



**NATIONAL INSTITUTE OF EDUCATIONAL PLANNING AND ADMINISTRATION**

17-B, Sri Aurobindo Marg, New Delhi – 110016  
Tel. 26544800, 26565600 Fax: 26853041, 26865180  
Website: [www.nuepa.org](http://www.nuepa.org)

**NOTICE INVITING TENDER FOR AWARD OF CONTRACT FOR PROVIDING SECURITY GUARDS (WITHOUT ARMS)**

The National Institute of Educational Planning and Administration, a deemed University fully funded by the Ministry of Human Resource Development invites tenders under two-bid system among DGR sponsored security agencies for providing ESM security guards (without arms) in its office and hostel situated inside NCERT Campus, 17-B, Sri Aurobindo Marg, New Delhi-110016 and at its Staff Quarters in Bindapur, Dwarka. The present requirement of guards is 11 which may be increased or decreased at any time during the contract period. The last date for submission of tenders is February 12, 2018 upto 3.00PM. For any query, you may contact at 011-26544874/829.

Sd/-  
REGISTRAR

## **TERMS AND CONDITIONS**

### **1. DUTIES OF SECURITY GUARDS**

- 1.1 The security personnel must be in proper neat and tidy uniform and the name of the security guard should always be displayed by them on their uniforms for identification purpose.
- 1.2 The guards shall check, control and restrict entry of Staff/Workers/ Authorized Personnel of Organization/Firm and others by valid passes or searching if required and movement of vehicles and incoming/outgoing Materials (with gate pass, challan) and time keeping.
- 1.3 The guards must watch that there is no unidentified/unclaimed/suspicious object/ person in the building/premises.
- 1.4 The guards should maintain strict security on movement of Men, Material and Premises. They shall be entirely responsible for theft of movable items such as bathrooms fittings, fans, Exhaust Fans, Telephone Instruments, Fire Extinguishers, or Fire Fighting Systems etc.
- 1.5 The guards need to be polite but firm, disciplined, physically fit and alert, smartly dressed in uniform and should be able to attend distinguished visitors, VIP's and officials with compliment.
- 1.6 The guards shall not leave the place of duty under any circumstance until and unless required to do so by the competent authority or properly relieved.
- 1.7 In case of fire, the Security Guard will immediately alert the Staff on duty and assist in Fire Fighting Operation. In case of Fire Accident before or after Office Hours the Guards shall inform the nearest Fire Station.
- 1.8 The security guard shall ensure that all the residential units at the Bindapur, Dwarka complex are properly inspected every day and ensure that no unauthorized occupancy and also no unauthorized work is being carried out in the vacant quarters. Any incident or untoward activity should be reported to the Agency and the Institute officials.
- 1.9 The Agency should arrange for surprise checks (during day and night) to check the alertness and attentiveness of the security guard. Any representative from the Institute may also make surprise check at any time. A report in respect of these surprise checks should be maintained and submitted by the agency every month.

2. The tenders should be submitted as per two-bid format viz. Part 1- Technical Bid and Part-2 Financial Bid. The 'Technical Bid' should contain information as sought in Annexure-A and also copies of relevant documents. The 'Technical Bid' should also

contain copy of tender documents signed and stamped by the participating firm. The 'Financial Bid' should contain only the service charges as per Annexure-B.

3. The Agency shall provide the number of Security Personnel (Ex-servicemen) as desired and required by NUEPA from time to time.
4. NUEPA shall, however, be free to ask the Agency to withdraw any particular Guard(s) without disclosing any reason for the same. The Agency will not change any Guard without prior permission of NUEPA.
5. The Agency shall provide additional security staff to the NUEPA on a short notice as and when required by NUEPA.
6. The selection of the agency shall be made on the basis of service charges quoted by them and in case of similar charges quoted by seniority of the sponsored agencies. However, NUEPA shall be free to terminate and award the contract to the next agency in case of non-compliance of any of the terms of the contract.
7. Verification of Character and Antecedents of the security guards through the Police shall be the responsibility of the Agency at the time of induction of such personnel in NUEPA and before deploying such guards in the premises, the Agency shall intimate NUEPA with full particulars of guards and the document in support of its verification.
8. The Agency shall immediately supply to NUEPA bio-data with attested photographs of all security guards.
9. The Agency will also submit the documents in respect of the Security Guards who will be posted in NUEPA premises.
10. The Agency shall arrange disbursement of wages, either through cheque or e-payment, in the first week of every month after its notification in the premises of the Institute during working hours and working days in presence of representative of NUEPA. No cash payment shall be made to any of the deployed person.
11. NUEPA shall not provide any transport, canteen, medical or living facility to the Security Guards
12. The Agency and its Security Guards shall be responsible for the security of all the incoming and outgoing materials and for maintaining records of such materials in the registers to be provided by NUEPA and for keeping the keys in safe custody. Lathis, torches, umbrella and other articles which are essential for maintaining security will be provided to the security personnel by the Agency.
13. The Agency and its Security Guards shall be responsible for the security of personnel and materials of NUEPA on the premises of their deployment as well as security of boundaries, buildings, parks and vehicles in the parking areas, fittings, fixtures, stores and equipments and office records.

14. The agency shall provide uniform to the security personnel and ensure that they wear the uniform while on duty and remain alert during the duty hours. The said uniform will be provided by the Agency.
15. The Security Personnel and any person appointed by the Agency for performance of terms of the agreement and otherwise will not indulge in any criminal activities, mal-practices or undesirable act or any act which is not in consonance with the terms and conditions of the agreement and any act contrary to the directions and orders issued by NUEPA from time to time. In case of any breach on the part of the Agency and/or any of its employees, the liability of the Agency and its employee shall be absolute and NUEPA shall not be liable for any criminal or civil liability in any manner on any account.
16. The Agency shall be responsible and liable for all losses/damages which will be caused to the NUEPA and its property, on account of negligence, carelessness or dereliction of duty directly or indirectly on the part of security personnel and the Agency.
17. The Agency shall have to change or replace Security Guards, if required and desired by NUEPA. It shall not be necessary for NUEPA to assign any reason to the Agency or the Guards or any other person in respect of any such change or replacement required by NUEPA.
18. The Agency shall make the salary payments to the Security Personnel employed by it as per Minimum wages as prescribed by the Govt. of NCT of Delhi/DESW. Any revision in the wages will only be considered after receiving a request from the employer along with supporting documents/orders. It is further undertaken that the Agency would be solely responsible for all the legal obligations on staff employed by it and deployed for duties with NUEPA.
19. Payment of Bill: The Agency will submit monthly bill in duplicate along with muster towards EPF, ESI, etc. in the first week of every month for services rendered in previous month duly certified by authorized nominee of the Institute which will be paid within a period of 15 days if found in order.
20. The agency will have to deploy reliever on every 7<sup>th</sup> day and charges for the same shall be paid as per DGR's notices issued from time to time.
21. The validity of the contract will be for a period of two years. The contract can be terminated at any time on giving a written notice from either side, PROVIDED THAT NUEPA shall have the option to renew or continue this Agreement on same terms and condition for any further period from the date of expiry thereof.
22. The Institute may, at its discretion, extend the deadline for submission of proposals or cancel the requirement in part or in whole. The Institute reserves the right to reject any or all proposals without assigning any reason thereof. The Institute shall be free to add, modify or delete any of the term.

23. Bids received up to 3:00 PM on February 12, 2018 will be opened by an authorized Tender Opening committee or any other officers authorized by the Institute at 3:30PM on February 12, 2018 in the presence of those bidders or their representatives who may be present at the time of opening. The representatives of the Bidders will be allowed to attend the proceedings on production of the letter of authority from the original Bidder.

**TENDER FORM FOR PROVIDING SECURITY GUARDS (WITHOUT ARMS)****TECHNICAL BID**

1.	Name of the Firm	
2.	Type of Firm/Company (Public/Private/PSU etc.)  Note: In case of proprietary or partnership firm, a certificate to that effect should be attached.	
3.	Name of the owner(s)	
4.	Total Experience/ Year of Establishment	
5.	Total manpower as on date (brief profile of owner, manager etc. should be enclosed)	
6.	PAN No. of firm GSTIN No. of firm	
7.	Address	
8.	Telephone No. /Fax/ Mobile	Telephone: Fax: Mobile: Email:
9.	Documents to be enclosed	(a) Attested copy of PAN No. registration (b) Attested copy of Registration Certificate under ESI Act (c) Attested copy of Registration Certificate under EPF Act (d) Attested copy of Registration Certificate under CL (R&A) Act (e) GST Registration Certificate (f) Attested copy of Income Tax clearance Certificate / Copies of Income Tax returns (last three years)

		(Minimum Turnover should be at least Rs. 20 lakh in each year) (g) Attested copy of certificate by Delhi Police for running Security Agency
10.	Details of security services contract executed in the last 3 years valuing above Rs. 20 Lakh per annum (Enclose contract award letter)	(a) (b) (c) .....
11.	Details of the Government offices/Autonomous bodies (three only) where currently providing similar services. Also, mention number of guards deployed. (Enclose contract award letter as proof).	(a) _____ _____ (b) _____ _____ (c) _____ _____
12.	Bank Account No. (For NEFT/ECS facility)	Account Holder's Name ..... Bank Account No ..... Bank Name .....

Authorized Signatory with Office Seal

Name

Address

Contact Number

Email

## FINANCIAL BID

SECURITY GUARDS (without arms)		Percentage
A.	Service Charges	

*Note:*

- 1. Selection will be made solely on the basis of service charges quoted and in case of same charges shall be made on the basis of seniority.*
- 2. Charges will be paid as per notices issued, from time to time, by Directorate General of Resettlement/Department of Ex-servicemen Welfare*
- 3. Service Charges should not be quoted as zero.*