

भारत सरकार
सूक्ष्म, लघु एवं मध्यम उद्यम मंत्रालय
एमएसएमई-विकास संस्थान
11-ए, औद्योगिक विकास कालोनी,
नजदीक आई.टी.आई, कुजपुरा रोड,
करनाल-132001 (हरियाणा)



GOVERNMENT OF INDIA
MINISTRY OF MICRO, SMALL & MEDIUM ENTERPRISES
MSME-DEVELOPMENT INSTITUTE

11-A, Industrial Development Colony
Near I.T.I, Kunjpura Road,
KARNAL-132001 (Haryana)

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उद्यम हेल्प लाइन : 1800-180-6763 (टोल फ्री) Udyami Helpline - 1800 - 180 - 6763 (Toll Free)

F.No: A-2(8)/2016-Estt.

Date: 19.04.2017

Sub:- Quotations for providing services of Watch and Ward Duty and Driving of Office Vehicle at MSME-DI, Karnal – Regarding.

Sir,

Sealed **Quotations** are invited by the Director, MSME-DI, Karnal from the interested registered service providing agencies. The agencies must be a registered legal entity for at least 05 years. The firm (agencies) should have open office in Karnal and nearby to execute the contract. The firm (agencies) must have valid **Service Tax, PAN, ESIC & EPF No.** The details must be enclosed with quotation. The MSME-DI, Karnal needs services of Chowkidars (Watchman) towards watch & ward duty/cleaning/ sweeping office premises and Driving of office vehicle at MSME-DI, Karnal, the details are as under:-

S.No	Name of the services required at MSME-DI, Karnal	No. of Persons required	Education qualifications	Period
1	MTS- Chowkidars towards watch & ward duty/cleaning/ sweeping office premises, etc.)	03 Nos.	10 th Pass or equivalent.	One year
2.	Driver(LMV)	01 No.	i) Matriculation or equivalent. ii) Possession of a valid Driving License for Driving Light Motor Vehicle. iii) Knowledge of Mechanism. iv) Experience of Driving a Motor Car for 03 years.	

The registered firms, who are interested for providing the aforesaid services with below mentioned terms and conditions, may submit their quotations in the sealed envelope on letter head within the fixed date:


Terms and Conditions of the Quotation:-

1. The **Quotations** will be received by the Director, MSME-DI, Karnal **upto 05.05.2017 till 3.00 PM.**
2. The services are required for watch & ward/ cleaning / sweeping/office work etc. for 24 hours at MSME-DI, Karnal.
3. Rates will be accepted only on monthly basis (giving details of all taxes), which will be valid for one year.

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4. The rates quoted should not be less than the rates (**Minimum Wages Act**) prescribed by the labour Department, Haryana Government.
5. The quotations must be mentioned in an enclosed prescribed Performa.
6. Quotations must be mentioned on envelope as "**Quotation for the watch and ward duty and Driving of office vehicle**" addressed to the Director, MSME-DI, Karnal with name and address of the sender.
7. Conditional quotations are liable to be rejected.
8. TDS, as applicable, will be deducted from the bills at source.
9. The successful registered firm will have to execute the job within the given time and no request for extension or time shall be entertained except in unforeseen circumstances.
10. Payment will be made after completion of job on monthly basis after submission of bill for the work done during the previous month.
11. The receipt of deposited taxes will be submitted alongwith the bill.
12. In case of any loss due to negligence of contractual worker, the contractor shall be responsible for the loss and accordingly, the amount will be recovered from the bills.
13. In case of break of terms and conditions of contract or any of them, the contract shall be cancelled at any time.
14. The parties may visit the site and contact the Asstt. Director (ADMN), MSME-DI, Karnal in this regard before submitting their quotations.
15. Only registered firms are eligible for submitting the tender.
16. The competent authority may cancel the contract at any time without assigning any reason.
17. No accommodation to the contractual workers shall be provided by this office.
18. All welfare of the labourers shall lie upon the firms. This office will not be responsible for any loss.
19. The firm would comply with all the provision of various labour laws applicable from time to time like payment of Minimum Wages Act, Industrial Dispute Act etc. and maintain all the relevant records as required under the Contract Labour Rule. On violation of these rules, he himself will be solely responsible.
20. Torches, battery cells, identity badges whistles, guard stick and uniform to the security men on duty shall be provided by the firm.
21. The number of persons as required may be increased or decreased as the case may be.
22. The quotations without copies of documents and received after the specified date and time will be rejected and no correspondence will be made in this regard.
23. The firm (agencies) must have valid Service Tax, PAN, ESIC & EPF No, the details must be enclosed with quotation.
24. The agencies must be a registered legal entity for at least 3 years; the details must be enclosed with quotation.
25. The Director, MSME-DI, Karnal reserves the right to cancel the tenders at any stage without assigning any reason.
26. The details are available on website: www.msmedikarnal.gov.in

Encl: As above.


(Sanjay Nigam)
Asstt. Director
For Director

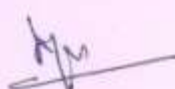
MSME-DEVELOPMENT INSTITUTE, KARNAL

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DETAILS OF FIRM		
S.No.	DESCRIPTION	To Be Filled By The Firm
1.	Name of The Firm	
2.	Address	
3.	Phone No	
4.	Mobile No	
5.	Email	
6.	Web Site	
7.	Registered Firm details	
8.	Pan No	
9.	Service Tax No	
10.	ESIC No	
11.	EPF No	
12.	Details of Experience	
13.	03 year balance sheet	
14.	Last 03 years ITR	
15.	At least 03 years registered legal entity detail	

QUOTATION FORM		
Sr. No.	Description of Work	Rate/ Amount (Rs.) (Giving Details on Separate Sheet)
1.	At MSME-DI, Karnal the services are required for MTS-Chowkidars towards watch & ward duty/ cleaning/ sweeping office premises, etc) by 03-Persons.	Wages, EPF, ESI, S.Tax and Other Taxes/ Charges * (* May be Mentioned)
2.	At MSME-DI, Karnal, the services are required of a Driver (LMV) for driving of office vehicle by 01-Person.	Wages, EPF, ESI, S.Tax and Other Taxes/ Charges * (* May be Mentioned)
Total Amount (1+2)		

Date:.....



Signature of the Proprietor
Name/Designation/Contact No.

Seal of the Firm