

Softcopy Attached

सूक्ष्म, लघु एवं मध्यम उद्यम मंत्रालय,  
एम.एस.एम.ई -विकास संस्थान,  
उरकुरा रेलवे स्टेशन के पास,  
भनपुरी इन्डस्ट्रियल एरिया, पो.आ.-बीरगाँव  
रायपुर-493221(छत्तीसगढ़)



सत्यमेव जयते

Government of India  
Ministry of MSME  
MSME – Development Institute  
Near Urkura Railway Station  
Bhanpuri Industrial Area, P.O.-Birgaon  
RAIPUR – 493221 (Chattisgarh)

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क्रमांक ए-2 (4)/प्रशा./2019-20/17  
प्रति,

दिनांक 21/02/2019

22/02

M/s-----

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**Sub : Quotations for Outsourcing of Watch & ward duty for the year 2019-20.**

Sir,

Sealed quotation in conformity with detail tender call notice are invited from the service provider Agencies/ Firms having valid Registration Certificate, including registration with the Regional Labour Commissioner, EPF Registration, ESI Registration, Service Tax Registration and PAN Card, up to date VAT/GST clearance certificate and having similar line of business for more than 3 years towards out-sourcing for services of watch and ward duty at MSME-DI Raipur office from the month April 2019 to March, 2020 as per terms and condition mentioned at Annexure-I. The requirement for Watch & ward duty is for 6.00 PM to 6.00 AM (for Monday to Friday) and 24 hours for every Saturday, Sunday and Gazetted Holidays (as per list enclosed).

The tenders should be submitted in two sealed covers. The first sealed cover should be superscribed "Technical Bid" and should contain details given at Annexure-I & II on the letter head duly signed and stamped. The second sealed envelope superscribed "Financial Bid" should contain only rates as per details given at Annexure-III on letter head. Both the sealed covers should be placed in the main sealed envelope superscribed "Quotations for Outsourcing of services of watch and ward duty" addressing to Director, MSME-DI Raipur, Near Urkura Railway Station Bhanpuri Industrial Area, Raipur(C.G.)-493221 should be sent by post latest by 3.00 P.M. of 01/03/2019 and shall be opened on the same day at 4 PM. The tenderers or their authorized representatives may present at the time of opening of tender at their discretion. In the event of office, being closed on the last date of receipt or opening of bid as specified, the bid will be received / opened on the next working day at the same time and venue.

The period of contract would be one year (2019-20) ending on satisfactory performance with such amendments as may be mutually agreed to and also subject to the necessary approval of the competent authority. Any Quiries may visit the site and contact the Director Incharge MSME-DI, Raipur in this regard before submitting their tenders.

The tenders without copies of documents and received after the specified date and time will be rejected and no correspondence will be entertained in this regard.

Yours faithfully,

Encl: As above.

(D.D.Gajbhiye)  
Dy. Director (Met/Admn.)

प्रतिलिपि :- प्रभारी अधिकारी सीनेट अनुभाग, एमएसएमई-विकास संस्थान, रायपुर की भेजते हुए लेख है कि उपरोक्त निविदा को कार्यालय की वेबसाइट पर अपलोड करने का कष्ट करें ।

उप निदेशक (धातु.) / प्रशासन  
सूक्ष्म, लघु एवं मध्यम उद्यम मंत्रालय  
एमएसएमई-विकास संस्थान  
रायपुर (छ.ग.)

**TERMS AND CONDITIONS FOR OUTSOURCING OF SERVICES OF WATCH AND WARD  
DUTY AT MSME-DI RAIPUR OFFICE**

- (1) All services on outsourcing basis shall be performed by persons qualified and skilled in performing such services as per the eligibility criteria.
- (2) The persons supplied by the Agency should not have any police records/criminal cases against them. The Agency should make adequate enquiries about the character and antecedents of the persons whom they are recommending. The character and antecedents of persons will be verified by the Service Provider before their deployment through local police, collecting proofs of residence, bank account details, previous work experience and recent photograph and a certification along with documents duly attested to this effect submitted to this office. The service provider will also ensure that the personnel deployed are medically fit and will keep in record a certificate of their medical fitness. The Service Provider shall withdraw such employees who are not found suitable by the office for any reasons immediately on receipt of such a request and make suitable replacement.
- (3) The service provider's persons shall not claim any benefit/compensation/absorption/regularization of service from/in this Department under the provision of Industrial Disputes Act, 1947 or Contract Labour (Regulation & Abolition) Act, 1970 or any other regulation under Govt of Chhattisgarh/Central Govt. Undertakings from the persons to this effect shall be required to be submitted by the service provider to this Department.
- (4) The service provider's personnel shall not divulge or disclose to any person any details of office operation process, technical know-how, security arrangements, administrative / organizational matters as all are confidential / secret in nature. If this Department suffers any loss or damage on account of negligence, default or theft on the part of the employees/ agents of the agency, then the agency shall be liable to reimburse to this Department for the same. The agency shall keep this Department fully indemnified against any such loss or damage.
- (5) The service providers personnel should be polite, cordial, positive and efficient while handling the assigned work and their actions shall promote goodwill and enhance the image of this Department. The service provider shall be responsible for any act of indiscipline on the part of persons deployed by him.
- (6) The Department may require the service provider to dismiss or remove from the site of work any person or persons employed by the service provider who may be incompetent or for his/her/their misconduct and the service provider shall forthwith comply with such requirements. The service provider shall replace immediately any of its personnel if they are unacceptable to this Department because of security risk, incompetence, conflict of interest and breach of confidentiality or improper conduct upon receiving written notice from this Department.
- (7) The service provider shall ensure proper conduct of his persons in office premises and enforce prohibition of consumption of alcoholic drinks, paan, smoking, loitering without work.
- (8) The service provider shall provide all the required equipments, like-torch, stick etc. for watch & ward duty to the personnel.
- (9) The transportation, food, medical and other statutory requirements in respect of each personnel of the service provider shall be responsibility of the service provider and the Department shall not be liable or responsible on any of these accounts towards any personnel of the service provider.
- (10) Deployment of personnel for Watch & ward duty is for 6.00 PM to 6.00 AM (for Monday to Friday) and 24 hours duty for every Saturday, Sunday and all Gazetted Holidays ( as per list enclosed herewith) without failure any day. However, in exigencies of work they may be required to report early.
- (11) The agency will be fully and exclusively responsible for payment of wages to the persons engaged by it in compliance of all the statutory obligations under all related legislations as applicable to it from time to time including Minimum Wages Act (under Govt of Chhattisgarh), Employees Provident Fund, ESI Act, etc. and this Department shall not incur any liability for any expenditure whatsoever on

