



**NOTICE INVITING TENDER FOR ENGAGEMENT OF AGENCY PROVIDING
SECURITY SERVICES AT THE AIFF NATIONAL CENTRE OF EXCELLENCE (NCE), RAJARHAT, KOLKATA**

N.I.T. No. NCE/01/2024

Dated: April 2 2024

For and on behalf of the All India Football Federation (AIFF), sealed tenders are invited for engagement of an agency providing security services at the AIFF NCE, Rajarhat, Kolkata.

INTRODUCTION

The All India Football Federation, commonly referred to as AIFF, is the governing body for the sport of football in India. Established in 1937, the AIFF is responsible for organizing and developing football at all levels across the country. It is affiliated with the FIFA (Fédération Internationale de Football Association), the global governing body for the sport, and the Asian Football Confederation (AFC) at the continental level.

We, at the AIFF, are looking to engage an appropriate agency that provides security services at the AIFF NCE (hereinafter referred to as the “**agency**”) for a period of two years.

SCOPE OF WORK

The scope of work is as follows: -

- ❖ The agency shall be responsible for the overall security arrangement pertaining to the AIFF NCE.
- ❖ The agency shall ensure that all the instructions of the AIFF administration are strictly followed and that there is no lapse of any kind.
- ❖ No outsiders are allowed to enter the premises without a proper gate pass issued/permission by the AIFF officials. The agency shall be responsible for preventing entry of anti-social elements and/or other unauthorized people in the premises.
- ❖ The security personnel of the agency shall maintain the registers/records at the operational gates of the AIFF NCE, as per AIFF’s instructions. No media/press shall be allowed entry into the premises without proper authorization from AIFF officials.
- ❖ No items are allowed to be taken out/ taken into without proper gate passes issued by the AIFF NCE office, authorized by the employer for in-out movement of stores. The specimen signatures and telephone numbers of the relevant official(s) shall be available with the agency’s security personnel. The security personnel shall contact the AIFF official(s) before allowing the entry or exit of items.
- ❖ During the National Team trainings or visits by any other national/ internationally acclaimed sports team(s)/sportsperson(s), the security personnel shall remain alert to any outsider disturbances or trespassing. They shall assist the respective team/AIFF in managing crowds at the NCE entry/exit points.

- ❖ The agency shall deploy guards/gunmen/security supervisors as per the instructions of the authorities of the AIFF and the same shall be monitored personally by the concerned authorities from time to time. The agency shall be responsible for the optimum utilization of the said resources.
- ❖ The security personnel deployed in the premises on holidays and Sundays shall be assessed as per actual requirement.
- ❖ The security supervisor(s)/guard(s) shall also monitor all the important and sensitive points of the premises as specified by AIFF officials.
- ❖ The security personnel shall also ensure door keeping duties. The guard deployed at the Technical Center building shall be responsible for guiding teams/ players to the respective dressing room(s) allotted for them. Other responsibilities like key management, AC control, CCTV control and maintaining the safety of the building shall be ensured by the security personnel, as per the requirement of the AIFF.
- ❖ The guards on duty shall also take care of the vehicles parked in the parking sites located within the premises of the NCE and also take care of all other movable/immovable assets.
- ❖ Entry of street dogs, stray cattle and/or other animals into the premises shall be prevented by the security personnel.
- ❖ The guards on patrol duty shall take care of all the water taps, valves, water hydrants etc. installed across the premises. The security personnel shall be responsible for the safety of any electrical installations, wirings which are outside the building and along the football pitches.
- ❖ The agency shall ensure that football pitches, goalposts, other equipment, flower plants, trees and grassy lawns are not damaged.
- ❖ The security guards/supervisors shall be trained to extinguish fire with the help of fire extinguishing cylinders and other firefighting material available on the spot. They shall also help the firefighting staff in extinguishing the fire or any other relevant staff during any other natural calamities.
- ❖ In emergency situations, the security staff/supervisor deployed shall also participate as per their roles defined in the disaster plan, if any, of the concerned department. Guards/supervisors shall be sensitized on their roles in such situations.
- ❖ The security supervisor/guards shall display propriety towards all the trainees, staff and visitors, and not discriminate against anyone based on gender.
- ❖ The security guard on duty shall not leave the premises until his/her replacement staff (if any) reports for duty.
- ❖ Any other provisions as advised by the AIFF may be incorporated in the agreement. The same shall also be binding on the agency.

TIME SCHEDULE

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| a. Date of issue of tender: | 2 April, 2024 |
| b. Last date for submission of application: | 9 April, 2024 (5 PM IST) |
| c. Opening of Technical and Financial Bids: | TBD |

ELIGIBILITY CRITERIA

Sl. No.	Description of Information & Documents required	Criteria
1	Minimum 5 years old firm (Submit self-certified copies of (1) Firm's registration/PAN or any other Govt. documentary proof for verification)	Mandatory
2	GST Registration (True copy of GST Certificate should be submitted)	Mandatory
3	PAN (True copy of PAN card should be submitted)	Mandatory
4	Company Profile of Firm/Company (A write up in the field of relevant activities being carried out by the firm/company should be submitted.	Mandatory
5	List of clients (List of clients may be submitted duly self-certified and stamped by the authorized person)	Mandatory
6	Banker's Details (Name of Bank/Branch address/Name of Account holder/Account number/CA or SB Bank Account/IFSC Code number)	Mandatory
7	Income Tax Return (ITRS) (True copy of ITRs for past three years should be submitted, duly self-certified and stamped by authorized person)	Last three years

CONDITIONS OF CONTRACT

The intending agency should apply in writing applying for the instant tender. The application shall be signed by the tenderer himself/herself. The application shall be submitted for the work listed above with all required documents & information as indicated under.

BIDS

- The Tender Documents with quoted offer should be placed in a sealed cover with the name of the Tenderers and the name of the work subscribed on it and titled "**APPLICATION FOR PROVIDING SECURITY SERVICES AT THE AIFF NCE, RAJARHAT, KOLKATA**". Supporting documents as required above should be enclosed with the offer. Sealed tenders including Technical and Financial Bids shall be deposited in the Tender Box at the Reception Desk, All India Football Federation, Football House, Sector 19, Phase 1, Dwarka, New Delhi - 110075, within the date and time indicated above.
- The Technical bid should be submitted in the prescribed application form (Annexure - I) along with the Financial Bid. Both the Technical Bid and Financial Bid should be signed and stamped by the authorized person. The Technical Bid should be superscribed as "**TECHNICAL BID FOR PROVIDING SECURITY SERVICES AT THE AIFF NCE, RAJARHAT, KOLKATA**" and the Financial Bid should be superscribed as "**FINANCIAL BID FOR PROVIDING SECURITY SERVICES AT THE AIFF NCE, RAJARHAT, KOLKATA**".



- Tender is open to the eligible agencies of appropriate class and skills.
- Tenders will be opened by a Tender Opening Committee constituted as prescribed by the AIFF.
- The Tenderer should sign on every page of the Tender Documents as acceptance of the general direction and conditions of contract and other laid down norms. The rate quoted should be both in figures and words and should be inclusive of Goods and Service Tax and all other taxes and levies. Overwriting and correction should be avoided and if made should be authenticated. In the incidence of discrepancy in figures, the rates given in words shall prevail. Incomplete/conditional tenders shall be rejected forthwith.
- Avoidable damages due to negligence of the agency shall be at his own risk and cost. AIFF shall not be liable for payment of such damages (if any).
- The tender offer shall remain valid for a period of 90 days.
- All the conditions as mentioned in this instant notice shall be deemed to be a part of the agreement to be entered with the agency.
- AIFF reserves the right to accept/reject any or all tenders without assigning any reason thereof.
- Subletting of contract work is against the norms and if it comes to the notice of AIFF, the original contract shall be cancelled, and appropriate action shall be initiated as per the rules.
- In case the manpower employed by the agency is from outside the state or neighbouring countries, it shall be the responsibility of the agency to get them registered with the Labour Department, Government of India, as per the relevant labour laws.
- It is expected of the tenderer to have its own correct assessment before submitting the bid.
- The agency will have to pay all taxes and duties applicable and notified by the State/ Central Government and no claim shall be entertained in this regard whatsoever.

EARNEST MONEY DEPOSIT (EMD)

- EMD of INR 10,000/- (Indian Rupees Ten Thousand Only) in the form of Demand Draft/Pay Order/Banker's Cheque from any nationalised/commercial Bank in favour of All India Football Federation payable at New Delhi, shall be submitted with the bid. Bid without EMD and in any other form shall not be considered and the bid shall be rejected.
- The EMD shall be without interest and no interest shall be payable during the period of holding with AIFF for completion of tender process.
- The EMD should remain valid at least for a period of 45 days beyond the final tender validity period.
- EMD of the bidder shall be forfeited, if the bidder withdraws or amends its bid in any respect within the period of validity of its bid.



- EMD without interest, shall be collected by all unsuccessful bidders from “Football House” within 30 days of completion of tender process.

OTHER TERMS AND CONDITIONS

- The AIFF reserves the right to terminate the contract without assigning any reason by giving the agency one calendar month notice of its intention to do so.
- Decision of the Tender Opening Committee regarding acceptance or rejection of tender shall be final and binding.



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ANNEXURE – I

APPLICATION FORM FOR TECHNICAL BID

- Name of the organization/ company (Registration document to be submitted duly self-certified and stamps by the authorized person)
- Name of Proprietor/ Partners
- Complete Correspondence Address with Pin Code
- Contact details (Telephone numbers, Mobile numbers, E-mail address)
- Company Profile of Firm (A write up in the field of relevant activities being carried out by the firm/ company should be submitted)
- List of Clients (List of clients of Central/State Govt./ PSU/ Corporate offices)
- Banker's Details (Name of Bank/Branch address/ Name of Account Holder/Account Number/ CA or SB Bank Account/ IFSC Code Number) for making online payment through RTGS/NEFT after job work awarded by AIFF
- Registration of firm (Minimum 5 years old firm. Copy of Reg. Certificate/PAN/Any other Govt. documentary proof should be attached duly self-certified and stamped by the authorized person)
- GST Registration (Copy of GST Certificate should be attached duly self-certified and stamped by the authorized person)
- PAN issued by the Income Tax Dept (Copy of PAN should be attached, duly self-certified and stamped)
- Income Tax Returns (Copies of the ITRs duly self-certified and stamped should be attached for the last three years)
- Balance Sheet of the firm for the last three years, duly certified by the CA, should be submitted
- EMD by way of Demand Draft/Pay Order in the name of All India Football Federation (Number, date, amount, bank name, branch name)
- Superscribe the bid covers as under: -
 1. Sealed Cover number one – Technical Bid
 2. Sealed Cover number two – Financial Bid
 3. Sealed Master Cover containing Technical and Financial Bids

DECLARATION

It is certified that all the information provided by us is authenticated and true to our knowledge. The bid may be cancelled/rejected by AIFF in case, any information or document found to be wrong by any means at a later stage. It is also confirmed that all the terms and conditions of this tender document of AIFF are acceptable to us.

(Name & Signature of the Bidder)
Full Name of the firm with complete
Company Rubber Stamp