

**LIMITED TENDER : CORPORATE OFFICE/KOLKATA**

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

**Tender No.& Date**

**Scope of Service**

**CORP/COMM-204/2/2008**

**Feb. 19, 2008**

**Hiring of Security Services in following Categories:-**

**i) CIVILIAN ii) EX-SERVICEMAN & iii) GUNMAN**

**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 Certificate.
  - e) Copy of ESI Registration Certificate.
  - 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.
  - **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 of HCL.**
  - 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 Security Services”** 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 @ of Rs.50/- per incident.
- Number of persons to be deployed will be as per Company’s requirement from time to time. However, the approximate number of Security Services for the following categories would be:

CIVILIAN	-	2 (Two)
EX-SERVICEMAN	-	2 (Two)
GUNMAN	-	2 (Two)
- In case of sudden or additional requirements of Security Guards necessary arrangement shall be made available with same rate, terms & conditions of the Contract.
- 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.