



# THE INSTITUTE OF COST ACCOUNTANTS OF INDIA

(Statutory Body under an Act of Parliament)  
CMA Bhawan, 3 Institutional Area,  
Lodhi Road, New Delhi-110003

Phone : +91-11-24622156-57-58  
Website : www.icmai.in

**13<sup>th</sup> February 2025**

**Ref. No.: DELHI/ADMIN-SECURITY-2024-25**

**Sub: Tender for Manpower Agency For Security Services to Be deployed by CMA Bhawan, Delhi**

The Institute of Cost Accountants of India (herein after called Institute) intends to engage one manpower agency to supply Security Guards for its Delhi office through the process of tendering. The Institute and the agency identified thereby should form parties to the contract to be signed between the Institute and the selected agency & the terms and conditions.

1.	Type of work	Supply of security guards
2.	Date of Announcement of Tender	13/2/2025
3.	Last date and time for submission of Tender	05/3/2025 upto 3:00 PM
4.	EMD Amount	Rs. 30,000/- (Thirty thousand only)
5.	Performance Security Deposit	Rs. 45,000/- (Forty five thousand only)
6.	Address of Submission	The Convenor, LTE, CMA Bhawan, 3 Institutional Area, Lodhi Road , New Delhi 110003
7.	Mode of Submission of EOI documents	By hand or through post/courier so as to reach before the due date and time. The EOI submitted through courier must mention on the main envelope "Manpower Agency for Security Services to be deployed by the Institute at its Delhi office.."
8.	Opening of Technical Bid	05/3/2025 upto 3:30 PM
9.	Contact Person	Convenor, LTE Contact - 011 - 24 666 108 Email - lte @icmai.in

The bidders may visit the Institute Delhi office for assessment of the work during working days (Monday to Friday) between 1500 hrs. - 16.00 hrs. Institute shall not be liable for any postal delays whatsoever in receipt of EOI documents and EOI received after the stipulated date and time shall not be entertained.



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## **GENERAL TERMS AND CONDITIONS FOR EMPANELMENT**

1. The bid shall be submitted in two separate sealed envelopes, namely Technical Bid (Annexure 2) and Financial Bid (Annexure 3).
  - a. Technical Bid in separate sealed envelope should be super-scribed with "Technical Bid for Manpower Agency for Security Services to be deployed by the Institute at its Delhi office and bidder's name and stamp.
  - b. Financial Bid in separate sealed envelope should be super-scribed with "Financial Bid for Manpower Agency for Security Services to be deployed by the Institute at its Delhi office and bidder's name and stamp.
  - c. Information Sheet as (Annexure 1) along with all documents as per checklist and the sealed envelopes for Technical Bid and Financial Bid should be placed in separate sealed envelope (main envelope) super-scribed with "Bids for Manpower Agency for Security Services to be deployed by the Institute at its Delhi office."
2. The contract is to commence from the date of signing the contract with the successful bidder and shall continue initially for a period of 1 (one) year and can be extended for another two years (on a year to year basis) at same rate, terms & conditions, subject to satisfactory performance as observed by the Institute.
3. The successful bidder shall not be allowed to transfer, assign, pledge or sub-contract its rights and liabilities under this contract to any other manpower company/firm/agency/contractor without the prior written consent of this Institute.
4. The bidder will be bound by the details furnished by it to the Institute, while submitting the tender or at any subsequent stage. In case, any such documents furnished is found to be false at any stage, it would be deemed to be a breach of terms of contract making the firm liable for legal action besides rejection and/or / termination of tender /contract without assigning any reasons thereof.
5. Financial bids of only those bidders that are technically qualified shall be evaluated and shall be intimated the date, time and place of opening of such bids.
6. Tenders without earnest money shall be rejected on the spot and will be considered technically unqualified. However, bidders registered with the Ministry of Micro, Small and Medium Enterprises (MoMSME), Government of India are exempted from the submission of



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earnest money; subject to submission of relevant certificate. However, Performance Security Deposit will be applicable for the awarded bidder.

## 7. Security Guards requirement –

MAN POWER REQUIREMENT				
Sl	Place of Posting	Manpower Engagement	Tentative Count	Qualifications & experience
1	Entrance gate -CMA Bhawan, 3 Institutional Area, lodhi Road, New Delhi-1100003	06:00 am to 02:00 pm at one gate	1	At least Matriculate (10 <sup>th</sup> ) having minimum experience of 5 years as Security Guards age should not be above 50 years.
		02:00 pm to 10:00 pm at one gate	1	
		At night 10:00 pm to next 06:00 am at one gate	1	
2	2nd floor- CMA Bhawan, 3 Institutional Area, lodhi Road, New Delhi-1100003	During office hours at 2 <sup>nd</sup> floor	1	
Total tentative manpower count			4	

**\* The bidders may visit the Institute Delhi office for assessment of the work during working days (Monday to Friday) between 1500 hrs. – 16.00 hrs**

Any extra deployment of security guard as and when required for any amount of time within the contract period shall be provided by the selected tenderer at same rate, terms & conditions.

8. The successful bidder shall ensure that the security guards deployed in the Institute conforms to the requirements of the Institute in terms of age, qualification, medical fitness, language skills, conduct, etc.
9. The working days and wages of the security guards engaged through the successful bidder shall be as per the minimum wages rules fixed by the **State Government** as applicable from time to time.
10. Canvassing in connection with the tender is strictly prohibited and the tender of anyone resorting to canvassing shall be liable for rejection without assigning any reasons thereof.
11. The successful bidder shall engage necessary security guards as required by this Institute from time to time. The said person employed by the contracting bidder shall be the employee of the contracting bidder and it shall be the duty of the contracting bidder to pay their salary/wages to the staff provided to the Institute in time i.e. before 6th of every month through cheque or ECS transfer only and it should not be linked with the payment of the Institute to the bidder. The proof of such payment to be provided every month at the time of claiming the charges from the Institute.



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12. The bidder shall be liable for due observation and implementation for the statutory conditions/ requirements of Labour Laws as applicable to security guard, during the contract period and the contracting bidder shall issue monthly pay slip indicating the gross wages & deductions made from the gross wages, to all the security guards provided to the Institute.
13. The Bidder must have all applicable valid statutory registrations and shall be submitted along with the tender documents such as, Registration with EPF, ESI, Registration under Contract Labour (Regulation & Abolition) Act 1970 and Rules, Registration of GST, Professional Tax, Supporting document/s for EMD exemption etc.
14. It is obligatory on the part of the successful bidder to ensure that wages and overtime paid should not be less than the Minimum Wages fixed by States Government from time to time. The Institute reserves the right to fix the wages more than the Minimum Wages fixed by the states government. All relevant statutory requirements must be incorporated in the amount to be paid to each security guards.
15. The successful bidder shall enter into an agreement with this Institute for supply of suitable security guards as per the requirement of the Institute on specified terms and conditions. The agreement will be valid for a period of (1) one year from the date of signing the agreement, may be extended for another (1) one year, subject to satisfactory performance observed by the Institute.
16. However, the agreement can be terminated by either party giving 3 (three) months notice in advance. If the service provider fails to give 3 (three) months notice in writing for termination of the agreement, 3 (three) months wages, etc. and any suitable amount due to the service provider from this Institute shall be forfeited in favour of the Institute.
17. That on the expiry of the agreement as mentioned above, the service provider will withdraw all the contract workers and clear their accounts by paying them all their legal dues. In case of any dispute on account of termination of employees or non-employment by the workers of the service provider, it shall be the entire responsibility of the service provider to pay and settle the same.
18. The selected vendor should provide the Electronic Challan cum Return (ECR) in respect to wages, EPF, EPS etc. For each manpower along with the bill every month.
19. Statutory dues like E.P.F., E.S.I., GST, P. Tax service charges and employees Deposit link



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- insurance scheme etc. will be liabilities of the selected vendor.
20. The security personnel appointed by the service provider shall not accept or give any gratuitous payments, gifts or rewards in any form whatsoever.
  21. The security personnel shall neither avail nor request for any of the facilities provided to the Institute's employees.
  22. Whenever there is revision of minimum rates of wages in schedule employment as per the Minimum Wages Act by State Government and with respect to revision of dearness allowance the same shall be reimbursed to the service provider subject to the payment of the same to the personnel by the service provider".
  23. Institute may ask to furnish documentary evidence in respect of payment of statutory liabilities.
  24. The rates quoted in the in Financial Bid (Annexure 3) of offer quoted through tender will be valid for a period of 90 days.
  25. If a firm quotes nil charges/consideration/abnormal charges, the bid shall be treated as unresponsive and will rejected without assigning any reasons thereof.
  26. Before award of contract, all original documents will be checked by the Institute and at that time attested photo copies are required to be furnished.
  27. In case, tie is observed in the price bid, the applicant with higher experience since commencement of the entity will be considered for the award of contract, if otherwise eligible. If the position of tied bids does not change even after exhausting the above step, then lot shall be drawn between the bidders in a tie and the successful bidder will be decided through this lot.
  28. The Institute is not bound to accept the lowest offer and reserves the right to cancel any or all the tenders without assigning any reasons thereof.
  29. The Institute reserves the right to award the contract in full or part to any tenderer/and/or/ service provider without assigning any reasons thereof.

## **LIQUIDATED DAMAGES-**

30. Liquidated damages of Rs. 500/- per person will be levied on the service provider for short



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supplying of manpower.

31. If the personnel are found missing from the place of duty, for any reason liquidated damages of Rs. 500/- per instance shall be deducted from service bill provider.

## **ESSENTIAL REQUIREMENTS:**

32. The applicant should not have been blacklisted by any government/government agency during its entire period of its existence.
33. The tenderer/applicant working in working in multiple states may be preferable and required to provide services in other states as instructed by The Institute.
34. The tenderer/applicant should have average annual turnover of three years (viz , 2021-22, 2022-23 & 2023-24) Rs. 1.00 crore;
35. Must have a full-fledged office in Delhi.

## **PERIOD OF CONTRACT:**

36. The contract shall be initially for a period of one year and can be extended for another two years (on a year to year basis) at same rate, terms & conditions at same rate, term & conditions, subject to satisfactory performance observed by the Institute.

## **CANCELLATION/ TERMINATION OF CONTRACT:**

37. It is not obligatory on the part of the Institute to accept the lowest offer; the Institute may summarily reject any or all the offers against the tender without assigning any reason to the bidders participating in the tender.
38. If at any point of time during the period of contact, it is observed by the Institute that the service rendered by the contracting bidder are not to the satisfaction of the Institute or any terms of contract are violated, the Institute reserves the right to terminate the contract with immediate effect without any notice or compensation thereof.

## **Settlement of dispute**

39. All disputes regarding interpretation of the contents of the agreement or its implementation shall be resolved by mutual discussion/reconciliation in good faith by the successful bidder and The Institute of Cost Accountants of India.
40. This agreement shall be governed by the laws of India for the time being in force and subject to exclusive jurisdiction of courts at Delhi.

## **FINANCIAL TERMS AND CONDITIONS:**



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41. The Institute can fix CTC per month per job category which in any case shall not be less than the Minimum Wages prescribed by the States Government. This fixed CTC includes all expenses incurred for each person deployed under specific job category which will be inclusive of all statutory charges.
42. Any additional charge not covered under this tender shall not be imposed either on the Institute or on the deployed security guard.
43. The successful bidder would be the technically qualified bidder having lowest (L1) Financial Bid on the basis of the Agency Service Charges (%).
44. Submission of Earnest Money Deposit (EMD) of Rs. 30,000/- DD in favour of "The Institute of Cost Accountants of India", payable at Delhi is one of the compulsory conditions for the qualification of technical bid. The bidders who are registered with the Ministry of Micro, Small and Medium Enterprises (MoMSME), Government of India are exempted from the submission of earnest money, subject to submission of relevant certificate.
45. The DD towards EMD submitted by the unsuccessful bidders will be returned on or before 30 days after the award of the contract. No interest on EMD will be paid by the Institute. The EMD of the successful bidder will be converted into Performance Security as mentioned in below point.
  - A. Performance Security – to ensure due performance of the contract, Performance Security of Rs. 45,000/- (Rupees forty five thousand only) to be paid by the successful bidder to whom the contract was awarded. The bidder, who deposited the EMD will deposit the balance amount of Rs. 15,000/- (Rupees Fifteen thousand only) as deposited EMD will be converted in Performance Security and total deposit will be Rs. 45,000/- (Rupees forty five thousand). Performance Security may be furnished in the form of an account payee demand draft or bank guarantee from a commercial bank or online payment
  - B. Performance Security should remain valid for thirty (30) months from the date of commencement of the contract. No interest would be paid on the amounts.
  - C. The Institute reserves the right to deduct appropriate amount from the Security deposited in lieu of any unpaid statutory dues or any other dues. In case of pendency of any dispute related to non- payment/less payment of salary/noncompliance of statutory obligations by the contracting bidder which may results into financial liabilities for the Institute, in such cases the Institute reserves its right to withhold such Performance Security deposit for a period beyond six months after expiry / termination of the contract or otherwise the amount will be refunded without any



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interest.

46. The successful bidder has the liability to pay overtime to the contractual manpower as per rules applicable to Government of Delhi.
47. The Institute reserves the right to pay allowance / incentive and any internal adjustment about the payment to contractual staff which will be instructed to the successful bidder and the successful bidder has the obligation to fulfil the requirement of the Institute.

## **ALLOWABLE REIMBURSABLE CHARGES :**

48. Allowable charges include (per person /per month)
  - A. Minimum Wages - The prevailing minimum wages as per States Government of Delhi & Utter Pradesh notification from time to time.
  - B. Employers' contribution for PF & ESI - EPF (EPS, EPF, EDLI, and admin. Charges), ESI etc. as applicable.
  - C. Bonus – as per Payment of Bonus Act, of States Government of Delhi.
  - D. Incentive for Security Guards - as allowable by the Institute..
  - E. Agency Service Charges.
  - F. Any other Statutory dues / taxes.

## **SCOPE OF WORK OF THE SECURITY AGENCY :**

49. The contractor shall have to provide round-the-clock security services at Institute Delhi office.
50. The successful bidder shall ensure protection of the personnel & property of the Institute, prevent trespass with/without arms, perform watch and Floor functions including night patrol on the various points and to prevent the entry of stray dogs and cattle and anti-social elements, unauthorized persons and vehicle inside The Institute premises. In case of any incident such as theft, robbery, fight, accident inside The Institute, it is the responsibility of successful bidder to coordinate with Administration Officer in lodging of FIR, legal proceeding etc.
51. The successful bidder shall ensure to watch the proper locking system of premises, common area etc. In case of any theft, breakage, pilferage of any fixture and or fittings, furniture, equipment etc., the responsibility shall be of the security personnel and they will report the same to the office immediately. If after a departmental enquiry, it is found that the loss has occurred due to the negligence of the security guard/ guards on duty, the Institute will have full power to recover the loss in full or adjust from the dues or from the performance guarantee of the successful bidder.





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52. In other cases of any such incident such as theft, robbery, fight, accident inside The Institute, it is the responsibility of service provider to coordinate with Administration Officer in lodging of FIR, legal proceeding etc. The service provider shall ensure full security to the Institute premises and its property from pilferage and maintain the standard security norms to protect the premises.
53. The successful bidder shall submit bio data along with identity proof & address proof of each security guards and security supervisor duly verified within 07 days after award of work. The successful bidder will also submit the Police Verification report of each security personnel before deployment of them in the Institute.
54. During surprise check by any of the authorized officer of the Institute, if a guard is found negligent/ sleeping/ drunk or consumption of any tobacco product on duty, the service provider will have to withdraw the guard from the premises forthwith, which may even entail cancellation/termination of contract for the rest of the period.
55. The service provider shall ensure immediate identification and proper handling of unclaimed and any suspicious material or goods lying in nearby premises.
56. The service provider shall ensure proper training to its security and supervisory staff for immediate handling and its communication/liason to the Institute for any unusual incident or mishappening.
57. All the Security Guards will mark their attendance at the time of arrival and departure from the attendance sheet duly verified by the authorized person of the service provider will be submitted along with each monthly bill.
58. The successful bidder shall provide proper uniforms, identity cards, badges, whistle, lathi, emergency lamps, torch, umbrellas, rain coats etc. to supervisors and guards for proper vigil of Institute premises.
59. All the security personnel posted shall be in sound health, free from any contagious disease, physically fit, well in shape, able to run, jump and grip. Before deployment of Security Guards and Security Supervisors, the successful bidder will submit their Medical fitness, police verification to the Institute. They must be able to promptly answer queries of visitors or telephone calls and have communication skills of replying in courteous manner.
60. The rotation of duties shall be effected at various locations inside the complex. They should note down the entry & movement of the vehicles, men & materials. They should collect the pass/ delivery challan issued by the officer in charge for the outgoing and incoming materials/ items.



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## **DUTIES AND RESPONSIBILITIES OF SECURITY STAFF**

61. The service provider will be responsible for overall security arrangements of the Institute premises entrusted/ covered in the contract.
62. Security Provider will ensure that all instructions of the Administration are strictly followed and there is no lapse of any kind.
63. No items are allowed to be taken out without proper Gate Passes issued by the competent officers as laid down in the contract or authorized by the Administrative Officer for in-out movement of Institute.
64. Deployment of Guards will be as per the instructions of the authorities of the Administration from time to time and the service provider will be responsible for their optimum utilization.
65. The Security Guards should 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 fire-fighting staff in extinguishing the fire or in any other natural calamities.
66. In emergency situations, security staff deployed shall also participate as per their role defined in the disaster plan, if any, of the Institute. Security personnel should be sensitized for their role in such situations.
67. The Security Guards are required to display mature behavior, especially towards female staff, female visitors, and elderly persons. The Security Guards shall also assist the handicapped visitors in reaching their desired department.
68. The Security Guard on duty shall not leave the premises until his reliever reports for duty. Any other duties/responsibilities assigned by the Administration may be incorporated in the agreement.

## **CONDITIONS & CRITERIA FOR EVALUATION:**

- Financial bids of only those agencies that are technically qualified shall be evaluated.
- Institute may ask clarifications if any during the evaluation and the bidders are expected to respond. Lack of response from them will enable the Institute arrive at its own decision about such bids.
- The eligibility will start only after fulfilling the minimum eligibility criteria in each category and the additional point will be considered afterwards.



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- Minimum Qualifying points will be 65 (sixty-five)

<b>Evaluation criteria</b>			
<b>Attributes</b>	<b>Documents to be submitted</b>	<b>Points</b>	<b>Score</b>
Total Experience	- Proof of Establishment, Commencement, Continuity and IT Return for each year business	Minimum 5 years – 30 points	30
		For Every additional year - 2 upto 10 points	10
Work Experience with Central / State Govt. / PSUs / Autonomous Body / Statutory Body in the last 5 years	- Work order / Performance - Certificate to be produced	Minimum 3 entities – 5 points	5
		For Every additional entity - 1 upto 5 points	5
Turnover in the last three years (viz , 2020-21, 2021-22 & 2022-23)	- Last three years (viz 2019-20, 2020-21 & 2021-22) Audited Profit & Loss A/c and Balance Sheet	Minimum Annual Average Rs. 1 crore – 20 points	20
		For Every additional Rs. 50 lakhs - 2 upto 10 points	10
Full-fledged office in Delhi with at least 5 numbers of manpower on payroll (ECR of PF may be submitted)	- Electricity bill / Rent agreement of Office - ECR of EPF & ESIC of employees	Minimum - 10 points	10
		For every additional manpower - 2 upto 10 points	10
<b>Maximum Score</b>			<b>100</b>



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## Annexure 1

### INFORMATION SHEET TO BE FILLED BY BIDDER

1	Name of the Bidder										
2	Address of Delhi Office										
3	Contact person & Designation										
4	E-mail Address										
5	Contact Number										
6	Year of Incorporation/Establishment										
7	Turnover (in Rs.)	F.Y. 2020 - 21									
		F.Y. 2021 - 22									
		F.Y. 2022 - 23									
8	Empaneled as service provider during last 3 years in Central / State Govt. / PSUs / Autonomous Body / Statutory Body (in numbers / count)	Central Govt.									
		State Govt.									
		PSUs									
		Autonomous Body									
		Statutory Body									

#### **Declaration -**

I/We on behalf of organization have understood the job involved and agree to all the terms and conditions as indicated in this EOI/Tender Notice.

I/We on behalf of organization are not debarred and / or / blacklisted by Central State Govt. / PSUs / Autonomous Body / Statutory Body or by the Institute.



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I/We on behalf of organization declare that all the facts stated and documents submitted are true to the best of our knowledge and belief.

I/We on behalf of organization undertake that in case the above is found false/fake the tender may be summarily rejected without assigning any reason.

Seal of the organisation

Signature :

Name :

Designation :

Date :



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## CHECK LIST OF DOCUMENTS TO BE SUBMITTED

Please write YES or NO		
1.	Proof of Establishment, Commencement & Continuity of Business and Annual IT Return for each year business	
2.	GST Registration	
3.	EPF Registration Certificate	
4.	ESIC Registration Certificate	
5.	Professional Tax Registration Certificate	
6.	Electricity Bill / Rent Agreement of Office	
7.	ECR of EPF & ESIC of employees	
8.	Audited P/L Accounts & Balance Sheets	
9.	Work Orders / Performance Certificates	
10.	EMD / Supporting document(s) for EMD exemption	
11.	Detailed profile of the organization, management, manpower, specialization of staff, variety of services etc.	
12.	Sealed Envelope containing Technical Bid	
13.	Sealed Envelope containing Financial Bid	
14.	Any additional information, please add separate sheet(s)	

Seal of the organisation

Signature :

Name :

Designation :

Date :



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## Annexure 2

### TECHNICAL BID

#### To be filled by the bidder

(To be sealed in separate envelope super-scribed with “Technical Bid for Manpower Agency for Security Services to be deployed by the Institute at its Delhi office”)

Name of the Bidder: \_\_\_\_\_

<b>Evaluation criteria</b>		
<b>Attributes</b>	<b>Points</b>	<b>Score</b>
Total Experience	Minimum 5 years - 30 points	
	For Every additional year - 2 upto 10 points	
Work Experience with Central / State Govt. / PSUs / Autonomous Body / Statutory Body in the last 5 years	Minimum 3 entities - 5 points	
	For Every additional entity - 1 upto 5 points	
Turnover in the last three years (viz 2020-21,2021-22& 2022-23)	Minimum Annual Average Rs. 1 crore - 20 points	
	For Every additional Rs. 50 lakhs - 2 upto 10 points	
Full-fledged office in Delhi with at least 5 numbers of manpower on payroll (ECR of PF may be submitted)	Minimum - 10 points	
	For every additional manpower - 2 upto 10 points	
	<b>Total</b>	

Minimum qualifying points are 65

Seal of the organisation

Signature :

Name :

Designation :

Date :



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## Annexure 3

### FINANCIAL BID

(To be sealed in separate envelope super-scribed with "Financial Bid for Manpower Agency for Security Services to be deployed by the Institute at its Delhi office")

Name of the Bidder: \_\_\_\_\_

Sl. No.	Particulars	Percent (%)
1	Agency Service Charges (on CTC)	

#### **Important note:**

- 1. Wages/EPF/ESI Bonus will be allowed to modify time to time as per circulations of State Government I.**
- 2. Taxes as applicable will be extra**

Seal of the organisation

Signature :

Name :

Designation :

Date :