

TENDER NO. : ICSIL/04B/108/GUARD

**INTELLIGENT COMMUNICATION SYSTEMS INDIA LTD.  
(A Joint Venture of T.C.I.L-GOVT. OF INDIA ENTERPRISE  
& D.S.I.I.D.C-An undertaking of Delhi Govt.)**

**TENDER DOCUMENT**

**FOR**

**Selection of Agency for Providing Security Guards  
and Housekeeping for ICSIL Office, Delhi.**

**TENDER NO. : ICSIL/04B/108/GUARD**

**INTELLIGENT COMMUNICATION SYSTEMS INDIA LTD.  
Administrative Building, 1st Floor, Above Post  
Office Industrial Estate, Phase-III, New Delhi -110020  
PH. 011-26929051, 26830338  
FAX. 011-26830347  
E-MAIL: [shekhar@icsil.in](mailto:shekhar@icsil.in)**

# SECTION-1

## NOTICE INVITING TENDER

No:- ICSIL/04B/108/GAURD

Dated: 11.05.2017

ICSIL invites online E-Tenders eligible registered firms/organizations for providing the Services of Security Guard & Housekeeping to the office of ICSIL- Administrative Building, 1st Floor, Above Post Office, Okhla Industrial Estate, Phase-III, New Delhi-110020.

Further detail has been given in the Tender Document which may either be downloaded from the E-portal <https://govtprocurement.delhi.gov.in> of Delhi Govt. and ICSIL website: [www.icsil.in](http://www.icsil.in)

Further details/clarifications, if any, can be had from O/o Sh.Shekhar Tiwari on any working day at the following address:

**INTELLIGENT COMMUNICATION SYSTEMS INDIA LTD.**  
**Administrative Building, 1st Floor, Above Post Office Industrial Estate, Phase-III, New Delhi -110020**  
**PH. 011-26929051, 26830338**  
**FAX. 011-26830347**  
**E-MAIL: [shekhar@icsil.in](mailto:shekhar@icsil.in)**

Last date of submission of online tender on Delhi Govt. E-Portal is 01/06//2017 up to 15:00 hours at the following address

- Tender No : ICSIL/04B/108/Guard
- Estimated No. of security personnel required on day/night duty : Four Numbers.
- Estimated No of Housekeeping : As per requirement Basis
- Attendant (on Requirement Basis) : As per requirement
- Last date Submission of Online Bids : 01.06.2017 15:00 hours
- Date of opening of Online Bids : 01.06.2017 15:30 hours
- Period of engagement : 1 year (extension maximum up to 3 years after review of performance at the end of every year)
- Earnest money deposit : Rs. 18,000 in the shape of Demand Draft In favour of Intelligent Communication Systems India Ltd.

## Eligibility Criteria:

The bidder shall fulfill the following Eligibility Criteria:

1. The bidder should be registered agencies registered under Indian Registration Act 1908 / Indian Partnership Act 1932/ Companies Act 1956, providing similar kind of services for Last three years. copy of Partnership Deed in case of Partnership Firm/ Articles of Association (in case of registered firm)/ Certificate of Incorporation.
2. The bidder should have its office (head office/ regional/Branch Office) in Delhi/NCR).
3. Security Agencies having not less than 50 security guards on their rolls only are eligible to apply.
4. The Agency should be registered with EPFO, ESI & Service Tax etc.
5. Copy of PAN Card, Service Tax Registration, Firm Registration Certificate etc.
6. Bidder must not have been at any time declared as insolvent or convicted for any offence.
7. Minimum Average Annual Financial Turnover during the last three years, ending 31st March 2017, should be at least 5 Lacs from the business of Security Services.  
(Please submit Annual Report (C.A. certified Audited Balance Sheet and Profit & Loss Account) for the last three financial years).
8. A self-undertaking that the bidder has not been black listed and debarred on the basis of FIR lodged against him or any other fault connected with their services by any department/autonomous body/PSU of the Central/State Government/ Private or any agency in India.
9. The Bidder should have Experience of having successfully completed similar work/services to Govt. Department, Public Sector Companies / Banks etc. during the last 3 years ending 30rd April 2017 as per following below:-  
Two similar work/supply orders consisting not less than the amount of Rs. 4.50 lacs each.  

Or

One similar work/supply orders consisting not less than the amount of Rs. 7 lacs.  
  
Similar Work means "Providing of Services of Security Guard & Housekeeping.  
  
(Please submit copy of Work Order and Satisfactory Completion Certificate from the Client).
10. Power of Attorney in favour of person authorized to sign the tender document.
11. A demand draft of Rs.18,000/- drawn in favour of "**Intelligent Communication Systems India Ltd.** as Bid Security.
12. MSE's having UDYOG Aadhar Memorandum and Micro & Small Enterprises (MSE's) registered with the NSIC/MSME are exempted from submission of EMD/Bid Security Deposit on production of requisite proof in the form of valid certification from NSIC / MSME for the tendered items/services.

- Please note that official procurement/downloading of Tender document from E-portal <https://govtprocurement.delhi.gov.in> of Delhi Govt. and ICSIL Website [www.icsil.in](http://www.icsil.in) is mandatory and that the bidder will in no case be able to participate in the tender without having procured/downloaded the official copy of the tender from E-portal <https://govtprocurement.delhi.gov.in> of Delhi Govt. and ICSIL Website [www.icsil.in](http://www.icsil.in) before the due date and time for the same.

**Contact Information:**

**ICSIL Contact person - Sh. Shekhar Tiwari,**  
**Telephone: 011-2692 9051, 2683 0338**  
**E-mail ID: [shekhar@icsil.in](mailto:shekhar@icsil.in)**

The price Offers of only those parties who qualify in the first stage i.e. Techno Commercial shall be opened at time and date to be notified separately.

ICSIL reserves the right to accept or reject any or all the tenders without assigning any reason.

**FINANCIAL BID:**

1. The bidders shall quote their monthly charges inclusive of minimum wages, service charges, P.F, E.S.I, and any other statutory dues etc., if applicable, against manpower separately both in figures and words.
2. Service Charges: - Tenders will be finalized based on the suitability of the agency with reference to the prescribed criteria and competitiveness of the service charges quoted. Bidders are advised to quote their most competitive rates.

## **SECTION-2**

### **INSTRUCTION TO BIDDER**

**1. BIDDER TO BEAR COST OF PURCHASE OF TENDER**

The Bidder shall bear all costs associated with the preparation and submission of the bid. The Purchaser in any case will not be responsible or liable for these costs regardless of the conduct of the bidding process.

**2. AMENDMENT TO BID DOCUMENTS**

- a. At any time, prior to the date of submission of bids, the Purchaser may for any reason, whether at its own initiative or in response to a clarification requested by a prospective bidder, modify the bid documents by amendments.
- b. The amendments/Corrigendum will be notified on **e-portal of Delhi Govt. and ICSIL Website** and these amendments will be binding on them. Bidders are advised to visit **Delhi Govt. e-portal and ICSIL Website** regularly for updates on this Tender.

**3. EXTENSION OF TIME**

In order to give prospective bidders required time in which to take the amendments into action in preparing their bid, the Purchaser may at its discretion extend the deadline for submission of bid suitably.

**4. EMD (Earnest Money Deposit)**

- a. The Earnest Money Deposit (EMD) of Rs. 18,000 /- is required to be deposited by Demand Draft in favour of "Intelligent Communication Systems India Ltd." payable at New Delhi or Bank Guarantee in the prescribed format from a Scheduled Bank from its branch at Delhi/New Delhi shall be submitted along with the tender.
- b. The EMD of the unsuccessful bidder will be discharged/ returned as promptly as possible without any interest.
- c. Tenders received without EMD shall be summarily rejected.
- d. The EMD may be forfeited, if at any point of time it is found that the bidder has made a statement which is factually incorrect/wrong or if the bidder doesn't fulfill any of the contractual obligations, ICSIL may take a decision to cancel reject/terminate the contract with immediate effect, forfeit the EMD deposited by the bidder.
- e. The EMD of the successful bidder will be returned after submission of Performance Bank Guarantee as defined in this Tender Document and obtaining confirmation thereof from the issuing bank in acceptable form.
- f. No interest is payable on EMD.
- g. In case of inadequacy or non-submission of prescribed EMD, the tender shall be deemed to be disqualified and shall be summarily rejected in the technical evaluation.

**5. VALIDITY PERIOD OF BID**

- a. Bid shall remain valid for 90 days after the date of bid opening. The bid valid for a shorter period shall be rejected by the ICSIL as non-responsive.

**6. CLARIFICATION OF BIDS**

- a. To assist evaluation and comparison of the bids, ICSIL may at its discretion may ask the bidder for clarification of the bid. The clarification and response from bidder shall be in writing. The clarification will be asked through the email. The clarification and response from bidder shall also be through the E-mail.
- b. ICSIL does not bind itself to accept the lowest or any tender and reserves to itself the right to accept the whole or any part of the tender.

**7. EVALUATION OF TENDERS**

Since the work involved is providing the services of security guard and The Bid Evaluation will be carried out following:

- a. In the first stage only check EMD, Eligibility Bids and Technical Evaluation.
  - i. When deemed necessary, ICSIL may seek clarifications on any aspect of their offer from the vendor.
  - ii. ICSIL will have the right to disqualify any/all bidders if it is found that the bidder has provided incorrect information and/or the clients provide an adverse feedback about the bidder.
- b. Arithmetical error shall be rectified on the following basis :-
  - i. If there is a discrepancy between the unit price and total price that is obtained multiplying the unit price and quantity, the unit price shall prevail and the total price shall be corrected by the Purchaser.
  - ii. In case of discrepancy between words and figures, the amount in words shall prevail.
- c. A bid determined as substantially non-responsive shall be rejected by the ICSIL.
- d. ICSIL may waive any minor infirmity or non-conformity or irregularity in the bid which does not constitute a deviation.
- e. ICSIL shall evaluate in detail and compare the bids which are substantially responsive.
- f. In the second stage, who fulfill the eligibility criteria and Technical Evaluation i.e. Price bids will be opened

**8. NOTIFICATION OF SUCCESSFUL BIDDER**

- a. Prior to the expiration of the bid period, ICSIL will notify the successful bidder in writing by registered letter or email, to be confirmed in writing by registered letter that its bid has been accepted.
- b. Upon successful bidder furnishing of Performance Guarantee, the ICSIL will notify each successful bidder and will discharge its bid bond.

**9. ISSUE OF LETTER OF INTENT**

- a. The issue of Letter of Intent/Work Order shall constitute the intention of the ICSIL to place the Work Order with the successful bidder. Time schedule will commence from LOI date. ICSIL may place Work Order in place of Letter of Intent.
- b. The bidder shall give its acceptance within 15 days of issue of Letter of Intent along with Performance Guarantee in conformity with the bid documents.

**10. CANCELLATION OF LETTER OF INTENT**

- a. Failure of the successful bidder to comply with the requirement of submission of Performance Guarantee in time shall constitute sufficient ground for the

cancellation of the acceptance of bid and forfeiture of the bid bond, in which case ICSIL may make the offer to any other bidder at the discretion of the ICSIL or call for new bids.

## 11. SUBMISSION OF BID

### a. **Only the following shall be accepted in physical form:**

- EMD in the form of Demand Draft/Bank Guarantee.
- Copy of Certificate issued by MSME /NSIC.
- Original Bid Submission Form.

All other documents shall have to be submitted in Electronic/Soft form and shall not be accepted in physical form. For detail instructions please refer to Clauses as follows.

### b. **Preparation & Submission of proposal**

Details tender documents may be downloaded from e-tender portal of Delhi <http://www.govtprocurement.delhi.govt.in> as per tender notification and tender is to be submitted online following the instructing appearing on the screen. A buyer manual containing the detailed guidelines for e-tendering system also available on e-tender portal of <http://www.govtprocurement.delhi.govt.in>.

### c. **On-Line Submission**

The On Line Submission will have the following activities:

#### i. Submission of **Techno-commercial Part** as under:

- Copy of PAN No.(Attach attested copy)
- Copy of Service Tax Registration No. (Attach attested copy)
- Certificate of Registration of firm/Incorporation Certificate /Partnership Deed (Attach attested copy)
- Copy of EPF Registration (Attach attested copy)
- Copy of ESI Registration (Attach attested copy)
- Audited Balance Sheet
- EMD Particulars.
- Power of Attorney.
- Documentary proof of Head office/Operating/ Branch office in Delhi/NCR.
- Self attested document agency having minimum 50 security guards.
- Self under taking that the bidder has not been blacklisted and debarred.
- Copy details of the major similar contracts handled by the tendering Security Service Provider during the last three years (Also attaché evidence of providing security service).

### d. **Instruction regarding Offline Submissions:**

- i.The bidder is requested to submit the following documents offline (i.e. physically) either in the Tender Box kept in ICSIL office, New Delhi-110 020 or by post to as reach ICSIL before the due date & time of submission in a Sealed Envelope, the envelope shall bear, the Tender No. & Description and the words 'DO NOT OPEN BEFORE' (due date & time) and the same envelope must contain EMD and Technical Proposal in different sealed envelope with heading and Technical proposal.

- ii.EMD/Bid Security (Original) for Rs. 18,000/- (Rs. Eighteen Thousand only) by Demand Draft in favor of “Intelligent Communication System India Ltd.” / Bank Guarantee in the prescribed format from a scheduled bank from its branch at Delhi/New Delhi.
- iii.Original Bid Submission Form.

## 12. OTHER INSTRUCTION

- a. The rates of monthly charges shall not be below the rate as prescribed in the Minimum Wages Act of Central / State Government.
- b. The rates quoted by the bidder shall be inclusive of Service Tax (or may be shown separately)
- c. The rates quoted for this tender shall be inclusive of escalation and market fluctuations or any other charges whatsoever.
- d. The intending firm shall also obtain sufficient insurance coverage for his personnel. No reimbursement in this regard will be borne by ICSIL.
- e. The intending firm shall obtain all information relating to the work for which tender is being invited prior to quoting charges. No consideration on account of insufficient knowledge of details relating to the work shall be made.
- f. The Security Guards shall be up to 50 Years of age and not less than 32 years of age.
- g. The decision of the Admin Officer will be final and binding on the firm.
- h. The successful bidder shall enter into formal agreement in the form specified in Annexure duplicate with this office within 3 (three) days from the date of submission of Performance Security/ Bank Guarantee. (format of Annexure “A”)
- i. The successful firm shall get issued photo ID card of the employees to be deputed as Security Guards at their own cost duly signed by the authorized signatory & Admin Officer, ICSIL.
- j. Variation: -
  - The No of security guards to be deployed shall have variation upto  $\pm$  50% of the no's shown in the BOQ.
- k. The Security Guards employed shall be on 8 hour shift duty. The agency shall quote reliever charges separately which will be part of evaluation of financial bids.
- l. The antecedents of the security personnel deployed shall be got verified by the bidder from local police authority and undertaking in this regard to be submitted.
- m. The conditional bids shall not be Considered and will be out rightly rejected in the very first instance.
- n. All liabilities arising out of accident or death while on duty shall be borne by the bidder.
- o. ICSIL has a right to amend or modify any of the terms & conditions during the contract period.
- p. Any other provision not covered in this tender shall be on the basis of GFR 2017 and CVC guidelines.
- q. The Successful Bidder will have to deposit a performance Security Deposit of value equivalent to 10% of Work Order value within 10 days of issue of Work Order in the form of BG in favour of “Intelligent Communication Systems India Ltd,” New Delhi, Payable at New Delhi in the prescribed ICSIL format from a scheduled bank in India from the branch of bank in Delhi.



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- r. All entries in the tender form should be legible and filled clearly. If the space for furnishing information is insufficient, a separate sheet duly signed by the authorized signatory may be attached. No overwriting or cutting is permitted in the Financial Bid Form. In such cases, the tender shall be summarily rejected. However, the cuttings, if any, in the Technical Bid / Application must be initialed by the person authorized to sign the tender bids.
- s. The Technical bids shall be opened on the scheduled date and time on 02.06.2017 at 3.00P.M. in the Office of ICSIL Office Administrative Building, 1st Floor, Above Post Office Industrial Estate, Phase-III, New Delhi -110020., in the presence of the representatives of the Service Providers, if any, who wishes to be present on the spot at that time.

<b>Sl. No.</b>	<b>DESIGNATION</b>	<b>Nos.</b>
<b>1</b>	<b>Security Guards</b>	<b>4</b>
<b>2</b>	<b>Housekeeping</b>	<b>(As per Requirement Basis)</b>
<b>3.</b>	<b>Attendant</b>	<b>(As per Requirement Basis)</b>

**SECTION – 3**

**CONDITIONS OF THE CONTRACT**

**1. PRICE BASIS**

- a. F.O.R. ICSIL Office, Okhla Industrial Estate Phase 3, NEW DELHI-110020 (All Inclusive).

**2. PERFORMANCE SECURITY**

- a. The bidder shall be required to furnish PBG for a value equivalent to 10% of Work Order value within 10 days of issue of Work Order in the form of BG in favor of “Intelligent Communication Systems India Ltd,” New Delhi, Payable at New Delhi in the prescribed ICSIL format from a scheduled bank in India from the branch of bank in Delhi.
- b. The PBG shall be valid up to a period of 60 (Sixty days) beyond the date of completion of service period.
- c. Performance security shall be forfeited by ICSIL in the event of Successful Bidder failure to complete its obligations under the Contract or breach of contract conditions. This may be in addition to the application of Penalties which ICSIL may recover.
- d. No interest shall be payable on the performance bank guarantee.

**Note:**

- a. All incidental charges whatsoever such as premium; commission etc. with respect to the performance bank guarantee (PBG) shall be borne by the bidder. If the project implementation period is delayed, the PBG shall be extended by the bidder for such additional duration.
- b. The performance bank guarantee may be discharged/ returned by ICSIL upon being satisfied that there has been due performance of the obligations of the bidder under the agreement. However, no interest shall be payable on the performance bank guarantee.

**3. CHANGE ORDERS**

- a. ICSIL may at any time by written order given to the Supplier make changes within the general scope of the contract.
- b. If any change causes an increase or decrease in the cost or the time required for the execution of the contractor, an equitable adjustment shall be made in the contract price or time schedule or both and the contract shall accordingly be amended.

**4. LIQUIDATED DAMAGES**

- a. For late services, as liquidated damages, a sum equal to 2% of the price of services not provide or total order value, for a week or part of a week subject to maximum limit of 10% of the total work order will be recovered from the Service provider. ICSIL also reserves the right to cancel the order in such cases and forfeit the EMD/Performance Bank Guarantee and may also debar the Supplier for future services.
- b. LD can be recovered from any dues of the bidder.

**5. RISK FACTOR**

- a. In the event of Service Provider’s failure to execute the contract to the satisfaction of the ICSIL, ICSIL reserves the right:

- i. To reject any part of the Contract executed and withhold payment for such portion of the Contract till such time the defects are rectified to the satisfaction of the ICSIL
- ii. To terminate the Contract by giving 10 days' notice in writing without assigning any reason and to get the Contract executed by other agency at the risk and cost of the Service Provide.

**6. PAYMENT TERMS**

- a. No advance payment will be made to the firm.
- b. The Successful bidder submits the bill, in triplicate along with attendance sheet duly authenticated by authorized representative to ICSIL in the first week of succeeding month
- c. The monthly Payment bills will be paid within 15 (fifteen) days from the date of submission of the bill and relevant document.
- d. Tax will be deducted at the prevailing rates applicable from time to time.
- e. ICSIL shall effect payments to the vendors through cheques or E-payments at its discretion, during operation of the said contract/WO. For this purpose, the vendor/contractor shall provide his bank details.
- f. Proof of Payment to employee through Cheque/E-payment, deposit of PF, ESIC Etc. may also be provided at the time of submission of Bill.

**7. PAYING AUTHORITY**

Manager (F&A)  
ICSIL, Okhla Phase -3  
NEW DELHI-110020.

**8. TIME SCHEDULE OF COMPLETION OF WORK**

- a. Duration of service would be one year for supply of manpower which may be extended maximum up to Three Years after review agencies performance at end of each year.
  - i. Work completion time will be reckoned from the date of issue of work order.
  - ii. The person deployed on security duty shall be required to perform duty round the clock on all days including holidays on shift basis, in case, the persons deployed remains absent on a particular day or come later/leaves early on two occasions proportionate deduction from the remuneration for one day will be made

**9. PENALTY**

- a. The security personnel must be in proper neat and tidy uniform failing which invites a penalty of Rs. 500/- each occasion. The penalty on their account shall be deducted from the Agency's Bill.
- b. The amount of penalty calculated @ Rs.100 per day on account of delay, if any, in providing a suitable substitute by the Service Provider shall be deducted from its monthly bills in the succeeding month.
- c. Notwithstanding anything contained in (a) above, if the nature of failure to perform a particular activity requires specific performance, security Guards must ensure to perform the concerned activity within a reasonable time. Failure to perform within a reasonable time, depending upon the importance of the activity, may result in termination of the contract.
- d. If more than 5 incidents occur requiring levy of penalty under (a), the contract can be terminated due to unsatisfactory performance, on the recommendations of the Project Director or otherwise ICSIL, Head Office shall be final authority to decide about the termination.

- e. If the Admin Officer is satisfied about non-performance of any of above obligations, a penalty of Rs.5000.00 or 0.5% of the monthly amount payable to the agency providing manpower for round the clock, whichever is higher, for each incident of failure shall be levied in addition to the recovery of the loss incurred / estimated to incur, if any, by ICSIL. The Admin Officer shall be final authority to decide about levy of such penalty.

**10. SUB-LETTING**

- a. The firm to whom work is awarded cannot assign or transfer and sub-contract its interest/ obligations under the contract without prior written permission of the ICSIL. In case it is subsequently revealed at any stage of the appointment process / post appointment that outsourcing has been resorted to, the appointment is liable to be summarily cancelled with immediate effect.

**11. TERMINATION FOR INSOLVENCY**

- a. ICSIL may at any time terminate the Contract by giving written notice to the Service Provider, without compensation to the service provider if the service provider becomes bankrupt or otherwise insolvent as declared by the competent court provided that such termination will not prejudice or effect any right of action or remedy which has accrued or will accrue thereafter to the ICSIL.

**12. TERMINATION FOR DEFAULT**

- a. ICSIL, may, without prejudice to any other remedy for breach of contract, by written notice of default, sent to the Service Provider, terminate this contract in whole or in part.
  - i. If the service provider fails to provide any or all the services within the time period (s) specified in the contract, or any extension thereof granted by the ICSIL.
  - ii. if the Service Provider fails to perform any other obligation(s) under the contract; and
  - iii. If the Service Provider, in either of the above circumstances, does not remedy his failure within a period of 15 days (or such longer period as ICSIL may authorize in writing) after receipt of the default notice from the ICSIL.
  - iv. On a notice period of 30 days

**SECTION – 4**  
**SCOPE OF WORK**

**1. Qualification of Guards**

- a. The Security Guard should be above 32 year of age and not exceeding 50 years and should be physically fit for the duties. This office shall have the right to ask the security agency to remove any person considered incompetent or found unsuitable or for any other reason.
- b. The guards provided should be preferably Ex-servicemen with good character, conduct & behaviour, competent & qualified to perform the security duties for which they are employed.
- c. Persons removed for the above reasons shall not be deputed again to our premises without the consent of ICSIL.
- d. The Security guard should have undergone training necessary for providing security service.

**Duties of the Security Guards**

- 1. The Personnel supplied ought to be polite but Firm, Disciplined, Physically Fit and Alert, smartly dressed in uniform.
- 2. Check, Control and Restrict entries to Staff/Workers/ Authorized Personnel of Organization/Firm and others by valid passes or searching if required and movement of vehicles and incoming/outgoing Materials (with gate passes, challan) and time keeping.
- 3. Maintain strict security of Men, Material and Premises and maintain Diary to note all important events/happenings information received/passed to the management. Entirely responsible to prevent thefts of easily movable items such bathrooms fittings, fans, Exhaust Fans, Telephone Instruments, Fire Extinguishers, or Fire Fighting Systems, spare parts / oil of various machineries, Steel materials etc.
- 4. Will stand by management during emergency like Guerra, Picketing, Strike etc. and safeguard ICSIL Staff from any assaults whatsoever.
- 5. Not to leave the place of duty under any circumstances until and unless properly relieved. Sign accordingly in handing over/ taking over Register etc.
- 6. Prevent misuse of Electricity and water.
- 7. In case of fire, the Security Guards will immediately alert the Staff on duty and assist in Fire Fighting Operation and also inform the Project Manger. In case of Fire Accident the Guards shall inform the nearest Fire Station independently.
- 8. The security guard must watch that there is no unidentified/ unclaimed/ suspicious objects/ persons in the building/premises.
- 9. The names of the security guards should always be displayed by them on their uniforms for identification purpose.
- 10. The Agency should arrange for surprise checks (during day and night) to check the alertness and attentiveness of the security guard.
- 11. The security guards should check the bags/ briefcases of the visitors if considered

necessary.

12. The security guards shall at all times comply with all directions and instructions of ICSIL. Noncompliance of instructions can lead to termination of agreement.

**Duties and Responsibilities of the Agency**

1. The agency should provide a whistle, torch and lathi to the security guards on duty.
2. The security guards must be rotated from their deployment at an interval of 3 months.
3. If it is found that any property of the ICSIL is lost/ damaged due to the negligence or connivance of the security guards the same shall be made recovered based on the depreciated value of the property damaged/ lost from the security agencies bill. Besides this the security guard responsible for such laps shall not be allowed to continue services with ICSIL & has to be replaced immediately with competent person.
4. The agency shall furnish the names and addresses of the security guards posted in the premises of ICSIL and also when there is any change in security guards, the same shall be intimated.
5. The Agency shall submit a monthly report of compliance and happenings relating to security matters in the premises to the Admin Officer ICSIL
6. The security guards deployed will be deemed for all purposes and the agencies shall be fully responsible for payment of wages and other dues, and compliance of all labour laws applicable to them.
7. The Agency, on award of the contract should execute an agreement with ICSIL incorporating the above terms and conditions.
8. The agency shall provide summer & winter uniforms to security guards.

**Other Conditions**

- 1) The contract which is initially for a period of one year and can be extended maximum up to 3 years after review of performance at the end of every year on the same terms & conditions provided that the services provided by the agency are satisfactory. ICSIL reserves the right to pre-maturely terminate the agreement without assigning any reason by giving 30 days notice before the expiry of the contract period.
- 2) The agency should be willing to provide additional security guards on certain contingencies on payment of proportionate wages. ICSIL may also increase the number of security guards required depending upon future requirement.

**SECTION – 5  
SPECIFICATIONS**

Sl. No.	DESIGNATION	NO.	Eligibility	Compliance
1	Security Guards	4	<p><b>Education :</b> Should be 10<sup>th</sup> Pass</p> <p><b>Age :</b> should be between 32 Year to 50 Year</p> <p><b>Criminal Record:</b> Should not be having any criminal and Vigilance or is any other case registered or contemplated against him.</p> <p><b>Medical :</b> should be Medically fit.</p>	
2	Housekeeping	(As per Requirement Basis)	<p><b>Education :</b> Should be 8<sup>th</sup> Pass</p> <p><b>Age :</b> should be between 20 Year to 35 Year</p> <p><b>Medical :</b> should be Medically fit.</p>	
3	Attendant	(As per Requirement Basis)	<p><b>Education :</b> Should be 10<sup>th</sup> Pass</p> <p><b>Age :</b> should be between 20 Year to 45 Year</p> <p><b>Medical :</b> should be Medically fit.</p>	

**SECTION – 6**  
**Bill of Quantities**

s.no.	Designation	Number of manpower required per day	Rate per person per shift per day (inclusive of all taxes){May be quoted in rupees in words and figures}	Monthly amount (Rupees in words and figures)	Yearly amount (Rupees in words and figures)
1.	Security Guard	4 Nos.			
2.	Optional Housekeeping/Attendant (As per Requirement Basis )	1 Nos.			

\* Rate quoted will include all statutory obligation of the contractor under Minimum Wages Act, Contract Labour Act, Weekly off Replacement charges, cost of uniform of personal deployed, all kind of taxes, service charges etc. of the agency. The rate quoted will be for per shift of eight hours per person per day (or month). In case minimum wages revised the Govt. of NCT, the incremental wages, if applicable will be provided.

It may be noted that rate quoted only for security guard will be considered for evaluation purpose i.e. for consideration of lowest bidder (L1).

The Quantity may be increased/decreased as per requirement.

**Signature of agency with seal**



**SECTION - 7**

**BID SUBMISSION FORM**

I / We, Shri / M/s.....of (address in full).....  
.....

have read and examined the Notice Inviting Tender, Terms & Conditions of contract, Scope of work and other documents pertaining to the work to be executed as per your NIT Ref. No. : ICSIL/04B/108/Gaurd/vol-I dated.

I / We agreed to abide by all terms and conditions for the execution of the said work and offer the rates in this regard as mentioned in the annexed sheet.

**DATE:**

**(AUTHORISED SIGNATORY ON  
BEHALF OF THE FIRM OR SELF)  
FULL ADDRESS: .....**

.....  
.....

**SECTION – 8**  
**BID BOND (EMD FORMAT)**

Whereas ..... (hereinafter called “the Bidder”) has submitted its bid dated ..... For the supply of ..... Vide Tender No. .... dated .....

KNOW ALL MEN by these presents that WE ..... OF ..... Having our registered office at ..... (hereinafter called “the Bank”) are bound unto Telecommunications Consultants India Limited (hereinafter called “the Purchaser”) in the sum of Rs. .... for which payment will and truly to be made of the said Purchaser, the Bank binds itself, its successors and assigns by these present.

THE CONDITIONS of the obligation are:

1. If the Bidder withdraws his bid during the period of bid validity specified by the Bidder on the Bid form or
2. If the Bidder, having been notified of the acceptance of his bid by the Purchaser during the period of bid validity
  - a. **fails or refuses to execute the Contract, if required; or**
  - b. **fails or refuses to furnish the Performance Security, in accordance with the instructions to Bidders.**

We undertake to pay to the Purchaser up to the above amount upon receipt of its first written demand, without the purchaser having to substantiate its demand, provided that in its demand, the purchaser will note that the amount claimed by it is due to it owing to the occurrence of one or both of the two conditions, specifying the occurred condition or conditions.

This guarantee will remain in force upto and including THIRTY (30) days after the Period of bid validity and any demand in respect thereof should reach the Bank not later than the specified date/dates.

Signature of the Bank Authority

Name

Signed in Capacity of

Name & Signature of witness

Full address of Branch

Address of witness

Tel No. of Branch

Fax No. of Branch

SECTION – 9

**PERFORMANCE SECURITY FORMAT**

Guarantee No. \_\_\_\_\_  
Amount of Guarantee \_\_\_\_\_ Rs.

Guarantee cover from (Name of Bank) \_\_\_\_\_  
Last date for lodgment of claim(s) \_\_\_\_\_

B.G. in No. of pages including this page

**THIS DEED OF GUARANTEE** made this \_\_\_\_\_ day of \_\_\_\_\_ 2016 by \_\_\_\_\_ having one of its Branch at \_\_\_\_\_ acting through its Manager (hereinafter called 'The Bank' which expression shall whenever the context so requires include its successors and permitted assigns) in favour of M/s Intelligent Communication Systems India Ltd. (A joint Venture of TCIL-A Govt. of India Enterprise & DSIIDC –An Undertaking of Delhi Govt.) registered under the Company's act 1956, having its office at ICSIL Administrative Building, 1st Floor, above post office, Okhla Industrial Estate, Phase-III, New Delhi -110020. (hereinafter called the ICSIL) which expression shall include its successors and assigns.

**WHEREAS ICSIL** has entered into an agreement/agreements with M/s \_\_\_\_\_ having its Office at \_\_\_\_\_ (hereinafter called the "Contractor" which expression shall include its successors, executors and permitted assigns) for construction \_\_\_\_\_ awarded to Contractor against Tender No. \_\_\_\_\_.

**AND WHEREAS** in accordance with the terms of the said contract the contractor has agreed to furnish an irrevocable and unconditional Bank Guarantee for Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_ only) for due performance of this contract awarded to the contractor.

**AND WHEREAS THE BANK** at the request of the contractor has agreed to give this guarantee.

**NOW THEREFORE THIS DEED OF GUARANTEE WITNESSETH AS FOLLOWS:**

1. We the bank hereby irrevocably and unconditionally guarantee that the contractor will duly comply with his obligation during the guarantee period in accordance with the said contract agreement and the general terms and conditions forming part of the work agreement, failing which the bank undertake to pay ICSIL on demand and without demur, such amount or amounts as the bank may be called upon to pay not exceeding a sum of Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_ only) on invocation of this guarantee. Any claim made by ICSIL on us within the sanctioned guarantee amount shall be final and binding on us.

2. ***Notwithstanding anything contained hereinbefore, the liability of this bank in respect of this guarantees is restricted to Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_) only and shall remain in force till \_\_\_\_\_ unless an action/claim is made on us in writing within 90 days from this date i.e. up to \_\_\_\_\_ all rights under the said guarantee will be forfeited and we shall be relieved and discharged from all liabilities hereunder.***

***IN WITNESS WHEREOF THE BANK HAS SUBSCRIBED AND SET ITS NAME AND SEAL  
HEREUNTO.***

DATE :-

Name

Address

**SECTION – 10**

**Format of Agreement**

This agreement made on the \_\_\_\_\_ of \_\_\_\_\_, 2017 between Intelligent Communication Systems India Ltd. having its registered office at ICSIL, Administrative Building, 1st Floor, Above Post Office Industrial Estate, Phase-III, New Delhi -110020. Hereinafter referred to as the First Party

\_\_\_\_\_ having registered office at \_\_\_\_\_ through its \_\_\_\_\_ hereinafter referred to as the Second Party.

WHEREAS the Second Party of the intends that the Supply of Manpower (Security Guards) for the ICSIL office shall be deployed as per the detailed scope of work (hereinafter referred to as the WORK) mentioned in NIT No. ....

dated ..... and whereas pursuant to the total quote of Rs. \_\_\_\_\_/- per month submitted by the Second Party commencing from \_\_\_\_\_, the First party has by its Letter of Acceptance no. \_\_\_\_\_ dt.

\_\_\_\_\_ accepted the OFFER submitted by the Second Party for the supply of security guards on the terms & conditions set forth in this Contract.

**NOW THIS AGREEMENT WITNESSETH and is hereby agreed by and between the parties hereto as follows:**

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.

**1. MAN POWER DEPLOYMENT**

That the Second Party will deploy ..... No's Security Guards for the persons engaged at the ICSIL Office, will be the employees of the Second Party for all intents and purposes and the Second Party will be responsible for payment of their consolidated wages & other benefits etc.

**2. Authorised Representative :**

Any action required or permitted to be taken and any documents required or permitted to be executed under this contract, may be taken or executed by:

- (i) The Admin Officer, ICSIL, or his authorized representative on behalf of the Company /First Party.
- (ii) The \_\_\_\_\_ or his authorized representative on behalf of the Second Party

### **3. Period of Contract :**

The period of contract will be one year commencing on and from \_\_\_\_\_ which may be extended or curtailed as per discretion of ICSIL.

### **4. Terms of Payment:**

- (i) No advance payment will be made to the firm.
- (ii) The Successful bidder submits the bill, in triplicate along with attendance sheet duly authenticated by authorized representative to ICSIL in the first week of succeeding month
- (iii) The monthly Payment bills will be paid within 15 (fifteen) days from the date of submission of the bill and relevant document.
- (iv) Tax will be deducted at the prevailing rates applicable from time to time, as per statutory liabilities.
- (v) ICSIL shall effect payments to the vendors through cheques or E-payments at its discretion, during operation of the said contract/WO. For this purpose, the vendor/contractor shall provide his bank details
- (vi) The monthly payment bills will be paid within 15 days from the date of submission of the payment bills subject to submission of the relevant documents.

### **6 Care & Caution :**

- (i) The staff deployed by the Second Party at the Company shall at all times maintain the decorum of the Company and the Second Party shall be solely responsible for all acts and omissions of its employees deployed including insurance for their life, safety and fidelity. The Second Party shall be liable to indemnify the First Party for all losses/damages etc. caused by the act & omissions of employees of the Second Party.
- (ii) The staff deployed by the Second Party shall take proper care in maintaining the standards as per scope of work & terms & conditions of tender documents.

### **7 Facilities to be provided by ICSIL**

The First Party shall provide sufficient office space for the manpower at the office to enable them to discharge their duties effectively. No charges will be taken from the agency for the said space. The agency shall be self sufficient to carry out the service/assigned jobs.

### **8 The following documents shall be deemed to form and be read and construed as part of the Agreement viz:**

- (i) Form of Tender duly filled in / submitted by the Contractor.
- (ii) Letter of Acceptance award of contract given by Department.
- (iii) Terms and Conditions
- (iv) Notice to proceed with work.
- (v) Bill of Quantities;

- (vi) Scope of work;
- (vii) Addendums, if any; and
- (viii) Any other documents forming part of the contract.

In WITNESS WHEREOF, the Parties hereunto through their duly authorized representative have set their hands and seal this \_\_\_\_\_ the above written at \_\_\_\_\_

FOR AND ON BEHALF OF  
Intelligent Communication Systems India Ltd.  
In the presence of:

FOR AND ON BEHALF OF the Agency  
Agency Name \_\_\_\_\_  
In the presence of:

WITNESS \_\_\_\_\_

WITNESS \_\_\_\_\_

Signature \_\_\_\_\_

Signature \_\_\_\_\_

Name \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

Address \_\_\_\_\_

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Telephone No. \_\_\_\_\_

Telephone No. \_\_\_\_\_