

INDIA ISLAMIC CULTURAL CENTRE
87-88, LODHI ROAD, NEW DELHI-110003
Ph.no.-011-43535353
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Tender No.: ICC/Security/2024-25/1

Dated: 09.11.2024

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 2024-2025** from reputed, experienced and Private Security Agencies (Regulation) Act (PSARA) compliant private security agencies for deployment of 08 male guards, 01 female guard (day shift) and one male supervisor (night shift) at the premises of ICC (Address: 87-88, Lodhi Road, New Delhi), such security agencies must have annual turnover of over 2 crores and have executed similar security guard service in establishments having minimum deployment of 15 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 ICC 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, New Delhi (Non-refundable) along with tender document.

Last Date of obtaining Tender	20 th November 2024, by 5 p.m.
Last Date of Submission of Tender	30 th November 2024, 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: 30th November 2024 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
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)

- To ensure safety & security of person and property of the IICC, 24X7
- To enforce access control on the gates of the Centre.
- To provide security cover during functions/events on the premises of the Centre
- To conduct patrolling of premises of IICC including building and open area.
- To deploy & use security equipment's for security of persons and property of the Centre.
- To act as first responder in the event of fire or any other problem.

Essential qualification of Guards /Security Personnel

Security Guards

- should be trained as per PSARA provision
- should be trained in use of various Security equipment
- should be trained in use of Fire control equipment
- should be trained in control of movements, In & Out of the stores and goods.
- should be physically and mentally fit. They should be well built, smart and educated to read & write local language.
- should be neatly dressed up with proper uniform and shoes.

Terms and Conditions

1. Security Agency should furnish list of establishments where more than 15 Security Guards are deployed. They should attach certificate of satisfactory services rendered.
2. Agency should furnish details of in house training facility, by equipment & instructors.
3. No. of the Security guards can be increased or decreased by the management of IICC. Agency shall provide additional Security Guards and bouncers as when required for special occasions.
4. Agency shall submit its organization structure viz organogram with its registered office. Agency will state whether it is a company or partnership firm.
5. 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.

6. The agency is to provide security services at the institution 24x7 for a period of One Year or for extended time at the discretion of the Management of the Centre.
7. 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.
8. Only UNARMED security guards, trained in security duties in proper uniform with verified antecedents will be employed. Guards should be trained in security equipment & fire control measures.
9. Total 08 male guards, one female guard (only day 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 Centre.
10. The agency will be responsible for payment to these guards/security personnel. No payment or honorarium, whatsoever, will be paid by Centre to the security personnel deployed by the agency directly.
11. The agency will be responsible for ensuring proper conduct and discipline of the security guards/personnel. Centre will have the right to remove/change any security guard without assigning any reason.
12. The agency will be responsible for taking all possible measures to ensure safety & security of the property, building and Centre's premises. The agency will be held responsible for any loss of property due to negligence or failure to provide adequate security and will be liable to pay compensation. The agency will also be responsible for losses due to the negligence on the part of personnel employed by it.
13. 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 GM immediately.
14. The GM/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.
15. The TECHNICAL & FINANCIAL BID shall be opened offline. The TECHNICAL BID, if not qualified, will be summarily rejected.
16. 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.
17. If after award of the contract, the successful bidder (T1) fails to provide required number of trained Security Guard, the Contract is liable to be cancelled along with forfeiture of security deposit if any and other consequential actions such as blacklisting, as deemed appropriate.
18. Security Deposit will be forfeited if Contractor fails to meet the terms of Contract.
19. In case of failure on part of Contractor to complete the contract the Centre shall forfeit the Security Deposit.
20. The contract can be terminated on account of unsatisfactory services upon performance review by the Board of Trustees and Executive Committee of the Centre i.e. India Islamic Cultural Centre. The unsatisfactory service shall mean and include non-compliance and non-fulfillment of any of the contractual obligations by the contractor and or poor performance of security guards and violation of any of the terms and conditions of the contract and failure on its part to correct the discrepancies /shortcomings brought to its notice in writing by the authority of India Islamic Cultural Centre.
21. By virtue of this agreement, no employer-employee relationship will be created between the Security Guards and the India Islamic Cultural Centre. It will be the sole responsibility of the Contractor to pay salaries, other perks, conveyance etc. to its Security Guards, it will also ensure that all statutory compliances are properly and timely done. No complaints from the Security Guards in this regard will be entertained by the India Islamic Cultural Centre.

22. Either party may terminate the agreement upon one month's prior written notice. The agreement can be terminated by IICC without assigning any reason, and the decision of BOT shall be binding on Contractor. No claims for compensation or loss of revenue due to such a decision shall be entertained.
23. The contractor shall be fully responsible and liable for any theft, burglary, fire, or any other mischievous act committed by its Security Guards. Such matters must be immediately reported to the competent authority at the Centre and the Police.
24. The Contractor will ensure that wages to the Security Guards are paid regularly in accordance with the Minimum Wages Act in force, as per the Government of NCT of Delhi, and other mandatory rules/regulations under various Acts as applicable.
25. The said firm/agency will be solely responsible for all legal obligations concerning the Security Guards employed by it and deployed at the I.I.C.C. on contract.
26. The Centre shall not provide any accommodation or living facilities to the Security Guard.
27. Losses caused to the IICC due to negligence on the part of Security Guard will be recovered from the Contractor.
28. Agency will certify that the PF & ESI is properly deducted and deposited.
29. The Security Guard provided by the Contractor should be well mannered, courteous and polite. The Security Guard should not smoke or consume liquor while on duty and should not play cards, etc. in the Centre.
30. The Contractor shall be responsible for complying with Legal obligations under GST, Income Tax, ESI, PF, the Contract Labour (Regulation and Abolition) Act, the Minimum Wages Act, other Labour Laws, and other applicable regulations. 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.
31. Payment to the Agency/Contractor will be made on a monthly basis, subject to satisfactory services. Attendance records and other necessary documents, PF and ESI payment receipts, etc. must be submitted for payment processing. No advance payments will be made. The Contractor shall submit the bill in the first week of the following month for the previous month's services, and payment will be made by cheque or NEFT only.
32. The Centre shall be at a liberty to withhold any of the payments in full or in part subject to recovery of penalties, if any.
33. The Centre reserves the right to order any guard of the contractor to leave the premises of the Centre if his/her presence at any time is felt undesirable.
34. The selected Agency/Contractor shall have to execute an agreement on non-judicial stamp paper of Rs. 100/- to be signed by both the parties.
35. In the event of any dispute, the Agency/Contractor shall abide by the decision of the Centre. 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.
36. Security Guards will have to carry whistle, Lathi & torch in the post.
37. Security guards shall have the list of Mob./Tel. nos. of to be informed individuals in the events of emergency or any serious incident. List shall include the nos. of Management & staff, Police Station and Fire emergency numbers etc. Such list shall be prominently displayed at the point of duty.
38. The India Islamic Cultural Centre 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 placement of an order, without assigning any reason or incurring any liability.

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

Partnership Firms

Sole Proprietorship

Public Ltd Company

Cooperative

3. **PAN/GIR 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. **Registration under other various applicable Acts:**
9. **Annual Turnover for the Last 3 Years:**
(Should not be less than Rs. 2 Crore)
- 2021-2022:** _____
- 2022-2023:** _____
- 2023-2024:** _____
10. **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 15 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 30 of various categories)

3. EARNEST MONEY DETAILS

- 1) **D.D. No.:** _____
- 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, shift-based.
4. **Security Personnel Requirements:** 08 guards (day and night shift); 01 female guard (day shift), 01 supervisor (night shift).
5. **Financial Bid (per Security Guard 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.	Service Charges (inclusive of Uniforms, Bonus, etc.	
6.	GST	
7.	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 <small>(e.g., Central Government, Autonomous Body, State Government PSU, Private Firms, others)</small>	Contract Duration <small>(Start Date – End Date)</small>	Scope of Work <small>(Brief description of services provided)</small>	Contract Value	Contact Person <small>(Name and designation)</small>	Contact Details <small>(Phone number and email)</small>
1							
2							
3							
4							
5							

(Please use extra sheet if required)