

**NATIONAL BACKWARD CLASSES FINANCE AND DEVELOPMENT  
CORPORATION, NEW DELHI**

No.:NBCFDC/CS-ADMN/TD/SA/2015-16

Date : 05.10.2015

**TENDER DOCUMENT**

**(FOR EMPANELMENT OF SECURITY AGENCY)**

(Period 01.11.2015-31.03.2017)

Sealed Tenders are invited by NBCFDC (A Govt. of India Undertaking), 5th Floor, NCUI Building, August Kranti Marg, New Delhi-110016 in **Two Bid System, viz, „Technical Bid“ and „Commercial Bid“** in separate envelopes from Agencies having a proven track record in the field with sufficient infrastructure in the field with sufficient infrastructure for providing **Security Guards** (Preferably Ex-Servicemen/Ex-Home Guards/Ex-Constable), as per the details mentioned hereunder:

1.0 **General Guidelines**

1.1 **Submission of Tender**

1.1.1 The tender must be submitted to **Company Secretary, NBCFDC**, 5th Floor, NCUI Building, NCUI Complex, August Kranti Marg, New Delhi-110016 in Two Part Bid System-Technical Bid superscribing 'Technical Bid' and 'Commercial Bid' superscribing 'Commercial Bid' in two separate envelopes. **These two separate sealed envelopes should be placed in another sealed envelope and submitted accordingly.**

1.1.2 Sealed tender shall be received in this office upto **1730 hrs. on 26.10.2015.**

1.2 **The estimated annual value of the contract would be about Rs.5,00,000/- only. The tenderer shall be required to deposit 2% of the estimated value i.e. Rs.10,000/- as Bid Security (refundable) alongwith the Tender Documents.** The amount may be made in the form of Pay order/Demand Draft/Bankers Cheque in favour of National Backward Classes Finance and Development Corporation payable at New Delhi. The Bid Security should be submitted alongwith Technical Bid.

1.3 The technical bid of only such tenderer would be opened, who furnish the Bid amount. The Bid security shall be refunded to the tenderers who do not qualify subject to finalization of the Service provider.

1.4 **Opening of Bids:**

The Technical Bid will be opened on **27.10.2015** at **1230 hrs.** in the presence of representatives of firms, who are interested to be present during opening of the Tender.

1.5 **Evaluation of Bids**

1.5.1 The technical bids will be evaluated by a committee formed by NBCFDC. The committee at its discretion might visit Agencies Office/Work Place to check infrastructure/relevant documents as available with the tenderer.

1.5.2 The Commercial Bids only of those firms, who qualify the Technical Bid, shall be opened subsequently on a day and time fixed by the Committee after completing the work as per 1.5.1.

1.5.3 Open/stapled/improperly sealed/received by fax/tenders received after stipulated time and day shall not be entertained.

2.0 **TECHNICAL/PREQUALIFICATION BID**

2.1 The agency (Tenderer) should be registered with the Deptt. of Service Tax/works tax/other statutory bodies, as applicable. **(Please attach documentary proof alongwith PAN).**

2.2 The Agency (Tenderer) should have completed atleast 3 years of operation in the specified field. **(Please attach copy of incorporation/formation)**

2.3 The annual turnover of the agency (tenderer) should not be less than Rs.25.00 lacs. **(Please attach copy of Annual Account of the previous year).**

2.4 The agency (tenderer) should have trained Security personals preferably ex-servicemen **(Please attach list of regular employees).**

2.5 The agency (tenderer) must be registered with ESI/PF and other statutory bodies as required under various labour laws. **(Please attach documentary proof).**

2.6 The agency (tenderer) should be located within a radius of 25 Kms from NBCFDC Head Office **(Please mention distance between Agency/Office and NBCFDC Head Office)**

2.7 The agency (tenderer) should attach the **list of credentials and clientele alongwith their work orders.**

3.0 **GUIDELINES FOR COMMERCIAL/PRICE BID**

3.1 **Our Requirement: Two Security Guards in each shift (including Saturday, Sunday & holidays) (One each at Head office and Mahila Imdad Committee),**

a) At Head Office : 5<sup>th</sup> Floor,  
NCUI Building,  
August Kranti  
Marg,  
New Delhi – 110 016

b) Shifts : Morning : 7 a.m. to 3 p.m.  
Evening : 3 p.m. to 11 p.m.  
Night : 11 p.m. to 7 a.m.

c) The firm is also requested to quote rates for additional requirement (if any) of Security Personnel to be placed at separate location **other than NBCFDC Head Office, on "as and when required basis"**. The rates may be quoted for both 8 hrs. and 12 hrs. shift.

d) The rates may be quoted separately for Ex-Serviceman/Ex-Home Guards/Ex-Constable and Civilian.

**3.2 The terms and conditions are as under:**

- 3.2.1 The firm will ensure round the clock duties of trained security guards without any excuse/lapse.
- 3.2.2 The firm shall ensure timely payments of statutory liabilities like PF, ESI, etc. in respect of personnel deployed with NBCFDC.
- 3.2.3 The Security guards shall report for duty strictly as per the scheduled time in proper uniform. The guards reporting to duty without uniform shall be liable to be returned and will be treated absent without pay for the day.
- 3.2.4 Minimum wages clause shall be complied and ensured by the Tenderer during the validity of the contract.

**4.0 Terms and Conditions**

- 4.1 The selected firm shall have to submit the complete bio-data of the Security Guards to be engaged in NBCFDC contract along with a certificate that the antecedents of the above persons have been verified by the Police Department. The job description of security guards shall be as follows:
- 4.2 Attending of visitors and issuing of passes/entry in visiting register **(for both incoming and outgoing)**.
- 4.3 Supervision of attendance card jacket, punching machine, supervision of cleaning, opening and locking of office doors at the scheduled times etc.
- 4.4 Attending to outside calls in the absence of telephone Operator, if required.
- 4.5 Proper supervision/record keeping of incoming outgoing material.
- 4.6 Supervision of fire and safety hazards immediate action in case of eventuality subsequent reporting to the concerned officer.
- 4.7 Any other job assigned from time to time.

**5.0 Payment Terms:**

- 5.1 The payment for every month shall be released after submission of bill.
- 5.2 In case of unsatisfactory services, the NBCFDC has the right to cancel the contract, at any point of time, by giving one month's notice.
- 5.3 **The estimated annual value of the contract would be about Rs.5,00,000/- only. The tenderer shall be required to deposit 2% of the estimated value i.e. Rs.10,000/- as Bid Security (refundable) alongwith the Tender Documents.** The amount may be made in the form of Pay order, Demand Draft/Bankers Cheque in favour of National Backward Classes Finance and Development Corporation payable at New Delhi and should be enclosed with Technical Bid. The Bid security shall be refunded to the tenderers subject to finalization of the Service provider.

- 5.4 **The selected firm shall be required to deposit 10% of the estimated value i.e. Rs.50,000/- as performance security (non-interest bearing) in the form of Pay order/Demand Draft/Bankers Cheque only, in favour of National Backward Classes Finance and Development Corporation payable at New Delhi. The Performance Security shall be refunded subject to satisfactory and timely completion of job.**
- 5.5 Initially the contract shall be for a period of **six months** which can be extended for further period as deemed fit but not exceeding 31.03.2017 on the same terms and conditions.  
**During the currency of contract, no increase on account of whatsoever reason shall be considered in terms of payment.**
- 5.6 All disputes or differences, whatsoever, arising between the parties out of or relating to the construction, meaning and operation or effect of this contract or the breach thereof, shall be settled by arbitration in accordance with the rules of arbitration of the Indian Council of Arbitration and the award made in pursuance thereof shall be final and binding. The Managing Director of the corporation shall be the Competent Arbitration Officer for the purpose of this contract.
- 4.0 **Standard Terms & Conditions** - (enclosed in the Annexure)

In case your firm is interested and capable of giving the above services, you are requested to submit your sealed quotations latest by **26.10.2015 (1730 hrs)** in two separate envelopes mentioning '**Technical Bid**' & '**Commercial Bid**' alongwith the bid amount in envelope of Technical Bid, mentioning Phone No./Cell Phone No./Fax No. The quotation may please be dropped in the Tender Box at NBCFDC Office or may be sent by **Registered Post** to the **Company Secretary**, NBCFDC, 5th Floor, NCUI Building, August Kranti Marg, New Delhi-110 016 superscribing the "**QUOTATIONS FOR SECURITY AGENCY**" and sender's name and address in full on the envelope.

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STANDARD TERMS & CONDITIONS

1. Opened/stapled/improperly sealed/late tenders shall not be entertained.
2. Tenders not confirming to prescribed requirements will be rejected and no correspondence thereof shall be entertained whatsoever.
3. All documents including Tender Document attached with the Tender should be signed by the tenderer with seal of Agency/Firm.
4. The Tenderer should take care that the rate and amount should be written in such a way that interpolation is not possible. No blanks should be left which would be otherwise making the tender liable for rejection.
5. **Tenderer submitting a tender would be presumed to have read and fully understood all the terms and conditions and instructions contained in the tender documents and parts/annexure thereof. No inquiry, verbal or written, shall be entertained in respect of acceptance/rejection of the tender.**
6. Any Act on the part of tenderer to influence any body in the Organisation is liable to rejection of his tender.
7. The contractor empanelled agency shall comply with all legal requirements involved/applicable in discharge of the assigned job/work.
8. The tenderer shall abide by the provision of the minimum wage Act, 1948 and other labour Laws applicable to him.
9. The successful bidding Agency/Tenderer shall alone be responsible to provide all the statutory benefits to his staff and officials viz; PF, ESI, Bonus, Gratuity, Leave etc, employed by the contractor.
10. The Quotations must be Un-conditional.
11. The NBCFDC shall have the right to ask for the removal of any person of the agency, who is not found to be competent and orderly in the discharge of his duty.
12. The successful bidding agency shall not engage any sub-contractor or transfer the contract to any other persons in any manner.
13. The firms registered under Micro and Medium Enterprises Act must disclose their registration number and shall be eligible for **exemption in Bid Security**.
14. The Corporation reserves the right to cancel the contract and forfeit the EMD in case the quality of the service is not found to be of the desirable standard.

15. In case of any dispute, the decision of the MD of the NBCFDC shall be final and binding.
16. In case of delayed and unsatisfactory service, NBCFDC reserves the right to cancel the contract at any time.
17. NBCFDC reserves the right to postpone/recall/reject the full or part of the tender without assigning any reasons thereof.
18. NBCFDC shall not be responsible either for non-receipt of the quotation or its receipt after the stipulated date and time due to any reasons what so ever.
19. When deemed necessary, NBCFDC may seek clarifications on any aspect from the firm. However, that would not entitle the firm to change or cause any change in the substance of the tender submitted or price quoted.

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