

## India International Convention & Exhibition Centre (Yashobhoomi)

### E-TENDER NOTICE

**Name of Work: Hiring of Agencies for Providing Skilled Security Guards (Unarmed), Security Supervisors, and Vehicle Services at the India International Convention & Exhibition Centre (Yashobhoomi), New Delhi.**

#### **Introduction & Scope**

Online tenders are invited for Hiring of security agencies with, India International Convention & Exhibition Centre (Yashobhoomi), New Delhi, to provide the services of skilled security guards (unarmed) and security supervisors to IICCL for day-to-day requirement and when required for IICCL events for a period of 02 years, and may be extended for a further period of 01 (one) year subject to satisfactory performance of the agency, mutual consent of both parties, and approval of the Competent Authority. The present option for financial bid is for quoting the rates for providing the services of security staff only to IICCL for day-to-day requirement and also during IICCL events to be organized by Operator (Kinexin) in Yashobhoomi, Dwarka Sec-25, New Delhi.

The tender documents are available on IICCL website [iiccl.dpiit.gov.in](http://iiccl.dpiit.gov.in) (for reference only). Tender document can be downloaded from <https://gem.gov.in/>. However, the documents required such as DD towards BG and Performance Security should be in favour of India International Convention and Exhibition Centre (Yashobhoomi), New Delhi, The bidder should have PAN Number, GST Number, TIN Number, ESI, EPF Registration certificate and GST return/clearance certificate up to previous quarter.

1. Tender documents may be downloaded from IICCL web site [iiccl.dpiit.gov.in](http://iiccl.dpiit.gov.in) (for not uploading of bid) and GEM site <https://gem.gov.in/> as per the schedule as given in CRITICAL DATE SHEET as under :-

#### INDICATIVE CRITICAL DATE SHEET

<b>Published Date</b>	<b>As per GeM</b>
<b>Bid Document Download Start Date</b>	<b>As per GeM</b>
<b>Bid Submission Start Date</b>	<b>As per GeM</b>
<b>Bid Submission End Date</b>	<b>As per GeM</b>
<b>Bid Opening Date</b>	<b>As per GeM</b>
<b>Communication Address</b>	India International Convention and Exhibition Centre (Yashobhoomi) Sector 25 Dwarka, Dwarka, New Delhi, Delhi 110077
<b>Feel free to Contact regarding query, if Any</b>	

2. Bids shall be submitted online only at GeM Portal website: <https://gem.gov.in> Bidders are advised to follow the instructions provided in the 'Instructions to the Bidders for the e-submission of the bids online through the GeM Portal at <https://gem.gov.in/> . documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned

document. No Manual bids shall be accepted.

3. **NON RESPONSIVE BIDS** – Means a **bid** or proposal that does not substantially complies with the invitation to **bid** or request for proposals and all prescribed procurement procedures and requirements.

4. Not more than one tender shall be submitted by one bidder or bidders having business relationship/ vested interest. Under no circumstance will father and his son(s) or other close relations who have business relationship with one another (i.e. when one or more partner(s)/director(s) are common) be allowed to tender for the same contract as separate competitors. A breach of this condition will render the tenders of both parties liable to rejection.

5. Tender downloaded from IICCL website [iiccl.dpiit.gov](http://iiccl.dpiit.gov) and GeM Portal and website <https://gem.gov.in/>, shall not modify the tender form in any manner. In case if the same is found to be tampered/ modified in any manner, tender will be summarily rejected and Bidder is liable to be blacklisted from doing business with IICCL.

6. The prospective bidder is advised to visit IICCL website [iiccl.dpiit.gov](http://iiccl.dpiit.gov) and GeM Portal website <https://gem.gov.in/> for any Corrigendum/Addendum/Amendment/Clarifications, if any, before uploading its bid and if the bid has been uploaded, same could be detached/withdrawn and resubmitted taking into account Corrigendum/Addendum/Amendment/Clarifications. Notwithstanding, anything contained in this bid document, it is unequivocally clarified that if any Corrigendum/ Addendum/ Amendment/ Clarifications issued after submission of the bid and before closing of the bid date and time, such bid would be treated as nonresponsive.

7. **Earnest Money Deposit (EMD)** : The Earnest Money Deposit (EMD) of **₹6.48 lakh** should necessarily accompany the bid in the form of demand draft drawn on any scheduled commercial bank, in favour of IICCL, payable at New Delhi. Bid received without EMD or EMD for lesser amount will be summarily rejected. EMD in any other form, i.e. in Cash or Cheque etc., shall not be accepted.

*BANK Details for NEFT/RTGS:*

Name of the Beneficiary	:	India International Convention and Exhibition Centre Limited (IICCL)
Name of the Bank	:	State Bank of India
Branch Address	:	CAG Branch, Red Fort Capital Parsvnath Towers, Bhai Veer Singh Marg, New Delhi, 110001
Account No.	:	38421926838
Type of Account	:	Current Account
RTGs Code	:	SBIN0017313
PAN NO.	:	AAECI7153B
GSTIN	:	07AAECI7153B1ZU

- i. The EMD is non-interest bearing.
- ii. No request for transfer of any previous deposit of earnest money or bid security or adjustment against any pending bill held by this organization in respect of any previous

work shall be entertained.

iii. **RETURN OF EMD:**

The EMD in respect of un-successful bidder(s) shall be returned within 45 days without bearing any interest, after placing the award of work. However, EMD in respect of successful bidder will be released after receipt of prescribed performance security deposit.

iv. **The EMD will be forfeited :**

If a bidder withdraws or amends the quotation / tender, or impairs or derogates from the tender in any respect during the period of bid validity from the date of opening of bid Or in case of a successful bidder, if the bidder fails to sign the contract in accordance with terms and conditions or in case the appointed party fails to deposit the Performance Guarantee in fixed time or in case the firm does not fulfill/ produce the documents as per promises made before this office or any committee constituted by this Organization for this purpose or in the event of premature withdrawal of the tender / quotation by any of the renderers or the Bidder submits forged/tempered documents while participating In the tender. Further, action as deemed fit by IICC may also be initiated against such Bidders as per prevailing law.

**8. Technical/Financial Bids:** Technical/Financial bids will be opened as per date/time as mentioned in the **Tender Critical Date Sheet**. The present option for financial bid is for quoting the rates for getting the L1 agency for providing the services of security staff only to IICCL for day to day requirement and during IICCL events to be organized by IICCL in Yashobhoomi .

The present Performa placed as Annexure-VII, is **only a sample proforma** for quoting the rates for providing the services of security staff to IICCL only. **The rates to be quoted only online in a prescribed format of financial Bids.** The Financial bids will be opened only of the agencies qualified in technical evaluation. An additional list of Terms and condition for submitting the financial bids is at Annexure-IX, the agency may go through before quoting the rates for IICC. Agency also have to submit the Financial Bid Undertaking as per the format placed at Annexure-VI.

**9. Submission of Tender**

**The tender shall be submitted online.** All the pages of bid being submitted online must be signed wherever required, and sequentially numbered by the bidder irrespective of nature of content of the documents before uploading.

The offers submitted by Telegram/Fax/email shall not be entertained and bid would be summarily rejected. No correspondence will be entertained in this matter. The Security agencies will be Hired on the basis of the technical as well as Financial bids .

**(Eligibility Criteria for Qualification Bid)**

1. To qualify in the Pre-Qualification Bid, the bidders must fulfill the following Technical parameters/conditions:-

**1.1 Legal Status & Statutory Licensing**

1.1.1 The bidder shall be a legally registered entity in India as one of the following:

- A Company registered under the Companies Act, 2013 or any previous Companies Act; OR
- A Limited Liability Partnership (LLP) registered under the LLP Act, 2008; OR
- A firm registered under the Partnership Act, 1932.

1.1.2 The Agency must possess a **valid licence under the Private Security Agencies (Regulation) Act, 2005 (PSARA)** issued by the competent authority for the State of Delhi/NCT and other States (if

operating in multiple states).

1.1.3 The PSARA licence must remain **valid throughout the contract period**. Agencies with expired/lapsed licences shall be summarily disqualified.

1.1.4 The Agency must be in possession of a **valid Labour Licence** issued under the Contract Labour (Regulation & Abolition) Act, 1970.

1.1.5 The selected Agency shall obtain/renew the **Contract Labour Licence from Labour Department, Govt. of NCT Delhi or Central Govt of India within 02 months** from award of contract for the specific site.

## 1.2 Experience & Technical Capability

1.2.1 The Agency should have **minimum five (05) years of continuous experience** in providing manned guarding and security services.

1.2.2 The Agency must have experience in handling **electronic and non-electronic security systems**, including:

- CCTV Surveillance Systems
- Access Control Systems
- X-Ray Baggage Scanners
- Basic Crowd Management Equipment

1.2.3 The Agency must have prior experience of providing security services to at least one of the following:

- Convention Centres
- Airports
- Railway Stations / Metro Stations
- Government Complexes
- Large infrastructure / critical installations with high public footfall

1.2.4 The Agency should have demonstrated experience in handling **large-scale events with more than 15,000 persons per day**.

1.2.5 The Agency should currently be providing **at least 500 Security Guards at a single location** in a Government Department or PSU in NCR.

1.2.6 Work experience must be supported by **verifiable work orders / completion certificates issued by clients**.

## 1.3 Financial Capacity & Solvency

1.3.1 The Agency must have an **annual average turnover of minimum Rs. 30 Crores** during each of the last three financial years:

- FY 2022–23
- FY 2023–24
- FY 2024–25

Note: The Turnover mentioned above shall supersede the turnover value displayed in Gem bid documents

1.3.2 The Agency must submit **audited balance sheets and financial statements** certified by a Chartered Accountant for the last three financial years and also Turnover details for the said three financial years shall be submitted in the format attached with this bidding document and must be duly certified by a Chartered Accountant with valid UDIN

1.3.3 The Agency shall submit **Income Tax Clearance / Returns (ITR)** for the last three financial years.

1.3.4 The Agency must furnish a **Solvency Certificate from a Scheduled Commercial Bank** of an appropriate value (as specified by the Authority).

1.3.5 The Agency should have **no outstanding dues** with:

- EPFO
- ESIC
- Income Tax Department

(Self-attested declaration required)

#### **1.4 Statutory Compliance**

1.4.1 The Agency must have valid registrations for:

- PAN
- GST (GSTIN)
- EPFO (Employee Provident Fund)
- ESIC (Employee State Insurance)

1.4.2 The Agency must comply with:

- Minimum Wages Act, 1948
- Contract Labour (R&A) Act, 1970
- All applicable labour laws and statutory regulations

1.4.3 The Agency must submit **latest GST returns / clearance certificate up to last quarter.**

#### **1.5 Manpower Strength & Deployment Capability**

1.5.1 The Agency must have a **minimum strength of 500 Security Guards on its payroll**, certified by a practicing Chartered Accountant.

1.5.2 The Agency must be capable of providing:

- **Minimum 10% Ex-Servicemen**
- **Minimum 10% Female Security Guards**

1.5.3 The Agency must have sufficient organisational capacity to handle **sudden deployment of 300-600 personnel at short notice** without affecting existing operations.

#### **1.6 Training & Infrastructure**

1.6.1 The Agency must have its **own training school/facility**, duly approved under PSARA, for imparting training to security personnel.

1.6.2 The Agency must ensure that personnel are trained in:

- Security operations
- Crowd management
- Emergency response
- Use of electronic security systems

#### **1.7 Operational Capability**

1.7.1 The Agency should be capable of providing integrated services including:

- Security Guarding
- Traffic Management
- Parking Management
- Prevention of Trespassing

1.7.2 The Agency must demonstrate **command, control and coordination capability** for managing security operations.

#### **1.8 Certifications & Quality Standards**

1.8.1 The Agency must be an **ISO 9001 Company** (valid certification to be submitted).

#### **1.9 Financial Security & Risk Coverage**

1.9.1 The Agency shall provide a **Bank Guarantee of 5% of LOA Cost** during the contract period, extendable as per contract renewals.

1.9.2 The Agency must possess a **valid Insurance Policy** to cover losses, damages, and liabilities.

#### **1.10 Local Presence Requirement**

1.10.1 The bidder must have an **established office and operational presence in Delhi/NCR.**

1.10.2 Agencies having offices only outside Delhi/NCR shall not be considered.

### 1.11 Mandatory Documents to be Uploaded

The bidder must upload scanned copies of the following documents, failing which the bid shall be rejected:

- I. Certificate of Incorporation / Registration
- II. PAN, GST, EPF & ESI Registration Certificates
- III. Latest GST Return / Clearance Certificate
- IV. Tender Acceptance Letter (Annexure III)
- V. Work Experience Certificates (Private Organizations)
- VI. Work Experience Certificates (PSU/Government)
- VII. Proof of Earnest Money Deposit (EMD)
- VII. ISO 9001 Certificate
- IX. Audited Balance Sheets (Last 3 Financial Years)
- X. CA Certificate for Minimum 500 Employees
- XI. Non-Blacklisting Certificate (Annexure V)
- XII. Undertaking for Acceptance of Terms & Scope (Annexure II)
- XIII. Authorization Letter for Signatory
- XIV. Labour Licence under Contract Labour Act
- XV. PSARA Licence

### 1.12 General Conditions

- 1.12.1 Agencies not meeting the above eligibility criteria **need not apply**.
- 1.12.2 Incomplete or non-responsive bids shall be **summarily rejected without any communication**.
- 1.12.3 If at any stage it is found that the information submitted is **false or incorrect**, the bid shall be **cancelled immediately**.

## 2. The tentative man-power requirement of IICCL is as under:

### (i) Non-Event Days

Security Guard for Physical security (Un- armed)	70
Security Guard for Physical security (Armed)	
Security Guard for X-ray baggage scanners	
Security Guard for operating and monitoring CCTV system	
Security Guard for operating spl equipment as UVSS, Boom barrier, Bollards, HHMD, DFMD, DSMD etc.	
Security Supervisor experienced in manning of control room	
Security Supervisor	04
Deputy Security Officer	
<b>2. Vehicle (Motor Bike)</b>	
Per day rate for 12 hrs for patrolling including fuel cost.	01
Per day 12 hrs for SUV for patrolling including CNG and driver expenses	01

- The abovementioned tentative manpower number are provided for the purpose of obtaining per head per day rates. However, the actual number of manpower may be subjected to adjustment, either increase or decrease, at the sole discretion and requirement of IICCL. The per head per day rates as quoted by the agency, shall be applicable to the actual manpower requirement of IICCL.
- Agency should not quote the rate below minimum wages in any category else entire bid will be rejected.

- In future the rates will be increased in the ratio of percentage increase in minimum wages.

**(ii) For event Days**

- Security agency should provide manpower for bigger events , required manpower will be deployed as per area and budget. This deployment will be for short period varying from 3 to 15 Days

<b>1.</b>	During events of ICC	<b>300 – 600</b> per day as per size of the fair/event
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- The requirement will be raised by Operator of IICCL
  - The security staff of the Private Security agency will work in shifts as per the requirement of ICC .
- The incomplete Technical Bid offer received without the supporting documents, the bid would be treated as nonresponsive and thus be summarily rejected.
  - IICCL reserves the right to reject any/all bid without assigning any reason.
  - All the pages of terms and conditions of tender form are to be duly signed by authorized signatory of the bidder as a mark of acceptance of the stipulated Terms & Conditions.
  - The Hiring of Private Security agency's man-power with IICCL shall be subject to Police verification/clearance of its manpower including the proprietor of agency.
  - Any Change in the format is strictly forbidden and if noticed the bid would summarily be rejected.
  - The participating agencies would be required to quote their agencies service charge in their bid and which should not be less than 3.85% of minimum wages of NCT of Delhi or Central Govt of India (Whichever is higher) as mentioned in Column No. 1 of the Financial Bid otherwise Tender will be rejected.
  - In the event of the quoted rates of the first two or more agencies in the sequence remains the same, in such a situation the order of preference for the Hiring is vested with IICCL and shall be final & binding.
  - The successful bidders have to show the original copies and the required documents when called.
  - SITE VISIT:** The Bidder is advised to visit and inspect the site and its surroundings at its own cost and responsibility and obtain all necessary information required for submission of the Bid and execution of the Contract.
  - CLARIFICATION OF BIDDING DOCUMENTS:** A prospective bidder requiring any clarification of the Bidding Documents may notify IICCL in writing or email at IICCL mailing address indicated in the Invitation for Bids. IICCL will respond in writing to any request for clarification of the Bidding documents which it receives not later than 05 working days prior to the deadline for the submission of bids prescribed by IICCL. Written copies of IICCL response (including an explanation of the query but without identifying the source of the query) will be uploaded on e-tendering website. Any clarification or information required by the bidder but same not received by IICCL, five days prior to the bid due date, the same is liable to be considered as no clarification/information required.

**13. Disclaimer:**

- The information contained in this Bid Document or subsequently provided to Bidders, whether verbally or in documentary form or otherwise by or on behalf of IICCL, or by any of its employees, is provided to Bidders on the terms and conditions set out in this Bid document and such other terms and conditions subject to which such information is provided.
- This Bid document is neither an agreement nor an offer by IICCL to the prospective Bidders or any other person. The purpose of this Bid document is to provide interested parties with

information to assist in the formulation of their proposals for selection pursuant to this Bid. The assumptions, assessments, statements and information contained in this Bid document may not be complete, accurate, adequate or correct and each Bidder should conduct its own investigations and analysis and should check the accuracy, adequacy, correctness, reliability and completeness of the assumptions, assessments and information contained in this Bid document and obtain independent advice from appropriate sources.

- c) IICCL, or its employees, make no representation or warranty and shall have no liability to any person, including any Bidder, under any law, statute, rules or regulations or tort, principles of restitution or unjust enrichment or otherwise for any loss, damages, cost or expense which may arise from or be incurred or suffered on account of anything contained in this Bid or otherwise, including the accuracy, adequacy, correctness, reliability or completeness of the Bid and any assessment, assumption or information contained therein or deemed to form part of this Bid document.
- d) IICCL may in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information, its assessment or assumptions contained in this Bid document. Such changes shall be intimated to all the Bidders. In case additional period for submission, if required due to such amendments, is necessitated the same shall be intimated to all the Bidders.
- e) The issue of this Bid document does not imply that IICCL is bound to select or to appoint any Bidder for the contract and it reserves the right to reject all or any of the Bidders without assigning any reasons whatsoever.
- f) IICCL reserves the right not to proceed with the Bidding Process at any time or stage, without notice or liability, and to reject any or all Bid(s) without assigning any reasons whatsoever.

#### 14. Interpretation

In this Tender Document, unless the context otherwise requires :

- (a) For the purpose of this Tender Document, where the context so admits:
  - (i) The singular shall be deemed to include the plural and vice versa and
  - (ii) Masculine gender shall be deemed to include the feminine gender and vice-versa.
- (b) References to a “**person**” if any shall, where the context so admits, include references to natural persons, partnership firms, companies, bodies, corporate and associations, whether incorporated or not or any other organization or entity including any governmental or political subdivision, ministry, department or agency legal juristic person thereof.
- (c) References to Clauses, Recitals or Schedules are references to clauses and recitals of and schedules to the Contract and the Tender Document. The Schedules, annexure and addendums shall form an integral part of this Contract.
- (d) Any reference herein to a statutory provision shall include such provision, as is in force for the time being and as from time to time, amended or re-enacted in so far as such amendment or re-enactment is capable of applying to any transactions covered by this Contract. Any references to an enactment include references to any subordinate legislation made under that enactment and any amendment to, or replacement of, that enactment or subordinate legislation. Any references to a rule or procedure include references to any amendment or replacement of that rule or procedure.
- (e) The headings and sub-headings are inserted for convenience only and shall not affect the construction and interpretation of this Tender Document. References to the word "include" and "including" shall be construed without limitation. Any reference today shall mean a reference to a calendar day including Saturday and Sunday.

## 15. Due Diligence

The Bidders are expected to and shall be deemed to have examined all instructions, forms, terms and specifications in this Tender Document. The Bid should be precise, complete and in the prescribed format as per the requirement of the Tender Document. Failure to furnish all information required by the Tender Document or submission of a bid non-responsive to the Tender Document in every respect will be at the Bidder's risk and may result in rejection of the bid. IICCL shall at its sole discretion be entitled to determine the adequacy / sufficiency of the information provided by the Bidder.

## 16. Period of validity of bid:

- i. Validity period : Bids shall remain valid for 120 day. IICCL holds the right to reject a bid valid for a period shorter than 120 days as non-responsive, without any correspondence.
- ii. Extension of period of validity : In exceptional circumstances, IICCL may solicit the bidder's consent to an extension of the period of validity. The request and response thereto shall be made in writing. Extension of validity period by the bidder shall be unconditional. A bidder granting extension of validity will not be permitted to modify his technical or commercial bid.

## 17. Cost of bidding :

The bidder shall bear all the costs associated with the preparation and submission of its bid and IICCL shall under no event or circumstances be held responsible or liable for these costs, regardless of the conduct or outcome of the bidding process.

## 18. Tender evaluation committee

1. IICCL will constitute the Tender Evaluation Committee. This committee will evaluate the Bid Documents submitted by the Bidders.
2. The decision of the Evaluation Committee in the evaluation of the Technical and Financial bids shall be final and binding on all the parties.
3. Any effort by a Bidder to influence the Tender Evaluation Committee's for processing of Bids or award decisions may result in the rejection of the Bid.
4. IICCL may seek submission of further clarification for documents as based on initial evaluation including verification with original documents.

## 19. Acceptance & Withdrawals:

The right of final acceptance of the tender for Hiring is entirely vested with IICCL who reserves the right to accept or reject any or all of the tenders in full or in parts without assigning any reason whatsoever. There is no obligation on the part of IICCL to communicate with rejected Bidders.

### IICCL Decision to be final in this regard.

- A firm blacklisted by any Govt. /State Government office will not be eligible to participate in this tender .In case any such firm obtained **LOA** by hiding the facts and it comes to the notice of Office later, **LOA** will be cancelled/ terminated immediately.
- IICCL reserves the right to relax/withdraw/amend/modify any of the terms and conditions mentioned in the Tender Document so as to overcome any problem encountered during the selection of the **agencies** and also during the course of the execution of the contract.

- Bidders are advised to read the tender document carefully and thoroughly before submitting Bid Application, in order to avoid any further disputes and should subsequently satisfy themselves that they meet the qualifying criteria and capability as laid down in the tender documents.
- The final decision would be based on the technical capacity and pricing that does not bind it in selecting the firm offering lowest prices alone. The tender shall be submitted neatly and all corrections, over-typing shall be attested with seal and full signature. Tendering/Subsequent award of job shall not in any way entitle the vendor to have any exclusive rights and privileges.
- It will be the sole discretion of India International Convention and Exhibition Centre (Yashobhoomi) to accept or reject any tender in full or in part without assigning any reason thereof. Also IICCL reserves its rights to cancel or postpone the **Bidding** without assigning any reasons what so ever, for which the **bids** are invited. The discretion of IICCL shall be final and binding in this regard.
- This tender for **Hiring of Security Agency** is non- transferable.
- It will not be obligatory for IICCL to accept the lowest quotation and no explanation shall be given for the cause of rejection of quotation of any Bidder. No such obligation on the part of IICCL is also to inform the unsuccessful bidders of the outcome of the tender process.

#### **20. Undertaking:**

An unconditional undertaking from the Bidder stating the compliance with all the terms and conditions of the Contract/Tender and Technical Specifications of the Bidding Document will be required, since no deviation will be acceptable to IICCL.

#### **21. RECTIFICATION OF ERRORS:**

Arithmetical errors will be rectified on the following basis: - If there is a discrepancy between the rates in words and figures, the rate in words will govern. If the bidder does not accept the correction of errors, his bid will be rejected.

- 22.** The contract in respect of man-power (Private Security staff) requirement during the tenure of this Contract shall be governed in accordance with the terms & conditions and laws applicable in the country.
- 23.** The IICCL may inspect the facility of the vendors to verify the genuineness and to ensure the conformity with the details given.

### Instructions for Online Bid Submission

**The bidders are required to submit soft copies of their bids electronically** on the GeM Portal, The instructions given below are meant to assist the bidders in registering on the GeM portal and prepare their bids in accordance with the requirements and submitting their bids online on the GeM Portal.

More information useful for submitting online bids on the GeM Portal may be obtained at: <https://gem.gov.in/>.

#### **REGISTRATION**

1. Bidders are required to enroll on the e-Procurement module of the GeM Portal (URL: <https://gem.gov.in/>)” on the GeM Portal which is free of charge.
2. As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
3. Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the GeM Portal.

#### **SEARCHING FOR TENDER DOCUMENTS**

1. There are various search options built in the GeM Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, Organization Name, Location, Date, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as Organization Name, Form of Contract, Location, Date, Other keywords etc. to search for a tender published on the GeM Portal.
2. Once the bidders have selected the tenders they are interested in, they may download the required documents / tender schedules.

#### **SUBMISSION OF BIDS**

- 1) Bidder should log in to the GeM well in advance for bid submission so that they can upload the bid on time as per GeM Guidelines. Bidder will be responsible for any delay due to other issues.
- 2) The bidder has to sign and upload the required bid documents one by one as indicated in the tender document.
- 3) The bidders are advised to thoroughly examine the RFP terms & conditions along with the GeM bid document before submitting their bids accordingly.

#### **ASSISTANCE TO BIDDERS**

- 1) Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.
- 2) Any queries relating to the process of online bid submission or queries relating to GeM Portal in general may be directed to the 24x7 GeM Portal Helpdesk.

**India International Convention and Exhibition Centre (Yashobhoomi)**

**Dwarka Sec-25, New Delhi 110077**

**TERMS OF REFERANCE FOR HIRING OF PRIVATE SECURITY AGENCIES WITH INDIA INTERNATIONAL CONVENTION AND EXHIBITION CENTRE LIMITED (YASHOBHOOMI), NEW DELHI TO PROVIDE REQUISITE MAN-POWER ON CONTRACT BASIS FOR DAY TO DAY REQUIREMENT AND DURING IICCL EVENTS TO BE ORGANIZED BY IICCL IN YASHOBHOOMI.**

**A. Points to consider for selection and shortlisting of private security agency to provide security services**

**SECTION 1: SCOPE OF WORK**

**1.1 General Scope**

The selected Security Agency shall be responsible for providing comprehensive, round-the-clock, professional manned guarding, access control, crowd management, event security, and allied security services at all areas, zones, gates, entry/exit points, parking areas, utility zones, service corridors, and public spaces and any other security related requirements within the premises of IICC Yashobhoomi, Dwarka,

**1.2 Specific Areas of Responsibility**

- Main Entry/Exit Gates: Access control, vehicle checking, visitor screening, boom barrier management.
- Perimeter Security: Patrolling the outer perimeter, including boundary walls, fencing, and service gates.
- Convention Halls and Exhibition Pavilions: Crowd management, delegate access control, floor marshalling.
- VIP/Protocol Areas: Escort and access control for dignitaries, ministers, foreign delegates, and VIPs.
- Parking Areas (Multi-level & Surface): Traffic regulation, vehicle verification, anti-theft watch.
- Roving Patrol Duties: Foot and mobile patrolling across the complex on prescribed beats.
- Emergency Response: First response to fire alarms, medical emergencies, crowd disturbances, or suspicious activities pending arrival of specialised teams.
- General Up-keep and routine maintenance of Security Equipment / Technical Gadgets available at the Security check points / access points .

**1.3 Additional Services**

- Co-ordination with local police, CISF (if deployed), fire department, DDMA, DMRC Security/ Terminal Management and civil defence authorities during events.

- Coordination with the QRT CISF, CSO of Operator and PMA.
- Maintenance of log books, occurrence registers, gate passes, and visitor records in prescribed formats.
- Operation of CCTV monitoring stations (viewing only — not engineering maintenance), with reporting of suspicious activities/alerts to the Control Room.
- Management of Lost and Found register and handing over of unattended/suspicious articles to designated IICC security officers.
- Knowledge of Disaster Management & Mitigation measures to be taken up during any kind of contingency and Experience in handling of large gathering and traffic management etc.

## SECTION 2: DEPLOYMENT SCHEDULE — PERSONNEL REQUIREMENTS

### 2.1 Non-Event Days (NED) — Regular Deployment

S. No.	Category of Personnel	Nature of Arms	Deployment (Nos.)	Shift System
1	Security Guards	Unarmed	70 (Seventy)	3 Shifts (8 hrs each)
2	Security Supervisors / Shift-in-Charge	Unarmed	04 (Four)	3 Shifts + 1 Reserve/Relief
<b>Total</b>	Guards + Supervisors (Non-Event)	—	74 Personnel	Round-the-clock

**Note:** The above deployment represents the minimum mandatory requirement. IICC reserves the right to adjust the number based on operational requirements with reasonable prior notice.

### 2.2 Event Days (ED) — Augmented Deployment

S. No.	Category of Personnel	Nature of Arms	Additional Deployment (Nos.)	Deployment Zone
1	Base Deployment — Guards ( Non Events days )	Unarmed	70 (Base)	Access Points
2	Base Deployment — Supervisors ( Non Events days )	Unarmed	04 (Base)	Access Points
3	Additional Guards (Event Days) ( Unarmed + Armed )	—	300 to 600 (Variable)	Access Points, VIP Zones, Perimeter or any other security related requirement

**Note:** The exact number of additional Unarmed guards (between 300 and 600) shall be communicated by IICC generally Forty-Eight (48) hours before the event. The Agency shall deploy as directed without any additional mobilization charges beyond the agreed Non – event day rate.

### 2.3 Shift System

Shift	Reporting Time	Closing Time
Morning Shift	06:00 hrs	14:00 hrs
Afternoon Shift	14:00 hrs	22:00 hrs
Night Shift	22:00 hrs	06:00 hrs

### SECTION 3: QUALIFICATIONS & STANDARDS FOR SECURITY PERSONNEL

#### 3.1 Security Guards (Unarmed)

Parameter	Requirement
<b>Age</b>	Minimum 21 years; Maximum 40 years (relaxation for ex-servicemen as per PSARA guidelines)
<b>Educational Qualification</b>	Minimum Matriculation (Class X) from a recognized Board; higher qualification preferred
<b>Experience</b>	Minimum 3 Years of Security guards experience in reputed professional Security agencies handling institutional and govt premises or big industry / convention Centre.
<b>Physical Standards — Height</b>	Minimum 170 cm (Male); 155 cm (Female), as applicable
<b>Physical Standards — Chest</b>	Minimum 80 cm (Male) unexpanded (No Chest Criteria for Female Security Guards shall be followed)
<b>Physical Standards — Eyesight</b>	Normal vision; 6/6 in each eye or correctable to 6/6 with glasses
<b>Security Training</b>	Minimum 160 hours of basic security training as mandated under PSARA from a PSARA-approved institute
<b>Health</b>	Medical fitness certificate from a registered medical officer; no communicable disease
<b>Background Verification</b>	Police verification certificate (character & antecedents) from the place of permanent residence within last 6 months
<b>Behavior</b>	Courteous, alert, sober; zero tolerance for intoxication while on duty
<b>Language</b>	Working knowledge of Hindi; basic English comprehension desirable, Basic Knowledge of Computer system
<b>Identity Documents</b>	Aadhaar Card, PAN Card, and valid PSARA-linked identity documents to be maintained

#### 3.2 Security Supervisors

Supervisors shall exercise oversight over guards deployed in their respective shift and zone, maintain discipline, ensure roll call, conduct rounds, and interface with the IICC Security Control Room.

Parameter	Requirement
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<b>Age</b>	Minimum 30 years; Maximum 50 years
<b>Educational Qualification</b>	Graduation from a recognized university; OR Class XII + minimum 5 years of supervisory experience in a security organization
<b>Experience</b>	Minimum 5 years of supervisory experience in a professional security agency handling institutional or government premises
<b>Training</b>	Advanced security management training; first aid and fire safety training certificate
<b>Ex-Servicemen / CAPF Preference</b>	Preference shall be given to retired personnel from Army, Navy, Air Force, BSF, CRPF, CISF, ITBP, SSB, or State Police (up to rank of Havildar/Sub-Inspector equivalent)
<b>Communication</b>	Fluency in Hindi; working knowledge of English; proficient in report writing in Hindi/English, Basic Knowledge of Computer system
<b>Authority</b>	Empowered to direct guards, issue on-the-spot instructions, initiate immediate response, and report to IICC Security Control Room and CSO
<b>Attire and Bearing</b>	Uniform as prescribed; turnout and bearing befitting a supervisory position

Special requirement for various types of security staff will be as follows: -

1. Provision of Patrolling vehicle (Motor – Bike)

- Should be a Motor - Bike vehicle
- Should not be more than 3-year-old
- Should not have run more than 10000 KM
- Rates should include fuel cost
- All required Registration documents, Insurance, PUC and other mandatory documents should be updated during the tenure of the contract.
- Security Guards deployed to drive the bike should be in possession of valid driving license
- All repair and maintenance to be done by the security agency
- Rate may be given for daily use of 12 hrs. up to 50 KM run on daily basis.

2. Provision of Patrolling vehicle

- Should be an SUV vehicle
- Should not be more than 05-year-old
- Should not have run more than 50000 KM
- Rates should include fuel and driver cost
- All required NOC, Insurance and documents should be updated
- Driver deployed should be in possession of valid driver license
- All repair and maintenance to be done by the agency
- Rate may be given for daily use of 12 hrs. up to 80 KM run on daily basis

3. Training

Training as prescribed under PSARA to be completed by all guards from a PSARA prescribed training facility, certificates to be submitted for each worker.

Training Syllabus to cover the following broad areas:

- 2) Basics and advance of security
- 3) Use of technical Gadgets for security purpose.
- 4) Fire training
- 5) Disasters Management.
- 6) Basic First Aid
- 7) Crowd Management
- 8) Conduct in public place
- 9) Reading & writing basic
- 10) Maintaining men and materials record
- 11) Frisking and checking of persons entering and exiting a premises
- 12) Emergency protocol
- 13) Operating security Equipment.



## SECTION 4: UNIFORM, EQUIPMENT, AND INFRASTRUCTURE

### 4.1 Uniform

All security personnel deployed at IICC Yashobhoomi shall be in prescribed uniform at all times while on duty. The Agency shall be solely responsible for provision and maintenance of the following:

- Complete uniform kit including shirt, trouser/trousers, belt, cap, and boots — befitting a professional security organization.
- Identity Cards with photograph, designation, Agency name, PSARA license number, and emergency contact.
- Distinctive uniform/tabard for Supervisors, clearly differentiating them from guards.
- High-visibility vests for guards deployed at vehicle entry/exit and parking areas.
- Rain gear (raincoat/poncho) for outdoor duty personnel.
- Winter uniform / jacket for night shift and outdoor personnel during winter months.
- Guards should wear his/her uniform while on duty, an arms badge, shoulder or chest badge to indicate his position in the organization, whistle attached to the whistle cord and to be kept in the left pocket, shoes, headgear (which may also carry the distinguisher mark of the agency). They should also carry a pocket diary, writing instrument, flesh light and batten.

### 4.2 Equipment to be Provided by the Agency

S.No	Equipement Item	For Unarmed Guards	For Armed Guards
1.	Whistle	Yes	Yes
2.	Torch (LED, heavy duty)	Yes	Yes
3.	First Aid Kit (per shift)	Yes (at each duty post cluster)	Yes

### 4.3 Infrastructure — to be Provided by IICC

- Designated guard rooms / duty posts with basic amenities including seating, light, fan, and drinking water.
- Security Control Room with CCTV monitoring terminals — viewing access to be provided to supervisors.
- Communication infrastructure (intercoms) at designated posts — walkie-talkie frequencies to be coordinated with IICC Security.
- Space for locker / changing facility within the complex — IICC to provide

**4.4 Photo Identity Card:** the photo identity card shall be issued in such form as may be prescribed every security guard or supervisor shall carry on his photo identity card issued, by the security agency at all times while in IICCL.

1. 20% of the guards should have Defense/ Paramilitary background ( CISF , BSF , SSB , CRPF , ITBP and Assam Rifles ) .
- 2.The guards should not be addicted to liquor/tobacco/any other intoxicated substance
- 3.The guards should be fluent in Hindi and English ( Desirable ) .

## SECTION 5: DUTIES AND RESPONSIBILITIES

### 5.1 Duties of Security Guards

1. Maintain strict access control at designated entry/exit points — checking identity, passes, and vehicle permits.
2. Prevent unauthorized entry into restricted areas; challenge any suspicious person firmly but politely.
3. Conduct vehicle and personnel frisking using prescribed procedures and HHMD.
4. Patrol assigned beats at prescribed intervals and record observations in the Beat Register.
5. Report any untoward incident, suspicious article, or breach of security protocol immediately to the Supervisor and Control Room.
6. Assist visitors courteously in identifying the correct entry points, facilities, and zones.
7. Maintain fire safety awareness — know location of fire extinguishers, fire exits, and assembly points.
8. Not leave the duty post without proper relief; unauthorized absence shall be treated as a serious breach.
9. Maintain the prescribed appearance: clean uniform, neat turnout, no use of mobile phone while on duty.
10. Co-operate with CISF/Delhi Police/other security agencies during joint operations and events.

### 5.2 Duties of Supervisors

1. Take roll call at the beginning of each shift; report absenteeism immediately to the Agency's Site CSO , IICC Control Room and IICC HR.
2. Allocate guards to duty posts as per the deployment chart approved by IICCL / CSO.
3. Conduct surprise rounds to check alertness, turnout, and compliance with standing orders.
4. Maintain the Occurrence Register, Visitor Log, Gate Pass Register, and Handing-Over-Taking-Over Report.
5. Interface directly with the IICC Security Officer-in-Charge for operational coordination.
6. Ensure no guard is deployed beyond the prescribed shift duration without written approval and record to be maintained.
7. Report immediately to IICC authorities any breach of security, accident, or emergency incident.
8. Conduct daily debriefs with guards; reinforce standing orders, any specific requirement of the shift / day, behavioral standards, and dress code.

## SECTION 6: Standing Order and Code of Conduct

The Agency shall ensure that all deployed personnel strictly observe the following Standing Orders, a breach of which shall entitle IICC to impose penalties or direct replacement of the personnel:

- No consumption of alcohol, tobacco, or any intoxicating substance during duty hours or while in uniform at the premises.
- No sleeping on duty — any guard found sleeping shall be immediately relieved and a penalty imposed.
- No use of mobile phones for personal calls while at the duty post; emergency calls must be routed through the Supervisor.
- No acceptance of any gift, money, or favour from visitors, vendors, or event organizers.
- No involvement in any political, communal, or commercial activity on the premises.
- Strict confidentiality regarding all security deployments, CCTV coverage, and event logistics.

- All guards/supervisors to treat visitors, delegates, and staff with courtesy, dignity, and equal respect regardless of their rank, status, or affiliation.
- Zero tolerance for any act of physical assault, abuse, or discrimination by security personnel.
- Complaints against any security personnel shall be investigated by the Agency within 24 hours and action report submitted to IICC within 48 hours.

## SECTION 7: SLA & PERFORMANCE STANDARDS

The Agency shall be bound by the following Service Level Agreement (SLA). Failure to meet SLA parameters shall attract penalties as specified in Section 12:

S.No	SLA ParameterS	Standard/Benchmark	Review Frequency
1.	Deployment Strength	100% of mandated strength on duty at all times	Monthly + Random checks
2.	Absenteeism Rate	Not exceeding 2% of total deployment at any given time	Daily
3.	Relief Arrangement	Replacement of absent guard within 2 hours of reporting	Per Incident
5.	Uniform and Turnout	100% compliance — full uniform, clean, and presentable	Daily Inspection
6.	Response Time — Incident Reporting	Any security incident to be reported to Control Room within 5 minutes of occurrence	Per Incident
7.	Occurrence Register Maintenance	Complete, accurate, and updated entries — verified by CSO quarterly	Monthly / Quarterly
8.	Guard Training Compliance	All guards to have valid PSARA training certificate at all times	Quarterly Certificate Audit
9.	Police Verification	100% guards to have current police verification certificate	At deployment + Annual
10.	Background Re-verification	Re-verification of all personnel every 2 years or upon specific direction	Biennial

## SECTION 8: WAGES, STATUTORY COMPLIANCE & FINANCIAL OBLIGATIONS

### 8.1 Minimum Wages Compliance

The Agency shall pay not less than the minimum wages notified by the Central Government (for Scheduled

Employments under the Central Sphere) or the Government of NCT of Delhi, whichever is higher, to all security personnel deployed at IICC Yashobhoomi. Non-compliance shall be treated as a material breach of contract.

## 8.2 Statutory Deductions and Contributions

- EPFO: Employer and employee contributions as prescribed under the Employees' Provident Fund and Miscellaneous Provisions Act, 1952 — to be deposited by the 15th of every following month.
- ESIC: Employer and employee contributions as prescribed under the Employees' State Insurance Act, 1948 — to be deposited within prescribed statutory timelines. ( If applicable )
- GST: The Agency shall charge GST at the applicable rate on all invoices raised to IICC, and shall deposit the collected GST with the Government within statutory timelines.
- Professional Tax: As applicable under Delhi law.
- Income Tax (TDS): IICC shall deduct TDS at applicable rates on payments to the Agency as per the Income Tax Act, 1961.

## 8.3 Wage Disbursement

- Wages shall be paid to all security personnel by the Agency not later than the 7th day of every month (for the preceding month's service) in compliance with the Payment of Wages Act, 1936.
- Wages shall be credited directly to the bank accounts of personnel — cash payment to individual guards is not permitted.
- Monthly pay slips shall be provided to each deployed personnel.
- The Agency shall furnish copies of EPFO and ESIC payment challans and bank transfer records to IICC along with the monthly invoice.
- Agency should maintain a register containing, the names, addresses, photographs, along with Police verification reports and biometric details and records of salaries paid to the guards in accordance with Minimum Wage Act and deduction of PF and ESI be made as per prescribed rules. The salary will be paid through bank only under intimation to IICC.

## 8.4 No Employer-Employee Relationship with IICC

It is expressly clarified that all security personnel deployed under this contract shall be the employees of the Security Agency and not of IICC. IICC shall bear no liability whatsoever towards any service benefit, compensation, provident fund, gratuity, or any other emolument of the deployed personnel. The Agency shall keep IICC indemnified against any such claim.

## SECTION 9: PENALTIES and Liquidated Damages

The following penalties/liquidated damages shall be levied for non-compliance, to be recovered from the monthly invoice:

S.No	Default/ Breach	Penalty
1.	Non-deployment of guard against sanctioned post	<b>Double the per-day cost of the absent guard per occurrence</b>
2.	Failure to provide replacement within 2	<b>Rs. 200/- per hour of continued</b>

	hours	vacancy
4.	Guard found sleeping / intoxicated on duty	<b>Rs. 1,000/- per incident + mandatory replacement</b>
5.	Breach of uniform/turnout standard	<b>Rs. 200/- per guard per shift</b>
6.	Failure to submit EPFO/ESIC payment proof with invoice	<b>Withholding of invoice payment until compliance</b>
7.	Failure to maintain Occurrence Register	<b>Rs. 500/- per default per month</b>
8.	Delay in incident reporting beyond 5 minutes	<b>Rs. 1000/- per incident</b>
9.	Non-replacement of personnel against whom complaint upheld	<b>Rs. 2,000/- per day of non-replacement beyond 48 hours</b>
10.	Repeated SLA breach (3 or more in a quarter)	<b>Show Cause Notice; may lead to Contract Termination</b>

Note: All penalties are indicative and may be revised in the final RFP/Contract. IICC decision on penalty imposition shall be final, subject to an opportunity of hearing.

## **SECTION 10: CONTRACT PERIOD, PAYMENTS, EXTENSION, AND TERMINATION**

### **10.1 Contract Period**

The contract shall initially be for a period of 02 (two) years and may be extended for a further period of 01 (one) year subject to satisfactory performance of the agency, mutual consent of both parties, and approval of the Competent Authority.

### **10.2 Renewal / Extension**

The contract may be extended for a further period of up to one (01) years (one year at a time) on mutually agreed terms, subject to satisfactory performance and approval of IICC management. The extension shall not be claimed as a matter of right by the Agency.

### **10.3 Termination Clause**

- IICC reserves the right to terminate the contract at any time by giving Thirty (30) days' written notice to the Agency without assigning any reason.
- In the event of a serious breach of security, fraud, misconduct, or material non-compliance, IICC may terminate the contract with immediate effect (with or without notice), forfeiting the Performance Security Deposit.
- Upon termination (for any reason), the Agency shall continue to provide security services until IICC makes alternative arrangements — failure to do so shall attract further liquidated damages.

### **10.4 Payment of Invoices and bills**

The contractor shall raise the monthly manpower invoice along with presentation of docs like GST invoice, Biometric attendance sheet/Muster Roll, ESIC, PF docs, and of prior within 15

day of submission of relevant docs etc. After verification of these documents by Officer in Charge Designated by IICC, the payment will be processed. During the period of their inability to perform the Services as a result of an event of Force Majeure, the Agency shall be entitled to continue to be paid under the terms of this Contract, as well as to be reimbursed for additional costs reasonably and necessarily incurred by them during such period for the purposes of the Services and in reactivating the Service after the end of such period.

## **SECTION 11: SECURITY DEPOSIT AND PERFORMANCE GUARANTEE**

The selected Security Agency shall be required to furnish the following security instruments before commencement of deployment:

<b>S.No.</b>	<b>Instrument</b>	<b>Amount/ Value</b>	<b>Form</b>
1.	Earnest Money Deposit (EMD)	as specified in RFP	Bank Guarantee
2.	Performance Security Deposit	5% of Annual Contract Value	Bank Guarantee

The Performance Security Deposit shall be retained by IICC throughout the contract period and returned within 60 days of satisfactory completion of the contract, after recovery of any outstanding dues or penalties.

## **SECTION 12: SUPERVISORY OVERSIGHT AND INTERFACE WITH IICC**

The overall supervision and direction of all security services at IICC Yashobhoomi shall vest with the CSO of IICC. The Agency shall designate:

<b>Designation ( Agency Side )</b>	<b>Roles and Responsibilities</b>
<b>Site In-Charge / Project Manager</b>	Single point of contact for IICC; responsible for overall deployment, compliance, and contract management; must be reachable 24x7.
<b>Shift Supervisor(s) — 4 Nos.</b>	As described in Section 6.2 above; directly responsible for shift-level deployment and discipline.

The Agency's Site In-Charge shall attend a weekly coordination meeting with the CSO / Designated IICC officer on a fixed day and time to review deployment, SLA compliance, incidents, and any operational issues.

### SECTION 13: GENERAL TERMS AND CONDITIONS

1. This ToR document does not constitute an offer or contract; it forms the basis for invitation to tender. The formal contract shall be executed only upon completion of the tendering process and approval of competent authority.
2. The selected Agency shall not sub-contract the security services works.
3. All information relating to IICC's security arrangements, CCTV positions, event schedules, VIP movements, and operational protocols is strictly confidential. Breach of confidentiality shall attract immediate termination and legal action against Security agency.
4. Any change in the deployed personnel (guards, supervisors) shall be intimated to IICC in writing at least 48 hours in advance except in genuine emergencies; the replacement must meet all eligibility criteria.
5. The Agency shall maintain a comprehensive register of all personnel deployed at IICC, including copies of their Aadhaar, police verification, PSARA training certificate, and medical fitness certificate, and shall make these available for inspection on demand.
6. The Agency shall submit a monthly performance and compliance report to the CSO or any officer designated by IICC by the 5th of every month.
7. Force Majeure: Either party shall be excused from performance under this contract due to acts of God, war, riots, epidemics, or other events beyond reasonable control, provided prompt written notice is given.
8. Dispute Resolution: All disputes shall be subject to the jurisdiction of Courts at New Delhi. Arbitration, if opted, shall be in accordance with the Arbitration and Conciliation Act, 1996.
9. Governing Law: This contract shall be governed by the laws of India.
10. Any waiver by IICC of any breach shall not constitute a waiver of any subsequent breach or of the provision itself.

### SECTION 14: DOCUMENTS REQUIRED WITH BID

All bidding agencies shall mandatorily submit the following documents along with their Technical Bid. Bids without any of the following shall be rejected:

S.No	Document	Requirement
1.	Valid PSARA License (NCT of Delhi)	<b>Mandatory</b>
2.	Certificate of Incorporation / Registration of Firm	<b>Mandatory</b>
3.	GST Registration Certificate	<b>Mandatory</b>
4.	PAN Card of Firm/Company	<b>Mandatory</b>
5.	EPFO Registration Certificate	<b>Mandatory</b>
6.	ESIC Registration Certificate	<b>Mandatory</b>
7.	Contract Labour License	<b>Mandatory</b>
8.	Audited Balance Sheets for last 3 Financial Years	<b>Mandatory</b>
9.	Work Order(s) and Completion Certificate(s) for	<b>Mandatory (min. 1)</b>

	qualifying experience	
10.	Solvency Certificate from Scheduled Commercial Bank	<b>Mandatory</b>
12.	Sample of PSARA Training Certificate issued to guards	<b>Mandatory</b>
13.	Self-declaration of No-Dues to EPFO/ESIC/IT Department	<b>Mandatory</b>
14.	Power of Attorney in favour of authorized signatory of bid documents	<b>Mandatory</b>

Any other documents as mentioned in section 1.11 - **Mandatory Documents to be Uploaded** under **Eligibility Criteria for Qualification Bid.**

## SECTION 15: QUERIES AND CLARIFICATIONS

All queries regarding this Terms of Reference shall be addressed in writing (by email or post) to:

<b>Contact Details</b>	
<b>Designation</b>	GM ( P & T ) , IICC
<b>Address</b>	IICC Yashobhoomi, Sector 25, Dwarka, New Delhi — 110 075
<b>Email</b>	iiccdwarka@nicdc.in
<b>Last Date for Queries</b>	as per Tender Schedule
<b>Response Mode</b>	Corrigendum / Clarification to be issued on IICC website

**Issued with the approval of the competent authority:**

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

### Note:

1. After Hiring of security agency, the team of IICCL will also check whether the parameters are being adhered to by security agency or not.
2. In case it is found that security agencies are not following the given parameters, they will be first advised which will be followed by warning. If still the security agency fails to comply with parameters, IICCL is empowered to terminate the contract of the hired security agency.
3. The Agency shall not engage any personnel continuously for more than 10 hours.

### B. Performance Security Deposit:

The successful bidders shall be required to furnish Performance Guarantee or Performance Security Deposit equal to 5% of the Contract Amount in the form of

crossed demand draft, drawn on any scheduled commercial bank, in favour of India International Convention & Exhibition Centre (Yashobhoomi), the payable at New Delhi within Ten days after issuing the letter of Appointment in form of insurance surety bond, account payee demand draft, Fixed Deposit receipt from a commercial bank, Bank guarantee (including e- Bank guarantee) from a commercial bank. This receipt is only for successful performance during the period of Contract. The performance guarantee will be returned to security agency on request after Six months of successful completion of the Contract duration and after adjusting dues, if any. The decision of IICCL, New Delhi as to the amount determined for deduction from the Security Deposit will be final and binding on the valuer. The Security deposit will not bear any interest.

Also no further interest will be paid by IICCL to the successful bidder on the part of the performance guarantee/ the Security Deposit. Security Deposit in any other form such as cheque or by cash will not be accepted under any circumstances.

### **C. Forfeiture of Security Deposits:**

C1- In case of any breach or lapse on the part of the Agency, IICCL will be entitled to invoke the Security Deposits without any objection from the Agency in any manner. The Security Deposits shall stand forfeited, if a bidder withdraws or amends the bid/tender or fails to sign the agreement (as attached sample) or accept the contract within the stipulated period.

C2- In case the Hired Security agency, at any stage fails to provide the man-power requirement of IICCL as mentioned above would tantamount to the cancellation of the contract and the amount of the Security Deposit shall be forfeited in full and in this regard no representation would be entertained thereafter.

### **D. Payment of wages to deployed Private Security Guards/Supervisor**

The Hired Private Security agency shall pay minimum wages and other statutory obligation as laid down by the Govt. of NCT of Delhi or Central Govt whichever is higher in accordance with the minimum Wage Notification issued by the Central Govt./ Government of NCT of Delhi from time to time. **The responsibility of timely payment of wages to its employees and compliance of labour law, EPF Law & ESI Law will rest with the Hired security agency.**

### **E. Rate and Taxes**

- i) The GST as applicable from time to time shall be payable by Hired agency on the total billing. The amount of Goods & Service Tax as calculated by the Hired agency will be deposited with the concerned Government department and the copy of challan of payments to be submitted along with the bill.
- ii) TDS as applicable from time to time shall be deducted on gross amount of the bill as per rules.
- iii) Taxes extra as applicable will be payable by the Hired security agency as levied by the State/Central Government from time to time.

### **F. Submission of monthly bills –**

The monthly bills shall be submitted to IICCL by the agency within one month after conclusion of the event/fair along with following documents:-

- i) Copy of job order
- ii) Copy of attendance sheet
- iii) Copy of challan for Goods and service tax deposited

- iv) Copy of challan of ESI ( If Applicable )
- v) Copy of challan of EPF
- vi) Form 36 B for EPF
- vii) ECR for EPF and ESI

### **G. Insurance Cover**

- (1) The Hired Private Security Agency shall take out comprehensive insurance cover for all the personnel deployed to cover any accident, and copy of same shall be submitted to IICCL.
- (2) The Hired Private Security Agency undertakes all responsibilities to keep alive the insurance cover and shall not allow the lapse of such policy at any point of time.

### **H. Indemnity**

Contractor/Agency shall indemnify, defend and hold IICCL and its officers/officials harmless against any and all proceedings, actions, losses, damages, expenses, costs and third party claims whatsoever – whether financial or otherwise, including liability for payment of contributions/dues to EPFO/ESIC/Govt. Departments/Local Bodies/Statutory Authorities etc. which IICCL may sustain, incur, suffer or be exposed to at any time during the subsistence of the Contract and subsequent thereto relating to the period of Contract, arising out of a breach by the Contractor/Agency, its sub-contractors, sub-agents, employees, etc. of any of its obligations under the Contract.

### **I. Confidentiality**

Contractor/Agency shall maintain high level of professional ethics and shall not act in any manner, which is contrary to any laws and/or detrimental to IICCL interest. Contractor/Agency shall treat as confidential any and all data, information and records, obtained/received in the performance/execution of its responsibilities, in strict confidence and shall not reveal such data, information or records to any other person/party without the prior written approval of the IICCL, even after expiry/termination/determination of the Contract. IICCL shall take necessary legal and other remedial actions for infringement of this clause.

### **J. Intellectual Property Rights**

IICCL name/logo/other IPRs shall be the sole and exclusive property of IICCL only. For any misuse/misrepresentation/unauthorized use of IICCL name/logo/IPRs by the Contractor/Agency and/or their sub-agents/sub-contractors/employees etc., the Contractor/Agency shall be held solely responsible. IICCL shall not be responsible for any harm or loss caused to any third party because of any such misuse/misrepresentation/unauthorized use of IICCL name/logo/IPRs. Contractor/Agency shall indemnify IICCL against any misuse/misrepresentation/unauthorized use of IICCL name/logo/IPRs and/or any claim(s) relating to infringement of any intellectual property rights committed by them/their sub-agents/sub-contractors/employees etc. IICCL shall take necessary legal and other remedial actions, as deemed fit, for such violations.

### **K. Compliance with Statutory Laws**

All applicable laws (Central/State/Municipal/Local Laws etc.) including labour laws must be complied with/followed by the contractor/agency.

### **L. Agreement of Contract :**

The parties to the Agreement i.e. IICCL and successful bidder shall have to enter in to a contract by formal signing of the agreement of Contract within one month of the receipt of notification of award/LOA of Contract. The contract shall initially be for a period of 02 (two) years and may be extended for a further period of 01 (one) year subject to satisfactory performance of the agency, mutual consent of both parties, and approval of the Competent Authority.

#### **M. Termination**

- (1) Any breach of the terms and conditions of the contract may culminate into termination of contract.
- (2) If the services of contractor are not found satisfactory/fail to provide the requisite manpower for fairs, the contractor may be issued **notice three times by IICCL (3 or more in a quarter) to improve the security performance**, failing to which, a final notice may be issued by IICCL to remove the security agency from the panel and decision of IICCL in this regard will be final.
- (3) IICCL reserve its right to review the performance of the empaneled security agency from time to time and point out the shortcomings. The Security agency shall be under obligation to act upon to rectify/remove the notified short comings. The contract of the agency will be terminated on account of their poor performance, or violation of terms and conditions.
- (4) Either party may terminate the agreement by issuing the notice to this effect in writing with clear 30 days excluding first and last holidays.

No claim for any compensation will however be entertained due to such termination prior to the expiry of stipulated period of Contract.

#### **N. Assign & Control (Sub contract)**

- (1) Hired Security agency shall not be allowed to further assign/sub-assign/sub-contract the requirement of IICCL -

#### **O. Force-Majeure**

If at any time, during the continuance of this Contract, the performance in whole or in part, by either party, of any obligation under this Contract is prevented or delayed, by reason of war, or hostility, acts of the public enemy, civic commotion, sabotage, act of State or direction from Governmental Authority, explosion, epidemic, pandemic, quarantine restriction, strikes and lockouts(as are not limited to the establishments and facilities of the Parties), fire, floods, natural calamities or any act of GOD (hereinafter referred to as "Event"), provided notice of happenings of any such Event is given by the affected party to the other, within 7 Calendar days from the date of occurrence thereof, neither Party shall, by reason of such event, be entitled to terminate this Contract, nor shall either Party have any such claims for damages/compensation/costs/expenses against the other, in respect of such non-performance or delay in performance provided the Contract shall be resumed as soon as practicable, after such Event comes to an end or ceases to exist. The decision of the MD & CEO, IICC as to whether the service may be so resumed (and the time frame within which the service may be resumed) or not, shall be final and conclusive, provided further that if the performance in whole or part of any obligation under this Contract is prevented or delayed by reason of any such event for a period exceeding 30 days, either party may, at its option, terminate the Contract.

#### **P. Arbitration**

In case of any dispute, both the parties shall make all efforts to resolve by way of conciliation process. In the event any doubt, dispute or difference arising out of or in relation to the Contract remains unresolved, both the parties to the Contract will mutually appoint a Sole Arbitrator, in accordance with the Arbitration and Conciliation Act, 1996.

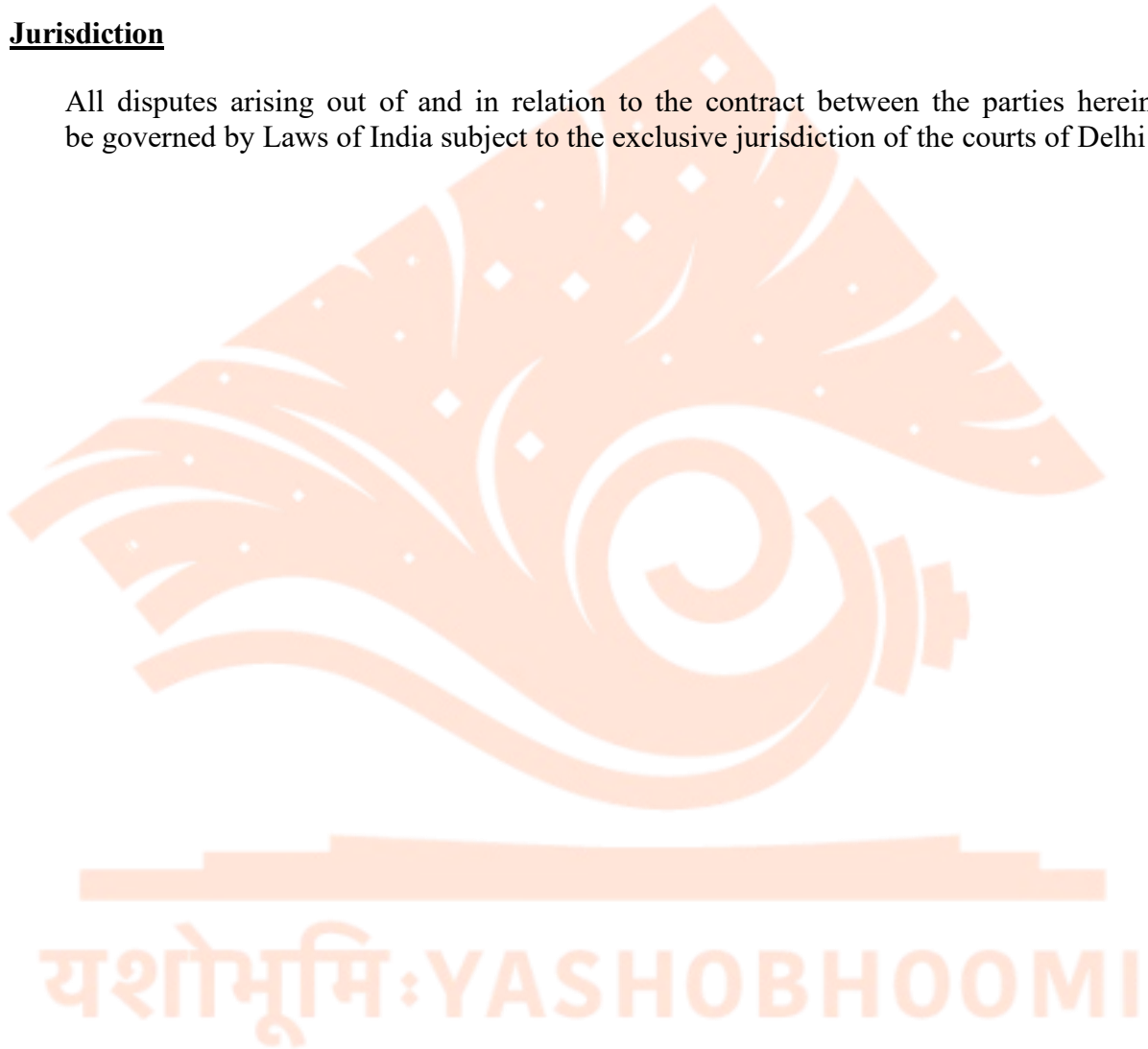
The provisions of Arbitration & Conciliation Act, 1996 (as amended from time to time) shall apply to both the parties.

The fee payable to the Arbitrator shall be paid equally by both the parties. The language used in the arbitral proceedings shall be English.

The venue of the arbitration proceedings shall be the Office of IICCL, i.e. YASHOBHOOMI, DWARKAS SECTOR-25, New Delhi.

**Q. Jurisdiction**

All disputes arising out of and in relation to the contract between the parties herein shall be governed by Laws of India subject to the exclusive jurisdiction of the courts of Delhi only.



**PRE QUALIFICATION BID**

(To be submitted in firm's own letter head)

**SUB: OFFER FOR HIRING OF PRIVATE SECURITY AGENCIES WITH INDIA INTERNATIONAL CONVENTION AND EXHIBITION CENTRE LIMITED (YASHOBHOOMI), NEW DELHI TO PROVIDE REQUISITE MAN-POWER ON CONTRACT BASIS FOR DAY TO DAY REQUIREMENT AND DURING IICCL EVENTS TO BE ORGANIZED BY IICCL IN YASHOBHOOMI FROM PERIOD**

1. Name of the Security Agency :
2. Postal and Registered office Address :
3. Telephone :
4. Fax :
5. Email :
- (a) Registration No. with Registrar of Co. :
- (b) ESI Registration Code No. :
- (c) EPF Registration Code No. :
- (d) PAN / TIN No. :
- (e) GST No. :
6. Nature of the organization company : Incorporated / Proprietorship Firm / Partnership Firm / Society  
(Please enclose copy of the certificate)
7. No. of Private Security personnel employed : (Organizational setup)
8. Date of start of business :
9. Total work experience in the field :
10. Work experience with any other organization, :
11. Annual turn-over of the agency during : The last three years reports certified by C.A.
12. List of companies where applicant had Provided Private Security guards in preceding 3 years (Kindly attach separate sheet) :
13. Labour Contract License No. :

This is to certify that I/We before signing this bid have carefully read the contents of the Bid Document and fully understood all the terms and conditions contained therein and undertake myself/ourselves to abide by the same. I/We hereby declare that the information/facts provided is true, correct and to best of my/our knowledge and belief.

In case any information/facts found to be incorrect, misleading or factually wrong, IICCL is empowered to take any decision/action, as deemed fit.

**Note:** Please strike out Not Applicable (N/A) against the column which does not relate, while filling up the above column.

Date

Place:

Signature of Bidder along with seal

Name of Bidder:

Name of the Firm / Agency

**Note: Please upload attested copies of the above documents.**

**Declaration****(To be submitted in firm's own letter head)**

To,

**INDIA INTERNATIONAL CONVENTION AND  
EXHIBITION CENTRE LIMITED  
(YASHOBHOOMI), YASHBHOOMI  
DWARKA SEC- 25, Delhi-110077**

**Subject: TENDER FOR HIRING OF PRIVATE SECURITY AGENCIES WITH  
INDIA INTERNATIONAL CONVENTION AND EXHIBITION CENTRE  
LIMITED (YASHOBHOOMI), NEW DELHI TO PROVIDE REQUISITE MAN-  
POWER ON CONTRACT BASIS FOR DAY TO DAY REQUIREMENT AND  
DURING IICCL EVENTS TO BE ORGANIZED BY IICCL IN YASHOBHOOMI**

Dear Sir,

With respect to the e- tender enquiry, I / We hereby submit my/ our tender in a required on-line format. I / We have adhered to the requirements prescribed by IICCL, New Delhi. I/ We have carefully gone through the guidelines / scope of work/ terms and conditions and prescribed format and I/ We accept the same without any alternations / modifications and in case of any false/ incorrect information found at later date after award of work, I have clearly understood that IICCL would be at liberty to terminate the agreement and proceed with process of black-listing of the bidder for the period as deem fit & proper depending upon graveness of the matter.

Thanking you,

Date:

Place:

Address:

**यशोभूमि: YASHOBHOOMI**  
Yours faithfully, (Signature and seal of bidder)

**TENDER ACCEPTANCE LETTER**  
(To be submitted in firm's own letter head)

Date: \_\_\_\_\_

To,

**India International Convention and Exhibition Centre (Yashobhoomi)**

**Dwarka Sec- 25, Delhi – 110077**

**Sub: Acceptance of Terms & Conditions of Tender**

**Tender Reference No: .....mention efile no. of IICCL**

**Name of Tender / Work: HIRING OF PRIVATE SECURITY AGENCIES WITH INDIA INTERNATIONAL CONVENTION AND EXHIBITION CENTRE LIMITED (YASHOBHOOMI), NEW DELHI TO PROVIDE REQUISITE MAN-POWER ON CONTRACT BASIS FOR DAY TO DAY REQUIREMENT AND DURING IICCL EVENTS TO BE ORGANIZED BY IICCL IN YASHOBHOOMI FROM PERIOD**

Dear Sir,

1. I / We have downloaded / obtained the tender document(s) for the above mentioned 'Tender/Work' from the web site(s) namely:

\_\_\_\_\_

as per your advertisement, given in the above-mentioned website(s).

2. I / We hereby certify that I / we have read the entire terms and conditions of the tender documents from Page No. \_\_\_\_\_ to \_\_\_\_\_ (including all documents like annexure(s), schedule(s), etc..), which form part of the contract agreement and I / we shall abide hereby by the terms / conditions / clauses contained therein.

3. The corrigendum(s) issued from time to time by your department/ organization too have also been taken into consideration, while submitting this acceptance letter.

4. I / We hereby unconditionally accept the tender conditions of above-mentioned tender document(s) / corrigendum(s) in its totality / entirety.

5. I / We do hereby declare that our Firm has not been blacklisted/ debarred by any Govt. Department/Public sector undertaking.

6. I / We certify that all information furnished by the our Firm is true & correct and in the event that the information is found to be incorrect/untrue or found violated, then your department/ organization shall without giving any notice or reason therefore or summarily **reject the bid or**

terminate the contract , without prejudice to any other rights or remedy including the forfeiture of the full said earnest money deposit absolutely.

Yours Faithfully,

(Signature of the Bidder, with Official Seal)



यशोभूमि: YASHOBHOOMI

**UNDERTAKING**

(To be submitted in Firm's/ Agency own letter head)

1. I, the undersigned certify that I have gone through the terms and conditions mentioned in the bidding document, scope of work, and undertake to comply with them.
2. The rates quoted by me are valid and binding upon me for the entire period of contract and it is certified that the rates quoted are the lowest quoted for any other department in India.
3. I/We give the rights to the Competent Authority of IICCL to forfeit the Security Money deposited by me/us if any delay on our part or fail to undertake contract/information provided by me/us are false.
4. I hereby undertake to undertake contract, as per directions given in the tender notice.

(Signature of the Bidder)

Place:

Name of the Signatory: \_\_\_\_\_

Name of the Firm/agency \_\_\_\_\_

Date:

Seal of the Firm/Agency \_\_\_\_\_

यशोभूमि: YASHOBHOOMI

**DECLARATION**

(To be submitted in firm's own letter head)

It is certified that my firm/agency/company has never been black listed by any of the Departments/Autonomous Institutions/Universities/Public Sector Undertakings of the Government of India or Government of NCT of Delhi or any other State Government or Public Sector Banks or Local Bodies/Municipalities and no criminal case is pending against the said firm/agency as on date.

Place:  
Date:\_\_\_/\_\_\_/\_\_\_

Signature of the Bidder \_\_\_\_\_

Name of the Signatory \_\_\_\_\_

Name of the Firm/agency \_\_\_\_\_

Seal of the Firm/Agency \_\_\_\_\_

यशोभूमि: YASHOBHOOMI

FINANCIAL BID UNDERTAKING(To be submitted in firm's own letter head)

From: (Full name and address of the Bidder) \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**To,  
 India International Convention and Exhibition Centre (Yashobhoomi)**

**Dwarka Sec-25, New Delhi- 110077**

Dear Sir/Madam,

I submit the Price Bid for hiring of private security agencies with India International Convention and Exhibition Centre Limited (yashobhoomi), new delhi to provide requisite man-power on contract basis for day to day requirement and during IICCL events to be organized by IICCL in yashobhoomi from period...1<sup>st</sup> of .... xxxx 2026 to 31<sup>st</sup> of xxxx 2027 ..... and related activities as envisaged in the Bid document.

1. I have thoroughly examined and understood all the terms and conditions as contained in the Bid document, and agree to abide by them.
2. I offer to provide the requisite Private Security staff at the rates as indicated in the price Bid.

Authorized Signatory

(Signature of the Authorized Person)

यशोभूमि: YASHOBHOOMI

**India International Convention & Exhibition Centre (Yashobhoomi)****FINANCIAL BID**

(To be submitted online only in a prescribed format for financial Bid )

Tender for hiring of private security agencies with India International Convention and Exhibition Centre Limited (Yashobhoomi), New Delhi to provide requisite man-power on contract basis for day to day requirement and during iiccl events to be organized by iiccl in yashobhoomi.

**SCHEDULE OF RATES OF WAGES FOR PER DAY PER PERSON FOR 8 HRS. DUTY**

	<b>Description</b>	Aprox Required No.	Per day rate (inclusive of all applicable taxes, allowances, bonuses, and any other charges inc. service charges.)	Cost per day (Per day rate shall be inclusive of all applicable taxes, allowances, bonuses, and any other charges. Inc Service Charge)
<b>Part A</b>				
1	Security Guard for Physical security (Un- armed),	70		
2	Security Supervisor	04		
<b>Sub Total Part A</b>				
<b>Part B</b>				
1	<b>Vehicle (Motor – Bike )</b> Per day rate for 12 hrs for patrolling including fuel cost.	1		
2	Per day 12 hrs for SUV for patrolling including CNG and driver expenses	1		
<b>Sub Total Part B</b>				
<b>TOTAL AMOUNT (Part A+ Part B)</b>				

<b>Part C</b> (Bidders to provide rate only, same may be required case to case basis as per requirement)				
1	Security Guard for Physical security (Armed)			
2	Security Guard for X-ray baggage scanners			
3	Security Guard for operating and monitoring CCTV system			
4	Security Guard for operating spl equipment as UVSS, Boom barrier, Bollards, HHMD, DFMD, DSMD etc.			
5	Security Supervisor experienced in manning of control room			
6	Deputy Security Officer			

- **In the financial bid evaluation process, the agency offering the most competitive proposal shall be determined based on the cumulative per day per head charges for security personnel across the above-mentioned rank and charges for vehicles too.**
- **Bidder will submitted price only for Part A and Part B (Total Price Part A + Part B).**
- **Part C – Bidders are required to provide rate for per day per head charges for security personnel mentioned in this section only for reference purpose. The same will be onboarded on case-to-case basis as additional manpower basis as mentioned in clause 2(ii) – For event days at section 2 – Tentative manpower requirement of IICC. Also refer Section 2 - DEPLOYMENT SCHEDULE — PERSONNEL REQUIREMENTS, Clause 2.2 – Event Days (ED) – Augmented Deployment.**

I have read the Terms & Conditions for Hiring of Private Security agencies with IICCL.

Place.....

Signature (of authorized signatory only)

Date.....

Name.....

Designation.....

Address.....

**INDEMNITY BOND****(On Rs. 100/- Non-Judicial Stamp Paper duly Notarized)**

This Indemnity Bond is executed on this \_\_\_\_ day of \_\_\_\_ 2026 at New Delhi. I, Smt./Ms. \_\_\_\_ Authorized Director/ Authorized Signatory/ Authorized Representative having authority to sign this Indemnity Bond on behalf of company vide resolution passed by Board of Directors in meeting held on \_\_\_\_ and extract thereof duly signed by the Company Secretary/ Managing Director/ Whole Time Director is attached herein as Annexure-I.

I above named, on behalf of M/s \_\_\_\_, hereby indemnify and shall indemnify, defend and hold) **India International Convention & Exhibition Centre (Yashobhoomi)** New Delhi-110077, (which expression shall include and mean its successors) Administrators and assigns harmless against any and all proceedings, actions and third party claims whatsoever, whether financial or otherwise at any time during the subsistence of the agreement/ contract and subsequent these to relating to the period of agreement / contract arising out of a breach by bidder/ Bidder/ contractor and any of its sub-contractors, agents, employee etc. any of the obligation under this agreement / contract. This also includes any payment already made by IICCL erroneously claimed second time and paid by IICCL in good faith on the basis of duplicate bill under the gauge of losing the original bill. The same shall be refunded within 10 days from the receipt of notice thereof and/or any third-party claim for the period of execution of the agreement even after lapse of agreement.

In witness whereof, I\_ Authorized Representative herein above execute this Indemnity Bond in presence of witnesses stated below on day, month and year stated above.

Signature of authorized signatory  
(with official seal)

**WITNESSES**

1.\_ (Signature)

Name: \_\_\_\_\_ Address: \_\_\_\_\_

2.\_ (Signature)

Name: \_\_\_\_\_ Address: \_\_\_\_\_

“NB: The Executor of this Indemnity Bond shall submit copy of authentic Identity Card and PAN No., which shall be attached with this indemnity Bond. These documents need to be certified True Copy by the Notary Public.”

**Additional Terms & Condition for Pvt. Security Agencies Hiring with IICCL and desire to participate in financial bid to provide requisite manpower to IICCL for daily requirement and during the events organized by IICCL at Yashobhoomi , Dwarka**

The wages will be paid as per the Minimum Wages Act, Govt. of India. The rule for the Security Supervisors, Highly Skilled Armed Security Guards and Skilled Security Guards will be applicable as defined by the notification issued by Govt. of India time to time.

The following terms and conditions may be noted/taken in cognizance for submitting the financial bid:

1. Sufficient Walkie-Talkie set for effective communication be provided to the Security Guards on duty by the IICCL. (will be decided in consultation with CSO IICCL (Security Division) whose decision shall be final).
2. Smart dresses / uniforms provided by the security agency design, colour and quality of clothing will be approved from the IICCL Management. The quality of cloth should be gabardine.
3. The payment of security staff shall be deposit through bank account/ digitally and copy of receipt by security guards / supervisor shall be submitted every month to IICCL management.
4. The agency shall submit wage bill in duplicate, along with attendance sheet proof of bank remittance to worker's bank account, proof of statutory compliance such as ESI. EPF and GST by 15<sup>th</sup> of the month. Bill completed in all respect shall be processed within 10 working days of its receipt.
5. In case security guards file any complaint whatsoever against the security agency for non-payment etc., the decision of IICCL management will be final and binding on hired security agency and hired security agency unconditionally undertake to abide by it.
6. IICCL reserves its absolute right to check the deployment of security guards and their presence at designated post in full uniform. The report of CSO IICCL shall be binding on the security agency.
7. The administrative / Agency charge should be prudently quoted by the agency to meet out all the parameters and it may be noted that no complaint for financial loss would be entertained during period of Contract.
8. IICCL exclusively reserves its right for selection of security agency taking in to consideration various parameters / service charges etc. and decision of IICC shall be final & binding on the bidders.

9. IICCL reserves unequivocal right to cancel any / all the bid with or without assigning any reason.

10. The Hired Pvt. Security Agency shall pay minimum wages and other statutory obligations as laid down by the Central Government / NCT of Delhi, whichever is higher, in accordance with the minimum wages notified in Gazette Notification issued by Central Government / NCT of Delhi from time to time. The responsibilities of timely payment of wages to its employees and compliance of labour laws, EPFO, ESI etc., would be that of Hired Agency and Hired agency shall indemnify IICCL against any such claims and/ or not compliance/default of applicable laws.

**The following points may be kept in mind while making the financial bid.**

- i Each bidder shall submit only one bid. if more than one bid submitted, the bids shall be rejected.
- ii No bids shall be received after schedule date & time for receipt of bids. Hence, it will be rejected and shall not be considered for opening.
- iii. IICCL is not bound to accept the lowest or any bid and may at any time by notice in writing to the bidders terminate the tender process.
- iv. Award of contract will be made to the successful evaluated bidder by the committee formed under IICCL and will be given letter of offer accordingly.
- vii. All columns of the commercial bids shall be filled in by the bidder and no column should be left blank, failing which his bid will be rejected.
- viii. Bidders are advised to quote the prices keeping the bye-laws in vogue concerning the present tender. Unreasonable inflated or deflated bids may be avoided. Cutting / alteration / modification made in the bid shall render it invalid.
- ix. MD & CEO, IICCL reserves the absolute right to reject the bid without assigning any reason whatsoever.
- x. Bidders are requested to submit Financial Bid along with undertaking as in the enclosed format.

यशोभूमि: YASHOBHOOMI

**Format for Average Annual Turnover of Applicant**

Ref: Your RfQ-cum-RfP No. RFP No./ xxxx;

Tender Title:

S. No.	Financial Year	Annual Turnover of Applicant (₹)
1	2022-2023	
2	2023-2024	
3	2024-2025	
<b>Average Annual Turnover</b>		<i>[indicate sum of the above figures divided by 3]</i>

**Certificate from the Statutory Auditor/ Practicing- Chartered accountant**

UDIN No :

Name of Authorized Signatory:

Designation:

Name of Firm:

Signature of the Statutory Auditor

Seal of the Firm



यशोभूमि: YASHOBHOOMI