial Bid

- Monthly rate for services (separately for Housekeeping and Security)
- Breakup of wages, statutory payments, service charges, and taxes
- Any additional service cost (optional)

5. Important Dates

| Event | Date |
|---------------------------------|-------------------------------|
| Last Date for Submission | 05 October 2025 |
| Opening of Technical Bids | 14 October 2025 |
| Opening of Financial Bids | 16 October 2025 |
| Date of conclusion of agreement | 27 th October 2025 |

6. Terms and Conditions

- The contract shall initially be for a period of one year, extendable based on performance and mutual agreement.
 - TERI SAS reserves the right to reject any or all bids without assigning any reason.
 - No advance payment will be made.
 - All applicable statutory deductions will be made at source.
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7. Address for Submission

The sealed tenders should be submitted to and mailed to gauri.rana@terisas.ac.in

The Registrar

TERI School of Advanced Studies
Plot No. 10, Institutional Area,
Vasant Kunj, New Delhi – 110070

8. Contact for Clarification

For any queries or clarifications, please contact: Ms Gauri Rana, 011-71800222