

Request for Proposal

Security Services — NF Skilling Centres, Dehradun & Delhi

About Nasscom Foundation

Established in 2001, Nasscom Foundation has been witness to the transformative power of technology for over two decades. Part of the Nasscom ecosystem, we are the only neutral not-for-profit organization representing the Indian tech industry. We remain rooted to our core philosophy of TechForGood, where our efforts are focused on unlocking the power of technology by creating access and opportunity for those who need it the most. We work on helping people and institutions transform the way they tackle social and economic challenges through technology. We have five key areas of intervention – Digital Literacy, Skilling and Employability, Women Entrepreneurship, Scaling Social Innovation and Empowering NGO Ecosystem.

About the Requirement

Nasscom Foundation (NF) operates Skilling Centres across India to deliver digital literacy, skilling and livelihood programmes to underserved communities. NF is inviting proposals from experienced, licensed security service agencies to provide round-the-clock (24x7), 3-shift manned security guarding services at two of its Skilling Centre premises — Dehradun and Delhi — for the engagement periods specified below.

Note: The engagement commencement date (1st October 2026) is carried forward from the requirement as shared; agencies should plan mobilisation and onboarding accordingly ahead of this date.

1. Location & Deployment Details

S.No	Location	Address	Floor	Shift Pattern	Engagement Period
1	Dehradun	Kanwali Road, Opposite Nayara Petrol Pump	4th Floor	3 Shifts (24x7)	1 Oct 2026 – 31 Dec 2028
2	Delhi (Rohini Area)	Krishna Vihar, Pooth Kalan, West Delhi	Ground Floor	3 Shifts (24x7)	1 Oct 2026 – 30 Jun 2028

2. Scope of Services

- **Coverage:** deployment of trained, uniformed and licensed security personnel across 3 shifts (typically 8 hours each) to ensure round-the-clock (24x7) coverage at both premises, 7 days a week including weekends and public holidays.

- **Deployment:** minimum of one security guard per shift per location; the agency to propose the final headcount and deployment plan based on a site assessment and NF's risk requirements, including for the dedicated parking/fire-exit areas.
- **Guard duties:** access control and visitor-management support (in line with NF's Visitor Management Protocol), maintenance of the visitor/gate register, patrolling of the premises and common areas, fire and emergency-exit vigilance, monitoring of CCTV where installed, and coordination with the Centre Manager on any security incident.
- **Supervision:** provision of a supervisor/site-in-charge for periodic quality checks and spot audits across both locations.
- **Backup coverage:** immediate replacement/backup deployment in case of guard absenteeism, leave, or attrition, ensuring zero gap in round-the-clock coverage.
- **Personnel standards:** all personnel to be police-verified, in company uniform, carrying valid ID cards, and briefed on NF's Emergency Response Guideline and Visitor Management Protocol before deployment.
- **Reporting:** duty rosters, attendance records, and incident logs to be maintained and shared with the respective Centre Manager on a regular (at least monthly) basis.

3. Eligibility Criteria

- valid licence under the Private Security Agencies (Regulation) Act (PSARA), applicable to Uttarakhand (for the Dehradun location) and Delhi (for the Delhi location).
- minimum of 3 years' experience providing security services to corporate, institutional, or commercial premises.
- registered and compliant under GST, EPF, and ESIC, with valid registration certificates.
- demonstrated operational capability to service both Dehradun and Delhi; a consortium or two separate agencies (one per location) may also bid, provided this is clearly indicated in the proposal.
- at least 2–3 client references or copies of work orders for similar assignments executed in the last 2–3 years.
- no history of blacklisting, contract termination for cause, or pending litigation with any client or government body.

4. Agency Responsibilities & Deliverables

- **Deployment plan:** a location-wise guard deployment plan (headcount, shift timing, rotation and relief policy).
- **Attendance:** a duty roster and attendance system (biometric or manual), shared periodically with NF.
- **Training:** guard training records covering basic security procedures, fire safety, emergency response, and visitor/customer handling.
- **Statutory compliance:** PF/ESIC challans, minimum-wage compliance proof, and a labour-law compliance certificate, submitted monthly or quarterly as required.
- **Insurance:** valid insurance coverage (Workmen's Compensation / Group Personal Accident) for all deployed personnel.
- **Coordination:** a dedicated point of contact/account manager for day-to-day coordination with NF's Operations team.

5. Evaluation Criteria

Proposals will be evaluated on a 70% technical and 30% financial weightage basis. Key evaluation parameters include:

- experience and past performance in similar security-guarding assignments.
- validity of PSARA licence(s) and statutory compliance track record.
- quality of the proposed deployment plan, guard-training approach, and supervision mechanism.
- local presence and response time in Dehradun and Delhi.
- competitiveness and completeness of the financial proposal.

6. Financial Proposal Format

Agencies are requested to submit a detailed, location-wise financial proposal in the format below, along with the total contract-duration cost for each location (Dehradun: 1 Oct 2026 – 31 Dec 2028; Delhi: 1 Oct 2026 – 30 Jun 2028).

S.No	Location	No. of Guards/ Shift	No. of Shifts/ Day	Rate per Guard per Month (INR)	Monthly Cost (INR)	Monthly Cost incl. GST (INR)
1	Dehradun		3			
2	Delhi		3			
	Total Monthly Cost (Both Locations)					

7. Submission Instructions

Proposals should include the following documents:

- Company/work profile
- Copy of valid PSARA licence(s) for Uttarakhand and Delhi, as applicable
- GST registration certificate
- EPF and ESIC registration certificates
- Latest ITR / audited financials
- Client references / past work orders (minimum 2–3)
- Technical Proposal (deployment plan, training approach, supervision mechanism)
- Financial Proposal (as per the format above)

All proposals should be mailed to rfp@nasscomfoundation.org with the subject line: “<Security Services_Dehradun & Delhi_NF>”, as a single PDF file, by 5:00 PM.

- Last Date for Proposal Submission: 20th September 2026, 5:00 PM.
- A 30-minute clarification call can be scheduled on request.

Proposals submitted after the deadline will not be considered.