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Reply should be addressed  
To the Commanding Officer

INS India  
Dara Sukhoh Road  
New Delhi -110011

Quoting No. 212/Can/Outsourcing

29 May 2019

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**REQUEST FOR PROPOSAL (RFP) FOR SUPPLY OF SERVICES OF CONTRACTOR  
THROUGH HIRED LABOURERS FOR CSD STORE HANDLING AND DISBURSEMENT OF  
CSD STORE TO BENEFICIARIES AT UNIT RUN CANTEEN, INS INDIA**

1. Quotations under Two-bid system (Technical bid & Commercial-Bid) in sealed cover are invited for annual contract for supply of services of contractor through hired labourers for CSD store handling and disbursement of CSD store to beneficiaries at Unit Run Canteen, INS India.
2. Detailed Scope of Contract and Terms & Conditions for the contract are listed in Part - I to V of this RFP. Please super scribe the above-mentioned Title, RFP number and date of opening of the Bids on the sealed cover to avoid the Bid being declared invalid. The contract is concluded as per Govt of NCT of Delhi wages hence the firms registered in NCT of Delhi only are eligible to participate in tendering.
3. The address and contact numbers for sending Bid or seeking clarifications regarding this RFP are given below -
  - (a) Bid/queries to be addressed to: **The Commanding Officer, INS India**
  - (b) Postal address for sending the Bid: Unit Run Canteen, INS India, Dara Sukhoh Road, New Delhi-110011.
  - (c) Name/designation of the contact personnel: Cdr MS Bhalothia, Officer-in-Charge
  - (d) Telephone no. of the contact personnel: -011-23010331
  - (e) E-mail ids of contact personnel/Mob No.:- [indiacanteen@gmail.com](mailto:indiacanteen@gmail.com), Tel: 23010331
  - (f) Fax number: 23011566.
4. This RFP is divided into five Parts as follows:-
  - (a) Part I – Contains General Information and Instructions for the Bidder about the RFP such as the time, place of submission and opening of tenders, Validity period of tenders, etc.
  - (b) Part II – Contains essential details of Scope of Contract, Terms & Conditions and Consignee details etc.
  - (c) Part III – Contains Standard Conditions of RFP, which will form part of the Contract with the successful Bidder.
  - (d) Part IV – Contains Special Conditions applicable to this RFP and which will also form part of the contract with the successful Bidder.
  - (e) Part V – Contains Evaluation Criteria and Format for Price Bid.



5. This RFP is being issued with no financial commitment and the Buyer reserves the right to change or vary any part thereof at any stage. Buyer also reserves the right to withdraw the RFP, should it become necessary at any stage.



**Part I – General information**

1. (a) RFP Reference No. 212/CAN/Outsourcing canteen support services (Manpower).
- (b) Tender will be opened in two bid system: Technical bid and Commercial bid.
- (c) Last date and time for collection of tender form – **06 Jun 2019, At 1500hrs.**
- (c) Last date and time for depositing of bids – **18 Jun 19, At 1430 hrs.**

**Time and Date for opening of Technical Bid.** The Bid should be submitted with **enclosure I** (enclosed) in sealed cover indicating **“Technical Bid”**. Attested copies of all the documents mentioned in enclosure I, along with EMD to be enclosed with Technical bid. Technical bids will be opened by a Board of Officers **at 1500 hrs on 18 Jun 2019** in the presence of tenderer or their authorized reps, who may be present at that time. If due date for opening of the Bids is postponed due to closed holiday or any other exigency as deemed fit by the Commanding Officer, INS India, new Bid opening date will be intimated to participating bidders on their official email ID as printed on sealed cover of the Technical Bid.

**Time and Date for opening of Commercial Bid.** Will be intimated post opening of Technical Bids through official e-mail IDs to only bidders qualified in Technical Bids. It shall be submitted in format of **enclosure II** (enclosed) in separately sealed envelope indicating **“Commercial Bid”**. No documents are required to be attached with Commercial bid. Tenderers are advised to quote the prices keeping the bye-laws in vogue concerning with the present tender. Unreasonably inflated deflated bids may be avoided. Cutting/alteration will result in rejection of the tender without assigning reason whatsoever.

2. **Manner of depositing the Bid.** Sealed Bid should be either dropped in the Tender Box marked as **“Tender for supply of services of contractor through hired labourers for CSD store handling and disbursement of CSD store to beneficiaries at Unit Run Canteen, INS India” at Main Gate, INS India** or sent by registered post at the address given above at Para 2 of this document so as to reach by the due date and time. Late tenders will not be considered. No responsibility will be taken for postal delay or non-delivery/non-receipt of Bid documents. Bid sent by FAX or e-mail will not be considered (unless they have been specifically called for by these modes due to urgency).

3. **Time and Date for Opening of Commercial Bid.** Only technically qualified firms will be intimated for commercial Bid opening date through officially communicated e-mail address as mentioned in para 7 of this document.

4. **Location of the Tender Box.** **INS India (Guard Room, Main Gate)**, Dara Sukhoh Road, New Delhi – 110011 only those Bid that are found in the tender box will be opened. Bid dropped in the wrong Tender Box will be rendered invalid.

5. **Place of opening of the Bid.** Conference Room, INS India, Dara Sukhoh Road, New Delhi. (The Bidder may depute their representatives, duly authorized in writing, to attend the opening of Bid on the due date and time. Rates and important commercial/technical clauses quoted by all Bidders will be read out in the presence of the representatives of the entire Bidder. This event will not be postponed due to non-presence of your representative).

6. **Two-Bid System.** Two Bids system i.e Technical and Commercial Bids will be followed. The Bidders are required to furnish clause by clause compliance of specifications bringing out clearly the deviations from specification, if any. Commercial bids of only those firms will be opened, whose Technical Bids are found complete/suitable after Technical evaluation is done by the Buyer.



7. **Forwarding of Bid.** Bid should be forwarded by Bidder under their original memo/letter pad inter alia furnishing details like TIN number, GST number, Bank address with NEFT Account if applicable, etc and complete postal & e-mail address of their office.
8. **Clarification Regarding Contents of the RFP.** A prospective bidder who requires clarification regarding the contents of the bidding documents shall notify to the Buyer in writing about the clarifications sought not later than 07 (seven) days prior to the date of opening of the Bid. Copies of the query and clarification by the buyer will be sent to all prospective bidders who have received the bidding documents.
9. **Modification and Withdrawal of Bid.** A bidder may modify or withdraw his bid after submission provided that the written notice of modification or withdrawal is received by the Buyer prior to deadline prescribed for submission of bid. A withdrawal notice may be sent by fax but it should be followed by a signed confirmation copy to be sent by post and such signed confirmation should reach the purchaser not later than the deadline for submission of bid. No bid shall be modified after the deadline for submission of bid. No bid may be withdrawn in the interval between the deadline for submission of bid and expiration of the period of bid validity specified. Withdrawal of a bid during this period will result in Bidder's forfeiture of bid security.
10. **Clarification Regarding Contents of the Bid.** During evaluation and Comparison of bid, the Buyer may, at its discretion, ask the bidder for clarification of his bid. The request for clarification will be given in writing and no change in prices or substance of the bid will be sought, offered or permitted. No post-bid clarification on the initiative of the bidder will be entertained.
11. **Rejection of Bid.** Canvassing by the Bidder in any form, unsolicited letter and post-tender correction may invoke summary rejection with forfeiture of EMD. Conditional tenders will be rejected.
12. **Unwillingness to quote.** Bidder unwilling to quote should ensure that intimation to this effect reaches before the due date and time of opening of the Bid, failing which the defaulting Bidder may be delisted for the given range of items as mentioned in this RFP.
13. **Validity of Bid.** The Bid should remain valid till 180 days from the last date of submission of the Bid.
14. **Earnest Money Deposit.** Bidders are required to submit Earnest Money Deposit (EMD) for amount of **Rs. 127550/- (Rupees One lakh twenty seven thousand Five Hundred and Fifty only)** along with their **commercial** bids. The EMD may be submitted in favour of the **"Commanding Officer, INS India"** New Delhi in the form of an Account Payee Demand Draft, Fixed Deposit Receipt, Banker's Cheque or Bank Guarantee from any of the public sector banks or a private sector bank authorized to conduct government business. EMD is to remain valid for a period of forty five days beyond the final bid validity period. EMD of the unsuccessful bidders will be returned to them at the earliest after expiry of the final bid validity and latest on or before the 30<sup>th</sup> day after the award of the contract. The Bid Security of the successful bidder would be returned, without any interest what so ever, after the receipt of Performance Security from them as called for in the contract. EMD is not required to be submitted by those Bidders who are registered with the Central Purchase Organization (e.g. DGS&D), and National Small Industries Corporation (NSIC). The EMD will be forfeited if the bidder withdraws or amends impairs or derogates from the tender in any respect within the validity period of their tender.
15. **Certificate by Vendor.** It is mandatory for the vendor to fill up the compliance matrix at **Appendix 'A'** and Fall Clause Certificate at **Appendix 'B'** to this RFP and submit the same along with the bid submitted.



16. **Pre-Bid Meeting.** In order to provide fair opportunity to firms seeking any clarification regarding contents of the RFP a pre-bid meeting will be held at **1500hr on 10 Jun 19** at Conference Hall, INS India, Dara Sukhoh Road, New Delhi prior submission of their bids. Any firm who could not communicate as per Para 8 above for any clarification may avail this opportunity. Any prospective bidder wish to participate in this meeting is to forward the details of authorised representative in writing to address mentioned above for security clearance.

17. **Instruction for the bidders:** The bidders are to adhere to following points while preparing the bids:-

- (a) **On the Envelop and inside the Envelop.** Firms shall mention the (a) RFP number (a) date (c) Subject and (d) Email ID on the envelop as well as in the quote in sealed envelope in printed form.
- (b) Validity of quotes has to be mentioned in the quotations.
- (c) The EMD submitted by the bidders needs to be mentioned in the bids.
- (d) The bidders are to give acceptance matrix placed at appendix 'A' along with the bids failing which the tender will be invalid.



**PART II – ESSENTIAL DETAILS OF RFP**

1. **Schedule of Requirements and Scope of Work.** The overall scope for supply of services by contractor through hired labourers for CSD store handling and disbursement of CSD store to beneficiaries at Unit Run Canteen and associated work, INS India would require employment of Multi-tasking Labourers (Skilled, Semi Skilled and Unskilled) by expected number of 21 labourers. The consideration for contract will be based on number of contract laborers employed for the said services. The contractor is required to employ only adult laborers above 18 yrs and perform following detailed tasking for performance of overall scope of work:-

(a) **Supervisor (Skilled, Graduate and above).** Contractor is to perform the services through 01 supervisor (Skilled), Graduate and above academic qualification, who will be responsible to achieve the target for the day as per satisfaction of the buyer. He is to keep liaison with the authorized representative of the buyer for performance of his duties. His task shall include following:-

- (i) Assemble all contract labour and record attendance and put up the attendance register to Canteen Manager for signature.
- (ii) Allocation of tasks as required by authorised representative of buyer.
- (iii) Provide relief for labors who are absent.
- (iv) Ensure all labourers are in proper uniforms as per the condition of the contract.
- (v) Maintained discipline of all contract laborers.
- (vi) Deal with the day to day grievances of the contract laborers.
- (vii) Submit all document related to payment of wages, EPF, ESI, bonus every month for scrutiny by the buyer.
- (viii) Collect all bill generation report and receipt of payment through POS/ cash from all bill generating counters and submit it to the Accountant.

(b) **Multi-Tasking Laborers Special Category(MTLSC)(Semi Skilled)** Contractor to employ 07 MTLSC (Semi Skilled) with minimum academic qualification of 10<sup>th</sup> with knowledge in computer operations. MTLSC(Semi Skilled) are to perform following tasks:-

- (i) Dusting/wiping/vacuum cleaning off all racks, computer hardware and counters and others internal areas of URC.
- (ii) Shifting of packed CSD stores from bulk store to respective sections.
- (iii) Replenishing all items from packed card boxes to racks.
- (iv) Arranging and tallying with price tags all items in racks.
- (v) Generating the bills for disbursement of items as per client requirements.
- (vi) Tallying of issued items with bill at exit point.



- (vii) Shifting of empty cardboard/other packing material outside the URC building to a designated area.
- (viii) Preparing bill generation report and payment receipt of POS/cash for the day the day and handover to supervisor.
- (ix) Preparing the CSD items for monthly and quarterly stock muster.
- (x) To keep the canteen and stores in hygienic condition and prevents the items from deterioration.
- (xi) Arranging of CSD stores in Bulk Stores Room.

(c) **Multi-Tasking Laborer Special Category (MTLSC) Electrician (Semi Skilled)**. Contractor to employ 01 Multitasking Labourer Special Category Electrician (MTLSC) (Semi Skilled) with minimum academic qualification of 10<sup>th</sup> with basic knowledge in computer operations and repair and maintenance of electrical equipment. (MTLSC) (Semi Skilled) to perform following tasks:-

- (i) Dusting/wiping/vacuum cleaning off all racks, computer hardware and counters and others internal areas of URC.
- (ii) Shifting of packed CSD stores from bulk store to respective sections.
- (iii) Replenishing all items from packed card boxes to racks.
- (iv) Arranging and tallying with price tagging of all items in racks.
- (v) Repair and maintenance of all electricity equipment such as fans, lights, ACs, UPS, emergency supply, CCTV camera and telephone etc.
- (vi) Tallying of issued items to clients with bill at exit point.
- (vii) Shifting of empty cardboard/other packing material outside the URC building to a designated area.

(d) **Multi-Tasking Laborers General Category (MTLGC) (Un-Skilled)**. Contractor to employ 10 Multitasking Laborers Special General Category (MTLGC) (Semi Skilled) with minimum qualification of 10<sup>th</sup> in any discipline with basic knowledge in computer operations (MTLGC) (Semi Skilled) to perform following tasks:-

- (i) Dusting/wiping/vacuum cleaning off all racks, computer hardware and counters and others internal areas of URC.
- (ii) Shifting of packed CSD stores from bulk store to respective sections.
- (iii) Replenishing all items from packed card boxes to racks.
- (iv) Arranging and tallying with price tagging of all items in racks.
- (v) Tallying of issued items to clients with bill at exit point.



(vi) Shifting of empty cardboard/other packing material outside the URC building to a designated area.

(viii) Wiping up of exteriors of URC walls, glasses windows and cleaning of canvas shades, painting of various equipment and permanent stores.

(ix) Shifting of racks, heavy stores, heavy duty metal racks etc.

(e) **Multi-Tasking Laborers General Category (MTLGC) Conservancy (Un- Skilled).** Contractor to employ 02 Multitasking Labourer General Category (MTGC) (Semi Skilled) with academic qualification middle school for conservancy work (MTLGC) (Semi Skilled) to perform following tasks:-

(i) Broom cleaning of all the floor of all sections of URC, bulk store, various offices of URC and external area of URC.

(ii) Regular mopping up of floor with detergent and disinfectant of all section of URC and its offices.

(iii) Shifting of packed CSD stores from bulk store to respective sections.

(iv) Shifting of empty cardboard/other packing material outside the URC building to a designated area.

(f) The breakdown of total contract labourers category wise is follows:-

<u>Ser</u>	<u>Category</u>	<u>Skilled/Semi Skilled/Unskilled</u>	<u>Total No.</u>
(i)	Supervisor	Skilled	01
(ii)	MTLSC	Semi Skilled	07
(iii)	MTLSC- Electrician	Semi Skilled	01
(iv)	MTLGC	Un- Skilled	10
(v)	MTLGC- Conservancy	Un-Skilled	02

2. **Eligibility Criteria.** Firms fulfilling the following criteria are eligible to submit the tenders:-

(a) The bidder must have successfully completed/executed at least one such contract in last three years from the date of issue of this RFP/tender enquiry with any Govt. organisation/PSUs for an annual value of contract not less than **Rs. 30 lakhs**.

(b) As documentary evidence of the eligibility criteria mentioned in sub para (a) above, copies of contract/supply orders along with satisfactory contract/order execution reports issued by the concerned organisation should be enclosed by the bidder with the Technical Bid.

(c) Firm should have the following certificates/documents valid as on date of issue of this RFP:-

(i) **ESI Registration Certificate.** Attested copies of ESI Registration Certificate along with latest receipt of ESI dues paid should be attached failing which the certificate/receipt will be considered invalid.





(ii) **EPF Registration Certificate.** Attested copies of EPF Registration Certificate along with latest receipt of ESI dues paid should be attached failing which the certificate/receipt will be considered invalid.

(iii) **Service Tax Certificate.** Attested copies of Service Tax Registration Certificate along with latest receipt of ESI dues paid should be attached failing which the certificate/receipt will be considered invalid.

(iv) **PAN Card.** Firm should have valid PAN Card in the name of firm or in the name of proprietor of the firm in case of proprietary firm (Copy to be enclosed).

(v) **Labour License.** Firm should be registered with the Ministry of Labour for hiring of personnel and copy of registration certificate is to be attached with the Technical Bid.

3. **Working days of the Canteen.** The URC, INS India operates from Monday to Saturday every month except closed holidays. Hence services of laborers are required for 26 days in a month as per working hours mentioned below:-

(a) Monday to Friday - From 0845 hrs to 1745 hrs with 30 minutes rest period at staggered timings. Total working hours- 42.5 hrs (Rest period not counted as working hours).

(b) Saturday – From 0845 hrs to 1415 hrs – 5.5 hours.

(c) No payment will be made for closed holidays when URC is closed. Payment will only be made as per actual work done.

(d) Overtime, if granted by the buyer will be paid extra as per extant regulation.

(e) The timing mentioned above is commencement of the work. Other preparatory work of attendance and change of working clothes etc. are to be completed prior to these timings.

4. **Delivery Period.** The supply of services of contractor through hired labourers for CSD store handling and disbursement of CSD store to beneficiaries at Unit Run Canteen, INS India shall be provided within 10 days of signing of the contract. The labourers being employed will be screened by the board formed by the Commanding Officer for suitability, security and medical fitness.

5. **Attendance Register.** The contract will require maintaining an attendance register and presence/absence of manpower deployed by him should be recorded in the register on day-to-day basis. The attendance register shall be submitted for verification to the contract operating authority viz. Officer-in-Charge URC by 1000 hrs on each working day post verification by URC Manager. It will be responsibility of the contractor through his supervisor to ensure that 100% attendance of contract labourers on each working day as per working hours mentioned above failing which penalty will be imposed and such deductions will be made from the payment due to contractor for services provided/PBG of the contractor. **A copy of attendance register countersigned by URC Manager and Officer-in-Charge, URC is to be submitted along with the monthly bills for payment.**



6. **Signing of Contract Agreement.** The successful bidder/contractor will require to sign an agreement and indemnity bond with the buyer within 30 days from the date of written intimation to this effect.

7. **Contract Operating Authority.** The supply of services of contractor through hired labourers for CSD store handling and disbursement of CSD store to beneficiaries at Unit Run Canteen, INS India, Dara Sukhoh Road, New Delhi, once finalized, will be operated by Commanding Officer, INS India, Dara Sukhoh Road, New, and Delhi- 110011 through its designated representative.



### **PART III STANDARD CONDITION OF RFP**

Bidder is required to give confirmation of their acceptance of the Standard Conditions of the Request for Proposal mentioned below which will automatically be considered as part of the Contract concluded with the successful Bidder (i.e. Seller in the Contract) as selected by the Buyer. Failure to do so may result in rejection of the Bid submitted by the Bidder.

1. **Law.** The Contract shall be considered and made in accordance with the laws of the Republic of India. The contract shall be governed by and interpreted in accordance with the laws of the Republic of India.
2. **Effective Date of the Contract.** The contract shall come into effect on the date of signatures of both the parties on the contract (Effective Date) and shall remain valid until the completion of the obligations of the parties under the contract. The deliveries and supplies and performance of the services shall commence from the effective date of the contract. Extension of contract period depends upon at the sole discretion of the Buyer.
3. **Arbitration.** That in the event of any dispute or differences arising under the contract so executed and which could not be resolved through mutual discussions. In such circumstances, the Buyer and contractor may agree for arbitration. The Commanding Officer, INS India will appoint arbitrator or a cell of arbitration on his behalf to resolve the disputes. The decision of arbitrator taken after due consideration of factors brought out by both parties shall be final and binding. The venue of the arbitration shall be at the discretion of the arbitrator, Subject as aforesaid, the Arbitration Act and the rules there-under, the statutory modification thereof, for the time being in force, shall be deemed to apply to the arbitration proceedings under this condition.
4. **Penalty for use of Undue influence.** The Seller undertakes that he has not given, offered or promised to give, directly or indirectly, any gift, consideration, reward, commission, fees, brokerage or inducement to any person in service of the Buyer or otherwise in procuring the Contracts or forbearing to do or for having done or forborne to do any act in relation to the obtaining or execution of the present Contract or any other Contract with the Government of India for showing or forbearing to show favour or disfavor to any person in relation to the present Contract or any other Contract with the Government of India. Any breach of the aforesaid undertaking by the Seller or any one employed by him or acting on his behalf (whether with or without the knowledge of the Seller) or the commission of any offers by the Seller or anyone employed by him or acting on his behalf, as defined in Chapter IX of the Indian Penal Code, 1860 or the Prevention of Corruption Act, 1986 or any other Act enacted for the prevention of corruption shall entitle the Buyer to cancel the contract and all or any other contracts with the Seller and recover from the Seller the amount of any loss arising from such cancellation. A decision of the Buyer or his nominee to the effect that a breach of the undertaking had been committed shall be final and binding on 175 the Seller. Giving or offering of any gift, bribe or inducement or any attempt at any such act on behalf of the Seller towards any officer/employee of the Buyer or to any other person in a position to influence any officer/employee of the Buyer for showing any favour in relation to this or any other contract, shall render the Seller to such liability/penalty as the Buyer may deem proper, including but not limited to termination of the contract, imposition of penal damages, forfeiture of the Bank Guarantee and refund of the amounts paid by the Buyer.
5. **Agents/Agency Commission.** The Seller confirms and declares to the Buyer that the Seller is the original manufacturer of the stores/provider of the services referred to in this Contract and has not engaged any individual or firm, whether Indian or foreign whatsoever, to intercede, facilitate or in any way to recommend to the Government of India or any of its



functionaries, whether officially or unofficially, to the award of the contract to the Seller; nor has any amount been paid, promised or intended to be paid to any such individual or firm in respect of any such intercession, facilitation or recommendation. The Seller agrees that if it is established at any time to the satisfaction of the Buyer that the present declaration is in any way incorrect or if at a later stage it is discovered by the Buyer that the Seller has engaged any such individual/firm, and paid or intended to pay any amount, gift, reward, fees, commission or consideration to such person, party, firm or institution, whether before or after the signing of this contract, the Seller will be liable to refund that amount to the Buyer. The Seller will also be debarred from entering into any supply Contract with the Government of India for a minimum period of five years. The Buyer will also have a right to consider cancellation of the Contract either wholly or in part, without any entitlement or compensation to the Seller who shall in such an event be liable to refund all payments made by the Buyer in terms of the Contract along with interest at the rate of 2% per annum above LIBOR rate. The Buyer will also have the right to recover any such amount from any contracts concluded earlier with the Government of India.

6. **Access to Books of Accounts.** In case it is found to the satisfaction of the Buyer that the Seller has engaged an Agent or paid commission or influenced any person to obtain the contract as described in clauses relating to Agents/Agency Commission and penalty for use of undue influence, the Seller, on a specific request of the Buyer, shall provide necessary information/ inspection of the relevant financial documents/information.

7. **Non-disclosure of Contract documents.** Except with the written consent of the Buyer/Seller, other party shall not disclose the contract or any provision, specification, plan, design, pattern, sample or information thereof to any third party.

8. **Liquidated Damages.** In the event of the Contractor's failure to render the services in within the period specified in this contract, the Buyer may at this direction, withhold any payment till the completion of the contract. The Buyer may also deduct from the CONTRACTOR as agreed, liquidated damages to the sum of 0.5% of the contract price of the delayed/undelivered stores/services mentioned above for every week of delay or part of a week, subject to the maximum value of the Liquidated Damages being not higher than 10% of the total contract value.

9. **Termination of Contract.** The Buyer shall have the right to terminate this Contract in part or in full in any of the following cases:-

- (a) Providing of services delayed for causes not attributable to Force Majeure for more than (01 month) after the scheduled date of delivery.
- (b) The Contractor is declared bankrupt or becomes insolvent.
- (c) Providing of services is delayed due to causes of Force Majeure by more than (03 months) provided Force Majeure clause is included in contract.
- (d) **At the sole discretion of Commanding Officer unilaterally.**
- (e) The Buyer has noticed that the Contractor has utilized the services of any Indian/Foreign agent in getting this contract and paid any commission to such individual/company etc.
- (f) As per decision of the Arbitration Tribunal.

10. **Notices.** Any notice required or permitted by the contract shall be written in the English language and may be delivered personally or may be sent by FAX or registered pre-paid mail/airmail, addressed to the last known address of the party to whom it is sent.

11. **Transfer or Sub-letting.** The Contractor has no right to give, bargain, sell, assign or sublet or otherwise dispose of the Contract or any part thereof, as well as to give or to let a third party take benefit or advantage of the present Contract or any part thereof.



12. **Patents and other Industrial Property Rights.** The prices stated in the present Contract shall be deemed to include all amounts payable for the use of patents, copyrights, registered charges, trademarks and payments for any other industrial property rights. The Contractor shall indemnify the Buyer against all claims from a third party at any time on account of the infringement of any or all the rights mentioned in the previous paragraphs, whether such claims arise in respect of manufacture or use.

13. **Amendments.** No provision of present Contract shall be changed or Modified in any way (including this provision) either in whole or in part except Present Contract by an instrument in writing made after the date of this Contract and signed on behalf of both the parties and which expressly states to amend the present contract.

14. **Taxes and Duties**

(i) If any concession is available in regard to rate/quantum of any Duty/tax, as mentioned by the Seller in their bids, relevant certificate will be issued by the Buyer to enable the Seller to obtain exemptions from taxation authorities.

(ii) Any changes in levies taxes and duties levied by Central/State/Local governments such as excise duty, GST, Service Charge, on final product upward as a result of any statutory variation taking place within contract period shall be allowed reimbursement by the Buyer, to the extent of actual quantum of reduction of such duty/tax shall be reimbursed to the Buyer by the Seller. All such adjustments shall include all reliefs, exemptions, rebates, concession etc, if any, obtained by the Seller.

(iii) Levies taxes and duties levied by Central/State/Local governments such as GST on final product will be paid by the Buyer on actual based on relevant documentary evidence. Taxes and duties on input items will not be paid by Buyer and they may not be indicated separately in the bids. Bidders are required to include the same in the pricing of their product.



## PART IV – SPECIAL CONDITIONS OF RFP

The Bidder is required to give confirmation of their acceptance of Special Conditions of the RFP mentioned below which will automatically be considered as part of the Contract concluded with the successful Bidder (i.e. Contractor in the Contract) as selected by the Buyer. Failure to do so may result in rejection of Bid submitted by the Bidder.

1. **Performance Guarantee (Security Deposit)**: The Bidder will be required to furnish a Performance Guarantee by way of Bank Guarantee through a public sector bank or a private sector bank authorized to conduct government business (ICICI Bank Ltd., Axis Bank Ltd or HDFC Bank Ltd.) for a sum equal to 10% of the total contract value within 30 days of receipt of the confirmed order. Performance Bank Guarantee should be valid up to 60 days beyond the date of completion of contract.
2. **Option Clause**. The contract shall have an option clause, wherein the Buyer can exercise an option to procure an additional 50% of the original contracted quantity in accordance with the same terms & conditions of the present contract. This will be applicable within the currency of contract. The bidder is to confirm acceptance of the same for inclusion in the contract. It will be entirely the discretions of the Buyer to exercise the option.
3. **Repeat Order Clause**. The contract will have a Repeat Order Clause, wherein the Buyer can order upto 50% strength of the personnel under the present contract within six months from the date of provision/successful completion of this contract, the cost, strength and conditions remaining the same. The bidder is to confirm acceptance of this clause. It will be entirely the discretion of the Buyer to place the repeat order or not.
4. **Tolerance Clause**: To take care of any change in the requirement during the period starting from issue of RFP till placement of the contract, Hirer reserves the right to 25% plus/minus increase or decrease the quantity of the required strength up to that limit without any change in the terms & conditions and rates quoted by the Contractor. While awarding the contract, the quantity ordered can be increased or decreased by the Hirer within this tolerance limit.
5. **Payment Terms**: It will be mandatory for the Bidders to indicate their bank account numbers for payment through cheques. A copy of the model mandate form prescribed by RBI to be submitted by Bidders for receiving payments through ECS is enclosed as at **Appendix -A**. The 100% payment will be made by this office by cheque within three weeks from the date of receipt of the bill along with following documents:-

- (a) The following components will be paid every month:-
  - (i) Wages paid as per the Minimum Wages promulgated by Delhi Govt. from time to time for Delhi and NCT region.
  - (ii) Service Charges per month.
  - (iii) EDLI and Admin Charges
  - (iv) Employer EPF share



- (v) Employer ESI share
- (b) Monthly payment will be made against following documents:-
- (i) Contingent Bill
- (ii) Consolidated bill by vendor for items at para 1 of part II and 5(a) (iii),(iv)&(v) above.
- (iii) Form of register of wages-cum-muster roll as per Form XVII countersigned by officer-in-charge or an officer nominated by him.
- (iv) Xerox copy of PBG
- (v) Copy of EPF and ESI Challan of respective month along with details of amount deposited in the account of each employee.
- (vi) Certificate duly signed by contractor and countersigned by Oi/C Canteen having paid minimum wages to the personnel.
- (c) The contractor shall submit a consolidated monthly bill for the amount due for the services rendered during the preceding one-month by the 10<sup>th</sup> of the month **along with attendance sheet on monthly basis** verified by the representative of the buyer. The payment for the services will be made to the Contractor in arrears and no advance payment will be made to the Contractor. The contractor shall also enclose a certificate on the bill of having paid minimum wages to the personnel as per rates promulgated by Govt. of Delhi. The payment will be made by the Accounts office, Unit Run Canteen INS India, Dara Sukhoh Road, New Delhi.
- (d) The Contractor shall introduce individual salary slip of employees and produce the proof of payment made to the employees along with their individual salary while forwarding of monthly bill.
- (e) The Contractor shall make payment to the employees on or before last day of every month.
- (f) Amount of Penalty/Risk expense etc., if any, will be deducted from the billing amount.
- (g) The payment to the contractor will be made by this office on post monthly basis subject to satisfactory services during the period. The payment statutory charges like EPF, EDLI, ESI, Bonus will also made to the contractor to the effect that these charges have been deposited with the concern Govt. authorities. The Contractor is required to forward the details of EPF account number within one month and copy of ESIC card of all employees within three months of award of contract.
- (h) The contract rates shall be based on existing Minimum Wages promulgated by the Labour Department, Govt. of NCT of Delhi, and will be subject to revision on revision of Minimum Wages by Department of Labour, Govt. of NCT of Delhi for which intimation letter shall be submitted by the Contractor will be enhanced in accordance with revised minimum wages after approval of competent authority.

6. **Advance payment.** No advance payment(s) will be made.



7. **Paying Authority**

- (a) The Commanding Officer, INS India, Dara Sukhoh Road, New Delhi – 110011.
- (b) The payment of bills will be made on submission of the following documents by the Contractor to the Paying Authority along with the bill:-
- (i) Ink-signed copy of contingent bill / Contractor's bill.
  - (ii) Ink-signed copy of Commercial invoice / Contractor's bill.
  - (iii) Consolidated bill by contractor for items at para 1 of part II and 5(a) (iii),(iv)&(v) above.
  - (iv) Form of register of wages-cum-muster roll as per Form XVII countersigned by officer-in-charge or an officer nominated by him.
  - (v) Xerox copy of PBG
  - (vi) Copy of EPF and ESI Challan of respective month along with details of amount deposited in the account of each employee.
  - (vii) Certificate duly signed by contractor and countersigned by Oi/C Canteen having paid minimum wages to the personnel.

8. **Penalty/Risk & Expense.** In case the contractor fails to carry out on any day, any of the work ordered by buyer or person delegated by him/her to carry out works in respect of URC INS India or falls short in employing requisite manpower as stipulated sub para 1(f) of Part 1 of this document , on account of such breach pro rata recovery through Risk and Expense along with penalty equal to **1% of the total monthly charges everyday of absence/short supply of manpower** will be recovered from the monthly bill of the contractor. The quantum of recovery will be decided by the Commanding Officer INS India which will be binding and final. Any contract labour late in reporting at work place by half an hour for the first time will be marked absent. If same labourer reports late on subsequent occasion, contractor shall provide relief in lieu for the balance of period of services. The loss incurred to URC, INS India due to non- reporting of any labourer, it will be liability of the contractor to pay damages.

9. **Force Majeure**

(a) Neither party shall bear responsibility for the complete or partial non-performance of any of its obligations (except for failure to pay any sum which has become due on account of receipt of goods under the provisions of the present contract), if the non-performance results from such Force Majeure circumstances as Flood, Fire, Earth Quake and other acts of God as well as War, Military operation, blockade, Acts or Actions of State Authorities or any other circumstances beyond the parties control that have arisen after the conclusion of the present contract.

(b) In such circumstances the time stipulated for the performance of an obligation under the present contract is extended correspondingly for the period of time of action of these circumstances and their consequences.

(c) The party for which it becomes impossible to meet obligations under this contract due to Force Majeure conditions, is to notify in written form the other party of the beginning and cessation of the above circumstances immediately, but in any case not later than 10 (Ten) days from the moment of their beginning.





(d) Certificate of a Chamber of Commerce (Commerce and Industry) or other competent authority or organization of the respective country shall be a sufficient proof of commencement and cessation of the above circumstances.

(e) If the impossibility of complete or partial performance of an obligation lasts for more than 6 (six) months, either party hereto reserves the right to terminate the contract totally or partially upon giving prior written notice of 30 (thirty) days to the other party of the intention to terminate without any liability other than reimbursement on the terms provided in the agreement for the services availed.

10. **Minimum Wages**. The contractor should ensure payment of existing minimum wages as per Minimum Wages Act, 1948 as revised from time to time to the personnel deployed by him. Non-adherence to the Minimum Wages Act 1948 will result, in cancellation of the contract, forfeiting of EMD/PBG and appropriate administrative action. The contractor would be required to ensure payment to the manpower to be employed by him for execution of the proposed conservancy contract as per the existing minimum wages promulgated by the Labour Department, Govt. of NCT of Delhi to the semiskilled/unskilled workers.

11. **EPF, EDLI, ESI Amount**. The amount of EPF, EDLI and ESI shall be quoted strictly as per prescribed Government rates. However payment for these statutory obligations will be made with monthly bills on production of documentary evidence to the effect that the same has been deposited by the contractor in the concerned account.

12. The contractor shall obtain a valid licence from the competent Licencing Officer under the provisions of Contract Labour (Regulation and Abolition) Act 1970 and Contract Labour (Regulation and Abolition) Central Rules 1971 within 90 days from the date of award of contract. If the contractor is refused a licence for any reason whatsoever or fails to obtain the licence within the stipulated period, the contract shall automatically stand terminated and the Buyer shall be at liberty to recover losses, if any, from the security deposit cum Performance Guarantee of the contractor.

13. The Contractor shall also abide by the provision of the Child Labour (Provision and Regulation) Act 1986.

14. The contractor shall pay to the labourers employed by him wages as per the provisions of the Contract Labour (Regulation and Abolition) Act 1970 and Contract Labour (Regulation and Abolition) Central Rules 1971.

15. The contractor shall fix the wage period not exceeding one month to make payment to the personnel employed by him and shall ensure payment before expiry of the wage month after the last of the wage period.

16. The contractor is to receive duly signed the bank statement from individual labourer showing payment of wages and other dues to the labourers through NEFT/RTGS and submit it to the buyer every month as proof of wages having been disbursed.



17. It should be responsibility of the Contractor to issue employment card to each labour as per the prescribed format and to maintain the muster roll, the wage register and other registers as provided in the Labour (Regulation and Abolition) Act 1970 and Contract Labour (Regulation and Abolition) Act.

18. The Contractor shall arrange for such facilities as provided for in the Contract Labour (Regulation and Abolition) Act for the welfare and health of the personnel employed in the work.

19. The Contractor agrees to indemnify the Buyer against all claims for compensation by or on behalf of any contract labourers employed by him in connection with agreement for injury or death by accident under the Workman Compensation Act (Act VIII of 1923) and any other legal expenses incurred by the buyer or a decree of court or whatsoever arising out of due to contract laborers.

20. **Police Verification.** At all times, the contractor will be responsible to ensure that personnel engaged by him are security cleared by Police Station of contract labourer's residential area. Police verification is to be submitted at least 10 days prior to commencement of the contract. The Contractor will also ensure that no person employed by him for the services has been/is involved in any activity against the interest of state.

21. The Contractor shall be responsible for all commissions and omissions on part of manpower engaged for the purpose. The Commanding Officer INS India shall not be responsible in any manner whatsoever, in matters of injury/death/health etc. of the contractor's employees performing duties under this contract.

22. The Contractor shall be obliged and solely responsible to comply with all statutory security requirements in respect of the manpower engaged by the firm and the Commanding Officer INS India or any staff of Indian Navy shall not be a party to any dispute arising out of such deployment by the contractor.

23. The manpower deployed by the contractor under this contract shall be the employee of the contractor and in no circumstance shall ever have any claim of employment with the Commanding Officer INS India.

24. **Uniform and Personal Appearance.** The contract labourers deployed by the contractor shall be in distinct/neat uniform with smartly turn out and male members neatly shaved/trimmed beard/ moustache, smart haircut and female labourers with neatly made hairs. No religious ceremonies/ display of outward religious sign shall be permitted within the premises of URC, INS India. Two sets of uniforms with one pair of shoes and one woolen jersey in winter are to be provided per annum to maintain neat and hygienic turn out. The colour combination of the uniform will be as decided by the contract operating authority post award of contract. Specification of uniform shall be as follows:-

- (a) Formal design full Sleeves Shirt tugged in with logo of the firm and name tab.
- (b) Formal trouser with belt.
- (c) Black leather shoes with black socks.
- (d) For female labourers – Black shoes with black socks, formal design of Kameez, salwar and duppta and name tab.



- (e) Additionally woolen jersey in winter from the month of November to March.

25. **Responsibility of Payment of Wages as per Section 21 of CLRA – 1970.**

26. The Contractor shall make payment to the contract labourer only through bank transfer into the bank account of the individual labourer employed on monthly basis under the contract. The payment in any case shall not be delayed beyond the 7<sup>th</sup> of the following month. In case the contractor fails to make payment of wages within the period or makes short payment, URC INS India reserves the right to make payment to the contract labourers by deducting from the amount payable to the contractor under any contract or as debt payable by the contractor.

27. **Registers and other Records to be maintained, Section 29 of CLRA 1970**

(a) The registers and records that will be maintained by Unit Run Canteen INS India is register of Contractors on Form III and Form XII of CLRA – 1970 by Contractor's supervisor in URC, India which shall be put up to Canteen manager daily.

(b) The registers and records that will be maintained by contractor are as follows:-

(i) Register of persons employed on Form XIII of CLRA-1970.

(ii) Employed Card on Form XIV within three days of employment of each personnel.

(iii) Service certificate on Form XV is to be issued to every personnel on termination of employment for any reason.

(iv) Form of Register of Wages-cum-Muster Roll as per Form XVIII of CLRA-1970. The same will be countersigned by Officer-in-Charge or an officer appointed by him on the day the wages is paid in the presence of the representative of the Principal Employer.

(v) Wage slip as per Form XIX of CLRA-1970, which will be issued to each personnel on the day the wages is paid through direct transfer in the individual labourer's bank account and a copy of such payment is submitted to representative of the buyer.

28 **Security of Information.** The URC is located within the defence establishment where information of classified nature is handled. Any act of labourer employed by contractor in URC found involved in following activities will be evicted from the premises forthwith in addition to initiation of other criminal proceeding i.a.w Official Secret Act:-

(a) In possession or acquire any other information about the establishment or other classified information in the form of data, photography, and communication and in print form.

(b) Visiting areas of INS India other than URC premises which are prohibited. Such prohibited areas will be communicated to the contractor on award of contract.

(c) Collecting information about defence personnel visiting the URC in terms of service no., unit, location, mobile no., place of residence or any other information which has implication on the overall security.



29. **Security of Stores**. During the services of contractor, the labourers employed by him may have access to CSD stores and Canteen Smart Cards. The following acts of contract labourers employed by contractor will invite civil and criminal proceeding:-

- (a) Misuse of Canteen Smart Card either in connivance with the beneficiary or otherwise or cause misuse use of smart whilst performing the services at URC.
- (b) Stealing/pilferage of CSD stores of URC.
- (c) Misappropriation of cash received in lieu of CSD stores or smart Card Fee.

31. **Warning Clause**. In case any complaint is received from users, the following penalty will be imposed in addition to deduction of amount equivalent to deficiency in manpower deployment/material supplied:-

- (a) First Complaint - Verbal warning.
- (b) Second & Third Complaint - Written warning/show cause notice.
- (c) Fourth & Fifth Complaint - Deduction of  $\frac{1}{4}$  amount of the monthly bill.
- (d) Sixth Complaint - Issue of show cause notice for termination of contract and PBG of contract will be forfeited.



**PART V – Other Details**

1. Consignee Address - The Commanding Officer  
INS India  
Dara Sukhoh Road  
New Delhi – 110011
2. **TESTIMONIAL AND SIGNATURES** – The authorized representative of the Contractor should be shown to have been so authorized by the Resolution of the Board of Directors of the Company of the Contractor or duly authorized by the Memorandum/Articles of Association of the company along with supporting documents for the same.

3. **LEGAL ADDRESSES OF THE CONTRACTING PARTIES****SELLER****BUYER**

Signature of Seller

Signature of Buyer

M/S \_\_\_\_\_

(Ravi Malhotra)  
The Commanding Officer  
INS India  
Dara Sukhoh Road  
New Delhi – 110011



## PART VI – EVALUATION CRITERIA & PRICE BID ISSUES

1. **Evaluation Criteria.** The broad guidelines for evaluation of Bids/Quotations will be as follows:-

(a) Only those Bid will be evaluated which are found to be fulfilling all the eligibility and qualifying requirements of the RFP, both technically and commercially.

(b) In respect of Two-Bid system, the technical Bids forwarded by the Bidders will be evaluated by the Buyer with reference to the technical characteristics of the Terms and Conditions as mentioned in the RFP. The compliance of Technical Bids would be determined on the basis of the parameters specified in the RFP. The Price Bids of only those Bidders will be opened whose Technical Bids would clear the technical evaluation.

(c) The Lowest Bid will be decided upon the **overall lowest price** quoted by the Particular Bidder as per the Commercial-Bid format given at **Enclosure-'II'** to this tender enquiry/RFP. **All columns of the Commercial Bids shall be filled in by the bidder and no column should be left blank failing which his bid will be rejected.** All taxes and duties (including those for which exemption certificates are issued) quoted by the Bidders will be considered. The ultimate cost to the Buyer would be the deciding factor for ranking of Bids.

(d) **No document is required to be attached with the commercial bid.** Bidders are advised to quote the prices keeping the bye-laws in vogue concerning with the present tender. **Unreasonably inflated or deflated bids may be avoided.** Cutting/alteration made in the tender shall render it invalid. The Commanding Officer INS India reserves the absolute right to reject the tender without assigning reason whatsoever it may be.

(e) If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity including standard taxes applicable as on date issued by the Govt., the unit price will prevail and the total price will be corrected accordingly. If there is a discrepancy between words and figures, the amount in words will prevail for calculation of price.

(f) The Lowest acceptable Bid will be considered further for placement of contract after complete clarification and price negotiations as decided by the Buyer.

2. **Service Charges, Materials & Uniforms**

(a) Service charges are to be quoted as a whole amount laborer and supervisor for one month which may include the various components like stationary, Pay bill generation and correspondence for EPF & ESI, Correspondence for maintenance of attendance etc., Maintenance of register and correspondence for labour commissions as per CLRA 1970, Telephone charges, Profit, Rent, Electricity Charges and other overhead expenses.

(b) A Board of officers will fix reasonable service charges for the said contract.

(c) The Board of officers will also fix the reasonable cost of uniform required for the said contract.



(d) Any quotation below 50% of service charges fixed by the board will be rejected commercially.

(e) The reasonable service charge and cost of uniforms will be announced at the time of opening of commercial bid.

(f) The tenders of the firms quoting unreasonably low service charges, cost of uniforms and standard statutory components issued by Delhi Govt. will not be entertained and may be delisted from the given range of the services.

(g) The L1 firm will be the lowest acceptable quote other than those disqualified vide para (b) to (f) above.

3. **Commercial bids.** The Commercial Bid Format is given below and Bidders are required to fill this up correctly with full details on their firm's letter head and submit as Commercial bids.

SL	Description	Wage Rate skilled	Wage Rate Semi-skilled	Wage Rate unskilled
(a)	Basic plus Variable Dearness Allowance (VDA)			
(b)	EPF+EDLI+ Administrative charges @ 13.36% on SI (a)			
(c)	Bonus @ 8.33% on SI (a)			
(d)	ESI @ 4.75% on SI (a)			
(e)	Sub Total of SI. (a) to (d)			
(f)	Service Charge@ _____ % on SI.(e)			
(g)	Sub Total of sum [(e) to (f)]			
(h)	GST on SI (g)			
(j)	Total Billing Amount for 01 labour (skilled) 01 labour (Semi skilled) and 01 labour (unskilled) for one day {SI (g) + SI (h)}			
(k)	Total Billing Amount for 01 labour (skilled) 01 labour (Semi skilled) and 01 labour (unskilled) for one month			
(l)	Total Billing Amount for 01 labour (skilled) 08 labour (Semi skilled) and 12 labour (unskilled) for one month			
(m)	Total Billing Amount for 01 labour (skilled) 08 labour (Semi skilled) and 12 labour (unskilled) for one day for 12 months			
(n)	Uniforms 02 pairs with one pair of shoes and 01 woollen jersey for 21 labourers			
(p)	<b>Grand Total</b>			

Thanking you,



(MS Bhalothia)  
Commander  
Officer-in-Charge  
for Commanding Officer

Enclosure- IFORMAT FOR TECHNICAL BID

<u>Sl.</u>	<u>Description</u>	<u>Details to be furnished by the tenderer</u>	<u>Documentary Evidence required to be attached</u>	<u>Compliance by the tenderer (Yes / No)</u>
1.	Name of the Company with registered address and phone/ fax/mobile numbers		N/A	N/A
2.	Present address with phone/ fax/mobile numbers and name of contact person		N/A	N/A
3.	EPF Registration No. of the firm on the firm's registered address or certificate for change of address from EPFO		Attested copies of EPF Registration Certificate along with receipt of last premium paid.	
4.	ESIC Registration No. of the firm on the firm's registered address or certificate for change of address as above		Attested copies of ESIC Registration Certificate along with receipt of last premium paid.	
5.	Service Tax registration No. of the firm on the firm's registered address or concerned certificate for change of address as above		Attested copies of Service Tax Registration Certificate along with receipt of last premium paid.	
6.	PAN No. in the name of firm or in the name of proprietor of the firm, in case of proprietary firm		Attested copy of PAN Card.	
7.	Whether recognized / licensed by the Ministry of Labour for employing manpower		Attested copy of recognition certificate / license.	
8.	Whether recognized / licensed by the Ministry of Home for employing manpower		Attested copy of recognition certificate / license	



9.	Whether you are in a position to provide the required workmen regularly for the contract period (Answer in Yes/No. If No, indicate number of manpower you can supply, if contract is awarded to your firm)		N/A	
10.	Details of EMD Submitted (indicate mode of payment viz. Demand Draft/Pay Order/FDR alongwith its number, date of issue and issuing bank)		EMD to be submitted in original.	
11.	Whether you meet the eligibility criteria of work experience as mentioned in para 2(a) of Part-II of the RFP/TE.		As indicated in para 2(a) of Part-II of the RFP/TE.	
12.	Bank Solvency Certificate issued by the Banker of the tenderer on or after the date of issue of this tender enquiry confirming that the tenderer is maintaining his Bank Account satisfactorily for at least last three years.		Bank Solvency Certificate to be enclosed in original either in original or photocopy of the certificate to be attested by the bank	
13.	Acceptance of All Terms & Conditions of the RFP/TE.		N/A	

Office seal

Place:

Dated:

(Signature of the Tenderer)

**FORMAT FOR COMMERCIAL BID**

1. Consolidated charges including service taxes, levies etc. **on monthly basis for Canteen Support Services at URC INS India.**

SL	Description	Wage Rate skilled	Wage Rate Semi-skilled	Wage Rate unskilled
(a)	Basic plus Variable Dearness Allowance (VDA)			
(b)	EPF+EDLI+ Administrative charges @ 13.36% on SI (a)			
(c)	Bonus @ 8.33% on SI (a)			
(d)	ESI @ 4.75% on SI (a)			
(e)	Sub Total of SI. (a) to (d)			
(f)	Service Charge@ _____% on SI.(e)			
(g)	Sub Total of sum [(e) to (f)]			
(h)	GST on SI (g)			
(j)	Total Billing Amount for 01 labour (skilled) 01 labour (Semi skilled) and 01 labour (unskilled) for one day {SI (g) + SI (h)}			
(k)	Total Billing Amount for 01 labour (skilled) 01 labour (Semi skilled) and 01 labour (unskilled) for one month			
(l)	Total Billing Amount for 01 labour (skilled) 08 labour (Semi skilled) and 12 labour (unskilled) for one month			
(m)	Total Billing Amount for 01 labour (skilled) 08 labour (Semi skilled) and 12 labour (unskilled) for one day for 12 months			
(n)	Uniforms 02 pairs with one pair of shoes and 01 woollen jersey for 21 labourers			
(p)	<b>Grand Total</b>			

**Note.** The Minimum wages to be strictly quoted as per the current rates promulgated by Delhi Govt and other statutory components i.e ESI & EPF including EDLI and Admin charges, GST shall be quoted strictly as per prescribed Govt. rates as mentioned above. If there is any discrepancy between the %age quoted as service and the total price the %age quoted will be taken into account.

Office Seal

Signature of the tenderer  
Prop/Partner

Place:

Appendix 'A'**COMPLIANCE MATRIX BY THE VENDOR**

**(It is mandatory to submit this compliance matrix, failing which the Buyer reserves the right to reject the bid submitted)**

**FIRM NAME:** \_\_\_\_\_

<u>Sl. No</u>	<u>Clause</u>	<u>Compliance</u>	<u>Yes/No</u>
01	Para 7 Part I of RFP. Documentry proof of GST registration or TIN No. or any document issued by government organisation mandatory for executing the contract should be enclosed.	Self-attested documentary proof attached	
02	Para 14 part I of RFP – EMD In case vendor is registered with DGS&D, NSIC or any other Govt. organisation, please enclose self-attested copy of valid registration certification	Self-attested documentary proof attached	
03	Para 4 Part II of RFP - Delivery Period	Please indicate delivery period is acceptable	
04	Para 1, Part IV of RFP	Acceptance of PBG Clause	
05	Para 2 & 3 Part IV of RFP	Acceptance of Repeat order option and Tolerance Clause	
06	Para 5 and 7, Part IV of RFP	Acceptance of E-payment and Payment terms	
08	Para 4 , Part IV of RFP	Acceptance of Fall Clause and certificate has been signed and submitted as per enclosed format	
09	Para 7, Part IV of RFP	Acceptance of Clause	
10	Para 14, Part IV of RFP	Acceptance of Clause	
11	Para 19, Part IV of RFP	Acceptance of Clause	
12	Para 28, Part IV of RFP	Acceptance of Clause	
13	Para 29, Part IV of RFP	Acceptance of Clause	
14	Acceptance of Standard Conditions of Contract as per DPM – 09	Standard Conditions of Contract as per DPM – 09 have been read and understood in all aspects and acceptable, and there is no objection to including the same in the Contract Agreement.	

Office Seal

Signature of the tenderer  
Prop/Partner

Place: