

**TENDER
FOR
PROVIDING
SECURITY SERVICES
AT
NSIC-TSC, HOWRAH**

THE NATIONAL SMALL INDUSTRIES CORPORATION LIMITED

(A GOVERNMENT OF INDIA ENTERPRISE)

TECHNICAL SERVICES CENTRE, BALITIKURI, HOWRAH – 711 113.

TEL: 033-2653 0304 / 4280

EMAIL: ntschow@nsic.co.in

WEBSITE: www.nsic.co.in

THE NATIONAL SMALL INDUSTRIES CORPORATION LIMITED

(A GOVERNMENT OF INDIA ENTERPRISE)

TECHNICAL SERVICES CENTRE, BALITIKURI, HOWRAH – 711 113.

Tender Notice No.: NSIC-TSC/Admin./R/2017-18/4613

Date: 23-01-2018

M/s. _____

Sub: Providing Security Services at NSIC-TSC, Howrah

Dear Sir,

Tender documents in respect of the above mentioned work containing 12 pages are forwarded herewith. Please note that tender is to be delivered in the office of the General Manager at the NSIC-Technical Services Centre, Howrah upto 3:00 P.M. on 08-02-2018, to be opened at 3:30PM on same day 08-02-2018.

The Tender should be signed, dated and witnessed in all places provided for in the documents; all other papers should be initialized.

The person, signing the tender on behalf of another person or on behalf of firm shall attach with tender a certified copy of the “**power of attorney**” on a non – judicial stamp paper of requisite value duly executed in his favour by such person or all the partners of the firm and must state specifically that he has authority to sign tender for and on behalf of other person or firm as the case may be and in all matters pertaining to the contract.

This letter shall form part of the “CONTRACT” and must be signed and returned along with the tender documents.

Encl: 12 pages

Yours faithfully,

General Manager

Signature of Director/Owner of Agency

THE NATIONAL SMALL INDUSTRIES CORPORATION LIMITED

(A GOVERNMENT OF INDIA ENTERPRISE)

TECHNICAL SERVICES CENTRE, BALITIKURI, HOWRAH – 711 113.

Tender Notice No.: NSIC-TSC/Admin./R/2017-18/4613

Date: 23-01-2018

INDEX

Sl. No.	DESCRIPTION	PAGE NO.
1	Offer Letter	2
2	Index	3
3	Tender Notice	4
4	Important Dates	5
5	Instructions to Tenderer and Terms & Conditions	6-7
6	Details of Requirement of Guards	8
7	Form of Tender	9
8	Technical Information of the bidder	10
9	Price Bid	11

**TENDER NOTICE FOR PROVIDING SECURITY & ALLIED SERVICES AT
NSIC-TECHNICAL SERVICES CENTRE, HOWRAH (W.B)**

Tender Notice No.: NSIC-TSC/Admin./R/2017-18/4613

Date: 23-01-2018

Sealed tenders are hereby invited on behalf of NSIC-TSC, Howrah from the Securities Agencies having experience in similar nature of work. Our institute is spread over an area of over 48 acres of land and we provide services like Skill Development & Entrepreneurship Training, Testing facility in Chemical, Electrical & Mechanical Materials. We have various infrastructures like office building, workshop, class-rooms, etc. Lot of valuable items like machineries, equipments and documents, etc. exist in the Centre.

Sl. No.	Name of the Work	Cost of Tender Document	Security (EMD) Deposit	Date of Issue of Tender	Last Date of Submission
1	Providing Security Services at NSIC-TSC, Howrah (W.B)	Rs. 200/-	Rs 4000/-	23-01-2018	08-02-2018

1. The Participant Company should be State govt. approved/empanelled for security services.
2. Priority shall be given to state govt. approved/empanelled security agencies, but if none from empanelled security agencies respond, then other agencies shall be considered for tender awarding.
3. Blank tender documents (non-transferable) for above services shall be issued from 23-01-2018 to 05-02-2018 on working days from the address given below at a cost of Rs. 200/- payable by DD/Pay-order/Account Payee Cheque in Name of "NSIC Ltd.-NTSC a/c".
4. Security agency applying for the tender document on their letter head with details that they shall furnish proof of work experience certificates, TAX/GST, ESI and PF registration, etc. along with their tender.
5. The tender issuing Authority reserves the right to issue or refuse to issue the tender document to any party without assigning any reason thereof.
6. NSIC reserves the right to reject all or any tender wholly or partly without assigning any reason whatsoever.
7. For any extraneous reasons, the contract may be continued for an extra period of three months on same rate and payments as agreed in this Tender.
8. For tender document and other details please contact General Manager, NSIC-TSC, Japanigate, Balitikuri, Howrah – 711113, Tel:033-2653 0304 on working days from 9:00AM to 05:00PM. Can seek clarifications by enclosing signed scanned copy of their letter (ORIGINAL copies to be made available by post) on email Email: vinayprasad@nsic.co.in

General Manager

NSIC Technical Services Centre, Howrah

**TENDER NOTICE FOR PROVIDING SECURITY & ALLIED SERVICES AT
NSIC-TECHNICAL SERVICES CENTRE, HOWRAH (W.B)**

Tender Notice No.: NSIC-TSC/Admin./R/2017-18/4613

Date: 23-01-2018

IMPORTANT DATES:

Sl. No.	Description	Date	Time
1	Publishing Date	23-01-2018	11:30AM
2	Document Sale Start Date	23-01-2018	01:00PM
3	Pre Bid Meeting Date	-----	-----
4	Bid Submission Start Date	24-01-2018	11:30AM
5	Seek Clarification Start Date	23-01-2018	01:00PM
6	Seek Clarification End Date	05-02-2018	03:00PM
7	Document Sale End Date	05-02-2018	03:00PM
8	Bid Submission End Date	08-02-2018	03:00PM
9	Bid Opening Date (Technical)	08-02-2018	03:30PM

THE NATIONAL SMALL INDUSTRIES CORPORATION LIMITED

(A GOVERNMENT OF INDIA ENTERPRISE)

TECHNICAL SERVICES CENTRE, BALITIKURI, HOWRAH – 711 113.

Tender Notice No.: NSIC-TSC/Admin./R/2017-18/4613

Date: 23-01-2018

INSTRUCTIONS TO TENDERERS

1. The Security Services Agency shall have good credentials and not have been blacklisted by any Govt. firm for which a declaration is required from them on their letter head. Priority shall be given to State govt. empanelled/approved agency but in absence of participation from them other tenderer shall be considered.
2. Tenderers are advised to acquaint themselves fully with scope of services, time schedule and terms and conditions including all the provisions of the tender document before framing up their tender.
3. Tenderers are advised to inspect and examine the campus and its surroundings and satisfy themselves before submitting their tenders.

TERMS & CONDITIONS

1. The working hours for each shift will be of 8 (eight) hours (viz. 6:00 A.M to 2:00 P.M, 2:00 P.M to 10:00 P.M & 10:00 P.M to 6:00 A.M). You should provide full-uniform, safety shoes, whistle, and other necessary equipments for security purpose to all the guards / gunman. Five nos. torch per year and ten torch cells per month are to be submitted with NSIC Contract in-charge for distribution to guards.
2. A small Name-plate is to be affixed to each security personnel uniform.
3. Statutory obligations like payment of ESI, PF contribution, Income Tax etc. and any other tax as applicable are to be paid by you for the security personnel provided, directly to the concerned authority and the challans (attested photocopy) for the same are to be submitted to us for our record and further necessary action at our end. You will have to submit the list of security personnel to be deployed along with the - name, address, father's name, qualification etc. and two nos. of passport size photographs for our record. Police verification shall be Tenderer responsibility, doc. copy to be submitted
4. Unfurnished accommodation will be provided at this Centre for the security personnel and as such no HRA will be paid by us.
5. The electricity & water charges as to be decided from time to time will be paid by you.
6. Alcoholic consumption, gambling and other unlawful activity inside the campus is strictly prohibited.
7. Period of contract shall be 2years extendable once for 2years on performance of Tenderer. It may be reduced or the contract may be terminated, if satisfactory service is not provided by giving 30 days advance notice.
8. The agency may also terminate the contract by giving 30 days advance notice to NSIC-Technical Services Centre, Howrah.

9. We will not be responsible for any compensation or any loss, injury, whatsoever in nature which may occur to the security guard/gunman on hire.
10. Your bill will be paid by A/c payee cheque only by the 10th of every month after submission of your bill at the beginning of the next month in respect of the previous month with all documents as required.
11. Any loss, theft and damage due to negligence or by any other means committed by any of your guards/gunman should be replenished by you.
12. The security guards should be placed under the disposal of the Centre during the period of their service and they should obey the orders of the controlling officer of the Centre and Head of the Organization.
13. The security guards/gunman should be physically fit and mentally alert.
14. a) Corporation does not bind itself to accept the lowest tender.
b) Corporation also reserves the right to accept or reject any tender without assigning any reason whatsoever.
c) Corporation also reserves the absolute right to reject any or all the tenders at any time solely based on the past unsatisfactorily performance by the bidder(s) the opinion/decision of NSIC regarding the same shall be final and conclusive.
16. All documents submitted with the tender shall be in English or Hindi language.
17. Telegraphic quotations will not be considered.
18. Under the provision of Employees Provident Funds, every employee is entitled to and required to become a member of PF from the beginning of the month. The Agency is to fulfill statutory obligations regarding employees Provident Fund & ESI etc.
19. Removal of Guard/Gunman:
The agency shall employ for providing security services only such persons as are suitably trained. The In-charge who shall be at liberty to remove from the security service any person employed by the agency, who in the opinion of the In-charge misconduct himself or is incompetent or negligent in the proper performance of his duties and replacement should be provided immediately.
20. Agreement will be executed on Rs. 100/- non judicial stamp paper.
21. The agency shall submit proof of deposit of PF/ESI and statutory dues payable by it in respect of its staff deployed at NTSC, Howrah which shall be a condition precedent for payment of its bills.

Signature of Director/Owner of Agency

THE NATIONAL SMALL INDUSTRIES CORPORATION LIMITED

(A GOVERNMENT OF INDIA ENTERPRISE)

TECHNICAL SERVICES CENTRE, BALITIKURI, HOWRAH – 711 113.

Tender Notice No.: NSIC-TSC/Admin./R/2017-18/4613

Date: 23-01-2018

Details of Requirement of Guards

- | | |
|--------------------------|-----------|
| 1. Guard (Ex-servicemen) | - 07 Nos. |
| 2. Guard (civilian) | - 08 Nos. |
| 3. Gunman (Civilian) | - 01 No. |

Duty per month shall be considered of 26days, above which compensation shall be done on overtime basis i.e. double the normal rates. Same applies for Gazette holidays and national holidays.

Revision shall be done on six monthly basis as per revision by West Bengal state govt. labour deptt. i.e equalizing the rates to highly skilled workmen for Sl. No.(1) and skilled workmen for sl.no. (2) & (3) above, further to this no representation whatsoever shall be acceptable in this regard.

Signature of Director/Owner of Agency

General Manager
NSIC Technical Services Centre, Howrah

FORM OF TENDER

To,

THE NATIONAL SMALL INDUSTRIES CORPORATION LIMITED
(A GOVERNMENT OF INDIA ENTERPRISE)
TECHNICAL SERVICES CENTRE, BALITIKURI, HOWRAH – 711 113.

I/We have read and examined all the following documents relating to

.....
.....
.....

SIGNATURE OF DIRECTOR/OWNER OF AGENCY

Duly Authorized to Sign the Tender on Behalf of the

(In block capitals).....

Date.....

Witness.....

Date.....

Address.....

THE NATIONAL SMALL INDUSTRIES CORPORATION LIMITED

(A GOVERNMENT OF INDIA ENTERPRISE)

TECHNICAL SERVICES CENTRE, BALITIKURI, HOWRAH – 711 113.

Tender Notice No.: NSIC-TSC/Admin./R/2017-18/4613

Date: 23-01-2018

(Technical Information of the Bidder)

Sl. No.	Description	Information
1	Name of Tendering Security Agency	
2	Registration under the Companies Act	
3	Details of Earnest Money Deposit	DD No. _____ date _____ of Rs. _____ drawn on Bank _____
4	Name of Director/Partner	1. 2.
5	Full Address of Registered Office: Telephone No.:	
6	E-mail ID:/ PAN No.:	
7	Service Tax Registration No. (Attach Attested Copy)	
8	Employee Provident Fund Registration No. (Attach Attested Copy)	
9	GST No.	
10	Employee State Insurance Registration No. (Attach Attested Copy)	

Signature of Director/Owner of Agency

THE NATIONAL SMALL INDUSTRIES CORPORATION LIMITED
(A GOVERNMENT OF INDIA ENTERPRISE)
TECHNICAL SERVICES CENTRE, BALITIKURI, HOWRAH – 711 113.

Tender Notice No.: NSIC-TSC/Admin./R/2017-18/4613

Date: 23-01-2018

PRICE BID

Sl. No.	Description	No.	Rate per person per shift	Rate per person per month	PF	ESI	Bonus	Spl. Allowance	Total
1	Security Gunman (Civilian)	01							
2	Security Guards (Ex-servicemen)	07							
3	Security Guards (Civilian)	08							
Service Charge@ ____ %									
GST@ ____ %									
GRAND TOTAL									

- Rates quoted should be equal to or more than the minimum wages prescribed under Minimum Wages Act 1948 as applicable in West Bengal.
- The Bid will be rejected if any of the liability is omitted.

Signature of Director/Owner of Agency

Date: Full Name:

Place: Seal:

Note: The rates quoted by the tendering agency should be inclusive of all statutory/taxation liabilities in force at the time of entering into the contract.