

M/s. \_\_\_\_\_

**Sub: Offer for Security Arrangement for Techmart India 2014 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 2014 from 14-27 November, 2014 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.,14 & 28-29 Nov.,14	12	36	Nil	18
2.	14-27 Nov.,14	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 10<sup>th</sup> Nov. 2014 onward for security of Techmart India 2014.

**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 (14-27<sup>th</sup> Nov., 2014).

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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. Minimum 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. The Agency shall not sub-contract the services of personnel engaged by them.
6. The Agency will provide to its staff complete uniform and other accessories i.e. touch, whistle baton etc.
7. The Agency shall also ensure that no workman/Guard below the age of 18 years are deployed by him for the above mentioned jobs.
8. The Agency shall ensure that the payment of wages to the workman/guards shall be as per Minimum Wages Rate Act.
9. **You have to submit copies of the EPF/ESI registration Certificate and PAN number along with your Offer. In the absence of these documents, the quotation will not be considered.**
10. NSIC reserves the right to cancel the work in part / full without assigning any reason.
11. NSIC reserves the right to reject any / all offers without assigning any reason.

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12. You shall be required to submit your bill for payment towards wages after the close of the fair.
13. 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.
14. 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.
15. The Agency shall comply all statutory dues like Provident Fund, Family Pension, ESI and other statutory dues etc. In respect of supply of Security Guards to National Small Industries Corporation Limited during Techmart India 2014 have been deposited with Statutory Authorities as per prevalent rules/act.

Further, you are also responsible for any liability and penalty arises in future or at any stage without any demur or protest on account of Statutory Dues like Provident Fund, Family Pension, ESI and other statutory dues etc. in connection with supply of Security Guards during Techmart India 2014. Any losses/damages/placed on us shall be payable to NSIC.

16. Agency selected will have to deposit Demand Draft Rs. 50,000/- valid up to 31.03.2015 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.
17. Your offer in a sealed envelope should be addressed to the **Dy. General Manager (EMC), NSIC Ltd., NSIC Exhibition Complex, 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 25.08.2014**. The offers shall be opened on the same day i.e. **25.08.2014 at 4.00 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 2014 at Hall no. 14, Pragati Maidan, New Delhi”**.

Thanking you,

Yours faithfully,

( H. Saini )  
Dy. General Manager (EMC)

Encl: Annexure-1

**ANNEXURE-1****Offer for Security Arrangement for Techmart India 2014 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.,2014	87		
2	Security Guard	10-29 Nov.,2014	598		
3	Lady Guard	14-27 Nov.,2014	14		
4	Un-skilled Worker	10-29 Nov.,2014	60		
	TOTAL:				

Total amount in words (Rupees \_\_\_\_\_ only).

**(Name & Signature of bidder with seal)**