

National Handicapped Finance and Development Corporation

(Dept. of Empowerment of Persons with Disabilities (Divyangjan),

Ministry of Social Justice and Empowerment)

**Corporate office : PHD House, 3rd Floor, 4/2, Siri Institutional Area, August
Kranti Marg, New Delhi-110016**

Regd. Office : Red Cross Bhawan, Sector-12, Faridabad (Haryana) -121007

NHF/2/29/Security/2014

Date : 24.08.2016

TENDER NOTICE

1. 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. 1.10.2016 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 Performa shall be kept in another sealed envelope. The envelopes 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 envelope containing Technical and Financial bid shall be submitted in the Corporate Office of NHFDC at PHD House, 3rd Floor, 4/2, Siri Institutional Area, August Kranti Marg, New Delhi-110016 during office working hours upto 1400 Hrs on **09.09.2016**.
4. The Technical bids shall be opened at 1430 Hrs on **09.09.2016** 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)

Phone : 011-45803730 Extn. 204

Contd. 2/-

SCOPE OF WORK

Manning NHFDC office premises round the clock by 04 (four) unarmed security guards by 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 on Ground and First floor and 1 (One) security guard in rotation (weekly basis – day duty only) at PHD House, 3rd Floor, Siri Institutional Area, August Kranti Marg, New Delhi-110016.

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 and not completed 60 years of age (retired from Defence services i.e Indian Army, Air Force or Navy).

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 New Delhi**". 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.

