



THE NATIONAL SMALL INDUSTRIES CORPORATION LTD.

(A Govt. of India Enterprise)

**NSIC OFFICE BUILDING
PLOT NO. 7/7 & 7/8, BLOCK – CP, SECTOR – V, SALT LAKE,
KOLKATA – 700091, WEST BENGAL**

Ph: 033-23671471

Website- www.nsic.co.in, E-mail: bosaltlake@nsic.co.in

**Tender Document
For
Empanelment of Security
Agency (DGR Approved)
At**

**NSIC Office Building
Plot No. 7/7 & 7/8, Block – CP, Sector – V, Salt Lake,
Kolkata – 700091, West Bengal**

Last date of receipt of tender : 19.07.2022 upto 11.00am.

Date of opening : 19.07.2022 at 11:30am

**Sr. Branch Manager
NSIC, B.O. Salt Lake**



THE NATIONAL SMALL INDUSTRIES CORPORATION LTD.

(A Govt. of India Enterprise)

NSIC OFFICE BUILDING

**PLOT NO. 7/7 & 7/8, BLOCK – CP, SECTOR – V, SALT LAKE,
KOLKATA – 700091, WEST BENGAL**

Ref No: NSIC/SL/DGR Tender/2022-23

Date: 23.06.2022

M/s. _____

**Sub : Tender for providing Security Service at NSIC OFFICE BUILDING, Plot No. 7/7 & 7/8,
Block – CP, Sector – V, Salt Lake, Kolkata – 700091, West Bengal**

Limited Sealed tenders are invited from the agencies sponsored by DGR for the above mentioned work proposed to be awarded to the most suitable bidder qualifying the pre-qualifying criteria. The terms and conditions of the tender are enclosed here with for your kind perusal and information.

NSIC being a responsible corporate citizen will insist on strict compliance of statutory obligations i.e. Registration of ownership, EPF, ESI, Service Tax/GST, Income Tax and DGR etc. and adherence to the provisions of various Laws/Acts as applicable from time to time.

The tender should be in sealed envelope containing Price Bid in the Performa as per Schedule 'B' and self attested copies of the documents as per Clause 3.0 of the tender document. The envelope should be clearly super scribed with the type of Bid" **For providing Security Services at NSIC Office Building, Salt Lake, Kolkata.** The envelope must be addressed to:

**NATIONAL SMALL INDUSTRIES CORPORATION LTD.
NSIC Office Building,
Plot No. 7/7 & 7/8, Block – CP, Sector – V, Salt Lake,
Kolkata – 700091, West Bengal.**

The tender must reach us at the above address on or before 19.07.2022 to 11.00 a.m. in sealed envelope as above.

NSIC reserves the right to accept or reject any offer, without assigning any reasons thereof, and to amend the terms and conditions before award of the contract.

Thanking you,

Yours faithfully,

**Sr. Branch Manager
NSIC, B.O. Salt Lake**

Ref No: NSIC/SL/DGR Tender/2022-23

Date: 23.06.2022

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**Sr. Branch Manager
NSIC, B.O. Salt Lake**

General Conditions of Tender-

1.0 Definitions:-

- 1.1 "Corporation" shall mean the National Small Industries Corporation Ltd. (A Govt. of India Enterprise) Okhla Industrial Estate, New Delhi-110020, and shall include their legal representatives, successors and permitted assignees.
- 1.2 "Contract" means and includes the documents forming the tender and acceptance thereof together with the documents referred to therein including the conditions.
- 1.3 "Contractor" shall mean the individual or firm and shall include the legal Representative of such individual or the persons composing such firm or the Permitted assignee of such individual or firm or the Corporation.
- 1.4 "Competent Authority" means Chairman cum Managing Director of Corporation and his successors.
- 1.5 "Officer In Charge" shall mean the officer of the Corporation, not below the level Of Assistant Manager designated by "Competent Authority. " as the case may be, Who shall supervise and be in-charge of such works.
- 1.6 "Security agency" shall mean an agency which is registered with DGR and Sponsored to submit tenders in NSIC.

2.0 INSTRUCTIONS TO TENDERERS

- 2.1 The security agencies nominated by DGR for participation in NSIC shall be eligible for Submission of tender.
- 2.2 The personnels for security services will be required to work at NSIC Office Building, Salt Lake, Kolkata.
- 2.3 The personnel for security services will include Unarmed Guards (Ex-Servicemen).
- 2.4 Four Nos. Unarmed security guards are required to deploy. The number of persons required for engagement will decrease as well as increase from time to time depending upon the requirement of the corporation.
- 2.5 The contractor will ensure compliance of DGR guidelines in maintaining the Composition of Ex-servicemen and civilians.
- 2.6 The tenders shall be valid for a period of 120days from the date of its opening.
- 2.7 The interested parties are advised to inspect the premises and assess the scope/quantum of work involved before submitting their offer. Clarifications, if any, may be obtained by contacting the office of the undersigned during office hours on working days. No claim what so ever shall be entertained regarding the ignorance about the site conditions on later date.
- 2.8 Interested parties are requested to quote their most competitive rates as per the format specified in Schedule 'B'.
- 2.9 Tender with service charge beyond the limits of DGR guidelines shall not be considered.
- 2.10 GST shall be mentioned separately.
- 2.11 Conditional tenders will be rejected out rightly.
- 2.12 The personnel engaged in providing the requisite services to the NSIC shall be the employees of the contractor and will claim their remuneration from the contractor. NSIC will not be liable for anything on their part.
- 2.13 The contractor shall not sub-contract the services of personnel engaged/sponsored by them.
- 2.14 The contractor shall be responsible for the discipline and conduct of the personals sponsored by them and if in case the discipline and the quality of work deteriorate, the contractor shall have to provide replacement of his personnel.

- 2.15 The Contractor shall ensure that workmen 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.
- 2.16 Contractor shall have to furnish all the information required by NSIC to fulfill Requirements of the concerning Acts, and in the Form so prescribed.
- 2.17 The Contractor shall be responsible to compensate the loss of any kind to NSIC caused due to theft, damage or negligence by his personnel.
- 2.18 Successful tenderer will have to execute an agreement on Non-Judicial Stamp Paper of appropriate value (purchased in the name of the contractor) before the commencement of work.
- 2.19 Contractor will not ask for any enhancement of approved rates during the period of The contract and it shall be his own responsibility to pay the wages, ESI, leave benefits, bonus, medical facilities etc.(as admissible under the relevant Acts)to his employees.
- 2.20 The contractor will provide to its staff complete uniform and other accessories i.e. torch, whistle, baton etc.
- 2.21 The armed guards will be carrying guns and ammunition etc. with valid licenses and permission from the local authorities.
- 2.22 No tender fee or earnest money required for filling tender.

3.0 ELIGIBILITY CRITERIA FOR BIDDERS:-

The tenders will submit the self – attested photocopies of the following documents:-

- Copy of DGR Sponsorship letter
- Valid copy of DGR Empanelment certificate (with photograph and signature of Proprietor / Director)
- PSARA License for the State (West Bengal) of operation of the Security agency
- Ownership registration certificate of the tenderer
- Photo copy of the registration with ESI Department.
- PAN Number in the name of registered owner
- Registration with GST
- Registration with EPF Department
- Signed copy of terms and conditions

4.0 LEGAL OBLIGATIONS:-

4.1 All personnel employed by contractor shall be engaged by him as his own employees in all respects express or implied. The responsibilities what so ever, incidental or direct, arising out of or for compliance with or enforcement of the provisions of various Labour Laws of the Country, shall be that of the contractor. The contractor shall specifically ensure compliance with the following Laws/ Acts and their Enactments/ Amendments:-

- The Contract Labour (Regulation & Abolition) Act,1970
- The Contract Labour (Regulation & Abolition) Central Rules,1971.
- The Minimum Wages Act, 1948.
- The payment of Wages Act, 1936.
- The Workmen's Compensation Act, 1923.
- The Employee's provident funds and Misc, provisions Act, 1952.
- The ESI Act, 1948.
- The Payment of Bonus Act, 1965.
- The Payment of Gratuity Act, 1976.
- GST Act.
- Income Tax Act

Contractor shall abide by provision of the other rules and regulations of Government issued from time to time to this effect. Any payment due to the workmen employed by the Contractor shall be sole responsibility of the Contractor. If penalized for non compliance of any of the legal requirements, the contractor shall be responsible for the same and deal with them at its own level and costs, in no way putting any liability on the corporation.

4.2 Contractor shall fully indemnify NSIC against all the payments, claims and liabilities what so ever, incidental or direct arising out of or for compliance with or enforcement of the provisions of any of the Laws/Acts in relation to the Contract.

- 4.3 The Contract Labour (Regulation & Abolition) Act, 1970, and Rules, 1971 there under and the Central/State Rules as modified from time to time are applicable to this contract. He shall also indemnify NSIC from and against any claims under the aforesaid Act and the Rules.
- 4.4 The Contractor shall also ensure that no workmen below the age of 18 years are employed by him for the above mentioned jobs.
- 4.5 The Contractor shall on his own cost, if required, take necessary insurance coverage in respect staff and other personnel for service to be rendered to the Corporation.
- 4.6 The contractor will deposit the GST with concerned authority as applicable and submit the documentary proof of same to the corporation from time to time.
- 4.7 The Contractor shall ensure that all grievances and complaint so of his workmen are redressed only by him and in no circumstances he shall allow to forward such grievances to any of the authorities of the Corporation.
- 4.8 Contractor shall ensure that the payment of wages to the workmen employed by him, Shall be made by RTGS/NEFT and provide us with the bank statement copy for having transferred the amount to each individual as proof.
- 4.9 Corporation shall have the right to check the implementation of labour welfare laws and rules made thereafter.
- 4.10 All the workers employed by contractor shall be considered as employees of the contractor and they shall not 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. It is further provided that any kind of dispute arising between the contractor and the employees shall be entirely the dispute between them only. The corporation shall not in any manner be a party to it. The contractor will take all necessary steps for redressal of such disputes and shall be solely responsible for the outcome.
- 4.11 Contractor whose tender is accepted shall obtain a valid license under the Contract Labour (Regulation & Abolition) Act 1970 and the Contract Labour (Regulation & Abolition) Central Rules 1971 before the commencement of the work and continue to have a valid License until the completion of the contract.

5.0 DEFAULT CLAUSE:-

- 5.1 The contractor is responsible for deputing the guards/ supervisors as per the duty requirement. In case of absence of any workmen, it will be obligatory on part of the contractor to provide replacement for the same.
- 5.2 In case of any failure on part of the contract or to provide workmen/ services as enumerated in this tender document, the penalty of an amount of Rs.1000/-per workman, which may extend maximum upto 10% of monthly contract value, shall be levied on the contractor.
- 5.3 The successful tenderer shall deposit security deposit of an amount equal to **5% of total estimated annual value** of the contract with this department. The Security deposit will be in the form of Demand draft in favor of **National Small Industries Corporation Ltd. Payable** at Kolkata which shall only be released after three months from the date of the completion of the contract. Security deposit shall be interest free.

6.0 PAYMENT TERMS:-

6.1 The Contractor/Agency shall prepare his monthly bill which shall be on the basis of prevailing Minimum Wages Act as published from time to time by the office of the Chief Labour Commissioner, Ministry of Labour & Employment, Govt. of India or Labour Commissioner, State Govt. of West Bengal, whichever greater wages computed for his workmen, indicating EPF, ESI & Bonus contribution paid for the workmen working in the Corporation and the service charges of the Contractor/Agency.

6.2 The Contractor/Agency shall make payment of remuneration/wages to its personnel before 7th of every month by RTGS/ECS directly in the Bank Accounts of the deployed Personnel. After making the payment, the Contractor/Agency shall raise the bill to the Corporation for payment of the settled amount.

6.3 The Contractor/Agency will submit to the Corporation a copy of the bank statement showing detail of payment made in the Bank Accounts of the personnel along with vouchers duly signed by the workers for each month.

6.4 The payment to the Contractor/Agency shall be made on monthly basis on satisfactory completion of service on presentation of the bill. No advance payment will be made.

6.5 The bill shall be presented in duplicate within first week of every month, stating taxes separately. As far as possible the payment will be released within one to two weeks from the date of submission of bills.

6.6 The following documents must accompany the bill, failing which the bill shall not be settled.

- a. Certified Attendance Sheet.
- b. Electronic Challan/Slip for deposit of EPF contribution in the name of the person deployed under the contract.
- c. Electronic Challan/Slip for deposit of ESI contribution in the name of the person deployed under the contract
- d. Receipted payment of wage sheet to employees for the preceding month.
- e. Deposit details of GST, as applicable for each preceding month.

These remittance /payments to EPFO & ESIC must be made in a separate challan specifically for the contract personnel deployed at NSIC.

6.7 If during the currency of the contract the Minimum Wages are increased by the government's notifications the same shall be affected to the Contractor/Agency with its direct effect on the EPF, ESI, Bonus and Contractor/Agency Service Charges. However, it shall be binding on the Contractor/Agency that he produces the copy of such Govt. notifications as and

when is issued by the concerned authority. The reimbursement is only to be made against the proof of payment of the same to the workmen.

Similarly any change in the statutory levies (ESI, EPF, Bonus, Goods & Services Tax etc.) will be applicable automatically.

6.8 The Contractor/Agency is required to visit and inspect the work of housekeeping regularly at least once a week with prior intimation to the Corporation. He shall also meet the concerned officer in Corporation once a week/or as required, to enquire the level of performance and note down remarks thereon. He shall immediately ensure to rectify short comings which may be brought to his notice.

6.9 All monthly payments claimed from NSIC except 'Service Charges' has to be released to the personnel deployed by the Contractor/Agency and proper record of the same should be maintained.

7.0 DURATION OF CONTRACT:-

7.1 The duration of this contract shall be 24 (Twenty Four) months from the date of award of the work as is to be mentioned in the work order to be placed on the successful party. However the duration can be extended further for a period of upto 24 (Twenty four) months subject to the approval of DGR and based upon satisfactory completion of the currency of the contract, on the terms and conditions deemed fit by the corporation.

7.2 In case it is found that the Contractor is not complying with the provisions of Minimum Wages Act, Employees Provident Fund Act, ESI Act and or any other statutory provisions as mentioned in clause 3 of this letter the contract is liable to be terminated at a notice of 30 days.

7.3 Either of the parties shall have the right of coming out of the contract by giving a notice for 30 days in advance during its validity.

8.0 ARBITRATION:-

8.1 Except where otherwise provided for in the contract, all questions and disputes relating to the meaning of the words, terms, specifications, operations, and instructions, mentioned in this contract and as to the quality of workmanship or performance of the contractor any other question, claim, right, matter, or thing whatsoever in any way arising out of or relating to the contract, specifications, operating instructions, orders or these conditions; or otherwise concerning the performance of the contract, the execution or failure to execute the same whether arising during the progress of the work or after the completion or abandonment thereof, shall be referred to the sole arbitration of Centre Head, NSIC Office Building, Salt Lake, Kolkata.

8.2 The Arbitrator shall have power to call for such evidence by way of affidavits or otherwise as he/ she thinks proper and its shall be the duty of the parties here to do cause to be done, all such things as may be necessary to enable the Arbitrator to make the award without any delay. The Arbitrator shall give a separate award in respect of each dispute or difference referred to him/ her. The venue of arbitration shall be such place as may be fixed by the Arbitrator in his sole discretion. The Award of the Arbitrator shall be final, conclusive and binding on all parties to the contract.

8.3 The law under the Arbitration and Conciliation Act, 1996 shall be applicable to such proceedings.

SPECIAL CONDITIONS OF CONTRACT

1. It is assumed that the parties submitting their offers are well aware about the site conditions, nature of work to be carried out etc. Non familiarity with site conditions shall not attract or construed any increase in the rates after acceptance of the offer.
2. The rates quoted by the Contractor/Agency in the Price Bid shall include of Service charge, Applicable Taxes and Other statutory benefits such as EPF, ESI, and Bonus etc. given to the personnel as per labour laws.
3. The rates quoted by the Contractor/Agency shall be firm for acceptance for a period of 120 days from the date of submission of quotation.
4. The personnel deployed by the Contractor/Agency shall always remain employee of the Contractor/Agency and in no case or circumstances whatsoever shall claim to be employee of the NSIC.
5. The Contractor/Agency shall employ only adult trained, efficient and responsible staff with good health and sound mind for the Security work. The Contractor/Agency shall ensure that the persons are punctual and disciplined and remain vigilant in performance of their duty. In no circumstances, persons below 18 years of age and above 50 years of age should be employed.
6. **The Contractor/Agency should provide Identity cards to its staff. In case of any change of staff by the Contractor/Agency, the Corporation should be informed in advance.**
7. In case the any material/property of the NSIC office are damaged/theft due to misuse or mishandling or carelessness by the Contractor/Agency or his employees, the Contractor/Agency will immediately inform the Officer in charge. In such a case, the Contractor/Agency will be liable to replace the item at his own cost or the NSIC shall have the right to recover the loss from the Contractor/Agency's monthly bill.
8. In case it is felt by the Officer-In Charge of NSIC Office Building, Salt Lake, Kolkata or any other authorized officer of the Corporation that any workmen of Contractor/Agency is not suitable for carrying out the work inside premises then the workman is to be replaced immediately by the Contractor/Agency **(within one weeks' time)**
9. The personnel deployed by the Contractor/Agency shall perform their duties with due diligence and sincerity and shall not indulge in any unethical practices. If it is noticed that the personnel are involved in unethical practices, they shall be immediately replaced with suitable alternative without hampering the work.
10. For all intents and purposes, the Contractor/Agency shall be the 'employer' within the meaning of different labour legislation in respect of manpower so deployed in the Corporation. The persons deployed by the Contractor/Agency in NSIC shall not have claims of any employer and employee relationship against NSIC
11. The materials supplied by the clients shall be used effectively and efficiently and wastage shall be avoided.
12. If the Contractor/Agency fails or neglects to observe or perform the terms and conditions of the agreement or any of them, the Corporation may:
 - a. Terminate the Contractor/Agency/and hold the Contractor/Agency liable for all the

losses or damages occurred to the Corporation by such failure or neglect;
and/or

- b. Hold the Contractor/Agency liable to pay damages and compensation for loss and inconvenience caused by dislocation of all or any of the services by the sudden discontinuance/dislocation or stoppages.
13. In case the Corporation needs personnel over and above the aforementioned personnel, for NSIC (Salt Lake) or for any other place the selected agency/bidder/tenderer shall provide the same on the same '**Service Charge**', **Terms and Conditions**.
14. The Corporation shall not, in any way, be responsible for any disability whether permanent or temporary caused to the personnel during discharge of their duties.
15. Any designated officer of the Corporation shall have a right to check the number of personnel on duty and whether they are doing their duty/work as instructed, at any time without reference to the Agency. Such checking or monitoring of the personnel shall not relieve the Agency from any of its obligations of periodical monitoring, supervising and checking etc. The Agency shall also submit report of such monitoring and surprise checks to NSIC (Corporation) from time to time. On account of any default or negligence in performance of the duty of agency staff provided by the Agency, if the **Corporation incurs any loss or damage by way of their pilferage or any type of damage or loss to its property, the same shall be recoverable from the Agency to the extent such loss or damage**. Decision of the Corporation in this regard shall be final and binding on the Agency.
16. In the event of sudden failure, neglect, dislocation or stoppage of the work by the Contractor/Agency; the Corporation may get done the same by some other agency without any notice to him.
17. The Agency shall remain liable to and shall indemnify the Corporation in respect of all causes of action, claim, damages, compensation or costs, charges and expenses arising out of accident or injury, sustained or to be sustained by the Contractor/Agency or by any workman or other person, whether in the deployment of above said premises arising out of any act of commission or omission, default or negligence, error in judgment on the part of Agency or the Staff and agents of the Agency.
18. The Corporation shall be entitled to terminate this agreement by giving one month notice in writing to the Agency without prejudice to other rights and remedies available to it because of the breach of any terms of this agreement or if the Proprietor of the Agency becomes insolvent or fails and/or neglects to carry out instructions of the Corporation or violates any guidelines of the Corporation or if the Corporation otherwise arrives at a conclusion to terminate this Agreement.
19. After acceptance of the offer of the Contractor/Agency, the Contractor/Agency has to enter into an agreement with NSIC on non-judicial stamp paper of Rs. 100/- or requisite value whichever is higher, within 21 working days of the award of the work. The cost of the non-judicial stamp paper shall be borne by the Contractor/Agency.
20. The Corporation shall not be responsible for any financial loss or any injury to any person deployed by service providing agency/bidder in the course of their performing the functions/duties or for payment towards any compensation.
21. The Contractor/Agency agrees that they are an independent business entity and not an employee or agent of NSIC. The Contractor/Agency further agrees that it is their sole duty to discharge all their legal and statutory responsibility including those mentioned herein

irrespective of any factor or reason attributable to NSIC bear no responsibility whatsoever for any liabilities for legal or statutory matter.

22. Measures like smoking, drinking, abusing during the working hours is strictly prohibited and if found that the personnel engaged in such act shall be immediately replace with suitable alternative.
23. The necessary statutory deduction as applicable shall be deducted from the amount payable to the Contractor/Agency and it is mandatory on the part of Contractor/Agency to provide PAN number, GST registration number etc. whenever asked for.
24. The Contractor/Agency has to accept and are fully responsible for all the liabilities arising out with regard to any compensations /remunerations under any Statutory bodies of whatsoever nature of any major or minor or fatal accident or incident occurred /sustained by their personnel posted at NSIC site, during the course of discharge of their duties/functions inside or outside of the NSIC premises. The Contractor/Agency is also responsible to provide the insurance coverage to their personnel and submit the proof of such coverage to their personnel to the NSIC, whenever asked for.
25. The Contractor/Agency shall not involve themselves in any manner which is detrimental to the NSIC interest or associated themselves in any capacity with NSIC employees. The personnel deployed by the Contractor/Agency shall be disciplined by observing all rules and regulations of NSIC. In case of non- compliance, NSIC reserves the right to terminate the contract without any.
26. The Contractor/Agency should provide 2 sets of complete uniforms of approved colour for the employees deputed at NSIC Office Building, Salt Lake, Kolkata at his own cost along with one pair of safety shoes and other accessories like Torch, Whistle, Baton and along with Company Identity Cards.
27. If the Contractor/Agency fails to undertake the job satisfactorily or violates the terms conditions or not attending the work effectively, the Corporation has every right to cancel the contract and forfeit the security deposit without assigning any reason what so ever.
28. During working at site, some restrictions may be imposed by Officer-in-Charge/Security staff of the Corporation or Local Authorities regarding safety and security etc., the Contractor/Agency shall be bound to follow all such restrictions/instruction & nothing extra shall be payable on this account.
29. The Agency shall comply with all Acts, law, by-laws and statutory regulations applicable from time to time in the West Bengal with regard to performance of work and Corporation shall have no liability in this regard, whatsoever. **The agency shall submit a copy of audited financial statements to the Corporation for every financial year during the period of contract.**
30. The Corporation shall be entitled to terminate this agreement by giving one month notice in writing to the Contractor/Agency without prejudice to other rights and remedies available to it because of the breach of any terms of this agreement or if the Proprietor of the Contractor/Agency becomes insolvent or fails and/or neglects to carry out instructions of the Corporation or violates any guidelines of the Corporation or if the Corporation otherwise arrives at a conclusion to terminate this Agreement. On termination of the agreement, the liability of the Contractor/Agency for payment of any amount shall cease.
31. In case it is noticed and found at any stage that the statutory regulations relating to EPF, ESI, bonus etc. are not being complied with, then the Corporation shall have the right to deduct and withhold up to 50% of total dues of the Contractor/Agency till the time the



proper documents showing proof of compliance are submitted.

- 32.** 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, including the venue, as selected by him.
- 33.** *All communication should be addressed to the Senior Branch Manager, NSIC Office Building, 1st floor, Plot No.-7/7 & 7/8, Block-CP, Sector - V, Salt Lake, Kolkata -700091, West Bengal.*

**Sr. Branch Manager
NSIC, B.O. Salt Lake**

(Authorized signatory of the tenderer with seal.)

"SCHEDULE -A"

EACH COLUMN SHOULD BE FILLED AND SELF ATTESTED DOCUMENTS SHALL BE PRODUCED ELSE THE TENDER SHALL BE REJECTED

(In separate sealed Cover- I super scribed as Technical Bid)	
1. Name & Address of the Tenderer Organization/ Agency with phone number, Email and name and telephone/ mobile number of contact person.	
2. Experience in the work of providing Security services to the Govt. and PSU	
3. Set-up of your Organization. (Proof of proprietorship, Partnership or Pvt. Ltd.	
4. Board Resolution / Power of Attorney/ authorization for signing the bid Documents shall be produced else tender shall be rejected.	
5. Is the establishment registered with the Government departments; please give details with document/ evidence. Shall be filled, otherwise tender will not be considered.	
6. Are you covered by the labour Legislations such as, ESI, EPF, Gratuity Act etc.(If yes proof)	
7.Please give 1) EPFNo. : 2) ESICode : 3) Gratuity Act Regn. No. : (Proof to be enclosed) Please write the number with dates	
8. Are you governed by minimum wages rules of the Govt. If yes please enclose	
9. Please attach copy of last return of Income Tax. Please mention the year.	
10. Please attach Profit and loss and balance sheet of the company, duly certified by Chartered Accountant for last 3 years. Along with all schedules.	
11. PAN No.(Please attach copy)	
12. GST No.(Please attach copy)	
13. Acceptance of terms & conditions attached (Yes/No). Please sign each page of terms and conditions as token of acceptance and submit as part of tender document.	
14. Please submit an undertaking that no case is pending with the police against The Proprietor/ firm/ partner or the Company (Agency). Indicate any convictions in The past against the Company/ firm/ partner	
15. All the documents enclosed shall be duly sealed and self attested. For Non compliance of terms bids shall be rejected. Further, NSIC reserves the right to accept or reject any offer, without assigning any reasons thereof.	



Declaration by the Tenderer:

This is to certify that I/ We before signing this tender have read and fully understood all the terms and conditions contained herein and undertake myself/ ourselves to abide by them.

Encls: as above.

1. Terms & Conditions (each page must be signed and sealed)
2. Financial Bid.

Note: All the columns shall be filled, for non-compliance bids shall be rejected.

(Signature of Tenderer with seal)

Name:

Address:

Phone No (0):

Mobile No.:

Date:

PRICE BID**Schedule— B**

Amount in Rs. per person per head

SL No.	Description	Percentage (This is to be read with latest rules/ act/ regulations & policies Government)	Security Guard - Ex-Serviceman (without arms)	Remarks
a	Basic Wages (BW) plus Variable Dearness Allowances			
b	Employee state Insurance (ESI)			
c	Employees Provident Fund (EPF)			
d	Employees Deposit linked Insurance (EDLI) (EPF)			
e	Administrative charges			
f	House Rent Allowance (HRA)			
g	ESI on HRA			
h	Bonus (ref notes)			
I	Uniform outfit allowance			
j	Uniform washing allowance			
k	Total			
l	Relieving charges 1/6 th of total of serial (k)**			
m	Total cost per head			
n	Service charge	@		
o	Sum Total	Sum of (m) to (n)		
p	GST	@		

Rates of allowances will be payable as per admissible by law as on date.

Services Charges shall be competitive/ reasonable and shall not be abnormally low.

Bonus is mandatory as per payment of Bonus act, 1965 (as amended).

Financial Bids of only technically qualifying bidders will be opened and on the basis of financial evaluation for percentage of service charges, tender shall be awarded to Bidder quoting lowest value.

For M/s

Authorized Signatory with seal.

Date:
Place:

Name:
Designation:

List of DGR Sponsored agencies who can participate in limited tender:

1. Code No.: 6487-
M/s ARUN GANGULY SECURITY AGENCY, GROUND FLOOR, 6B/32, CHARAN KABI MUKUNDA DAS COLONY, P.O. MUKUNDAPUR, DIST. SOUTH 24 PARGANAS, KOLKATA – 700099, W.B.
2. Code No.: 7244-
M/s PUSHPENDRA KUMAR SECURITY AGENCY, 44(30), WARD NO. 1, VIVEKANANDA ROAD, KALIANIBAS, DIST. NORTH 24 PARGANAS, WEST BENGAL – 700122.
3. Code No.: 7172-
M/s UPAVAN KUMAR GAMBIR SECURITY AGENCY, 10(8/A), WARD NO. 2, SCHOOL ROAD “A” LANE, P.O. NONA CHANDAN PUKUR, BARRACKPORE, DIST. NORTH 24 PARGANAS, WEST BENGAL – 700122.