



Date:

From:

M/s _____

To,

Senior Branch Manager
NSIC Ltd.
203, Sri Datta Sai Complex, RTC 'X' Road,
Musheerabad,
Hyderabad-500 020.

Dear Sir,

Sub: Submission of tender for providing Office Attendant – Reg.

This is with reference to your advertisement dated 16.06.2020 published in Andhra Jyothi Telugu News Paper on the captioned subject. We are enclosing herewith our tender in sealed cover. We also abide by the terms & conditions mentioned in the tender form and also ready to execute the necessary documents including agreement.

Thanking You,

Yours faithfully



THE NATIONAL SMALL INDUSTRIES CORPORATION LTD.

(A Govt. of India Enterprise)

201 & 203, Sri Datta Sai Complex RTC 'X' Road

Musheerabad, Hyderabad-500020

Ph:040-27615761, 27622097

Tender Ref: NSIC/BO/HYD./OA/2020

Due Date: 13-07-2020

M/s. -----

Sub: Providing Office Attendant at NSIC RTC 'X' Road, Musheerabad, Hyderabad.

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 SBM, NSIC Ltd, RTC 'X' Road Musheerabad, Hyderabad- 500020 up to 2.00 P.M. on 13.07.2020.** Offer from all the parties received by due date and tender will be opened at 4.30 P.M. on **13.07.2020.**

The Tender can be downloaded from NSIC Tender portal www.nsic.co.in or from Central public procurement portal www.eprocure.gov.in

Tender document is FREE, No Tender document fees or EMD is applicable for submission with this Tender.

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

Yours faithfully

Encl: as above

(S.BHARATHUDU)
Chief Manager (P&A)
NSIC Ltd., Hyderabad

Signature of the Contractor



TERMS AND CONDITIONS

1. Separate sealed offers with 60days Bid validity from the date of opening of tenders are invited in Single stage, single envelope method.
Sealed offers are invited from Manpower Agencies for providing Office Attendant (Housekeeping) at NSIC , RTC "X" Road, Musheerabad, Hyderabad-500020. **Offer has to be submitted in sealed envelope super scribing "OFFER FOR PROVIDING OFFICE ATTENDANT (HOUSEKEEPING)" on or before 13.07.2020 at 2.00 PM. The sealed covers should be addressed to the Sr.Branch Manager, NSIC Ltd., 203, Sri Dattasai Complex, RTC "X' Roads, Hyderabad. All the offers received shall be opened on 13.07.2020 at 4.30 PM.**
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 Office Attendant (Housekeeping) and any violation or non-adherence of the same shall be sole responsibility of the offerer.
5. Party selected for providing Office Attendant (Housekeeping) has to execute an agreement with NSIC, separately on requisite value of Non-judicial stamp paper.
6. Party has to enclose necessary documents wherever required in support of the rates quoted by them by following Minimum wages act, etc..
7. The Tenderer will supply Identity Cards to the Office Attendant (Housekeeping), who shall wear the same while at office.
8. The Tenderer shall also ensure that no Office Attendant (Housekeeping) below the age of 18 years is employed by him for the purpose of NSIC. Similarly, the maximum age of the Office Attendant deployed should not exceed 60 years.
9. The Tenderer on his own cost shall indemnify the Corporation against all acts of omission, fault and breaches done by the Office Attendant (Housekeeping) during the contract period.
10. 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 Office Attendant (Housekeeping) deployed by him for the NSIC and shall not pay to his Office Attendant (Housekeeping) 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.
11. The Tenderer shall ensure that all the grievances and complaints of his Office Attendant (Housekeeping) are redressed only by him and in no circumstances he shall allow to forward such grievances to any of the authorities of the Corporation.



12. All the Office Attendant (Housekeeping) 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.
13. The Office Attendant (Housekeeping) shall be deployed by the Tenderer to work in the office from 9:30 AM to 6:00 PM from Monday to Saturday.
14. The Tenderer shall issue the instructions to his Office Attendant (Housekeeping) and shall be duly intimating for care-taking of the office. The Tenderer shall ensure that Office Attendant (Housekeeping) 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.
15. The Tenderer shall prepare his monthly bill which shall be on the basis of Minimum Wages computed for his Office Attendant (Housekeeping), separately for NSIC Ltd. (RTC 'X' Road, Hyderabad) indicating EPF and ESI contribution paid for the Office Attendant (Housekeeping) 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 of 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.
16. 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 one year period, based upon the satisfactory performance of the Office Attendant (Housekeeping), on the same terms & conditions, as previously made. However, the discretion of the NSIC in this regard shall be final.
17. In case it is found that Tenderer is not complying with the provisions of minimum wages Act, Provident Fund Act or any other statutory provisions, as mentioned in Clause 10 of this Terms & Conditions, it is liable to be terminated any time after giving one month notice to the Tenderer to this effect. In such cases, NSIC shall remit the PF and ESI contributions to the government account and shall recover the same from any amount due to the Tenderer.
18. NSIC reserves right to terminate the contract by giving two month notice in case the party is not performing satisfactorily and are not complying with 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 (around two months time), on the same rates and terms & conditions of the agreement.
19. In case it is felt by the Branch Head of the NSIC Ltd, - RTC 'X' Road, Hyderabad or any other authorized officer of the Corporation that Office Attendant (Housekeeping) of Tenderer is not suitable for carrying out the work in the office then the Office Attendant (Housekeeping) is to be replaced immediately by the Tenderer (within one week's time).



20. 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.
21. 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 Office Attendant (Housekeeping) and Corporation shall have no liability in this regard, whatsoever.
22. 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 Hyderabad in the premises of NSIC RTC 'X' Road Hyderabad and the arbitration proceedings must be in English.
23. Any clarifications required for subject Tender can be taken from the NSIC Branch office, Hyderabad on submission of written letter.

(S.BHARATHUDU)
Chief Manager (P&A)
NSIC Ltd.
B.O., Hyderabad

Signature and seal of party



TECHNICAL DETAILS

1) Name & Address of the Tenderer:

(with Tel. Nos. and fax no.)

2) Registration in EPF :

3) Registration in ESI :

4) PAN NUMBER (as applicable) :

5) GST No. :

6) Ownership Registration :

(Attach copies of IT return and audited annual accounts in support of last two years)

Note: Tenderer must enclose self-attested copies of above indicated documents.

Date :

For

M/s _____

Place : _____

(Authorized Signatory With Seal)



PRICE BID (As per Government Minimum Wages Act)

(To be kept in same sealed Envelope)

Sl. No	Particulars	Wages @/person/day	EPF (As applicable/day/person)	ESI (As applicable/day/person)	Amount (in Rupees) Col 3+4+5	Services charges (in Rs.)	Total amount (in Rs.)	GST (As applicable)	Grand Total (in Rupees)
1	2	3	4	5	6	7	8	9	10

Note: Bid Evaluation shall be done on service charges basis as minimum wages are applicable for un-skilled worker which is firm at the time of Bid submission. Any revision in minimum wages shall be payable in the one year period.
Please note that NIL service charges are not-acceptable.

GRAND TOTAL AMOUNT PER PERSON PER DAY (IN WORDS)

Rs. _____

Date :

Place :

For M/s _____

(Authorized Signatory With Seal)