

National Handicapped Finance and Development Corporation

(Department of Empwerment of Persons with Disabilities (Divyangjan),
Ministry of Social Justice and Empowerment, Government of India)

Unit No. 11 & 12, DLF Prime Tower, Okhla Phase-I, New Delhi-110020

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NHF/2/29/Security/2014

Date : 27.10.2017

TENDER NOTICE

Sealed tenders are invited from eligible, experienced and interested firms/agencies for providing security services to the office of National Handicapped Finance and Development Corporation (NHFDC). The contract will be valid for a period of one year w.e.f. **01.12.2017** which may be extended subject to the terms and conditions attached herewith. The bidder/interested agencies should have experience as mentioned in the terms and conditions enclosed.

2. The sealed tenders with separate Technical and Financial bids filled in the specified proforma shall be kept in another sealed envelop. The envelops containing Technical and Financial bid and also the main envelop in which Technical and Financial bids are kept must be superscribed "Tender for providing Security Services to NHFDC."
3. The envelop containing Technical and Financial bid shall be submitted in the Office of NHFDC at Unit No. 11 & 12, DLF Prime Tower, Okhla Phase-I, New Delhi-110020 during office working hours upto 1400 Hrs on **10.11.2017**.
4. The Technical bids shall be opened at 1430 Hrs on **10.11.2017** in NHFDC by a Committee constituted for this purpose in the presence of authorized representatives of the tenderers who may wish to be present. The financial bids of only those tenderers shall be opened who meet the criteria of Technical bids.
5. Complete tender documents can also be downloaded from NHFDC web site :www.nhfdc.nic.in
6. Tender received after the closing date and time shall not be considered under any circumstances.
7. The competent authority in NHFDC reserves the right to accept or reject any/all tenders without assigning any reason thereof.

(G.S. Panwar)
Chief Manager (P&A)

Contd. 2/-

Scope of Work

Manning NHFDC office premises round the clock 04 (four) unarmed security guards in rotation of each security guard after 8 Hrs. (One guard at a time and three for 24 hours). Out of these 4 (four) security guards, 3 (three) security guards perform their duty in rotation at NHFDC's Regd. Office, Red Cross Bhawan, Sector-12, Faridabad (Haryana) -121007 and 1 (One) security guard in rotation (weekly basis – day duty only) at Unit No. 11 & 12, Ground Floor, DLF Prime Tower, Okhla Phase-I, New Delhi-110020.

Total area of NHFDC office premises at Faridabad is approximately 6000 sq ft on ground and First floor.

Eligibility Criteria

1. The firm/company/agency should have Registered/Branch Office in Delhi/ NCR.
2. The bidder should have at least three years experience of providing security services in Ministries/Departments of Govt. of India/Public Sector Undertakings/ Autonomous bodies/Private Sector of Repute.
3. The bidder should have at least two running contracts of providing security service with Ministries/departments of Central Govt. /Public Sector Undertakings, Autonomous bodies/Private Sector of repute as on date of closing of tender.
4. The bidder must be registered with EPF, ESIC and Service Tax/Income Tax department for supply of manpower.
5. The bidder should not have been blacklisted by any Government organization/Public Sector Undertakings/ Autonomous bodies/Private Sector of repute. A self certificate on the letter head to this effect should be enclosed with the Technical bid.
6. The guards deputed must be ex-servicemen (retired from Defence services i.e Indian Army, Air Force or Navy)/ Para Military Forces.

Evaluation Criteria -Technical Bids

1. The tender must be accompanied by an Earnest Money Deposit (EMD) of Rs.5000/- (Rupees Five thousand only) in the form of Demand Draft/Pay Order from a commercial bank drawn in favour of "National Handicapped Finance and Development Corporation and payable at Faridabad". It shall remain valid for a period of six months. The tender not accompanied with EMD shall be rejected summarily. The earnest money shall be refunded to the unsuccessful bidders after finalization of the contract. It shall be refunded to the successful bidder on receipt performance security deposit. No interest is payable on the EMD.
2. All entries in the Technical bid in the proforma at Annexure 'A' should be legible and filled up clearly. No overwriting or cutting is permitted in Financial bid. However, cuttings, if any, in the Technical Bid must be initialled by the person authorized to sign the technical bids. Conditional bids will not be considered and will be rejected outright.
3. Tender incomplete in any form will be rejected outright.

4. The bidder shall submit following documents with Technical Bid:-
 - (i) Copy of EPF Registration certificate.
 - (ii) Copy of ESIC Registration certificate
 - (iii) Copy of Service Tax Registration certificate.
 - (iv) Copy of PAN number.
 - (v) Self Certificate to the effect that the firm is not blacklisted.
 - (vi) Copies of experience certificate/work order with Central Govt. departments/ Public sector undertakings/Autonomous bodies/Private Sector of repute for the last three years.
 - (vii) Earnest Money Deposit (EMD of Rs. 5,000/- in the form of Bank Draft/Pay order drawn in favour of National Handicapped Finance and Development Corporation Payable at New Delhi.
5. The bidder at all times should indemnify NHFDC against all claims, damages or compensation under the provisions of Payment of Wages Act. 1936; Minimum Wages Act, 1948; Employer's Liability Act, 1938; the Workmen Compensation Act, 1923; Industrial Disputes Act, 1947; Maternity Benefit Act, 1961; Delhi Shops and Establishments Act/The Punjab Shops & Establishment Act as per latest amendments or any other law relating thereto and rules made there under from time to time. NHFDC will not own any responsibility in this regard.
6. The closing date and time for receipt of tenders will be 1400 Hrs on 18.6.2014.
7. The Technical bids shall be opened at 1430 Hrs on 10.11.2017 in Office of the NHFDC by a Committee constituted for this purpose in the presence of the authorized representatives of the bidding firms, who may wish to be present at that time.
8. No bidder will be allowed to withdraw after submission of the Technical bids, otherwise the EMD submitted by the bidding firm would stand forfeited.

Evaluation Criteria -Financial Bids

1. The bidder shall quote rate for each guard, Statutory charges, Service Tax/GST (Wherever applicable), Service charges etc. Total rate for each unarmed guard should be quoted clearly in proforma of financial bids at **Annexure 'B'**.
2. Any increase in the monthly wages of guards deployed in the NHFDC will be considered in accordance with revision of minimum monthly wages by concerned authority from time to time in case the monthly wages paid are less than the revised minimum wages.

Other terms & Conditions

1. The bidder must employ Ex-servicemen (Army, Navy & Airforce/Para Military Forces personnel) only and submit the relevant documents to NHFDC in respect of persons deployed at NHFDC Office. The successful bidder shall engage only such workers, whose antecedents have been thoroughly verified, including character and police verification and other formalities. The Security Agency should submit proof of Ex-servicemen
2. The bidder shall deal with and settle the matters related with worker unions and shall make sure that no labour disputes/problems are referred to NHFDC. It shall totally indemnify NHFDC in this regard.

3. In case the successful bidder declines the offer of contract, for whatsoever reason(s), his EMD will be forfeited.
4. The successful bidder will have to deposit a Performance Security Deposit @ 6% of annual contract value by way of Fixed Deposit Receipt (FDR)/Bank guarantee from a commercial bank and hypothecated in favour of "National Handicapped Finance and Development Corporation and payable at Faridabad" and valid for 60 days beyond the expiry of period of one year contract. In case of extension of contract, fresh Performance Security Deposit will have to be deposited.
5. The salary of the guards should be paid by the 7th of the following month for which the wages have become due and should be paid directly to guards. NHFDC will have right to verify records accordingly. The agency should not ask for any kind of service charge/money in any form from the guards deputed in NHFDC by it.
6. The contract shall initially be valid for a period of one year **w.e.f. 01.12.2017** and may be extended further on a yearly/half yearly/quarterly/monthly basis subject to satisfactory performance, on the same terms & conditions upto a maximum period of two years. The contract may be curtailed/ terminated earlier owing to deficiency in service or substandard quality of manpower deployed by the selected firm/agency/company. The NHFDC reserves the right to increase/decrease the requirement of guards on the basis of actual requirement.
7. In case of breach of any terms and conditions attached to this contract, the Performance Security Deposit of the agency will be liable to be forfeited by NHFDC besides annulment of the contract.
8. Staff deployed by the agency shall perform their duties at the premises with due diligence and take all precautions to avoid any loss or damage to the Corporation's property/person.
9. Each page of the tender document should be signed and stamped by bidder in acceptance of the terms and conditions laid down by NHFDC.
10. If the work of the contractor is not found satisfactory, NHFDC reserves the right to terminate the contract at any time without assigning any reasons and the decision of the NHFDC will be final and binding on the contractor.
11. The agency/contractor can cancel the contract by giving prior notice of at least 30 days.
12. Payment will be made on monthly basis in the succeeding month on submission of bill alongwith challans of statutory deposits.
13. The contractor shall furnish the relevant documents regarding payment of such taxes/levies as and when NHFDC will require from time to time.
14. The contractor shall be responsible for the conduct integrity of his personnel and will be responsible for any act of omission and commission on their part. He will vouch for their character and integrity.
15. The contractor should submit proof of coverage under ESIC and opening of EPF Account in respect of all the manpower deployed for NHFDC and PF number along with the address should be provided by the agency to all the workers.

APPLICATION - TECHNICAL BID

For providing Un-armed Security Guards (ESM/Para Military Forces Personnel) in National Handicapped Finance and Development Corporation (NHFDC).		
1	Name of tendering Agency/company	
2.	Details of the EMD	
	(i) Amount – Rs.5000/-	
	(ii) Draft No. & Date	
	(iii) Issuing Bank	
3.	Name of Proprietor/Director	
4.	Full address of Registered Office	
	Telephone No.	
	Fax No.	
	Email Address	
5.	Full address of Operating/Branch Office	
	Telephone No.	
	Fax No.	
	Email Address	
6.	Banker of the Manpower Service Provider.	
	Name of the Bank	
	Name of the Branch	
	Telephone No. of Banker	
7.	PAN No. (attach copy)	
8.	Service Tax Registration No. (attach copy)	
9.	EPF Registration No. (attach copy)	
10.	E.S.I. Registration No. (attach copy)	
11.	Other statutory requirements	

12. Give details of the major contracts handled by the tendering agency during the last three years in the following format (if the space provided is insufficient, a separate sheet may be attached).:

S.No.	Name of client, address, telephone & fax no.	Guards		Amount of contract	Duration of contract	
		Type of guards provided	No.		From	To

Additional information, if any (attach separate sheet, if required)

Signature of authorized person

Date:

Name:

Place:

Seal:

PRO FORMA FOR FINANCIAL BID

The composite Rate per guard (ex-serviceman/Para Military Forces personnel) per month for normal 8 hours duty on all days a week be quoted.

1. Consolidated monthly pay per unarmed security guard (With break up if applicable) :
2. Any other statutory charges :
3. Agency Service Charges (Rate and amount per person) :
4. Service tax/GST/other applicable tax :
- Total** (for each guard guard) : Rs. _____

Signature of authorized person

Date: Name:

Place: Seal:

DECLARATION

I, _____ Son/Daughter/Wife of Shri _____ signatory of the Service Provider, mentioned above, am competent to sign this declaration and execute this tender documents I have carefully read and understood all the terms and conditions of tender and undertake to abide by them: The information/documents furnished along with the above application are true and authentic to the best of my knowledge and belief. I/we, am/are well aware of the fact that furnishing of any false information/fabricated document would lead to rejection of my tender at any stage besides liabilities towards prosecution under appropriate law.

Signature of authorized person

Date:
Place:

Name :
Seal: