



राष्ट्रीय पुस्तक न्यास, भारत
NATIONAL BOOK TRUST, INDIA

नेहरू भवन, 5 इंस्टीट्यूशनल एरिया, फेज-2,
वसंत कुंज नई दिल्ली-110070

F. No. Admn./WBF/Security Services/2016/

21st October 2015

**Subject: Inviting quotations for hiring of Security Services for
New Delhi World Book Fair - 2016.**

Sir/Madam,

National Book Trust, India, an autonomous organization of the Government of India, Ministry of Human Resource Development invites sealed bids for providing the above services during the New Delhi World Book Fair scheduled to be held from **9^h January to 17th January 2016** at Pragati Maidan, New Delhi.

You are requested to submit your quotations latest by 1:00 pm on **19/11/2015**. The bids shall be opened at 02:00 pm on the same day in the presence of the Tenderers or their authorized representatives (only one) for each.

The Terms & Conditions and Tender form (**Annexure-I**) are enclosed.

Yours faithfully,

(Mayank Surolia)
Assistant Director (Admn.)



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NEW DELHI WORLD BOOK FAIR
9th JANUARY TO 17th JANUARY 2016, PRAGATI MAIDAN, NEW DELHI

TENDER DOCUMENT

TERMS AND CONDITIONS OF THE TENDER FOR PROVIDING SECURITY PERSONNEL BEFORE AND DURING THE FAIR IN NINE EXHIBITION HALLS AND GATES AT PRAGATI MAIDAN, NEW DELHI.

NATURE OF WORK

Providing Security Personnel during the Fair in Exhibition Halls and Gates, as per details given in the Proforma at **Annexure-I**.

TERMS AND CONDITIONS

1. The firm should existence of at least 3 years and should be registered with Directorate General Resettlement (DGR) or PSARA (Private Security Agency Regulation, Act) or under any other relevant Government Act for Security Agencies.
2. Sealed bids superscribed "NDWBF-2016: "Tender for Providing Security Personnel" and addressed to the Director, National Book Trust, India shall be accepted in the office of National Book Trust, India, Nehru Bhawan, 5, Institutional Area, Phase-II, Vasant Kunj, New Delhi-110070 upto 1.00 p.m. on **19.11.2015** and shall be opened at 2.00 p.m. on the same day. Tenderers or their authorized representatives may, if they so desire, be present during the opening of the Tenders.
3. If the cover of the Tender is not sealed and marked, the NBT will assume no responsibility for the tender's misplacement or premature opening.
4. The Tenderer shall bear all costs associated with the preparation of his Tender including cost of preparation for the purposes of clarification on the Tender, if so desired by NBT. NBT in no case will be responsible or liable for these costs, regardless of the conduct or outcome of the Tendering process.
5. The Tenderer should clarify whether the individual signing the Tender or other documents in connection with the tender signs as:
 - 5.1 A "sole proprietor" of the firm or constituted attorney of such sole proprietorship,

or

- 5.2 A partner of the firm if it be a partnership in which case he must have authority to refer to arbitration of disputes concerning the business of the partnership either by virtue of the partnership deed or a power of attorney. Alternatively, the Tender should be signed by all the partners, or
- 5.3 Constituted Attorney if it is a company.
6. Incomplete Tenders are liable to be rejected. It means that the Tenderer should quote for all the items. If any item is omitted or not quoted the rate for that item, would be termed as zero and the Tenderer would have to do that job free of cost.
7. All statutory liabilities like ESI, PF, Workmen's Compensation Act, etc. will be borne by the agency. **Rates quoted should be inclusive of all these and other expenses like uniform, ID Cards, mobile phone, wages, etc. No extra amount besides the rates quoted would be admissible. The agency will also ensure payment of wages as per the Minimum Wages Act.**
8. Following certified/attested copies must be submitted:
 - a) Copy of Income Tax Returns for the last three years.
 - b) Copy of Registration.
 - c) Copy of EPF registration.
 - d) Copy of ESI registration
 - e) Copy of Service Tax registration
9. **The personnel requirement mentioned in the Annexure may be increased or decreased at the discretion of NBT and no claim in this regard shall be entertained.**
10. The Tenderers should fill the rates both in figures as well as in words. The Tender form may be filled in English and all entries must be handwritten in ink. Overwriting of rates is not permitted. Corrections, if any, should be attested by the Tenderer with his initials.
11. If there is a discrepancy in rates between figures and words, the amount in words will prevail.
12. Tenderers shall be required to deposit Rs.25,000/- as Earnest Money (refundable) in the form of a Demand Draft drawn in favour of **National Book Trust, India**, payable at **Delhi**. Tenders not accompanied by the requisite Earnest Money shall be rejected summarily.
13. When deemed necessary, NBT may seek clarification on any aspect from the Tenderers. However, that would not entitle any Tenderer to change or cause any change in the rates quoted. All expenses for preparation of documents and meetings, if any, will be borne by the Tenderer.
14. Each Tender should be accompanied by documentary evidence of the Tenderer

being a registered/approved government contractor and of his having undertaken work of a similar nature. In the absence of documentary evidence, the Tender will be rejected.

15. The Tenderers, in their own interest, are advised to inspect the site to assess the scope of work before submitting Tenders.
16. NBT will examine the Tenders to determine whether they are complete, whether any computational errors have been made, whether the documents have been properly signed, and whether the Tenders are generally in order. A Tender determined as not substantially responsive will be rejected by NBT and may not subsequently be made responsive by the Tenderer by rectifying the non-conformity.
17. NBT may waive off any minor infirmity or non-conformity in the tender which does not constitute a material deviation, provided such waiver does not prejudice or affect the relative ranking of other Tenderers. The decision of NBT in this regard will be final.
18. The requirement of security personnel may vary from day to day, depending upon the exigencies of work.
19. The deployment of security personnel, as per NBT's requirements, shall commence on **6th January 2016** and shall continue till **18th January 2016**.
20. The personnel provided by the agency shall be presentable dressed in neat and clean uniform. NBT at its own discretion shall inspect the same. In case of non-conformity, penalty as deemed appropriate shall be levied on the agency.
21. List of Ex-Serviceman (to be provided for NDWBF-2016) with their Identity Card issued by Army/Navy/Air Force/Paramilitary Organizations to be deposited alongwith tender document as annexure.
22. List of Security Personnel (Security Guards, Supervisor, Security Officer) with their names, photo ID Card issued by the vendors to be provided alongwith tender document as annexure.
23. Officers of NBT may inspect the infrastructure/ resources available at the disposal of the Tenderer.
24. The agency shall be responsible for round the clock security of exhibition halls and any damage or loss caused due to negligence, theft, fire etc. shall be recoverable from the agency. Atleast 25% of the staff deployed for security should be ex-servicemen.
25. All the guards should display proper ID card with name and photograph.
26. In case of security related issues including theft, pick pocket etc. Security Officer will Liaison with Local Police Authorities.
27. Security Officer and all Security Supervisors, Security Guards should carry mobile phones/walkie talkie with them.
28. Security Officer, Security Supervisors and Security Guards should carry Whistle

and Gloves with them.

29. Two days before commencement of the Fair a briefing would be held in Pragati Maidan where all the personnel to be deployed need to be present. There the officer-in-charge from NBT would brief all the personnel about their duties. All the staff should be present in uniform with proper photo ID card for inspection. The mobile nos. of all the personnel specified above should be handed over to the officer-in-charge of NBT. NBT will have the discretion to decide as to who, when and how Security Personnel will be deployed at different halls and other points.
30. The agency should engage experienced personnel for the job.
31. NBT will not provide any transport, food or any other amenity for proper discharge of duties by the agency's personnel.
32. Subject to physical attendance of the personnel and at the recommendation of the Controlling Officer designated by the NBT for the purpose, 50% payment of the billed amount shall be made at the site. The balance payment shall be made within 30 days of the conclusion of the Fair, together with refund of Security Deposit.
33. NBT will award the contract to the Tenderer whose Tender has been determined to be substantially responsive and has been determined as the lowest evaluated bid, provided further that the Tenderer is determined to be competent to execute the job satisfactorily. NBT shall however not bind itself to accept the lowest or any Tender, wholly or in part.
34. Before award of the contract the successful Tenderer will be required to deposit as Performance Security (refundable) a sum equal to 5% of the value of the contract, after adjustment of Earnest Money Deposit in the form of a Demand Draft drawn in favour of National Book Trust, India, payable at Delhi. The Security Money deposited by the successful Tenderer will be retained till conclusion of the Fair and would be refunded at the time of full and final settlement of bill(s).
35. Security money shall, however, be liable to be forfeited if the contractor fails to execute the job satisfactorily as per the requirements. If the successful bidder backs out after award of the contract, Earnest Money Deposit will be forfeited.
36. Income Tax as applicable shall be deducted at source. **Permanent Account Number (PAN) allotted by the Income Tax Authorities must be mentioned in Annexure-I**, without which the Tender is liable to be rejected.
37. NBT reserves the right to accept or reject any Tender, and to annul the Tender process and to reject all bids at any time prior to award of the contract, without thereby incurring any liability to the affected Tenderer or Tenderers on the ground of NBT's action. The decision of NBT in this regard would be final and binding.

38. NBT is not bound to accept the lowest rates quoted by any Tenderer and reserves the right to accept the whole or any part of the Tender at the rates quoted.
39. NBT and the contractor shall make every effort to resolve amicably by direct informal negotiations any disagreement or dispute, arising between them under or in connection with the contract. However, any unresolved disputes would be subject to the jurisdiction of Delhi courts only.
40. NBT will have discretion to award the contract to more than one agency. In such a situation, other bidders shall work at the lowest accepted rate.
41. If the event of any negligence or unsatisfactory execution on the part of the contractor, NBT will have the right to forfeit the Performance Security and to recover penalty as if deems appropriate from the amount payable against the contractor's bill(s). If deemed necessary, the contractor may also be blacklisted for future.
42. **Validity of the bid**

The bids submitted by the Tenderers shall be valid for a minimum period of 120 days computed from the date of opening of the bids.



Annexure-I

राष्ट्रीय पुस्तक न्यास, भारत
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**PROVIDING OF SECURITY SERVICES BEFORE AND DURING THE FAIR IN NINE EXHIBITION
HALLS AND GATES AT PRAGATI MAIDAN, NEW DELHI.**

PROFORMA

S. No.	Description of personnel	No. of personnel (approx.)	Minimum Wages	EPF	ESI	Service Charge quoted in % (Percentage)	Service Tax	Rate per day per person (inclusive all)
			A	B	C	D	E	A+B+C+D+E
1.	Security Officer	1						
2.	Security Supervisor	16						
3.	Security Guard (Male & Female) For 24 hours	126						
4.	Ex-Serviceman For 24 hours	20						
5.	HHMD	25						
6.	DFMD	20						

Note: Service charge should not be less than the TDS deducted at source.

Date:

Signature:

Place:

Name:

Address:

PAN:

I/We undertake to abide and be bound by the terms and conditions of the Tender/Contract.

List of documents submitted along with the Tender:

1. Documentary evidence of the Tenderer being a registered and approved government contractor and of his having done work of similar nature.
2. Registration Certificate.
3. PAN (attested photocopy of PAN Card).

Signature of the Tenderer
with Official seal:
Tel. No. and date: