

Tender Sr. No. **ILI/Security/02/2018**

TENDER DOCUMENT

For
Providing Security Services

In

THE INDIAN LAW INSTITUTE
Bhagwan Das Road, New Delhi-110 001

This Tender Document Contains **16**

Note: Draft of Rs. 1000/- be attached if Tender Document is downloaded from the website in addition to the Earnest Money Deposit (EMD).

The Indian Law Institute

CONTENTS OF TENDER DOCUMENT

Section No.	Description of contents	Page No.
I	Important Information related to Tender	3
II	Eligibility and Earnest Money Deposit	4
III	Submission and opening of Tenders	5
IV	Liabilities of Agency, Duty Hours	6-7
V	Duties and Responsibility of Watch and Ward Personnel	8
VI	Legal Liability and Responsibility of Agency	9-10
VII	Termination of Tenders, Arbitration	10
VIII	Scope of Work and Working Hours, Area covered under the Scope of Work	11
IX	Performance Evaluation, Mode of Payment, Liabilities of Agency	11-12
X	Penalties, Termination of Contract	13
XI	Technical Bid Format	14
XII	Financial Bid Format	15
XIII	Performance Certificate	16

IMPORTANT INFORMATION RELATED TO TENDER

1	Purpose of RFP	Engagement of Agency for providing security Services.
2	Date Of issue	02-02-2018
3	Earnest Money Deposit	Rs.5000
4	Last Date for Submission	28-02-2018 1500 hrs
5	Bid Validity	90 days
6	Address for Submission	THE REGISTRAR, The Indian Law Institute Opposite Supreme Court of India, Bhagwan Das Road , New Delhi-110 001
7	Date of Opening of Technical bid	06-03-2018 1500 hrs
8	Date of Opening of Financial bid	To be notified at a later date after the Technical evaluation is completed. Shortlisted Service Provider shall be notified in writing or through mail/mobile.
9	Contact for any queries	011-23387526 or admin@ili.ac.in

The Indian Law Institute

Bhagwan Das Road, New Delhi-110001

Ph No: 23387526, 23382190 www.ili.ac.in

Tender Documents for Providing Security Services in Indian Law Institute Campus

A. Eligibility Conditions

1. A registered company ,firm or agency having experience of at least Ten years in Security Services having minimum annual turnover of Rs 20 Lakhs during the preceding three financial years ending 31st March 2017 and experience of undertaking at least three independent projects in security services worth of Rs 3 Lakhs each.
2. The Tenderer should be registered with the Competent Authority for providing such services and should have PAN/TAN number, Sale Tax/Service Tax registration/License from labour department/EPF/ESI A/c No.
3. The Tenderer shall have established office in Delhi/National Capital region.
4. The Tenderer should have 5 years experience in dealing with Govt Dept, Semi-Govt, Corporate Sector/Institute Campuses/Autonomous bodies/Courts/Hospitals etc.
5. The Tenderer should not be blacklisted by any Govt., Semi-Govt., Dept or any other organization in the last 3 years. Self declaration-No Blacklisting

B. SUBMISSION & OPENING OF TENDERS

EARNEST MONEY DEPOSIT (EMD)

- (I) Tender should be submitted on specified format supplied by Indian Law Institute or downloaded from Indian Law Institute website alongwith Account Payee Demand draft of any nationalised scheduled bank amounting to Rs 5,000(Rs Five Thousand only) with validity of not less than 3 months beyond the validity period of tender, drawn in favour of "Indian Law Institute" towards E.M.D. In case the downloaded Tender Document is submitted an additional demand draft(separate) of Rs 1000/- will be required to be attached.
- (II) The E.M.D of successful Tenders will be returned after finalisation of the contract. No interest shall be paid on the EMD. In case of successful tender, amount paid as EMD will be adjusted towards performance security deposit and this amount will not carry any interest.
- (III) Both the Technical Bid & Financial Bid should be placed in separate sealed envelopes and both sealed in bigger envelope superscribing "Tender for Security Services". EMD should be with Technical Bid.
- (IV) Technical Bid will be **opened on 06.03.2018 at 4.00 pm** in the seminar hall of the Indian Law Institute in presence of Tenderers if any and for opening of financial bid date, time, and venue will be conveyed to technically qualified tendered by post/telephonically.
- (V) The Registrar, Indian Law Institute will have full authority to reject any /all offers without assigning any reasons. Any enquiry after submission of the tender will not be entertained.
- (VI) Before submitting the tender, the tenderer must ensure that they strictly fulfil all the eligibility conditions to avoid rejection of their tender.

- (VII) The Agency submitting the tender would be presumed to have considered and accepted all the terms & conditions of this tender. No enquiry, verbal or written shall be entertained in respect of acceptance and rejection of the tender.
- (VIII) Tender should be dropped in the box kept in room no 1 of the Indian Law Institute, New Delhi between 10.00 am to 5.00 pm. No tender will be accepted after expiry of last date mentioned in this document.
- (IX) Tenderer are advised to carry out survey of the Indian Law Institute campus, before quoting so as to fully acquaint themselves of the conditions on ground.
- (X) Item rate quotations having 15 % above or below the reasonable rates are liable to be rejected.
- (XI) The security deposit will be refunded on the completion of the contract period without any interest payable on it.

C. CHECKLIST OF DOCUMENTS

- 1. The 'Technical Bid' and 'Financial Bid' shall be submitted in the respective forms as provided in this document and sealed in separate covers marked.
- 2. Tender is liable to be rejected without EMD.
- 3. Every page of Tender document should be signed by the Tenderer with seal.
- 4. Letter of authorisation of the person signing the documents/bids from the company/firm empowering him/her to sign the documents on behalf of company/firm shall be enclosed with the tenders.

D. SUBMISSION & OPENING OF TENDERS

- 1. Tenders will be received on or before 28.02.2018 upto 3.00 pm. No tenders will be accepted after the above mentioned date and time.
- 2. The tenders shall be put in the "Tender Box" placed in Room No 1,Ground floor, Indian Law Institute, Bhagwan Das Road ,New Delhi-110001
- 3. Tender will be opened on 06.03.2018 at 3.00 pm in the presence of tenderers, if any.
- 4. The right of rejection of any tender, without assigning any reason, is reserved with the Registrar, Indian Law Institute.
- 5. The Institute will have full authority to reject any /all bids without assigning any reasons.Any enquiry after submission of tender will not be entertained.
- 6. Before submitting the tender, the Tenderer must ensure that they satisfy all the eligibility conditions to avoid rejection of their tender.
- 7. Both the Technical Bid and Financial Bid should be placed sealed envelopes. Both these two envelopes along with EMD of Rs 5,000/- shall be placed in a third envelope super-scribing "Tender for Security Services"
- 8. The Agency submitting the Tender would be presumed to have considered and accepted all the terms & conditions of this tender. No enquiry, whatsoever, verbal or written shall be entertained in respect of acceptance and or rejection of tender
- 9. Item rate quotations having 15% above or below the reasonable rates are liable to be rejected.
- 10. Tenderer are advised to carry out survey of the Institute campus before quoting so as to fully acquaint themselves of the conditions on ground.

E. Liabilities of Agency

1. The Agency shall compensate in full the loss sustained by the Institute from time to time on account of any theft, burglary and tampering with the locks of the premises. The amount of loss to be compensated shall be determined by the Institute and the same shall be binding on the Agency. In addition to this, Agency shall also be liable to pay penalty, in each case, as per clause R.
2. The agency shall be responsible for any loss of office equipment (including integral parts & consumable therein), Fixtures and Articles installed on the site. All losses suffered by the Institute on this accounts shall be compensated in full by the Agency. The Agency can suggest any practical proposal to have an effective vigilance/surveillance to check pilferage. They will be considered on merit by the Institute and acceded to if deemed fit. The decision of Institute shall be binding on the Agency.
3. The eligibility criteria for various category of security personnel is as under.
 - (a) The personnel deployed shall only be Ex-Servicemen and must be medically fit for the job and free from any contagious disease.
 - (b) Educational Qualification & Experience for Security Guards/Supervisor:-

Description	Security Guard/Supervisor
Age	Below 56 years
Height	Minimum 5' 6"
Educational Qualification	Matric
Experience	Minimum 3 Years
Character	Good

4. A complete list of the watch and ward personnel to be engaged by the Agency for deployment at the site, shall be furnished by the Agency along with complete address and other antecedents after acceptance of tender. The agency shall deploy only those whose antecedents have been got verified by the Delhi Police. No wages shall be payable in respect of such watch and ward personnel in whose cases documentary evidences are not submitted by the Agency to the Institute.
5. The agency shall have to submit the weekly duty chart prior to the commencement of the week and the daily attendance sheet of all the watch and ward personnel deployed to the Institute or Authorised officers of the Institute, failure to do so will result in non-payment for the day/days for which the duty charts/attendance sheet is not furnished.
6. The Agency shall not replace the Watch and ward personnel at random his shall be done with prior approval of the officers in charge and full particulars of the watch and ward personnel shall be given to officer in charge. In case any of the watch and ward personnel is found to be posted without the previous knowledge of the Institute, then the Institute shall not be liable to pay for such watch and ward personnel deployed.
7. The Agency shall be liable to make substitute arrangement in case of the absence of the watch and ward personnel. Similarly, the Agency shall have to take substitute arrangements in case of the weekly offs, and no extra payment shall be payable on this account. The agency shall man all the watch and ward personnel check posts and other locations as specified by Institute on all days of

- the week. No Short leave or meal relief shall be permitted to the watch and ward personnel unless the Agency provides suitable substitute without any extra payment. The agency has to keep sufficient number of leave reserve.
8. The agency shall ensure that at no time, any watch and ward point is left unnamed. A register shall be maintained by the Agency at every gate where round the clock duty is performed.
 9. The institute shall arrange to provide lock/seal for stores, godowns and offices etc to the satisfactions of the Agency, wherever possible.
 10. The institute shall be authorised to fix timing of the various duty shifts. A single duty shift will have normal duration of eight hours. In case of any compelling reasons, if the duty shift is to be extended, the same shall not be resorted to by the Agency without the prior consent of the Institute.
 11. The agency shall arrange to dress all on duty watch and ward personnel smartly and neatly on security forces pattern according to season i.e summer uniform during summer and winter uniform during winter and a badge bearing his name and designation. The dress shall be of uniform colour and design. The agency has to also ensure good behaviour of watch and ward personnel with officials of Institute and visitors to the site. They shall abstain from taking part in any staff union and association activities.
 12. The watch and ward personnel should ensure that the entry of visitors(Pedestrians, Scooterist, Motor Cyclist or Motorist) be allowed only after recording in the register at the entrance to check entry of any vehicles should be regulated as per the directions of the officers concerned, of the Institute.
 13. If any ward and watch staff is found absent from the place of duty the Institute will deduct double of the amount which is payable for the duty.
 14. The quality and discipline of watch and ward personnel should be ensured regularly (daily, weekly, fortnightly or monthly).Daily reports will be prepared by the Agency and the same should be submitted to the Institute. Appropriate records in reference to above shall be maintained by the Agency at its own cost.
 15. The Institute for the maintenance of Records will provide no stationary and other allied items.
 16. In case additional security guards are required on specific occasions, the agency shall claim extra payment for the additional guards deployed as approved by the Institute.
 17. The agency shall also provide following items/articles at its own cost:
 - (a) Torches and cells to the watch and ward personnel on night duty.
 - (b) Duty charts at specified locations for inspection
 - (c) Raincoats to their watch and ward personnel for rainy season
 - (d) Stationary & allied items for the keeping of records.
 - (e) Uniforms for the personnel on Duty according to season.
 - (f) Bent Rod (Lathi) to Guards.
 18. The agency will ensure the presence of its entire personnel in their full strength on all working days, and reduced numbers on such other days as may be required and notified from time to time. If personnel of the Agency are on leave/absent, the Agency will be duty bound to provide alternate arrangement with equally trained and qualified personnel without fail. No person shall make himself unavailable without alternative arrangements having been made and due notice given ti the Institute.

19. The bidder(s) shall declare in writing that neither he /she nor his /her any family member is an employee of the Institute. He/she shall also declare that none of his/her relatives is an employee of the Institute.

F. Duty Hours(For ALL Ranks) On All the seven days of the week

S.No	Shifts	Timing	No of person required
1	First Shift	7.00 am to 3.30 pm	4 person
2	Second Shift	3.30 pm to 11.00 pm	4 person
3	Third Shift (night)	11.0 pm to 7.30 am	2 person
4	General Shift	9.00 am to 5.30 pm	2 person

For posts manned in one shift

General Shift-9.00 am to 5.30 pm(with 00.30 minutes staggered lunch break with appropriate arrangement to be made by the agency)

(Duty timing can be determined by the Institute as per requirement and necessity)

Note: The Guards will hand over the charge to the next shift guard before leaving the duty.

G. DUTIES AND RESPONSIBILITIES OF WATCH AND WARD PERSONNEL

- a) The respective Watch and Ward Supervisor will be responsible for overall Watch and Ward arrangements of the Institute.
- b) The Supervisor will ensure that all the instructions of the Institute are strictly followed and there is no lapse of any kind.
- c) Requirement of posting of watch and ward supervisors/ guards will be reviewed and monitored by the Institute from time to time.
- d) Watch and Ward personnel deployed in the premises on holiday and Sunday will be assessed as per actual requirement and the number of personnel will be suitably reduced/ increased (If required).
- e) The watch and ward personnel will also take round of all the important sensitive points regularly at the interval of one hour and the duty report will be prepared at the interval of every shift.
- f) The watch and ward personnel will be on duty for twenty four hours (round the clock in three shifts of eight hours each) and will also take care of the all store(s) mentioned/ lying within the site and also the cycle stand, vehicle/ car parking etc. in the site.
- g) The watch and ward personnel are required to keep the keys of all the rooms of the respective wing, where they are deployed and open and close the same as & when required by the authorized officials.
- h) The watch and ward personnel deployed at the entry and exit gates of VIP cars are required to open and close the gates, whenever an authorized car enter/ exits through the gates.
- i) It will be the duty of the Watch and ward guards to open the locks to enable cleaning operations in the building. They are also required to be present and vigilant in the site during the entire.

- j) Work of the cleaning operations. Moreover, they will also open the premises as and when required for Civil & Electrical Maintenance works by authorized officials on holidays. Authentic Records of all maintenance activity in the site will be maintained, in consultation with the Institute, which should be made available for any later date investigation, if required.
- k) The watch and ward personnel shall carry out such other duties as are entrusted to them from time to time by the Institute.
- l) Entry of street Dogs and Cattle's etc. into the site is to be prevented by the watch & ward personnel.
- m) The watch and ward personnel on patrol duty should take care of all the water taps, valves and water hydrants installed in the open are and other parts of premises.
- n) Watch and ward personnel should ensure that flowers, plants, trees and grassy lawns are not damaged either by the staff or by the outsiders.
- o) The watch and wards personnel will also help the fire fighting staff in extinguishing the fire, or meeting any exigency, if there is a fire or any other natural calamities at the site. The watch and wards personnel deployed should be well conversant with the fire fighting procedure and apparatus at the site. A certificate to the effect that the watch and ward staff deployed on site are conversant with Basic Fire Fighting Techniques and conversant with the Evacuation procedure of the site, shall be furnished by the Agency within one month of commencement of providing service. In case of change in staff it will have to be resubmitted along with notification of change.
- p) That the watch and ward personnel shall be available all the time as per their duty roaster and they shall not leave their place of duty without the prior permission of the Institute, or they are duly relieved, even if it results in extended duty hours.

H. LEGAL LIABILITY AND RESPONSIBILITY OF AGENCY

1. It will be responsibility of the Agency to get all the related clearances as applicable under the Indian Laws and complete the necessary formalities as required under relevant statutes, rules and regulations.
2. The agency shall comply with all the statutory provisions as laid down under various Labour Laws/ Act/ Rules like minimum Wages, Provident Funds, ESI, Bonus, Gratuity, Contract Labour (R&A) Act, 1970, Delhi Works Contract Act and other Labour Laws/ Acts/ Rules in force from time to time at its own cost (from within the rate quoted). In case of violation of such statutory provisions under Labour Laws and/or any other law applicable, by the Agency, there will not be any liability on part of the Institute. The wage disbursement will be in the presence of Authorized Representative of Institute.
3. In every case in which by virtue of the provision of the Works man's Compensation Act or any other Act, the Institute is obliged to pay compensation to such person employed by the tenderer in execution of the work, then the Institute will be entitled to recover from the Agency the amount of compensation so paid.
4. The Agency has to maintain all the relevant records, register and documents as required by the Labour Department, Regional Provident Funds

- Commission and Employees State Insurance Corporation or other local bodies as per the existing rules and/or regulations as amended from time to time.
5. The agency has to maintain all the relevant records, register and documents as required by the Labour Department, Regional Provident Funds Commission and Employees State Insurance Corporation or other local bodies as per the existing rules and/or regulations as amended from time to time.
 6. The agency shall indemnify to the Institute against any payments to be made under and for the observance of the above mentioned various laws and rules.
 7. The Security agency shall follow the labours laws etc. for its workers.

I. LIABILITY OF THE INSTITUTE

1. The Institute shall not provide any residential accommodation to the watch and ward personnel employed by the Agency. No cooking or lodging shall be allowed in the Institute for the personnel engaged by the Agency.
2. The Institute will be under no obligation to provide employment to any personnel of the Agency after expiry of tender/agreement/contract period and the Institute recognizes no employer-employee relationship between Institute and the personnel deployed by the Agency.
3. The Institute shall not be responsible financially or otherwise for any injury to the watch and ward personnel in the course of performing the watch and ward functions as per this tender.

J. TERMINATION OF TENDER

1. If the agency at any time makes default in executing watch and ward job with due diligence and continue to do so, and / or the Agency commits defaults in complying with any of the terms and conditions of tender and does not remedy it or does not take effective steps to remedy it, or fails to complete the work as per terms and conditions of the tender and does not complete them within the period specified in the notice given to him in writing, the Institute may without prejudice to any other right or remedy, which shall have accrued or shall accrue thereafter to the Agency, cancel the tender/ contract/ agreement, after one month's notice and security deposit of the Agency will also be liable to be forfeited by the Institute. Institute on such cancellation shall have powers to carry out/ execute the work through other agencies by any means at the risk and cost of the Agency.
2. The Institute reserves the right to terminate the contract without assigning any reason by giving to the tenderer one month's notice of its intention to do so and on the expiry of the said period of notice, the tender/ contract/ agreement shall come to an end without prejudice to any right of remedy that may be accrued to the Agency.
3. If any information furnished by the tenderer is found to be incorrect at any time, the tender/contract/agreement is liable to be terminated, (after one calendar month) and the security deposit will be forfeited by the Institute.
4. In case the Agency wants to terminate the tender/contract/agreement, it shall have to give three month's notice in advance to this effect to the Institute.

K. ARBITRATION

Any disputes arising out of and in relation to this agreement can be mutual consent be referred to arbitration by a sole arbitrator, acceptable to both the parties i.e. the company/ Agency and the Institute. The arbitration would be conducted and governed by and under the provisions of Arbitration Act, 1996. Any legal dispute will be subject to jurisdiction of Delhi Courts and no other Court and no other Court) shall have the jurisdiction.

L. SCOPE OF WORK AND WORKING HOURS

1. The Agency shall be responsibility for the Security Services in the Institute and the agency or the personnel deployed by the agency shall work under overall supervision and direction of the Registrar, Indian Law Institute. The agency shall follow instructions from the Registrar or any such Officer so authorized by him to carry out for the purpose of the security of the Institute.
2. The agency shall provide additional security men in cas eof demand or on functions of the Institute. The agency shall also provide for the relieving of the security men at the end of the shift/ absence of the security men deployed.
3. The security agency shall be responsible for the discipline of the security personnel deployed by them.
4. The employees engaged by the security agency will be employment of the Security Agency only and not by the Indian Law Institute. The Security Agency should ensure payment of wage at Minimum Wages as prescribed/ revised by the Government and other service benefits to its personnel as prescribed in the Payment of Bonus Act, Payment of Gratuity Act and other Labour enactments. The Agency shall submit the proof of the payments of statutory dues in respect of the persons engaged in the ILL.
5. Only able bodied, physically fit, well trained, disciplined and honest personnel not below the age of 21 years and above 56 years shall be deployed for performing the security duties.
6. A representative of the security agency will report at least once in a week for coordination with the concerned officer of the Institute.

M. AREA COVERED UNDER THIS SCOPE OF WORK

The Indian Law Institute building, for the purpose security services, includes ground floor, Library including stack rooms, Administrative Block, Faculty wing, Seminar/ Lecture Halls, Annexe including 14 rooms in four floors, Directors residence at 3rd Floor & open area in and around the building including lawn. The area also includes Library books, computers, machines, other office equipments, ceiling & fixtures, electric fans, office furniture and plants etc.'

N. PERFORMANCE EVALUATION

1. The Senior Officer of the security agency should visit and check the security staff periodically in different shifts and monitor their performance.

2. The security agency shall accept the responsibility for all acts or omission of its employees in relation to assets directly handed over and personally guarded by the security staff. In case of theft/ pilferage of any property belonging to the ILI, the concerned officer in charge of the ILI will immediately register complaint with the police and inform the security agency for investigation. It will be responsibility of the security agency to pursue the matter with the police with the assistance of the concerned Officer-in-Charge.
3. The guards shall be so vigilant so that no person shall carry away any articles belonging to the office out of the building without the written instructions of the Registrar, ILI/ concerned Officer in Charge.

O. MODE OF PAYMENT

The Agency will submit monthly bills to the Institute and the Institute will pay by 10th of succeeding month on submission of the bill for the past month. The payment will be made by Account Payee Cheque of a New Delhi Bank after deducting the statutory payments of TDS. However, it is the responsibility of the Security Agency to produce previous months ESI, PF contribution receipts containing employee's registration numbers and payments as per minimum wages to the satisfaction of the Indian Law Institute. The Agency shall also submit a copy of the wages register to the ILI in respect of wages paid to the person engaged in the ILI.

P. DURATION OF CONTRACT

The duration of the contract will be, initially, for **two years**, which can be extended on year to year basis (but not more than 4 years) by mutual consent and satisfactory performance of he security services.

Q. LIABILITIES OF AGENCY

1. The Agency shall compensate in full the loss sustained by the Institute from time to time on account of any theft, burglary and tampering with the locks of the promises. The amount of loss to be compensated shall be determined by the Institute and the same shall be binding on the Agency. In addition to this, Agency shall also be liable to pay a penalty, in each case, as prescribed in the tender documents.
2. The agency shall also be fully responsible for any loss of office equipment (including integral arts & consumable therein.). Fixtures and Articles installed on the site. All losses suffered by the Institute and acceded to if deemed fit. The decision of Institute shall be binding on the Agency.
3. The Security agency should deposit 10% of the Value of the contract with the Institute as Security Deposit (applicable only in case of successful bidder) either in cash or by form of Bank guarantee from a Nationalised Bank valid for the period of contract.

R. PENALTIES

1. For misbehaving on part of security staff Rs. 1000/- per default.
2. For non-wearing of uniform and/or identity card Rs. 1000/- per default.
3. For causing nuisance/ damage to public property i.e. Institute and its campus – 3 times of the market value of such property or Rs. 5000/-, whichever is higher, per default.
4. For removal of any item(s) for which the agency is not authorized – 3 times of the market value of such property or Rs. 5000/-, whichever is higher, per default.
5. For violation of any of the condition of the contract, Rs. 5000/- per default.
6. In case the Security Guard is found absent from the duty and if no alternative arrangement is made by the Agency, then a penalty of Rs. 500/- per guard per duty will be imposed.
7. The mode of recovery will be as under:

	Amount of Loss	Mode of Payment
a)	Upto Rs. One Lakh	To be recovered directly from the Company
b)	Beyond Rs. One Lakh	To be recovered from the Monthly Bill

S. TERMINATION OF CONTRACT

1. The Security Agency shall strictly comply with the terms and conditions of the agreement. In case of violation of any of the terms, the agreement shall be liable for cancellation immediately at the instance of the Indian Law Institute and the security deposit shall stand forfeited and shall not be refunded.
2. However, if Security Agency wanted to discontinue, a notice of 3 months is required to enable the ILI to make alternative arrangements.

The Indian Law Institute

TENDER NOTICE No.ILI/Security/02/2018

Part – A (TECHNICAL BID)

Profile / Details of Security Agency

1	Name & Address of the Security Agency 1. Tel: 2. Fax: 3. e-mail: 4. Mobile:	
2	Name and Position of contact person	
3	Organizational (Personnel) Chart of the Agency (Including field executives)	
4	Infrastructure of the Agency 1.Controlling Room 2.Training 3.Communication 4.Vehicles 5. Others (If yes give details attach proof)	
5	Three Major Clients (with 30 or more personnel in an unit at New Delhi/NCR Contract period, contact person with phone number)	
6	Turnover for last three years (copies of IT returns, P & L A/c, B/sheet be enclosed)	
	Details of infrastructure and training facilities (e.g. Offices, number of employees etc.) be	
7	Security Agency 1.Registration No; 2.PF Registration No: 3.ESI Registration No: 4.GST : 5.IT PAN: Other Registration if any	
8	Any other information the agency may like to provide	Attach additional sheets

THE INDIAN LAW INSTITUTE

TENDER NOTICE No.ILI/Security/02/2018

Part - B (FINANCIAL BID)

FORM FOR TENDER RATES TO BE QUOTED PER MONTH

Sl.No	Category	Rate Per Personnel
1	Security Guards	
2	Security Supervisors	
3	Other details (charges, if any)	

Signature and seal

I certify that all the terms and conditions of the tender documents are acceptable to us.

Signature of the Authorised Person of the Concern

Full Name _____

Designation _____

Company SEAL _____

Date:

SELF DECLARATION – NO BLACKLISTING

To
THE REGISTRAR
Indian Law Institute,
Bhagwan Das Road,
New Delhi – 110 001

Ref.: Tender for Providing Security Service in the Indian Law Institute (ILI), New Delhi

Dear Sir,

Apropos to the Tender for Selection of Providing Security Services to the ILI, we hereby declare that presently our Company/ Firm _____ is having unblemished record and is not declared ineligible for corrupt & fraudulent practices either indefinitely or for a particular period of time by any State/ Central Government/ PSU/ Autonomous Body.

We further declare that presently our Company/ Firm _____ is not blacklisted or debarred and not declared ineligible for reasons other than corrupt & fraudulent practices by any State/ Central Government/ PSU/ Autonomous Body on the date of Bid Submission including violation of relevant laws.

If this declaration is found to be incorrect then without prejudice to any other action that may be taken our security may be forfeited in full and the bid, if any to the extent accepted may be cancelled at any stage and the contract may be terminated and we shall be barred from bidding in future against any other tender.

Thanking you,

Yours faithfully,

Place: _____
Date: _____
Signature _____
Name _____
Seal of the Organization _____