

INDIAN INSTITUTE OF CORPORATE AFFAIRS
(A Registered Society established by the Ministry of Corporate Affairs)

NOTICE INVITING TENDER

NIT No. IICA/5-7/2013/CGO

NAME OF Work: Annual Contract for Security Services at 2nd. Floor, Paryavaran Bhawan, CGO Complex, Lodhi Road, New Delhi.

Sealed tenders are invited under Two-Bid system from reputed agencies for the above said work for a period of one year. The tender document can be downloaded from the IICA website www.iica.in.

Last date for submission of tender(s) is 4th. September, 2013 at 3 P.M. at IICA, 2nd. Floor, Paryavaran Bhawan, CGO Complex, Lodhi Road, New Delhi. The Technical Bids shall be opened on 4th. September, 2013 at 3.30 P.M. in the presence of the bidders who wish to remain present. In case, any holiday falls on the day of opening, the tenders will be opened on the next working day at the same time. The Financial Bids for the bidders whose Technical Bid is found complete and conforms to the eligibility criteria, shall be opened later. The tenders received after the above said scheduled date and time will not be considered. No tender by fax will be entertained.

(R. Sitaraman)
Chief Administrative Officer

TENDER DOCUMENT

NAME OF Work: Annual Contract for Security Services at IICA, 2nd. Floor, Paryavaran Bhawan, CGO Complex, Lodhi Road, New Delhi

GENERAL INSTRUCTIONS TO BIDDERS:

1. Eligibility Criteria for Technical Bid for Security Services: -

- a. The Bidder must be in possession of experience certificates / work orders / invoices for having provided services to Govt. Departments/ Autonomous bodies/ PSU` s/ PSE` s/ Banks etc. for at least 3 years with minimum 50 security personnel presently under deployment.
- b. The Bidder should have been registered with DGR, Ministry of Defence, Govt. of India.
- c. The bidder must possess valid EPF, ESI and Service Tax registration numbers.
- d. Copy of award letter / Work Order / Invoices issued by the concerned department, establishing the satisfactorily completion/ execution of similar works stating the amount of work executed must be enclosed along with the tender.
- e. Originals of all documents should be made available for verification.
- f. **Earnest Money Deposit (Bid Security):** The contractor shall deposit the earnest money of Rs. 10,000/- in the form of DD/ Pay Order of a scheduled bank in favour of Indian Institute of Corporate Affairs, payable at New Delhi along with the tender document.

2. Note:

- i. Any Tender not accompanied by Bid Security shall be out rightly rejected.
- ii. Bid securities of the unsuccessful bidders will be returned to them at the earliest after expiry of the final bid validity and latest on or before the 30th day after the award of the contract.
- iii. Bid security of the successful bidder shall be returned on receipt of Performance Security by the IICA and after signing the agreement.
- iv. Bid Security shall be forfeited if the bidder withdraws his bid during the period of Tender validity.
- v. Bid Security shall be forfeited if the successful bidder refuses or neglects to execute the Contract or fails to furnish the required Performance Security within the time frame specified by the IICA
- vi. The Earnest Money Deposit (Bid Security) will remain valid for a period of forty-five days beyond the final bid validity period.

3. Technical Bid and Financial Bid:

- 3.1. The tender shall be submitted in sealed cover, consisting of separate Technical and Financial Bids. This sealed cover shall contain Technical Bid and Financial Bid sealed in separate envelopes. All the sealed envelopes shall be clearly marked with name of work and name of bidder. The EMD shall be kept in the envelop for technical bid. The complete tender must be submitted on or before 3 p.m. on 4th September, 2013.

4. One Bid per Bidder:-

Each Bidder shall submit only one tender bid from partner in joint venture or as a member of consortium are not acceptable.

5. Cost of Bid:-

The tender document free of cost can either be obtained from the office of the IICA at 2nd. Floor, Paryavaran Bhawan, CGO Complex, Lodhi Road, New Delhi or can be downloaded from the IICA website: www.ica.in

6. Scope of work at IICA

There is only one entry/ exit point at 2nd. Floor, Paryavaran Bhawan, CGO Complex. The scope of work and operational system will be shift duties.

7. TENDER DOCUMENTS:-

7.1. The Tender Invitation Document has been prepared for the purpose of inviting tenders for Security arrangement at IICA. The Tender document comprises of:

(A) Technical Bid:

7.1.1. Tender Document	Annexure-I
7.1.2. General Terms & Conditions;	Annexure-II
7.1.3. Special Instructions;	Annexure -III
7.1.4. Scope of Work.	Annexure-IV
7.1.5. Checklist for Technical Bid	Annexure – V
7.1.6. Undertaking (on a Stamp Paper of Rs. 10.00);	Annexure - VI

(B) Financial Bid:

- | | |
|------------------------------|---------------|
| 7.2.1. Form of Financial Bid | Annexure-VIII |
|------------------------------|---------------|
- 7.2.2. The bidder is expected to examine all instructions, Forms, Terms and Conditions in the Tender document. Failure to furnish all information required by the tender document or submission of a tender not substantially responsive to the tender document in every respect will be at the bidder's risk and may result in rejection of his bid.
- 7.2.3. The bidder shall not make or cause to be made any alteration, erasure or obliteration to the figures and text of the tender document.

8. PREPARATION OF BIDS:-

8.1 Language.

The bids and all accompanying document shall be in English or in Hindi.

8.2 Documents Comprising the Bid.

- 8.2.1. The tender shall be submitted in sealed cover. This sealed cover shall contain Technical Bid and Financial Bid sealed in separate envelopes. All the sealed envelopes shall be clearly marked with name of work and name of bidder.
- 8.2.2. The complete tender must be submitted before 3.p.m on 4th. September, 2013. The tender received after the due date and time shall not be entertained.

8.3. BID PRICES:-

- 8.3.1. The bidder shall quote separately the Monthly rates in Indian Rupees. The tendered rates must include all the liabilities of the contractor such as statutory liabilities. The wages less than the DGR rates applicable for ex-Servicemen at Delhi as notified from time to time, ESI, EPF contributions, Bonus, service charges etc, cost of uniform are liable for rejection. The statutory deductions like income tax etc. (Wherever applicable) shall be made from the bills of the contractor.
- 8.3.2. Conditional bids/ offers will be summarily rejected.

8.4 FORM OF BID:-

The Form of Bid shall be completed in all respects and duly signed and stamped by an authorized and empowered representative of the Bidder. If the Bidder comprises a partnership firm, consortium or a joint venture, the Form of Bid shall be signed by a duly authorized representative of each member of participant thereof. Signatures on the Form of Bid shall be witnessed and dated. Copies of relevant power of attorney shall be attached.

8.5. Currencies of Bid and payment:-

8.5.1. The Bidder shall submit his price bid/ offer in Indian Rupees and payment under this contract will be made in Indian Rupees.

8.6. Duration of Contract:-

The contract shall be valid initially for a period of one year, however the same can be extended on same rates, terms & conditions for a period of another one year or part thereof or even for further periods as may be agreed upon with written mutual consent of both the parties.

8.7 Requirements of Personnel/ Agency:-

8.7.1 Initially, IICA may require 02 security guards, who should be ex-servicemen. The number of security guards can be decreased or increased from time to time as per the requirements of IICA.

8.7.2 The Bidder/ Agency should be in possession of Licence under PSARA i.e. THE PRIVATE SECURITY AGENCIES (REGULATION) ACT, 2005 AND DELHI PRIVATE SECURITY AGENCIES (REGULATION) RULES, 2009 BY THE CONTROLLING AUTHORITY, HOME DEPTT., GNCT OF DELHI, DELHI SECRETARIAT, NEW DELHI.

8.8 Format and Signing of Bid:

8.1. The bidder shall submit one copy of the Tender document and addenda, if any, thereto, with each page of this document signed and stamped to confirm to the acceptance of the terms and conditions of the tender by the bidder.

8.2. The documents comprising the bid shall be typed or written in indelible ink and all pages of the bid shall be signed by a person or persons duly authorized to sign on behalf of the bidder. All pages of the bid, where entries or amendments have been made, shall be signed by the person or persons signing the bid.

8.3. The bid shall contain no alterations, omissions or additions except those to comply with instructions or are necessary to correct errors made by the bidder, in which case such corrections shall be initialed/ signed and dated by the person or persons signing the bid.

9. Submission of Bids:-

9.1. The bidder shall submit the Technical Bid for work in a separate sealed cover and the Financial Bid for work in another sealed cover duly super scribed and all these sealed covers are to be put in a bigger cover which should also be sealed and duly super scribed.

9.2 The sealed cover of Technical Bid should consist of the following documents:-

- a. Earnest Money Deposit (Bid Security) for Rs. 10,000/- (Rupees Ten Thousands Only) in favour of `Indian Institute of Corporate Affairs` payable at New Delhi by means of DD/ Pay Order.
- b. Self-attested one recent passport size photograph(s) of the authorized person(s) of the firm/ agency with name, designation, Office/ Residential address and office Telephone numbers, whether the bidder is a sole proprietor/ partnership firm and if partnership firm, names, addresses and telephone numbers of Directors/ Partners also;
- c. Self-attested copy of PAN card under Income Tax Act;
- d. Self-attested copy of Service Tax Registration Number;
- e. Self-attested copy of valid Registration No. of the Agency/ Firm;

- f. Self-attested copy of valid Provident Fund Registration Number;
- g. Self-attested copy of valid ESI Registration Number;
- h. Self-attested copy of Valid Licence and Number under Contract Labour Act and under any other Acts/ Rules;
- i. Self-attested copy of registration of the Agency.
- j. Self attested copy of Licence under PSARA.
- k. Proof of Annual turnover. This should be duly supported by documentary proof/ ITRs.
- l. Proof of experience supported by documents from the concerned organizations;
- m. Duly filled and signed Annexures I to X.
- n. Undertaking
- o. Other papers which are part of the Tender Document
- p. Performa for the Manpower Deployment Plan.

9.3 The sealed cover of Financial Bid separately for work should contain only the Price bid in original duly filled in figures and words.

9.4 All the sealed covers shall be addressed to the Chief Administrative Officer, IICA, 2nd. Floor, Paryavaran Bhawan, CGO Complex, Lodhi Road, New Delhi-110003. The Technical Bids shall be opened on 4th. September, 2013 at 3.30 PM at the same address.

9.5. The tenders shall remain valid and open for acceptance for a period of 90 days from the Last date of submission of tenders.

10. **Late and Delayed Tenders:-**

10.1 Bids must be received in IICA at the address specified above not later than the date and time stipulated in the NIT. The IICA may, at its discretion, extend the deadline for submission of bids. Any bid received by the IICA after the deadline for submission of bids, as stipulated above, shall not be considered. No tender by fax will be entertained.

11. **Bid Opening and Evaluation:-**

11.1. The authorized representatives of the IICA will open the Technical Bids in the presence of the Bidders or their representatives, who may wish to be present on 4th. September, 2013 at 3.30 P.M.

11.2 The bid of any bidder who has not complied with one or more of the conditions will be summarily rejected.

11.3 Conditional bids will also be summarily rejected.

11.4 Financial bids of only the technically qualified bidders will be opened for evaluation. The date and time for opening the Financial Bids shall be communicated to the technically qualified bidders to facilitate for being present at the time of opening the Financial Bids.

11.5 The Financial Bid should include the wages not less than the DGR rates applicable for ex-Servicemen at Delhi as notified from time to time, ESI, EPF contributions, Bonus, service charges cost of uniform etc.

Signature of the Bidder with seal

12 Right to accept any Bid and to reject any or all Bids:-

- 12.1 IICA is not bound to accept the lowest or any other bid and may reject any or all the bids without assigning any reasons.
- 12.2 IICA may terminate the contract if it is found that the agency is black listed on previous occasions by any of the Govt. Deptt./ Institutions/ Local Bodies/ Municipalities/ Public Sector Undertakings, Banks etc.
- 12.3. IICA may reject the Bid in the event that the Bid is accepted but the successful bidder fails to furnish the Performance Security or fails to execute the contract agreement.

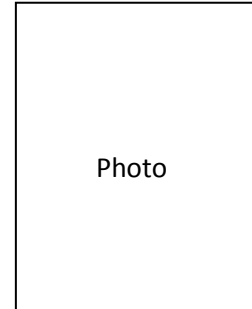
13. Award of Contract:-

- 13.1. IICA, will award the contract to the successful evaluated bidder whose bid has been found to be responsive and who is eligible and qualified to perform the contract satisfactorily as per the terms and conditions incorporated in the bidding document.
- 13.2. IICA, will communicate the successful bidder that his bid has been accepted. This letter (hereinafter and in the condition of contract called the "Letter of Offer") shall prescribe the amount which IICA will pay to the contractor in consideration of the execution of work/ services by the contractor as prescribed in the contract.
- 13.3. The successful bidder will be required to execute a contract agreement within a period of 15 days from the date of issue of Letter for award of contract.
- 13.4. The successful bidder shall be required to furnish a Performance Security within 10 days of receipt of 'Letter of award of contract' for an amount of Rs. 25,000/- (Rupees Twenty five thousands only) drawn in favour of `Indian Institute of Corporate Affairs` payable at New Delhi or furnish a bank guarantee from a Commercial bank for the similar amount in prescribed Performa given at Annexure VII in the form of an Account Payee DD from a scheduled bank. The Performance Security shall remain valid for a period of sixty days beyond the date of completion of all contractual obligations. In case the contract period is extended further, the validity of Performance Security shall also be extended by the contractor accordingly.

Signature of the Bidder with seal

TENDER FORM FOR Security Services at Indian Institute of Corporate Affairs, 2nd. Floor, Paryavaran Bhavan, CGO complex, Lodhi Road, New Delhi-110003.

1. Due date for submission of Tender:



2. Opening time and date of Technical Bid
3. Names, address of firm / Agency and Telephone numbers
4. Registration No. of the Firm / Agency with DGR/ Police.
5. Name, Designation, Address and Telephone No. of Authorized person of Firm / Agency to deal with.
6. Copy of PAN Card issued by Income Tax and copy of previous three Financial Year's Income Tax Return
7. Provident Fund Account No.
8. ESIC Number
9. Licence number under Contract Labour (R & A) Act, if any
10. Details of Bid Security enclosed:

Amount : Rs.
(Rupees in words also)

11. Licence under PSARA
12. Any other information:

Declaration by the bidder:

This is to certify that I/ We before signing this tender have read and fully understood all the terms and conditions contained herein and undertake myself/ ourselves to abide by them.

(Signature of the bidder)
Name and Address (with seal)

Annexure-II

GENERAL TERMS & CONDITIONS

1. In case any of manpower deployed under the contract is (are) absent, a penalty equal to the wages of the absent manpower on that particular day shall be levied by the IICA and the same shall be deducted from the contractor's bills.
2. In case any of contractor's manpower deployed under the contract fails to report in time and contractor is unable to provide suitable substitute in time for the same it will be treated as absence and penalty as mentioned in point 1 above shall be levied.
3. In case any public complaint is received attributable to misconduct/ misbehavior of contractor's personnel, a penalty of Rs.1000/- for each such incident shall be levied and the same shall be deducted from contractor's bill. Further the concerned contractor's personnel shall be removed from the IICA immediately.
4. In case the contractor fails to commence/ execute the work as stipulated in the agreement or unsatisfactory performance or does not meet the statutory requirements of the contract, the Director General & CEO, IICA reserves the right to forfeit the performance Security and the firm will be black listed for a period of four years from participating in such type of tenders.
5. The Contractor should have Licence under PSARA from Delhi Govt. A self attested copy may be furnished.
6. The contractor must submit the age proof, residence proof, Aadhaar Card and police verification of the security guards before their deployment.
7. The contractor must ensure submission of medical certificate declaring fit for service in respect guards from the registered Medical Practitioner/ Doctor at the cost of the agency at the time of their deployment.
8. The bidder should submit samples of summer and winter uniforms, caps etc., along with the technical bids.
9. The bidder must indicate the number of branches they have in different cities, if any.
10. IICA reserves the right to cancel or reject all or any of the tender without assigning any reason.
11. Any act on the part of the bidders to influence anybody in the IICA is liable to rejection of his tender.
12. Every person so engaged by the contractor shall wear uniform and a badge wearing his/ her name, while on duty. The said uniform and badge shall be provided by the contractor at his cost.
13. The contractor shall deploy only ex-servicemen without arms as guards trained for Security duties and Fire fighting.
14. The contractor shall be responsible to provide immediate replacement to take place of any manpower engaged by him, who is not available for duty at the place of posting and such other additional manpower as may be required for additional area for which prior information have been given.
15. The contractor shall abide by and comply with all the relevant laws and statutory requirements covered under Labour Act, Payment of Wages and Contract Labour (Regulation & Abolition Act 1970), EPF, ESI, Bonus and Gratuity etc. with regard to the manpower/ Ex-Servicemen deployed by him. It will be the responsibility of the contractor to provide complete details of manpower deployed by him in the IICA.
16. IICA shall have the right to ask for the removal of any person of the contractor, who is not found to be competent and orderly in the discharge of his duty.
17. The contractor shall not engage any sub-contractor or transfer or sub-contract the contract to any other person in any manner.
18. The antecedents of staff deployed shall be got verified by the contractor from local police authority and an undertaking in this regard should be submitted to the IICA.
19. The Contractor will maintain a register on which day to day deployment of manpower will be entered. While raising the bill, the deployment particulars of the manpower engaged during each month, shift wise, if any, should be shown. The Contractor has to give an undertaking duly countersigned by the concerned official of the IICA, regarding payment of wages as per rules and laws in force, before receiving the 2nd payment onwards.
20. All liabilities arising out of accident or death while on duty shall be borne by the contractor.
21. The contractor and its staff shall take proper and reasonable precautions to preserve from loss, destruction, waste or misuse the areas of responsibility given to them by the IICA and shall not knowingly lend to any person or company any of the effects of the IICA under its control.
22. The manpower engaged by the contractor shall not accept any gratitude or reward in any shape.
23. The contractor shall be responsible to maintain all property and equipment of the IICA entrusted to it. Any damage or loss caused by contractor's manpower to the IICA in whatever shape would be recovered from the contractor.
24. The manpower deployed have to be extremely courteous with very pleasant mannerism in dealings, especially with females in IICA and should project an image of utmost discipline. The IICA shall have right to have any manpower removed in case of complaints or as decided by representative of the IICA if the

person is not performing the job satisfactorily or otherwise. The contractor shall have to arrange the suitable replacement timely in all such cases.

25. That in the event of any loss occasioned to the IICA, as a result of any lapse on the part of the contractor or its manpower which will be established after an enquiry conducted by the IICA, the said loss shall be claimed from the contractor up to the value of the loss. The decision of the Head of the IICA will be final and binding on the contractor.
26. Any liability arising out of any litigation (including those in consumer courts) due to any act of contractor's manpower shall be directly borne by the contractor including all expenses/ fines. The concerned contractor's personnel shall attend the court as and when required.
27. The contractor shall deploy manpower only after obtaining the IICA approval duly submitting curriculum vitae (CV) of the persons. The IICA shall be informed at least one week in advance and contractor shall be required to obtain the IICA's approval for all such changes along with their CVs.
28. During the course of contract, if any of contractor's manpower are found to be indulging in any corrupt practices causing any loss of revenue to the IICA, the IICA shall be entitled to terminate the contract forthwith duly forfeiting the contractor's Performance Guarantee.
29. If any money shall, as the result of any instructions from the Labour authorities or claim or application made under any of the Labour laws or Regulations, be directed to be paid by the IICA, such money shall be deemed to be payable by the contractor to the IICA within seven days. The IICA shall be entitled to recover this amount from the contractor by deduction from money due to the contractor.
30. The contractor shall indemnify and hold the IICA harmless from and against all claims, damages, losses and expenses arising out of, or resulting from the works/ services under the contract provided by the contractor.
31. The bidder should be registered with the concerned authorities of Labour under Contract Labour (R&A) Act 1970.
32. Only physically fit personnel shall be deployed for duty by the contractor.
33. The contractor shall ensure that the manpower deployed by him shall not take part in any staff union and association activities.
34. IICA shall not be responsible for providing residential accommodation to any of the personnel of the contractor.
35. IICA shall not be under any obligation for providing employment to any of the worker of the contractor after the expiry of the contract. The IICA does not recognize any employee employer relationship with any of the workers/ manpower of the contractor.
36. If as a result of post payment audit any overpayment is detected in respect of any work done by the agency or alleged to have done by the agency under the tender, it shall be recovered by the IICA from the contractor.
37. The contractor shall provide the copies of relevant records during the period of contract or otherwise even after the contract is over whenever required by the IICA.
38. The contractor will have to deposit the proof of depositing employee's contribution towards PF/ ESI etc. of each employee on monthly basis.
39. The contract is likely to continue till a period of one year, unless it is curtailed or terminated by this office owing to deficiency of service, sub standard quality of the guards deployed, breach of contract, reduction or cessation of the requirement of work. The contract can be extended further subject to satisfactory performance and mutual consent.
40. Payments of wages to the guards must be paid through NEFT/ RTGS before the due date fixed by Govt. for payment of wages every month.
41. Previous month payment vouchers with Challans relating to deductions of E.S.I, E.P.F. must be attached for persons deployed at IICA.
42. The Contractor shall be liable for Labour Court proceedings for any violations.
43. Termination of services of any person deployed by the Contractor shall be made by a letter of termination of Contractor, IICA will not issue any letter in this regard.
44. In the event of any provisions of the contact requiring to be modified after the agreement has been signed, the modifications shall be made in writing and signed by the Employer/ Officer and the Contractor or his authorized representative. Such modifications will not be effective until the same have been signed by both the parties. Any verbal or written arrangements for abandoning, modifying extending, reducing or supplementing the contract, or any of the terms thereof shall be deemed to be provisional and shall not be binding on the Employer/ Officer unless and until the same are incorporated in a formal instrument and signed by the Employer/ Officer and the Contractor.
45. Successful bidders shall have to pay performance security in the form of Pay Order/ DD drawn in favour of `Indian Institute of Corporate Affairs` payable at New Delhi for an amount of Rs. 25,000/- or furnish a

bank guarantee from a Commercial bank for the similar amount in prescribed Performa given at Annexure.

46. **OBLIGATION OF THE CONTRACTOR:-**

- a. The contractor shall ensure full compliance with tax laws of India with regard to this contract and shall be solely responsible for the same. The contractor shall submit copies of acknowledgements evidencing filing of returns every year and shall keep the Employer fully indemnified against liability of tax, interest, penalty etc. of the contractor in respect thereof, which may arise.
- b. The IICA will deduct Income Tax at source under Section 194-C of Income Tax Act from the contractor at the prevailing rates of such sum as income tax on the income comprised therein. Any other statutory deductions, if required shall also be made as applicable.

47. **Dispute Resolution:-**

Any dispute and or difference arising out of or relating to this contract will be resolved through joint discussion of the authorities' representatives of the concerned parties. However, if the disputes are not resolved by joint discussions, then the matter will be decided by DG & CEO, IICA.

48. **JURISDICTION OF COURT:-**

The courts at Delhi shall have the exclusive jurisdiction to try all disputes, if any, arising out of this agreement between the parties.

49. **Payment to the contractor:**

The payment to the contractor for the services provided shall be made on monthly basis subject to the following:

- 49.1 The work has been satisfactorily executed, as per the Terms & Conditions of the contract, for the month for which the contractor has raised the bill.
- 49.2 The disbursement of the wages to the workers has already been made by the contractor for the month for which the payment to the contractor is under consideration.

Signature of the Bidder with seal

Annexure -III**SPECIAL INSTRUCTIONS:****PROVIDING WORKFORCE:**

The bidder has to provide quality workforce to ensure workmanship of the degree specified in the job order and to the satisfaction of the Officer-In-Charge.

Minimum requirement of workforce to be deployed is given hereunder:-

1. The bidder shall, however, survey the area and make assessment of the manpower requirement on their own. The bidder must employ ex-serviceman as guards trained for Security duties and Fire fighting. The successful bidder shall engage only such workers, whose antecedents have been thoroughly verified, including character and police verification and other formalities. Initial requirement has been assessed for 2 Security Guards on shift duty basis.
2. The bidder shall ensure that the entire workforce deployed shall have:-
 - (a) Always start with Sir/Madam
 - (b) Always talk in a polite manner.
 - (c) Not to Back Answer anybody/At any given situation.
 - (d) Coordination between Supervisors.
 - (e) Punctuality
 - (f) Briefing :- To give them specific jobs and further cross check the same.

Signature of the Bidder with seal

Annexure-IV**SCOPE OF WORK:**

IICA is a rapidly growing academic Institute. There is only one entry/ exit point in the office at 2nd. Floor, Paryavaran Bhawan, Lodhi Road, New Delhi and the security arrangement at IICA as covered in the tender includes mainly the following:

- i. The contractor shall ensure that all the instructions by the officer-in-charge, IICA or his authorized representative are strictly followed and there is no lapse of any kind.
- ii. No outsider shall be allowed to enter the office without issuance of proper gate pass.
- iii. No items are allowed to be taken out without proper gate pass issued by the officer-in-charge, IICA or his authorized representative. The specimen signature of such authorized officer will be available with the security guard.
- iv. The contractor shall ensure deployment of ex-servicemen only.
- v. The security guards should be trained to extinguish fire with the help of fire extinguishing cylinders and other firefighting material available on the spot. They will also help the firefighting staff in extinguishing the fire or in any other natural calamities.
- vi. The security person on duty shall not leave his post until his reliever reports for duty.
- vii. The work shall be executed as per the scope of work with utmost sincerity and no lapse of any sort shall be allowed to ensure protection of the property.
- viii. The scope also includes prevention of trespassing and entry of stray dogs, Monkeys & cattle, anti-social elements, unauthorized persons in the office of IICA.
- ix. The scope covers the watch & ward of the office property lying in the common areas of the floor.
- x. The scope of work covers the watch & ward of flower plants etc. to prevent any damage by the staff, outsiders or stray cattle etc.
- xi. The scope includes the care of water taps, valves, water hydrants, electrical fittings and fixtures, DG Set, Fire extinguishers etc. of IICA installed in the open all over the 2nd. floor.
- xii. The scope covers the firefighting operation in case there is a fire.
- xiii. The requirement of Security Guards is quite tentative, which may be increased or decreased by the IICA.

Signature of the Bidder with seal

Annexure- V

CHECK LIST FOR TECHNICAL BID

PART-A

S. NO.	Documents asked for	Page number at which document is placed
1	Earnest Money Deposit (Bid Security)of Rs. 10,000/- in form of DD/Pay Order	
2	One Self attested recent passport size photograph of the authorized person of the bidder, with name, designation, address, and telephone numbers. If the bidder is a partnership firm, name designation, address and office telephone numbers of Directors/ Partners.	
3	Undertaking on a Stamp paper of Rs. 10/- as per the given Format, Annexure-VI	
4	Self-attested copy of PAN card	
5	Self-attested copy of Service Tax Registration Number.	
6	Self-attested copy of valid EPF Registration Number.	
7	Self-attested copy of valid ESI Registration Number.	
8	Self-attested copy of a current valid License for Delhi under Contract Labour Act.	
9	Proof of satisfactory execution of similar works as specified in the Eligibility Criteria.	
10	Self-attested copy of Annual Income Tax Returns of previous three years supported by Income & Expenditure statements and audited balance sheets.	
11	Self-attested copy of Registration of Agency/ Firm from Delhi Police Department.	
12	Self-attested copy of Registration of Agency/ Firm from DGR, Min of Defence (GOI).	
13	Samples of summer and winter uniforms, bages, along with cap, shoe cap and shoes.	
14	Self attested copy of Licence under PSARA	

Signature of the Bidder with seal

ANNEXURE-VI**(ON A STAMP PAPER of Rs.10/-)****UNDERTAKING**

To

(Designation and Name of the concerned Department)

Name of the firm/ Agency_____

Name of the tender_____ Due date:_____

Sir,

1. I/ We hereby agree to abide by all terms and conditions laid down in tender document.
2. This is to certify that I/ We before signing this bid have read and fully understood all the terms and conditions and instructions contained therein and undertake myself/ ourselves to abide by the said terms and conditions.
3. I/ We abide by the provisions of payment of wages not less than DGR rates for ex-servicemen, Contract Labour Act and other statutory provisions like Employees Provident Fund Act, ESI and any other charges applicable from time to time. I/ We will pay the wages to the personnel deployed at the same rates as per award of contract agreement with IICA and I/ We shall also be fully responsible for any violation of delay in payment etc.
4. I/ We have never been blacklisted/ banned/ delisted to operate as an agency.

ONLY FOR SECURITY ARRANGEMENT

5. I/ We shall provide the trained security guards from amongst the category of Ex-Servicemen only with training in handling Fire extinguishers etc..
6. I/ We do hereby undertake that complete security of the office shall be ensured by our Security Agency.

(Signature of the Bidder)

Name and Address of the Bidder

Telephone No.

Annexure-VII**FORM OF BANK GUARANTEE FOR PERFORMANCE SECURITY**

(To be stamped in accordance with Stamps Act of India)

1. THIS DEED of Guarantee made this day of _____ between _____ (Name of the Bank) (hereinafter called the "Bank") of the one part and _____ (IICA) (hereinafter called the IICA) of the other part.

2. WHEREAS _____ (IICA) has awarded the contract for _____ for Rs. _____ (Rupees in figures and words) (hereinafter called the "contract") to M/s _____ (Name of the contractor) (hereinafter called the "contractor").

3. AND WHEREAS THE Contractor is bound by the said Contract to submit to the IICA, a performance Security for a total amount of Rs. _____ (Amount in figures and words).

4. NOW WE the Undersigned _____ (Name of the Bank) being fully authorized to sign and to incur obligations for and on behalf of and in the name of _____ (Full name of Bank), hereby declare that the said Bank will guarantee the IICA the full amount of Rs. _____ (Amount in figures and words) as stated above.

5. After the Contractor has signed the aforementioned contract with the IICA, the Bank is engaged to pay to the IICA, any amount up to and inclusive of the aforementioned full amount on written order from the IICA to indemnify the IICA for any liability of damage resulting from any defects or shortcomings of the Contractor or the debts he may have incurred to any parties involved in the Works under the Contract mentioned above, whether these defects or shortcomings or debts are actual or estimated or expected. The Bank will deliver the money required by the IICA immediately on demand without delay without reference to the Contractor and without the necessity of a previous notice or of judicial or administrative procedures and without it being necessary to prove to the Bank the liability or damages resulting from any defects or shortcomings or debts of the Contractor. The Bank shall pay to the IICA any money so demanded notwithstanding any dispute/ disputes raised by the Contractor in any suit or proceedings pending before any Court, Tribunal or Arbitrator(s) relating thereto and the liability under this guarantee shall be absolute and unequivocal.

6. THIS GUARANTEE is valid for a period of _____ months from the date of signing. (The initial period for which this Guarantee will be valid must be for at least six months longer than the anticipated expiry date of the Contract period).

7. At any time during the period in which this Guarantee is still valid, if the IICA agrees to grant a time of extension to the contractor or if the contractor fails to complete the works within the time of completion as stated in the contract, or fails to discharge himself of the liability or damages or debts as stated under para-5 above, it is understood that the Bank will extend this Guarantee under the same conditions for the required time on demand by the IICA and at the cost of the contractor.

8. The Guarantee hereinbefore contained shall not be affected by any change in the Constitution of the Bank or of the contractor.

9. The neglect or forbearance of the IICA in enforcement of payment of any moneys, the payment whereof is intended to be hereby secured or the giving of time by the IICA for the payment hereof shall in no way relieve the Bank of their liability under this deed.

10. The expressions "the IICA", "the Bank" and "the Contractor" hereinbefore used shall include their respective successors and assigns.

IN WITNESS whereof I/ We of the bank have signed and sealed this guarantee on the _____ day of _____(Month)_____ (year) being herewith duly authorized.

For and on behalf of
the _____ Bank.

Signature of authorized Bank official

Name_____

Designation_____

I.D. No._____

Stamp/Seal of the Bank.

Signed, sealed and delivered for and on behalf of the Bank by the above named _____ in the presence of:

Witness-1.

Signature_____

Name_____

Address_____

Witness-2.

Signature_____

Name_____

Address_____

Annexure-VIII

FINANCIAL BID FOR SECURITY ARRANGEMENT at IICA

S. NO	Deployment of-Security Guards	Rate per Guard per month Rs.	No. of Guards	Total Amount Rs.
1	Unarmed guards		2	
2	Administrative/ Service charges		2	
			Total=	

(Rupees _____ only)

Note:-

- i) The monthly rates should not be less than the minimum rates fixed for ex-Servicemen by the DGR or as applicable at Delhi and should be inclusive of all statutory dues and other dues as amended from time to time and cost of uniforms etc
- ii) Only monthly rate per person should be quoted in Rupees. Rates quoted for 5 days or 6 days in a week or on daily basis shall not be considered and the quotes will be rejected.
- iii) The Administrative/ Service Charges should be quoted in Rupees and not in percentage, otherwise the same will be rejected.
- iv) The rates quoted shall remain fixed during the period of contract.
- v) The rates should be quoted keeping in view the cost of uniform, washing charges, other entitlements, dues and quality manpower services to be provided to the Indian Institute of Corporate Affairs.
- vi) Criteria for selection for award of the contract will be total cost to IICA, exclusive of service tax etc. i.e. sum of the monthly wages (inclusive of all statutory dues and other costs of uniform etc.) and Service charges thereon.
- vii) In case of a tie, the lowest bidder will be decided on the basis of highest value of gross turnover/ contracts handled during the last three years.
- viii) In case of any ambiguity in rates between the figures and words, the rates quoted in words shall prevail.

(Signature of the Bidder)
Name and Address of the Bidder.

Annexure IX**FORM OF AGREEMENT**

THIS AGREEMENT is made on the ___ day _____ (Month) _____ (Year) between the Indian Institute of Corporate Affairs hereinafter called " IICA", which expression shall, unless excluded by or repugnant to the context, be deemed to include its successor in office and assigns of the one part AND _____ (Name and address of the contractor) through Shri _____, the authorized representative (hereinafter called "the contractor") (which expression shall, unless excluded by or repugnant to the context, be deemed to include its/ their heirs, successors, executors, administrators, representatives and assigns) of the other part. Under which the contractor shall provide uniformed and trained Security Guards and will use its best endeavors to provide Security Services to the IICA for security and safety of the IICA.

NOW THIS AGREEMENT WITNESSETH as follows:-

1. In this Agreement words and expression shall have the same meanings as are respectively assigned to them in the Terms and Conditions of contract hereinafter referred to.
2. The following documents shall be deemed to form and be read and constructed as part of this Agreement, viz:
 - a. Letter of acceptance of award of contract;
 - b. Terms and Conditions;
 - c. Notice inviting Tender;
 - d. Bill of Quantities;
 - e. Scope of work;
 - f. Addendums, if any;
 - g. Complete Tender Document submitted by the contractor and any other document forming part of the contract
3. In consideration of the payments to be made by the IICA to the Contractor as hereinafter mentioned, the Contractor hereby covenants with the employer to execute the contract for deployment of 2 Security Guards at IICA w.e.f _____ as per the provisions of this Agreement and the tender documents.
4. The IICA hereby covenants to pay to the contractor in consideration of the execution and completion of the services as per the provisions of this Agreement and the tender documents, the contract price of Rs. _____ (_____ Rupees in words).
5. Being the sum stated in the letter of acceptance subject to such additions thereto or deductions there from as may be made under the provisions of the contract at the times in manner prescribed by the contract.

IN WITNESS WHEREOF the parties hereto have signed the Agreement the day and the year first above written.

For and on behalf of the Contractor

**For and on behalf of the Director General & CEO,
IICA**

Signature of the authorized official

Signature of the authorized Officer

Name of the official

Name of the Officer

Stamp/ Seal of the Contractor

Stamp/ Seal of IICA

By the said

By the said

_____ Name

_____ Name

on behalf of the Contractor in
the presence of:

on behalf of the DG & CEO, IICA in
the presence of

Witness _____

Witness _____

Name _____

Name _____

Address _____

Address _____

Telephone No: _____

Telephone No: _____