

**TECHNICAL BID**

**1. Qualifying Criteria**

Bidder is required to forward the following documents: -

- a) Name & address of the firm including name of the Bank and Account No.
- b) PAN No./ Valid License/ Registration Number of the firm/ agency under the Shop & Establishment Act of Delhi Administration or any other Act for providing manpower/ Provident Fund Code Number/ ESI Code Number/ Income Tax Number/ Service Tax Number in its name. Copies of these documents are to be enclosed.
- c) Copies of last 3years Income Tax Returns.
- d) The agency must provide the certificates from at least 3 heads of institutions where they are providing security/ manpower certifying that their services are professional and to their satisfaction.
- e) The names of five Government organizations/ PSUs/ Hospitals/ Hostels/ Establishments etc. including the names of two educational institutions, preferably having campus life where the services are provided by the agency.
- f) The annual turn over for the last three years i.e. 2006-07, 2007-08 and 2008-09.

2. Bidders shall submit along with the tenders Earnest Money for Rs.5,000/- in the form of a bank draft/ pay order drawn in favour of National School of Drama, New Delhi. Tenders not accompanied by the requisite amount of Earnest Money shall be rejected.

**3. Scope of Work**

- i) The bidder shall take the sole responsibility for providing Security Guards duly trained in operating fire fighting equipments and Skilled/ Unskilled Workers on the approved wages fixed by the Govt. of NCT of Delhi for a period of one year from the date of award of contract as per the text provided by the School.
- ii) The bidder shall ensure that:-
  - a) The firm/ agency has to ensure that the security guards & security supervisor/ skilled/ semi-skilled/ unskilled workers provided are paid at least minimum wages fixed by Govt. of NCT of Delhi.
  - b) The firm/ agency should comply with statutory obligations provided under the Provident Fund Act, ESI Act and any other Act applicable.
  - c) The firm/ agency has to provide the well-built carrying torch, baton etc. while they are on duty.
  - d) The services provided by firm/ agency shall be to the entire satisfaction of NSD.

**4. Rates**

The rates quoted shall be valid during the currency of the Contract and the services shall be provided at the quoted rates.

**5. Validity**

The quotation shall be valid for a period of at least three calendar months from the date of opening of the tenders for the purpose of evaluation of tender. However, the rates quoted in the tender should be valid for the period of contract of one year.

Signature of the Bidder

Name of the firm/agency and stamp

Date:  
Place: