

INSTITUTE FOR DEFENCE STUDIES AND ANALYSES
No. 1 Development Enclave, Rao Tula Ram Marg,
Delhi Cantt, New Delhi – 110 010

TENDER FORM FOR PROVIDING SECURITY SERVICES

1. Brief Bio data of the Tenderer _____

2. Name, Address with Telephone Number of the Firm/agency _____

3. Name, Designation, Address and Telephone number of authorized person of the Firm/agency. _____

4. Firm Registration (Please enclose the copy) _____

5. Please specify as to whether firm is sole proprietor / partnership firm. (Enclose documents for partnership deed)
a. _____
b. _____
c. _____
6. PAN number & Income Tax Return of latest three financial Years (copy) _____

7. Provident Fund Account Number (Please enclose the copy) _____
8. ESI Registration Number (Please enclose a self- attested copy) _____

**Affix duly
Attested PP
Size
Photograph
Of the
Tenderer**



9. GST Number _____
(Please enclose a self-attested copy)

10. License Number under Contract _____
Labour (R&A) Act. _____
(Please enclose the copy)

11. Details of earnest money deposited
a) Amount Rs. _____
Rs.(in words) _____

b) Demand Draft / Pay Order _____
Number

c) Date of issue of DD/PO _____

d) Name of issuing Bank _____

12. Details of Past Experience in the _____
Relevant field. (Min. 3 years) _____
Attach sheets if required. _____

13. Details of works in hand _____
Attach sheets if required. _____

14. Valid PSARA License
(Please enclose the copy)

15. Declaration by the Contractor:-

This is to certify that I / we have read and fully understood all the terms and conditions mentioned in the tender document and undertake myself/ourselves to abide by them.

Signature of Tenderer

Name

Designation

Address

Phone (O)

(R)

Date



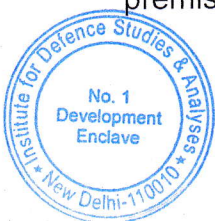
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SCOPE OF WORK

The contractor shall have to provide the security services at IDSA, New Delhi. The contractor shall ensure protection of the property of the Institute, prevent trespassing in the assigned area without arms, perform watch and ward functions including night patrol on the various points to prevent the entry of stray dogs, cats, cattle, anti-social elements, unauthorized persons and vehicle into the campus of the Institute.

DUTIES AND RESPONSIBILITY OF SECURITY STAFF

1. Security Supervisor will be responsible for overall security arrangement of the Campus under the contract.
2. Security Supervisor will ensure that all the instructions of the Estate Manager are strictly followed without any lapse.
3. No outsiders are allowed to enter in the Campus without proper Gate Pass issued by the authorized officer of the Institute along with their names entered in Visitors book.
4. No items are allowed to be taken out without proper Gate pass issued by the competent authority as laid down in the contract or authorized by the employer for in-out movement of stores.
5. The officers and staff of the Institute will keep the Identity cards with them got checked for entry by the security personnel.
6. Deployment of Security Supervisors / Guards will be as per the instructions of the authorities of the Institute and the same will be monitored personally by the concerned authorities from time to time and will be responsible for its optimum utilization.
7. Security personnel deployed in the premises on holidays including national holidays and Sundays will be assessed as per actual requirement and the number of personnel may be suitably reduced.
8. Security Supervisor / guard will also take rounds of all the important and sensitive points of the premises as specified by the Institute.
9. Security personnel shall also ensure door keeping duties.
10. The guards on duty will also take care of Govt. & private vehicles, scooters / motor cycles / bicycles / four wheelers parked in the parking area located within the premises of the Institute.



11. Entry of the stray dogs, cats and cattle into the premises is to be prevented. It should be at once driven out.
12. The guards on patrolling duty should take care of all the electric boxes, water taps, valves, water hydrants, etc. installed in the open areas throughout the premises.
13. It should be ensured that flower plants, trees and grassy lawns are not damaged either by the staff or by the outsiders or by stray cattle or any other animal.
14. The security guards/supervisors will be trained to extinguish fire with the help of fire extinguishing cylinders and other fire fighting material available on the spot. They will also help the firefighting staff in extinguishing the fire or in any other natural calamities.
15. In emergent situations, security staff/supervisor deployed shall also participate as per their role defined in the disaster management plan, if any, of the Institute. Guards/supervisors should be sensitized for their role in such situations.
16. The Security Supervisor/Guards are required to be very courteous and show maturity to all the visitors especially female visitors.
17. The Security Guard on duty shall not leave the premises until his reliever reports for duty.
18. Any other provisions as advised by the Institute may be incorporated in the agreement. The same shall also be binding on the contractor.



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DETAILS OF REQUIRED MANPOWER

| Shift Timing | Number of Security Supervisor / Security Guard with location | | | | | | | | Total |
|---------------|--|-------|-------|-------------|-------------------------------------|--------------|-----------------------------|------------------|-------|
| | Gate1 | | Gate2 | Block A/B/C | Office Basement 0900 – 1700 H | DG Residence | Library 0930 - 1730 H | Office Reception | |
| | Sup | Guard | Guard | Guard | Guard | Guard | Guard | Guard | |
| 0600 – 1400 H | 1 | 1 | 1 | 1 | 1 | 1(if reqd) | 1 | 1 | 1+7 |
| 1400 – 2200 H | 1 | 1 | 1 | 1 | - | 1(if reqd) | - | 1 | 1+5 |
| 2200 – 0600 H | 1 | 1 | 1 | 1 | - | 1(if reqd) | - | - | 1+4 |
| | | | | | | Total | Security Guards | | 16 |
| | | | | | | Total | Security Supervisor | | 3 |



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CHECK LIST FOR TECHNICAL EVALUATION

| SL | Documents required | Page No of document |
|-----|---|---------------------|
| 1. | Earnest Money Deposit (EMD) of Rs..... (in words) in form of DD / PO issued by any commercial bank in favour of IDSA, payable at New Delhi , valid for 90 days. | |
| 2. | One Self attested recent passport size photograph of the authorised person of the firm /agency, with name designation, address, and office telephone No, If the bidder is a partnership firm, name designation, address and office telephone No of Director/partner also. | |
| 3. | Undertaking on a stamp paper of Rs 10/- (Rupees Ten only) as per format prescribed in Annexure-V) | |
| 4. | Self –attested copy of the PAN No. | |
| 5. | Self attested copy of GST Registration No | |
| 6. | Self attested copy of valid Registration number of the firm/Agency | |
| 7. | Self attested copy of valid provident fund registration number | |
| 8. | Self attested copy of valid ESI Registration No | |
| 9. | Self attested copy of valid License No Under Contract Labour (R&A) Act, 1970 | |
| 10. | Proof of valid DGR sponsorship or proof of being run by Ex-service man /Ex-paramilitary man (if applicable) | |
| 11. | Proof of experience of last three financial years alongwith satisfactory performance certificate from the concerned employers | |
| 12. | Annual returns of previous three financial years supported by audited balanced sheet | |
| 13. | Annual Turn Over (in Lakhs) | |
| 14. | Man Power on Roll | |
| 15. | Experience of running security Services | |
| 16. | Volume of work done during last three financial years | |
| 17. | Single work of more than 45 lakhs during last three years | |
| 18. | If certified for ISO 9001, Attach copy. | |
| 19. | Valid PSARA License (Copy attach) | |

Note: Photocopies of all necessary documents duly self-attested must be attached for verification of the information provided.

Signature of the bidder with seal _____

Name and address of the bidder _____



(ON A E- STAMP PAPER of Rs.10/-)

UNDERTAKING

To,

Estate Manager

Institute for Defence Studies and Analyses

No 1 Development enclave,

Rao Tula Ram Marg,

Delhi Cantt

New Delhi - 110010

Name of the tender: Providing Security Services

Sir,

1. I/We hereby agree to abide by all terms and conditions laid down in tender document. Before signing this bid, I have read and fully understood all the terms, conditions and instructions contained therein and undertake myself/ourselves to abide by them.
2. I/We abide by the provisions of Minimum Wages Act, Contract Labour Act and other statutory provisions and any other charges applicable from time to time. I/We shall pay the wages to the personnel deployed as per Minimum Wages Act as amended by the Government of NCT Delhi from time to time and shall be fully responsible for any violation.
3. I/We have not been blacklisted by any Govt. / PSU / autonomous body of any state as well as central Govt.

(Signature of the Bidder)

Name and Address of the Bidder.

Telephone No

