



**NATIONAL HANDLOOM DEVELOPMENT CORPORATION LTD.**  
**(A GOVT. OF INDIA UNDERTAKING – MINISTRY OF TEXTILES)**  
**HANDLOOM HAAT, ROOM NO.29, 3<sup>RD</sup> FLOOR, JANPATH, NEW DELHI-110001**

**Notice Inviting Tender**

NHDC on behalf of the O/o Development Commissioner for Handlooms, Ministry of Textiles, Government of India is going to organize National Level Special Handloom Expos (Silk Fab/Wool Fab/Expo) during the financial year 2018-19. Online Tenders / Quotations are invited from the reputed agencies for the security work.

Prescribed tender documents containing the details of work, terms & conditions etc. for infrastructure work is available on the e-procurement portal of Govt. of India i.e. <https://eprocure.gov.in/eprocure/app> and [www.nhdc.org.in](http://www.nhdc.org.in) (For reference only)

Date of issue of Tender : 01.06.2018 at 10.30 AM  
Date of Start of Submission : 01.06.2018 at 11.00 AM  
Last date for submission of Tenders : 20.06.2018 by 5.00 PM  
Tender opening date & time : 21.06.2018 at 03.30 P.M.

Bids shall be submitted online only at CPPP website: <https://eprocure.gov.in/eprocure/app>. Contractors/Bidders are advised to follow the instructions provided in the "Instructions to the Contractors/Bidders for the e-submission of the bids online through the Central Public Procurement Portal for e-Procurement at <https://eprocure.gov.in/eprocure/app>" and in the Annexure - I. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.

Bidders shall not tamper/modify the tender form including downloaded financial bid template in any manner. In case if the same is found to be tempered/modified in any manner, tender will be completely rejected and EMD would be forfeited and bidder is liable to be banned from doing business with Office of Development Commissioner for Handlooms .

Intending tenderers are advised to visit National Handloom development Corporation's website [www.nhdc.org.in](http://www.nhdc.org.in) and CPPP site <https://eprocure.gov.in/eprocure/app> regularly till closing date of submission of tender for any corrigendum / addendum/ amendment.

**EMD and Bid document cost:**

Cost of Bid document	INR 2,000 (Indian Rupees Five Thousand only) in the form of DD from a Nationalized bank in India and drawn in favour of National Handloom development Corporation Ltd, Greater Noida/New delhi.
Earnest money deposit	INR 25,000 (Indian Rupees Twenty Five Thousand only) in the form of DD or BG from a Nationalized bank in India and drawn in favour of National Handloom development Corporation Ltd, Greater Noida/New delhi.

7. If the EMD is submitted through BG, the minimum validity date of the BG should be 120 (one hundred twenty) days from the last date of submission of the bids. The Hard Copy of original instruments in respect of EMD and bid document cost must be delivered to the address given below on or before bid submission end date/time as mentioned in the critical date sheet. Bids not accompanied with EMD and bid document cost are liable to be rejected. The bid document fee shall be non refundable. NSIC registered agencies are exempted for EMD and bid document fee.

**National Handloom Development Corporation Ltd,  
Room No. 29, 3<sup>rd</sup> Floor, Handloom Haat, Janpath  
New Delhi – 110001**

Bids will be opened as per date/time as mentioned in the Tender Critical Date Sheet.

**Submission of Bids:**

The bids shall be submitted online in Two parts, viz., Fee/Pre-Qualification/Technical bid and Financial Bid. All the pages of bid being submitted must be signed and sequentially numbered by the bidder irrespective of nature of content of the documents before uploading. The offers submitted by Telegram/Fax/email shall not be considered. No correspondence will be entertained in this matter

**Fee/Pre-Qualification/ Technical Bid (Check list):**

The following documents are to be self-attested and furnished by the Bidder along with Fee/Pre-Qualification/ Technical Bid as per the bid document (As applicable):

1. GST Registration copy with self-attested by tenderer.
2. Copies of Last five year service tax paid in the Central Exercise Deptt.
3. Copy of organizational structure and nos. of trained security personnel on roll.
4. Copies of profit loss account for last five years.
5. Copies of documents service provides in major cities and details of Branches In India.
6. Experience certificate work done with Central/State Govt. Deptt. etc.
7. Tan/Pan no.
8. Credibility/reputation/Awards received, if any.
9. Turnover of the agency for last three years shall not be less than 10.00 Lakh, in this Connection, chartered accountant audited balance sheet should be enclosed.
10. Proof of Financial status and credit worthiness of the firm issued by the firm's Bankers should be enclosed.

**Financial Bid:**

- a) As per the Format Attached in Tender Document (Part-2).

**Instruction to Bidders:**

1. The venue , place and dates of the exhibitions are tentative and subject to change at any time.
2. The Financial bids of those tenderers will be opened which qualify the technical Bids .
3. Tenderer is allowed to quote the rates ,either group –A or group –B or both group.

**Tender cost Rs 2000.00**  
**(Non-refundable)**  
**Tender notice for Security**  
**Personnel (Guards)**  
**Year -2018-19**

**NATIONAL HANDLOOM DEVELOPMENT CORPORATION LIMITED**  
**( A Govt. of India Undertaking - Ministry of Textiles)**  
**Handloom Haat, RoomNo.-29,3<sup>rd</sup> Floor, Janpath, New Delhi-110001**

National Handloom Development Corporation Ltd ( A Govt. of India Undertaking ) working under the aegis of Development Commissioner for Handlooms, Ministry of Textiles ,Govt. of India, New Delhi is engaged to provide Marketing support to the Handloom Weavers in marketing their Handloom products by arranging Exhibition – cum –Sale besides other measures at various metropolitan cities.

Tender for providing Trained Security Guards during the special Handloom Expos (Silk Fab/Wool Fab) in the year 2018-19, Tentatively proposed at 31 places in pan India. During the Each exhibition we shall be in need of trained Security Guards for 15/16 days. The details of the places of exhibitions divided in groups area wise are given below:

**Group-A: LUCKNOW, BHOPAL, INDORE, JABALPUR, DELHI, CHANDIGARH, JAMMU, PATNA, KOLKATA, BHUBANESWAR, RAIPUR, GUWAHATI, ITANAGAR, JAIPUR, VARANASI, DEHRADOON, AMRITSAR, RANCHI, JAMSHEDPUR.**

**Group-B: CHENNAI, MUMBAI,PUNE, AHMEDABAD, SURAT, VADODARA, COIMBATORE, ERNAKULAM, HYDERABAD,VISAKHAPATANAM, BANGALORE, HUBLI.**

Tenders are invited from the reputed Security services providing organizations at various cities of the country as mentioned in Group-A & Group -B for the security purpose during the organization of Silk Fab/Wool Fab & National Handloom Expos during the financial year 2018-19.

Prescribed tender documents containing the details of work, terms & conditions etc. for infrastructure work is available on the e-procurement portal of Govt. of India i.e. <https://eprocure.gov.in/eprocure/app> and [www.nhdc.org.in](http://www.nhdc.org.in) (For reference only)

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**General Terms Conditions:**

1. Aim of the contract is to provide the trained security personnel during the Event Period. The duration of the contract shall be for a maximum of One year only, out of which first three Event's Security services shall be on probation. On satisfactory probation period the contract shall be extended for the remaining period ( Events) . However, the contract may be terminated anytime without giving any reason by the authority by giving a notice of 15 days.
2. The aspiring agencies must carefully read the conditions of the contract enclosed with this Tender Form before quoting rates, The rates quoted once shall be final and no amendments/corrections shall be entertained in any circumstances. The quoted rates shall include all the applicable taxes.
3. The concerned agency must fill up the form clearly along-with full address both permanent and temporary in the Tender form.
4. No addition or alteration is allowed in the tender documents. Any addition or alteration, if required, must be carried out by the agency with appropriate initials and stamp of the agency. For such reason, the application is liable to be rejected.

5. Corporation reserve the right to accept or reject any or all the applications without assigning any reasons thereof. The applications which are incomplete, illegible or not fulfilling any of the conditions shall be rejected summarily. The conditional tender shall not be accepted in any circumstances.
6. The agency having adequate experience in running the said type of work in any Government Departments, Public undertakings or elsewhere may apply along-with experience certificate or any other proof.
7. Agencies are required to deposit an Earnest Money of Rs.25000.00 in the mode of Demand Draft/FDR, drawn in favour of the NHDC Limited and Tender Cost of Rs. 2,000.00 in the mode of Demand Draft at office of NHDC Ltd.,\_Handloom Haat, Room No.-29,3<sup>rd</sup>Floor, Janpath, New Delhi-110001. The soft copy of the same Demand Draft/FDR are required to uploaded on <https://eprocure.gov.in/eprocure/app>
8. The security money of the successful applicant shall be liable to be forfeited as liquidated damages in the event of evasion, refusal or delay on his part of executing the agreement and EMD of unsuccessful bidder shall be returned within 30 days from the date of opening of the tenders.
9. The Financial bids of those tenderers will be opened which qualify the technical Bids.
10. The Tender shall be opened on 21.06.18 at 3.30 pm in the presence of aspiring bidders or their authorized representative bearing their authority, letter for the same & constituted committee of the Corporation.
11. The agency shall not assign or sublet the contract on any part therefore or any benefit or interest therein or there under without written consent of the Corporation. The whole of the work written in the contract shall be executed by the concerned agency only. The agency shall be fully responsible for the act and omission. Default and neglect of its employees and such act/omission shall be treated as fault of concerned agency only. In the case of any default or negligence under such contract, the competent authority may impose fine or penalty against the agency. The contract shall be cancelled after issuing the three consecutive warning.

12. In case the agency is not in a position to provide the security guards during the Exhibition they shall intimate the reason thereof to the Exhibition In charge before 02 days of such happening ,failing which it will be automatically be construed the breach of contract by the agency.

13. Preference will be given to the agency Whose Branches are all over India,

14. Tenderer may quote their rate for Group-A or Group-B or for both Group.

15. The Managing Director of NHDC shall be the sole arbitrator for all disputes/differences, if any arising between the contract. The decision of the MD of NHDC shall be final and binding on the contractor.

Part-1

The status of information for Technical bid (Evaluation) of Security Agencies.

1. GST Registration copy with self-attested by tenderer.
2. Copies of Last five year service tax paid in the Central Exercise Deptt.
3. Copy of organizational structure and nos. of trained security personnel on roll.
4. Copies of profit loss account for last five years.
5. Copies of documents service provides in major cities and details of Branches In India.
6. Experience certificate work done with Central/State Govt. Deptt. etc.
7. Tan/Pan no.
8. Credibility/reputation/Awards received, if any.
9. Turnover of the agency for last three years shall not be less than 10.00 Lakh, in this Connection, chartered accountant audited balance sheet should be enclosed.
10. Proof of Financial status and credit worthiness of the firm issued by the firm's Bankers should be enclosed.

Details of enclosure:-

(Signature with stamp)

Name:

Date:

Place:

Part-2

**Financial Bid**

1. Name of tenderer:-
2. Rate per Guard/Supervisor for 8hrs/12hrs,mentioning taxes etc.

Sl No.	Name of Cities	Rate per guard / supervisor	Remarks if any
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			

Note: separate sheet may be attached, if the list of cities is increasing.

Signature & Seal of the authorized signatory

Place:



Date:

## Annexure - I

### **Instructions to Bidders for Online Bid Submission**

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The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP Portal. More information useful for submitting online bids on the CPP Portal may be obtained at: <https://eprocure.gov.in/eprocure/app>.

#### **1. REGISTRATION**

- 1) Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal (URL: <https://eprocure.gov.in/eprocure/app>) by clicking on the link "Online bidder Enrollment" on the CPP Portal which is free of charge.
- 2) As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
- 3) Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.
- 4) Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify / nCode / eMudhra etc.), with their profile.
- 5) Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSC's to others which may lead to misuse.
- 6) Bidder then logs in to the site through the secured log-in by entering their user ID / password and the password of the DSC / e-Token.

#### **2. SEARCHING FOR TENDER DOCUMENTS**

- 1) There are various search options built in the CPP Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, Organization Name, Location, Date, Value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as Organization Name, Form of Contract, Location, Date, Other keywords etc. to search for a tender published on the CPP Portal.
- 2) Once the bidders have selected the tenders they are interested in, they may download the required documents / tender schedules. These tenders can be moved to the respective 'My Tenders' folder. This would enable the CPP Portal to intimate the bidders through SMS / e-mail in case there is any corrigendum issued to the tender document.
- 3) The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification / help from the Helpdesk.

#### **3. PREPARATION OF BIDS**

- 1) Bidder should take into account any corrigendum published on the tender document before submitting their bids. RFP- For Appointing Survey Agency
- 2) Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the

number of covers in which the bid documents have to be submitted, the number of documents - including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.

3) Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document / schedule and generally, they can be in PDF / XLS / RAR / DWF/JPG formats. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.

4) To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use "My Space" or "Other Important Documents" area available to them to upload such documents. These documents may be directly submitted from the "My Space" area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.

#### 4. SUBMISSION OF BIDS

1) Bidder should log into the site well in advance for bid submission so that they can upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.

2) The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.

3) Bidder has to select the payment option as "offline" to pay the tender fee / EMD as applicable and enter details of the instrument.

4) Bidder should prepare the EMD as per the instructions specified in the tender document. The original should be posted/couriered/given in person to the concerned official, latest by the last date of bid submission or as specified in the tender documents. The details of the DD/any other accepted instrument, physically sent, should tally with the details available in the scanned copy and the data entered during bid submission time. Otherwise the uploaded bid will be rejected.

5) Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. If the price bid has been given as a standard BoQ format with the tender document, then the same is to be downloaded and to be filled by all the bidders. Bidders are required to download the BoQ file, open it and complete the white coloured (unprotected) cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the filename. If the BoQ file is found to be modified by the bidder, the bid will be rejected.

6) The server time (which is displayed on the bidders' dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.

7) All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 128 bit encryption technology. Data storage encryption of sensitive RFP- For Appointing Survey Agency fields is done. Any bid document that is uploaded to the server is subjected to symmetric encryption using a system generated symmetric key. Further this key is subjected to asymmetric encryption using buyers/bid

openers public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.

8) The uploaded tender documents become readable only after the tender opening by the authorized bid openers.

9) Upon the successful and timely submission of bids (ie after Clicking “Freeze Bid Submission” in the portal), the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.

10) The bid summary has to be printed and kept as an acknowledgement of the submission of the bid. This acknowledgement may be used as an entry pass for any bid opening meetings.

#### **5. ASSISTANCE TO BIDDERS**

1) Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.

2) Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk number 0120-4200462, 0120-4001002.