

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, 23231597 Fax No. 23231158 Email: nbb.admin@gmail.com

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

Dated : 16.02.2018

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 for Security Guards for 8 hours duties in National Bal Bhavan, Kotla Road, New Delhi and Jawahar Bal Bhavan, Mandi Village. Interested firms may send their tender along with an Bid Security Deposit of Rs.50,000/- (Rs. fifty thousand only) in the form of Account Payee Demand Draft from any Nationalised Bank in favour of "National Bal Bhavan, New Delhi". **TENDER FEE OF Rs.500/- by way of Demand Draft in favour of National Bal Bhavan, New Delhi should be accompanied with the tender document.**

2. The tender document may also be downloaded from the website 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. Three 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 11.00 AM on 09.03.2018. 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 11.30 am on 09.03.2018 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 duly authorized representative. 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 representative of only those 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 after finalization of the contract. EMD of the firm whose tender is accepted / approved, will be released only after the firm deposits with National Bal Bhavan necessary security deposit/performance security.
9. The bid Security is normally to remain valid for a period of forty-five days beyond the final bid validity period.
10. Bid Securities of the unsuccessful bidders should be returned to them at the earliest after expiry of the final bid validity and latest on or before the 30th day after the award of the contract.

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.

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

- A. **Technical Bids:** In this Bids you are required to submit all documents which are asked in the Tender Form.
 - B. **Financial Bids:** In this Bids you are also required to submit the pay order/ Demand Draft of EMD of Rs.50,000/- as required in the Tender Form in a separate envelop.
2. The contractor must have the following: 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 charges of each Security Guard, which will include all statutory charges, weekly off charge etc. on monthly basis for 8 hours per day duty.
 4. The sealed tenders will be received in the office of the Director, National Bal Bhavan, Kotla Road, New Delhi upto 11:00 AM on 09.03.2018 and technical bids will be opened on the same day at 11:30 AM in the Conference Room of National Bal Bhavan in the presence of the contractors who wish to be present. Financial bids will be opened of those tenderers 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 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 done. 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 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 any term and condition as and when warranted.
11. The tender should be accompanied with a demand draft of Rs. 50,000/- 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 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 and 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 replace the Security Guards engaged by him within 89 days of engagement.
19. 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. The contract will be cancelled/terminated and amount of Performane Security will be forefeited in full. In case of absence of any security

guard/s on any particular day a penalty @ Rs.500/- per day per person(s) plus amount equal to daily consolidated wage will be recovered from the monthly bill of the service provider for the number of days of absence from duty.,

20. All security guards shall be free from infectious disease. Insurance and accident risks of the Security Guards will entirely by contractor's responsibility.
21. Director National Bal Bhavan reserves the right to accept or reject any or all tenders without assigning any reason thereof.
22. The contractor should ensure that guards deployed should preferably be ex-servicemen.
23. The successful bidder will have to furnish a Performance Guarantee through demand draft of Rs.1,00,000/- .
24. The Security Guards should be young & energetic and their age should be less than 50 years and height should not less than 5'6".
25. The Security Guards should be able to read and write English & Hindi. Their minimum qualification should be 10+2 pass.
26. The contractor has to provide walki-talki sets to security guards.
27. A senior level representative of the Agency shall visit NBB office at least once-a-fortnight 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.
28. The Courts at New Delhi will have the sole and exclusive territorial jurisdiction over any dispute or difference in connection with this tender.

**Signature and stamp of Authorised representative
of tendering firm**

Name & designation of authorise representative of firm :.....

Name & Address of tendering firm

Dated :

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.	Specimen Signature of the Authorized signatory	
7.	Full particulars of the bankers of the firm	
	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 No. b) TAN No. c) GST 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 Earnest Money Deposit	
	a) Amount	
	b) DD/BC no. and date	
	c) Drawn on bank	
	d) Valid upto	
11	Details of deployments of guards with satisfactory report.	
12	List of Copies of documents enclosed.	
13	Email id of the firm / authorized person	
14	How old is agency?	
15	Govt. clients details 2-5 6-10 11 & above	

**Signature and stamp of Authorised representative
of tendering firm**

Name & designation of authorise representative of firm :

Name & Address of tendering firm

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Dated :

FINANCIAL BID

1.	Name of the Tenderer				
2.	Name of Firm/Agency				
3.	Address of Firm/Agency				
4.	Specimen Signature of the Authorized signatory				
5.	Telephone Numbers of the authorized signatory and other Telephone Numbers of the firm.				
6.	Total Charges/amount in Rs. with details per guard per month. Separate rates should be quoted for civilian and ex-serviceman.				
		Rate for each Security Guard per month	Agency Charge for each Security Guard per month	GST	Net Rate with Agency Charge for each Security Guard per month
(a)	One Civilian Security Guard				
(b)	One Ex-Servicemen Security Guard				

Signature and stamp of Authorised representative of tendering firm

Name & designation of authorise representative of firm :.....

Name & Address of tendering firm

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Dated :

