

NATIONAL SMALL INDUSTRIES CORPORATION LTD.

422,ANNA SALAI
CHENNAI- 600006.

Tender Document
(Under limited Tender enquiry)

For
SECURITY SERVICES

in
BRANCH OFFICE, AND GOWDOWN PREMISES

at
422 ANNA SALAI,Chennai-600006 AND Madhavaram,Chennai-600110

Last date of receipt of tender : 12.04.2021 (Latest by 3.00 P.M.)
Date of opening of Price Bid : 12.04.2021 At 5.00 P.M.

Senior Branch Manager

NSIC

ISO 9001:2015

The National Small Industries Corporation Ltd.

422, Anna Salai, **CHENNAI-600006.**

No: NSIC/BO-Chennai/SA/102.

Dated:

M/s.

Sub:- Notice inviting Limited tender for providing Security Services at 422 ANNA SALAI, Chennai-600006 AND Madhavaram, Chennai-600110 .

On behalf of "Chairman cum Managing Director", NSIC, Limited Sealed tenders are invited from the agencies sponsored by DGR for the above mentioned work proposed to be awarded to the most suitable bidder qualifying the pre-qualifying criteria. The terms and conditions of the tender are enclosed herewith for your kind perusal and information

It is required by terms of the tender that strict compliance of statutory obligations i.e. Registration of ownership, EPF, ESI, GST, Income Tax and DGR etc. and adherence to the provisions of various Laws / Acts as applicable from time to time.

The tender should be in sealed envelopes containing Technical and financial Bids in the Performa as per **ANNEXURES** and self-attested copies of the documents of the tender document. The envelopes should be clearly super scribed with the type of Bid" For providing Security Services at NSIC-422 ANNA SALAI, Chennai-600006 AND Madhavaram, Chennai-600110.

The envelopes must be addressed to:

The Senior Branch Manger, NSIC, 422 ANNA SALAI, Chennai-600006.

The tender must reach us at the above address on or before 12.04.2021 up to 3.00 PM in sealed envelope as above.

NSIC reserves the right to accept or reject any offer, without assigning any reasons thereof, and to amend the terms and conditions before award of the contract.

Thanking you,

Yours faithfully,

Senior Branch Manager

NSIC Ltd., 422, Anna Salai, Chennai-6.

The National Small Industries Corporation Ltd.

422,Anna Salai,**CHENNAI-600006.**

No: NSIC/BO-Chennai/SA/102.

Dated:

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Senior Branch Manager

For NSIC Ltd., 422,Anna Salai, Chennai-

The terms and conditions for the work order.

Definitions:-

1.1“Corporation” shall mean the National Small Industries Corporation Ltd. (A Govt. of India Enterprise) Okhla industrial Estate, New Delhi . 410020, and shall include their legal representatives, Successors and permitted assignees.

1.2“Contract” means and includes the documents forming the tender and acceptance _ thereof together with the documents referred to therein including the terms and conditions & agreement.

1.3“Contractor” shall mean the individual or firm or company and shall include the legal representative of such individual or the persons comprising such firm or company or the permitted assignee of such individual or firm or the Company.

1.4“Competent Authority” means Chairman cum Managing Director of Corporation and his successors. “

1.5Officer In Charge “ shall mean the officer of the Corporation, not below the level of Deputy Manager, designated by “Competent Authority.” as the case may be, who shall supervise and be in-charge of such works.

1.6“Security agency” shall mean an agency which is registered with DGR and sponsored to submit tenders in NSIC.

INSTRUCTIONS TO TENDERERS:-

2.1.The security agencies nominated by DGR for participation in NSIC shall be eligible for submission of tender.

2.2.The personnel for security services will be required to work at following places:-

NSIC . NSIC-422 ANNA SALAI,Chennai-600006 AND Madhavaram,Chennai-600110.

2.3.The personnel for security services will invariably include the following:-

- a. Supervisor
- b. Unarmed Guards

2.4.At present 9 (Eight) Nos Unarmed guards, One Supervisor are required. Armed guards may also be required on need basis. The number of persons required for engagement will vary from time to time depending upon the requirement of the corporation.

2.5.The contractor will ensure compliance of DGR guidelines in maintaining the composition of Ex-service men and civilians.

- 2.6. The successful tenderer shall deposit security deposit of an amount equal to 5% of total estimated annual value of the contract with this Corporation. The security deposit will be in the form of Bank Guarantee from any Nationalized Bank which shall remain valid for a period of ninety days beyond the date of completion of all contractual obligations. In case the contract period is extended further, the validity of performance security shall also be extended by the contractor accordingly. The earnest money/security deposit shall be interest free.
- 2.7. Bid security of the successful bidder shall be returned on receipt of performance security and after signing the agreement.
- 2.8. Bid security shall be forfeited if the bidder withdraws his bid during the period of tender validity.
- 2.9. If the successful bidder refuses or neglects to execute the contract or fails to furnish the required performance security within the time frame specified by the Corporation, the bid would be liable to be rejected and the bid security shall be forfeited.
- 2.10. The tenders shall be valid for a period of 90 days from the date of its opening.
- 2.11. The Corporation is not bound to accept the lowest or any bid and may at any time terminate the tendering process.
- 2.12. The interested parties are advised to inspect the premises and assess the scope/quantum of work involved before submitting their offer. Clarifications, if any, may be obtained by contacting the office of the undersigned during office hours on working days. No claim whatsoever shall be entertained regarding the ignorance about the site conditions on later date.
- 2.13. Interested parties/DGR sponsored agencies are requested to quote their most competitive rates (as per the format specified) in Annexures.
- 2.14. Tender with service charge beyond the limits of DGR guidelines shall not be considered.
- 2.15. GST shall be mentioned separately.
- 2.16. In case of tie in the service charges offered by bidders, criterion of seniority shall prevail for consideration of the bid(s).
- 2.17. Conditional tenders will be rejected outrightly.
- 2.18. The personnel engaged in providing the requisite services to the NSIC shall be the employees of the contractor and shall claim their remuneration from the contractor. NSIC will not be liable for anything on their part.

2.19. The contractor shall not sub-contract the services of personnel engaged / sponsored by them.

2.20. The contractor shall be responsible for the discipline and conduct of the personnel sponsored by them and if in case the discipline and the quality of work deteriorates, the contractor shall have to provide replacement of his personnel.

2.21. The Contractor shall ensure that workmen deployed by him behave decently and do not indulge themselves in any such activities which are unbecoming on the part of a person working in a Government Office.

2.22. The Contractor shall have to furnish all the information required by NSIC to fulfill requirements of the concerning Acts, and in the Form so prescribed.

2.23. The Contractor shall be responsible to compensate the loss of any kind to NSIC caused due to theft, damage or negligence by his personnel.

2.24. Successful tenderer will have to execute an agreement on Non-Judicial Stamp Paper of appropriate value before the commencement of work.

2.25. Contractor will not ask for any enhancement of approved rates during the period of the contract and it shall be his own responsibility to pay the wages, ESI, leave benefits, bonus, medical facilities etc. (as admissible under the relevant Acts) to his employees.

2.26 The contractor will provide to its staff complete uniform and other accessories i.e. torch, whistle baton, Metal detector etc.

2.27 The armed guards will be carrying guns and ammunition etc. with valid licenses and permission from the local authorities.

3.0) ELIGIBILITY CRITERIA FOR BIDDERS:-

The tenderers will submit the self-attested photocopies of the following documents:-

Ownership registration certificate of the tenderer.

Photo copy of the Registration with ESI Department

PAN Number in the name of registered owner

Registration with GST Department.

Registration with EPF Department

Registration certificate with DGR

Signed copy of terms and conditions.

b) Tender documents:

- ii) The tender document can be collected from the office of Senior Branch I Manager, 422, Anna Salai, Chennai- 600006. in between the period from 22.03.2021 to 12.04.2021 (except Saturday & Sunday & Gazetted holidays) between 10:30 hours to 15:00 hours
- iii) Alternatively tender form can be downloaded from our website www.nsic.co.in from 22.03.2021 to 12.04.2021 .

4.0. LEGAL OBLIGATIONS:-

4.1. All personnel employed by contractor shall be engaged by him as his own employees in all respects express OF implied. The responsibilities whatsoever, incidental or direct, arising out of or for compliance with or enforcement of the provisions of various Labour Laws/Industrial Laws of the country, shall be that of the contractor. The contractor shall specifically ensure compliance with the following Laws/Acts and their Enactments/Amendments:-

- a. The Contract Labour (Regulation & Abolition) Act, 1970
- b. The Contract Labour (Regulation & Abolition) Central Rules, 1971
- c. The Minimum Wages Act, 1948
- d. The Payment of Wages Act, 1936
- e. The Workmen's Compensation Act, 1923
- f. The Employees' Provident Funds and Misc. Provisions Act, 1952
- g. The ESI Act, 1948
- h. The Payment of Bonus Act, 1965
- i. The Payment of Gratuity Act, 1976
- j. GST Act
- k. Income Tax Act

The Contractor shall abide by provision of the other rules and regulations of Government issued from time to time to this effect. Any payment due to the workmen employed by the Contractor shall be sole responsibility of the Contractor. If penalized for non-compliance of any of the legal requirements, the contractor shall be responsible for the same and deal with the at its own level and costs, in no way putting any liability on the corporation.

4.2. The Contractor shall fully indemnify NSIC against all the payments, claims and liabilities whatsoever, incidental or direct arising out or for compliance with or enforcement of the provisions of any of the Laws/ Acts in relation to the Contract.

4.3.The Contract Labour (Regulation & Abolition) Act,1970, and Rules,1971 there under and the Central/ State Rules as modified from time to time are applicable to this Contract. He shall also indemnify NSIC from and against any claims under the aforesaid Act and the Rules.

4.4.The Contractor shall also ensure that no workmen below the age of 18 years are employed by him for the above mentioned jobs.

4.5.The Contractor shall on his own cost, if required, take necessary insurance coverage in respect of staff and other personnel for service to be rendered to the Corporation.

4.6.The contractor will deposit the GST with concerned authority as applicable and submit the documentary proof of same to the corporation from time to time.

4.7.The Contractor shall ensure that all grievances and complaints of his workmen are redressed only by him and in no circumstances he shall allow to forward such grievances to any of the authorities of the Corporation.

4.8.The Contractor shall ensure that the payment of wages to the workmen employed by him, shall be made by RTGS/NEFT/Cheque and also in the presence of the representative of the Corporation.

4.9.The Corporation shall have the right to check the implementation of 'abour welfare laws and rules made thereafter.

4.10.All the workers employed by contractor shall be considered as employees of the contractor and they shall not make any claim in respect of employment and or other service benefits from the Corporation in any manner either outside the court or in the court of law. It is further provided that any kind of dispute arising between the contractor and the employees shall be entirely the dispute between them only. The Corporation shall not in any manner be a party to it. The contractor will take all necessary steps for redressal of such disputes and shall be solely responsible for the outcome.

4.11.The Contractor whose tender is accepted shall obtain a valid license under the Contract Labour (Regulation & Abolition) Act 1970 and the Contract Labour (Regulation & Abolition) Central Rules 1971 before the commencement of the work and continue to have a valid License until the completion of the contract.

5.0.DEFAULT CLAUSE:-

5.1.The contractor is responsible for deputing the guards / supervisors as per the duty requirement. In case of absence of any workmen, it will be obligatory on part of the contractor to provide replacement for the same.

5.2. In case of any failure on part of the contractor to provide workmen / services as enumerated in this tender document, the penalty of an amount of Rs.500/- per workman, which may extend maximum upto 5% of monthly contract value shall be levied on the contractor.

6.0. PAYMENT TERMS:-

6.1. The Contractor shall prefer his monthly bill. All the bills so preferred shall invariably be supported by the proof of payment of wages and receipts of EPF & ESI and GST in evidence of his having made payments to these accounts.

6.2. In case there has to be made any payment to the workmen of the Contractor by the Corporation which otherwise is the responsibility of the Contractor, the same shall be adjusted against the security amount deposited with the Corporation or either deducted from the payment due to the Contractor.

6.3. In case the amount to be released to security personnel is not as per wage bill to be prepared as per DGR guidelines or contractor is not able to provide undisputed documentary proof in respect of following:-

- i) Release of payment as per DGR guidelines.
- ii) Deduction and (timely) deposit of monthly EPF & ESI contributions with the concerned authorities for the employees as engaged by the contractor.
- iii) GST as applicable as per Statutory Act within stipulated time.

The amount in such cases will not be released & the decision of Competent Authority will be final in this case. In case, it is found that no amount of EPF & ESI has been deducted in respect of persons engaged by them by the Contractor, in spite of having EPF A/C No. & ESI A/C No., in such cases amount of EPF & ESI as per EPF Act & ESI Act (along with penalty raised by concerned authorities) will be deducted by NSIC Ltd. in respect of such persons engaged by them and will be deposited to statutory authorities on behalf of such contractor.

7.0. DURATION OF CONTRACT:-

7.1. The duration of this contract shall be 24 (twenty four months) from the date of award of the work as is to be mentioned in the work order to be placed on the successful party. However the duration can be extended further for a period of up to 12 months subject to the approval of DGR and based upon satisfactory completion of the existing contract, on the terms and conditions deemed fit by the corporation.

7.2. In case it is found that the Contractor is not complying with the provisions of DGR guidelines, EPF Act, ESI Act and or any other statutory provisions as mentioned in clause 4.1 of this tender the contract is liable to be terminated at a notice of 60 days.

7.3. Either of the parties shall have the right terminate the contract by giving a written notice for 60 days in advance during its validity.

8. The Court at Chennai alone shall have exclusive jurisdiction in respect of any dispute arising out of this Agreement.

Senior Branch Manager

For NSIC Ltd., Chennai

Signatures of the authorized signatory
of the Tenderer with seal

SUBMISSION OF TENDER:

The expression "Tender Notice" referred to in the Tender Documents shall be deemed to include any Notice / Letter Inviting Tender with respect to the work forming the subject matter of the documents and vice-versa.

Tenders shall be submitted in two separate sealed envelopes Superscribed as following:

ENVELOPE – I (TECHNICAL BID)

Name of work : Annual Contract for Providing Security Services at NSIC- Security Services at 422 ANNA SALAI, Chennai-600006 AND Madhavaram, Chennai-600110

Tender Ref no. : NSIC/Bo-Chen /Security/2020-21/102 Due date : 12.04.2021 (Upto 15:00 PM)

Addressed to : Senior Branch Manager, The National Small Industries Corporation Ltd., 422, Anna Salai, Chennai-600006.

From : Name & Address of the Tenderer

The Envelope-I (Technical Bid) shall contain the following documents in proof that the tenderer has adhered to the minimum eligibility criteria

- a) Copy of DGR Sponsorship Letter
- b) Original valid copy of DGR Empanelment certificate (with photograph and signature of Proprietor / Director)
- c) PSARA License for the state (Tamil Nadu) of operation of the security agency
- d) Copy of PAN card.
- e) Copy of valid GST registration Number.
- f) Copy of valid EPFO registration.
- g) Copy of valid ESIC registration.
- h) Copy of Latest Income Tax Return (FY 2019-20)
- i) Copy of Work Orders/Experience Certificates from the clients regarding the similar services rendered as described in the qualifying criteria.
- j) Partnership Deed in case of partnership firm.
- k) Memorandum & Articles of Association in case of limited Company.
- l) Power of Attorney in favour of person who has signed the tender document. In case of limited company, the authority to sign the tender is to be given under Board resolution.
- m) Details as required in Annexure – A
- n) Details as required in Annexure – B
- o) Undertaking as required in Annexure – C
- p) The entire tender document except the Financial Bid part with each page duly signed by the tenderer.

NOTE: 1. All the photocopies of the documents enclosed with the Technical Bid in support of qualifying criteria should be signed by the tenderer.

2. The Technical Bid (Envelope-I) should not contain any financial information related to rates of items etc. The Financial Bid must be submitted in a separate sealed envelope (i.e. Envelope-II).

ENVELOPE – I (FINANCIAL BID)

Name of work : **Security Services at 422 ANNA SALAI, Chennai-600006 AND Madhavaram, Chennai-600110..**

Tender Ref no. : NSIC/BO-Chen/Security/2020-21/102

Due date : 12.04.2021 (Upto 15:00 AM)

Addressed to : Senior Branch Manager, The National Small Industries Corporation Ltd., 422, Anna Salai, Chennai-600006..

From : Name & Address of the Tenderer

The Envelop-II shall contain the Financial Bid portion of the tender in prescribed format. It is to be noted that Envelope-II shall contain only PRICES and no conditions i.e. deviations / assumptions / stipulations / clarifications / comments / any other request whatsoever. Any conditional offer will be rejected.

Both the sealed envelope i.e. Envelope-I and Envelope-II shall be put in another third envelope and sealed properly superscribed with "Tender for Annual Contract for Providing Security Services at NSIC- at 422 ANNA SALAI, Chennai-600006 AND Madhavaram, Chennai-600110.

ANNEXURE 'A'

ANNEXURE 'A'
BIDDER'S INFORMATION

1) Name of the Tendering Company/Firm :

2) Name Of Owner/ Partners/ Directors :

3) Address Of Office/Offices Full Particulars :
Of Office Including Telephone No.,
Fax No. & Email

4) Registration Details

a. EPFO Registration Number :

b. ESIC Registration Number :

c. PAN Number :

d. GST Registration Number :

5) Whether Latest Tax Return
for the last Financial year (2017-2018)
has been enclosed:

Yes/No

6) Whether the copies of EPF, ESIC,
PAN and GST Registration
has been enclosed

Yes/No

7) Whether the Statement of
Experience in the similar field as
per Annexure B has been enclosed

Yes/No

8) Whether the Undertaking has been enclosed
as per Annexure – C :

Yes/No

9) Whether the copy of DGR
Sponsorship Letter has been enclosed:

Yes/No

10) Whether the DGR Sponsorship
Letter has been enclosed :

Yes/No

11) Whether copy of PSARA License for the state
(Telangana) of operation of the security agency has been enclosed :

Yes/No

ANNEXURE 'B'
FORMAT FOR SUBMITTING DETAILS OF SIMILAR WORKS COMPLETED
(This should be mentioned on the letter head of the Bidder/Agency)

s.no	Description of work	Postal address of client with contact	Contract value (In Rs.)	Completed value (In Rs.)	Starting date	Completion date
1						
2						
3						
4						

Note: Please enclose the copies of the relevant Work Orders/Experience Certificate for the details furnished above .

ANNEXURE 'C'
UNDERTAKING

(This should be mentioned on the letter head of the Bidder/Agency)

1. I/We declare that I/we, am/are not a defaulter to any Govt. organization/PSU since last 2 years from the date of issue of this tender on NSIC/BOC/SA/102 due to non-compliance of order.
2. The information / documents furnished along with the above application are true and authentic to the best of my knowledge and belief. I / we, am / are well aware of the fact that furnishing of any false information / fabricated document would lead to rejection of my tender at any stage besides liabilities towards prosecution under appropriate law.
3. I/We have apprised myself/ourselves fully about the job to be done during the tenure of period of agreement and also acknowledge bearing the consequences of non-performance or deficiencies in services on my/our part.

FINANCIAL BID:

For Providing Security Guard without Arms as per latest DGR Wage Structure

SL. No	Description	Percentage (This is to be read with latest rules /act/regulations & policies promulgated by Government)	Supervisor	Unarmed Guards
a	Basic Wage (BW) plus Variable Dearness Allowance (VDA)			
B	Employees State Insurance (ESI)	3.25% of Basic plus VDA		
C	Employees Provident Fund (EPF)	12.00% of Basic Plus VDA		
D	Employees Deposit linked Insurance	0.5% of Basic Plus VDA		
E	Administrative charges(EPF&EDLI)	0.5% of Basic Plus VDA		
F	House Rent Allowance (HRA)	24% of Basic plus VDA or Rs.5400/- whichever is higher		
G	ESI on HRA	3.25% of HRA		
H	Bonus	8.33% per month (Basic + VDA)		
I	Uniform outfit allowance	5.00% of Basic Plus VDA		
J	Uniform washing	3.00% of Basic Plus VDA		

K	Sub-Total	Sum of Sl.No.a to j		
L	Relieving charges	1/6 th of total of S.No.K.		
M	Total cost per head	Sum of (k) &(L)		
N	Service charge	@ % (of serial M)		
O	Sum Total	Sum of (m) & (n)		
P	GST	As per prevailing rate		

Rates of allowances will be payable as admissible by law as on date.

Service charges shall be as per DGR norms and shall not be abnormally low or high.

Bonus is mandatory as per payment of Bonus Act, 1965 (as amended).

Signature of the authorized signatory
Of the Tenderer with seal

LIST OF DGR SPONSORED AGENCIES WHO CAN PARTICIPATE IN LIMITED TENDER:

1.Col.Sunil Parmar, M/s. Sunil Parmar Security Agency, A-24-Plot No.17, Krishan Residency, Sector-18A, Dwarka, New Delhi-110075. Email: sunilparmar1666@gmail.com. Phone: 9810975491.

2.Lt.Col. Sukumaran K. M/s. Sukumaran K Security Agency. D1/103,First Floor,AWHO Complex, Raman Vihar, Anna Nagar, Chinnavedampatti, Coimbatore - 641049. Email: suku2959@gmamil.com. Phone: 09626561914.

3.Lt.Col.Sunnu Joseph M. M/s. Sunny Joseph M Security Agency. D2/301, AWHO Raman Vihar, Chinnavedampatti, Coimbatore- 641049. Email: sunnyjosephm@rediffmail.com. Phone No.08007430950.

4.LtCol. S.Jeevanantham, M/s. Jeevanantham Security Agency. 38/2, 3rd Street, Velalar colony, Suriyampalayam, Thiruchengode, Namakkal,- 637211. Email: Jeeva13111962@gmail.com. Phone No.9150577095.