



THE NATIONAL SMALL INDUSTRIES CORPORATION LTD
(A Government of India Enterprise)
BRANCH OFFICE, DELHI

NTSC Complex, Okhla Industrial Estate, New Delhi- 110020

Phones: 26382569, 26382568, 26382567 Fax: 26382427

Website: <http://www.nsicindia.com> Email: delhinsic@nsic.co.in

Tender No: 01/2018-19

Ref: NSIC/BO/DELHI/CL/ 2018-19

Due Date:

M/s. _____

**Sub.Providing Housekeeping Staff (3 Nos.) and Data Entry Operators (3 Nos.) at NSIC,
B.O.Delhi**

Sir,

Terms and conditions in respect of the above mentioned forwarded herewith. ***Please note that the sealed offer is to be delivered in the office of the Sr. Branch Manager, NSIC Ltd, Branch Office, Delhi NTSC Complex, Okhla Industrial Estate, New Delhi- 110020 up to 15.30 P.M. on 14.02.2019. Offer from all the parties received by due date and tender will be opened at 16.00 P.M. on 14.02.2019.***

This letter shall form part of the **"CONTRACT"** and must be signed and returned along with the terms and conditions.

Yours faithfully

Encl: A/a

(Y.K. Sharma)
Sr. Branch Manager
NSIC Ltd.,
Branch Office Delhi

Signature of the Contractor

The Sr. Branch Manager
Branch Office Delhi
NTSC Complex,
Okhla Industrial Estate,
New Delhi- 110020

Sir,

Sub: Tender for offering Housekeeping Staff (3 Nos.) and Data Entry Operator s(3 Nos.) on contractual basis at NSIC, B.O Delhi.

This offer is with reference to the advertisement released in the press / put up in the Tenders section of National Small Industries Corporation Limited (NSIC) website www.nsic.co.in for engaging manpower from manpower service providers on contractual basis.

The details of the manpower offered are as under:

DETAILS OF THE FIRM PROVIDING HOUSEKEEPING STAFF (3 NOS.) AND DATA ENTRY OPERATOR (3 NOS.) ON CONTRACTUAL BASIS

Sl.No	Particulars	Details
1	DETAILS OF SERVICE PROVIDER	
1.1	Name	
1.2	Address & Phone No: FAX No. & E-mail address:	
1.3	Constitution of vendor/firm. (Whether Proprietary /Partnership/Pvt. Ltd. / Public Ltd./PSU/ Individual etc.):	
1.4	In case of a Company, details of Incorporation of Company and Commencement of Business.	Incorporation Date: Ref: Commencement Date: Ref:
1.5	Permanent Account Number (PAN) & TAN	
1.6	Valid GST no. PF Registration No. ESI Registration No.	
1.7	Name & Designation of the contact person to whom all References shall be made regarding this EOI	
1.8	Service Charge for providing manpower services A. B. C.	

I hereby confirm that, all the terms and conditions specified with respect to this tender are acceptable to me. I further confirm that all the required details have been furnished and if this tender form is incomplete in any respect on my part then the same is liable to be rejected at the discretion of NSIC.

I am aware that NSIC is not bound to accept the tender and will not be required to give any reason for rejecting this tender.

I further certify that I am an authorized signatory of my company and am, therefore, competent to submit the details towards this tender.

Yours faithfully,

(Signature of the Offeror)

Printed Name

Designation

Seal

Date:

Business Address:

Price Bid – 1

Tender No:01/2018-19

PLACE – B.O. Delhi

Tender Inviting Authority: National Small Industries Corporation Ltd, Branch Office, Delhi

**Sub: Expression Of Interest Offering Housekeeping Staff (3 Nos.) and Data Entry Operator S(3 Nos.)
On Contractual Basis on Contract Basis at NSIC, Branch Office, Delhi**

Bidder Name:

S.No.	No. Of Person	Educational Qualification	Experience	Remuneration (*)
1	Data Entry Operator	1. 2. 3.		
2.	House Keeping Staff	1. 2. 3.		

* Remuneration inclusive of EPF, ESI, Agency Commission, GST Applicable & any other

Please mention all the charges as below :-

S.No.	Particulars	Rate	Amount
1.			
2.			
3.			

Signature & Seal of the Bidder

TERMS AND CONDITIONS

1. Sealed offers are invited from Manpower Agencies for providing Housekeeping Staff (3 Nos.) and Data Entry Operator (3 Nos.) at The NSIC Limited., Branch Office Delhi , NTSC Complex, Okhla Industrial Estate, New Delhi- 110020 **Offer has to be submitted in sealed envelope super scribing "offering Housekeeping Staffs (3 Nos.) and Data Entry Operator (3 Nos.)"** on contractual basis at NSIC, B.O Delhi on or before 14.02.2019 at 15.30 P.M. The sealed covers should be addressed to the Sr. Branch Manager, NSIC Ltd., B.O. Delhi. All the offers received shall be opened on 14.02.2019 at 16.00 P.M.
2. Offer received after due date shall not be considered for opening and the same shall be summarily rejected.
3. NSIC does not bind itself to accept the lowest offer and reserves the right to accept any or reject all the offers received without assigning any reasons thereof.
4. Party has to comply all the governing Labour laws/ Licenses and other requirements etc. for providing skilled persons (Clerical) and any violation or non-adherence of the same shall be sole responsibility of the offerer.
5. If The Bidder has any specific reservation, copy of the same to be enclosed.
6. The Bidder should submit at least 3 Order copies from any State/Central/PSUs, etc.
7. Party selected for providing Housekeeping Staffs (3 Nos.) and Data Entry Operator (3 Nos.) has to execute an agreement with NSIC, separately on requisite value of Non-judicial stamp paper.
8. Party has to enclose necessary documents wherever required in support of the rates quoted by them by following Minimum wages act, etc..
9. The Tenderer will supply Identity Cards to each Skilled Person (Clerical), who shall wear the same while at office.
10. The Tenderer shall also ensure that Persons below the age of 18 years is employed by him for the NSIC. Similarly, the maximum age should not exceed 50 years.
11. The Tenderer on his own cost shall indemnify the Corporation against all acts of omission, fault and breaches done by the Skilled Persons (Clerical) during the contract period.
12. 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 his Skilled Persons (Clerical) deployed by him for the NSIC and shall not pay to his Skilled Persons (Clerical) less than the existing rate of Minimum Wages as per provisions of Minimum Wages Act, 1948 and the corporation shall have no liability in this regard.
13. The Tenderer shall ensure that all the grievances and complaints of 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.
14. All the Skilled 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.

15. The Persons shall be deployed by the Tenderer to work in the office from 9:30AM to 6:00 PM from Monday to Saturday.
16. The Tenderer shall issue the instructions to his Persons and shall be duly intimating the care taking the office. The Tenderer shall ensure that Persons deployed by him behave decently and do not indulge themselves in any such activities which are unbecoming on the part of a person working in a Government Office.
17. The Tenderer shall prepare his monthly bill which shall be on the basis of Minimum Wages computed for his Persons, separately for NSIC Ltd., Branch Office Delhi indicating EPF and ESI contribution paid for the Skilled Persons (Clerical) working in the corporation and the service charges of the Tenderer. All the bills so prepared shall invariably be supported by the proof of payment wages and receipts of ESI & PF in evidence of his having made payments to these accounts so that the payment will be made to the Tenderer by the corporation on or before 10th of every month.
18. The duration of this contract shall be initially for one year which will start from the 1st day of subsequent month, after issue of acceptance letter by NSIC or as mentioned in the acceptance letter. The contract may be extended for further period, based upon the satisfactory performance of the Persons provided by Tenderer. However, the discretion of the NSIC in this regard shall be final.
19. In case it is found that Tenderer is not complying with the provisions of minimum wages Act. Provident Fund Act and or any statutory provisions as mentioned in Clause 10 of this Terms & Conditions, it is liable to be terminated at any time without giving any time and without giving any advance notice to the Tenderer to this effect.
20. NSIC reserves right to terminate the contract by giving one month notice in case the party is not performing satisfactorily are not complying the terms and conditions of the agreement and he is liable for the losses to the corporation if any. In case Tenderer desires to terminate the agreement they can do so by giving two months prior notice. However, they have to continue the services till the alternative arrangement is made, on the same rates and terms & conditions of the agreement.
21. In case it is felt by the I/c of the NSIC Ltd, Branch Office Delhi, or any other authorized officer of the Corporation that any Persons of Tenderer is not suitable for carrying out the work in the office then the Skilled Persons (Clerical) is to be replaced immediately by the Tenderer (within one week's time).
22. Payment of the Bill to the agency for this service shall be made by the Corporation generally on or before 7th of the following month on production of Bills and after deduction of TDS. The monthly details of personnel Employed showing PF, ESI, etc. deducted must also be submitted by the tenderer.
23. The Agency shall comply with all Acts, laws, by-laws and statutory regulations applicable from time to time in the Hyderabad with regard to the Persons and Corporation shall have no liability in this regard, whatsoever.
24. If any dispute or difference arises between the parties under or in relation to this agreement, the same shall be referred to the sole arbitration of the Chairman cum Managing Director of the Corporation and the decision of the Chairman cum Managing Director or any other officer

appointed by him for this purpose shall be final and binding upon the parties, the venue of the arbitration at Branch Office Delhi in the premises of NSIC, Branch Office Delhi and the arbitration proceedings must be in English.

A handwritten signature in black ink, appearing to be 'W. Sharma', written in a cursive style.

(Sr. Branch Manager)
Branch office Delhi

Signature and seal of party