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**The Institution of Electronics and
Telecommunication Engineers (IETE)**
(Since 1953 In the Service of the Nation)
2, Institutional Area, Lodi Road, New Delhi -110 003
(SIRO Recognized by DSIR, Govt. of India)
EPABX : +91 (11) 45142153, 24649429, 9821801866
Whatsapp : +91 9315422728
E-Mail : sec.gen@iete.org
Web : http://www.iete.org

Ref IETE/107/ADMN/2024

17 Oct 2024

CALL FOR QUOTATIONS FOR SECURITY SERVICES

Services for Security:- At IETE 2, Institutional Area Lodhi Road New Delhi-110003

I. Basic technical qualifications for the service provider applying for Security Services

1. Should have at least 3 years' experience for providing such services.
2. Should be a profit making firm / company.
3. Should have experience of providing similar services in corporate offices / central or state Govt. offices / PSUs / reputed showrooms/ shopping malls / important public places / cinema or theatre complexes etc.
4. Should have been preferably registered under PSARA 2005 for NCR.

II. Documentation

The bidder has to submit copy of the following documents:-

5. Proof of requisite experience and requisite registration / incorporation certificate.
6. Proof of providing similar services as stated above.
7. Latest Audited Financial Statements.
 - Reference from concerned official for reference check or reference official of the guarded premises in case of Security & Guarding Services)
 - Quotations in standard format. Each page of the quotations should be signed by the authorized signatory of the bidder along with their seal.

III. Basic terms and conditions for the security service provider

The service provider shall follow all labour laws and other rules and regulations. as stipulated by the State or District Authorities. Any violations in this regard will be the sole responsibility of the service provider.

IV. Scope of work for Security Services

1. General

Service provider will arrange for and ensure 24 x 7 robust security arrangements within IETE HQ premises 03 security guards at the entry/exit gates/IETE building at 2, institutional Area, Lodi Road, New Delhi-110003.

2. Duties

The scope of duty of security agency shall comprise of the following:

- Checking alertness of guards
- Checking Guard's uniform and bearing
- Checking Guards' attendance and recording their absence and leave. Allotment of shift-wise duty of guards
- Maintenance of discipline of guards
- Training of guards on fire-fighting equipment, location of main switch etc.

Duties of the guard on duty

- Manning the Security Post at main gate(s) of IETE HQ. Manning the Security Desk.
- Checking and regulating entry of vehicles (4 wheelers, 2 wheelers, Taxies, Autos and Rickshaws). All such movement to be recorded in the register. Checking and regulating entry of Vendors, Hawkers, Postman and Couriers. All such entries to be recorded in the register.
- Checking and regulating entry of guests/ visitors and other persons coming to meet the IETE authorities. Entry to be recorded in the register.
- Communicating and informing the Admin in-charge through Intercom regarding any Guest / Person / Courier / Postman / Vendor / Hawker/ Taxi arriving at IETE and on mobile 9971299827 after working hours and on holidays.
- Patrolling around the IETE building in non-working hours.
- Handling fire-fighting equipment in case of fire
- To contact Admin In-Charge (M: 9818054406) and in case of fire or any other emergency situation.
- Any other work to assist the Security of IETE HQ.

3. Deployment of Supervisor / Guards will be on 24x7 bases

Deployment of Security Staff will be in shifts and will be done after due consultation with IETE HQ.

- 4. **QUERIES:** Any queries / doubts may please be addressed to Shri Bharat Bhushan, Admn (I/c) Contact No. 9818054406, Email: admn.iete@gmail.com.