



THE NATIONAL SMALL INDUSTRIES CORPORATION LIMITED
(A Govt. of India Enterprise)

Tender No. NSIC/VSKP/Adm./01/2017-18
Dt. 14.02.2018.

Tender Document Serial No:

Tender Schedule

for
One House Keeping and one Data Entry Operator
at
The National Small Industries Corporation Limited
6-67-27/2(3), Opp.Gajuwaka Police Station
Gajuwaka, Visakhapatnam- 530026.

Name of the Firm:
Address:

Contact Person Name:
Phone no.:
Fax no.:

The persons and Firms intending to offer rate for one House Keeping and One Data Entry Operator should observe the terms and conditions given below:-

TERMS AND CONDITIONS OF THE TENDER FOR HOUSE KEEPING AND DATA ENTRY OPERATOR AT NSIC, VISAKHAPATNAM OFFICE

Sealed offers super scribed “TENDER FOR ONE HOUSE KEEPING AND ONE DATA ENTRY OPERATOR” AT NSIC, VISAKHAPATNAM OFFICE addressed to the Sr. Branch Manager, NSIC Ltd., 6-67-27/2(3), Opp.Gajuwaka Police Station, Gajuwaka, Visakhapatnam- 530026 will be received up to 02.00 PM on 20.02.2018.

1. Intending tenderers should have valid registration with GST, PF, ESI etc., and comply with all other statutory laws/acts as applicable from time to time.
2. Tender documents can be obtained from the office of the Sr. Branch Manager, NSIC Ltd., 6-67-27/2(3), Opp.Gajuwaka Police Station,Gajuwaka, Visakhapatnam- 530026 from 14.02.2018 on all working days between 10.00 am to 5.00 pm except on holidays & Sundays by paying Rs.100/- plus GST at 18% (Total Rs.118/-) by DD favouring “NSIC Ltd., Visakhapatnam” payable at Visakhapatnam.
3. The tender documents duly completed along with EMD of Rs.10,000/- (Rupees Ten Thousand Only) in the form of demand draft/pay order in favour of the “NSIC Ltd., Visakhapatnam”, payable at Visakhapatnam from any Nationalized Bank will be submitted at the office of the Sr. Branch Manager, 6-67-27/2(3), Opp.Gajuwaka Police Station, Gajuwaka, Visakhapatnam- 530026 up to 2.00 PM on 20.02.2018.
4. **Registered MSEs and units registered with NSIC under Government Purchase Registration are exempted from payment of Tender Cost and EMD.**
5. NSIC reserves the right to reject any or all the tenders without assigning any reason thereof and also not bound to accept lowest tender. Tenders in whom any of the prescribed conditions are not fulfilled or found incomplete in any respect are liable to be rejected.
6. Canvassing whether directly or indirectly in connection with tender is strictly Prohibited and the tender submitted by the contractors who resort canvassing will be liable to be rejected.
7. The quoted rate shall be inclusive of all. The Corporation reserves the right to reject any or all tenders without assigning any reasons whatsoever.
8. The party shall be fully responsible for any injury or accident happened to the workmen deployed by them for carrying out the works and NSIC shall no way be held responsible for the same. The parties are required to submit/ enclose their credentials along with the quotation.

9. Any party if desires, can download the Tender document pro forma from NSIC website and can submit the same in sealed envelope.
10. Quantities mentioned above are tentative only and the work shall be carried out strictly as per condition and direction. The payment shall be released as per actual person engaged after effecting necessary statutory deductions, if any.
11. Party selected for providing manpower has to execute an agreement with NSIC, separately on requisite value of Non-judicial stamp paper.
12. Party has to enclose necessary documents wherever required in support of the rates quoted by them by following Minimum wages act, etc.
13. The Tenderer will supply Identity Cards to each person, who shall wear the same while at office.
14. The Tenderer shall also ensure that no Person below the age of 18 years is employed by him for the NSIC. Similarly, the maximum age of the Person deployed should not exceed 50 years.
15. The Tenderer on his own cost shall indemnify the Corporation against all acts of omission, fault and breaches done by the Persons deployed by him during the contract period.
16. The Tenderer shall also abide by provisions of Employees Provident Fund, ESI contributions and shall ensure that the contribution towards the same is made from the very first day of employment of Persons deployed by him for the NSIC and shall not pay to his Persons less than the existing rate of Minimum Wages as per provisions of Minimum Wages Act and the corporation shall have no liability in this regard.
17. The Tenderer shall ensure that all the grievances and complaints of his Persons are redressed only by him and in no circumstances he shall allow to forward such grievances to any of the authorities of the Corporation.
18. All the Persons employed by the Tenderer shall be considered as employees of the Tenderer and they shall not be make any claim in respect of employment and or other service benefits from the corporation in any manner either outside the court or in the court of law.
19. The Persons shall be deployed by the Tenderer to work in the office from 9:30AM to 6:00 PM from Monday to Saturday.
20. The earnest money shall remain with the corporation till the decision on the tender is taken and will be returned to the unsuccessful tenderers within three months after opening of the tender. No interest is payable on this amount
21. The last date for receipt of the tender is up to 2.00 PM on 20.02.2018, the tenders received after the above said time and date will not be considered. The tenders will be opened at the above address at 04.00 P.M on 20.02.2018. The tenderers or their representatives may be present at the time of opening of the tenders.

22. The offers should remain open for acceptance for three Months from the due date.
23. The offer should be made in the form attached. Offers not submitted in the prescribed form will be summarily rejected. However, if needed extra sheets can be attached. Preference will be given to parties who quote for all Items at Annexure. The decision of the corporation will be final and binding on the tenderers.
24. In the event of any dispute, the same shall be referred to the sole arbitration of the Sr. Branch Manager, NSIC, Visakhapatnam of the Corporation or such officer as he may appoint to be the arbitrator. There would be no objection that the arbitrator is an employee of the corporation, or that he/she had to deal with the matter to which this tender relates or that in the course of his duties as an employee of the Corporation, he has expressed his views on all or any of the matters in dispute or difference. The award of the officer so appointed by him shall be final and binding on the tenderers.
25. If all above terms and conditions mentioned in the tender document are acceptable to you, please quote your offer on or before 20.02.2018 by 2.00 PM . Please enclose a copy of this document duly signed (on each page) stating acceptance to the terms and conditions mentioned above. The tenders received after the above said time and date will not be considered. The NSIC-Visakhapatnam is not responsible for any postal delays.

Accepted above terms and conditions.

Party's Signature with Seal

Sr. Branch Manager

Place:

Date:

Tender Document SL.No.: ____

Due on 20.02.2018 upto 02.00 PM.

Date:

From:

To :
Sr. Branch Manager
The National Small Industries Corporation Limited
6-67-27/2/3, Opp. Gajuwaka Police Station,
Gajuwaka,
Visakhapatnam- 530026.

Dear Sir,

Having read and understood the terms and conditions to provide one housekeeping and one data entry operator for NSIC, Visakhapatnam Office at 6-67-27/2/3, Opp. Gajuwaka Police Station, Gajuwaka, Visakhapatnam- 530026. I/We hereby tender this offer for one housekeeping and one data entry operator at NSIC Ltd., Visakhapatnam. My/Our offer shall remain open for acceptance for three months from the due date of this tender.

Party's Signature with Seal

ANNEXURE -1

WAGE-STRUCTURE PER PERSON:

Description	(This is to be read with latest rules/act/regulations & policies promulgated by Government)		
	Rate / %	Housekeeping	Data Entry Operator
Basic Wages			
VDA			
Employee state Insurance (ESI)			
Employees Provident Fund (EPF)			
Administrative/ Service/ Agency Charges			
Total			
CGST			
SGST			
GRAND TOTAL			

(The above rates are as per minimum wage act)