

REQUEST FOR EXPRESSION OF INTEREST

**Partnership with Agency/Agencies for supporting Delhi Skill and Entrepreneurship University
(DSEU) with
Security Services at 15 DSEU Campuses,**

Dated: 22.06.2021

Date of Submission of Response: 02.07.2021

Issued by

Delhi Skill and Entrepreneurship University,
Integrated Institute of Technology Complex,
Sector 9, Dwarka, New Delhi-110077

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1. EOI Data Sheet

S. No	Details	
1	EOI ID	EOI/1(49)/DSEU/Estt./2021
2	Publishing date	22.06.2021
3	Name of the EOI Inviting Authority	Registrar, Delhi Skill and Entrepreneurship University, Integrated DSEU Campuses of Technology Complex, Sector 9, Dwarka, New Delhi
4	EOI issued by	Delhi Skill and Entrepreneurship University (DSEU)
5	Availability of EOI	EOI can be downloaded from https://dseu.ac.in/tenders/
6	Nodal Officer for correspondence and Clarification	PS to Registrar, Delhi Skill and Entrepreneurship University, Integrated DSEU Campuses of Technology Complex, Sector 9, Dwarka, New Delhi. Email ps-registrar@dseu.ac.in Contact No: +91-9716055556
7	Mode and last date of submission of response to EOI	Response to EOI must be submitted via email to ps-registrar@dseu.ac.in , not later than 02.07.2021
8	EOI Validity Period	30 days from the date of submission of EOIs

2. Context

The Government of the National Capital Territory of Delhi is deeply committed to improving the quality of higher education, in particular skill-based education, in Delhi. It has therefore set up the Delhi Skill & Entrepreneurship University (DSEU), which is envisioned as a world-class institution that provides quality education in applied sciences & skilling, has close market linkages, focuses on market readiness, promotes innovation and entrepreneurship, delivers lifelong learning opportunities to candidates, and provides a trained and employable human resource that can drive Delhi's and the nation's economic growth.

Security plays an important role in overall safety of personnel and properties every institution. Delhi Skill and Entrepreneurship University invites Expression of Interest from established, reputed experienced and PSAR Act, 2005 and Delhi PSAR Rules,2009 registered agencies for providing **Security Services** at all the 15 campuses which will be evaluated by the university.

3. The scope of work of the Agency

The agency shall have to present plan and its approach and methodology providing the security services in the **15 campuses of Delhi Skill and Entrepreneurship University**. The plan shall ensure protection of the personnel and property DSEU. This includes access control, patrolling, surveillance and training of security personnel. The agency is also expected to support fire and safety, medical first aid and emergency management as the first responder of the university. Broad scope and functions to be covered in the approach and methodology:

Main Function

Access Control- Personnel, material, vehicle and information

Surveillance and -CCTV system design, installation, monitoring and control room operations

Patrolling- Perimeter, parking, access points, open areas and close proximity of the campuses

Training and compliance- deployment and training of security guards and supervisors as per PSAR Act mandate

Supporting Functions

Fire and Safety – Be the first responders in case of fire and safety incidents and ensure security of fire fighting infrastructure

Medical First Aid- Provide support as first responder to medical incidents

Emergency – Provide support as first responders to natural, accidental and man-made emergencies

Indicative Duties and responsibilities of Security Guards and Security Supervisors

1. The Security Guards/ Supervisor will be responsible for overall security arrangement of all the campuses of DSEU.
2. Security Guards/ Supervisor will ensure that all the instructions of the administration are strictly followed and there is no lapse of any kind.
3. No outsiders are allowed to enter in the building without proper Gate Pass issued by the Authorized Officer of DSEU.
4. 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 employer for in-out movement of stores.
5. The officers and staff of the DSEU Campuses will keep the Identity cards with them which can be shown to the guard on request. Deployment of Guards/Security Supervisors will be discussed with the concerned authorities of the DSEU Campuses and deployment will be as per the instructions of the authorities of the Institute/ the contractor and the same will be monitored personally by the concerned authorities/ the contractor from time to time and will be responsible for its optimum utilization.
6. As part of the duty, it will be incumbent upon the Security Guards/ Supervisor to take round of all the important and sensitive points of the premises.
7. The Guards on duty will also take adequate traffic management of the DSEU Campuses and take care of vehicles, scooters/motor cycles/bicycles parked in the parking sites located within the premises of the DSEU Campuses and of the visitors.
8. The Guards on patrol duty should take care of all the water taps, valves, water hydrants, etc. installed in the open all over the premises and ensure the same are safeguarded.
9. The guards on patrol duty will take care of any Gas leakages and will also monitor the route of the IGIL piping for any digging activities
10. It should be ensured that flower plants, trees and grassy lawns are not damaged.
11. In emergent situations, Security Guards/ Supervisor deployed shall also participate as per their role defined in the disaster plan, if any, of the Institute. Security Guards/ Supervisor should be sensitized for their role in such situations.
12. The Security Guards/ Supervisor are required to display mature behavior, especially towards female staff and female visitors. They must be courteous and polite at all the times.
13. The Security Guard on duty shall not leave the premises until his reliever reports for duty.
14. The agency will be required to provide regular training to the security personnel on Fire training for hydrants and fire extinguishers, communication, telephone handling, material in / out procedures, search procedure, emergency procedures and evacuation procedures
15. The agency will plan and implement once in 3 months mock drill by simulating fire alarms and evacuation of the buildings. This will be done in consultation with the authorities of the Institute. Security agency will identify the assembly points and mark these permanently. The Contractor shall also conduct mock-drills for the benefit of the employees and other contractual staff.
16. After the working hours, the guards shall undertake a round of every floor and room to ensure that all the assets like furniture etc are in existence / in place. The guards will also ensure that no one is there in the rooms and all these rooms (classroom, faculty, meeting, conference rooms) are locked when not in use. It also needs to be ensured that before locking up rooms the electricity points are not switched on or are in idle mode.
17. Security Guards/ Supervisor will have complete and comprehensive control on the keys management of all the internal and external doors, lockers, pedestals etc in consultation with the authorities of the Institute. A detailed register must be kept up to date at all the

times.

18. The Security Guards/ Supervisor will provide daily reports about the status of the security in the campus, their manpower, absentees, gate passes, visitor movement etc
19. The security guard should report any unusual incidents or hazardous conditions.
20. The contractor should assist fire department, medical services, and police agencies, as necessary.
21. Any other provisions as advised by the DSEU Campuses may be incorporated in the agreement. The same shall also be binding on the contractor.

Details of 15 DSEU campuses:

SN.	Name of the DSEU campus/Institution	Location
1	DSEU ROHINI CAMPUS (GNDIT)	Guru Nanak Dev Institute of Technology, Sector 15, Sector 15A, Rohini, Delhi, 110089
2	DSEU ASHOKVIHAR CAMPUS (ABIT)	Aryabhat Institute of Technology, Telephone exchange, GT Karnal Road, near Shaktinagar, Ashok Vihar, Bilaspur, Delhi 110033
3	DSEU PITAMPURA CAMPUS (KIT)	Kasturba Institute of Technology ,Muni Maya Ram Jain Marg, Guru Govind Singh College, Pitam Pura, Delhi, 110088
4	DSEU PUSA ROAD CAMPUS (PIT)	Pusa Institute of Technology, Pusa, New Delhi, Delhi 110012
5	DSEU JHANDEWALAN CAMPUS (WCSC JHANDEWALAN)	WCSC (world class skill centre) Jhandewalan, Block E, Jhandewalan Extension, Jhandewalan, New Delhi, Delhi 110005
6	DSEU DWARKA CAMPUS ((IIT)	Integrated Institute of Technology Complex, Sector 9, Dwarka, New Delhi-110077
7	DSEU RAJOKARI CAMPUS (RIT)	Rajokari Institute of Technology, Govt, Golden Gate, Rajokri, New Delhi, Delhi 110038
8	DSEU SIRIFORT CAMPUS	Near Jija Bai ITI for women, August Kranti Marg, Siri Fort Institutional Area, Siri Fort, New Delhi, Delhi 110049
9	DSEU SHAKARPUR CAMPUS (AIT / BPIBS)	Bhai Parmanand Institute of Business Studies/ Ambedkar Institute of Technology , Opp. Madhuban Colony, Near Nirman Vihar Metro Station, Shakarpur, New Delhi, Delhi 110092
10	DSEU MAHARANIBAGH CAMPUS (MBIT)	Meerabai Institute of Technology , Eastern Avenue Road Kalindi Colony, Maharani Bagh, New Delhi, Delhi 110065
11	DSEU OKHLA CAMPUS 1 (GBPIT)	G B Pant Institute of Technology, Okhla Phase 3 Rd, Okhla Phase III, Okhla Industrial Area, New Delhi, Delhi 110020
12	DSEU OKHLA CAMPUS 2 (DITE OKHLA)	DELHI INSTITUTE OF TOOL ENGINEERING, Block A, Okhla Phase II, Okhla Industrial Area, New Delhi, Delhi 110020
13	DSEU VIVEKVIHAR CAMPUS (WCSC VIVEK VIAHR)	World Class Skill Centre, ITI Campus, Vivek Vihar, New Delhi, Delhi 110095
14	DSEU WAZIRPUR CAMPUS 1 (DITE WAZIRPUR)	DITE @ Okhla - Campus II. Wazirpur Industrial Area, Delhi-110052
15	DSEU WAZIRPUR CAMPUS 2 (WCSC WAZIRPUR)	WCSC-Wazirpur, near by Marina dreams, Block B, Wazirpur Industrial Area, Ashok Vihar, Delhi, 110052

4. Term/length of the partnership

The desired length of the contract is one year from the Date of agreement. The term may be further extended up to two more years through mutual agreement between the Agency and DSEU.

Proposed documents for submission for EOI and mode of future engagement

The purpose of this Request for EOI is to understand deeply which are the organizations that have the prior expertise as well as the future desire and bandwidth to support DSEU with its security arrangements.

The EOI is not a selection process in itself but an exercise to understand the approach and methodologies suggested by different agencies. Interested agencies are therefore requested to make a short submission on the following dimensions:

1. A brief background of the organization – including year of incorporation, legal entity status, leadership team, size of the organizations and number of years of existence, etc.
2. Prior experience and expertise in the Security Services space.
3. A proposed detailed approach and methodology on how the agency will work with DSEU on Security Services along with the manpower deployment plan.
4. Prior experience in having worked in such partnerships, if any
5. A broad framework/guidance for the financial implications of this partnership for DSEU
6. Any other critical inputs that the agency believes are important for DSEU

It is suggested that the interested agencies visit the DSEU campuses to understand the layout to best develop the approach and methodology and manpower deployment plan. In case you wish to do so, you may write to us at : ps-registrar@dseu.ac.in or contact on Mr. Ashwani Kumar at +91- 9716055556.

It is requested that the submission be limited to a maximum of 20 pages. Organizations will be called for in-depth presentations and discussions with the DSEU leadership subsequently.