

एन.एस.जी. सहकारी आवास समिति लिमिटेड

पंजीकृत सं. 2213/1996

प्लॉट नंबर 2, पॉकेट-6, बिल्डर्स एरिया, ग्रेटर नोएडा, गौतम बुद्ध नगर (उत्तर प्रदेश)-201310

NSG SAHKARI AVAS SAMITI LIMITED

REGISTRATION NO. 2213/1996

Plot No. 2, Pocket-6, Builder's Area, Greater Noida, Gautam Budh Nagar (UP)-201310

Contact No.: 0120-3297519 | E-mail: admin@nsgsassociety.com | Website: www.nsgsassociety.com

संदर्भ संख्या

Ref.No.NSG SAS/..Tenders...Security/2024-25

दिनांक

Dated..11..February..2025

OPEN TENDER NOTICE FOR PROVIDING SECURITY SERVICES

Sealed quotations are invited from reputed, registered, professional Security Agencies having experience of at least three years of providing Security Services in Central Government / State Government Departments, Public or Private Sector Companies / Undertaking Autonomous Bodies/Registered Societies for providing round-the-clock Security Services in the NSG Sahakari Avas Samiti Limited on contract basis initially for 03 month extendable further subject to satisfactory performances under open tender systems.

2. Prescribed Tender documents containing Terms and Conditions can be obtained in person on submission of written request along with demand draft/Bankers Cheque of Rs. 1000/- (non-refundable) in favour of "NSG SAS LTD" from the NSG Society Office, Pocket-06, Plot No.02, Greater Noida-201310 on all working days except Sunday /Public holidays between 10.30 AM to 5.00 PM up to 15/02/2025. The Tender Documents can also be down loaded from the website www.nsgsassociety.com in which should be accompanied by the requisite Tender cost of Rs. 1000/- in the form of demand draft / Pay order in favour of "NSG SAS LTD" at the time of submitting the Tenders. Sealed Tenders duly filled in along with Earnest Money of Rs. 1,00,000/- (One Lakh only) in the form of demand draft / Banker cheque issued by any nationalized bank should be dropped in Tender Box kept in the NSG Society Office, Pocket-06, Plot No.02, Greater Noida-201310 from 10.00 AM to 3.00 PM between 15-02-2025 to 18-02-2025. Technical bids of the Tender will be opened on 18-02-2025 at 4.00 PM in the presence of the Tenderers or their authorized representatives who may wish to be present. The Secretary, NSG SAS LTD and President, NSG SAS LTD reserves the right to accept or reject any / all Tenders without assigning any reason whatsoever.

(Satya Prakash Bhati)
Secretary

COST OF FORM: RS. 1000/-

Website: www.nsgsociety.com

S.NO. OF TENDER: _____

Name of the party in whose favour
the Tender form has been issued : _____

(SEAL OF THE OFFICER)
.....

SUB: - TENDER FORM FOR PROVIDING SECURITY SERVICES IN NSG SOCIETY, GREATER NOIDA-201315.

INSTRUCTIONS TO TENDERER

1. GENERAL:-

The tender is being invited for Security Services under which the contractor shall provide personnel to safeguard NSG Society, Greater Noida-201315 (i.e. building, equipments & materials) and staff working in NSG Society, Greater Noida including monitoring and surveillance of the premises.

2. ELIGIBLE BIDDERS:-

a. All Security Agencies registered for providing security services to offices / establishments of Central Government / State Government Departments / Public or Private Sector Companies / Undertakings / Autonomous Bodies/Registered Societies.

b. The Tenderer must have an average annual turnover of Rs. 25,00,000/- (Rupees Twenty five Lakhs).

3. The sealed cover of open tender should consist of the following documents duly self attested:-

a. Tender Security (Earnest Money Deposit) for an amount of Rs. 1,00,000/- in the form of an Account Payee Demand Draft drawn in favour of NSG SAS LTD payable at Greater Noida issued by any Nationalized/Commercial Bank.

b. Registration Certificate

c. PAN No.

d. Valid PASARA licence

e. GST Registration

4. TENDER PRICES:-

a. Tenderer shall quote in the price bid, rates of wages for security personnel including GST rates.

b. Tenders must be unconditional.

5. DURATION OF CONTRACT:- The contract will be initially for 03 months extendable further subject to satisfactory performances. The NSG Shakari Avas Samiti Limited, Greater Noida reserves the right to curtail or to extend the validity of contract for further period on the same terms and conditions. The contract shall be terminated on one month notice from either side.

6. TENDER SECURITY:-

- a. Any Tender not accompanied by Tender Security / Earnest Money Deposit of Rs.1,00,000/- shall be rejected.
- b. Tender securities of the unsuccessful bidders will be returned to them within a fortnight of award of work without interest.
- c. Tender Security shall be forfeited if the bidder withdraws his bid during the period of Tender validity.
- d. Tender Security shall be forfeited if the successful bidder refuses or neglects to execute the Contract or fails to deposit the security deposit within the time frame specified i.e. within a fortnight of award of contract which can be extended by the NSG Shakari Avas Samiti Limited, Greater Noida up to a maximum of further two weeks on the written request of successful tenderer.

7. TENDER OPENING:-

The Pre-qualification/ Tender will be opened by a Tender Opening Committee in the presence of the Bidders or of their representatives who may wish to be present at scheduled time.

8. AWARD OF CONTRACT:-

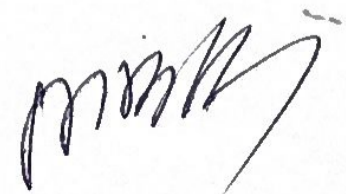
- a. The NSG Shakari Avas Samiti Limited, Greater Noida will award the contract to the successful evaluated tenderer whose tender found to be responsive and who is eligible and qualified to perform the contract satisfactorily as per the terms and conditions incorporated in the tender document.
- b. In case more than one price quotation, quoting the same rates are received, the award of the contract will be decided on the basis of evaluation by committee constituted by the NSG Shakari Avas Samiti Limited, Greater Noida. The committee shall decide after verifying the premises, infrastructure, training facility and years of experience etc.
- c. The successful tenderer will be informed by Registered Post or through Mail.id that his tender has been accepted (hereinafter and in the condition of contract called the "Letter of Award")
- d. The successful tenderer will be required to execute an agreement with immediate effect after acceptance the successful tenderer until extended by the Secretary, NSG SAS LTD up to a maximum of another two weeks.
- e. The successful tenderer shall be required to furnish a Performance Security within 15 days of receipt of "Letter of Award" for an amount of Rs. 1,00,000/- (Rs One Lakh only) in the form of an Account Payee Demand Draft issued from any Nationalized /Commercial Bank., in favour of "NSG SAS LTD". The successful tenderer can also apportion the Earnest Money towards the security deposit subject to payment of the balance amount. The Performance Security / Security Deposit shall be returned within two months after the expiry of contract and completion of all contractual obligations. In case the contract period is extended further, the validity of Performance Security shall stand automatically extended.
- f. Failure of the successful bidder to comply with the requirements of above clauses shall constitute sufficient grounds for the annulment of the award and forfeiture of Tender Security.
- g. Contractor shall provide uniformed and trained personnel and use its best endeavor to provide Security services to the NSG Society for providing safety, monitoring and surveillance.
- h. The agency will quote the rates for per shift of twelve hours per person per day.

j. At present about 2 Supervisor & 10 Guards are required to be deployed, however their requirement may vary from time to time.

k. All the columns shall be clearly filled in ink legibly or typed. The Tenderer should quote the rates and amount tendered by him/them in figures and as well as in words. Alterations, if any, unless legibly attested by the Tenderer shall disqualify the tender. The Tenderer shall take care that the rate and amount may be written in such a way that interpolation is not possible. No blanks should be left which would be otherwise made the tender liable for rejection.

TERMS & CONDITIONS

1. The contractor shall abide by and comply with all the relevant laws and statutory requirements as applicable from time to time with regard to the personnel engaged by the contractor.
2. The antecedents of security staff deployed shall be got verified by the Tenderer from local police authorities and an undertaking in this regard to be submitted to the NSG Society Office. The Tenderer shall submit copies of the Addhar Card/police verification of Security personnel to NSG Society Office, before their deployment.
4. The Tenderer will maintain an attendance register in which day to day deployment of personnel will be entered. While raising the bill, the deployment particulars of the personnel engaged during each month, shift wise, should be shown. The register shall remain available round the clock for inspection by the authorized representatives of the NSG Society.
5. All liabilities arising out of accident or death while on duty shall be borne by the contractor.
6. The security personnel shall ensure that there is no unidentified/ unclaimed/ suspicious objects/person in the buildings/premises. The vehicles that enter into the premises must be identified, noted in the register with timings or through phone. Trolley mirrors will be used for the vehicles other than NSG Sticker. Security Supervisor must organize surprise visits (during day and night) to check the alertness and attentiveness of the security guards.
7. Contractor and its staff shall take precautions to prevent loss, destruction, waste or misuse the areas of the NSG Society premises.
8. The contractor shall have provided training of guards to ensure correct and satisfactory performance of his duties and responsibilities under the contract.
9. In the event of any loss caused to the NSG Society as a result of any lapse on the part of the contractor as may be established after an enquiry conducted by the NSG Society, such loss will be made good from the amount payable to the contractor. The decision of the COM & President in this regard will be final and binding on the agency.
10. The NSG Society shall have the right, within reason, to have any person removed that is considered to be undesirable or otherwise. Similarly Contractor reserves the right to change the staff with prior intimation to the NSG SAS LTD.
11. The personnel engaged by the contractor shall be smartly dressed in neat and clean uniform and are required to display photo identity cards, failing which it will invite a penalty of Rs.100/- on each occasion. The penalty on this account shall be deducted from the Contractor's bills.



12. The 12 hours shift will normally commence from 8.00 AM to 8.00 PM and 08.00 PM to 8.00 AM. Prolonged duty hours (more than 12 hrs. at a stretch) shall not be allowed. No payment shall be made by the NSG Society for double duty, if any.

13. The security personnel deployed by the Contractor shall work under overall supervision & direction of the NSG Society administration.

14. Payment shall be made within 05 days of the submission of monthly bill. The payment would be made on monthly basis based on the attendance sheets duly verified by the Office Management of the NSG SAS LTD with the supporting documents. The Contractor will ensure that personnel engaged by him must receive their wages on time. In view of this, the following procedure will be adopted.

a. Contractor shall pay their entitled wages by the 10th of every month.

b. Payment to Guards must be made by the service providers through Cheque/Cash.

c. The service provider must ensure that wages of the workers are given before the date of 10 of every month. Service provider will not be given any relaxation in this matter.

d. The service provider should submit the bill by 5th of each month within the time schedule specified to NSG Society Office.

15. Any damage or loss caused by contractor's persons to the NSG SAS LTD in whatever form would be recovered from the contractor.

16. The NSG Society Office will brief the contractor about the security perception and its sensitivity to the personnel to be deployed by the contractor under the contract 01 day prior to the commencement of the Contract and this period will not be counted as shift manned by contractor's personnel for the purpose of payment under the contract.

17. (a) 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 of Rs. 500/- per vacant point per shift be deducted from the contractors bill.

(b) In case any public complaint is received attributable to misconduct/misbehavior of contractor's personnel & is assessed as true by Society administration, a penalty of Rs.500/- for each such incident shall be levied and the same shall be deducted from contractor's bill. Besides the Security Guard found involved in the incident shall be removed from the NSG Society immediately.

18. The contractor shall ensure that its personnel shall not disclose any information about the affairs of NSG SAS LTD. This clause does not apply to the information, which becomes public knowledge.

19. In the event of any breach/violation or contravention of any terms and conditions contained herein by the Contractor, the Security Deposit of the Agency shall stand forfeited.

20. 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.



21. If the contractor is a Registered Company / partnership of two or more persons, all such persons shall be jointly and severally liable to the NSG SAS LTD for the fulfillment of the terms of the contract. Such persons shall designate one of them to act as authorized signatory with authority to sign. The Company / partnership shall not be altered without the approval of the NSG SAS LTD.

22. During the course of contract, if any contractor's personnel are found to be indulging in any corrupt practices or causing any loss of property in the NSG Sahakari Avas Samiti Limited, Greater Noida shall be entitled to terminate the contract forthwith duly forfeiting the contractor's Performance Guarantee (Security Deposit).

23. The security agency shall employ 100 % manpower not above the age of 45 years. The security agency shall not employ any person below the age of 18 yrs. and above the age of 45 yrs. Manpower so engaged should be trained for providing security services and fire fighting services.

24. The tenderer shall ensure to provide civilian female security guards/female bouncer/men bouncer in each shift in case of Emergency to NSG SAS LTD on need basis.

25. The tenderer shall provide guards and supervisors who are physically and mentally fit for duty.

26. The contractor shall bear all the expenses incurred on the following items i.e. cycles, lathis, Whistle, Baton, Torches and cells to the personnel on duty, Rain coats & Umbrella to their personnel for rainy season, Two uniforms (summer & winter each) for on duty personnel, Two hand-held detectors (entry & exit gate), Regular monthly First Aid & Fire Training, Felt cap with Logo, Trouser with full sleeve shirt, belt, name plate, Lanyard and other implements to security staff. Stationary for writing duty charts and registers at security check points and records keeping as per requirements will be provided by the NSG Management.

27. Agency will provide 02 Mobile for both the gates and walkie-talkie to each supervisor and to 20% of security guards to ensure effective timely communication between them. One walkie-talkie will also provide to NSG SAS LTD for timely communication between the NSG Management, Supervisor and Guards.

28. The NSG SAS LTD shall not be responsible for providing residential accommodation to any of the employee of the contractor.

29. The tenderer shall provide the copies of personal records of all security personnel duly verified within 15 days of their engagement with the NSG Society.

30. The tenderer will have to enclose the proof / copies of the challans showing payment of statutory dues for the previous month along with monthly bills.

31. **DISPUTE RESOLUTION**

(a) Any dispute and or difference arising out of or relating to this contract will be resolved through mutual discussion of the authorized representatives of the concerned parties. However, if the disputes are not resolved by mutual discussions, then the matter will be referred for adjudication to a sole Arbitrator appointed by the NSG SAS LTD.

(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 proceedings and currency of contract, the Contractor shall not 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 Greater Noida only.

32. **JURISDICTION OF COURT:-** The courts at Greater Noida shall have the exclusive jurisdiction to try all disputes, if any, arising out of this agreement between the parties.

A handwritten signature in black ink, appearing to be 'M. S. S.', is located on the right side of the page.

TENDER FORM FOR PROVIDING SECURITY SERVICES IN NSG SAS LTD, GREATER NOIDA

Affix duly Attested P.P. Size recent Photograph of the prospective tenderer
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1. Names & address of Regd. Office/ _____
 Head Office/ Branch Office of _____
 Company/firm/Agency in Delhi / _____
 Noida/Greater Noida _____

Telephone Nos _____

2. Registration No. Company/firm/ _____
 Agency in regard to ownership _____

3. Name, Designation, Address _____
 and Telephone No. of _____
 Authorized person _____

4. Please specify as to whether _____
 Tenderer is sole proprietor/ _____
 Partnership firm/Private or Limited _____
 Company. _____

5. Name, Address and Telephone No. of Directors/partners (please attach separate sheet.)

6. PAN card No. _____

7. Registration No _____

8. Licence number _____
 valid as on 31.3.2026 _____

9. Details of Bid Security/Earnest Money deposit:

(a) Amount: _____

(b) Demand Draft No. _____

(c) Date of issue: _____

(d) Name of issuing Bank: _____

13. Any other information: _____

Handwritten signature

14. Declaration by the bidder:

This is to certify that I/We before signing this tender have read and fully understood all the terms and conditions contained herein and undertake myself/ourselves to abide by them.

Signature of the Bidder _____

(Name and Address of the Bidder) _____

Telephone No. _____

Handwritten signature

SCOPE OF WORK OF THE SECURITY AGENCY

The contractor shall have to provide round-the-clock security services in the NSG SAS LTD, Greater Noida. The agency shall ensure protection of the personnel & property of the Society, prevent trespass 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 inside the campus of the NSG Society.

DUTIES AND RESPONSIBILITIES OF SECURITY STAFF

1. The Security Agency will be responsible for overall security arrangements of the NSG Society covered in the contract.
2. Security Agency will ensure that all instructions of the administration are strictly followed and there is no lapse of any kind.
3. No items are allowed to be taken out without proper Gate Pass issued by the House Owners/Competent Officer as laid down in the contract or authorized by the NSG Society for in-out movement of stores. The specimen signatures and telephone numbers of the above stated officers will be available with the Security personnel.
4. The Security Supervisor/Guard will also take round of all the important and sensitive points of the premises as specified by the NSG Society.
5. The Security Guards should also have knowledge and should be well versed with the operation and usage of Security Checking Equipments.
6. The Guards on duty will also take care of vehicles, scooters/motor cycles/bicycles parked in the parking sites located within the premises of the NSG Society.
7. Entry of the transgender, stray dogs and stray cattle into the premises is to be prevented. They should be at once driven out.
8. The Guards on patrol duty should take care of all the Electrical Equipments, water taps, valves, water hydrants, etc. installed in the open all over the premises.
9. It should be ensured that flower plants, trees and grassy lawns are not damaged either by the staff or by the outsiders or by stray dogs/cattle.
10. The Security Guards/Supervisors should be trained to extinguish fire with the help of fire extinguishers and other fire fighting material available on the spot. They will also help the fire fighting staff in extinguishing the fire or in any other natural calamities.
11. The Security Supervisor/Guards are required to display mature behavior, especially towards Society Members, female staff, female visitors, patients and elderly.
12. The Security Guard on duty shall not leave the premises until his reliever reports for duty.
13. The Security personnel must watch that there is no un-identified/unclaimed/suspicious objects/ vehicle & person in the Society Premises.



14. The vehicles that enter into the premises must be identified, noted in the register/mobile app and parked at designated places. Trolley mirror, wherever required may be provided for the inspection of four wheelers/other vehicles.
15. The visitor should be allowed inside the office building/society, only after confirmation is received from Society Office including entry in visitor's Register.
16. Office files/papers/equipment/machinery & any other material may be allowed to be taken out of the Gate only with proper gate pass under the signature of House Owner/Competent Officer.
17. Any other duties/responsibilities assigned by the NSG Society Management shall also be binding on the contractor.
18. The total requirement of Security personnel is as follows:

S.No	Designation	No. of persons required
1	Supervisors	02 (one day & one night)
2	Guards	11 (six day & five night)

Handwritten signature

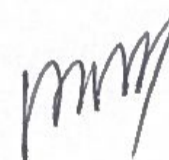
CHECK-LIST FOR PRE-QUALIFICATION TENDER FOR SECURITY SERVICES

Sl. No. of Documents asked for Page number at which document is placed

1. Earnest Money – Rs.1,00,000/- (One lakh only)
2. One self-attested recent passport size photograph of the Authorized person of the firm/agency, with name, designation, address and office telephone numbers. If the renderer is a partnership firm/private or limited company, name, designation, address and office telephone numbers of partners/ Directors also.
3. Undertaking on a letter head (as per format prescribed in Annexure-V).
4. Self-attested copy of the PAN card issued by the Income Tax Department.
5. Self attested copy of Service Tax Registration No.
6. Self attested copy of valid Registration number of the Sole Proprietor/firm/agency/ company in regard to ownership.
7. Self attested copy of the License valid as on 31.3.2026 for providing security services only.
8. Proof of experiences of three years as on 31.3.2021.
9. Copy of a license under Private Security Agencies (Regulation) Act and Private security Agencies (Regulation) Rules,
10. Any other documents, if required.

Signature of the Bidder
(Name and Address of the Bidder)

Telephone No .



CHECKLIST FOR TECHNICAL EVALUATION

Sl. No. Information to be provided to be filled by the Bidder for office use only.

1. Average annual Turnover of Rs.2500000/- (Rs. Twenty Five Lakhs) during three financial years i.e. 2021-22, 2022-23 and 2023-24.

2. Manpower on roll:

3. Experience of running Security services (in years)

4. No. of Supervisory staff on roll.

Guards =

Supervisors=

Note: Photocopies of all necessary documents duly self attested must be attached for verification of the information provided.

Signature of the Tenderer

(Name and Address of the Tenderer)

Telephone No .

Handwritten signature

(TO BE TYPED ON A LETTER HEAD OF THE SECURITY AGENCY)

UNDERTAKING

To

The Secretary,
NSG SAS LTD, Pocket-06, Plot No.02,
Greater Noida-201310 I

TENDER FOR PROVIDING SECURITY SERVICES

Sir,

I/We hereby agree to abide by all terms and conditions laid down in tender document.

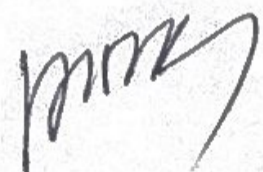
2. This is to certify that I/We before signing this bid have read and fully understood all the terms and conditions and instructions contained therein and undertake myself/ourselves abide by the said terms and conditions.

3. I/We do hereby undertake that complete security of the NSG SAS LTD shall be ensured by our Security Agency, as well as any other assignment considered by the NSG SAS LTD, Greater Noida.

Signature of the Tenderer

(Name and Address of the Tenderer)

Telephone No .



FOR PROVIDING SECURITY SERVICES FOR GUARDS/SUPERVISOR

Sl. No.	Designation	No.	Rate per head	Total
1.	Supervisor(Matriculate)	02 (One Day & One Night)		
2.	Guards	11(Six Day & Five Night)		

2. Agency Service Charges _____

3. GST _____

4. Total _____

Signature of the Tenderer _____

(Name and Address of the Tenderer) _____

Telephone No. _____

Date _____



PRE-RECEIPT

Received Rs. 1,00,000/- (Rupees one lakh only) towards refund of earnest money vide Ch. No. _____ dated _____ in respect of tender security services published on Website: www.nsgsassociation.com dated _____.

(Signature of the Tenderer) with stamp.

Revenue Stamp

[Handwritten signature]