

TENDER

FOR

PROVIDING SECURITY & ALLIED

SERVICES

AT

NTSC- HOWRAH

THE NATIONAL SMALL INDUSTRIES

CORPORATION LTD.

(A GOVERNMENT OF INDIA ENTERPRISE)

Technical Services Centre, Balitikuri, Howrah-711 113.

Tel: 2653 0304, 4280

Telefax: 2653 1314

**THE NATIONAL SMALL INDUSTRIES CORPORATION LTD.
(A GOVERNMENT OF INDIA ENTERPRISE)
Technical Services Centre, Balitikuri, Howrah-711 113**

Tender Notice No. : NTSC/H/Sec/01/12

Date: 08.02.2012

M/s. -----

Sub: Providing Security and Allied Services at NTSC- HOWRAH

Dear Sir,

Tender documents in respect of the above-mentioned services containing 10 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, Up to 3.00 P.M. on 15.03.2012

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

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 such tenders 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.

Yours faithfully,

Encl.: 10.Pages

GENERAL MANAGER (NTSC)

CONTRACTOR'S SIGNATURE

THE NATIONAL SMALL INDUSTRIES CORPORATION LTD.
(A GOVERNMENT OF INDIA ENTERPRISE)
Technical Services Centre, Balitikuri, Howrah-711 113

Tender Notice No. : NTSC/H/Sec/01/12

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**TENDER NOTICE FOR PROVIDING SECURITY & ALLIED
SERVICES AT NTSC- HOWRAH (W.B)**

Tender Notice No.: NTSC/H/Sec/01/12

Date: 08.02.2012

Sealed tenders are hereby invited on behalf of NSIC-TSC from the Security agencies having experience in similar nature of work. Our institute is spread over an area of over 48 acres of land and we provide various services like skill development & Entrepreneurship training, common facility services in Mechanical & Electrical testing of raw materials. We have various infrastructures like office building, workshop, staff quarters etc. Lot of valuable items like machineries, equipments and documents etc. are available in the centre.

S. No.	Name of the work	Cost of Tender Document	Date of Issue of Tender	Last date of submission
1	PROVIDING SECURITY & ALLIED SERVICES AT NTSC- HOWRAH (W.B)	Rs. 200/-	06.03.2012	15.03.2012

1. The Director/Owner of the security agency should be a retired army person.
2. **Blank tender documents (non-transferable) for above services shall be issued from 06.03.2012 to 14.03.2012 on working days from the address given below at a cost of Rs. 200/-.**
3. While applying for the tender document, the intending agencies shall furnish proof of work experience certificates, tax /VAT, ESI and PF registration etc.
4. The tender issuing authority reserves the right to issue or refuse to issue the tender document to any party without assigning any reason thereof.
5. NSIC reserves the right to reject all or any tender wholly or partly without assigning any reason whatsoever.
6. For Tender document and other details please contact G.M. NSIC-Technical Services Centre, P.O.-Balitikuri, Howrah-711 113. Tel: 2653 0304, Fax: 2653 1314.

**General Manager
NSIC-Technical Services Centre Howrah**

**THE NATIONAL SMALL INDUSTRIES CORPORATION LTD.
(A GOVERNMENT OF INDIA ENTERPRISE)
Technical Services Centre, Balitikuri, Howrah-711 113**

Tender Notice No. : NTSC/H/Sec/01/12

Date: 08.02.2012

INSTRUCTIONS TO TENDERERS

1. The Director/Owner of the security agency should be a retired army person and 75% of the guards should be from Ex-servicemen category.
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. 6:00AM to 2:00PM, 2:00PM to 10:00PM & 10:00PM to 6:00AM). You shall provide full-uniform, whistle, torch, torch cell and other necessary equipments for security purpose to all the guards/gunman.
2. A small Name-plate is to be affixed to each security personnel.
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 chalans (attested photocopy) for the same are to be submitted to us for our record and further necessary action at our end.
4. 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 Pass-port size photographs for our record.
5. Unfurnished accommodation will be provided at this centre for the security personnel and as such no HRA will be paid by us.
6. The electricity & water charges as to be decided from time to time will be paid by you.
7. Alcoholic consumption, gambling and other unlawful activity inside the campus is strictly prohibited.
8. Period of contract may be reduced or the contract may be terminated, if satisfactory service is not provided by giving 30 days notice.

9. The agency may also terminate the contract by giving 30 days notice to NTSC.
10. 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.
11. 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.
12. 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.
13. 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.
14. The security guards/gunman should be physically fit and mentally alert.
15.
 - i) Corporation does not bind itself to accept the lowest tender.
 - ii) Corporation also reserves the right to accept or reject any tender without assigning any reason whatsoever.
 - iii) Corporation also reserves the absolute right to reject any or all the tenders at any time solely based on the past unsatisfactory 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 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 Contractor 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.
19. Agreement will be **executed on Rs.100/- non judicial stamp paper.**

CONTRACTOR'S SIGNATURE

**NSIC- TECHNICAL SERVICES CENTRE
BALITIKURI, HOWRAH**

Details of Requirement of Guards

1. Guard-
Nos- 11

2. Gunman-
No- 01

3. Allied services (Clerks)
Nos-03

4. Safaiwala -
Nos-02

5. Gardner (on need basis)-
Nos-05

Signature of Contractor

**General Manager
NTSC-Howrah**

FORM OF TENDER

To,

THE NATIONAL SMALL INDUSTRIES CORPORATION LTD.
(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 contractor.....

**Duly authorized to sign the tender on behalf
of the (in block capitals).....**

Dated.....

Witness.....

Date.....

Address.....

.....

NSIC Technical Services Centre, Howrah

(Technical Information of the Bidder)

Sl. No.	Description	
1.	PAN No.	
2.	EPF	
3.	ESI	
4.	Professional Tax/VAT	
5.	Registration Partnership Act. 1932/ Registration of Companies	
6.	Central Excise Service Tax	
7.	Labour Commission Govt. of West Bengal Licence	
8.	Govt. of West Bengal Licence for Business of Security Agency	
9.	Licence of Municipality (Trade License)	

Signature of Contractor

**General Manager
NTSC-Howrah**

NSIC Technical Services Centre, Howrah

(75% Guard should be Ex-Servicemen)

S.No	Description	Nos.	Rate per month	Amount (Rs)
1	Ex-Service Guards	08		
	Civilian Guards	03		
2	Gunman	01		
	Civilian Gunman			
3	Allied Services (Clerk)	03		
4	Safaiwala	02		
5	Gardner	05		
Total				

Signature of Contractor

**General Manager
NTSC-Howrah**