

National Co-operative Union of India
(Apex Organization of the Indian Co-operative Movement)

TENDER NOTICE/ DOCUMENT

1. National Cooperative Union of India invites tenders from reputed Delhi-based Security Agencies who have license for providing security services & manpower from the Private Security Agency (Regulation) Act 2005 and Delhi Private Labour Company Act. Sealed Tenders are invited from reputed and eligible contactor/agencies with sufficient experience Security Agency (Regulation), Rules 2009, to provide Security Guards / Personnel (male / female) at the NCUI for a period of one year from the date of signing of such Contract extendable in the spell of one year subject to the satisfactory service by the firm and mutual agreement for a maximum period of 3 years.

2. The bids are invited into two parts i.e. Qualifying/Technical Bid and Financial Bid. The Qualifying/Technical Bid should be consisting of all technical details along with Commercial terms and conditions as per Annexure-I. Hypothetical/Conditional Incomplete technical bids will not be entertained and will be rejected out rightly.

3. The Financial bid to be submitted indicating unconditional item-wise prices strictly as per the prescribed format in the Annexure-II. Cutting/overwriting, if any, will not be accepted. Each page of the tender documents should be duly Numbered, Stamped and Signed by the authorized signatory.

4. The Qualifying/Technical Bid and Financial Bid should be sealed by the bidder in separate covers duly subscribed as "Qualifying/Technical Bid for Security Services to NCUI " and "Financial Bid for Security Services to NCUI" respectively. Both these sealed covers are to be put in a bigger/master cover which should also be sealed and duly subscribed as "Bid for Security Services to NCUI" and addressed to the Chief Executive, National Cooperative Union of India, 3, Siri Institutional Area, August Kranti Marg, New Delhi 110 016 so as to reach the office on or before due date along with the Earnest Money Deposit of Rs. 25,000/- (Rupees Fifteen Thousand Only) in favour of the National Cooperative Union of India, New Delhi. A Tender Evaluation Committee constituted for the purpose will open the Qualifying/Technical Bid of the tenderers in the presence of such tenderers who wish to be present.

5. The important schedule for various activities is as appended below:-

i)	Cost of Tender	: Rs. 1,000/-
ii)	Earnest Money Deposit	: Rs. 25,000/-
iii)	Start Date for Sales of Tender	: 09/12/2020 (03.00 P.M)
iv)	Last Date for Submission of Tender	: 17/12/2020 (03.00 P.M)
v)	Opening of Tender (Technical Bid)	: 17/12/2020 (03.30 P.M)
vi)	Opening of Tender (Financial Bid)	: 21/12/2020 (03.30 P.M)
vi)	Validity of Tender	: 90 Days from the date of Opening of tender

6 **Two Bid System.** The bid should be submitted in a sealed cover in two parts as under

A. Technical Bid

- i) The Technical bid should be submitted in the prescribed application form as given in the Annexure-I only.
- ii) The Technical bid should fulfil all the requirements. Hypothetical/Conditional Incomplete technical bids will not be entertained and rejected out rightly.
- iii) The technical bid should be signed and stamped by the authorised person.
- iv) The cover/envelop of Technical bid should be superscribed as "Technical Bid for Security Services in NCUI ".

B. Financial Bid

- i) The financial bid should be submitted in the prescribed format as mentioned in the Annexure-II.
- ii) The bidders should quote their unconditional rates strictly as per the prescribed format in the Annexure-II. Cutting/overwriting, if any, will not be accepted. Each page of the tender should be duly Numbered, Stamped and Signed by the authorized signatory.
- iii) The cover/envelop of Financial bid should be superscribed as "Financial Bid for Security Services in NCUI "

7 The Technical and Financial Bids must be Sealed separately and envelopes should be superscribed as per guidelines stated above. Both the bids to be submitted in Master Cover/Envelope subscribed as "Bid for Security Services in NCUI" and addressed to the Chief Executive, National Cooperative Union of India, 3, Siri Institutional Area, August Kranti Marg, New Delhi 110 016.

8. The detailed document about tender/bid may be obtained from Executive Director (P&A), National Cooperative Union of India (NCUI) on any working day against payment of Rs.1,000/- only in cash.

9. The Respective bids/tender duly filled may be submitted to the following address in sealed cover by due date and time. The NCUI reserve the right to accept or reject any application and to cancel the bidding process at any time without any liability and assigning any reason thereof.

The Chief Executive
National Cooperative Union of India
3, Siri Institutional Area
August Kranti Marg, New Delhi – 110 016
Tele No.: 011-41318338