



**THE INSTITUTE OF
Company Secretaries of India**
भारतीय कम्पनी सचिव संस्थान
IN PURSUIT OF PROFESSIONAL EXCELLENCE
Statutory body under an Act of Parliament
(Under the jurisdiction of Ministry of Corporate Affairs)

**The Institute of Company Secretaries of India –
Southern India Regional Office
ICSI-SIRC House, No.9, Wheat Crofts Road,
Nungambakkam, Chennai – 600034**

Tender No. ICSI-SIRC/Security/2025

Date: 30.10.2025

**SUB: TENDER FOR PROVIDING OF SECURITY SERVICES ROUND THE CLOCK (24 HOURS) AT
ICSI-SIRC HOUSE, NO.9, WHEAT CROFTS ROAD, NUNGAMBAKKAM, CHENNAI – 600034**

The information contained herein is the property of the Institute of Company Secretaries of India (hereinafter "ICSI"). All rights reserved. No part of this document may be reproduced, stored in a retrieval system or transmitted, in any form, or by any means, electronic, mechanical, photocopying, recording, or otherwise for any purpose other than the purpose intended through this tender, without prior permission, in writing by ICSI.

Cost of Tender	Rs.236/- (Rs.200/- + 18% GST Rs.36/-) Rupees Two Hundred & Thirty Six Only
Earnest Money Deposit	Rs.30,000/- (Rupees Thirty Thousand only)
Tender Publish Date	30.10.2025
Pre Bid meeting if requested by prospective bidders through e-mail	Date: 06.11.2025 at 3:30 PM Address: ICSI-SIRC HOUSE, NO.9, WHEAT CROFTS ROAD, NUNGAMBAKKAM, CHENNAI – 600034.
Last Date and Time for Submission of Bids	Date: 13.11.2025 at 1 PM
Address for submission of Bids	ICSI-SIRC HOUSE, NO.9, WHEAT CROFTS ROAD, NUNGAMBAKKAM, CHENNAI – 600034
Venue, Date and time of opening of Technical Bids.	Address as above. Date: 13.11.2025 at 4:30 PM
Contact details	Mr. Chenna Kesava Chebrolu / Mr. Gautam Mullick / Ms. Roby Joseph Tel: 044 - 2827 9898 / 2826 8685 E-mail: siro@icsi.edu
Institute's Website	www.icsi.edu www.icsi.edu/siro



**THE INSTITUTE OF
Company Secretaries of India**
भारतीय कम्पनी सचिव संस्थान
IN PURSUIT OF PROFESSIONAL EXCELLENCE
Statutory body under an Act of Parliament
(Under the jurisdiction of Ministry of Corporate Affairs)

**The Institute of Company Secretaries of India –
Southern India Regional Office
ICSI-SIRC House, No.9, Wheat Crofts Road,
Nungambakkam, Chennai – 600034**

Tender No. ICSI-SIRC/Security/2025

Date: 30.10.2025

A. About ICSI:

The Institute of Company Secretaries of India (ICSI) is a statutory body constituted under an Act of Parliament i.e. the Company Secretaries Act, 1980 (herein after referred as ICSI / Institute). ICSI is functioning under the overall administrative jurisdiction of Ministry of Corporate Affairs, Government of India and having its head office at 22, Institutional Area, Lodi Road, New Delhi. The Institute has Southern India Regional Office at **ICSI-SIRC HOUSE, NO.9, WHEAT CROFTS ROAD, NUNGAMBAKKAM, CHENNAI-600034**. ICSI is the only recognized professional body in India to develop and regulate the profession of Company Secretaries in India.

B. DEFINITIONS

- i) The “ICSI” means THE INSTITUTE OF COMPANY SECRETARIES OF INDIA, **ICSI-SIRO, ICSI-SIRC HOUSE, NO.9, WHEAT CROFTS ROAD, NUNGAMBAKKAM, CHENNAI- 600034**.
- ii) The “Service” means providing “**SECURITY SERVICES ROUND THE CLOCK (24 HOURS)**” for ICSI-SIRO which the bidder is required to provide to the ICSI-SIRO under the Contract through this tender.
- iii) “Bidder” or “Tenderer” means the agency/firm that is engaged in the business of providing **SECURITY SERVICES ROUND THE CLOCK (24 HOURS)** on annual contract basis and applies in response to this notice inviting tender.
- iv) “Vendor” mean the successful bidder who is engaged by ICSI-SIRO to provide the service through this tender process by entering into the contract with the ICSI-SIRO.
- v) “Party” means ICSI-SIRO or Vendor individually and “Parties” shall mean ICSI-SIRO and Vendor collectively.
- vi) “Letter of Intent” means the communication of the intention of the ICSI-SIRO to the vendor for the award of work read with tender documents.
- vii) “Work Order” means the order placed after issue of Letter of Intent by the ICSI-SIRO to the vendor signed by the authorized officer of ICSI-SIRO including all attachments and appendices thereto and all documents incorporated by reference therein. Work order along with the Letter of Intent and tender documents and the agreement constitutes the contract.

Sealed tenders are invited from reputed service providers or authorized agencies for providing **SECURITY SERVICES ROUND THE CLOCK (24 HOURS) FOR ICSI-SIRO at "ICSI-SIRC, ICSI-SIRC HOUSE, NO.9, WHEAT CROFTS ROAD, NUNGAMBAKKAM, CHENNAI – 600034"** as per the details given in Part 'A', 'B' & 'C' of the Tender Document. The terms and conditions governing the instant Tender are as under:

PART 'A'

1. Instruction to Bidders

- 1.1 The tender document may be obtained during working hours (10:30AM to 4:30PM) from **October 30th, 2025 to November 13th, 2025 (till 1 PM) on all working days on payment of Rs.236/- (i.e Rs.200/- + 18% GST - Rs.36/-)** from the Reception Counter of the ICSI-SIRO on cash payment or by submitting a demand draft in favour of **"SIRC of the ICSI", payable at Chennai**. The tender document can also be downloaded from the website of the Institute (www.icsi.edu or www.icsi.edu/siro) for which bidder would be required to enclose a demand draft of **Rs.236/- (Rs.200/- + 18% GST - Rs.36/-)** towards the cost of the tender document along with their quotes, failing which the tender shall be out rightly rejected. If any discrepancies found in the downloaded version of the tender, the version of the tender document kept at reception of ICSI-SIRO will be treated as authentic and correct.
- 1.2 The sealed tenders are to be submitted in prescribed format on the bidder's business letter head duly stamped, signed and dated on each page of Part 'A' & 'B' and 'C' as a token of the bidder's unconditional acceptance to the terms prescribed by the Institute. Details/supporting documents wherever applicable, if attached with the tender must be duly authenticated by the bidder. No over-writing shall be accepted unless authenticated with full signature of the bidder.
- 1.3 **Bid Submission:** Each bidder shall submit the tender in three separate sealed envelopes, (i) EMD & Tender Fee is to be put in **envelope No. 1** (please mark the envelope as **"No.1 – EMD & Tender Fee"**), (ii) Part 'A' & 'B' including Form I (annexure A), Form II (annexure B), and Form III (annexure C), along with all requisite documents is to be put in **envelope No. 2** (please mark the envelope as **"No. 2 – Technical Bid"**), (iii) Part 'C' only is to be put in **Envelope No. 3** (Please mark the Envelope as **"No.3 – Financial Bid"**). All the sealed envelopes bearing No. 1, 2 and 3 as mentioned above are to be put in main envelop i.e. Envelope No. 4.

(Note: The bidders having valid registration with NSIC/MSME may avail exemption from submission of EMD but must enclose valid NSIC / MSME certificate/document in envelope No. 1 instead of EMD demand draft. However, all bidders irrespective of their registration with NSIC/MSME have to submit the requisite Tender Fee).

The sealed tender envelope duly superscribed, **"SECURITY SERVICES ROUND THE CLOCK (24 HOURS) at ICSI-SIRO** due on **November 13th, 2025** should be addressed to **The Regional, ICSI-SIRO** and sent at the Institute's address given below either by registered post/speed post/courier or by dropping in the tender box placed at Ground floor of ICSI-SIRC office address as mentioned below & should reach on or before **November 13th, 2025 at 1 PM**.

Address:

**The Regional Director
ICSI-SIRC House,
No.9, Wheat Crofts Road,
Nungambakkam, Chennai – 600034**

The Institute shall not be liable for any transit delays whatsoever and tenders received after the stipulated time/date are liable to be rejected summarily without assigning any reason and without any further reference to the bidder.

- 1.4 **Pre-Bid Meeting:** The pre bid meeting will be held on **November 6th, 2025 at 3:30 PM** at **ICSI-SIRC HOUSE, NO.9, WHEAT CROFTS ROAD, NUNGAMBAKKAM, CHENNAI – 600034** only on the request of the prospective bidders if there is any unresolved queries sent by the bidders through e-mail. If any bidder is having queries or require any clarification on the scope of work or tender terms & conditions may seek clarification through e-mail to **The Regional Director** (e- mail: siro@icsi.edu) by November 4th, 2025 up to 2 PM which will be clarified in the pre-bid meeting. No individual communication will be done with the bidders. Any substantial change in the tender terms & conditions and scope of work will be notified by addendum/corrigendum through ICSI Website (tender page). Any queries received after the due date, will not be entertained.
- 1.5 The Technical Bids shall be opened on **November 13th, 2025 at 4:30 PM** in the Institute at **ICSI- SIRC HOUSE, NO.9, WHEAT CROFTS ROAD, NUNGAMBAKKAM, CHENNAI – 600034** in the presence of those bidder(s) who wish to be present. No separate communication will be sent in this regard. In the event of due date being a closed holiday or declared Holiday for ICSI / Central Government offices, the due date for opening of the bids will be the following working day at the appointed time and venue.
- 1.6 Institute requires tentative service as mentioned in the Price Bid Format which may vary as per the actual scope of work. The vendor will be obliged to provide service for the actual quantity available at site. The payment to the vendor will be made for the varied quantity either by reducing or enhancing the price pro-rata based on the quoted price.
- 1.7 The information contained in this Tender Document or subsequently provided to Bidder(s) / Applicants whether verbally or in documentary form by or on behalf of Institute of Company Secretaries of India-SIRO (hereinafter "ICSI-SIRO") or by any of their employees or advisors, shall be subject to the terms and conditions set out in this Tender Document and all other terms and conditions subject to which such information is provided. The purpose of this Tender document is to provide the Bidder(s)/Applicants with information to assist the formulation of their proposals. This Tender Document does not purport to contain all the information each Bidder/Applicant may require. This Tender document may not be appropriate for all persons, and it is not possible for the ICSI-SIRO, their employees or advisors to consider the investment objectives, financial situation and particular needs of each Bidder/Applicant who reads or uses this Tender document. Each Bidder/Applicant should conduct its own investigations and analysis and should check the accuracy, reliability and completeness of the information in this RFP document and where necessary obtain independent advice from appropriate sources. ICSI / ICSI-SIRO, its employees and advisors make no representation or warranty and shall incur no liability under any law, statute, rules or regulations as to the accuracy, reliability or completeness of the Tender

document. ICSI / ICSI-SIRO may in their absolute discretion, but without being under any obligation to do so, update, amend or supplement the information in this Tender Document.

1.8 Rates should be quoted as per the enclosed financial bid pro-forma **(Part C)**. Any change in the pro-forma by the bidder shall lead to cancellation of the tender.

1.9 The rates should be mentioned in figures as well as words and GST if applicable shall be mentioned separately. If bid is not submitted as per instruction as mentioned above, it will not be considered or evaluated.

1.10 **Earnest Money Deposit (EMD)**

1.10.1 The **Earnest Money Deposit (EMD) of Rs.30,000/- (Rupees Thirty Thousand only)** in the form of Demand Draft/pay order drawn from Nationalized Bank in favour of **“SIRC of the ICSI” payable at Chennai** only is to be submitted along with the bid.

1.10.2 Tenders received without the prescribed Earnest Money Deposit (EMD) shall not be entertained and shall be rejected summarily.

1.10.3 The EMD of the successful bidder can either be converted as part of the performance security on request of the bidder or will be refunded after receipt of Performance Guarantee/Security. In case the selected bidder/bidder/vendor opts to convert the EMD to be part of the performance security, balance amount towards the performance security will be recovered from the payable amount to the vendor. The EMD of the unsuccessful bidders will be refunded without any interest/Bank commission/collection charges within 30 days after award of the contract / work order to the successful bidder.

1.11 **Forfeiture of EMD:**

The EMD of the bidders shall be forfeited in the following circumstances:-

1.11.1 the bidder withdraws its bid;

1.11.2 the selected bidder does not accept the Purchase / Work Order;

1.11.3 the selected bidder fails to supply goods / services as per the terms of the Tender and Purchase / Work Order.

1.11.4 any other unjustified reasons e.g. misleading or wrong information in the Bid, violation of the terms and conditions of the Tender, involvement in forming ring/cartel, submission of multiple bids in different names etc.

1.12 Bidders who have not registered with GST regime will not be able to participate in any tender of this Institute. Any offer received from the bidder without GST registration details will be summarily rejected.

1.13 ICSI-SIRO shall have the right to assess the competencies and capabilities of the bidder by going through the credentials given in the Technical Bid and on the basis of such credentials, ICSI may reject the candidature of the bidder without assigning any reason. In such case(s) the Financial Bid shall not be opened for that particular bidder. The Financial Bid of only those bidders shall be opened those who qualify in the technical scrutiny. Time and date for opening the financial bid shall be intimated separately

through website notification at www.icsi.edu / www.icsi.edu/siro and/or email communication as furnished by the bidder in the bid document.

1.14 Correction and overwriting anywhere in the tender document should be avoided. Every correction and overwriting must be authenticated with full signature of the bidder, otherwise the tender is liable to be rejected.

1.15. **Scope of Work:** Vendor (*i.e.* bidder selected) is required to do the following:

1.15.1 The tentative requirement of Security Guards to be deployed at ICSI-SIRO, ICSI-SIRC House, No.9, Wheat Crofts Road, Nungambakkam, Chennai-600 034 is one at each shift of 8 hours (*i.e.* total 3 guards for all 3 shifts in a day together) which may increase or decrease as per the requirement.

1.15.2 The security personnel deployed shall not below the age of 21 years and not above 50 years, who must fulfill the following physical and educational criteria:

- Education Qualification : Matriculation but not Graduate (Under Semi-Skilled)
- Height : 5' 8" (Minimum) for Male
- Languages Known : Tamil & English (speak, read & write)

1.15.3 The security personnel have to attend duties in neat uniform for which the cost will be borne by the agency. The Guards should always be in proper dress while on duty including shoes. Identity badges (Showing the name of the personnel) shall have to be provided by the agency which should be displayed on uniform of all the security personnel while on duty.

1.15.4 The watch and guard will be round the clock and 7 days of the week and shall be changing as per requirement of ICSI from time to time. In case there is any change in deployment of security guard, such change shall be intimated in writing by the Agency in advance to ICSI-SIRO.

1.15.5 The entry of the visitors will be regulated by the security personnel in the manner as will be instructed by this office from time to time. They will also ensure that all the electrical equipment/instruments/light/Fans must be switched off at the time of closure of this office.

1.15.6 Any untoward incident has to be reported immediately to authorized official of the ICSI-SIRO after happening of such incident.

1.15.7 Day-to-day log book on shift basis has to be maintained and to be submitted on daily basis to the authorized official of the ICSI-SIRO.

1.15.8 Weekly duty roster has to be submitted to the authorized official of ICSI-SIRO in advance and any suggestion/change by ICSI-SIRO in duty roster to be incorporated immediately.

- 1.15.9 Payment to personnel deployed at ICSI-SIRO has to be made in time irrespective of payment of its invoice by ICSI-SIRO.
- 1.15.10 The vendor will provide the security services round the clock in three shifts i.e from 6AM to 2PM; 2PM to 10PM; 10PM to 6AM. The security will work invariably between the shifts. Security guard age should be of 21 to 50 years.
- 1.15.11 The security personnel should be provided with the whistle, Torch, umbrella, rain coats, winter garments and lathes by the vendor as per their requirement on duty. For frisking hand gloves to be used. The gloves should be neat and clean and changed at regular intervals. The vendor will vouch CCTV proceedings/feed. The security personnel will not use android based mobile phones in the office premises for chatting & viewing of videos etc,.
- 1.15.12 The security personnel will not visit other premises while on duty except when duty demand or without the instructions from the authorized official.
- 1.15.13 The security personnel should not leave the point (work place) unless and until the reliever comes for shift duties. The vendor has to arrange reliever as per duty roster. No security guards will be allowed to perform duty more than 16 hours at a stretch in any circumstances. By dint of this condition, no post should remain vacant. The vendor has to arrange suitable replacement and on failing to do so will be treated as breach of contract.
- 1.15.14 The security personnel will properly maintain the in- time and out- time register. The security guard will maintain all the registers, log books, duty roster which will be maintained at the main gate and other points suitably. On demand such records have to be produced before the officials of ICSI.
- 1.15.15 The security personnel must not give lenient or casual impressions on duty and they should be alert and attentive. They must observe movement of all the staff, labours and visitors etc. They should not allow any visitors with vehicle to office or inside the campus without proper entry in the visitors registers.
- 1.15.16 On requirement, the agency shall have to provide extra or more guards, or gunman as and when required for which separate charges shall be paid as per the contract rate. The vendor has to pay salary to deployed persons on or before the 7th of the next month through NEFT or in the form of cheque.
- 1.15.17 The vendor shall organize surprise visits (during day and night) to check the alertness and attentiveness of the security guards at work place.
- 1.15.18 Security guards must be rotated from their deployment at an interval of every three months.
- 1.15.19 The vendor shall submit a monthly report of compliance and happenings in the premises under the supervision.

- 1.15.20 The security personnel should be properly trained and should be alert in performance of their duty. The performance, if not found satisfactory, the concerned personnel shall be replaced by the vendor, within one-two days.
 - 1.15.21 Security guards are required to frisk people on entry/exit based on production of identity cards, issue of passes, etc. and maintain visitor's record.
 - 1.15.22 Thorough checking of incoming and outgoing material against proper Gate Pass duly signed by the authorized signatory.
 - 1.15.23 To ensure that no hawkers, marketing persons or other vendors are entered / allowed into the campus without permission.
 - 1.15.24 To bring to notice any suspicious activity noticed during discharge of duties by security guards.
 - 1.15.25 To attend fire-fighting operations i.e. capable of handling fire hydrants and attending fire alarm system whenever required.
 - 1.15.26 Conduct periodic training to the deployed manpower on its own.
 - 1.15.27 Carry out any other jobs assigned by the authorities of ICSI-SIRO in the interest of security of ICSI-SIRO.
 - 1.15.28 The vendor has to follow all the statutory provision as prescribed under all statutory laws applicable to this contract and monthly compliance report will be submitted to ICSI-SIRO.
 - 1.15.29 In any case, Guards shall not be replaced by the agency without prior approval of the Institute. In case of violation, a penalty of Rs.2,000/-shall be imposed in every case.
 - 1.15.30 When the Guards are not on duty or on leave and no guards are provided, salary on pro-rata basis up to three days shall be deducted and beyond three days, a penalty of Rs.2,000/-per week shall be levied for continuous absence.
 - 1.15.31 For any misconduct, mischief, criminal act etc, by the security personnel; the agency shall be dealt under the prevailing law of India.
- 1.16 **Bid Validity:** Price quoted must be valid for at least 90 days from the date of opening of bid. If required, ICSI-SIRO may ask extension of bid validity as suitable from the bidders and in that case the bidder either may opt out of the bid or may extend the bid as required.

1.17 Eligibility Criteria (Mandatory Requirements):

- 1.17.1 Bidder must have GST registration and PAN. (Please enclose self-attested photocopy of the documents).

- 1.17.2 Bidder must have Registration under Employee Provident Fund and Miscellaneous Provisions Act, 1952. (Please enclose self-attested photo copy of the certificate)
 - 1.17.3 Bidder must have Registration under Employees State Insurance Act., 1984. (Please enclose self-attested photo copy of the certificate)
 - 1.17.4 Bidders must have Registration under the contract labour (Regulation & Abolition) Act, 1970. (Please enclose self-attested photo copy of the certificate)
 - 1.17.5 Bidders must have Registration under the Private Security Agencies Regulation Act, 2005. (Please enclose self-attested photo copy of the certificate)
 - 1.17.6 Bidder must have at least 5 years' experience of providing Security service in reputed training or educational institutes/PSUs/ Central/state government establishments with full satisfaction of the client ended as on tender date. (Please enclose certificates from the previous or existing clients).
 - 1.17.7 The bidders must have an organized and established command structure, which can respond immediately as per requirements of the Institute (Please enclose organizational structure on bidder's letterhead with specific name, designation and their qualification).
 - 1.17.8 Bidder must have strength of at least 20 security guards in its Chennai branches. (self-attested latest PF statement downloaded from the EPFO website showing deposit of PF for full month in the respective accounts of the personnel).
 - 1.17.9 Bidder must not have defaulted on any bank / financial institute loans in the past. There should not be any statutory dues or undisputed liability (Please enclose undertaking on bidder's business letterhead signed by the authorized signatory).
 - 1.17.10 Bidder must have average turnover of Rs.60 Lakhs (Rupees Sixty Lakhs) per year in last three years (F.Y. 2022-23, 2023-24 and 2024-25). (Submit the certified audit report of the relevant financial year with technical bid).
 - 1.17.11 Bidder must have sufficient supervisory staff, in addition to the requisite number of security guards, proficient in managing the Security service being provided at the ICSI-SIRO (Please enclose undertaking on bidder's business letterhead signed by the authorized signatory).
 - 1.17.12 The bidder must submit Self-Certificate on the letter head of the bidder by declaring that the bidder has not been ever blacklisted by any Central/State Governments/PSU's, etc.
- 1.18 **Bid Evaluation:** The technical bids will be evaluated based on the bid eligibility criteria and those who qualify in the technical evaluation process shall be declared as eligible bidder for financial bid. ICSI-SIRO also reserves its right to evaluate bidders based on their past performance as certified by their clients which can be ascertained by ICSI by contacting their past/current clients. On evaluation of financial bids of the technically qualified bidders, the lowest bidder will be treated as successful bidder. Any bidder who puts any condition in the financial bid will be disqualified from the bidding process without any further reference to the bidder. Financial bid submitted in unsealed cover along with technical bid in violation of bid submission process will also attract disqualification of the bidder from the bidding process. Indication of price anywhere in the technical bid also will disqualify the bidder. In both the cases the EMD amount will be forfeited.

- 1.19 The Institute shall be under no obligation to accept the lowest or any other offer received in response to this tender notice and shall be entitled to reject any or all offers, including those received late or incomplete offers without assigning any reason what so ever. Institute, reserves the right to make any changes in the terms and conditions of the work. Institute will not be obliged to meet and have discussions with any bidder, and or to listen to any representations.
- 1.20 The Institute reserves the right to accept or reject any or all the tenders including the lowest tender(s) without assigning any reason at its sole discretion and the decision of the Institute will be final and binding on all concerned. The Institute also reserves its rights to cancel the whole tender process at any stage without assigning any reason whatsoever.
- 1.21 Bidders are welcome to visit ICSI-SIRO office to inspect the site condition, systems and process flow before submitting their bid. The vendor has to submit a report/certificate before the contract is taken up by them certifying that all systems are found in proper working condition. The detailed list of the defective equipment related to this contract has to be submitted separately.

2. **Terms and Conditions of the Contract:**

- 2.1 The contract being offered through this tender is intended to have security solution for ICSI-SIRO instead of mere deployment of security guards and supervisors. The successful bidder has to provide a holistic security service to ICSI.
- 2.2 The contract will be initially for a period of two years and is likely to commence from the date of signing of the agreement which may be extended for a further period of three years as per quoted rates, terms and conditions as mutually agreed upon.
- 2.3 The duration of the contract shall be of two years subject to quarterly appraisal and review by ICSI-SIRO and in case the jobs performed are not found to be satisfactory, the contract shall be terminated by giving notice of one month by ICSI-SIRO.
- 2.4 The successful bidder has to submit the performance guarantee/security deposit in form of a Bank Guarantee from any nationalized bank to cover any loss or damage caused to or suffered by the Institute due to acts of commission and omission by the successful bidder or any failure on the part of the successful bidder in fulfillment of terms and conditions of the contract and conditions contained in the contract. The

value of the bank Guarantee / Security Deposit has to be of Rs.80,000/-. The bank Guarantee has to be submitted within 10 days of issue of order but before execution of the contract. The Bank Guarantee shall have to remain valid for the entire duration of the Contract plus three months beyond the completion of contract period. The successful bidder shall not be entitled to any claim or receive any interest on the amount of performance guarantee. The EMD of the successful bidder will be refunded after submission of the performance Guarantee/Security Deposit.

- 2.5 The successful bidder having valid registration with NSIC/MSME on the date of submission of tender, are also required to submit requisite security deposit / performance guarantee.
- 2.6 The rate quoted by the firm will be valid for a period of two years and request for revision of rate shall not be entertained under any circumstances during the currency of the contract. The bidder has to quote rate inclusive of all i.e. cost of manpower, tools and tackles, consumables, enabling services e.g. scaffolding, lifting tools or any other arrangement required to be available for providing effective service as per terms of the contract, statutory benefits to its manpower and statutory taxes and duties except GST which is to be shown separately as per the financial bid format.
- 2.7 **Payment Terms:** Payment will be made on monthly basis at the end of each month for the preceding month. Institute will make payment within thirty days on submission of certified tax invoice subject to appropriateness of the invoice. Payments shall be subject to deductions of any amount for which the contractor is liable under this contract. Further, all payments shall be made subject to deduction of TDS (Tax deduction at Source) as per the prevailing Income-Tax Act and any other taxes as on the date of invoice submission and/or payment date.
- 2.8 The successful bidder will have to provide the service as per stipulated timeline as per instruction of ICSI-SIRO, failing which the Institute will cancel the service order issued to the successful bidder.
- 2.9 **Penalty:** The vendor and the employees of the vendor shall be held responsible for guilty of fraud, mischief, misappropriation or any other type of misconduct or breach of condition on the part of bidder or his employee.
 - 2.9.1 **Penalty for Deficiency in Service:** The competent authority The Regional Director of the ICSI-SIRO may impose penalty as he/she finds appropriate on case to case basis based on the damage or loss or any other inconvenience incurred to ICSI-SIRO, including stopping the payment of bills of respective service, if vendor fails to provide the desired service or making delay in providing services or not able to provide services up to the satisfaction of ICSI-SIRO.

2.9.2 Penalty for Misconduct or Breach of Condition of Contract: The vendor and the employees of the vendor shall be held responsible for guilty of fraud, mischief, misappropriation or any other type of misconduct or breach of condition on the part of vendor or his employee. The competent authority-The Regional Director of the ICSI-SIRO may impose for the aforesaid misconduct or breach of condition on the vendor a penalty of minimum Rs.1,000/- (Rupees one thousand only) to twice to the maximum damages and loss incurred to ICSI-SIRO, apart from the right to terminate the contract, blacklisting of vendor, forfeiture of security deposit / EMD and claim damages.

2.10 The vendor shall ensure that all the relevant licenses / registrations / permission, which are/may be required related to the Services provided are valid during the entire period of the contract, failing so will attract the appropriate penalties.

2.11 The personnel deployed by the vendor should not have any Police records/criminal cases against them. The vendor should make adequate enquiries about the character and antecedents of the persons whom they are deploying at ICSI-SIRO. The character and antecedents of persons will be verified by the vendor before their deployment through local police, collecting proofs of residence, driving license, bank account details, previous work experience and recent photograph and a certification to this effect submitted to ICSI-SIRO before commencing the service.

2.12 The vendor is liable to disclose, in case he has been banned by any organizations under any Services rendered by the vendor. Failure to disclose the same at the beginning can lead to termination of the Contract at any phase.

2.13 The vendor will also ensure that the personnel deployed are medically fit and will keep in record a certificate of their medical fitness. The vendor shall withdraw such personnel who are not found suitable by ICSI-SIRO for any reasons immediately on receipt of such a request from ICSI-SIRO.

2.14 The personnel deployed by the vendor shall be the employees of the vendor for all intents and purposes and that the personnel so deployed shall remain under the control and supervision of the vendor and in no case, shall a relationship of employer and employee between deployed personnel and ICSI-SIRO shall accrue/arise implicitly or explicitly. The vendor and the personnel deployed by the vendor at ICSI-SIRO sites shall not divulge or disclose to any person, any details of office, operational process, technical know-how, security arrangements and administrative / organizational matters which has no direct forbearance on the service provided by the vendor.

2.15 The vendor's deployed personnel should be polite, cordial, positive and efficient, while handling the assigned work. The vendor shall be responsible for any act of

indiscipline on the part of persons deployed by him. The vendor shall be bound to prohibit and prevent any of their employees from being intoxicated while on duty, trespassing or acting in any detrimental or prejudicial to the interest of this office. The decision of the authorized official of the Institute upon any matter arising under the clause shall be final and binding on the vendor.

- 2.16 The vendor shall maintain the documentary proof for the qualifications and experience of the manpower deployed by them. The bio-data, qualification and experience of the said manpower should be certified by the vendor. All such details have to be submitted by the vendor on demand by ICSI-SIRO.
- 2.17 ICSI-SIRO may require the vendor to dismiss or remove from the site of service, any person or persons, employed by the vendor, who may be incompetent or for his/her/their misconduct and the vendor shall forthwith comply with such requirements. The vendor shall replace immediately any of its personnel, if they are unacceptable to this office because of security risk, incompetence, conflict of interest and breach of confidentiality or improper conduct upon receiving written notice from office.
- 2.18 The Vendor has to provide uniforms including photo identity cards to the personnel deployed at ICSI-SIRO sites. These cards are to be constantly displayed and their loss reported immediately. The vendor would also ensure that all the employees wear appropriate uniforms and safety gear and adhere to the safety standards wherever applicable. All staff would be in a neat, clean and well-groomed appearance and should carry proper ID cards as provided by the vendor including proper name badges. In case of violations suitable penalties shall be applicable.
- 2.19 The transportation, food, medical and other statutory requirements in respect of each personnel of the vendor shall be the responsibility of the vendor.
- 2.20 The Vendor shall provide a substitute well in advance if there is any probability of any personnel deployed by the vendor leaving the job due to his/her own personal reasons. The payment in respect of the overlapping period of the substitute if any shall be the responsibility of the vendor.
- 2.21 That on the expiry of the contract as mentioned above, the Vendor will withdraw all its personnel and clear their accounts by paying them all their legal dues. In case of any dispute on account of the termination of employment or non-employment by the personnel of the vendor, it shall be the entire responsibility of the Vendor to pay and settle the same.
- 2.22 The vendor shall be contactable at all times and messages sent by phone /e- mail/ fax / special messenger from ICSI-SIRO shall be acknowledged immediately on receipt on the same day. The vendor shall strictly observe the instructions issued by ICSI-SIRO in fulfillment of the Contract from time to time.

- 2.23 The vendor shall be required to keep ICSI-SIRO updated about the change of address, change of the Management etc. from time to time.
- 2.24 The vendor and/ or the personnel deployed at the ICSI-SIRO sites shall be responsible for its belongings and ICSI-SIRO shall not be liable for any loss, damage, theft, burglary or robbery of any personal belongings, equipment or vehicles of the personnel of the vendor.
- 2.25 That the vendor on its part and through its own resources shall ensure that the goods, materials and equipment etc. are not damaged in the process of carrying out the services undertaken by it and shall be responsible for acts of commission and omission on the part of its staff and its employees etc. If ICSI-SIRO suffers any loss or damage on account of negligence, default or theft on the part of the employees/agents of the vendor, then the vendor shall be liable to reimburse to ICSI-SIRO for the same. This is subject to the limitation of contract.
- 2.26 Service Status Report: Vendor shall provide ICSI-SIRO detail report based on Service schedule. In case of default on vendor's part, ICSI-SIRO may employ and pay a third party to make good the defects and deduct the expenses from the dues payable to the vendor. The Service shall not be considered as completed until it has been certified by ICSI-SIRO.
- 2.27 Requirement of security personnel given in this tender document are tentative and can be changed or varied on mutually agreed terms. Also the ICSI-SIRO reserves the right to delete or increase any requirement of security personnel. No extra claims of whatsoever nature will be entertained on this account. The number mentioned in this document are for guidance of vendor. Any discrepancy/changes required shall be reported to ICSI-SIRO.
- 2.28 All statutory compliance applicable in regard to the service is to be ensured by the vendor. The vendor has to ensure at its own cost and risk that EPF, ESI, GSTN, Contract Labour License etc. and all other statutory licences and/or certificates related to this contract remains in force during entire period of the contract at ICSI. On

failing to comply with this provision, it will attract the appropriate penalties and/or termination of the contract.

2.29 The vendor has to submit a monthly invoice in triplicate towards the Services rendered in the previous month to the ICSI-SIRO. Payment shall be effected by Credit into the bank account of the Vendor through ECS/RTGS within 30 days from the date of receipt of the invoice with supporting documents, complete in all respect. The Vendor shall provide correct Bank account number and other details of the Bank to enable the ICSI-SIRO to credit the payment directly into the account. ICSI-SIRO shall pay the Vendor all due amount as per the invoice, that are not the subject of bona fide dispute, within 10 days after receipt of a valid invoice that complies in all material respect in terms of this agreement; the payment shall be subject to any reduction such as penalty, statutory deductions etc.

3. GENERAL:

- 3.1 **Modification/variation in Terms of Contract:** ICSI-SIRO reserves the right to modify or may bring some variation in the terms and conditions of the contract on mutually agreed terms, if it is found necessary due to any operational difficulty or any other genuine reasons.
- 3.2 **Recovery:** Whenever under the contract through this tender, any sum of money is recoverable by ICSI-SIRO from the party or / and payable by the party to ICSI-SIRO, the ICSI-SIRO shall be entitled to recover such sum by appropriating in part or in whole from the security deposit of the party. In the event of the security being insufficient or if no security has been taken from the party, the balance or the total sum recoverable, as may be, shall be deducted from any sum due to the party or which at any time thereafter may become due to the party under this or any other contract with the ICSI-SIRO. If this sum is not sufficient to cover the full amount recoverable, the party shall pay the ICSI-SIRO on demand the remaining balance due along with penalty.
- 3.3 **Dispute Resolution:** Any dispute, difference, controversy or claim ("Dispute") arising between the successful bidder and ICSI-SIRO hereinafter jointly to be called "parties" and singularly as "party" out of or in relation to or in connection with the agreement/contract, or the breach, termination, effect, validity, interpretation or application of this agreement/contract or as to their rights, duties or liabilities hereunder, shall be addressed for mutual resolution by the authorized official of the parties.
- 3.4 **Arbitration:** If, for any reason, such dispute cannot be resolved amicably by the Parties, the same shall be referred to the Arbitration process. In the event of any dispute arising between ICSI-SIRO and the vendor in any matter covered/ touched by this contract or arising directly or indirectly there from or connected or concerned with the said contract, the matter shall be referred to sole arbitrator appointed by mutual consent of the parties.. The decision / award of the Arbitrator shall

be final and binding on the parties. Cost of Arbitration will be shared equally by the parties.

- 3.4.1 The place of the arbitration shall be at The ICSI, 22, Institutional Area, Lodi Road, New Delhi.
 - 3.4.2 The Arbitration proceeding shall be governed by the Arbitration and Conciliation Act of 1996 as amended from time to time.
 - 3.4.3 The proceedings of arbitration shall be in English language.
 - 3.4.4 The parties are not entitled to approach any court of law without resorting to arbitration approach.
 - 3.4.5 The decision / award of the arbitrator shall be final and binding on parties to the arbitration proceedings.
- 3.5 **Jurisdiction:** In respect of any dispute arising between ICSI-SIRO and the vendor in any matter covered / touched this tender / contract or arising directly or indirectly there from or connected or concerned with the said contract, the courts at Chennai shall only have the jurisdiction.
- 3.6 **Right to Black List:** ICSI / ICSI-SIRO reserves the right to blacklist a party / bidder for a suitable period in case such party / bidder fail to honour his bid without sufficient grounds or found guilty for breach of condition /s of the contract or guilty of fraud and mischief and misappropriation or any other type of misconduct on the part of party(s) / bidder(s).
- 3.7 **Confidentiality:** The successful bidder acknowledges that all material and information which has and will come into its possession or knowledge in connection with this agreement or the performance thereof, whether consisting of confidential and proprietary data or not, whose disclosure to or use by third parties may be damaging or cause loss to ICSI / ICSI-SIRO will all times be held by it in strictest confidence and it shall not make use thereof other than for the performance of this agreement and to release it only to employees requiring such information, and not to release or disclose it to any other party. The successful bidder agrees to take appropriate action with respect to its employees to ensure that the obligations of non-use and non-disclosure of confidential information under this agreement are fully satisfied. In the event of any loss to ICSI-SIRO in divulging the information by the employees of the successful bidder, the ICSI-SIRO shall be indemnified. The successful bidder agrees to maintain the confidentiality of the ICSI-SIRO's information after the termination of the contract also. The successful bidder will treat as confidential all data and information about the ICSI-SIRO / Contract, obtained in the execution of this tender including any business, technical or financial information, in strict confidence and will not reveal such information to any other party.
- 3.8 **Sub-Contracting:** The successful bidder will not assign or transfer and sub-contract its interest / obligations under this contract to any other concern / individual without the prior written consent of the ICSI-SIRO.

3.9 Statutory Compliance: The successful bidder will be required to comply with all statutory obligations from time to time applicable to this contract.

3.10 Force Majeure

3.10.1 For the purpose of this Article, Force "Majeure" means any cause, which is beyond the successful bidder control or that of the Institute, as the case may be, which both could not foresee or with a reasonable amount of diligence could not have foreseen, and which substantially affect the performance of the order, such as:-

- War / hostilities
- Riot or civil commotion
- Earth Quake, Flood, Fire, Tempest, Epidemics, Lightning or other natural physical Disaster, Quarantine restricts and Freight embargoes
- Restrictions imposed by the Government or other statutory bodies, which is beyond the successful bidder control or of the Institute, which prevent or delay the execution of the order either by the successful bidder or by the Institute.

3.10.2 If a Force Majeure situation arises, the successful bidder is required to promptly notify ICSI-SIRO in writing of such condition and the cause thereof within a period of three (3) days from the date of happening of such an event requiring invocation of this force majeure article. Unless otherwise directed by the ICSI-SIRO in writing, the successful bidder will continue to perform its obligations under this order as far as is reasonably practical and shall seek all reasonable alternative means for performances of this order.

3.11 Indemnity Clause: The vendor will indemnify ICSI-SIRO against all statutory liabilities present and future arising out of this contract. In the event of violation of any contractual or statutory obligations, the successful bidder will be fully and solely responsible for the same. Further, in the event of any action, claim, damages, suit initiated against ICSI-SIRO by any individual, law enforcement agency or government authority due to acts and omissions, the successful bidder will be liable to make good/compensate such claims or damages to the ICSI-SIRO. As a result of the successful bidder action, inaction or any omissions, if ICSI-SIRO is required to pay any damages to any individual, law enforcement agency or government authority, the successful bidder would be required to reimburse to ICSI-SIRO such amount along with other expenses incurred by ICSI-SIRO or ICSI-SIRO reserves the right to recover but not limited to such amount from the payment(s) due to the successful bidder while settling its bills or from the amount of security deposit lying with ICSI-SIRO. However, ICSI-SIRO reserves its right to take legal recourse as permitted under law of the land. In case of any damage caused to the institution due to negligence, carelessness or inefficiency of staff of the vendor, the vendor shall be responsible to make good the loss. The ICSI-SIRO shall have right to adjust the damage / loss suffered by it from the security deposit or / and to charge penalty as decided by the Institute. Decision of the ICSI-SIRO in this respect shall be final & binding on the vendor.

3.12 Termination: The ICSI-SIRO without prejudice to any other remedy for breach of contract or fails to discharge its obligation under this contract without sufficient

ground or found guilty for breach of condition(s) of the contract negligence, carelessness, inefficiency, fraud, mischief and misappropriation or due to any other type of misconduct by the successful bidder or by its staff or agent, by giving written notice of default, sent to the vendor, terminate this contract in whole or in part:

- 3.12.1 If the vendor fails to deliver any or all the services within the time period(s) specified in the contract, or any extension thereof granted by the ICSI-SIRO.
- 3.12.2 If the vendor fails to perform any other obligations under the contract and
- 3.12.3 If the vendor, in either of the above circumstances, does not remedy his failure within a period of 15 days (or such longer period as the ICSI-SIRO may authorize in writing) after receipt of the default notice from the ICSI-SIRO.
- 3.12.4 Without any notice or on a notice period of maximum of 30 days.
- 3.12.5 Any pending or unresolved operational issues, performance, unpaid fees and any other remedies shall be continued by the vendor during the period of the termination notice and the same must be satisfied / completed before the contract is terminated. The ICSI-SIRO may also put in place any other vendor for carrying out the remaining work and expenditure incurred on same shall be recovered from the defaulting vendor.

The services indicated in Part "C" (Financial Bid) are tentative and may be increased / decreased at the sole discretion of the Institute and the vendor shall have no right to claim any minimum/definite/guaranteed volume of service.

For any details / clarifications, bidders may contact **Mr.Chenna Kesava Chebrolu / Mr. Gautam Mullick / Ms. Roby Joseph** (e-mail: siro@icsi.edu) Tel: 044 – 2827 9898 / 2826 8685.

Date: 30.10.2025

The Regional Director, ICSI-SIRO

(Annexure A)

**THE INSTITUTE OF COMPANY SECRETARIES OF INDIA-SOUTHERN INDIA REGIONAL OFFICE
ICSI-SIRC HOUSE, NO.9, WHEAT CROFTS ROAD, NUNGAMBAKKAM, CHENNAI – 600034**

Tender No. ICSI-SIRC/Security/2025**Date: 30.10.2025**

Name of the tender: TENDER FOR PROVIDING OF SECURITY SERVICES ROUND THE CLOCK (24 HOURS) AT ICSI-SIRC HOUSE, NO.9, WHEAT CROFTS ROAD, NUNGAMBAKKAM, CHENNAI-600034

PART 'B' (TECHNICAL BID)**Form I: PARTICULARS OF BIDDER****(ALL COLUMNS ARE TO BE FILLED IN BLOCK LETTERS)**

1. Name of the bidder

(a) Trade Name _____

(b) Status of the Bidder _____

(Limited Co./LLP/Partnership/Proprietorship)

(Enclose self-attested copy of document)

(c) Name of CEO/Directors /Partners/ Proprietor _____

2. Postal Address _____

3. Telephone No. / Mobile No. for communication _____

4. (a) E-mail-id (mandatory) _____

(b) Website address (if available) _____

5. Bank Draft No, date, Bank name and amount (if applicable)/MSME or NSIC Regn. No.

(a) Tender Fees _____

(b) EMD _____

(c) MSME/NSIC Regn. No. (if applicable) & its valid period _____

(Enclose self-attested certificate photocopy)

6. Name of the Banker, Branch Name, A/c No. and IFS Code _____

7. PAN (Enclose self-attested photocopy) _____

8. GSTIN Code (Enclose self-attested photocopy) _____

9. Trade License/Business License/CIN (if applicable) _____

(Enclose self-attested photocopy)

10. Any other Relevant Information _____

(e.g. Number of Years of Experience in similar line of business / Turnover for last Financial year)

I/We hereby declare and affirm that I/we have read and understood the terms and conditions of this tender/quotation/NIT as stipulated in the tender notice No._____. Accordingly, I/ we accept the terms and conditions and hereby offer the rates for “_____ (name of the work or supply)” as per Financial Bid (Part 'C').

Signature _____

(Authorized signatory of the bidder)

Name of the bidder _____**Official seal of bidder** _____**Date** _____

- NOTE: Please submit all supporting documents (self-attested photocopy) wherever applicable in support of the information furnished above with seal and signature of the bidder's authorized representative.

(Annexure B)

**THE INSTITUTE OF COMPANY SECRETARIES OF INDIA-SOUTHERN INDIA REGIONAL OFFICE
ICSI-SIRC HOUSE, NO.9, WHEAT CROFTS ROAD, NUNGAMBAKKAM, CHENNAI – 600 034**

Tender No. ICSI-SIRC/Security/2025**Date: 30.10.2025**

Name of the tender: TENDER FOR PROVIDING OF SECURITY SERVICES ROUND THE CLOCK (24 HOURS) AT ICSI-SIRC HOUSE, NO.9, WHEAT CROFTS ROAD, NUNGAMBAKKAM, CHENNAI – 600 034

Form II: Eligibility Criteria Details

S.No.	Particulars	Response Yes/No	Supporting Document Reference with Page No.
i.	Bidder must have GST registration and PAN. (Please enclose self-attested photocopy of the documents).		
ii.	Bidder must have Registration under Employee Provident Fund and Miscellaneous Provisions Act, 1952. (Please enclose self-attested photo copy of the certificate)		
iii.	Bidder must have Registration under Employees State Insurance Act., 1984. (Please enclose self-attested photo copy of the certificate)		
iv.	Bidders must have Registration under the contract labour (Regulation & Abolition) Act, 1970. (Please enclose self-attested photo copy of the certificate)		
v.	Bidders must have Registration under the Private Security Agencies Regulation Act, 2005. (Please enclose self-attested photo copy of the certificate)		
vi.	Bidder must have at least 5 years' experience of providing Security service in reputed training or educational institutes/PSUs/ Central/state government establishments with full satisfaction of the client ended as on tender date. (Please enclose certificates from the previous or existing clients).		
vii.	The bidders must have an organized and established command structure, which can respond immediately as per requirements of the Institute (Please enclose organizational structure on bidder's letterhead with specific name, designation and their qualification).		
viii.	Bidder must have strength of at least 20 security guards in its Chennai branches. (self-attested latest PF statement downloaded from the EPFO website showing deposit of PF for full month in the respective accounts of the personnel).		

ix.	Bidder must not have defaulted on any bank / financial institute loans in the past. There should not be any statutory dues or undisputed liability (Please enclose undertaking on bidder's business letterhead signed by the authorized signatory).		
x.	Bidder must have average turnover of Rs.60 Lakhs (Rupees Sixty Lakhs) per year in last three years (F.Y. 2022-23, 2023-24 and 2024-25). (Submit the certified audit report of the relevant financial year with technical bid).		
xi.	Bidder must have sufficient supervisory staff, in addition to the requisite number of security guards, proficient in managing the Security service being provided at the ICSI-SIRC House, No.9, Wheat Crofts Road, Nungambakkam, Chennai - 600034 (Please enclose undertaking on bidder's business letterhead signed by the authorized signatory).		
xii.	The bidder must submit Self-Certificate on the letter head of the bidder by declaring that the bidder has not been ever blacklisted by any Central/State Governments/PSU's, etc.		

NOTE:

- a) Tender document each and every page has to be signed and stamped by bidder.
- b) Conditional bids will be summarily rejected.

**Name and Signature of Bidder
with official Seal**

(Annexure C)

Form III: Tender acceptance letter to be printed on business letterhead of the bidder and to be submitted with the Technical Bid

To
**The Regional Director
The Institute of Company Secretaries of India-SIRO
ICSI-SIRC House,
No.9, Wheat Crofts Road,
Nungambakkam, Chennai – 600034**

**Sub: TENDER FOR PROVIDING OF SECURITY SERVICES ROUND THE CLOCK (24 HOURS) AT
ICSI-SIRC HOUSE, NO.9, WHEAT CROFTS ROAD, NUNGAMBAKKAM, CHENNAI – 600034**

Sir,

This is with reference to the tender no. **Tender No. ICSI-SIRC/Security/2025, Dt. 30.10.2025** due on November 13th, 2025. We are interested to participate in the **TENDER FOR PROVIDING OF SECURITY SERVICES ROUND THE CLOCK (24 HOURS) AT ICSI-SIRC HOUSE, No.9, WHEAT CROFTS ROAD, NUNGAMBAKKAM, CHENNAI – 600034.**

We declare that:

- i) We have read and understood the terms and conditions given in the quotation / tender Document;
- ii) We are eligible for award of the contract as per the qualification criteria mentioned in the quotation / tender Document;
- iii) We accept and agree to all the terms and conditions of the quotation / tender;
- iv) We shall comply with all the terms and conditions of the quotation / tender;
- v) All the information / documents provided in this bid are true to the best of our knowledge and belief. If at any stage, the information / documents are found to be false, misleading or incorrect then this Bid / Purchase Order shall be cancelled at our cost and risk and we shall indemnify the Institute (ICSI-SIRO) for the loss caused due to the cancellation and we shall be liable for penal / legal action including black listing by ICSI-SIRO.
- vi) We understand that ICSI-SIRO reserves the right to cancel the quotation / tender at any stage or cancel / reject any one or more bid without incurring any liability.
- vii) The duly signed copies of all the tender pages are attached herewith.

(Signature of the Bidder)

Name :

Designation

Official seal/ stamp

Date:

**THE INSTITUTE OF COMPANY SECRETARIES OF INDIA-SOUTHERN INDIA REGIONAL OFFICE
ICSI-SIRC HOUSE, NO.9, WHEAT CROFTS ROAD, NUNGAMBAKKAM, CHENNAI – 600034.**

Tender No. ICSI-SIRC/Security/2025

Date: 30.10.2025

Name of the tender: TENDER FOR PROVIDING OF SECURITY SERVICES ROUND THE CLOCK (24 HOURS) AT ICSI-SIRC HOUSE, NO.9, WHEAT CROFTS ROAD, NUNGAMBAKKAM, CHENNAI - 600 034

PART 'C' (FINANCIAL BID)

The bidder has to quote rate inclusive of all i.e. cost of manpower, tools and tackles, consumables, enabling services or any other arrangement required to be available for providing effective service as per terms of the contract, statutory benefits to its manpower and statutory taxes and duties except GST which is to be shown separately as per the financial bid format.

A1 :

S. No.	Components	Proposed rates in compliance with Central Government Minimum rates of Wages
		Charges per 1 Security guard
	Service Account Code (SAC)	
	Basic (as per Central Govt. Minimum Wages)	
	D.A. (as per Central Govt. Minimum Wages)	
A.	Total Basic Wage (as per Central Minimum Wages) for 8 hrs. Duty (Basic + DA)	
B.	P.F. (@___%)	
C.	E.S.I. (@___%)	
D.	Relieving Charges/Cost of weekly off	
E.	Bonus (@___%)	
F.	Any other Charges please specify	
G.	Sub Total (A+B+C+D+E+F)	
I	Service Charge (i.e Agency Charges)	
	Sub Total (G + I)	
J.	(Cost per UNIT including Service Charge) for 8 hrs. duty except GST	
K	GST @ 18% or under RCM	
L	Total Cost all-inclusive including GST (J + K)	

Note: Please quote as per the Central Government Minimum Wages Act.

A(ii): Bidders have to quote the %-age increase or decrease on the above quoted Service Charge (S.No. G) for the third, fourth and fifth year, if applicable. Institute may or may not renew contract for third, fourth and fifth year at its discretion. If the contract is renewed for third, fourth and fifth year the below mentioned %-age increment in rate will be applicable and GST will paid separately as applicable. If bidder wishes to keep their rate unchanged for 3rd, 4th and 5th year they may fill up the below columns as zero (0).

- (i) Service Charge for the 3rd year % (if any): _____%.
- (ii) Service Charge for the 4th year % (if any): _____%.
- (iii) Service Charge for the 5th year % (if any): _____%.

(Signature of the Bidder)

Name :

Designation

Official seal/stamp

Date: