

To
M/s. _____

**Sub: Offer for Security Arrangement for Techmart India 2011 at Hall no. 14,
Pragati Maidan, New Delhi**

Dear Sir,

Sealed offers are invited from experienced/ reputed security agencies for providing security during Techmart India 2011 from 14-27 November, 2011 at Hall No. 14, Pragati Maidan, New Delhi to be organized by NSIC. Our tentative requirement for Security Supervisors(Ex-Servicemen) / Security guards for the 3 shifts are as given below.

A. Scope of Work

S.NO.	DURATION	Description			
		SUPERVISOR (Ex-servicemen) (For 3 Shifts of 8 hrs. each per day)	SECURITY GUARDS (For 3 Shifts of 8 hrs. each per day)	LADY GUARD/SEARCHER (For General Shift) of 8 hrs.)	Un-skilled Worker (For general shift of 8 hrs.)
1.	10-13 Nov.,11 & 28-29 Nov.,11	12	36	Nil	18
2.	14-27 Nov.,11	75	562	14	42
4.	TOTAL	87	598	14	60

Interested Agencies may quote rates for Security Supervisor (Ex-servicemen), Security Guard, Lady Guard / Searcher and Un-skilled Manpower (for day to day work) for per 8 hours shift in the schedule enclosed herewith as ANNEXURE-1.

1. Input

NSIC will hand over the hall no. 14 at Pragati Maidan to the selected security agency from 10th Nov. 2011 onward for security of Techmart India 2011.

2. Security:

The NSIC exhibition is visited by high profile dignitaries /High Power delegation/VIP's both from India and abroad. The selected agency will be responsible for the entire security of the hall No. 14 for the exhibition period (14-27th Nov.'11).

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3. **Rates:** Quoted rates should be inclusive of all tax including service tax.

4. **Payment terms**

No contingency payment is admissible. Payment will be released only after successful completion of the work and acceptance of the same by Corporation. The payment shall be released after deduction of all statutory dues.

5. **Penalty:**

In case of breach of security or any other mis-happening NSIC reserves the right to impose suitable penalty, or any other action deemed fit by NSIC, Head Office, New Delhi including black listing of agency with State Authorities. Penalty will also be imposed if the time schedule is not met. Two percent of the value of the order will be charged as penalty amount for each day of delay after the scheduled time. However, the maximum penalty is limited to 10% of the value of the order.

B. General terms & conditions

1. The agency shall deploy ex-servicemen security guards and supervisors both in the day and night shifts as per our requirement. In case, we find deployment of guards/supervisors other than the above category, the payment of the guards/supervisors will be restricted to the un-skilled worker's wages and the contract of the agency shall also be liable to cancellation.

2. You shall be responsible for payment of all wages, allowance, overtime, washing allowances, EPF/ESI/LTC, medical and other statutory benefits admissible to your employees directly.

3. You shall also abide by the regulations governing the deployment of guards viz. Wages Act, Labour Act etc.

4. You shall be responsible for all losses/shortages to the pavilion or the materials stored and the same shall be made good by you.

5. **You have to submit copies of the EPF/ESI registration Certificate along with your Offer. In the absence of these documents, the quotation will not be considered.**

6. NSIC reserves the right to cancel the work in part / full without assigning any reason.

7. NSIC reserves the right to reject any / all offers without assigning any reason.

8. You shall be required to submit your bill for payment towards wages after the close of the fair.

9. The NSIC reserves the right to terminate the services of the security agency without assigning any reason whatsoever. If the security agency wants to discontinue the contract, they shall have to give 15 days prior notice in writing.

10. The strength of the security personnel to be deployed during the exhibition shall be regulated on actual need basis which shall be intimated to you from time to time.

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11. Agency selected will have to deposit Rs. 50,000/- Bank Guarantee valid up to 31.03.2012 as per prescribed format / DD in favour of National Small Industries Corporation payable at New Delhi towards security deposit. The DD of Rs.50,000/- deposited by the Agency shall be returned without any interest after successful completion of the work.
12. Your offer in a sealed envelope should be addressed to the **Chief General Manager (EMC), NSIC Ltd., NSIC Bhawan, Okhla Industrial Estate, New Delhi – 110020** and should be delivered at the Central Receipt Section (**CR Section**) of NSIC Ltd. NSIC Bhawan, Okhla Industrial Estate, New Delhi – 110020 latest **by 3 P.M. on 06.07.2011**. The offers shall be opened on the same day i.e. 06.07.2011 at 3.30 P.M.

The name of the work should be clearly mentioned at the top of the sealed envelop containing the offer submitted by you i.e. **“Offer for Security Arrangement for Techmart India 2011 at Hall no. 14, Pragati Maidan, New Delhi”**.

Thanking you,

Yours faithfully,

(H. Saini)
Chief Manager (EMC)

Encl: Annexure-1

ANNEXURE-1

Offer for Security Arrangement for Techmart India 2011 at Hall No. 14, Pragati Maidan, New Delhi

Sl.No.	Description	Duration	Nos.	Rate (Rs.) (Per Head / per shift - 8 hrs) Inclusive of all taxes including Service Tax	Total amount (Inclusive of all taxes including Service Tax)
1	Supervisor (Ex-servicemen)	10-29 Nov.,2011	87		
2	Security Guard	10-29 Nov.,2011	598		
3	Lady Guard	14-27 Nov.,2011	14		
4	Un-skilled Worker	10-29 Nov.,2011	60		
	TOTAL:				

Total amount in words – Rupees _____ only

(Signature of bidder with seal)