



INDIA INTERNATIONAL CENTRE
40, Max Mueller Marg, New Delhi-110003
Telephone: 24609426, 24609351, Fax: 91-11-24609360
E-mail: purchase@iicdelhi.in

To,
M/s _____

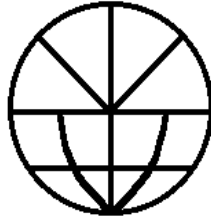
ANNUAL SERVICE CONTRACT FOR SECURITY SERVICES

Dear Sir,

1. Sealed Tender is invited for the services against the above mentioned category of the contract for the period **01 April 2025 to 31 March 2026**.
2. You may quote for the services to be rendered as per Annexure-A, One Rate, without preconditions. All pages of the Tender form are to be stamped and signed.
3. Bidder can download the document and further amendments, from the IIC website (<https://iicdelhi.in>) and submit the same to IIC in a sealed envelope super-scribing on it **“Tender for ANNUAL SERVICE CONTRACT FOR SECURITY SERVICES”** so as to reach **“Purchase Officer, India International Centre, 40, Max Mueller Marg, New Delhi 110003”** on or before **27TH February 2025 at 17:00 Hrs.** Validity of quoted rates will be for 90 days.
4. Check list provided in the Tender form is mandatory to be filled by the vendor by attaching all the required documents as asked for.
5. Please note that the Centre reserves the right to accept or reject any of the Tender in part or whole or all the Tenders without assigning any reason, nor is it bound to accept the lowest quotation & to divide the same between a number of suppliers without any liability on its part.
6. Late, incomplete, conditional, false, fictitious tenders or Tenders without deposit will be summarily rejected.
7. Please read the detailed services as required to be rendered by the vendor, which form part of this tender document at Annexure ‘B’ and Terms and conditions at Annexure ‘C’ as the same are to be accepted by the Tenderer.

SECURITY SERVICES

FORM NO:_____



INDIA INTERNATIONAL CENTRE
40, Lodhi Estate, Max Mueller Marg, New Delhi - 110003
Telephone: 24609322, 24609323
E-mail: purchase@iicdelhi.in

ANNUAL SERVICE CONTRACT 2025-26

TENDER FORM FOR SECURITY SERVICES

FOR THE PERIOD OF 01-04-2025 TO 31-03-2026

EMD: 50,000/-

SECURITY DEPOSIT: 5% of Contract Value

INDIA INTERNATIONAL CENTRE

CHECK LIST FOR TENDER FORM

1	Name of Contract		
2	Name of the Vendor		
3	Status of the Vendor i.e. Whether applying as a Principal/Authorised Distributor/Dealer. Documentary proof to be enclosed. (Must)		
4	Complete Address of the Vendor		
5	Telephone No. / Mobile No /Fax No. /Email ID		
6	Name of Contact Person & Mobile No.		
7.	Copy of Registration of Shop in Delhi for doing Business is enclosed. (Must)	Yes / No	
8.	Whether EMD of Rs. 50,000 enclosed. Original DD/Cash receipt to be enclosed. (Must)	Yes/No	DD/Cash Receipt No. Date.....
9	Whether EMD exemption sought	Yes / No	
10	Whether Tenderer (Principal / Authorised Distributor / Dealer/ Merchant.) is having 3 yrs experience in supply of _____ business. List of suppliers to be enclosed in support of experience.		
11	Whether having PAN/GIR Regn No. A self attested copy to be enclosed. (Must)	Yes/No	Regn No....., Date....
12	Whether self-attested copy(s) of Income Tax (Latest Income Returns enclosed) (Must)	Yes/No	
13	Whether having GST / TIN Number / C.S.T. Self attested copy to be enclosed. (Must)	Yes/No	Regn No....., Date....
14	Whether Certificate for unconditional acceptance of all the terms and conditions of the tender on the Bidder's letter head enclosed as per format. (Must)	Yes/No	
15	Has your company been Black Listed by any company in Delhi, If yes, give details.	Yes/No	
16	Whether ESI & PF compliance is being done by the vendor for staff deployed.	Yes/No	(for Services Contract)

Vendor Signature with Stamp

Annexure 'A'

SECURITY SERVICES FOR THE PERIOD OF 01/04/2025 TO 31/03/2026				
SL NO	ITEMS	SHIFT	DAILY QTY	RATE
1	SECURITY SUPERVISOR	08 HRS	1	
2	SECURITY GUARD	08 HRS	19	
	Taxes as applicable is to be mentioned			

(Table showing complete charges ESI/PF, Bonus, Service Charge etc should be Submitted along with Tender Form)

Sl. No	Description	Unskilled Manpower	Semiskilled Manpower
(a)	Number of manpower required	19	01
(b)	Minimum Wages		
(c)	Service Charges		
A	Subtotal (b+c)		
(d)	EPF (13%)		
(e)	ESI (3.25%)		
(f)	Bonus @ 8.33%		
(g)	Leave for 82 days		
B	Sub Total (d+e+f+g)		
C	Grand Total (A+B)		

GST Extra as applicable

I agree to the terms & conditions mentioned in the Tender form.

Vendor Signature with Stamp

SERVICES TO BE RENDERED BY THE SECURITY AGENCY

1. To provide protection and safety to IIC properties both movable & immovable by providing full proof security in the entire IIC Complex i.e within the IIC perimeter, utility buildings which houses electrical substation, A/C pumping station, generator, telephone exchange control room, parking areas, other open areas, cafeteria all floors of building including terraces, stair cases, IIC Admin Block & Gates etc. and to prevent, pilferage theft and sabotage.
2. To provide protection and safety to occupiers, visitor's and their personal property.
3. To deal with any kind of protests, demonstrations and any kind of unruly or disorderly situation, by exercising effective crowd control.
4. To exercise effective control on the entry of unscrupulous and undesirable elements by exercising effective screening. To ensure orderly and trouble-free operation of scheduled and authorized functions and activities held in the premises and to prevent unauthorized function and any kind of disturbance and disruption of any lawful activity in and around IIC premises.
5. To deal effectively with unforeseen contingencies like fire and bomb threat etc.
6. To regulate the entry & exit of persons with a view to ensure entry only of genuine persons and permitting only authorized contractors and Labour to enter & work in the premises by devising a suitable mechanism in consultation with IIC authorities.
7. To welcome and guide the guests & bonafide visitors to their destinations within the premises of IIC.
8. To implement management instructions and guidelines given from time to time and to advise management on security matters and to carry out regular assessment of the security needs and security systems with a view to make effective improvements in consultations with IIC management.
9. To ensure prevention and safety of all areas of the Centre. To administer First Aid to the occupants, guests in case of any emergency.
10. To be able to drive Centre's vehicles to shift patient to hospital in the event of any medical emergencies.
11. To prepare and submit daily report on the negative incidents occurring and observed in the premises to the IIC managements and to take necessary preventive remedial steps to avoid their reoccurrence.
12. To liaise with Delhi police, fire brigade and government agencies and secure their speedy assistance wherever required.
13. To evolve and implement effective equipment aided patrolling & inspecting system in the premises with a view to ensure the following: -
 - (a) To check all fire doors & exits to ensure that they are closed and are free of obstructions and also to verify existence of exit signs.
 - (b) That the fire exit stairways are well lit and that fire extinguishers, sprinklers, alarm system, smoke/heat detectors, fire pumps, emergency generators; hope pipes and first aid equipments are available and in working condition.

(c) To ensure that no room/enclosure which is supposed to be locked remains open.

(d) To verify that other necessary equipments and accessories are in working order.

Vendor should have Five Years of Experience in Security/Guarding Field and Enrolled manpower of at least 500 staff in Delhi/NCR to be eligible for the Tender Form

(e) To ensure that the lights in the parking areas, corridors and other security sensitive areas are working and are in order.

(f) To ensure that no unauthorized person or suspicious character is present in the premises.

(g) To find if any item is lying loose, unattended and unprotected anywhere inside the premises.

(h) To ensure that all entrances and exits, except one or two required to be operated at night are closed.

14. To regulate the incoming and outgoing movable property and material with a view to prevent theft, pilferage and unauthorized transportation.

15. To carry out regular surveillance of entrance and exits both physically and through CCTV.

16. To regulate arrangements in the parking areas with a view to ensure.

(a) Proper security of the areas.

(b) To regulate orderly movement of incoming & outgoing vehicles.

(c) To guide vehicles to the assigned parking area.

(d) To ensure that only authorized vehicles are allowed parking and that no unauthorized person is allowed to drive a vehicle out from the parking area.

(e) To provide security to the vehicles parked in the parking area.

17. To regulate and coordinate the working of various maintenance agencies inside the area in a manner that no unauthorized person are allowed entry and no contractors or their workers are permitted to pilfer property.

18. To prevent that entry of vendors, hawkers and stray animals inside the premises.

19. To arrange training of the security personnel in respect of the jobs being performed by them on regular basis which would comprise drills relating to:

(a) Sounding a fire alarm

(b) Use of hose pipes, fire extinguishers, smoke/heat detectors & other fire fighting equipments

(c) Use of First Aid Equipments.

20. All detailed guards should have complete police verification papers.

21. To provide uniform, batons, handheld detectors, torches, chains/ropes for cordoning an area.

SPECIAL TERMS & CONDITIONS FOR THE CONTRACT

1. The bidder is required to pay minimum wages fixed by GNCTD for various categories of contractual workers. Presently, the minimum wages fixed by GNCTD are as under:

	<u>Category</u>	<u>Monthly Wage</u>	<u>Per Day Wage</u>
(a)	Un-skilled	: Rs. 18,066/-	Rs 695/-
(b)	Semi-skilled	: Rs. 19,929/-	Rs 767/-
(c)	Skilled	: Rs. 21,917/-	Rs 843/-

2. The bidder is required to pay PF contribution to EPFO and ESI contribution to ESIC as per contribution rates applicable on of the minimum wages in respect of the contractual workers. The Bidder shall be entitled to claim reimbursement of the PF & ESI contributions from the Centre. The Bidder shall provide UAN No & ESI Number of each contractual employee deployed at IIC.

3. The contractual worker will be entitled for the following leaves:

<u>Leaves</u>	<u>Days</u>
Weekly Off	52
Casual Leave / Sick Leave	12
National Holidays	03
Annual Leave / Privileged	15
Leave (akin to EL)	----
Total	82

Since manpower services are to be provided throughout the year, the bidder shall be entitled to seek Leave Relief from the Centre as indicated below:

82 Days x per day minimum wage fixed by GNCTD presently the per day minimum wages for the different categories of Contractual works are as under:

Unskilled	= Rs 695/- Per Day
Semi-Skilled	= Rs 767/- Per Day
Skilled	= Rs 843/- Per Day

The Leave Relief will be paid on actual basis.

4. The bidder shall present bill for 'Leave Relief' on actual basis in the first week of every month for the preceding month. The Bidder shall enclose the necessary documents in support of the bill raised.
5. The bidder must note that the contractual workers are entitled to the leaves mentioned in Para 3(iii) supra. In lieu of the privilege leave, they can be granted leave encashment benefits.
6. The bidder shall submit ECR and ESI details along with the bill.
7. It will be the duty of the bidder to ensure that the contractual manpower is paid wages before 7th day of the following month. In case of default IIC will have the rights to pay directly to the individual and recover the same along with 10% penalty from the bidder.
8. The bidder shall furnish a detailed statement at the end of every month as to the leaves availed by each of the contractual workers in the month. If some workers have availed leave encashment in lieu of the privilege leave during the month, the statement must clearly indicate it.
9. The contractual manpower is entitled for minimum bonus @ 8.33 %. The Bidder shall submit a bill claiming the bonus amount in respect of the contractual workers indicating their names and the bonus payable individually to them. Such bills shall be submitted 4 weeks before the Deepawali festival. After scrutiny, the Centre shall release the bonus to the Bidder at least a week before the Deepawali. The Bidder shall pay the bonus to the contractual workers within 2 days of its release by the Centre and positively before the Deepawali.
10. Taking the above instructions / requirements into consideration, the Bidder shall quote its **Service Charge** as a percentage of the basic minimum wages (without adding the components of PF/ESI, Leave Relief and Bonus). The Service Charge shall be the sole bidding parameter. The quote for Service Charge shall be mentioned in the Financial bid of the Bidder.

Date:
Place: New Delhi

Authorized Signatory
Purchase Department

TERMS & CONDITIONS FOR THE CONTRACT

1. The approved rates shall remain effective from **01 April 2025 to 31 March 2026**. No escalation, whatsoever, in rates shall be allowed during the period of contract under any circumstances, if Delhi Govt revises the minimum wages then only new rates will be applicable.
2. Each tender shall be accompanied by Earnest money deposit of Rs 50,000/- by way of demand draft drawn in the favour of India International Centre and payable at New Delhi. Incomplete tenders and tenders not accompanied by the Earnest money Deposit shall be summarily rejected.
3. On acceptance of the tender an additional amount of Security Deposit of 4% of Tender Value shall be deposited by way of DD/Pay Order at Delhi/New Delhi, the same shall not draw any interest. In case of non-acceptance of the tender, the amount of Earnest money deposit shall be refunded without any interest.
4. The Contractor shall also be liable to pay Centre the sum not exceeding Rs. 500/- (Rs. Five hundred only) at the option of the Purchase Officer as liquidated damages for each and every day of such default or for any breach of the contract, as often as the same shall happen, the Centre being at liberty to retain the said sums from the amount of any bills/security deposit that may or shall be due to the contractor for due performance of the contracts. In case of repeated defaults, the Centre reserves the right to terminate the contract.
5. In the event of failure on the part of the contractor to render the services in accordance with the conditions entered herein, the said deposit shall be forfeited to the Centre.
6. The contractor shall not directly or in indirectly offer any inducement, gratification, gift or reward to any officer and employee of the Centre to do or not to do so act, manifestly favorable to such contractor in the discharge of the Centre responsibilities, under the terms of the Agreement or for obtaining any benefits, appurtenant thereto, any such attempt would such sufficient ground for termination of the contract and forfeiture of the security deposit.
7. Vendor shall keep the IIC fully indemnified from and against all claims, costs, charges to which the IIC may be subjected to and all expenses to which the IIC may incur in respect of the personal injuries to the personnel deputed by the Vendor arising out of or action during the term of this Agreement.
8. That the Vendor shall also indemnify and keep indemnified against all such claims, damages, etc. which the IIC may be subjected on account of the Vendor not complying with the statutory requirements as stated hereinabove. The required Labour license from department Delhi Government will be submitted within 30 days from 01 April 2025. On acceptance of the tender, the Tenderer shall enter into agreement with IIC.

Payment Terms:

9. The Vendor will submit a bill of the current month by 5th of every month and IIC shall ensure that the payment is cleared by the 10th of the following month so that there is no delay in disbursement of salary to the workers.
10. The monthly payment will be released in two parts. The First Bill will be submitted by the Vendor for claiming minimum wages, Service Charge and ESI/PF contribution

payable to workers, which will be cleared immediately by the IIC to avoid any delay in disbursement of salary to the workers. The Second Bill will be submitted by the vendor for claiming the Leave relief taken by the workers during the preceding month duly supported with leave applications.

11. Payment will be made month wise after submission of bill for payment by the Vendor duly supported by job completion certificate issued by the representative of the IIC. The Vendor has to submit the monthly payment muster roll of employees showing payment against each, countersigned by IIC or its representative failing which subsequent bills will be held up.

12. Any question or difference which may arise concerning the construction, meaning or effect of this Agreement or concerning the rights and liabilities of the parties hereunder or any other matter arising out of or in connection with this Agreement shall be referred to arbitration by a Sole Arbitrator to be appointed by the Director of IIC. The decision of the Director IIC on the appointment of the Sole Arbitrator shall be final and binding on the parties. Unless awarded otherwise by the Sole Arbitrator, the cost of arbitration proceedings shall be shared equally by the parties. The arbitration proceeding shall be in English language and the venue shall be New Delhi. Subject to the above, provisions of Arbitration & Conciliation Act, 1996 and the Rules framed there under shall be applicable.

13. Under the Delhi Shops and Establishment Act, 1954 entitlement of the contractual worker at IIC is as under:

Leaves Days	
(a) Weekly Off	52
(b) Casual Leave / Sick Leave	12
(c) National Holidays	03
(d) Annual Leave / Privileged Leave (akin to EL)	15
Total	82

14. All and any dispute/difference/issue/matter/action relating to or arising out of this Agreement are subject to the exclusive jurisdiction of the Courts situated in the NCT of Delhi.

15. In the event of any theft, pilferage of and/or damage to the IIC's property/ materials, a FIR shall be lodged with the local police by the IIC and if it is established that the theft, pilferage or damage has been due to the negligence or connivance of personnel of the Vendor, the Vendor in that event agrees and undertake to indemnify the IIC against all losses, cost and expenses arising out of or occasioned as a result thereof.

Vendor Signature with Stamp

(On Vendor Official Letter Head)

To,

Date:

The Purchase Officer

India International Centre

40, Lodhi Estate, Max Mueller Marg,

New Delhi - 110003

**CERTIFICATE FOR UNCONDITIONAL ACCEPTANCE OF
TERMS & CONDITIONS, SPECIFICATIONS OF THE TENDER**

Sir,

It is certified that I/we have studied/understood and hereby agree for the terms and conditions, Scope of Supplies and specifications of the Tender for **Security Services** at India International Centre.

Vendor Signature with stamp