



**THE NATIONAL SMALL INDUSTRIES CORPORATION LIMITED**  
( A Govt. of India Enterprise)

**Tender No. NSIC/VSKP/IW/02/16-17**  
**Dt. 19.09.2016.**

**Tender Document Serial No:**

## **Tender Schedule**

for One House Keeping and one Data Entry Operator at NSIC,  
Visakhapatnam Office at 1st floor,  
6-67-27/2(3), Opp.Gajuwaka Police Station  
Gajuwaka, Visakhapatnam- 530026.

**Name of the Firm:**  
**Address:**

**Contact Person Name:**  
**Phone no.:**  
**Fax no.:**



**The Tender is invited on behalf of**

**The Chairman cum Managing Director  
The National small Industries Corporation Limited  
NSIC Bhavan  
New Delhi – 110 020.**

**The persons and Firms intending to offer rate for one House Keeping and Data Entry Operator should observe the terms and conditions given below:-**

**TERMS AND CONDITIONS FOR HOUSE KEEPING AND CASUAL AT NSIC,  
VISAKHAPATNAM OFFICE**

Sealed offers superscribed "TENDER FOR ONE HOUSE KEEPING AND Data Entry Operator AT NSIC, VISAKHAPATNAM OFFICE addressed to the Sr. Branch Manager, Visakhapatnam Office at 1st floor,6-67-27/2(3), Opp.Gajuwaka Police Station,Gajuwaka, Visakhapatnam- 530026 will be received up to 19.09.2016 Noon at 1PM.

1. Intending tenderers should have valid registration with Sales tax /Works Contract tax /VAT /PF/ESI ETC and comply all other statutory laws/acts as applicable from time to time.
2. Tender documents can be obtained from the office of the Sr. Branch Manager, 1st floor, 6-67-27/2(3), Opp.Gajuwaka Police Station,Gajuwaka, Visakhapatnam- 530026. On all working days between 11.00 am to 4.00 pm except on holidays, Saturdays & Sundays free of cost.
3. The tender documents duly completed along with EMD in form of demand draft/pay order in favour of the "NSIC, Visakhapatnam", payable at Visakhapatnam from any Nationalized Bank will be submitted at the office of the Sr. Branch Manager, 1st floor,6-67-27/2(3), Opp.Gajuwaka Police Station,Gajuwaka, Visakhapatnam- 530026 upto 1.00 PM on 19.9.2016. NSIC Government Purchase Registered Companies/registered MSE are exempted from EMD.
4. NSIC reserves the right to reject any or all the tenders without assigning any reason thereof and also not bound to accept lowest tender. Tenders in whom any of the prescribed conditions are not fulfilled or found incomplete in any respect are liable to be rejected.
5. Canvassing whether directly or indirectly in connection with tender is strictly Prohibited and the tender submitted by the contractors who resort canvassing will be liable to be rejected.

6. The quoted rate shall be inclusive of all. The Corporation reserves the right to reject any or all tenders without assigning any reasons whatsoever.
  7. The party shall be fully responsible for any injury or accident happened to the workmen deployed by them for carrying out the works and NSIC shall no way be held responsible for the same. The parties are required to submit/ enclose their credentials along with the quotation.
  8. Any party if desires, can download the Tender document pro forma from NSIC website and can submit the same in sealed envelope.
  9. Quantities mentioned above are tentative only and the work shall be carried out strictly as per condition and direction. The payment shall be released as per actual person engaged after effecting necessary statutory deductions, if any.
  10. Every tender shall be accompanied by means of Bank Draft as Earnest Money equivalent to Rs. 10,000/- (Rupees Ten Thousand Only). The Draft shall be in favour of The National Small Industries Corporation, payable at Visakhapatnam drawn on any scheduled Bank. Tender not accompanied by earnest money will be rejected. EMD/ Security Deposit will be exempted for the NSIC registered parties/MSE's.
  11. The earnest money shall remain with the corporation till the decision on the tender is taken and will be returned to the unsuccessful tenderers within three months after opening of the tender. No interest is payable on this amount.
  12. The last date for receipt of the tender is up to 1.00 PM on 19.09.2016, the tenders received after the above said time and date will not be considered. The tenders will be opened at the above address at 3.00 P.M on 19.09.2016. The tenderers or their representatives may be present at the time of opening of the tenders.
  13. The tenderers who offered Lowest price will be called for negotiation at the discretion of the tendering authority. The offers should remain open for acceptance for three Months from the due date.
  14. The offer should be made in the form attached. Offers not submitted in the prescribed form will be summarily rejected. However, if needed an extra sheet can be attached. Preference will be given to parties who quote for all the Item at Annexure. The decision of the corporation will be final and binding on the tenderers.
  15. In the event of any dispute, the same shall be referred to the sole arbitration of the Sr. Branch Manager, NSIC, Visakhapatnam of the Corporation or such officer as he may appoint to be the arbitrator. There would be no objection that the arbitrator is an employee of the corporation, or that he/she had to deal with the matter to which this tender relates or that in the course of his duties as an employee of the Corporation, he has expressed his views on all or any of the matters in dispute or difference. The award of the officer so appointed by him shall be final and binding on the tenderers.
  16. If all above terms and conditions mentioned in the tender document are acceptable to you, please quote your offer on or before 19.09.2016 by 1.00 PM . Please enclose a copy of this document duly signed (on each page) stating acceptance to the terms and conditions mentioned above. The tenders received after the above said time and date will not be considered. The NSIC-Visakhapatnam is not responsible for any postal delays.
- Accepted above terms and conditions.

Party's Signature with Seal  
( With Seal )

Sr. Branch Manager

Place:

Date:



**Tender Document SL.No.:- \_\_\_\_**  
**Due on 19.09.2016 upto 1.00 PM.**

**From:**

**Date:**

To :  
Sr. Branch Manager  
1st floor,6-67-27/2(3),  
Opp. Gajuwaka Police Station,  
Gajuwaka,  
Visakhapatnam- 530026.

**Dear Sir,**

Having read and understood the terms and conditions to provide one house keeping and one casual for NSIC, Visakhapatnam Office at 1st floor,6-67-27/2(3), Opp. Gajuwaka Police Station, Gajuwaka, Visakhapatnam- 530026. I/We hereby tender this offer for one house keeping and one casual NSIC Visakhapatnam. My/Our offer shall remain open for acceptance for three months from the due date of this tender.

**ANNEXURE -1**

**WAGE-STRUCTURE:**

Description	Percentage (This is to be read with latest rules/act/regulations & policies promulgated by competent Government)	
Basic Wages (BW)plus variable Dearness Allowances		
Employee state Insurance (ESI)		
Employees Provident Fund (EPF)		
Employees Deposit linked Insurance		
Administrative charges		
Bonus(ref notes)		
Total	SUM of (a) to (j)	
Total cost per head	Sum of (k) to (l)	
Service charge	@	
Sum Total	Sum of (m) to (n)	
Service Tax	15% of sum total	
GRAND TOTAL		

Above rates are as per DGR.