

TENDER
FOR
HOUSE KEEPING SERVICES

Tender No. NTSC(R)/DGM/P&A/HK/15-16

**NSIC-Technical Services Centre, Rajkot
National Small Industries Corporation Ltd.**

(A Govt. of India Enterprise)

**80' Road, Bhavnagar Road, Aji Industrial Area,
Rajkot-360 003**

Tel No.091-0281- 2387613, 2387398, 2387397

Fax: - 091-0281-2387729

Email: ntscraj@nsic.co.in

Website: www.nsic.co.in



NSIC – Technical Services Centre
The National Small Industries Corporation Ltd.

(A Govt. of India Enterprise)

80, Feet Road, Bhavnager road Crossing Aji Industrial Area, Rajkot-360003

Tel No. 2387613, 2387398, 2387397, Fax: - 091-0281-2387729

Email: ntsraj@nsic.co.in, Website: www.nsic.co.in

Ref. No. :- NTSC(R)/DGM/P&A/HK/15-16

Dated:- 29.01.2016

M/s

Subject: **House Keeping Services.**

Dear Sir,

Tender document in respect of House Keeping Services as per list given at Annexure-A.

Please note that the sealed tenders duly filled in will be received in the office of the Deputy General Manager on or before 15.02.2016 up to 03.00 p.m.

The tender should be signed and dated by the Authorized Signatory in all the pages including the pages provided for in the Tender Document.

The Deputy General Manager reserves the right to accept /reject any or all offers.

This letter shall form the part of the contract and must be signed and returned along with the duly filled tender documents.

For Deputy General Manager

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INDEX

S.No.	Description	Page No.
1	Cover Page	1
2	Covering Letter to Tender Document	2
3	Index	3
4	Tender Notice	4
5	Instructions to the Tenderers	5
6	Tender Form	6
7	Annexure – A	7
8	Commercial and General Terms & Conditions	8

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TENDER NOTICE

Sealed tenders are hereby invited on behalf of the Deputy General Manager, NSIC Technical Services Centre (Rajkot), 80, Feet Road, Bhavnagar road Crossing Aji Industrial Area, Rajkot from **House Keeping Service Provider** as per list given at Annexure-A, so as to reach to Deputy General Manager, NSIC-Technical Services Centre (Rajkot), 80, Feet Road, Bhavnagar road Crossing Aji Industrial Area, Rajkot **up to 03.00 p.m. on 15.02.2016** The details as given below:-

a)	Details of House Keeping Services	As per Annexure-A
b)	Cost of Tender Document	Rs. 250/-
c)	Last date of submission of completed tender documents	15.02.2016 up to 3 PM
d)	Date of opening of Tender Offer	15.02.2016 at 4 PM

1. Tender Documents may be obtained at cost of Rs. 250/- from 01.02.2016 to 15.02.2016 up to 12 p. m.
2. In case Tender Document is downloaded from web site.
3. The other Terms and Conditions applicable to this tender have been incorporated in the tender documents.
4. The Deputy General Manager reserves the right to reject all or any tender wholly or partly without assigning any reason whatsoever.

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Dated:- 29.01.2016

INSTRUCTION TO THE TENDERERS

The Tender shall be submitted in accordance with these instructions and any tender not conforming thereto is liable to be rejected. These instructions shall form the part of the tender and contract.

1. The tender should be submitted in **sealed cover** super scribed as “**House Keeping Services Tender No. NTSC(R)/DGM/P&A/HK/15-16**”.
2. The tender shall be completed in all respect (should be signed and dated by the Authorized Signatory in all pages). The incomplete tender shall be rejected outright.
3. The Tender documents are to be read and understood carefully.
4. **This tender document is to be signed on each page(s) as marked of read, understood and agreed along with offer. The offer without signed this tender document & non-submission is treated as cancelled and will not be considered.**
5. Tenderer should submit the details of ESI, PF and Labour Registration No. Documents.
6. Tenderer should submit notification of Local / State Govt. per day wages Act.
7. Tenderer may submit 25% of security deposit at time of entering in to Agreement.
8. Period of contract is one year subject to performance period of one month.
9. Working hours from 9.00 AM to 5.00 PM from Monday to Saturday.

Scope of Work: Qualified tenderer has to Maintain House keeping of the Following Area

1, Administrative Building (Ground Floor), Canteen & Surrounding Area.

2, Basic Training Wing, Auditorium & Surrounding Area.

3, D.E.T. Lab. & Surrounding Area.

4, M/c Shop and Pump Testing Lab. & Surrounding Area.

5, Material Testing Lab., Calibration Lab. & Surrounding Area.

6, Commercial Office & Surrounding Area.

7, Approached Roads from Main gate to connected Department.

8, Exhibition Hall / Shed and other Shed as and when required.

SIGNATURE
Agencies Name & Seal



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Ref. No. :- NTSCI/DGM/P&A/HK/15-16

Dated:- 29.01.2016

TENDER FORM

The Deputy General Manager
NSIC- Technical Services Centre
National Small Industries Corporation Ltd.
(A Govt. Of India Enterprise)
80 Feet Road, Bhavnager road Crossing, Aji Industrial Area, Rajkot-360003

Subject: House Keeping Services

Dear Sir,

HAVING EXAMINED AND PERUSED THE FOLLOWING DOCUMENTS

1. Tender Notice
2. Instruction of Tenderers
3. Tender Form
4. Terms & Conditions

I/We hereby submit our quoted rates in the enclosed format as Annexure-A. Should our tender be accepted I/We agree: -

The tender document shall constitute the bind contract between us and NSIC Technical services centre, Rajkot.

Enclosed Annexure-A

SIGNATURE
Agencies Name & Seal

ANNEXURE-A

PRICE QUOTATION FORM

Ref : NTSC(R)/DGM/P&A/HK/15-16

House Keeping Personnel's

Govt. Approved Labour License No.	
Description	Amount in Rs.
Minimum Wages Per Person/ day as per Govt. notification	
Provident Fund	
E.S.I.	
Service Charge	
Service Tax	
Other Charges If any	
Total Amount	

Tenderers Signature & Seal



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GENERAL TERMS & CONDITIONS

Sealed Tenders are hereby invited for “**House Keeping Services**” at NSIC Technical Services Centre, Rajkot as per following terms & conditions:

1. Tenderers shall submit their offers in a sealed cover super scribed as “**House Keeping Services Tender No. NTSC(R)/DGM/P&A/HK/15-16**”at NTSC Rajkot on or before **15.02.2016** up to **3 P.M.**
2. The Deputy General Manager, NSIC-TSC, Rajkot reserves all the rights to accept or reject any or all the offers.
3. The offer should be made in the Tender form enclosed marked tender no. NTSC (R)/DGM/P&A/HK/15-16 dated 29.01.2016
4. The tenders will be opened at NTSC-Rajkot **on 15.02.2016 at 4 p.m.** The Tenderers or their authorized representatives (One person only) may be present at the time of opening of the tender.
5. The decision of the NSIC Technical Services Centre, Rajkot will be final and binding on the Tenderers.
6. In the event of any dispute the legal matter shall be subjected to the jurisdiction of **Rajkot / Rajkot court only.**
7. All the communication shall be addressed to:

The Deputy General Manager,
NSIC Technical Services Centre,
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