



Palazzini - The Kunj Vihar  
CGHS Ltd

# The Kunj Vihar

Co-operative Group Housing Society Ltd.

Plot No. 19, Sector - 12, Dwarka, New Delhi - 110 078 ☎ : 49122808

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No. KV CGHS 2025/118-06

## NOTICE INVITING TENDER

The Kunj Vihar Co-operative Group Housing Society Ltd. invites sealed tenders from reputed and experienced security service providers for deploying 6 Security Personnel, comprising:

| SL. NO | DESCRIPTION                               | WAGES PER MONTH | AMOUNT |
|--------|-------------------------------------------|-----------------|--------|
| 1      | 04 Security Guards for 12 Hrs per day     |                 |        |
| 2      | 02 Security Supervisors for 12Hrs per day |                 |        |

for round-the-clock security of the society premises.

- Estimated Cost: ₹9,60,000 (Rupees Nine Lakh Fifty Thousand Only)
- Tender Cost: ₹ 1000/- (Non-refundable, by Draft or UPI only)

### Scope of Work:

- Deployment of well-trained and uniformed security personnel on 24x7 basis.
- Maintenance of entry/exit records of residents, Office Staff, visitors, vendors, maids etc.
- Patrolling and monitoring of common areas, boundary walls, and gates.
- Reporting of any suspicious activity, incidents, or emergencies.
- Supervisors must manage guard duty schedules, ensure discipline, and coordinate with the society management.
- Filling water tanks during non-office hours of the Plumber/Society

### Eligibility Criteria:

- Agency must be registered under PSARA (Private Security Agencies Regulation Act).
- Minimum 5 years of experience in providing security services to residential societies.
- Valid GST registration, PAN, ESI, and EPF registration.
- Must be capable of deploying trained and police-verified personnel.
- Should not have been blacklisted by any organization.

### Tender Submission Details:

| ITEM                                                       | Date               | Time          |
|------------------------------------------------------------|--------------------|---------------|
| Collection of Tender Documents (Fee: ₹ 1000 by UPI)        | 08 September, 2025 | 11 AM to 5 PM |
| Pre-bid Enquiries & Site Survey                            | 08 September, 2025 | 11 AM to 5 PM |
| Last Submission of Tender (Sealed Cover at Society Office) | 18 September, 2025 | 5 PM          |
| Opening of Tenders at Society Office                       | 21 September, 2025 | 5 PM          |
| Validity of Offers                                         | 60 Days            |               |





### Documents to be Submitted along with the Bid:

- Company Profile
- PSARA License Copy
- PAN, GST, EPF & ESI Registration Copies
- List of current/past clients
- Price Quotation (Monthly rate per guard and supervisor, including all statutory obligations)
- Latest income tax acknowledgement certificate with balance Sheet for A.Y.2023-24 and 204-25

### Terms & Conditions:

- Contract will be initially for 12 months, extendable by mutual consent.
- Society reserves the right to accept or reject any or all tenders without assigning any reason and further reserve the right to cancel/ terminate the contract at any time during currency of the Contract after giving one month notice to the agency.
- Selected agency will sign a formal agreement with detailed terms and service-level expectations.
- The agency must ensure compliance with labour laws and timely payment to personnel.
- The agency shall be responsible for issue of proper uniform to security guards & employer will also ensure that guards wears neat and clean uniform and they are courteous, polite and prompt while rendering efficient service to the society.
- The agency shall ensure round the clock security on 24x7 basis of the week to safe guard the premises of society & its assets.
- The agency will provide all materials required for day to day security i.e. torch, whistles, batons, walkie talkie, umbrella etc.
- The agency shall maintain register for marking attendance by security staff deployed by him which shall be seen/ verified by the society regularly.
- Entry in the society is restricted. The guards on duty at the gates/ reception will ensure that only the authorized persons enter the society after proper verification.
- The agency shall make payment of wages to the guards so deployed by 7th of every month in the presence of the authorized member of society so that there is no disruption in the performance of duties by the guards.
- The agency shall be paid on monthly basis upon presenting bills in the society.
- The agency shall pay statutory payments such as ESIC etc for the staff employed to provide services to society through a separate challan and it should be submitted along with monthly bill.
- The company shall make a pool of 10 Guards/ supervisors for the Society.
- The security supervisors/ guards on duty shall be rotated from one shift to another on monthly basis.
- The security guards/supervisor must be 10th / 12th class examination qualified respectively and the agency has to produce document/certificates in support of prescribed qualifications of guards.
- The agency preferably shall deploy security supervisor/ guards below the age of 45 years.

