

LIMITED TENDER : CORPORATE OFFICE/KOLKATA

Sealed Tenders are invited from Experienced Contractors for the following services:

Tender No.& Date

Scope of Service

**CORP/COMM-204/1/2008
Feb. 19, 2008**

**Hiring of DGR sponsored Ex-Service man Security Personnel
in following Categories:-
i) GUNMAN ii) GUARD & iii) DRIVER**

Details as per Annexure

- The offer has to be submitted in two parts, one containing the **Technical bid** and other containing the **Financial bid**. The Technical bid and Financial bid should be sealed in separate envelopes.

The **Technical bid** should contain the following:-

- a) Acceptance of Tender Terms & conditions.
 - b) Copy of Income Tax Clearance Certificate/PAN
 - c) Copy of valid Trade Licence.
 - d) Copy of EPF Registration.
 - e) Copy of ESI Registration.
 - f) Copy of Service Tax Registration Certificate, if any
 - g) Lists of existing clients
 - h) Recent order copies for similar job with any Public Sector Organisation/Government/Leading Private/Public Limited Companies.
- The **Financial bid** should contain category wise amount per month basis for 7 days a week and 8 hours a day inclusive of all statutory compliances with weekly off. The place of services will be in Kolkata.
- The detailed break up of all cost components (ESI, PF etc.) should be clearly indicated based on the notification regarding minimum rates of wages issued by Govt. of West Bengal.
- **Duration of the contract: 01.04.2008 to 31.03.2009, subject to satisfactory performance. The same may be extended further depending upon the performance of the contractor and also discretion**
 - Payment would be made on monthly basis with **45 days credit** terms after submission of clear bill duly certified by Administrative Department.

- The **validity** of the offer should be minimum up to **31.03.2008**.
- Both the **sealed envelopes** namely **Technical bid** and **Financial bid** should be kept in a separate envelope marked as **“Quotation for Hiring of DGR sponsored Security Guards”** and should be submitted to **The General Manager(C & M/MIS), Hindustan Cables Limited, 9, Elgin Road, Kolkata – 700 020**.
- The last date and time for submission of offer is up to **5:30 P.M on 28.02.2008**.
- Price bid will be opened only if the technical bid is accepted by HCL
- Offers received over Fax/E-mail will not be considered.
- The Company reserves the right to accept or reject the Tender without assigning any reasons thereof.

DEPUTY MANAGER (COMMERCIAL)

ANNEXURE

- The Security Services will be required at Hindustan Cables Ltd. Corporate Office, 9, Elgin Road, Kolkata – 700 020.
- The Service comprises of complete responsibility of protecting Company's property and its employees at Company's premises and/or any other assignment related to Security Services. The Driver is responsible for security of Company's officials while on road and having the complete responsibility of Protecting Company's vehicle.
- In case of theft and/or loss of Company's property due to negligence of the Security personnel, the cost involved for such damage shall be recovered from Contractor's Bills payable.
- The Contractor shall provide strong, trained, integrated, smart and well-behaved personnel with proper uniform and accessories. The Company shall provide Torch, Battery and one Stool per person basis. All other expenses will be on Contractor's account.
- There should be no interruption/gap in Security Services during change of shift and any incidence thereof may attract penalty.
- Number of persons to be deployed will be as per Company's requirement from time to time. However, the approximate no of DGR sponsored Ex-Serviceman security GUARD/DRIVER/GUNMAN would be THREE, ONE and THREE respectively.
- In case of sudden or additional requirements of Security Guard/Driver/Gunman, necessary arrangement shall have to be made by the Contractor with same rate, terms & conditions.
- The company shall have no responsibility, obligation towards taxes, fees, Govt. Rules & Regulation in force Salary, Statutory payment etc. for execution of the contract. The Contractor shall be responsible for the same.