



भारतीय सांख्यिकीय संस्थान
INDIAN STATISTICAL INSTITUTE
दिल्ली केंद्र/Delhi Centre
(सांख्यिकी एवं कार्यक्रम कार्यान्वयन मंत्रालय के अधीन एक स्वायत्त संस्थान, भारत सरकार)
(An Autonomous Institute under Ministry of Statistics & Programme
Implementation, GOI)

भारतीय सांख्यिकीय संस्थान, दिल्ली केंद्र को 3 वर्ष की अवधि के लिए सुरक्षा सेवाएं प्रदान करने हेतु सुरक्षा जनशक्ति एजेंसी की नियुक्ति के लिए निविदा सूचना (GeM पोर्टल के माध्यम से) जारी की जाती है

TENDER NOTICE (THROUGH GeM PORTAL) FOR ENGAGEMENT OF SECURITY MANPOWER AGENCY FOR PROVIDING SECURITY SERVICES TO INDIAN STATISTICAL INSTITUTE DELHI CENTRE FOR PERIOD OF 3 YEARS

GeM पोर्टल के माध्यम से द्वि-प्रस्ताव प्रणाली के अंतर्गत तीन (03) वर्षों की अवधि हेतु सुरक्षा सेवाएं (01 सुरक्षा पर्यवेक्षक एवं 14 बिना हथियार के सुरक्षा गार्ड) प्रदान करने के लिए, भारत सरकार/आईएसआईडीसी/डीजीआर द्वारा समय-समय पर जारी प्रचलित नियमों के अधीन, सक्षम प्राधिकारी (अर्थात् भारतीय सांख्यिकीय संस्थान, दिल्ली के केंद्राध्यक्ष) द्वारा पात्र सुरक्षा सेवा प्रदाता एजेंसियों से ई-निविदाएं आमंत्रित की जाती हैं। ऐसी एजेंसियां, जिनके पास प्रतिष्ठित संस्थानों—विशेषकर केंद्र/राज्य सरकार, स्वायत्त निकायों अथवा सार्वजनिक क्षेत्र के उपक्रमों—में भूतपूर्व सैनिकों के माध्यम से सुरक्षा सेवाएं प्रदान करने का पर्याप्त अनुभव हो, आवेदन करने के लिए पात्र होंगी। आवश्यकताएं/पात्रता मानदंड/अनुबंध की शर्तें एवं नियम अतिरिक्त दस्तावेजों में स्पष्ट रूप से वर्णित हैं। निविदा दस्तावेज (अतिरिक्त दस्तावेजों सहित) GeM पोर्टल तथा ISIDC की वेबसाइट (<https://www.isid.ac.in>) पर ऑनलाइन उपलब्ध हैं। बोलीदाताओं को सलाह दी जाती है कि वे निविदा में भाग लेने से पूर्व निविदा दस्तावेज एवं उससे संबंधित किसी भी संशोधन/परिशोधन, यदि कोई हो (जो GeM पोर्टल/ISIDC वेबसाइट पर अपलोड किए गए हों), का सावधानीपूर्वक अध्ययन करें तथा अपनी पात्रता सुनिश्चित कर लें।

E-tender through GeM portal under Two Bid System for providing Security Services(Supervisor -1, Guard without arm-14) for the period of THREE YEARS, subject to rules in force issued by GoI/ISIDC/DGR are invited by the Competent Authority (i.e. The Centre Head ISI, Delhi) from eligible Security Service Providing Agencies having sufficient experience of providing the Security Services through Ex- Servicemen in reputed organizations preferably in Government (Central and State) or Autonomous or Public Sector. Requirement/eligibility criteria/ Terms and conditions of the contract have been clarified in the additional documents. Tender document (including additional documents) is available online at GeM portal and ISIDC Website (<https://www.isid.ac.in>).Bidders are advised to read tender document and related Corrigendum, if any, (uploaded on GeM portal/ISIDC Website) and check their eligibility before participating in the bid.

TENDER SCHEDULE

| | |
|--|--|
| Title of the Bid | E-Tender for Providing Security Service to Indian Statistical Institute Delhi Centre, New Delhi. |
| Estimated Bid Value for Three year | Rs. 2,80,79,046/- |
| Last Date & submission of E- Tender | As per Bid specification uploaded on GeM portal. |
| Date & Time of opening of online Tender | As per Bid specification uploaded on GeM portal. |
| Earnest Money Deposit (EMD) in required form to be sent by Post / Delivered in hand on or before the last date of submission of E Tender (Technical) | 3 % of the Estimated Bid Value. |
| Performance Bank Guarantee / Security Deposit (PBG / SD) to be deposited by successful bidder | 5% of the Contract Value |
| Average Annual Turnover of Last Three Financial Year(s) | Rs. 2 Crore |
| Method of Selection | Least Cost Selection |

The interested bidders shall upload their bids along with duly signed scanned copies of all the relevant certificates, documents etc. in support of their technical & price bids on the www.gem.gov.in as per GEM Bid Number. Detailed information regarding the items, application/tender forms, EMD details, specifications, terms and conditions can be downloaded from the GeM Portal and ISIDC Website (<https://www.isid.ac.in>). Both the Technical & Financial Bidding is through GeM portal only. The bidders shall upload all the documents as per Eligibility Criteria for Bidders. Any corrigendum to this tender will be notified through the aforesaid website(s) only.

The Competent Authority reserves the right to accept or reject any or all the bids without assigning any reason at any stage. If the date of opening of tender happens to be a holiday, the tender will be opened on the next working day. No Physical form of e-Tender documents is required.

While all efforts have been made to avoid errors in the drafting of the tender document, the Bidder is advised to check the same carefully. No claim on account of any errors detected in the tender documents shall be entertained.

सेवाओं का कार्यक्षेत्र तथा निविदा की शर्तें एवं नियम **SCOPE OF SERVICE AND TERMS AND CONDITIONS OF THE BID**

1. ABOUT THE ORGANISATION

The Indian Statistical Institute (ISI) is a premier Educational Institute of National Importance dedicated to research and education in the fields of statistics, mathematics, computer science, operations research, and library and information science. ISI is Central Government Autonomous Institute of National Importance and fully funded by the Government of India, under the Ministry of Statistics and Programme Implementation (MoSPI). The Institute has its Centre at Delhi. ISI Delhi Established in the 1974, has grown into a leading center for academic excellence and innovation. The Delhi Centre is located on 7 SJS Sansanwal Marg, New Delhi -110016.

2. SCOPE OF WORK - DUTIES OF SECURITY AGENCY

2.1 The prime objective of the Security service is to secure the institute campus and the Institute property under proper supervision. The Contractor shall deploy adequate number of security manpower, as mentioned in the NIT (Notice Inviting Tender) for satisfactory performance of the job.

2.2 The Security personnel shall be responsible for performing all or any of the services detailed in and arising out of the contract as specified in the general terms & conditions of the tender documents, without any additional remuneration or claim & without any demur.

2.3 The Service provider engage 14 (Fourteen) Unarmed Ex-serviceman Security Guards, 01 (One) Security Supervisor Ex-servicemen for a period of Three year.

2.4 The following areas/security points to be covered with security guards with its sanction strength and will be liable for ensuring overall protection and security of the properties of the Institute both movable and immovable from theft, burglary, pilferage, sabotage, misappropriation, misuse, abuse, damage, destruction, loss, encroachment, illegal interference and any other act of nuisance against the interest of the Institute and any act of violation and infringement of the right and interest of the Institute by any individual, organization, group of the people etc. in any way.

2.5 Functional Area In Details:

| | | |
|--------------------------|---|---|
| a) Main Gate | h) Students' Hostel | o) Worker's Canteen & Mess |
| b) Indian Bank Main Gate | i) Residential Areas | p) Electrical Maintenance Unit |
| c) Administrative Block | j) Children Park | q) New P.J. Hostel |
| d) Faculty Block | k) Transit Flats | r) Open Gymnasium |
| e) Academic Block | l) Vehicle Parking areas near Quarters | All civil, electrical and other vital installations of the Institute |
| f) Library Building | m) BSDS Class room | t) CECFEE Office |
| g) Guest House | n) Driver Room & Car Garages | u) All other open areas inside the |

2.6 The Contractor agrees to provide staff during weekly off, holiday casual absence etc. to cover required area.

2.7 The security personnel must be in proper neat and tidy uniform and the name of the security guard should always be displayed by them on their uniforms for identification purpose and the movement of the security guards must be arranged in such a way that no part of the building remain unnoticed/unattended. It is needless to emphasize that the security guards should be positioned at strategic places.

2.8 To safe guard the ISIDC Property, life and to help in maintaining peaceful office environment. Occurrences report register to be maintained.

2.9 To watch and ensure that there are no unidentified / unclaimed / suspicious objects / person in the buildings / premises.

2.10 The vehicles that enter into the premises must be identified, noted in Register and directed to park at designated places.

- 2.11 Office files / papers / equipment's or machinery may be allowed to be taken out of the building only with proper Gate Pass under the signature of competent authority and the entry & exit of the visitors should also be through passes. The visitors to be properly guided, after necessary security check.
- 2.12 The agency will take control of the firefighting system within ISIDC Campus, and will undertake any other task / work incidental to security system specifically assigned by ISIDC.
- 2.13 The security personnel shall also ensure that all the electrical equipment's / instruments / lights and fans must be switched off at the time of closure of the office or part of the office so as to minimize the wastage of electricity, water & other resources
- 2.14 Firefighting system to be checked on regular basis and kept in working condition. Any defects in same are to be reported on urgent basis.
- 2.15 List of all the security guards, supervisors along with name of the agency to be displayed in the security cabin.
- 2.16 They should be conversant with the layout of the building, fire safety system along with telephone nos. of nearest Police Station, Fire Station, Hospital, Appropriate authority officials of ISIDC etc.
- 2.17 Security Supervisor to submit day to day report of the happenings in the buildings, appraise the office about any deficiency in the existing security arrangement and suggest methods for strengthening the overall security.
- 2.18 To follow the instruction of the administrative authority of the office.
- 2.19 The security personnel would be responsible for keeping the keys of the rooms of the office building.
- 2.20 The Security Personnel shall ensure peaceful residence environment at hostels and Staff Quarters located at ISIDC by monitoring the visitors and quarters area effectively.
- 2.21 The guards need to be polite but firm, disciplined, physically fit and alert, smartly dressed in uniform and should be able to attend visitors, with compliment. The Organization gets a number of distinguished visitors, VIP's and officials from within India and abroad who are to be treated very carefully/ courteously.
- 2.22 The Guards are required to attend any phone calls, visitors after office hours/holidays and guide them to call/visit the office during working hours.
- 2.23 Evacuation of people from office premises in case of fire or natural calamities or accident.
- 2.24 Prevention of unauthorized entry of people including all types of outside vendors in the premises of the office.
- 2.25 Collection of intelligence about antisocial and other subverse elements in the crowd or otherwise inside the premises of the office/ staff quarters with special attention to any vacant quarters or hostel in the complex. Security need to ensure that no anti-social activities are organized there.
- 2.26 Security agency with the approval of Competent Authority, may devise a form/pass for the purpose of visitors. The pass may be issued with single day validity.
- 2.27 The Guards should be capable of operating Lift which will be operated as per the orders from the Competent Authority after taking necessary approval.
- 2.28 Will stand by Administration during emergencies like Gherao, Picketing, and Strike etc. and ensure the safety of ISIDC Staff from any assaults whatsoever.

- 2.29 The agency should arrange for surprise checks (during day and night) to check the alertness and attentiveness of the security guard. Any representative from ISIDC may also make surprise check at any time.
- 2.30 Safety of trees, shrubs, electric overhead installations, water pipelines, boundary walls etc. and fresh additions/installations from time to time during the contract period.
- 2.31 To ensure that no part of the ISIDC land and property is trespassed /encroached or squatted upon.
- 2.32 The guards shall not leave the place of duty under any circumstance until and unless required to do so by the competent authority or properly relieved.
- 2.33 To prevent the entry of stray animals.
- 2.34 Security Supervisor should ensure that all Security Guards should be deployed as per duty roster and the same will be monitored personally by the Security Supervisor from time to time and he will be responsible for its optimum utilization with the consultation of Officer authorized for this purpose.
- 2.35 A Security Supervisor should also be deployed in General shift from 9.00 A.M. to 5.30 P.M. who will be required to stay in Institute provided staff quarters. No HRA will be admissible to the Security Supervisor.
- 2.36 The contractor/agency which will be chosen for providing Security services will have to retain some of the existing manpower who are presently rendering their services.

3. INSTRUCTIONS TO BIDDERS FOR SUBMISSION OF BIDS

- 3.1. **Estimated Bid value:** The estimated tender value is Rs. 2,80,79,046.00/- Approximately (Rupees – Two Crore Eighty Lakh Seventy-Nine Thousand Forty-Six Only) including service charge and taxes for Three years.
- 3.2. **Period of Contract:** The Contract shall initially be valid for a period of Three year, subject to rules in force issued by GoI /ISIDC/DGR. ISIDC, however, reserves the right to terminate the contract by serving one-month notice, in writing at any time without assigning any reason. The Contract may be terminated by the opposite party by giving three months' notice in writing.
- 3.3. **Earnest Money Deposit:** EMD of requisite amount @ 3% i.e. Rs. 8,43,000/- (Rupees Eight Lakh Forty-Three Thousand Only) to be deposited in the form of Demand Draft drawn in favor of payable at Indian Statistical Institute payable at Delhi. Scanned copy of the same to be uploaded at GeM portal as a part of Technical Bid document. Firms/Establishments seeking exemption from submission of EMD as per existing guidelines, if any, should submit the relevant Government orders and certificates establishing the exemption status of the firm. In the absence of EMD or Proof of Exemption, the tender bid shall be rejected summarily.

Bank Details for paying Earnest Money:

Beneficiary: Indian Statistical Institute, Bank: Indian Bank, Branch: Mehrauli Institutional Area
IFSC : IDIB000M089
A/C No. : 405048625

3.4. The Demand Draft, Fixed Deposit Receipt, Banker's Cheque or Bank Guarantee shall be drawn on any

Commercial Bank in India, in favour of "INDIAN STATISTICAL INSTITUTE", payable at DELHI.

- The EMD must be submitted in the office of the Accounts section, INDIAN STATISTICAL INSTITUTE, Delhi in a sealed cover by person/post, before the last date and time of submission of Bid as per Gem Portal.
- EMD remain valid for a period of 60 days beyond the validity period for the Bid. EMD shall be released to unsuccessful bidders with no interest paid on the EMD amount after the tender process gets completed in all aspects.
- **Last date of submission:** Last date of uploading of Bid is stipulated on GeM portal.
- **Date of opening of Bids:** Technical Bid will be opened on stipulated date and time on GeM portal.

In case, as per notification of Government of India, the bidder falls in the category of exemption of Bid Security, it should furnish the relevant notification along with required documents like valid Registration Certificate (under which such exemption is claimed) should send by e-mail to security@isid.ac.in before the closing date and time of submission of bids.

3.5. Performance Security Deposit: The successful bidder shall furnish a Performance Security at 5% of total contract value, within 7 days from the date of acceptance of contract in the GeM portal. It should be given in the form of Bank guarantee and it should be valid for a period of 2 months beyond the expiry of the contract or it may be deducted from Monthly service bill.

3.6. ISIDC shall be entitled to appropriate the whole or part of the Performance Security in the circumstances hereinafter provided without prejudice to any other remedy or right ISIDC shall be entitled to recover any loss or damage that ISIDC may suffer or sustain by reason of the failure of the agency to observe the terms and conditions of this contract, from the amount of the Performance Security, and in the event of any balance remaining due to ISIDC, the agency shall forthwith pay the same. In the event of any such deduction being made from the Performance Security, the agency shall at once make good the deficiency in the amount of the Performance Security within 15 days of the date of demand to this effect, failing which ISIDC shall deduct the same from the amount due to the agency.

3.7. The Performance Security referred above shall be appropriated by ISIDC in the event of any breach on the part of the agency of any of the terms and conditions of this contract without prejudice ISIDC reserves the right to rescind the contract and other rights and remedies warranted by law.

3.8. The Performance Security shall, subject to any deduction that may be made therefore, be returned to the agency on completion of 2 calendar months after end of the contract.

3.9. Agencies having sufficient experience of providing Security Services through Ex- Servicemen in reputed organizations in Central Govt./State Govt./UT Govt./PSUs/ Govt. autonomous bodies, Semi/Quasi govt. organizations for at least 3 (Three) years immediately preceding from the date of publishing of this tender (proforma given in Annexure – C).

3.10. The bidder should have experience of supplying Ex-Servicemen as security personnel not less than 30 No. of guards in single contract in the last 02 years.

3.11. Experience of having successfully completed similar works (Security Service) in the last 03 years (2023-24, 2024-2025 & 2025-2026) in which applications are invited should be either of the following: -

- One similar work of Annual value not less than Rs. 2,25,00,000/- (Rupees - Two Crore Twenty Five Lakhs Only) (Equals to 80% of the value of work to be executed).

Or

- Two similar works each of Annual value not less than Rs. 1,40,00,000/- (Rupees - One Crore Forty Lakhs Only) (equals to 50% of the value of the work to be executed).

Or

- Three similar works each of Annual value not less than Rs. 1,12,00,000/- (Rupees – One Crore Twelve Lakhs Only) (equals to 40% of the value of the work to be executed).

- **The Bidder must have one similar executed / running security contract in Delhi, India (proof should be submitted).**

- The Bidder must note that they should have carried out and completed similar works in their own name as principal contractor and not in any other name as per MOU signed with other parties.

3.12. The Agency must be registered with the following statutory bodies such as ESI, EPF, CLRA, Income Tax and GST at least One year prior to publishing of this bid. **Preference will be given to Bidders with DGR Empanelment Certificate, ISO Certification, QCI – CAPSI Security sTar Agency Rating Scheme (STARS) Certification.**

3.13. The average annual turnover of bidders must be Rs. 2,00,000,00/- (Rupees – Two Crore Only) duly certified by the appropriate Chartered Accountant/Auditor/any other prescribed authority during each of the last three financial years (2022-2023, 2023-24 & 2024-2025) (proforma given in **Annexure – B**).

3.14. The Bidder must have a full-fledged Office/Head Office at Delhi, India. Proof of registered office is requested to be attached.

3.15. The bidder firm should not have been indicted for any criminal, fraudulent or anti competition activity and has not been blacklisted by any Government Departments.

3.16. The bidder should be registered with the PSAR Act under the Government of Delhi for providing Security Services and should have License to carry out Operations in the State of Delhi.

3.17. Only agencies having valid registration under Contract Labour Act, PSARA, ESI, EPF and other statutory law required for providing Security services shall apply.

3.18. The bidders are also required to sign and submit a declaration as per the proforma given in **Annexure – A** in a non-judicial stamp paper having a value not less than Rs.100/- with a notarised.

3.19. **Documents to be uploaded:** Bidders firms which fulfill the above eligibility conditions may upload the technical bid along with the scanned copy of following documents failing which their bids may be rejected:

- I. Copy of Audited Accounts Statement of annual turnover for last three financial years (2022-2023, 2023-24 & 2024-2025) by Chartered Accountant along with corresponding Income Tax Returns. (**Annexure-B**).
- II. Scanned copy of EMD, if applicable.

- III. Valid Registration Certificate of Contract Labor (Regulation & Abolition Act, 1970), PSAR Act,2005, Goods and Services Tax (GST), Employees' State Insurance Act, 1948, Employees Provident Fund Act, 1952, DGR Empanelment Certificate (if available) along with age proof of the Proprietor.
- IV. Copies of satisfactory work performance report containing information in support of the prescribed eligibility conditions. [Copies of work orders, agreements either without satisfactory performance Certificate or without value of work and no. of personnel supplied shall not be considered eligible] (**Annexure –C**).
- V. Copy of PAN and GST.
- VI. Declaration as per format at (**Annexure-A**) **Notarised Affidavit on non-judicial stamp of Rs.100/-**.
- VII. Scanned Bid Document (Except Financial Bid page) containing all terms and conditions of the bid duly signed and Stamped by the bidder.
- VIII. The vendors registered office address proof in Delhi, India.
- IX. Service Quality Assurance Certificate(s),

1. **ISO 9001:2015 (Quality Management System)**
2. **ISO 18788:2015 (Security Operations Management System)**
3. **ISO 27001 (Information Security Management)**
4. **ISO 45001 (Safe working environment for Security Personnel)**
5. **ISO 14001,**
6. **SA 8000**

- X. Copy of Training Certificate. (if available)
- XI. Copy of **QCI – CAPSI Security sTar Agency Rating Scheme (STARS) Certification**.
- XII. Undertaking letter (**Annexure-D**) and Disclosure of Code of Integrity (**Annexure-E**) on company letterhead.
- XIII. Compliance/Check Sheet (**Annexure-H**)

Any bid found lacking with respect to the necessary information and/or documents and/or Earnest Money will not be considered.

3.20. The Technical Bid will be evaluated first and then financial bid will be opened in respect of only those technically qualified bidders only.

3.21. A Bidder shall upload **ONLY ONE** Bid. Subcontracting of any work resulting from the Tender is not allowed.

3.22. Bidders shall not make attempts to establish unsolicited and unauthorized contact with ISIDC /Tender Committee after the opening of the Tender and prior to the notification of the Award and any attempt by any Bidder to induce any extraneous pressures on the Tender Accepting Authority shall be sufficient reason to disqualify the Bidder. Notwithstanding anything mentioned above, ISIDC may seek bonafide clarifications from Bidders relating to the tenders submitted by them during the evaluation of tenders.

3.23. The bidder has to attach an undertaking (proforma given in **Annexure-D**) stating that the agency has carefully read the complete tender document and has agreed to all the terms and conditions, scope of work, Agency's duties/obligations, Penalty clause and all other conditions as mentioned in this term and condition document.

3.24. The rates should be indicated both in words and figures. In case of discrepancy between the figures (numbers) and words, the rates given in the words only will be taken as authentic and no further clarification will be sought from the bidder.

3.25. The Bid Security / EMD is liable for forfeiture in the event of: (a) withdrawal of offer during the validity period of the offer, (b) Non-acceptance of orders when placed, or (c) Non-confirmation of acceptance of orders within 7 days after placement of offer. (d) Any unilateral revision made by the bidder during the validity period of the offer.

3.26. Conditional tender, illegible and ambiguous tender, partially filled tender, incomplete tender and tender without enclosing required documents will be summarily rejected.

3.27. The bidder, at the bidder's own responsibility and risk, may visit at their own cost and examine the site of required services and its surroundings and obtain all necessary information for preparing the bid and entering into a contract for the services.

3.28. It requires that this office as well as bidder must observe the highest standard of ethics during the procurement and execution of this contract. In pursuance of this policy, this office will reject a proposal for award, if it determines that the bidder eligible for award of contract has engaged in corrupt or fraudulent practices in competing for the contract in question. It will also declare a firm ineligible for award of contract at any time either indefinitely or for a stated period of time, if it determines that the firm has engaged in corrupt or fraudulent practices in competing for or in executing a contract.

3.29. Bidders/Tenderers are requested that, before quoting their rates or filling tender, the tender form may please be read out thoroughly (line by line), otherwise the Competent authority of this office will not be held responsible for any error/oversight of his own. Security Manpower Service Agencies intending to participate in the tender contract should first ensure that they fulfill all the eligibility criteria as prescribed under the terms and conditions mentioned herein before, otherwise the tender will be summarily rejected. Bidder/Tenderer should quote only for the rate in Percentage (%) for service charges in the Financial Bid.

3.30. The requirements of number of security personnel as mentioned in the tender document is tentative and may increase to maximum up to 25% at the sole discretion of the Competent Authority. Accordingly, the contract cost is also liable to increase / decrease.

3.31. The transportation, medical etc. and other statutory requirement under the various Acts /Government Regulations in respect of each personnel of the service provider agency will be the sole responsibility of the service provider. This office will not offer any of the above perks to the outsourced personnel under any circumstance.

3.32. Mere submission of any tender connected with this document shall not constitute any agreement of contract. The tenderer shall have no cause of action or claim, against this office upon rejection of this offer. This office shall always be at its liberty to reject or accept any offer or offers at its sole discretion, and any of such action will not be called into question and tenderer shall have no claim in this regard against this office.

3.33. **Near-Relationship certificate:** The contractor should give a certificate that none of his/ her near relative, as defined below, is working in the institute (ISI) where he is going to apply for the tender. Due to any breach of these conditions by the company or firm or any other person the tender will be cancelled and Bid Security will be forfeited at any stage whenever it is noticed and ISIDC will not pay any damage to the company or firm or the concerned person.

The Company or firm or the person will also be debarred for further participation in the tenders in the concerned unit. The near relatives for this purpose are defined as:-

- (i). Members of a Hindu undivided family.
- (ii). They are husband and wife.
- (iii). The one is related to the other in the manner as father, mother, son(s) & Son's wife (daughter in law), Daughter(s) and daughter's husband (son in law), brother(s) and brother's wife, sister(s) and sister's husband (brother in law).

4. ADDITIONAL TERMS AND CONDITIONS

4.1. Participation by the bidder in e-bidding shall be construed as his / her acceptance for all the Terms and Conditions as outlined in the e-bidding including GTC, ATC and SCC.

4.2. The owner /Proprietor /Director of the security agency herein referred to as contractor will be responsible for supplying security guards from Ex-Servicemen Category to safeguard ISIDC Campus including staff quarter's Property (i.e. Building, material, Equipment, etc.,) and the staff working at ISIDC Campus including surveillance and monitoring of premises, the security service shall be provided round the clock, on all days including weekends and gazette holidays and in three shifts from the date of commencement of contract subject to compliance with Govt./ISIDC guidelines issued time to time.

4.3. The contractor shall deploy only Ex-serviceman security personnel (**14 (Fourteen) Unarmed Security Guards and 01 (One) Supervisor**) to the campus. However, ISIDC reserves the right to review the deployment periodically and may be amended as per the requirements which may involve increase or decrease in number of post.

4.4. The Agency should deploy security personnel only from the category of **Ex-Servicemen** not above the age of **55 years**. The Security agency shall not employ any person below the age of 21 years and above the age of 55 years. Manpower so engaged should be trained for providing security services and also trained in use of fire extinguishers.

4.5. Ex-Servicemen guards (except the female Security guards without arms) deployed by the agency shall strictly conform to the definition of "Ex-Servicemen" as contained in Gazette Notification No.GSR 757(E) dated 04.10.2012 of Govt. of India, Ministry of Personnel, Public Grievance and Pension, published in the Gazette of India extraordinary Part 2 Section 3 Sub Section (i) dated 10.10.2012.

4.6. The contractor shall ensure that all its personnel deputed at ISIDC campus are of sound character and proven integrity and are competent and qualified to carry out the duties assigned to them. The contractor shall engage his staff with verification of antecedents through police at his own cost and shall provide a list of such staff along with their permanent address to the office. The police verification certificate should be furnished along with the appointment letters issued to the outsourced staff.

4.7. The Contractor has to ensure a Medical Fitness of security personnel at the time of deployment. The contractor should immediately withdraw staff with any contagious disease. Additional Nos. of security guards to be employed as leave/ with respect to weekly off/ national holidays/other holidays should be strictly followed.

4.8. **Kits and Liveries(Uniform):** In order to maintain smartness and impressive appearance, the contractor will have to provide the following kits & liveries (Uniform) to his workers at the cost of contractor:

| SI No | Item Description | Quantity |
|-------|--|--------------------|
| 01 | Pant | 02 Pairs |
| 02 | Shirt | 02 Pairs |
| 03 | Web Belt | 01 No |
| 04 | Leather Shoe (Black) | 01 Pair |
| 05 | Cap with Cap badge (with company mark) | 02 Pairs |
| 06 | Lathi (4 feet long) | 01 No |
| 07 | Socks | 01 No |
| 08 | Rechargeable Torch (ISI Marked) | 01 No |
| 09 | Whistle (Metal) | 01 No |
| 10 | Shoulder Badges | 01 No |
| 11 | Woolen Jersey | 01 No |
| 12 | Line yard | 02 No |
| 13 | Rain coat | 01 No |
| 14 | Rain Shoe | 01 No |
| 15 | Umbrella | 01 No |
| 16 | Walkie-talkies | As per Requirement |

4.9. The Security Supervisor and the contractor must have the telephone number of the nearest Police Station, Fire Station and Ambulance and Appropriate Authority of ISIDC.

4.10. The Security guards must be rotated from their locations from time to time.

4.11. Any loss caused to the life & property due to negligence or dereliction of duty of the contractor is to be indemnified by the contractor upto the entire satisfaction of the concerned office.

4.12. All Security Guards to mark their attendances in register. The contractor will maintain Attendance Register in which day to day deployment of personnel will be entered shall be authenticated by the Designated in charge (Admin ISIDC). While raising the bill, the deployment particulars of the personnel including relievers engaged during each month, shift wise, should be shown. The attendance Register shall remain available round the clock for inspection by the authorized representative of the ISIDC.

4.13. A duty normally constitutes for “8” hours and the guards are requested to complete 8 hours duty. Any shortfall in duty hours shall be viewed seriously and penal action shall be initiated upon the contractor and the security personnel.

4.14. The contractor shall have his own Establishment set up / Mechanism to provide training of guards to ensure correct and satisfactory performance of his duties and responsibilities under the contract.

- 4.15. The contractor shall be responsible for ensuring compliance with the labour laws that may be in force from time to time. All liabilities on account of the same shall be met by the contractor.
- 4.16. The contractor shall be solely responsible for any accident/medical/health related liability/compensation for the personnel deployed by it at ISIDC.
- 4.17. The contractor shall not charge or collect any fee for engaging or employing workers for their deployment. Any such activity will amount to violation of the terms of the contract and the principal employer (ISIDC) will be free to take appropriate action against the contractor as per applicable laws, rules and policies in this regard which may include termination of the contract, blacklisting of the contractor, etc;
- 4.18. There is no Master and Servant relationship between the employees of the service provider and ISI and further that the said person of the service provider shall not claim any absorption in ISI or the Government of India.
- 4.19. The Contractor shall comply with the Labour laws applicable and ISIDC (Principle Employer) shall not be responsible for any litigation / default from Contractor side.
- 4.20. In the event of any breach of terms and conditions of contract, delay, default, any other type of lapse on the part of the contractor, the contract will be terminated without assigning any reason and the Performance Guarantee will be forfeited.
- 4.21. Documentary evidence in support of ex-servicemen status of a deployed guard shall be produced at ISID, such as Discharge Certificate, Pension Passbook, PPO etc., prior to his deployment at site.
- 4.22. The contractor shall maintain effective liaison with police authorities and file FIR with the local Police Station and pursue for recovery of stolen materials.
- 4.23. The contractor shall have exclusive liability for the payment of wages, PF, Medical Treatment, Bonus, Leave, salary, etc. for the personnel deployed by them and also other obligations under the law imposed by the Government/ local bodies. The contractor shall comply with all the Acts, Rules, laws and other statutory provisions, regulations, by-laws etc. which are currently in force or to be enforced/ revised by the Government from time to time. The contractor shall comply with Minimum Wages Act, 1948, Payment of Wages Act, 1936, Contract Labour (Regulation and Abolition) Act, 1970, Industrial Disputes Act, 1947, Payment of Bonus Act, 1965, EPF and MP Act, 1952, ESI Act, 1948, etc. and the rules framed thereunder which are applicable with regard to the performance of the work. The contractor shall take such steps as may be deemed necessary to perform their contractual obligations in conformity with the relevant provisions of laws in this regard. The contractor shall keep ISID indemnified against all penalties, claims and liabilities against any violation of such Acts, laws or Regulations etc. either by the Contractor or by his Agent.
- 4.24. There will be no Employer-Employee relationship whatsoever between ISID and the workers to be deployed by the contractor under the contract and no claim for any employment will be entertained or tenable. The contractor shall render the services to ISID as an independent contractor and it shall be the sole responsibility of the contractor to regulate their terms of employment with the engaged persons without any liability whatsoever on ISID.

5. CONDITIONS RELATED TO SECURITY PERSONNEL DEPLOYED

5.1. The approximate number of persons required to be engaged will be **14 (Fourteen) Unarmed Security Guards and 01 (One) Supervisor** shall be assigned the work of reliever during the weekly off of regular guards.

5.2. The Eight Hours Shift will normally commence from 06:00 hrs to 14:00 hrs, 14:00 hrs to 22:00 hrs and 22:00 hrs to 06:00 hrs and would be called Morning, Evening and Night Shifts respectively. Prolonged duty hours (more than 8 hours at a stretch) shall not be allowed. No payment shall be made by the institute for double duty, if any.

5.3. **Weekly Day of Rest:** An employee (Security Personnel) in a scheduled employment in respect of which minimum rates of wages have been fixed under the respective Act(s), shall be allowed a day of rest every week (hereinafter referred to as “the rest day”).

5.4. On any given day, if any of contractor’s personnel(s) deployed under the contract is (are) absent or fails to report in time, the contractor must plan well ahead and provide a suitable substitute in time.

5.5. ISIDC reserves the right to ask the contractor to remove any person deployed by him without assigning any reason / notice.

5.6. Female security guards (if non-ex-servicemen) shall be engaged as per Chief Labour Commission (CLC) labour periodic order under schedule of watch and wards (Without Arms) contract order based on operational requirements.

5.7. The contractor will ensure that security personnel are not loitering in the corridors, chewing pan/smoking beedies, cigarettes etc.

5.8. The deployed security personnel are bound to observe all instruction issued by ISIDC authority concerning general discipline and behaviour.

5.9. The Contractor shall strictly observe that his/her deployed security personnel,

- i. Are always presentable and vigilant.
- ii. Perform their duties with honesty and sincerity.
- iii. Will never sleep while on duty.
- iv. Will immediately report if any untoward incident / misconduct or misbehaviour occurs, to Service provider and to the Designated Officer of ISIDC.
- v. Shall not act in a unionized manner.
- vi. Shall not drink on duty or remain intoxicated while on duty, or come drunk and report for duty.
- vii. Shall not leave the post unless their reliever comes.

6. EVALUATION OF TECHNICAL AND FINANCIAL BID

- 6.1. The Bidders are required to upload Technical bid as per Bid Specification uploaded on GEM Portal.
- 6.2. Each and every page of attached document should be signed and stamped by bidder or authorized representative of Bidders with the numbering pages.
- 6.3. The competent authority of ISIDC reserves the right to reject all or any Bid in whole, or in part, without assigning any reason thereof. The competent authority of ISIDC with recommendation of tender evaluation committee reserves the right to modify, relax the technical parameters it need be.
- 6.4. Bids which are incomplete or Conditional in any form shall be rejected out rightly Bidders will be selected based on Least Cost Selection for Technical and Financial Evaluation.

Technical parameters to be assessed are provided in Annexure – F.

- 6.5. The technical bids shall be evaluated based on the available documents submitted by the bidder. To assist in the examination, evaluation, and comparison of the bids and qualification of the bidders, the Competent Authority may, at his discretion, ask any bidder for a clarification of its bid. Any clarification submitted by a bidder that is not in response to a request by the Competent Authority shall not be considered. The request for clarification and the response shall be in GeM Portal Only.
- 6.6. If a bidder does not provide clarifications of its bid by the date and time set in the request for clarification, its bid may be rejected.
- 6.7. The Technical Bid will be evaluated first and then financial bid will be opened in respect of only those technically qualified bidders only.
- 6.8. The Bidder shall be required to quote their Financial Bid, which is available on GEM Portal.
- 6.9. The Bidder should quote rates for each and every category of security services in terms in Indian Rupees (in figures as well as words in English). The rates quoted shall be confirmed and final.
- 6.10. Qualified Bids shall be considered for further evaluation. To ascertain the Inter-se- ranking of the bids, the Least Cost Selection (LCS).

7. WAGE STRUCTURE

The Detailed Wage Structure as per prevailing DGR Rates / Chief Labour Commission rates (CLC) is given at **Annexure – G**.

Note:

- 7.1. DGR rate based bid floating mechanism is not functional in GeM portal, hence, ISIDC has floated bid in minimum wages in GeM portal. However, the DGR wage rates will be paid to the deployed Ex-servicemen. The minimum wages as per CLC and Labour Ministry, GoI will be applied in case of female guards if non ex-servicemen.
- 7.2. Since, no sufficient fields are there in GeM portal, some of the allowances have been merged and entered in single field.

7.3. The DGR rates /CLC rates shall be subject to amendments as and when promulgated by concerned authorities from time to time.

7.4. The actual payments will be reimbursed only on submission of paid particulars such as challan, receipt, monthly contribution history downloaded from EPFO/ESI (E-challan) portals etc.,

7.5. The Contractor has to quote service charge that takes care of TDS, expenditure towards uniform and liveries, all the statutory charges related to this contract, etc., and reasonable margin thereafter. Wages must be paid in time without delay, wages are paid in full without any improper deduction in wages. Any complaints related to seeking monetary return by the contractor from the workers, etc. shall be viewed seriously and the contract shall be terminated. In no case, any form of compensation shall be recovered from the employees by the contractors.

7.6. The Service Charge in percentage quoted shall not be less than the 3.85%, bidder quoting Service Charges below 3.85% are liable to be out rightly rejected. The Service Charges quoted by the Bidder shall remain unchanged for the entire period of contract.

8. PAYMENTS TO SECURITY PERSONNEL

8.1. For due performance of the assigned work, the agency will pay as under to its Security Personnel deployed in ISIDC Campus as mentioned in the bid document on or before 7th of every month and not to wait for such verification till the bills are submitted by the contractor for settlement.

8.2. All payments including wages/arrears and other allowances shall be made in Indian Currency by means of Direct Bank Transfer to the Bank Accounts of the workmen. The payment of wages will be as per the prevailing Wage Structure of Directorate General of Resettlement, Ministry of Defense, GoI. The same is subject to revision, as and when revised by the appropriate authority.

8.3. Cash payments to the workmen (either towards salary or salary advance) are strictly prohibited. Advanced payment to the workers should not be encouraged.

8.4. The payment of wages is not to be linked to payment of the bill amount by ISIDC. If found, there is delay in disbursement of salary (after 7th of every month) in two consecutive / alternative months in their contract period, the contract may be liable to be terminated without any notice and black listed for all tenders of ISIDC and Security / Performance Deposit will be forfeited.

8.5. No deductions from the payroll other than statutory deductions are permitted. No adhoc amount in any name shall be demanded by the contractor from the workmen deployed. Any such acts or demands by the contractor shall lead to termination of contract and filing of court case/complaint.

8.6. A monthly pay slip containing complete breakups for all statutory and other permissible deductions has to be provided to all workmen by the contractor.

8.7. Recovery / realization and remittance of statutory dues like ESI, EPF & GST will be the sole responsibility of the agency. The agency should accept full and exclusive liability for disbursement of wages, bonus and deposit of ESI & their Provident Fund etc., to its employees deployed in the ISIDC, as applicable under law and make such payments as soon as it becomes payable.

9. SUBMISSION OF MONTHLY BILLS

9.1. The Bill for the previous month is to be submitted before 3rd of every month along with following certificates and documents.

- a) Challan copy towards payment of ESI & EPF (copy of contribution history downloaded from the respective Official portals, payment made in respect of employee should also be enclosed) and the Bank Statement for payment of salary to the employees for the previous month.
- b) Paid Challan copy of GST (exclusively for the GST Claimed from ISIDC) in advance for the month for which the bill is claimed should also be enclosed.
- c) Monthly Attendance sheet duly authorised by the agency and by the Designated Officer of ISIDC.
- d) Detailed Salary Certificate showing all the payments and deductions with ESI & EPF account no. for each employee.
- e) Currently claimed DGR wage structure with calculation sheet to be enclosed.
- f) Copies of the pay slip issued to the security personnel containing complete breakups for all statutory and other permissible deduction.

9.2. The bank statement duly attested by the bank authorities submitted by the agency should exhibit individual name wise payment entries for each employee and clustered payment entries shall not be entertained.

9.3. The payment will be made as per the attendance details. The TDS amount will be deducted towards the advance income tax and GST, TDS on GST at the rates applicable.

9.4. The reliever(s) duty guards shall be paid regular wages based on the number of duties served by them in the same way as paid to regular duty guards. Hence, there shall be no separate reliever charges to be claimed.

9.5. The Contractor shall submit periodical returns as may be specified from time to time.

9.6. The contractor shall be responsible for compliance of all the laws rules/regulations and Govt. instructions that are/will be applicable to and aimed to protect the interest of the employees/worker engaged by it and shall ensure payment of all the statutory dues/liabilities.

10. OBLIGATIONS AND OTHER CONDITIONS OF CONTRACT

10.1. **Labour law compliances:** The Contractor shall abide by all labour laws, laws related to EPF Organisation, ESI Corporation, Workmen Compensation Act, and Bonus Act. The details of EPF, ISIDC in respect of their deployed staff shall be submitted by the Contractor to Client every month along with the bill. The Contractor shall abide including but not limited to, matters relating to timely payment of wages and allowances, payment of minimum wages, payment of overtime, grant of leave, payment of workmen's compensation, working hours, safety, maternity benefits, holidays, framing of standing orders, disciplinary action against employees, payment of provident fund contributions, payment of gratuities and payment of bonus.

The contractor shall be liable for any legal dispute / case / claims that arises or may arise during currency of the contract due to non-compliances of labour or other related laws.

10.2. Official Records: The Contractor shall maintain a personal file in respect of all the staff who is deployed in ISIDC Campus. The personal file shall invariably consist of personal details such as name, address, date of birth, gender, residential address (Temporary / Permanent) and all grievances recorded by the staff vis-à-vis action taken etc.

10.3. Penalty Clause: a. In case of default in wage payments and statutory obligations by the contractor or complaints received from the deployed workmen of such nature, penalty shall be levied as below,

- I. Upto 07 days from the due date - 1% of the total bill amount.
- II. 08 to 14 days from the due date - 2% of the total bill amount.
- III. Beyond 14 days from the due date - 3% of the total bill amount.

b. Apart from penal action, termination, blacklisting etc of the Contractor shall be initiated, if found necessary.

10.4. Force Majeure: a) For the purposes of this Contract, “Force Majeure” means an event which is beyond the reasonable control of a Party, is not foreseeable, is unavoidable and not brought about by or at the instance of the Party claiming to be affected by such events and which has caused the nonperformance or delay in performance, and which makes a Party’s performance of its obligations hereunder impossible or so impractical as reasonably to be considered impossible in the circumstances, and includes, but is not limited to, war, riots, civil disorder, earthquake, fire, explosion, pandemic/epidemic, storm, flood, currency restrictions, insurrection and civil commotion, acts of terrorism or other extreme adverse weather conditions, strikes, lockouts or other industrial action, a pandemic situation causing lockdown by the order of the concerned Government (except where such strikes, lockouts or other industrial action are within the power of the Party invoking Force Majeure to prevent), confiscation or any other action by Government agencies.

b) Force Majeure shall not include (i) any event which is caused by the negligence or intentional action of a Party or agents or resources, nor (ii) any event which a diligent Party could reasonably have been expected both to take into account at the time of the conclusion of this Contract, and avoid or overcome in the carrying out of its obligations hereunder.

c) Force Majeure shall not include insufficiency of funds or inability to make any payment required hereunder.

10.5. Governing Laws and Settlement of Dispute: Any claims, disputes, and or differences (including a dispute regarding the existence, validity, or termination of this Contract) arising out of, or relating to this contract including interpretation of its terms shall be resolved through joint discussion of the Authorized Representatives of the concerned parties. However, if the disputes are not resolved by the discussions as aforesaid within a period of 30 days, then the matter will be referred for adjudication to the arbitration of a sole arbitrator to be appointed by the parties in accordance with the provisions of the Arbitration and Conciliation Act 1996 and rules made thereunder including any modifications, amendments, and future enactments thereto. The venue for the Arbitration will be Delhi and the decision of the arbitrator shall be final and binding on the parties.

Jurisdiction of Court: This Contract is governed by the laws of the Republic of India and shall be subject to the exclusive jurisdiction of the courts in Delhi.

11. SITE VISIT CUM SURVEY MEETING

ISIDC will host a site visit cum survey meeting on 12 May 2026 at 11:00 AM in the ISI Delhi Centre. All Bidders are advised to attend the site visit cum survey meeting in order to make themselves fully aware of the work conditions & to provide each bidder with an opportunity to seek clarifications. The bidder or its official representative must mandatorily attend the site visit cum survey meeting otherwise their tender will be summarily reject.

12. DISCIPLINE

The contractor shall maintain strict discipline among their workforce and shall review their performance at regular intervals. Personnel employed by the contractor, who are found to be undisciplined or whose performance is not satisfactory, as noticed by the contractor or as reported by the authorized officer of ISIDC, shall be replaced by the contractor immediately without causing any disruption in the assigned work. The contractor shall be solely and fully responsible and liable for the act, conduct and behavior of their personnel. In case of any misconduct and/ or criminal activities by any of their personnel, the matter will be brought to the notice of the contractor by ISIDC for necessary action. The contractor shall remain liable for any damage caused to the property or person of ISIDC by any person engaged by them. In addition, ISIDC reserves the right to initiate legal proceedings against such person or persons and/or the contractor for recovery of damages so caused.

The contractor shall issue identity card and uniform to all the workers engaged by them under the scope of the contract. Any worker found without identity card / uniform while on duty shall be viewed as an act of indiscipline.

13. PENALTY

In the event the contractor fails to comply with any of the clauses of the contract or any other statutory requirement that is binding upon him, ISIDC shall deduct an amount equal to 10% from the running bill.

In case of financial loss/liability incurred due to negligence/default on the part of the contractor or his staff, non-compliance of the provisions of the applicable Acts/ statutes/ Legislation/ Rules or regulations relevant to the contract, ISIDC reserves the right to recover such monetary losses from the running bills/security deposit of the contractor.

The contractor shall maintain a high quality of work under the scope of the contract. If any defect in quality is noticed during the duty hours due to absenting from duty/ lethargy/ negligence of the personnel deployed by the contractor, the attendance of that particular worker will be deducted without prejudice to other penal measures.

14. INDEMNIFICATION

ISID shall have no liability whatsoever towards the persons deployed by the contractor for the subject work. The contractor shall keep ISIDC indemnified against all losses/ damages/ liabilities/ claims arising out of deployment of the contractor's workers during the period of the contract. Any claim which may arise during the currency of the contract or at any subsequent point of time, shall be the sole responsibility of the contractor and ISIDC shall in no way be held responsible for it.

15. LIABILITY AGAINST LOSS OR DAMAGE OF PROPERTY

The contractor shall be liable to pay ISIDC for any loss/damage caused as a result of theft/pilferage of any property of ISIDC from the premises where the security staff of the contractor have been deployed, provided such loss/ damage is due to the negligence of the contractor or its deployed manpower.

The contractor shall also be liable for the consequences of any incident of major/ minor injury or death caused to any of its worker arising out of or in the course of his employment under the scope of the contract.

16. LIQUIDATED DAMAGES

If the contractor fails to execute the contract either in full or in part or fails to observe the terms and conditions set hereinabove or hereinafter, the entire loss/damage sustained by ISIDC shall be reimbursed by the contractor and/ or will be recovered from the contractor's running bills. In case of financial loss/ liability incurred due to the negligence/ default of the contractor, the same will be recovered from the contractor's running bills.

NOTARIZED AFFDAVIT on Non-Judicial Stamp Paper of Rs 100/-

Ref : - Tender No.dated

.....

(Notice Inviting Tender for Security Manpower Services in ISI Delhi Campus)

I, _____ Son/Daughter of Shri. _____ Proprietor/
Partner/Director/ Authorized Signatory of _____ I am competent to sign this declaration and
execute this tender document.

I have carefully read and understood all the terms and conditions of the tender and hereby convey my
acceptance of the same.

I hereby certify that the our firm neither blacklisted by any Central/State Government/Public Undertaking
/Institute nor is any criminal case registered / pending against the firm or its owner /partners anywhere in
India.

I hereby certify that none of my near relatives as defined in the claus no 3.33 is working in the institute I
also certify that the above information is true and correct in any every respect and in any case at a later date
it is found that any details provided above are incorrect, any contract given to the above firm may be
summarily terminated and the firm shall be blacklisted.

Apart from the amount payable to us by the Principal Employer as per the contract value, which includes the
labour payments, GST, service charge and any other statutory charge which is legally admissible under the
contract, I/ we shall not claim any amount either from the Principal Employer or the workers deployed under
the contract. I/ we shall neither charge any registration fee or sides the statutory payments deductible under the
law. I/ we hereby undertake to transfer the m monthly wages to the bank accounts of the said workers directly
within the 7th of every month irrespective of whether the monthly bill has been released by the Principal
Employer or not. I/ we also undertake to contribute timely to the PF accounts of the deployed workers and
submit the challan on monthly basis to the Principal Employer. The Principal Employer should not be held
responsible and shall remain indemnified by me from all future claims which may arise in the matter of labour
payments and statutory claims in respect of the subject contract.

It is understood by me that in the event of failure on my part to abide by the above during the execution of the
contract, the contract agreement will be terminated forthwith with forfeiture of security deposit and the
Principal Employer will recover the money from the pending bills, if any. In addition, the Principal Employer
will be free to initiate legal/ penal actions against me as deemed fit and proper under the circumstance."

Signature of Owner/Managing Partner/Director**Date:****Full Name:****Place:****Company's Seal:**

**ANNUAL TURNOVER
DETAILS**

Ref : - Tender No.dated

.....

(Notice Inviting Tender for Security Manpower Services in ISI Delhi Campus)

| Bidder's Annual Turnover for last three Financial Years | | |
|--|-----------------------|----------------------|
| Sl. No. | Financial Year | Turnover in ₹ |
| 01 | 2022-23 | |
| 02 | 2023-24 | |
| 03 | 2024-25 | |

Note: Supporting documents (copies of duly signed profit & loss accounts and audited balance sheet) are to be attached

Date:

Authorized Signatory

Place:

Seal

Name & Designation:

Contact No.:

Email:

ANNEXURE-C

EXECUTED / RUNNING CONTRACT DETAILS

Ref : - Tender No.dated

.....

(Notice Inviting Tender for Security Manpower Services in ISI Delhi Campus)

| SL No | Name and address of client with contact details | Period | | Order No & Date | Contract value | No of Guards | No of Supervisor |
|-------|---|--------|----|-----------------|----------------|--------------|------------------|
| | | From | To | | | | |
| 1 | | | | | | | |
| 2 | | | | | | | |
| 3 | | | | | | | |
| 4 | | | | | | | |
| 5 | | | | | | | |
| 6 | | | | | | | |
| 7 | | | | | | | |
| 8 | | | | | | | |
| 9 | | | | | | | |
| 10 | | | | | | | |

Note: Supporting documents (work order issued by the clients and performance certificate from clients) are to be attached.

Date:

Authorized Signatory

Place:

Seal

Name & Designation: Contact No.:

Email:

ANNEXURE – D

UNDERTAKING

(On the Letter Head of the Bidder)

I the undersigned as the authorized signatory hereby submit this Undertaking stating that I have carefully read all the terms and conditions as given in the tender T&C document and agree to the terms and conditions, scope of work, Agency's obligation, Payment terms, Penalty clause and all other conditions as mentioned in the said T&C document. The agency will abide by all the terms and conditions stipulated in the tender document if we are awarded this Service Contract.

Date:

Signature

Place:

(Name of the Authorized Signatory)

Company Seal

**DISCLOSURE OF CODE OF
INTEGRITY
(On the letterhead of the
Bidder)**

It is hereby disclosed that we _____ shall not act in contravention of the codes as under:-

1. Prohibition of:-

- a) Making offer either directly or indirectly in exchange for an unfair advantage in the procurement process or to otherwise influence the procurement process.
 - b) Any omission, or misrepresentation that may mislead or attempt to mislead so that financial or other benefit may be obtained or an obligation avoided.
 - c) Any collusion, bid rigging or anti competitive behaviour that may impair the transparency, fairness and the progress of the procurement process.
 - d) Improper use of information provided by the procuring entity to the bidder with intent to gain unfair advantage in the procurement process or for personal gain.
 - e) Any financial or business transactions between the bidder and any official of the procuring entity related to tender or execution process of contract, which can affect the decision of the procuring entity directly or indirectly.
 - f) Any coercion or any threat to impair or harm, directly or indirectly, any party or its property to influence the procurement process.
 - g) Obstruction of any investigation or auditing of a procurement process.
 - h) Making false declaration or providing false information for participation in a tender process or to secure a contract.
- 2. It is also disclosed that no previous transgressions have been made in respect of the provisions of Sub Clause (i) of Rule 175 of GFR with any entity in any country during the last three year or of being debarred by any other procuring entity.**

(Authorized Signatory)

Stamp

ANNEXURE - F

LEAST COST SELECTION METHODOLOGY:

The following LCS matrix will be applicable while evaluating of Bids:

| Sr. No | Particulars | Mark Breakup | | Allocation of Marks | | |
|--------|--|------------------------|----|---------------------|-----|---|
| | | | | Min | Max | Actual |
| 1. | Average Annual Turnover of the previous three Financial years (in Crores) (2022-23, 2023-24, 2024-25) | >2 to 5 Crores | 5 | 5 | 20 | Audited profit & Loss a/c or CA certificate |
| | | >5 to 8 Crores | 10 | | | |
| | | >8 to 12 Crores | 15 | | | |
| | | >12 Crores | 20 | | | |
| 2. | Past Performance Value of executed a single security contract in a Central, State Govt, Autonomous Bodies, PSUs (for last 3 financial Years (2023-24, 2024-25 and 2025-26 | >2 Crore to 5 Crores | 5 | 5 | 15 | Experience or Work completion Certificate indicating contract value, along with contact details of the respective departments, to validate the firms total experience. |
| | | >5 Crores to 10 Crores | 10 | | | |
| | | >10 Crores | 15 | | | |
| 3. | Number of years of experience in Security Services in Govt, Semi-Govt., Autonomous Bodies, PSUs. | >3 to 5 years | 5 | 5 | 15 | Experience or Work Completion Certificates for Security services from Government Departments or PSUs, including contact details of the respective departments, to validate the number of years of experience. |
| | | >5 to 10 Years | 10 | | | |
| | | >10 years | 15 | | | |
| 4. | Present operational contracts in the Security Services (2026-27). | >2 to 5 Contracts | 5 | 5 | 15 | Only work orders or documents satisfy ongoing operational contracts in Security services per single contract, will be considered for evaluation. |
| | | >5 to 10 Contracts | 10 | | | |
| | | >10 Contracts | 15 | | | |
| 5. | Number of Security Manpower supplied against a single security contract of last 3 years (2023-24, 2024-25 and 2025-26) | >30-50 | 5 | 5 | 10 | Number of persons deployed against the single contract should be clearly available in the contract & Certificate from a Statutory Auditor specifying the security manpower as per the contract to be submitted. |
| | | >50 | 10 | | | |
| 6. | DGR Empanelment Certificate And Service Quality Assurance Certificate(s), ISO | Certificate | 5 | 5 | 5 | If the Bidder have any Five valid DGR and ISO certificates will get full marks. |

| | | | | | | |
|----|--|---------------------------|---------------|---|----|--|
| | 9001:2015 (Quality Management System) ISO 18788:2015 (Security Operations Management System) ISO 27001 (Information Security Management) ISO 45001 (Safe working environment for Security Personnel) ISO 14001, SA 8000 Certificate, QCI-CAPSI STARS Certificate, etc. | | | | | |
| 7. | Total no. of Security Guards on Payroll of the company | 25-100 100-200 >200 | 5 10 15 | 5 | 15 | Proof to this effect is to be submitted in the form of: (a) ESI/ EPF contributions, and billing- etc. (b) PF / ECR challan copy & copies of any other statutory benefit along with a list of staff with their individual details PF no. UAN no. ESIC no. / Contribution remitted along with the monthly invoice of the last 12 months. |
| 8. | National Presence in providing Similar Nature of Services. | More than 2 States | 5 | 5 | 5 | Form-C or other valid document to be submitted (Shop & Establishment Certificate/Work Order/Work Performance Certificate/Agreement Copy) |
| | Total Marks of Evaluation | Maximum Marks | 100 | | | |
| | | Qualifying Marks | 60 | | | |

The Technical Bid Evaluation of those bidders who meet the above Pre-Qualification Criteria and Minimum Eligibility Criteria will be done by a committee constituted by the Institute as per procedure described above.

The received bids will be scrutinized by the committee and marks will be awarded on a scale of 100 on the basis of submitted documents as per Annexure -F. The details of marks for each criteria of technical bid are prescribed in Annexure-F. NIL marks will be awarded to any bidders who do not fulfill any of the Minimum Eligibility Criteria mentioned in the above Annexure-F.

Those bidders who score minimum 60 out of maximum 100 marks allotted to the overall Technical Bid will be considered technically qualified. Only technically qualified bidders shall be eligible for opening of Financial Bids.

**INDIAN STATISTICAL INSTITUTTE
DELHI CENTRE
NEW DELHI-110016
PRICE BID FOR SECURITY (EX-SERVICEMEN SUPERVISOR/SECURITY GUARDS
WITHOUT ARMS)**

Applicable rates w.e.f. 01.04.2026 as notified by DGR. MOD, Gol

| Sl. No. | Description | Description | Security Guard (without arms) | Security Supervisor |
|---------|--|--|-------------------------------|---------------------|
| A | Basic Wages (BW)+ VDA in Rupees | Rs. 1008 for Security Guard without arms and 1340.64 for Security Supervisor | 26,208.00 | 34,856.64 |
| B | Employees State Insurance (ESI)* | 3.25% of Basic plus VDA | 0.00 | 0.00 |
| C | Employees Provident Fund (EPF) | 12% of Basic plus VDA | 1,800.00 | 1,800.00 |
| D | Employees Deposit Linked Insurance (EDI) | 0.5% of Basic plus VDA | 75.00 | 75.00 |
| E | Administrative Charges | 0.5% of Basic plus VDA | 75.00 | 75.00 |
| F | House Rent Allowance(HRA) | 24% of basic plus VDA | 6,289.92 | 0.00 |
| G | ESI on HRA* | 3.25% of HRA | 0.00 | 0.00 |
| H | Bonus* | 8.33% of Basic+VDA | 0.00 | 0.00 |
| I | Uniform Outfit Allowance | 5% of Basic plus VDA | 1,310.40 | 1,742.83 |
| J | Uniform washing Allowance | 3% of Basic plus VDA | 786.24 | 1,045.70 |
| K | Sub-total | Sum of A to J | 36,544.56 | 39,595.17 |
| L | Relieving charges | 1/6th of total at Serial at K | 6,090.76 | 0.00 |
| M | Labour Cost | Sum of K and L | 42,635.32 | 39,595.17 |
| N | Service Charges | | | |
| O | Cost per head | M+N | | |
| P | Required No. of Manpower | Nos. | 14 | 1 |
| 1Q | Total before Tax | OXP | | |
| R | GST | 18% | | |
| S | Grand Total after Tax per month | Q+R | | |
| T | Monthly Cost of work | Total Cost of 14 Security Guards and 01 Security Supervisor | | |
| U | Annual Cost of work | T*12 | | |
| V | Three years cost of work | T*36 | | |

*Salary Limit: Employees earning up to Rs. 21,000 per month are eligible for ESI, bonus.

Compliance / Check Sheet

Minimum Eligibility criteria (the bidder must fulfil all criteria as per details as under) (Bidder must attach copy of relevant document in support of the claims)

| Sl No | Technical Specifications | Yes/No | Support of Claims |
|-------|--|--------|-------------------|
| 1 | The bidder may be a Proprietary firm, Partnership firm, Company registered under Indian Companies Act, who possess the required licenses, registrations etc. as per law. | | |
| 2 | The office of the supplier/contractor should be located in the Delhi, India (valid proof must be submitted) | | |
| 3 | Bidder must have minimum annual average turnover of Rs.2.0 Cr. for the last three financial years 2022-23, 2023-24 and 2024-25. (Certificate of Chartered Accountant that provides the information explicitly as per the criteria) as per Proforma Annexed-B | | |
| 4 | Income Tax returns filed for the last three Financial Years 2022-23, 2023-24 and 2024-25. | | |
| 5 | The bidder should have an Experience of last continuous three financial years (2023-24, 2024-25, 2025-26) in the field of providing security services in Central Government/ State Government / Government Educational Institutes / Research Institutes / Central PSUs / Central Autonomous Institute of National Importance. | | |
| 6 | Bidder should have executed a single security contract of not less than 50 Security Guards in a Central Government/ State Government / Government Educational Institutes / Research Institutes / Central PSUs / Central Autonomous Institute of National Importance. | | |
| 7 | The bidder should have experience of completion/ running of similar works in the last three financial years (from 01st April 2023 to 31st March 2026) in Central Government/ State Government / Government Educational Institutes / Research Institutes / Central PSUs / Central Autonomous Institute of National Importance.) as per Proforma Annexed-C | | |
| 8 | Bidder must not have been blacklisted currently or on any previous 5 years by any of the Central Govt. Organizations/ State Departments / Institutions / Autonomous Bodies. An affidavit on ₹ 100/- Non- Judicial stamp paper duly notarized shall be enclosed with the technical bid as per proforma Annexed-A | | |

| | | | |
|----|---|--|--|
| 9 | The valid license of the firm under Private Security Regulation Act, 2005/ PSRA issued by Govt. of business as Private Security Agency in Delhi/ ISO Certificate/DGR Empanelment Certificate etc. | | |
| 10 | The bidder should have a valid GST Certificate | | |
| 11 | PAN certificate | | |
| 12 | EPFO & ESIC Registration Certificates / Labour License Certificate | | |
| 13 | Copy of proof of depositing EPF and ESIC for last 3 months from the date of publication of tender (copies of paid EPF and ESI challans to be submitted). | | |
| 14 | Undertaking Letter (on the Letter Head of the Firm). as per Proforma Annexed-D | | |
| 15 | Disclosure of Code of Integrity . as per Proforma Annexed-E | | |

Note: All the above documents are mandatorily required based on which the evaluation of Technical Bid will be made.

All the uploaded documents should be in the name of Tenderer and each attached document should be signed and stamped by bidder or its authorized representative of tenderer) All pages of the uploaded Tender documents should be page numbered.

In case any mandatory information as mentioned above is not furnished along with the valid supporting documents, the Technical Bid is liable to be rejected. Only those financial bids, whose Technical Bids are found responsive will be opened.

We agree to all the above criteria & have also enclosed all relevant papers in support of the above claims/arrangements:

Signature of the Bidder with Stamp