

# राष्ट्रीय बाल भवन

(मानव संसाधन विकास मंत्रालय  
का स्वायत्त संस्थान स्कूल शिक्षा एवं साक्षरता विभाग,  
भारत सरकार)  
कोटला रोड़, नई दिल्ली – 110002



## NATIONAL BAL BHAVAN

(An Autonomous Institution under  
Ministry of Human Resource Development  
Department of School Education & Literacy  
Govt. of India)  
Kotla Road, New Delhi - 110002

Tel.No. 23232672, 23216693 Fax No. 23231158 Email: [nbb.admin@gmail.com](mailto:nbb.admin@gmail.com)

F. No. 22(7)/NBB/Security/2019

Dated :

23.02.2019

### **Sub: Tender notice for providing Security Guards for 8 hours duty.**

Sealed tenders from registered, experienced and reputed manpower service providing agencies are invited for providing services of Security Guards for 8 hours duties in National Bal Bhavan, Kotla Road, New Delhi and Jawahar Bal Bhavan, Mandi Village, Delhi. Interested firms may send their tender along with an Earnest Money Deposit (EMD) of Rs.50,000/- (Rs. Fifty thousand only) and Tender fees of Rs 500/- by way of NEFT/RTGS as per details given below :-

Canara Bank, Deen Dayal Upadhyaya Marg, New Delhi-11002 (IFSC Code CNRB0000158)  
Account No 0158101019047.

2. The tender document may also be downloaded from the website [www.nationalbalbhavan.nic.in](http://www.nationalbalbhavan.nic.in).
3. The quotation may be submitted in two bids, viz, technical and financial in separate sealed covers. Technical bids should contain company profile and authenticated documents to prove fulfillment of all Terms & conditions as enclosed. The Financial Bid should contain only the Financial Charges as per Annexure-B. Omission of any of the demanded documents may result in rejection of tender. The interested firms should go through the tender conditions thoroughly and submit their quotations only if they meet all the conditions and are capable of undertaking the proposed job satisfactorily at the terms and conditions enclosed.
4. The firms should submit the quotations in separate sealed envelopes clearly super-scribed ' Technical Bid for providing Security Guards' and 'Financial Bid for providing Security Guards' . Both sealed envelopes should be placed in the main sealed envelope super-scribed 'Tender for providing Security Guards' and the same should be addressed to "The Director, National Bal Bhavan, Kotla Road, New Delhi - 110002" and deposited in the Tender Box latest by 02.00 PM on 15.03.2019. The quotation/tenders received after the last date and time prescribed and or received in any manner other than through Tender Box would not be opened and would be summarily rejected.
5. The tender opening Committee will open the technical bids at 02.30 AM on 15.03.2019. in conference room of National Bal Bhavan, New Delhi in the presence of participating bidders, who may like to be present in person or through their representative duly authorized on their official letter head. The Committee/Competent Authority will assess the ability of the agencies based on its record, profile and on such other criteria as per technical bids. The bidders or their representative who are found successful at the technical bid stage would be allowed to be present at the time of opening of financial bids.

6. The firms/bidders should not have been blacklisted by any Ministry/Department of the Government of India. The tendering firms/bidders shall have to give a notarized affidavit on a stamp paper of appropriate value to the effect that they have not been blacklisted or their business dealing with the Government Ministries/Departments have not been banned.

7. The National Bal Bhavan reserves the right to cancel any or all of the Tenders without assigning any reason.

8. The Earnest Money Deposit (EMD) of unsuccessful bidders would be refunded through NEFT/RTGS after finalization of the contract. EMD of the firm whose tender is accepted / approved, will be released only after the firm deposits necessary security deposit/performance security with National Bal Bhavan.

Director

National Bal Bhavan

Kotla Road, New Delhi - 110002

Encl: Detailed terms and conditions and forms of Technical and Financial Bids.

**National Bal Bhavan**  
**Kotla Road, New Delhi-10002**

**Tender for providing Security Guards in National Bal Bhavan**  
**and Jawahar Bal Bhavan, Mandi**

**Terms and Conditions**

1. Sealed tenders are invited from the reputed firms for providing nine Security Guards for 8 hours duty per day.

**There will be two bids in the Tender Form failing which tender will not be considered:**

**A. Technical Bids: In this Bid you are required to submit all documents which are asked in the Tender Form and details regarding deposit of Tender Money and EMD through NEFT/RTGS**

**B. Financial Bids: In this Bid you are required to submit details as per Annexure-B.**

2. The contractor must have the following things/ documents. If any deficiency is found, tender will be rejected:-
  - a) ESI Number, Provident Fund Number, Registration Number.
  - b) Income Tax Number and Income Tax Clearance Certificate.
  - c) The contractor should furnish satisfactory service certificate from at least 3 existing Govt. Clients in which minimum 10 guards are deployed.
  - d) PAN/ TAN Number or GST number.
3. The contractor is required to furnish the details of charges for each Security Guard, which will include all statutory charges, weekly off charge etc. on monthly basis in relation to 8 hours duty per day.
4. The sealed tenders will be received in the office of the Director, National Bal Bhavan, Kotla Road, New Delhi up to 02:00 AM on **15.03.2019**. and technical bids will be opened on the same day at 02:30 AM in the Conference Room of National Bal Bhavan in the presence of the contractors who wish to be present. Financial bids of those tenderers will be opened, who are found successful in technical bids on the date to be intimated later on.
5. The contractor will have to employ the required guards at his own cost and bear all the statutory and other liabilities. **The Contractor shall be liable to pay minimum wages according to the Minimum Wages Act -1948 as notified by Delhi Administration from time to time.**
6. In no case National Bal Bhavan will be responsible for the employment of Security Guards. Entire responsibility will rest with the contractor.
7. The contractor will have to keep the requisite number of Security Guards as per our requirement. In case number of security guards are found less, proportionate recovery will be made. The contractor will be required to keep daily biometric attendance of the security guards and produce as and when demanded by National Bal Bhavan.

8. The requirement of security guards may increase or decrease as decided by the Director, National Bal Bhavan.
9. The contract will be valid for a period of one year. The National Bal Bhavan can terminate the contract by giving one month's notice to the contractor. The contractor will have no right to terminate the contract during the agreement period. Subletting of the contract is not allowed. Earnest money of an Agency will be forfeited if it refuses to take up the job or fails to furnish performance security on its selection for the job; or if the information given by it is found to be false or if it withdraws the bid during the validity period of the bid.
10. National Bal Bhavan reserves the right of change in any term and condition as and when warranted.
11. The tender should be accompanied with a demand draft of Rs. 50,000/- (Rs. Fifty Thousand Only) drawn in favour of the Director, National Bal Bhavan towards earnest money. Tender without earnest money will stand summarily rejected.
12. The security guards of the contractor will be amenable to National Bal Bhavan discipline. Any act of indiscipline/ misbehavior on the part of the Security Guards will result in the cancellation of the contract forthwith including impounding of security money. The security guards should be polite, firm obedient, neatly dressed-up and shall be well aware of their duties and responsibilities and should ensure safety of Bal Bhavan property.
13. The payment of contractor's bill will be made against monthly bills submitted by him subject to the review of the duties performed by his security guards.
14. The contractor will be required to execute an agreement after award of the contract.
15. The contractor will provide uniform and badge to every security guard.
16. The contractor will get Police Verification of all the security guards engaged at Bal Bhavan or Jawahar Bal Bhavan Mandi. Police verification report will be submitted with the Security Officer before engaging any guard for duty.
17. Security Guards can be deployed in National Bal Bhavan as well as Jawahar Bal Bhavan as per requirement. A security guard shall perform duty only in one shift a day.
18. The Contractor will be fully responsible for any theft, burglary, fire or any other mischievous deed done by deployed Security Guards. Theft/burglary will be made good by the contractor.
19. All security guards shall be free from infectious disease. Insurance and accident risks of the Security Guards will entirely by contractor's responsibility.
20. Director National Bal Bhavan reserves the right to accept or reject any or all tenders without assigning any reason thereof.
21. The contractor should be able to provide ex-servicemen and civilian security guards. However, preference will be given to ex-servicemen security guards.
22. The successful bidder will have to furnish a Performance Guarantee through demand draft of Rs.1,00,000/- .

23. The Security Guards should be young & energetic and their age should be less than 55 years.
24. The Security Guards should be having minimum educational qualification of 10th pass.
25. The contractor has to provide walki-talki sets to security guards which should be in working condition all the time..
26. A senior level representative of the Agency shall visit NBB office at least once-a-fortnight as well as whenever called for and review the service performance of the security personnel. During the fortnightly visit, Agency's representative will meet the official concerned of NBB for mutual exchange of feedback regarding the performance of the security personnel and take remedial measures, if any, vis-a-vis their working.
27. The Courts at New Delhi will have the sole and exclusive territorial jurisdiction over any dispute or difference in connection with this tender.

I/we have read, gone through and understood all the above terms and conditions which are accepted. It is also certified/declared that I/we are fully competent to provide requisite number of security guards as and when required in National Bal Bhavan on the basis of lowest rate quoted by me/us.

Dated: \_\_\_\_\_  
Signature of authorized signatory :.....  
with Seal of firm/Co.  
Full name, address & Mobile :.....  
No. of authorized signatory .....

**TECHNICAL BID**

1.	Name of the Tenderer	
2.	Name of Firm/Agency	
3.	Address of Firm/Agency	
4.	Registration Number of firm / agency	
5.	Status of the authorized agency (Proprietorship/Partnership / Firm/ Company)	
6.	Name of the Authorized signatory	
	Specimen Signature of the Authorized signatory	
7.	Full particulars of the bankers of the firm/ agency	
	Name of the bank	
	Account type	
	Account No.	
	IFSC code.	
8.	Registration details: (Self-attested copies of all Certificates / Licenses/Permits/Registrations, etc. should be enclosed failing which the application is liable to be rejected outright)	
	a) PAN / GIR No.	
	b) Service tax registration no.	
	c) EPF registration no.	
	d) ESI registration no.	

	e) Labour License issued under the Contract Labour Act, 1970	
9.	Telephone Numbers of the authorized signatory and other Telephone Numbers of the firm.	
10.	Details of Tender Fee Rs.500/- (Submit transaction reference No and date of RTGS/NEFT to check the status)	
	Details of Earnest Money Deposit ( EMD) Rs 50,000/- (Submit transaction reference No and date of RTGS/NEFT to check the status)	
11	Govt. clients details (Not less than three clients)	
12	Satisfactory performance certificate from Govt. clients.	
13	List of Copies of documents enclosed.	1. 2. 3.
14	Email id of the firm / authorized person	
15	Date of incorporation of security agency.	

**Signature of Authorised Person and Stamp of firm**

**Date :**

**FINANCIAL BID**  
**(Should be kept in separate sealed cover)**

1.	Name of the Tenderer		
2.	Name of Firm/Agency		
3.	Address of Firm/Agency		
4.	Name of the Authorized signatory		
	Specimen Signature of the Authorized signatory		
5.	Telephone Numbers of the authorized signatory and other Telephone Numbers of the firm.		
6.	Total Charges with details per guard per month. (All taxes / charges are to be shown in the details)	For Ex servicemen Security Guards	For Civilian Security Guards

**Signature of Authorised Person and Stamp of firm**

**Date :**



**LIST OF TENDERER SUBMIT THEIR TENDER FOUND IN TERDER BOX**

**ON 09.03.2019 (1130 am)**

<b><u>S.No</u></b>	<b><u>Name of Agency</u></b>	<b><u>Bank Name</u></b>	<b><u>Demand Draft No. &amp; date</u></b>	<b><u>Amount of Tender Fee</u></b>
2				Rs.500/-
3				Rs.500/-
4				Rs.500/-
5				Rs.500/-
6				Rs.500/-
7				Rs.500/-
9				Rs.500/-
11				Rs.500/-
13				Rs.500/-
14				Rs.500/-
15				Rs.500/-
16				Rs.500/-
17				Rs.500/-

summary 500 x ( Rupees only)

(Dinesh Kumar)  
Section Officer  
NBB

**LIST OF TENDERER SUBMIT THEIR TENDER FOUND IN TERDER BOX**

**ON 09.03.2018 (1130 am)**

<b><u>S.No</u></b>	<b><u>Name of Agency</u></b>	<b><u>Bank Name</u></b>	<b><u>Demand Draft No. &amp; date</u></b>	<b><u>Amount of EMD</u></b>
1				Exempted
2				Rs.50,000/-
3				Rs.50,000/-
4				Rs.50,000/-
5				Rs.50,000/-
6				Rs.50,000/-
7				Rs.50,000/-
8				Exempted
9				Rs.50,000/-
10				Exempted
11				Rs.50,000/-
12				Exemption under process
13				only two envelop found
14				Rs.50,000/-
15				Rs.50,000/-
16				Rs.50,000/-
17				Rs.50,000/-
18				only two envelop found

summary 50,000 x (Rupees----- only)

(Dinesh Kumar)  
Section Officer  
NBB

National Bal Bhavan  
Kotla Road, New Delhi-110002

F.No 22(7)/NBB/Security/2018

Dated 00.00.2019

Please find enclosed herewith **13** Demand Drafts each of Rs.500/- received from the following tendering firms as a **Tender Fee** for submission of **Tender for Security Guards** details of which are given below. These Demand Drafts are required to be deposited in NBB's Bank Account immediately and issuance of receipt thereof .

<u>S.No</u>	<u>Name of Agency</u>	<u>Bank Name</u>	<u>Demand Draft No. &amp; date</u>	<u>Amount of Tender Fee</u>
1				Rs.500/-
2				Rs.500/-
3				Rs.500/-
4				Rs.500/-
5				Rs.500/-
6				Rs.500/-
7				Rs.500/-
8				Rs.500/-
9				Rs.500/-
10				Rs.500/-
11				Rs.500/-
12				Rs.500/-
13				Rs.500/-

(Dinesh Kumar)  
Section Officer

Encls. Aforesaid **13** Demand Drafts

Sh. Chiranji Lal, Cashier, NBB.

**LIST OF TENDERER QUALIFIED IN TECHNICAL BID AND CALLED FOR OPENING OF FINANCIAL BID**

<b><u>S.No</u></b>	<b><u>Name of Agency</u></b>	<b><u>Status</u></b>	<b><u>Remarks</u></b>	<b><u>E Mail</u></b>	<b><u>Action</u></b>
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					

(Dinesh Kumar)  
Section Officer

**Observation on Tender for Security Guards dated March 2018:**

S. No.	Tender No. / Name of Agency	Observation	Remarks
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
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16			
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18			