

**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 2<sup>nd</sup>. 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](http://www.iica.in).

Last date for submission of tender(s) is 8<sup>th</sup>. December, 2014 at 3 P.M. at IICA, 2<sup>nd</sup>.Floor, Paryavaran Bhawan, CGO Complex, Lodhi Road, New Delhi-110003. The Technical Bids shall be opened on 8<sup>th</sup>.December, 2014 at 3.30 P.M. in the presence of the Agencies who wish to remain present. In case, any holiday falls on the day of opening, the tenders will be accepted & opened on the next working day at the same time. The Financial Bids only of the Agencies whose technical bid is found complete and conforming to the eligibility criteria, shall be opened later. The tenders received after the last 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, 2<sup>nd</sup>. Floor, Paryavaran\_Bhawan, CGO Complex, Lodhi Road, New Delhi

### **GENERAL INSTRUCTIONS:**

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

- a. The Agency must produce documentary evidence viz. experience certificates/ work orders/ invoices of 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. Copy of award letter / Work Order / Invoices issued by the concerned department, establishing the satisfactorily completion/execution of similar jobs must be enclosed along with the tender.
- b. The Agency should be registered with DGR, Ministry of Defence, Govt. of India.
- c. The Agency must possess valid EPF, ESI and Service Tax registration numbers.
- d. Originals of all documents should be submitted for verification.
- e. **Earnest Money Deposit:** The Agency shall deposit the earnest money of Rs. 15,000/- 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 Earnest Money Deposit shall be out rightly rejected.
- ii. Earnest Money Deposit of the unsuccessful Agencies will be returned after the award of the contract without any interest thereon.
- iii. Earnest Money Deposit of the successful Agency shall be returned on receipt of Performance Security by the IICA and after signing the agreement.
- iv. Earnest Money Deposit shall be forfeited, if the successful Agency withdraws his bid during the period of validity of the Tender or the successful Agency refuses or neglects to execute the contract or fails to furnish the required Performance Security within the time frame specified by the IICA.
- v. The Earnest Money Deposit will remain valid for a period of forty-five days beyond the date of receipt/ opening of the tenders.

#### **3. Technical Bid and Financial Bid (Two Bid System):**

- 3.1. The tender shall be submitted under two bid system in two separate sealed covers super scribed Technical and Financial Bids. Both the envelopes should be kept in the outer cover. All the sealed envelopes shall be clearly marked with name/ scope of work viz. Deployment of Security Guards at IICA and name of Agency. The EMD shall be kept in the sealed envelope for technical bid. The complete tender must be submitted on or before 3 p.m. on 8<sup>th</sup>. December, 2014.

#### **4. One Bid per Agency:-**

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

5. The tender document free of cost can either be obtained from the office of the IICA at 2<sup>nd</sup>. Floor, Paryavaran Bhawan, CGO Complex, Lodhi Road, New Delhi or can be downloaded from the IICA website: [www.iica.in](http://www.iica.in)

#### 6. Scope of work at IICA:-

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

#### 7. TENDER DOCUMENTS:-

7.1. 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
7.1.7 Earnest Money Deposit of Rs. 15,000/-	

##### (B) Financial Bid:

7.2.1. Form of Financial Bid	Annexure-VIII
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7.2.2. The Agency is expected to read carefully 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 Agency's risk and may result in rejection of bid.

7.2.3. The Agency 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 Agency.

8.2.2. The complete tender must be submitted before 3.p.m on 8<sup>th</sup>. December, 2014. The tender received after the due date and time shall not be entertained.

##### 8.3. BID PRICES:-

8.3.1. The Agency shall quote separately the Monthly rates in Indian Rupees.

8.3.2. Conditional bids/offers will be summarily rejected.

8.3.3. The minimum wages notified by the DGR applicable for ex-Servicemen notified from time to time, ESI, EPF contributions, Bonus, cost of uniform etc. or the minimum higher wages notified by Govt. of Delhi, whichever is higher are payable. The statutory deductions like income tax etc. (Wherever applicable) shall be made from the bills of the Agency.

#### 8.4 FORM OF BIDS:-

The bids shall be completed in all respects and duly signed and stamped by an authorized representative of the Agency. If the Agency comprises a partnership firm, consortium or a joint venture, the bids shall be signed by a duly authorized representative. Copies of Authority letter shall be attached.

#### 8.5 Duration of Contract:-

The contract shall be valid initially for a period of one year from the date of execution. 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 by the parties.

#### 8.6 Requirements of Security Guards:-

8.6.1 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.

8.6.2 The Agencies should be in possession of Licence under PSARA Act 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.

#### 8.7 Format and Signing of Bid:

- 8.7.1. The Agency shall submit one copy of the Tender document and attachments/ enclosures, if any, thereto, with each page signed and stamped.
- 8.7.2. 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 Agency. All pages of the bid, where amendments have been made, shall be signed by the person or persons signing the bid.
- 8.7.3. The bid shall contain no alterations, omissions or additions except those to comply with instructions or are necessary to correct errors made by the Agency, 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 Agency shall submit the Technical Bid in a separate sealed cover, along-with EMD and the Financial Bid in another sealed cover. Both these sealed covers should be put in a bigger cover which should also be sealed and duly super scribed. The Name of work and name of the Agency must be indicated on all the three sealed covers.
- 9.2 The sealed cover of Technical Bid should consist of the following documents:-
  - a. Earnest Money Deposit of Rs. 15,000/- (Rupees Fifteen Thousands) 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 Agency 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 Licence under PSARA Act.
  - j. Proof of Annual turnover. This should be duly supported by documentary proof/ ITRs.

- k. Proof of experience supported by documents from the concerned organizations;
- l. Duly filled and signed Annexures.
- m. Undertaking
- n. Other papers which are part of the Tender Document

9.3 The sealed cover of Financial Bid 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, 2<sup>nd</sup>. Floor, Paryavaran Bhawan, CGO Complex, Lodhi Road, New Delhi-110003. The Technical Bids shall be opened on 8<sup>th</sup>. December, 2014 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. Bid Opening and Evaluation:-**

- 10.1. The authorized representatives of the IICA will open the Technical Bids in the presence of the Agencies or their representatives, who may wish to be present on 8<sup>th</sup>.December, 2014 at 3.30 P.M.
- 10.2 The bid (s) not complying with the conditions will be summarily rejected.

#### **11 Right to accept any Bid and to reject any or all Bids:-**

- 11.1 IICA reserves the right to reject any or all the bids without assigning any reasons.
- 11.2 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.
- 11.3. IICA may reject the Bid in the event that the Bid is accepted but the successful Agency fails to furnish the Performance Security or fails to execute the contract or agreement.

#### **12. Award of Contract:-**

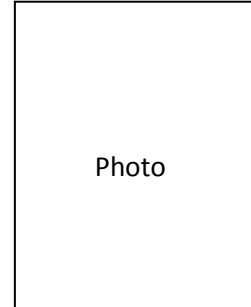
- 12.1. IICA, will award the contract to the successful evaluated Agency whose bid has been found to be responsive and who is eligible and qualified to perform the contract satisfactorily as per the terms and conditions incorporated in the bidding document.
- 12.2. IICA will inform the successful Agency.
- 12.3. The successful Agency 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.
- 12.4. The successful Agency shall be required to furnish a Performance Security within 10 days of receipt of 'Letter of award of contract' for an amount of Rs. 50,000/- (Rupees Fifty 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 form 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 Agency accordingly.

**Signature of the Agency with seal**

## Annexure –I

**TENDER FORM FOR Security Services at Indian Institute of Corporate Affairs, 2<sup>nd</sup>.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 Earnest Money Deposit enclosed:  
Amount : Rs. 15,000/-  
(Rupees fifteen thousands only)
11. Licence under PSARA Act.
12. Any other information:

**Declaration by the Agency:**

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 Agency)  
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 Agency's bills.
2. In case any of Agency's manpower deployed under the contract fails to report in time and Agency 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 Agency's personnel, a penalty of Rs.1000/- for each such incident shall be levied and the same shall be deducted from Agency's bill. Further the concerned Agency's personnel shall be removed from the IICA immediately.
4. In case the Agency fails to commence/ execute the work as stipulated in the agreement or there is an unsatisfactory performance or does not meet the statutory compliances of the contract, the Director General& CEO, IICA reserves the right to forfeit the performance Security and the firm shall be liable for black listing for a period of three years for participating in such type of tenders.
5. The Agency should be in possession of Licence under PSARA from Delhi Govt. A self attested copy may be furnished with the Technical Bid.
6. The Agency must submit the age proof, residence proof, Aadhaar Card and police verification of the security guards before their deployment.
7. The Agency 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 Agency should submit samples of summer and winter uniforms, caps etc., along with the technical bids.
9. The Agency 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 Agencies to influence anybody in the IICA is liable for rejection of tender.
12. Every person so engaged by the Agency shall wear uniform and a badge wearing his/ her name, while on duty. The said uniform and badge shall be provided by the Agency at his cost.
13. The Agency shall deploy only ex-servicemen without arms as guards trained for Security duties and Fire fighting.
14. The Agency 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 deployment and such other additional manpower as may be required for additional area for which prior information have been given.
15. The Agency 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 Agency 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 Agency, who is not found to be competent and orderly in the discharge of his duty.
17. The Agency shall not engage any sub-Agency 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 Agency from local police authority and an undertaking in this regard should be submitted to the IICA.
19. The Agency 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 Agency 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.
20. All liabilities arising out of accident or death while on duty shall be borne by the Agency.
21. The Agency 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 Agency shall not accept any gratitude or reward in any shape.
23. The Agency shall be responsible to maintain all property and equipment of the IICA entrusted to it. Any damage or loss caused by Agency's manpower to the IICA in whatever shape would be recovered from the Agency.
24. The manpower deployed should 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 Agency 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 Agency or its manpower which will be established after an enquiry conducted by the IICA, the said loss shall be claimed from the Agency up to the value of the loss. The decision of the Director General & CEO, IICA will be final and binding on the Agency.
26. Any liability arising out of any litigation (including those in consumer courts) due to any act of Agency's manpower shall be directly borne by the Agency including all expenses/fines. The concerned Agency's personnel shall attend the court as and when required.
27. The Agency 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 Agency 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 Agency's manpower is found to be indulging in any corrupt practices causing any loss of revenue or indiscipline, the IICA shall be entitled to terminate the contract forthwith duly forfeiting the Agency'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 Agency to the IICA within seven days. The IICA shall be entitled to recover this amount from the Agency by deduction from performance Security or any other dues of the Agency.
30. The Agency 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 Agency.
31. The Agency 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 Agency.
33. The Agency 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 Agency.
35. IICA shall not be under any obligation for providing employment to any of the person of the Agency after the expiry of the contract or upon his/ her removal from the work. The IICA does not recognize any employee- employer relationship with any of the workers/ manpower of the Agency.
36. If as a result of checking/ Audit, overpayment is detected post payment in respect of any work done by the agency or alleged to have been done by the agency under the tender, it shall be recovered by the IICA from the Agency.
37. The Agency shall provide the copies of relevant documents or records during the period of contract or otherwise even after the contract is over, whenever demanded or is required by the IICA.
38. The Agency will have to submit proof of deposit of contributions towards PF/ESI etc. of each person deployed relating to previous month with the monthly bills for the succeeding month.
39. The contract is likely to continue till a period of one year, unless it is curtailed or terminated by IICA owing to deficiency of service, substandard 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 on the same rates, terms & conditions.
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. The Agency will be required to issue pay slips to the persons deployed showing details of gross amount, deductions made and net payments on monthly basis.
42. The Agency shall be liable for Labour Court proceedings for any violations.
43. Termination of services of any person deployed by the Agency shall be made through a letter of termination by the Agency. IICA will not issue any letter in this regard.
44. In the event of any provisions of the contract requiring to be modified after the agreement has been signed, the modifications shall be made in writing and signed by the authorized officer of IICA and the Agency 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 upon IICA, unless and until the same are incorporated in a formal instrument and signed by IICA and the Agency.
45. Successful Agencies 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. 50,000/- or furnish a bank guarantee from a Commercial bank for the similar amount in prescribed Performa given at Annexure-VII.



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

- a. The Agency shall ensure full compliance to the tax laws of the Govt. with regard to this contract and shall be solely responsible for the same. The Agency shall submit copies of acknowledgements evidencing filing of returns every year and shall keep IICA fully indemnified against any liability of tax, interest, penalty etc. thereof, which may arise as a result of the contract with IICA.
- b. The IICA will deduct Income Tax at source under Section 194-C of Income Tax Act from the Agency 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 authorised 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 contract/ agreement between the parties.

**49. Payment to the Agency:**

The payment to the Agency 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 Agency has raised the bill.
- 49.2 The disbursement of the wages to the workers has already been made by the Agency for the month for which the payment to the Agency is under consideration.

Signature of the Agency with seal

**SPECIAL INSTRUCTIONS:**

The Agency has to provide efficient manpower to the satisfaction of IICA.

1. The Agency must deploy ex-serviceman as Security guards trained for Security duties and Firefighting.
2. The Agency shall ensure that the Security Guards deployed shall ensure:-
  - (a) Always address the staff/ Officers and visitors with Sir/ Madam
  - (b) Always use polite language.
  - (c) Not to argue with anybody at any given situation.
  - (d) Should maintain proper coordination with Supervisors.
  - (e) Should be Punctual.
  - (f) Should be regularly briefed followed by close supervision/ monitoring.

Signature of the Agency 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 2<sup>nd</sup>. Floor, ParyavaranBhawan, Lodhi Road, New Delhi and the security arrangement at IICA as covered in the tender includes mainly the following:

- i. The Agency shall ensure that all the instructions by IICA or 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 should be available with the security guard.
- iv. The Agency 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 equipments/ material available on the spot. They will also help the firefighting staff in extinguishing the fire or in case of any other event of 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 2<sup>nd</sup>. floor.
- xii. The requirement of Security Guards is quite tentative, which may be increased or decreased by the IICA.

Signature of the Agency 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 of Rs. 15,000/- in form of DD/Pay Order	
2	One Self attested recent passport size photograph of the authorized person of the Agency, with name, designation, address, and telephone numbers. If the Agency 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 and shoes etc.	
14	Self attested copy of Licence under PSARA	

Signature of the Agency 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 hereby abide by the provisions for payment of wages to the persons deployed, 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, less 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 and other natural calamities etc.
6. I/We do hereby undertake that complete security of the office shall be ensured by our Security Agency.

(Signature of the Agency)

Name and Address of the Agency

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 deployment of Security Guards for Rs. \_\_\_\_\_ (Rupees in figures and words) (hereinafter called the "contract") to M/s \_\_\_\_\_ (Name of the Agency) \_\_\_\_\_ (hereinafter called the "Agency").
3. AND WHEREAS THE Agency 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 Agency 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 Agency or the debts he may have incurred to any parties 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 Agency 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 Agency. The Bank shall pay to the IICA any money so demanded notwithstanding any dispute/disputes raised by the Agency 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 Agency or if the Agency 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 Agency.
8. The Guarantee hereinbefore contained shall not be affected by any change in the Constitution of the Bank or of the Agency.
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 Agency" 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 INDIAN INSTITUTE OF CORPORATE AFFAIRS.**

Name of the Firm/ Agency\_\_\_\_\_

S. No.	Deployment of-Security Guards	Rate per Guard per month Rs.
1.	Administrative/ Service charges	
2.	Any other Charges ( Please specify) (i) _____ (ii) _____ (iii) _____	

**Grand Total= Rs.**

(Rupees\_\_\_\_\_only)

Note:-

- i) The monthly rates should not be less than the minimum rates fixed for ex-Servicemen by the DGR as applicable at Delhi and should be inclusive of all statutory dues and other dues as amended from time to time. Wherever the state minimum wages are higher than the wages notified by DGR, the higher wages shall stand protected and would be payable. The present amount payable to the Agency by IICA, exclusive of relieving charges, service charges and service tax etc. as per DGR rates shall be Rs. 15,183.30 P.M. per security guard per month.
- ii) The Agency shall be responsible to bring to the notice of IICA as soon as the revised rates are notified by the DGR or as applicable and shall claim payment from IICA as per revised rates for making payment to the Security Guards deployed in IICA.
- iii) Service Tax as applicable can be claimed from IICA for which the Agency shall be responsible for its deposit with concerned department of G.O.I and shall submit proof of deposit with next monthly bill submitted to IICA for payment.
- iv) The Agency shall initiate prompt action for allotment/ transfer of PF Nos. and issue of ESI Cards to the persons deployed and shall be responsible for regular deposit of employer as well as employees shares of contributions of EPF and ESI etc. with Provident Fund Commissioner and ESIC and shall submit its proof of deposit on monthly basis with the regular next month bills submitted to IICA for payment.
- v) The Agency shall make payments to the Security Guards as per the prescribed rates and shall issue every month pay slips showing details of Gross amounts, deductions and net payments made.
- vi) The Agency shall ensure payment to Security Guards before due date as prescribed by the State Govt. of Delhi.



- vii) The Security Guards should be provided with quality uniform and quantity should be as per the norms prescribed in this regard and that it may be ensured by the Agency that wearing of clean uniform by them while on duty is mandatory.
- viii) Payment of bonus to the security guards is mandatory as per Payment of Bonus Act 1965(as amended).
- ix) Security Guards are allowed a day of rest after a continuous period of six days work every week. Moreover, when a security guard works for more than 48 hours in a week he is entitled for wages on overtime rates i.e. double the ordinary rates of wages.
- x) The Administrative/ Service Charges should be quoted in Rupees and not in percentage, otherwise the same will be rejected.
- xi) Please specify nature of additional charges under the heading `Any other charges` and only monthly rate per guard of such charges may be quoted in Rupees at S. No. 2 of the Financial Bid.
- xii) The rates quoted shall remain fixed during the entire period of contract.
- xiii) Criteria for selection for award of the contract will be the Grand Total amount.
- xiv) In case of a tie, the lowest Agency will be decided on the basis of highest value of gross turnover/ contracts handled during the last three years.
- xv) In case of any ambiguity in rates between the figures and words, the rates quoted in words shall prevail.

(Signature of the Agency)  
Name and Address of the Agency with seal.