

GOVERNMENT OF INDIA  
DEPARTMENT OF SPACE,  
NATIONAL REMOTE SENSING CENTRE  
BALANAGAR, HYDERABAD - 500 625

TEL.No. 23884068/2388 4076

FAX No. : 040-2387 8695

NRSC WEBSITE: [www.nrsc.gov.in](http://www.nrsc.gov.in) under commercial link  
ISRO WEBSITE : [www.isro.gov.in](http://www.isro.gov.in) under commercial link

**TENDER DOCUMENT**

REF: NRSC/PT- 67 /65- 2011000885

DATE: 30.01.2012

SUB: PROVIDING ROUND THE CLOCK PRIVATE SECURITY SERVICES (EX-SERVICEMEN) AT NRSC PREMISES (NRSC HOUSING COLONY, HASMATHPET, OFFICER'S BUNGLOWS, BANJARA HILLS, & NRSC ANNEX. JEEDIMETLA.

REF: OUR TENDER No. NRSC/PT- 67/65-2011000885

To  
M/s.

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The following Tender Documents pertaining to the above referred Tender is enclosed herewith:

PROVIDING ROUND THE CLOCK PRIVATE SECURITY SERVICES (EX-SERVICEMEN) AT NRSC PREMISES (NRSC HOUSING COLONY, HASMATHPET, OFFICER'S BUNGLOWS, BANJARA HILLS, & NRSC ANNEX. JEEDIMETLA.

**TERMS & CONDITIONS AS PER ANNEXURE ATTACHED**

**NOTE :**

A Crossed Demand Draft for an amount of ₹. 220/- (Rupees two hundred and twenty only) from a Nationalized/ Scheduled Bank drawn in favour of Pay and Accounts Officer, NRSC is to be submitted to NRSC towards the cost of Tender Document(s) for collecting the same from NRSC, Purchase Division on all working days before 1630/hrs. In case the Tender Documents are down loaded from Website: [www.nrsc.gov.in/www.isro.gov.in](http://www.nrsc.gov.in/www.isro.gov.in) , a Demand Draft for an amount of ₹. 220/- drawn in favour of Pay and Accounts Officer, NRSC payable at Hyderabad is to be submitted along with the Bid.

- This is a Single Part Bid.
- Quotation should be valid for a period of 90 days from the date of opening of the bids.
- The last date of issue of Tender Documents is on 21-02-2012 up to 1630 Hrs.

The last date for submission of quotation is on or before 22-02-2012 at 1030/Hrs.

- The Tender will be opened on 22-02-2012 at 1400/Hrs. in Purchase & Stores Conference Hall, NRSC, Balanagar, Hyderabad.

  
PURCHASE & STORES OFFICER

**TERMS AND CONDITIONS**

1. The Contract will be effective from 01.04.2012 to 31.03.2013. The contract is extendable for further period on mutual consent.
2. The security personnel shall perform round the clock duties in shifts at the following NRSC premises as mentioned at Sl.No.3 below.
3. PREMISES / AREAS AND DUTY SHIFTS OF THE SECURITY PERSONNEL:

Sl. No.	Premises / Area	Security Guards to be deployed
01	NRSC Housing Colony, Hashmatpet	<b>Total Security Guards 05 Nos.</b> 0600-1400 hrs - 01 No. 0900-1700 hrs - 01 No. 1400-2200 hrs - 01 No. 2200-0600 hrs - 02 Nos.
02	Officers' Bungalows (2 Nos.) Banjara Hills	<b>Total Security Guards 03 Nos.</b> 0600-1400 hrs - 01 No. 1400-2200 hrs - 01 No. 2200-0600 hrs - 01 No.
03	NRSC Jeedimetla Annex.	<b>Total Security Guards 04 Nos.</b> 0600-1400 hrs - 01 No. 1400-2200 hrs - 01 No. 2200-0600 hrs - 02 No.

4. The Security Agency **shall provide only an Ex-servicemen below the age of 50 years.**
5. The security personnel deployed shall have been well trained in security duties, fire fighting and first aid. They must have reasonable knowledge in spoken and written English, Hindi and Telugu. They must also have good physique and strong.
6. The Security Agency shall submit the Copy of **Discharge Certificate**, residential address and physical measurements of the ex-servicemen proposed to be deployed by the firm / Agency within one week from the date of award of contract.
7. The security personnel being deployed shall be in proper uniform. Supply of uniform and required accessories to the security personnel is the responsibility of the Security Agency.
8. The Security Agency shall also submit a list of 15 Ex-servicemen on rolls, who will only be deployed for our duties.

9. The requirement of Security Guards may vary subject to requirement of security services.
10. The Security Agency shall comply with all the provisions as required under Contract Labour Act and other appropriate acts and statutory requirements as applicable.
11. The Security Agency shall submit the latest Income Tax returns.
12. Income Tax as applicable will be deducted from the monthly bills payable.
13. **Payment Terms:** Payment will be made every month on submission of bill and duly certified by the Administrative Officer, NRSC.
14. The Security Agency should submit latest PF and ESI statements in respect of the security personnel working under the Security Agency.
15. NRSC reserves the right to terminate the Contract by giving one month notice without assigning any reasons thereafter.
16. The Security Agency should provide copies of certificates of Character & Antecedents issued by the concerned Police Station in respect of the Security Personnel to be deployed at NRSC Premises as mentioned above at Sl. No. 3.
17. The Security Agency should submit Monthly Situation Report duly signed by the authorized person, as per the format enclosed along with the bill to Head, P&GA, NRSC.
18. The Security Agency should inform any eventualities like damage, loss, theft, fire etc. occurred in the premises to Head, P&GA, NRSC (Phone No. 23884022/23) **immediately followed by a detailed report**, apart from reflecting in the monthly situation report.
19. The Security Agency is responsible for any damages etc., caused due to the negligence of their Security personnel and any loss in this regard will be recovered from the bills payable to the Security Agency.
20. The purchaser reserves the right to enter into parallel Rate Contract at any time during the period of the Rate Contract with one or more tenderers.

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30/1/12  
PURCHASE & STORES OFFICER