

INDIA ISLAMIC CULTURAL CENTRE

87-88, LODHI ROAD, NEW DELHI-110003

Ph.no.-011-43535353, Extn.-336

Email id: iiccdelhi29@rediffmail.com

Tender No.: IICC/Security/2026-27/2

Dated: 01.09.2026

Tender Notice for Security Guard Services

Sealed tenders in two bid system (Technical Bid and Financial Bid) are invited by the Secretary, INDIA ISLAMIC CULTURAL CENTRE for the **year 2026-2027** from reputed, experienced and Private Security Agencies (Regulation) Act (PSARA) compliant private security agencies for deployment of 09 male guards (day and night shift), 01 male supervisor (night shift) at the premises of IICC (Address: 87-88, Lodhi Road, New Delhi), such security agencies must have annual turnover of over 5 crores and have executed similar security guard service in establishments having minimum deployment of 50 security guards/personnel. The firm should have been in the business of providing security services for at least five years.

Tenderers shall furnish proof of satisfactory completion of such work issued by the client along with their full company profile. Technical bid shall be opened first and after evaluation and finalization of technical bid, the list of selected contractors will be declared and financial bid of technically qualified bidders only shall be opened.

Tender documents can be obtained from the office of IICC from 10 am to 5 pm (Monday to Saturday) or download it from website www.iiccentre.com of the India Islamic Cultural Centre. Applicants will enclose a DD of Rs. 1,000/- (one thousand) only in favour of India Islamic Cultural Centre, Payable at New Delhi (Non-refundable) along with tender document as tender application fee.

Last Date of Submission of Tender	10 th September 2026, by 5 p.m.
Security Deposit	Rs.25,000/- on award of Contract

Secretary

India Islamic Cultural Centre

INDIA ISLAMIC CULTURAL CENTRE
87-88, LODHI ESTATE, NEW DELHI-110003

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Note:

1. Tender document can be downloaded from the website www.iiccentre.com or collected from the office of India Islamic Cultural Centre, 87-88, Lodhi Road, New Delhi 110003.
2. Last date for submission of tenders at Centre: 10th September 2026 by 5:00 pm.

Instruction to Bidders

Sealed tenders are invited for awarding contract for out-sourcing the Security guard services at India Islamic Cultural Centre.

1. Name of the Institution : INDIA ISLAMIC CULTURAL CENTRE, IICC
2. Address : 87-88, LODHI ROAD,
NEW DELHI 110003.
3. Total Area : Office, Residential Block, Function
Block, Open area within boundary
(Basement, Ground, First Floor and Terrace)

(The bidder is advised to visit and acquaint himself with the operational system. The costs for visiting shall be borne by the bidder. It shall be deemed that the bidder has undertaken a visit to the India Islamic Cultural Centre and is aware of the operational details prior to the submission of the tender documents).

Scope of Security Duties at IICC (briefly)

- Security personnel shall ensure the safety and security of persons, property, building, equipment, documents and other assets of IICC, 24X7
- Security personnel shall maintain effective control at all entry and exit points.
- Security personnel shall regulate movement of members, employees, visitors, contractors, vendors, vehicles and other persons entering or leaving the premises.
- Security personnel shall verify and regulate visitors, maintain visitor registers, maintain gate passes and other records prescribed by IICC.
- Security personnel shall provide adequate security cover during functions/events on the premises of the Centre
- Security personnel shall conduct regular and effective patrolling of Building, Corridors, Parking areas, Open areas, Terraces, Other designated locations.
- Security personnel shall regulate and monitor the movement of stores, materials, equipment and other goods entering or leaving the Centre in accordance with procedures prescribed by IICC.
- Security personnel shall assist in emergency evacuation and initial fire-control measures using available fire-fighting equipment and act as first responder
- Security personnel shall know how to deploy & use security equipment's for security of persons and property of IICC.

Essential qualification of Guards /Security Personnel

Every Security Guard deployed at IICC shall:

- Be trained in accordance with the applicable provisions of PSARA, 2005 and the rules made thereunder.
- Possess a valid medical fitness certificate.
- Possess a valid Police Clearance Certificate.
- Be trained in the proper use and handling of security equipment.
- Be trained in the use of basic fire-fighting and fire-control equipment.

- Be alert, disciplined, courteous and physically fit and capable of performing standing, patrolling, access-control and emergency-response duties.
- Possess sufficient literacy skills to read, understand and maintain visitor registers, gate passes, incident reports, security logs and other records.
- Maintain a neat, smart and professional appearance with proper uniform and shoes while on duty.

Terms and Conditions

1. The participating Security Agency must have a minimum of **150 active security guards/personnel on its payroll** as on the date of submission of the tender. The bidder shall furnish documentary evidence in support of its manpower strength.
2. Security Agency should furnish list of establishments where more than **50 Security Guards** are deployed. They should attach certificate of satisfactory services rendered.
3. Agency should furnish details of in-house training facility.
4. During technical evaluation, a Committee of IICC shall like to interact with two guards of the agency to assess their level of related knowledge and overall bearing of guard.
5. The agency is to provide security services at IICC 24x7 for a period of 11 months and for extended time other than contracted for at the discretion of the Management of IICC.
6. The services will be provided in three shift basis on all days of a week, on Sundays and National holidays. Agency has to replace guards employed on normal working days for Sundays and National holidays.
7. Total 09 male guards (day and night shift) and one supervisor (night shift) will be required on 8 hours duty round the clock. The number of guards may be increased or decreased based on the requirement of the IICC.
8. The Security staff employed will be responsible for opening and locking of all the doors / windows and switching off all electric gadgets at the time of closing of the Centre or when not in use. The Security staff will also be responsible for checking of water taps if left open. Any property left outside, in office or premises and office left unlocked by staff should be reported to the Senior Staff immediately.
9. The Senior Staff/Manager (HR)/ Security In charge will have the right to assign any other security/safety related duties to the security staff deputed by the Agency.
10. The TECHNICAL & FINANCIAL BID shall be opened offline. The TECHNICAL BID, if not qualified, tender application will be summarily rejected.
11. The bidding firm has to give a self-certification that it has not been blacklisted by any Central Government Department/State Government/Autonomous Body/PSUs /Banks, etc. If it is subsequently found out that the bidding firm has given false information or has suppressed facts or manipulated then the bid, contract will be rejected /cancelled.
12. In case of failure on part of Agency to complete the contract and/or failure to meet terms of the Contract, IICC shall forfeit the Security Deposit.
13. Guards provided by the Agency will be first information provider to the IICC senior staff and police in the event of any mishap.
14. Losses caused to the IICC due to negligence on the part of Security Guard will be recovered from the Agency.
15. The Security Guard provided by the Agency should be well mannered, courteous and polite. All personnel shall maintain high standards of discipline, courtesy, professional conduct and personal behaviour.
16. The IICC reserves the right to order any guard of the Agency to leave the premises of the Centre if his presence at any time is felt undesirable.
17. Security Agency shall provide whistle, lathi & torch to the security guards at the post.
18. The Agency shall be solely responsible for compliance with all legal obligations, statutory compliances under applicable Acts, latest labour laws and regulatory requirements.
19. The Contractor shall also be responsible for any liabilities or damages to third parties arising from accidents or other incidents due to negligent security services.

20. The security personnel deployed at IICC shall remain employees/personnel of the Security Agency. No employer-employee relationship shall be deemed to exist between IICC and the personnel deployed by the agency. It will be the sole responsibility of the Contractor to pay salaries, other perks, conveyance etc. to its Security Guards
21. IICC shall not provide accommodation, residential facilities or food to security guards, supervisors or other personnel deployed by the agency.
22. Payment shall be made monthly through NEFT/ Cheque, subject to satisfactory performance and verification. The agency shall submit monthly invoice, attendance, PF and ESI records/payment receipts, wherever applicable, other statutory compliance documents, other supporting documents prescribed under the contract.
23. IICC may require additional guards, supervisors or other security personnel during special occasions, functions, meetings, events. The agency shall arrange such additional deployment as requested by IICC, subject to agreed contract terms and rates or separate approval where required.
24. IICC reserves the right to withhold or deduct payment where services are unsatisfactory, required personnel are absent without suitable replacement, security lapses have occurred, penalties, etc.
25. Either party may terminate the agreement upon one month's prior written notice. IICC may terminate the contract with immediate effect in cases of material breach of contractual terms, serious or repeated security lapses, violation of statutory requirements, serious misconduct by deployed personnel, etc.
26. The agency and its personnel shall maintain confidentiality regarding Security arrangements, access-control procedures, operational information, personal information, documents, other sensitive information relating to IICC.
27. The IICC reserves the right to accept or reject any bid and to cancel the bidding process at any time. It may reject all bids at any point prior to the Contract, without assigning any reason or incurring any liability.
28. In the event of any dispute, the Agency shall abide by the decision of IICC. If the dispute requires arbitration, it shall be referred to a sole arbitrator under the Arbitration and Conciliation Act, 1996. The place of arbitration shall be New Delhi. In the case of disputes settled in court, the jurisdiction shall be the courts in New Delhi.

QUALIFICATION CRITERIA FOR TECHNICAL BID

1. The Agency

- (a) **Name:** _____
- (b) **Registered Address:** _____
- (c) **Office Address in Delhi/NCR:** _____
- (d) **Contact Person:**
- (i) **Name & Designation:** _____
- (ii) **Telephone:**
- **Landline:** _____
 - **Mobile:** _____
- (iii) **Email ID:** _____

2. Type of Agency: (Please tick and enclose a copy of the Memorandum/Articles of Association/Certificate of Incorporation/Partnership Deed)

Private Ltd Company

Limited Liability Partnership

Partner Ship Firms

Sole Proprietorship

Public Ltd Company

Cooperative

3. **PAN No.:** _____
(Please enclose an attested photocopy)
4. **EPF Registration No.:** _____
(Please enclose an attested photocopy)
5. **ESI Registration No.:** _____
(Please enclose an attested photocopy)
6. **PSARA Registration No.:** _____
(Please enclose an attested photocopy)
7. **Company Registration no.:** _____
(Please enclose an attested photocopy)
8. **Registrations under other various applicable Acts** _____
9. (Please enclose an attested photocopy)
10. **Annual Turnover for the Last 3 Years:**
(Should not be less than Rs. 5 Crore)
- F.Y.2023-2024:** _____
- F.Y.2024-2025:** _____
- F.Y.2025-2026:** _____
11. **Interview Result (with the two fully dressed Guards):** _____

TECHNICAL BID

1. EXPERIENCE

Attach Details of Similar Work in the field during the last five years

- a) List of Establishments where more than 50 Security Guards are deployed.
- a) Please submit copies of documentary evidence, such as work orders and corresponding satisfactory job completion certificates from clients, specifying the value and period of the work order.

2. INFRASTRUCTURE DETAILS

- i) **Workforce (Nos.):** _____(not less than 150 of various categories)

3. SECURITY MONEY DETAILS – Mandatory- (will be returned to unsuccessful parties)

- 1) **D.D. No.** (in favour of India Islamic Cultural Centre, payable at New Delhi): _____
- 2) **Date:** _____
- 3) **Amount:** _____
- 4) **Drawn on:** _____

Signatures of Authorized Signatory

Name: _____

Designation: _____

Seal: _____

FINANCIAL BID

1. **Building Name and Address:** India Islamic Cultural Centre,
87-88, Lodhi Road, New Delhi-110003
2. **Block:** Bidders must visit and familiarize themselves with the premises at their own expense before submitting their tenders.
3. **Number of Days for Service:** 24-hour security services on all days, 8 hr. shift-based.
4. **Security Personnel Requirements:** 09 male guards (day and night shift);
01 male supervisor (night shift).
5. **Financial Bid (per Security Guard/Supervisor for an 8-hour shift)**

***Total Monthly Charges per Security Guard/Supervisor:**

S.No.	Details	Amount (in rupees)
1.	Minimum Wages per Guard/Supervisor (as per notification from Labour Department, Govt. of NCT of Delhi)	
2.	E.P.F. Charges	
3.	E.S.I. Charges	
4.	Relieving Charges	
5.	Bonus	
6.	Service Charges	
7.	GST	
8.	Total (in words)	

Total Monthly Charges

Date:
Place:

Signature of Authorized Signatory
Name:
Seal:

DETAILS OF CONTRACTS FOR PAST FIVE YEARS

Details of Major Contracts with Central Government, Autonomous Bodies, State Governments, PSUs, Private Firms and other Reputed Organisations handled by the Tendering Agency

Please provide the information in the following format:

S. No.	Client Name	Type of Organization (e.g., Central Government, Autonomous Body, State Government PSU, Private Firms, others)	Contract Duration (Start Date – End Date)	Scope of Work (Brief description of services provided)	Contract Value	Contact Person (Name and designation)	Contact Details (Phone number and email)
1							
2							
3							
4							
5							

(Please use extra sheet if required)