



राष्ट्रीय पुस्तक न्यास, भारत
शिक्षा मंत्रालय, भारत सरकार
NATIONAL BOOK TRUST, INDIA
Ministry of Education, Government of India

5 Institutional Area, Phase-II,
Vasant Kunj, New Delhi – 110 070
Tel.: 011-35464721 & 35464758
E-mail: ad.admn@nbtindia.gov.in

F. No. NBT/Admin/PPP/Security Services/2026/04

Dated: 02.06.2026

NOTICE INVITING TENDER

Subject: **Inviting Bids for providing Need-Based Security Services to NBT at NBT HQ (New Delhi), NBT Sales Store at Sahibabad and other location in Delhi NCR – limited to PSUs & Autonomous Bodies of Central Govt. / State Government only.**

National Book Trust, India (an autonomous body under the Ministry of Education, Govt. of India) invites online bids for providing Security Services through Central Public Procurement (CPP) Portal from the Public Sector Undertakings (PSUs) and Autonomous Bodies of the Central or State Government:

Feature	Details
Nature of Work	Providing Security Services to NBT at NBT HQ (New Delhi), NBT Sales Store at Sahibabad and other location in Delhi NCR
Estimated Average Work	Rs. 1,00,00,000/- Per Year (Rupees One Crore only) including taxes.
Duration of Empanelment	Initially for one year, extendable on mutual consent for two more years (annually).
Earnest Money Deposit (EMD)	Rs. 3.0 Lakh (To be submitted through NEFT/RTGS)
Date of Publishing e-Tender	02.06.2026 (14:00 hrs.)
Pre-Bid Meeting Date & Time	08.06.2026 (14:15 hrs.)
Clarification End Date & Time	08.06.2026 (17:00 hrs.) (No queries shall be entertained after clarification ending date and time in this regard)
Starting Date for Bid Upload	02.06.2026 (17:00 hrs.)
Last Date for Bid Upload	16.06.2026 (11:00 hrs.)
Date of Opening Technical Bid	17.06.2026 (11:05 hrs.)

Eligibility Criteria

1. This tender is strictly limited to Public Sector Undertakings (PSUs) and Autonomous Bodies of the Central or State Government.
2. Private agencies need not to apply for this specific tender.

General Instructions:

1. Interested parties may download the tender documents free of cost from <https://eprocure.gov.in/eprocure/app>.
2. Manual / Physical Bids shall not be accepted; Bids must be submitted online only through the CPP Portal.
3. Retention of Manpower: The successful bidder shall be required to retain the services of the security personnels already deputed at NBT India.



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**SCOPE OF WORK: CONTRACT FOR PROVIDING SECURITY SERVICES
(BEING HIRED THROUGH CPP PORTAL)**

A. SERVICES TO BE PROVIDED

NBT, India Head office premises (all office blocks, Guest House premises, Sales Store, Residential Area) at 5 Institutional Area, Vasant Kunj, New Delhi-110070 and NBT Sales Store at Sahibabad.

The Security Service Provider shall ensure protection of the personnel & property of the NBT, prevent trespass in the assigned area with/without arms, perform watch and ward functions including night patrol on the various points and to prevent the entry of stray dogs and cattle and anti-social elements, unauthorized persons and vehicle into the campus of the NBT building.

B. Annual Estimated Expenditure: Rs.1,00,00,000/- (Rupees One Crore only) including taxes.

C. DUTIES AND RESPONSIBILITY OF PSU SECURITY SERVICE PROVIDER:

1. The Security Service Provider will prefer ex-service man as security supervisor. The security supervisor and security guard should be literate (supervisor with at least Graduate and Guards with at least 10th Certificate), able to read, write and understands, Hindi and English languages.
2. They should have first aid training in the area of industrial security and in handling firefighting equipment, certification is preferred.
3. The security supervisor and guards must be smartly dressed in proper uniforms, while on duty. If at any time any of the security personnel are found to be guilty of misconduct in any manner, the Security Service Provider shall be asked to replace that person immediately.
4. The security personnel assigned duties at the NBT, should deal with staff, students and visitors, politely and courteously, while enforcing discipline. In case any security staff is found to misbehave or indulges in misconduct of any nature, the Security Service Provider shall be asked to replace that person.
5. The Security Service Provider shall demonstrate proper usage of firefighting equipment once in a year and would be responsible for the operation of fire fighting in the event of fire break out. The Hydrants must be checked every month by the security personnel in close coordination with administration.

6. The Security Service Provider shall verify character, attendance of security personnel before deployment in NBT, HQ and Sahibabad Sales Store. The particulars of staff (Name, age, address, qualifications, previous service experience etc. engaged by the Security Service Provider should be submitted to the NBT authorities. NBT reserves the right to verify the antecedents of the security personnel engaged on duty through local police officials. For this purpose, the Security Service Provider should submit requisite detailed information and passport-size photographs and extend co-operation in getting the verification done.
7. The security deployed shall not be changed by the Security Service Provider on their own until and unless so warranted.
8. NBT will not be responsible to provide any residential accommodation to security personnel deployed by PSU Security Service Provider.
9. The security personnel shall not indulge in any loose or unwarranted talk with the employees or visitors. During Sundays/holidays or after office hours on working days the security shall be extra vigilant.
10. It would be the responsibility of the Security Service Provider to maintain and ensure full-proof security at the main gate by regular check of incoming/outgoing personnel. As far as visitors are concerned, the security personnel should insist that they write in the register their name, address, telephone number, the purpose of visit and the person they want to meet and thereafter, if satisfied, issue a visitor pass. The visitors pass, should be collected back, when the visitor leaves, duly signed by the concerned official.
11. All the incoming and outgoing entities and goods should be thoroughly checked by the security guards. The security guards must ensure that NBT's property, whether equipment or materials, are not allowed to be taken out of the campus without proper gate-pass duly signed by the authorized officials. To keep proper records of incoming and outgoing material the proper register should be maintained.
12. The security supervisor shall also check the garbage/wastage being taken out for disposal to ensure that none of the useful items are taken out for disposal.
13. The Security Guards shall carry occasional random checks of Two wheelers and Four wheelers of staff while leaving the campus to ensure that none of the property of the NBT is being taken out un-authorized. Similarly, random frisking of staff and students should be done. Such check of vehicles or frisking of personnel must be done only in the presence of an authorized officer of NBT.

14. The security personnel shall be deployed round the clock in 3 shifts at the office of NBT, HQ and Sahibabad Sales Store to safeguard the premises.
15. The Agency shall be responsible for opening/closing of the building and rooms as necessitated/directed by NBT on working and closed days.
16. The Agency shall ensure that water taps/lights/ACs are not left open/on after close of working hours on normal working days as well as on off days, as the case may be. The security personnel deployed shall take regular rounds of the premises to maintain vigilance and remain alert.
17. NBT officers may carry out surprise checks at any time of the day or night. During the duty hours if any security guard is found missing or sleeping or in a drunken state such person will have to be replaced immediately. In such instances NBT reserves the right to cancel the security contract or impose a penalty of Rs.2000/- per such occurrence.
18. In the event of any eventuality or mishap happening at the campus, such as robbery, vandalism, fire, communal riot, earthquake etc. the security persons on duty shall immediately intimate the Deputy Director/Joint Director/ Director or other officers as directed. List of Residential phones or Mobile phone numbers of NBT officers shall be available with Security at the main gate. The Security Service Provider shall be held responsible if the message is not conveyed to the NBT officers immediately.

D. PROVIDING WORKFORCE:

1. **The bidder has to provide workforce in sufficient numbers to maintain the buildings as required and of quality to ensure workmanship of the degree specified in the job order and to the satisfaction of the Officer-In-Charge. The cost of vehicle inspection mirror, metal detector etc. will be borne by the PSU Security Service Provider.**
2. The bidder shall, however, survey the area and make assessment of the security manpower requirement on their end. The bidder must employ adult and skilled labour only. Employment of child labour will lead to the termination of the contract. The successful bidder shall engage only such workers, whose antecedents have been thoroughly verified, including character and police verification and other formalities. In order to maintain quality services and minimize operational problems.
3. The bidder shall ensure that all the workforce deployed wear uniform while on duty.
4. The agency should be willing to provide additional security guards on certain contingencies on payment of proportionate wages. NBT may also increase the number of security guards required depending upon future requirement.

5. The contractor must be able to provide Security services for NBT during events in Delhi/NCR including New Delhi World Book Fair.

6. Tentative requirement of Security Staff: -

Sl. No.	Name of the Post	No. of Security Manpower required
1	Security Supervisor (Skilled)	01
2	Security Guards (Semi-Skilled)	19

Note: -

- a. NBT reserves the right to increase or decrease (up to NIL for any specific job) the above Security staff strength.
7. The eight hours shift generally will be from 06:00 hrs. to 14:00 hrs., 14:00 hrs. to 22:00 hrs. and 22:00 hrs. to 06:00 hrs. But the timings of the shift are changeable and shall be fixed by NBT from time to time depending upon the requirements.
8. The personnel will have to report to NBT's office at least 15 minutes in advance of the commencement of the shift for collecting necessary documents/ instructions, and to complete all other required formalities as approved by NBT.

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**TERMS AND CONDITIONS SPECIFIC TO THE CONTRACT FOR
SECURITY SERVICES AT NATIONAL BOOK TRUST, INDIA
(BEING HIRED THROUGH CPP PORTAL)**

Terms & conditions of the Contract: -

1. This tender is strictly limited to Public Sector Undertakings (PSUs) and Autonomous Bodies of the Central or State Government. Private agencies need not to apply for this specific tender.
2. **Bid applications shall be accepted through CPP Portal only.**
3. **Earnest Money (EMD) of Rs.3.00 Lakh (Three Lakh only) must be submitted/deposited to NBT. EMD is mandatory to examine the Bid on CPP Portal.** The EMD shall be deposited directly in NBT Bank Account as per following Bank Details: -

Account Name	: National Book Trust India
Account No.	: 3159101000021
IFS Code	: CNRB0003159
Bank & Branch	: Canara Bank, Vasant Kunj, New Delhi

The EMD shall be forfeited:

- a) If the bidder withdraws his bid during the period of bid validity.
 - b) In the case of successful bidder, if he fails to furnish the required Performance Guarantee within the specified time limit.
4. The security personnel provided shall be the employees of the Contractor and all statutory liabilities will be paid by the contractor such as ESI, PF, Workmen's Compensation Act, etc. The list of staff going to be deployed shall be made available to the NBT and if any change is required on part of the NBT fresh list of staff shall be made available by the agency after each and every change. The agency to employ adult and skilled/trained Security personnel only.
 5. The contractor shall abide by and comply with all the relevant laws and statutory requirements covered under Labour Act, Minimum Wages and (Contract Labour (Regulation & Abolition Act 1970), EPF etc. with regard to the Security personnel engaged by him for works. It will be the responsibility of the contractor to provide details of security personnel deployed by him, in the NBT.
 6. As far as EPF is concerned, it shall be the duty of the Contractor to get PF code number allotted by Regional Provident Fund Commissioner (RPFC) against which the PF subscription, deducted from the payment of the personnel engaged and equal employer's amount of contribution should be deposited with the respective PF authorities within 7 days of close of every month. Giving particular proof of deposits of EPF of the employees engaged for NBT works, is required to be submitted to NBT. In any eventuality, if the contractor failed to remit employee/employer's contribution towards PF subscription etc. within the stipulated time NBT is entitled to recover the equal amount from any money due or accrue to the Contractor under this agreement or any other contract with RPFC, with an advice to RPFC, duly furnishing particulars of personnel engaged for NBT.

7. **It is mandatory for the Service Provider to issue monthly salary slip to every Security personnel disclosing gross payment, deduction of EPF/ESIC etc. and net Payment.**
8. The Contractor will maintain a register on which day to day deployment of personnel will be entered. This will be countersigned by the authorized official of NBT. They will have to register their attendance on the bio-metric machine installed at the reception both on entry and exit. While raising the bill, the deployment particulars of the personnel engaged during each month, shift wise, should be shown. The Contractor has to give an undertaking (on the format), duly countersigned by the concerned official of NBT, regarding payment of wages as per rules and laws in force, before receiving the 2nd payment onwards. All the persons deployed will be required to provide their Aadhar numbers for identification.
9. All liabilities arising out of accident or death while on duty shall be solely borne by the contractor.
10. Adequate supervision will be provided to ensure correct performance of the said security services in accordance with the prevailing assignment instructions agreed upon between the two parties. In order to exercise effective control & supervision over the staff of the Contractor deployed, the supervisory staff will move in their areas of responsibility. The mobile no. of the Supervisor along with all deployed staff shall be made available to the Trust.
11. Contractor and his staff shall take proper and reasonable precautions to preserve from loss, destruction, waste or misuse of the areas of responsibility given to them by the NBT and shall not knowingly lend to any person or company any of the effects of the NBT under its control.
12. **The contractor shall have his own Establishment/ set up/ mechanism/ Training institute to provide training aids or should have tied up with a training institute, with 2-3 Ex-Servicemen/Ex-Para Military Forces/Ex-Police for training purpose at his own cost to ensure correct and satisfactory performance of his liabilities and responsibilities under the contract.**
13. The security staff shall not accept any gratitude or reward in any shape.
14. Under the terms of their employment agreement with the Contractor the Security staff shall not do any professional or other work for reward or otherwise either directly or indirectly, except for and on behalf of the Contractor.
15. That in the event of any loss occasioned to NBT, as a result of any lapse on the part of the contractor which will be established after an enquiry conducted by the NBT, the said loss can be claimed from the contractor up to the value of the loss. The decision of the Head of the NBT will be final and binding on the agency.
16. The contractor shall do and perform all such Security services, acts, matters and things connected with the administration, superintendence and conduct of the arrangements as per the direction enumerated herein and in accordance with such directions, which the NBT may issue from time to time and which have been mutually agreed upon between the two parties.
17. **The contractor must be able to provide Security services for NBT during events in Delhi/NCR including New Delhi World Book Fair.**
18. **The NBT shall have the right, within reason, to have any person removed that is considered to be undesirable or otherwise and similarly Contractor reserves the right to change the staff with prior intimation to the NBT.**
19. The contractor shall be responsible to maintain all property and equipment of the NBT entrusted to it. Trained security guards in field of security surveillance will also look after the CCTV system installed in the building.

20. The contractor will not be held responsible for the damages/sabotage caused to the property of the NBT due to the riots/mobs attack/armed dacoit activities or any other event of force majeure.
21. The contractor will deploy supervisors (Skilled) as per the need given by the NBT. The supervisor shall be required to work as per the instructions of NBT.
22. **The personnel engaged by the contractor shall be dressed in neat and clean uniform (including proper name badges, ID Cards etc. and regarding uniform prior approval of NBT to be taken) failing which invites a penalty of Rs.500/- each occasion and habitual offenders in this regard shall be removed from the NBT. The penalty on this account shall be deducted from the Contractor's bills. Notice to be issued to Contractor for this. Among the deputed security personnel Supervisors shall be provided in civil uniform i.e. Safari-suit, Blazer-pant etc.**
23. **The personnel engaged have to be extremely courteous with very pleasant mannerism in dealing with the Staff/Residents and should project an image of utmost discipline. NBT shall have right to have any person moved in case of staff complaints or as decided by representative of NBT if the person is not performing the job satisfactorily or otherwise. The contractor shall have to arrange the suitable replacement in all such cases immediately. At least one lady Security Guard to be provided during office time in a day.**
24. The eight hours shift generally will be from 06:00 hrs. to 14:00 hrs., 14:00 hrs. to 22:00 hrs. and 22:00 hrs. to 06:00 hrs. But the timings of the shift are changeable and shall be fixed by NBT from time to time depending upon the requirements.
25. **The personnel will have to report to NBT's office at least 15 minutes in advance of the commencement of the shift for collecting necessary documents/ instructions, and to complete all other required formalities as approved by NBT.**
26. **For smooth functioning, the Contractor has to retain the services of the existing security personnels already deputed at National Book Trust, India.**
27. The contractor shall abide by and comply with all the relevant laws and statutory requirements covered under various laws such as Labour Act, Minimum Wages Act, Contract Labour (Regulation and abolition) Act, EPF, ESI and various other Acts as applicable from time to time with regard to the personnel engaged by the contractor for NBT.
28. **The service provider shall make payment to all concerned on or before 7th of every month. The service provider shall submit the bill in respect of a particular month in the first week of the following month.**
29. **The service provider should be in position to bear the expenses of salary of security personnel for at least two months in case of payment not processed/ released by NBT due to unavoidable circumstances.**
30. **Payment to the service provider would be strictly on satisfactory certification by the officer concerned.**
31. **Any payment i.e. salary, advances etc. to the Security Personnel shall be through account payee cheque, online mode only. Cash payment to any Security Personnel is not allowed.**
32. **Director, NBT has right to cancel Bid/ Contract at any time without assigning any reason.**

33. Any damage or loss caused by contractor's persons to NBT in whatever form would be recovered from the contractor.
34. NBT will give basic training/familiarization of the Security and door keeping services required to be done by the personnel to be deployed by the contractor under the contract for 2 to 3 days and this period will not be counted as shift manned by contractor's personnel for the purpose of payment under the contract.
35. **Penalties: -**
- a. In case any of contractor's personnel(s) deployed under the contract is (are) absent, a penalty of Rs.1,000/- each of number of guards/supervisors absent on that particular day shall be levied by the NBT and the same shall be deducted from the contractor's bills.
 - b. In case any of contractor's personnel deployed under the contract fails to report in time and contractor is unable to provide suitable substitute in time for the same it will be treated as absence and penalty as mentioned in point 35(a) shall be levied.
 - c. In case the contractor fails to commence/execute the work as stipulated in the agreement or unsatisfactory performance or does not meet the statutory requirements of the contract, NBT reserves the right to impose the penalty as detailed below: -
 - i) Rs.50,000/- per week, upto four weeks delays.
 - ii) After four weeks delay Principal Employer reserves the right to cancel the contract and withhold the agreement and get this job carried out preferably from other contractor(s) registered with DGR and then from open market or with other agencies if DGR registered agencies is not in a position to provide such Contractor(s). The difference if any will be recovered from the defaulter contractor and also shall be black listed for a period of 4 years from participating in such type of Bid and his security deposit could also be forfeited, if so warranted.
36. The contractor shall ensure that his personnel shall not at any time, without the consent of the NBT in writing, divulge or make known any trust affairs/accounts matter or transaction undertaken or handled by the NBT. This clause does not apply to the information, which becomes public knowledge.
37. Any liability arising out of any litigation (including those in consumer courts) due to any act of contractor's personnel shall be directly borne by the contractor including all expenses/fines. The concerned contractor's personnel shall attend the court as and when required.
38. **The contractor shall deploy his personnel only after obtaining NBT approval duly submitting curriculum vitae (CV) of these personnel, NBT shall be informed at least one week in advance and contractor shall be required to obtain the NBT's approval for all such changes along with their CVs.**

39. **Force Majeure: -**

If at any time during the currency of the contract, either party is subject to force majeure, which can be termed as civil disturbance, riots, strikes, tempest, acts of God etc. which may prevent either party to discharge his obligation, the affected party shall promptly notify the other party about the happening of such an event. Neither party shall by reason of such event be entitled to terminate the contract in respect of such performance of their obligations. The obligations under the contract shall be resumed as soon as practicable after the event has come to an end or ceased to exist. If the performance of any obligation under the contract is prevented or delayed by reason of the event beyond a period mutually agreed to if any or seven days, whichever is more, either party may at its option terminate the contract.

40. The contractor shall have his own Establishment/Setup/Mechanism, etc. at his own cost to ensure correct and satisfactory performance of his liabilities and responsibilities under the contract.
41. If the contractor is a joint venture/consortium/group/partnership of two or more persons, all such persons shall be jointly and severally liable to NBT for the fulfillment of the terms of the contract. Such persons shall designate one of them to act as leader with authority to sign. The joint venture/consortium/group/partnership shall not be altered without the approval of the NBT.
42. The initial contract shall be for 12 months, may be extended for two years, one year a time depending upon the performance of the agency and discretion of NBT, India.
43. During the course of contract, if any contractor's personnel are found to be indulging in any corrupt practices causing any loss of revenue to the NBT shall be entitled to terminate the contract forthwith duly forfeiting the contractor's Performance Guarantee.
44. In the event of default being made in the payment of any money in respect of wages of any person deployed by the contractor for carrying out of this contract and if a claim therefore is filed in the office of the Labour Authorities and proof thereof is furnished to the satisfaction of the Labour Authorities, the NBT may, failing payment of the said money by the contractor, make payment of such claim on behalf of the contractor to the said Labour Authorities and any sums so paid shall be recoverable by the NBT from the contractor.
45. If any money shall, as the result of any instructions from the Labour authorities or claim or application made under any of the Labour laws, or Regulations, be directed to be paid by the NBT, such money shall be deemed to be payable by the contractor to the NBT within seven days. NBT shall be entitled to recover the amount from the contractor by deduction from money due to the contractor or from the Performance Security.
46. The contractor shall not engage any such sub-contractor or transfer the contract to any other person in any manner.
47. **The contractor shall indemnify and hold NBT harmless from and against all claims, damages, losses and expenses arising out of, or resulting from the works/services under the contract provided by the contractor. A separate indemnity bond on Rs.100/- judiciary stamp certification from Notary has to be provided.**
48. The bidder should be registered with the concerned authorities of Labour under Contract Labour (R&A) Act 1970 and Delhi Works Contract Act (wherever applicable).
49. **The contracting agency shall not employ any person below the age of 18 yrs. and above the age of 55 yrs. Manpower so engaged shall be trained for providing security services and firefighting services before joining. In addition, NBT may also arrange training in batches from Civil Defence and Fire Services for deployed security personnels. During this training, contractor shall have to arrange for substitute for the staff undergoing training.**
50. **The contracting agency shall employ at least 33% manpower from the category of Ex-Servicemen not above the age of 55 years. The contractor shall provide proof of Ex-Servicemen and NBT shall get it verified on its own. Security staff other than ex-servicemen shall be minimum 10th pass and training minimum of five days duration for providing security and firefighting services.**

51. **Each and every security guard/supervisor of the agency must be verified by Police.**
52. **The Security Guards and Supervisors are prohibited to smoke/ drink on duty. Any security guard or supervisor found smoking in non-smoking area will impose a penalty of Rs.5,000/- for smoking and Rs.10,000/- for drinking.**
53. The contractor shall get guards and supervisors screened for visual, hearing, gross physical defects and contagious diseases and will provide a certificate to this effect for each personnel deployed. NBT will be at liberty to get anybody re-examined in case of any suspicion. Only physically fit personnel shall be deployed for duty.
54. Security staff engaged by the contractor shall not take part in any staff union and association activities.
55. The contractor shall bear all the expenses incurred on the following items i.e. Provision of torches and cells, lathis/ballams and other implements to security staff, stationery for writing duty charts and registers at security check points and records keeping as per requirements.
56. Agency if required will provide walkie-talkie to each supervisor and to 20 % of security guards to ensure effective timely communication between them.
57. NBT shall not be under any obligation for providing employment to any of the workers of the contractor after the expiry of the contract. NBT does not recognize any employee employer relationship with any of the workers of the contractor.
58. If as a result of post payment audit any overpayment is detected in respect of any work done by the agency or alleged to have done by the agency under the Contract, it shall be recovered by the NBT from the agency.
59. The contractor shall provide the copies of relevant records during the period of contract or otherwise even after the contract is over whenever required by NBT.
60. The contractor will have to deposit the proof of depositing employee's contribution towards PF/ESI etc. of each employee in every month. Failing which the bill of the succeeding month will not be processed.
61. The contractor shall disburse the wages to its staff deployed in NBT every month through ECS or by Cheque and information to this effect shall be made to representative of NBT.
62. The contractor should have round the clock control room service in Delhi along with quick response teams to deal with emergent situations.
63. **No Registration fee/Fee/ Commission from any person shall be charged by the contractor for offering job in NBT, India. All these registration fee/Fee/ Commission shall be inclusive in the Service Charges to be offered by the Contractor in the Financial Bid.**
64. **If the Contractor found to irregularities of the above points, shall be liable for legal action including blacklisting.**
65. **MSME Act:** All the provisions of the MSME Act shall be applied for this Bidding.

66. **OBLIGATION OF THE CONTRACTOR:**

The contractor shall ensure full compliance with tax laws of India with regard to this contract and shall be solely responsible for the same. The contractor shall submit copies of acknowledgements evidencing filing of returns every year and shall keep the Employer fully indemnified against liability of tax, interest, penalty etc. of the contractor in respect thereof, which may arise.

67. **Dispute Resolution**

- a) Any dispute and or difference arising out of or relating to this contract will be resolved through joint discussion of the authorities' representatives of the concerned parties. However, if the disputes are not resolved by joint discussions, then the matter will be referred for adjudication to a sole Arbitrator appointed by the Principal Secretary, Department of Legal Affairs, Government of NCT of Delhi.
- b) The award of the sole Arbitrator shall be final and binding on all the parties. The arbitration proceedings shall be governed by Indian Arbitration and Conciliation Act 1996 as amended from time to time.
- c) The cost of Arbitration shall be borne by the respective parties in equal proportions. During the pendency of the arbitration proceeding and currency of contract, neither party shall be entitled to suspend the work/service to which the dispute relates on account of the arbitration and payment to the contractor shall continue to be made in terms of the contract. Arbitration proceedings will be held at Delhi/New Delhi only.

68. **JURISDICTION OF COURT**

The courts at Delhi/New Delhi shall have the exclusive jurisdiction to try all disputes, if any, arising out of this agreement between the parties.

69. **Service Charge amount should not be less than TDS (including GST TDS) amount as per applicable rates.**

70. **Service Charges compulsorily be quoted and uploaded as per the Proforma of Price Bid/BOQ.**

71. **Performance Security**

The bidder shall have to submit the Performance Security to the value of **3% of contract value** (refundable) in the form of Demand Draft in favour of **National Book Trust, India payable at New Delhi** within 10 days from the day of issue of work order. The Performance Guarantee could be forfeited by the NBT in the event of any breach or negligence or non-observance of any condition of contract by the agency.

72. **The Contractor shall be responsible for payment of the Service charges of handling Software for Wages and Leave.**

73. **Deployment of any Security Staff at NBT may be terminated at any time giving 24hours notice without assigning any reason there of as decision of the Competent Authority of NBT.**

74. **In case of Resignation of particular employee shall be required to give an advance notice of 30 days, falling which 15 days salary would be recovered. No leave of any kind will be given during the notice period.**

75. **Bid Validity:** The tender validity period shall be 90 days from date of opening of technical bid.

76. Fidelity Guarantee Insurance Bond: -

- i. The Security Service Provider is responsible for providing the Fidelity Guarantee Insurance Bond.
- ii. If the Security Service Provider fails to deposit the bond in time, they will be held responsible for any type of mishappening.
- iii. All the Costs resulting from mishap will be recovered from the PSU Security Service Provider.

77. The Security Service Provider shall ensure that the personnel deployed are medically Fit. A certificate of their medical fitness is to be provided when called for or at the time of joining.

78. Other Terms & Conditions

- a. NBT reserves the right to increase or decrease the Security Staff strength.
- b. Minimum wages: Subject to revision as notified by the Government from time to time.**
- c. EPF, ESIC, GST & TDS will be paid as par applicable rates.**
- d. Minimum wages of respective states or Delhi Govt. rate whichever is higher will be applicable. Statutory payment for compliance of Labour Laws in force like Bonus etc. will be payable by the NBT.**
- e. A copy of challan deposit of EPF and ESI of previous month along-with copy of salary disbursement register & leave record in prescribed format should be submitted while issuing the current bill.
- f. Any loss to the property of NBT by negligence & theft, by the employee of the contractor, will be recouped by the contractor in full.

Technical Bid

Sub: Inviting Bids for providing Need-Based Security Services to NBT at NBT HQ (New Delhi), NBT Sales Store at Sahibabad and other location in Delhi-NCR

Sr. No.	Item	Essential Requirement
1.	a) Attested copy of EPF registration. b) Attested copy of ESI registration "Affidavit to be provided for no case of compliance is pending".	Essential
2.	The firm should be registered with DGR (Directorate General of Resettlement) or Delhi PSARA (Private Security Agencies Regulation Act) and have existence of at least 3 years.	Essential
3.	Attested copy of GST Registration and GST return (GSTR-3B and GSTR-1) of the current financial year ending March 2026 Certified copies of Income Tax Return for the last three Financial years: 2022-23, 2023-24 & 2024-25.	Essential
4.	EMD @3% Earnest money details: Rs.3,00,000/- (Through NEFT/RTGS) UTR No..... dated	Essential
5.	Attested copy of PAN Card	Essential
6.	The Firm should have valid ISO certificate.	Essential
7.	Annual Turnover for the last 3 financial year i.e. F.Y.2022-23, 2023-24 & 2024-25 (Should be minimum of Rs.5 Crore As per Profit & Loss Account in each year)	Essential
8.	Certified copies of Balance Sheet and Profit & Loss Account with Annexure etc. for the financial year 2022-23, 2023-24 & 2024-25 enclosed.	Essential

9.	<p><u>Eligibility (Experience)</u></p> <p>1. Minimum Experience: The firm must have at least 3 years of experience providing similar services to Central/State Government, PSUs, Autonomous bodies, or National Level Professional Bodies in India.</p> <p>Exclusion: Experience with private organizations will not be considered for this qualification.</p> <p>2. Relevant Period: The qualifying experience must be within the last three financial years: 2022-23, 2023-24, and 2024-25, during this period the Firm has provided more than 50 employees in at least one contract. (Supported by some documentary proof in shape of certificate/ work order from such an agency to be enclosed).</p>	Essential
10.	Integrity pact undertaking on firm/Company Letter Head as per Annexure-I	Essential
11.	Affidavit on Rs.100/- Stamp Paper to the effect that the Firm/Company is not blacklisted/ debarred by any Government Department nor has it any civil or criminal case pending against any court of law in the Country. (Affidavit to be submitted physically in original).	Essential
12.	The contractor /Agency shall indemnify and hold NBT harmless from and against all claims, damages, losses and expenses arising out of, or resulting from the works/services under the contract provided by the contractor. A separate indemnity bond on Rs.100/- judiciary stamp certification from Notary has to be provided.	Essential
13.	Acceptance letter for tender terms and conditions. (To be given on firm/Company Letter head)	Essential
14.	Specimen, Signature, Name, Address, Contact No., Designation/Capacity of the person signing the Tender documents on letter head of the Firm.	Essential

Signature of the authorized Signatory.....
Name.....
Designation.....
Seal:

Date:.....
Place:.....

Undertaking

1. I/We undertake that I/we have carefully studied all the terms and conditions and understand the parameters of the proposed work of the NBT and shall abide by them.
2. I/We further undertake that the information given in this tender are true and correct in all respects and I/we hold the responsibility for the same.
3. I/We hereby accept all the terms and conditions of the Tender as contained in Annexure- I of the Tender Document.

(Signature of the tenderer with stamp of the firm)

Date:

Place:

**UNDERTAKING
(to be submitted by the Bidder)**

Date: _____

To,
The Director
National Book Trust, India
Nehru Bhawan, 5, Institutional Area,
Phase-II, Vasant Kunj,
New Delhi-110070

Sub: Submission of Tender for providing need-based Security Services to NBT at NBT HQ (New Delhi), NBT Sales Store at Sahibabad and other location in Delhi NCR

Ref: Tender No. & Date _____

Sir,

I/We (The Bidder/Contractor) confirm acceptance and compliance with the Integrity Pact in letter and spirit.

I/We (The Bidder/Contractor) confirm that the Integrity Pact is signed without any variation (or) modification.

I/We (The Bidder/Contractor) agree that the Integrity Pact is deemed as part of NIT/Contract and we are bound by its provisions for the entire Pact duration.

I/We declare that I/We not paid and shall not pay any bribe to any officer of NBT for awarding this contract at any stage during its execution or at the time of payment of bills and further if any officer of NBT asks for bribe/gratification, I/We shall immediately reply it to the Director, NBT.

In case, if we (The Bidder/Contractor) fail to honour the above conditions, NBT shall have absolute right to take action.

Yours faithfully,

(BIDDER)

Signature with stamp & full Address



**5 Institutional Area, Phase-II,
Vasant Kunj, New Delhi – 110 070**
Tel.: 011-35464721 & 35464758
E-mail: ad.admn@nbtindia.gov.in

PRICE BID/BOQ

FOR PROVIDING OF SECURITY SERVICES TO NBT

Sl. No.	Name of the Post	No. of Security Manpower required	Wages (in Rs.)	Service Charge* inclusive of cost of Fidelity Bond, Indemnity Bond etc. in Percentages (%)
1	Security Supervisor (Skilled)	01	Monthly wages will be paid as per minimum wages rates notified by the Government from time to time. (as per Minimum Wages Act)	Quoted Service Charge _____%
2	Security Guards (Semi-Skilled)	19		

* Service Charge amount should not be less than TDS (including GST TDS) amount as per applicable rates.

Note: -

1. NBT reserves the right to increase or decrease the above Security Staff strength.
2. Rate to be quoted in percentage (%).
3. Minimum wages: Subject to revision as notified by the Government from time to time.
4. EPF, ESIC & GST will be paid as per applicable rates.
5. Minimum wages of respective state i.e. Delhi Govt. rate will be applicable. Statutory payment for compliance of Labour Laws in force like Bonus etc. will be payable by the NBT.
6. A copy of challan deposit of EPF and ESI of previous month along-with copy of salary disbursement register & leave record in prescribed format should be submitted while issuing the current bill.
7. Any loss to the property of NBT by negligence & theft, by the employee of the contractor, will be recouped by the contractor in full.
8. TDS & TDS(GST) deduction shall be as per applicable rules.

I/We undertake to abide and be bound by the terms and conditions of the tender/contract.

Date: _____

Place: _____

(Sign of the Bidder with stamp)

Tel. No. _____