

Tele: 23010149

INS India
Dara Shukoh Road
New Delhi -110011

INS INDIA/436/45/TPT-TENDER/Edu Asst.

18 Jul 18

The Assistant Media Executive
Directorate of Advertisement & Visual Publicity
Ministry of Information & Broadcasting
Room No. 1038-1040, 2nd Floor, Suchana Bhavan
CGO Complex, Lodhi Road
New Delhi

PUBLICATION OF ADVERTISEMENT

It is requested that the enclosed **Tender** advertisement pertaining to conclusion of rate contract for hiring of **Women School Bus Educated Assistant** for the Naval School Buses of IHQ MoD (Navy) be published in 03 local dailies viz Times of India, Hindustan Times and Dainik Jagran on or before 31 Jul 18.

(S Ram Kumar)
Captain
Commanding Officer (AOL)

Encl:- As above

Copy to:

Director General of Commercial Intelligence
Ministry of Commerce & Industry
1, Council House Street
Kolkata

} With a request to publish the
enclosed text in the next issue
of ITJ

N O O

Oi/C IR & FC - With a request to host the enclosed text on the website till 31 Jul 18.

IHQ,MoD(N)/PDOA - for information please

COMMANDING OFFICER, INS INDIA
DARA SHUKOH ROAD, NEW DELHI-110011

TENDER ENQUIRY

1. Sealed quotations under two bid system (Technical & Commercial Bids) are hereby invited from Delhi Area established firms for hiring of Women School Bus Educated Assistant for the Naval School Buses of Integrated Headquarters of Ministry of Defence (Navy), New Delhi, on as required basis for a **period of three (03) years from 01 Oct or the date of signing of contract**. The detailed tender documents can be obtained from the office of the Motor Transport Officer, INS India, Dara Shukoh Road, New Delhi – 110011. The mode of tender will be **OTE**. Other details of tender enquiry are as follows:-

| Sl. No. | Details of Contract | Qty | Duration for sales of Tenders | Last date for submission of tender | Date of tenders opening | Tender Fee/EMD |
|---------|--|-----------------|--|------------------------------------|-------------------------------------|---|
| 1 | Rate contract for hiring of Women School Bus Educated Assistant for the Naval School Buses | 01 to 51 in No. | Bewteen 1030 Hrs to 1300 hrs from 06 Aug to 10 Aug 18. | 23 Aug 18 by 1030 hrs. | 23 Aug 18 at 1500 hrs. (Tech. Bid.) | Tender Fee Rs. 500/- (by demand draft/ pay order) |
| | | | | | | EMD |
| | | | | | | EMD Rs. 04.00 Lakhs by Demand Draft/Pay Order/FDR /BG |

2. The Demand Draft/Pay Orders are to be drawn in favour of **“The Commanding Officer, INS India”**. The vendors downloading the tenders have to deposit Tender Fee in form of DD/Pay Order along with EMD. **Non deposition of Tender Fee money will lead to technical disqualification.**

3. **Pre Bid Conference:** Pre bid conference will be held on 13 Aug 18 at 1500 hrs in the conference hall, INS India at the above address and all participating firms are to attend.

4. On the last date of submission of tenders, only one representative from each firm will be permitted to enter through main gate of INS India for dropping the tender in tender box kept near Quarter Master at Main Gate, INS India and to attend the opening of technical bid. Entry will be restricted to representative who produces the photocopy of EMD/ exemption of EMD letter enclosed in the Technical Bid.

5. The Tender Notice is being issued with no financial commitment and the CFA reserve the right to change or vary any part thereof or cancel this tender notice at any stage.

CO, INS India

Please visit following sites for more details:-

Irfc-nausena.nic.in

Indiannavy.nic.in

To,

18 Jul 18

M/s _____

| | | | |
|----------|---------------------------------------|-------|-----------|
| Our Ref. | INS India 436/45/TPT-TENDER/Edu Asst. | Date: | 18 Jul 18 |
|----------|---------------------------------------|-------|-----------|

REQUEST FOR PROPOSAL FOR HIRING OF WOMEN SCHOOL BUS EDUCATED ASSISTANT ON CONTACT BASIS - INS INDIA

1. Quotations under two-bid system (Technical-Bid & Commercial-Bid) in sealed cover are invited by The Commanding Officer, INS India for and on behalf of President of India from Delhi Area based suppliers satisfying terms and conditions of this tender for hiring of **WOMEN SCHOOL BUS EDUCATED ASSISTANT** for INS India on rate contract basis. Detailed scope of contract and terms & conditions are listed I Part I to V of this RFP. Please super scribe the above mention title, RFP number and date of opening of the Bids on the sealed cover to avoid the Bid being declared invalid. The contract is to concluded as per Govt. of NCT. The tender can be viewed and downloaded from **Irfc-nausena.nic.in or Indiannavy.nic.in**

2. The address and contact numbers for sending Bids or seeking clarifications regarding this RFP are given below:-

- (a) Bids/queries to be addressed to: **The Commanding Officer, INS India**
- (b) Postal address for sending the Bids: INS India, Motor Transport Pool, Dalhousie Road, New Delhi – 110011.
- (c) Name/designation of the contact personnel: Cdr PA Hussain, MTO
- (d) Telephone numbers of the contact personnel: MTO, 23010149.
- (e) E-mail ids of contact personnel/Mobile No. : 9958793313
[parvezahmedh@yahoo.in/](mailto:parvezahmedh@yahoo.in)
- (f) Fax number: 23011566

3. This RFP is divided into five Parts as follows:

- (a) **Part I** – Contains General Information and Instructions for the Bidders 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 Bids.

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

5. This RFP contains pages from **1 to 18, Enclosure I & II and Appendix A B & C**, please check carefully and if any page missing than please contact undersigned.

6. **Authorization Certificate / ID card for representative deputed by firm / vendor mandatory for identification at the time of Tender Opening.**

7. **Acceptance of Terms & Conditions:**The tenderer shall clearly mention the following in their offer letter:-

“WE ACCEPT ALL THE TERMS AND CONDITIONS MENTIONED IN TENDER ENQUIRY NO. INS INDIA/436/45/TPT-TENDER/EDU. ASST. DATED 18 JUL 18”.

8. The cost of tender is **Rs. 500/- (Rupees Five hundred Only)** (non-refundable). The payment will be accepted by Demand Draft/Pay Order in favour of the Commanding Officer, INS India payable at New Delhi only. (Cash will not be accepted)

7. On the last date of submission of tenders, only one representative from each firm will be permitted to enter through main gate of INS India for dropping the tender EMD and connected documents in the Tender Box kept near Quarter Master at main gate and to attend the opening of technical bid. Entry will be restricted to representatives who produce the photocopy of EMD enclosed in the Technical bid.

Critical Dates. The critical dates with respect to tender reference number “INS INDIA/436/45/TPT-TENDER/EDU. ASST. DATED 18 Jul 18” for hiring of Women Bus Educated Assistant for school duties are tabulated below:-

| Critical Dates | | | |
|-----------------------|---|-------------|-------------|
| S.No. | Item | Date | Time |
| (i) | Published date (before 31 Jul 18) | 24 Jul 18 | 1700 Hrs |
| (ii) | Bid document download start date | 25 Jul 18 | 1000 Hrs |
| (iii) | Clarification start date | 29 Jul 18 | 1000 Hrs |
| (iv) | Bid Submission Start | 14 Aug 18 | 1030 Hrs |
| (v) | Pre Bid Meeting Date | 13 Aug 18 | 1500 Hrs |
| (vi) | Bid Document download End Date | 21 Aug 18 | 1700 Hrs |
| (vii) | Clarification End Date | 20 Aug 18 | 1100 Hrs |
| (viii) | Bid Submission End Date | 23 Aug 18 | 1030 Hrs |
| (ix) | Opening of Tender Box for Physical Verification of Documents (Technical Bid Evaluation) | 23 Aug 18 | 1500 Hrs |

PART I – GENERAL INFORMATION

1. The sealed Bids documents (Technical and Commercial) should be deposited/reach by post by the due date and time. The responsibility to ensure this lies with the Bidders.
 - (a) RFP reference No. INS India/436/45/TPT-Tender/Edu. Asst. dated 18 Jul 18.
 - (b) Tender will be opened in two bid system, Technical bid and Commercial bid.
 - (c) Last date and time for collection of Bids - **10 Aug 18 by 1300 hrs.**
 - (d) Last date/time for depositing the bids - **23 Aug 18 by 1030 hrs.**
 - (e) **Time and date for opening of Technical bid.** It should be submitted in the format of Enclosure-I in sealed cover indicating "**Technical Bid**" with attested copies of all the documents mentioned in Enclosure-I along with EMD. The bidder must ensure to submit all the pages of RFP duly signed and endorsed along with other documents mentioned at para 2(b) of RFP Part-I and at Enclosures I & II and Appendix A, B & C by the due date and time. The responsibility to ensure this lies with the Bidder. Technical bids will be opened by a board of officers on 23 Aug 18 at 1500 hrs in the presence of the tenderer or there authorized representative that may be present at that time. If due to any exigency, the due date for opening of the Bids is declared a closed holiday, the bids will be opened on the next working day at the same time or on any other day/ time, as intimated by the CFA.
 - (f) **Time and date for opening of Commercial Bid.** Will be intimated later to the Bidders who will qualify in technical bids. It should be submitted in the format of Enclosure- II 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. In case of cutting/alteration, the CFA has the absolute right to reject the tender without assigning reason whatsoever it may be. If due to any reason, the due date for opening of the Bids is declared a closed holiday, the Bids will be opened on the next working day at the same time or on any other day/time, as intimated by the CFA.
2. **Manner of depositing the Bids.** Sealed Bids should be either dropped in the Tender Bus marked as "**TENDER FOR HIRING OF WOMEN SCHOOL BUS EDUCATED ASSISTANT ON CONTACT BASIS- INS INDIA**" or sent by registered post at the address given above so as to reach by the due date and time. Late tenders will not be considered. No responsibility will be taken for postal delay of non-delivery/non-receipt of Bid documents. Bids send by FAX or e-mail will not be considered (unless they have been specially called for by these modes due to urgency). The bidders downloading the RFP from website would have to pay the cost of tender forms (**Rs. 500/-**) in the form of cash before pre-bid meeting at this office of MTO, INS India, MT Pool, Dara Shukoh road, New Delhi- 110011.

3. **Time and date for opening of Bids.** **23 Aug 18 at 1500 hrs** (If due to any, the due date for opening of the Bids is declared a closed holiday, the Bids will be opened on the next working day at the same time or on any other day/time, as intimated by the Customer).
4. **Location of the Tender Box.** Main Gate INS India, Dara Shukoh Road, New Delhi-110011. Only those are found in the tender box will be opened. Bids dropped in the wrong Tender Box will be declare invalid.
5. **Place of opening of the Bids.** Conference Room, INS India Complex, Dara Shukoh Road, New Delhi – 110011. The Bidders may depute their representatives, duly authorized in writing, to attend the opening of Bids 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 all the Bidders. This event will not be postponed due to non-presence of Bidders/ Bidders representative.
6. **Two-Bid system:** Only the Technical Bid would be opened on the time and date mentioned above. Date of opening of the Commercial Bid will be intimated after acceptance of the Technical Bids. Commercial Bids of only those firms will be opened, whose Technical Bids are found compliant/suitable after Technical evaluation is done by the Customer.
7. **Forwarding of bids:** Bids should be forwarded by bidders under their original memo/ letter pad inter alia furnishing details like GST registration no., Bank address with NEFT Account 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 Customer in writing about the clarifications sought not later than 14 (fourteen) days prior to the date of opening of the Bids. Copies of the query and clarification by the purchaser will be sent to all prospective bidders who have received the bidding documents.
9. **Modification and Withdrawal of Bids.** A bidder may modify or withdraw his bid after submission provided that the written notice of modification or withdrawal is received by the Customer prior to deadline prescribed for submission of bids. 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 bids. No bid shall be modified after the deadline for submission of bids. No bid may be withdrawn in the interval between the deadline for submission of bids 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 Bids.** During evaluation and Comparison of bids, the Customer 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 Bids.** 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.** Bidders 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 Bids.** The Bids should remain valid till **180 days** from the last date of submission of the Bids.

14. **Earnest Money Deposit.** Bidders are required to submit Earnest Money Deposit (EMD) for amount of **Rs. 4,00,000/- (Rupees Four lakh only)** along with their bids. The EMD may be submitted 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 issued in favour of Commanding Officer, INS India 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 30th day after the award of the contract. The Bid Security of the successful bidder would be returned, without any interest whatsoever, 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. **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 **1500 hrs on 13 Aug 18** at Conference Room, INS India, Dara Shukoh 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.

PART II – ESSENTIAL DETAILS OF ITEMS/SERVICES REQUIRED

1. **Schedule of Requirements**- List of services required is as follows:-

| Sl. No. | PARTICULAR | NO. of WOMEN | Remarks |
|----------------|---|---------------------|---|
| (a) | Hiring of women school bus educated assistant on contact basis for INS India:- (i) Women Educated Assistant. | 51 | Working days will be as per NCS/KV school working days. Timing from 0600 to 1600 hrs. |

2. **Delivery Period/Period of Contract.** Delivery period for rendering of service would be within **30 days** from the date of award of contract and the contract will be in force for **one year and extendable for three years** subject to satisfactory performance of the services by contractor. Please note that Contract can be cancelled unilaterally by the Customer in case services are not rendered within the contracted period. Extension of contracted period will be at the sole discretion of the Customer, with applicability of LD clause.

Cont...6/-

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

(a) The bidder must have successfully completed /executed at least one supply of casual labours contract in last three years from the date of issue of this RFP/tender enquiry with any Govt. organization / PSUs for an annual value of contract not less than **Rs. 90 Lakhs.**

(b) As documentary evidence of the eligibility criteria mentioned in subpara (a) above, copies of contracts / supply orders alongwith satisfactory contract / order execution report(s) issued by the concerned organization 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 Certificate alongwith latest receipt of premium paid should be attached failing which the certificate / receipt will be considered invalid). The addresses mentioned in registration certificate should be same as that of the registered firm address.

(ii) **EPF Registration Certificate.** (Attested copies of EPF Registration Certificate alongwith latest receipt of premium paid should be attached failing which the certificate / receipt will be considered invalid). The addresses mentioned in registration certificate should be same as that of the registered firm address.

(iii) **Services Tax Certificate.** (Attested copies of service Tax Registration Certificate alongwith latest receipt of premium paid should be attached failing which the certificate / receipt will be considered invalid). The addresses mentioned in registration certificate should be same as that of the registered firm address.

(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 labourers and copy of registration certificate is to be attached with the Technical Bid. The addresses mentioned in registration certificate should be same as that of the registered firm address.

4. **Technical bid.** The quotation must be submitted by the bidder under two-bid system i.e. Technical-Bid and Commercial Bid to be submitted in separate sealed cover as per formats given in **Encl. I** and **Encl. II** respectively. The documents mentioned in para 3 above should be enclosed with the Technical-Bid. Bidders are also required to furnish clause by clause compliance of eligibility criteria bringing out clearly the deviations from the eligibility criteria, if any. The Bidders are advised to submit the compliance statement in the following format along with Technical Bid:-

| Parameter/ Eligibility Criteria of the Tender Enquiry | Documents/Certificates submitted in response | Compliance to Parameter/Eligibility Criteria of the Tender Enquiry - whether Yes / No | In case of non-compliance, deviation from TE to be specified unambiguous terms |
|---|--|---|--|
|---|--|---|--|

5. **Manpower Requirement.** The contractor would require providing **(01 to 51 in no.)** women school bus educated assistant for execution of the proposed contract on as required basis.

6. **Working days/time of the Schools.** The working days will be from Monday to Saturday as per NCS and KV school timings. Normal working days will be 24 days a month from 0600 to 1600 hrs.

8 **Attendance Register.** The contractor will require maintain 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. **MTO, INS INDIA** by 10:00 Hrs. on each working day. It should be responsibility of the contractor to ensure that 100% women school bus educated assistant are present on each working day failing which penalty will be imposed and such deductions will be made from the outstanding payments/PBG of the contractor. **A copy of attendance register countersigned by MTO, INS INDIA is to be submitted along with the monthly bills for payment.**

9. **Women School Bus Educated Assistant.** To maintain high standard of school bus service, hygiene and cleanliness of as per **Encl III**, the contractor shall ensure that requisite number of women school bus educated assistant shall always be present during the working hours.

10. **Signing of Contract Agreement.** The successful bidder / contractor will require signing an agreement with the Customer within 30 days from the date of written intimation to this effect.

11. **Contract Operating Authority.** The women school bus educated assistant contract for **INS INDIA** New Delhi, once finalized, will be operated by Commanding Officer, INS India, Dara Shukoh Road, New Delhi – 110 011 through its designated officers.

PART III - STANDARD CONDITION OF FRP

1. 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. Contractor in the Contract) as selected by the Customer. Failure to do so may result in rejection of the Bid submitted by the Bidder.

2. **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.

3. **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.

4. **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 customer 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.

5. **Penalty for use of Undue influence.** The Contractor 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 Customer 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 Contractor or any one employed by him or acting on his behalf (whether with or without the knowledge of the Contractor) or the commission of any offence by the Contractor 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 Customer to cancel the contract and all or any other contracts with the Contractor and recover from the Contractor the amount of any loss arising from such cancellation. A decision of the Customer or his nominee to the effect that a breach of the undertaking had been committed shall be final and binding on the Contractor. Giving or offering of any gift, bribe or inducement or any attempt at any such act on behalf of the Contractor towards any officer/employee of the Customer or to any other person in a position to influence any officer/employee of the Customer for showing any favour in relation to this or any other contract, shall render the Contractor to such liability/ penalty as the Customer 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 Customer.

6. **Agents/Agency Commission.** The Contractor confirms and declares to the Customer that the Contractor 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 Contractor; 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 Contractor agrees that if it is established at any time to the satisfaction of the Customer that the present declaration is in any

way incorrect or if at a later stage it is discovered by the Customer that the Contractor 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 Contractor will be liable to refund that amount to the Customer. The Contractor will also be debarred from entering into any supply Contract with the Government of India for a minimum period of five years. The Customer will also have a right to consider cancellation of the Contract either wholly or in part, without any entitlement or compensation to the Contractor who shall in such an event be liable to refund all payments made by the Customer in terms of the Contract along with interest at the rate of 2% per annum above LIBOR rate. The Customer will also have the right to recover any such amount from any contracts concluded earlier with the Government of India.

7. **Access to Books of Accounts.** In case it is found to the satisfaction of the Customer that the Contractor 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 Contractor, on a specific request of the Customer, shall provide necessary information/ inspection of the relevant financial documents/information.

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

9. **Liquidated Damages.** In the event of the Contractor's failure to render the services in within the delivery period specified in this contract, the Customer may, at his discretion, withhold any payment until the completion of the contract. The Customer may also deduct liquidated damages from the Contractor as agreed, to the sum of **0.5 %** of the contract price of the Delayed 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 value of delayed services.

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

- (a) The delivery of the women school bus educated assistant is delayed for causes not attributable to Force Majeure for more than (**01** months) after the scheduled date of delivery.
- (b) The Contractor is declared bankrupt or becomes insolvent.
- (c) The delivery of women school bus educated assistant is delayed due to causes of Force Majeure by more than (**03** months) provided Force Majeure clause is included in contract.
- (d) The Customer has noticed that the Contractor has utilised the services of any Indian/Foreign agent in getting this contract and paid any commission to such individual/company etc.
- (e) As per decision of the Arbitration Tribunal.

11. **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.

12. **Transfer and 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.

13. **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 Customer 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.

14. **Amendments.** No provision of present Contract shall be changed or modified in any way (including this provision) either in whole or in part except 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.

15. Taxes and Duties.

(i) If Bidder desires to ask for GST or any other taxes extra, the same must be specifically stated. In the absence of any such stipulation, it will be presumed that the prices include all such charges and no claim for the same will be entertained.

(ii) If reimbursement of any Duty/Tax is intended as extra over the quoted prices, the Bidder must specifically say so. In the absence of any such stipulation it will be presumed that the prices quoted are firm and final and no claim on account of such duty/tax will be entrained after the opening of tenders.

(iii) If a Bidder chooses to quote a price inclusive of any duty/tax and does not confirm inclusive of such duty/tax so included is firm and final, he should clearly indicate the rate of such duty/tax and quantum of such duty/tax included in the price. Failure to do so may result in ignoring of such offers summarily.

(iv) If a Bidder is exempted from payment of any duty/tax upto any value of supplies from them, he should clearly state that no such duty/tax will be charged by him up to the limit of exemption which he may have. If any concession is available in regard to rate/quantum of any Duty/tax, it should be brought out clearly. Stipulations like, the said duty/tax was presently not applicable but the same will be charged if it becomes leviable later on, will not be accepted unless in such cases it is clearly stated by a Bidder that such duty/tax will not be charged by him even if the same becomes applicable later on. In respect of the Bidders, who fail to comply with this requirement, their quoted prices shall be loaded with the quantum of such duty/tax which is normally applicable on the item in question for the purpose of comparing their prices with other Bidders.

(v) Any change in any duty/tax upward/downward as a result of any statutory variation in excise taking place within contract terms shall be allowed to the extent of actual quantum of such duty/tax paid by the supplier. Similarly, in case of downward revision in any duty/tax, the actual quantum of reduction of such duty/tax shall be reimbursed to the Customer by the Contractor. All such adjustments shall include all reliefs, exemptions, rebates, concession etc. if any obtained by the Contractor.

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 Customer. Failure to do so may result in rejection of Bid submitted by the Bidder.

1. **Performance Guarantee.** 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 signing of the contract. Performance Bank Guarantee will be valid up to 60 days beyond the date of end of contractual obligations which is applied for two months after completion of contracts. The specimen of PBG is given in Form DPM-15, (Available in MoD website and can be provided on request). At the end of the contract the contractor shall submit the details of EPF for the whole year and the lumpsum amount credited to individuals account on completion of contract for clearance of PBG.
2. **Extension of Contract.** The buyer reserves the right to extend the contract as per the laid down regulations. The bidder is to confirm the acceptance of the same for inclusion in the contract and should also clearly mention it in the quotation while submitting of bids. This will be applicable within the currency of contract. It will be entirely the discretion of the Buyer to exercise this option or not.
3. **Option Clause.** This contract has 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. It will be entirely the discretion of the Buyer to exercise this option or not.
4. **Repeat Order Clause** The contract will have a Repeat Order Clause, wherein the Buyer can order **upto 50%** quantity of the items under the present contract within six months from the date of supply successful completion of this contract, the cost, terms & conditions and prices quoted by the seller.
5. **Tolerance clause.**To take care of any change in the requirement during the period starting from issue of RFP till placement of the contract, Buyer reserves the right to increase or decrease the quantum of goods/ services by upto 25% of the tender quantum without any change in the terms & conditions and prices quoted by the Seller. While awarding the contract, the quantity ordered has been increased or decreased by the Buyer within this tolerance limit.

6. **Payment Terms.** It will be mandatory for the Bidders to indicate their bank account numbers and other relevant e-payment details so that payments could be made through ECS/EFT mechanism instead of payment through cheques, wherever feasible. A copy of the model mandate form prescribed by RBI to be submitted by Bidders for receiving payments through ECS is at Form DPM-11 (Available in MoD website and can be given on request). The payment will be made as per the following terms, on production of the requisite documents:-

(a) The following components will be paid every month:-

- (i) Wages paid as per the Minimum Wages promulgated by Delhi Govt for Delhi and NCT Region.
- (ii) Service Charges per month.
- (iii) EDLI & 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(a) of part II and para 6(a) (iii) ,(iv) & (v) of part IV.
- (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) Receipt of Material if any Signed by MTO 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 MTO, INS INDIA having paid minimum wages to the workers.

(c) The Contractor shall submit a consolidated monthly bill for the amount due for the services rendered during the preceding one-month by the 10th of the month **along with attendance sheet and receipt of material if any on monthly basis** verified by the representative of the Customer. 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 labourers as per rates promulgated by Govt. of Delhi. The payment will be made through DCDA(N), Project SeaBird, RK Puram, New Delhi.

(d) The contractor shall introduce individual salary slip of employees and produce the proper details of payment made to the employees along with their individual salary slip while forwarding of monthly bill for onward submission to CDA(N).

(e) Amount of Penalty / Risk Expense etc., if any, will be deducted from the billing amount

(f) The payment to the contractor will be made by DCDA (Navy) on post monthly basis subject to satisfactory services during the period.

The payment of statutory charges like EPF, EDLI, and ESI will also made to the contractor with monthly bill after submission of documentary evidence by the contractor to the effect that these charges have been deposited with the concerned Govt. authorities. The contractor is required to forward the details of EPF account No of employees within one month and copy of ESIC smart Card of all labourers within three months of award of contract.

(g) 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 along with copy of Govt. order to this effect. The payment to the contractor will be enhanced in accordance with revised minimum wages after approval of competent authority.

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

8. **Paying Authority.**

(a) **Dy Controller of Defence Accounts (Navy), Project Sea Bird, West Block-V, RK Puram, New Delhi - 66.**

The payment of bills will be made on submission of the following documents, whichever applicable, 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) Copy of Contract with U.O. number and date of IFA's concurrence, where required under delegation of powers.
- (iv) Details for electronic payment viz Account holder's name, Bank name, Branch name and address, Account type, Account number, IFSC code, MICR code (if these details are not incorporated in contract).
- (v) Documentary evidence of EPF, ESIC contributions paid by the contractor.
- (vi) Photocopy of PBG.
- (vii) Copy of attendance register duly countersigned by authorised rep of customer.
- (viii) Satisfactory certificate duly signed by Oi/C INS INDIA in original.

9. **Penalty / Risk & Expense.** In case, the contractor fails to carry out on any day, any of the work mentioned in **Encl III** or falls short in providing requisite manpower, on account of such breach pro rata recovery through Risk & 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 & final.

10. The Customer will have the right to make good any shortfall in the services of the contractor at his risk and cost by hiring manpower's from outside agency, in addition to deduction of penalty mentioned above from the monthly bill of the firm or from the PBG submitted by the firm.

11. In case of contractor failing to arrange proper uniform as specified in para 28 for his women school bus educated assistant or failing to make payment within stipulated time i.e. by 7th of the month, contract will be terminated after issuing warning as per Para 32 of part IV.

12. The Customer shall be entitled to deduct from the pending bills of the Contractor all such sums of money as may be claimed by the Government in terms of herein mentioned clauses of this agreement. Any sum of money not covered by the amount of the said bills shall be liable to be deducted from the Performance Bank Guarantee / Security Deposit of the firm.

13. **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 goods received.

14. **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 casual labours 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 deployed by him for execution of the proposed casual labours contract as per the existing minimum wages promulgated by the Labour Department, Govt. of NCT of Delhi to the skilled/unskilled workers.

15. **EPF, ESI, EDLI.** The amount of EPF, ESI, EDLI shall be quoted strictly as per prescribed Govt. 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.

16. The Contractor shall obtain a valid license from the competent Licensing 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 license for any reason whatsoever or fails to obtain the license within the stipulated period, the contract shall automatically stand terminated and the Customer shall be at liberty to recover losses, if any, from the security deposit cum Performance Guarantee of the Contractor.

17. The Contractor shall also abide by the provisions of the Child Labour (Provision and Regulation) Act, 1986.

18. The Contractor shall pay to the labour 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.

19. The Contractor shall fix the wage period not exceeding one month to make payment to the labourers employed by him and shall ensure payment before expiry of the 7th day after the last of the wage period.

20. **MTO, INS INDIA** will nominate an authorized representative who will be present at the place and time of the disbursement of the wages and the Contractor shall ensure the disbursement of the wages in the presence of the authorized representative. The place and time of disbursement shall invariably be in the work premises and during the working hours of the office and the same shall be intimated by the Contractor in advance. The bill for women school bus educated assistant should be furnished along with the copy of wage roll countersigned by the **MTO, INS INDIA**

21. It shall be the 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 Contract Labour (Regulation and Abolition) Act.

22. 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 labour employed on the work.

23. **The Contractor agrees to indemnify the Customer against all claims for compensation by or on behalf of any workman employed by him in connection with this agreement for injury or death by accident under the Workman Compensation Act (Act VIII of 1923).**

24. **Police Verification:** At all times, the contractor will be responsible to ensure that workers engaged by him are security cleared by Police Station of worker'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.

25. 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.

26. 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 shall not be a party to any dispute arising out of such deployment by the contractor.

27. 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.

28. **Uniform.** The woman school bus Educated Assistance deployed by the Contractor shall be in distinct/neat uniform with cap and pair of canvass shoes. The sample of the distinct suit with logo of the firm embossed on the uniform are to be approved by the Contract Operating Authority at least 10 days prior to commencement of the contract. In order to maintain neat and clean uniforms at all times at least two set of uniforms to be issued to employees per annum.

29. **Responsibility of payment of wages as per Section 21 of CLRA – 1970.**

30. The contractor shall make payment to the contract labour employed on monthly basis under the contract in the presence of MTO, INS INDIA or an officer nominated by him in the premises of INS INDIA on or before the 7th of every month on a date mutually convenient to both the parties. The payment in any case shall not be delayed beyond the 7th of the following month. In case the contractor fails to make payment of wages within the period or makes short payment, Indian Navy reserves the right to make payments to the contract labour by deducting from any amount payable to the contractor under any contract or as debt payable by the contractor.

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

(a) The registers and records that will be maintained by Indian Navy is Register of Contractors on Form III and Form XII of CLRA – 1970 by INS INDIA

(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 worker.

(iii) Service Certificate on Form XV is to be issued to every worker 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 **MTO, INS INDIA** 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 worker on the day the wages is paid in the presence of the representative of the Principal Employer.

32. **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:-

- (a) First Complaint - Verbal Warning.
- (b) Second & Third complaint - Written Warning/Show cause notice.
- (c) Fourth & Fifth Complaint - Deduction of ¼ amount of the monthly bill.
- (d) Sixth Complaint - Issue of show Cause notice for termination of contract and PBG of the contract will be forfeited.

PART V – EVALUATION CRITERIA & PRICE BID ISSUES

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

(a) Only those Bids 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 Customer with reference to the technical characteristics of the equipment/items and terms & 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 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 Customer 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 Customer.

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

(a) Service charges are to be quoted as a whole amount labourers and supervisor for one month which may include the various components like Stationery, Pay bill & correspondence for EPF & ESI, Correspondence for maintenance of attendance etc, Maintenance of register & 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 a reasonable service charge 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 charge fixed by the board will be rejected commercially.

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

(f) The tenders of the firms quoting unreasonably low service charges and 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 placed at Enclosure - II and Bidders are required to fill this up correctly with full details on their firm's letter head or in the RFP and submit as Commercial bids.

Thanking you,

(PA Hussain)
Commander
Motor Transport Officer
for Commanding Officer

FORMAT FOR TECHNICAL BID

| Sl. No. | Description | Details to be furnished by the tenderer | Documentary Evidence required to be attached | Compliance by the tenderer (Yes / No) |
|----------------|---|--|--|--|
| 1. | Name of the Company with registered address and phone/ fax/mobile numbers | | Registered address should be same as mentioned on EPF, ESIC, Service Tax and Labour Licence Certificate. | 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 | | Attested copies of EPF Registration Certificate along with receipt of last premium paid. | |
| 4. | ESIC Registration No. of the firm | | Attested copies of ESIC Registration Certificate along with receipt of last premium paid. | |
| 5. | Goods & Service Tax registration No. of the firm | | Attested copies of Goods & 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 Labour | | Form 'C' issued by Department of labour or equivalent certificate / license. | |

| | | | | |
|-----|--|--|---|--|
| 8. | 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 | |
| 9. | 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. | |
| 10. | Whether you meet the eligibility criteria of work experience as mentioned in para 3(a) of Part-II of the RFP/TE. | | As indicated in para 3(b) of Part-II of the RFP/TE. | |
| 11. | The educated assistant should be minimum of 18 years of age and not more than 45 years of age. | | | |
| 12. | The educated assistant should be minimum 10 th class pass. | | | |
| 13. | The educated assistant must have a certificate showing that she has undergone first aid training course for minimum 03 days. | | | |
| 14. | Bank Solvency Certificate issued by the Banker of the tenderer confirming that the tenderer is maintaining his Bank Account satisfactorily for at least last three years from the present year | | Bank Solvency Certificate to be enclosed either in original or photocopy of the certificate to be attested by bank. | |
| 15. | Acceptance of All Terms & Conditions of the RFP/TE. | | N/A | |

Office seal

Place:

Date:

(Signature of the Tenderer)

FORMAT FOR COMMERCIAL BID

1. Consolidated charges including service taxes, levies etc. **on monthly basis for Casual Workers Contract for MT Pool, INS India**

| SL. | Description | Amount |
|------------|--|---------------|
| a) | Wages(for women Educated Assistance unskilled) | |
| b) | EPF @ ESI Charges @ 12% on Sl. (a) | |
| c) | EDLI & Administrative Charges @ 1.15% on Sl. (a) | |
| d) | ESI @ 4.75% on Sl. (a) | |
| e) | Over Time per hours | |
| f) | Total for one month for 01 Women educated Assistant | |
| g) | Service charge @ _____% on Sl .(e) above | |
| h) | Total for 01 month for 01 Women educated Assistant (f +g) | |
| J) | Total for 01 months for 51 in no. Educated Assistance | |
| k) | Total for 12 months for 51 in no. Educated Assistance | |
| l) | GST as applicable on Sl. (J) (18%) | |
| m) | Total (Sl. j +k) | |
| n) | Grand Total R/Off | |

2. 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 shall be quoted strictly as per prescribed Govt. rates as mentioned above. If there is any discrepancy between the percentages (%age) quoted as service charges and the total price, the percentages (%age) quoted will be taken into account.

3. Quoting the service charge and uniform to be followed as per Para 2 of Part V of RFP.

Office Seal

Signature of the tenderer
Prop/Partner

Place:

Date:

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)

| <u>Sl. No</u> | <u>Clause</u> | <u>Compliance</u> | <u>Yes/No</u> |
|----------------------|---|--|----------------------|
| 01 | Para 7 part I of RFP. Documentary proof of VAT/CST Registration, TIN No or any other registration by any 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, please enclose self-attested copy of valid registration certification | Self-attested documentary proof attached | |
| 03 | Para 2 of Part II of RFP – Delivery/contract Period | Please indicate delivery/contract period is acceptable | |
| 04 | Para 4 Part II of RFP Confirmation to all technical specifications and requirements as per Part II of RFP. | Please specify variations if any clearly in the technical bid in case of two bid system and in commercial bid in case of single bid. | |
| 05 | Para 1, Part IV of RFP | Acceptance of PBG Clause | |
| 06 | Para 6 and 7, part IV of RFP | Acceptance of E-payment and Payment terms | |
| 07 | Para 1 of part V of RFP | Acceptance of evaluation criteria | |
| 08 | Para 2 of Part V of RFP | Acceptance of Service Charges & Cleaning material | |
| 09 | Para 7 of Part II of RFP | The educated assistant should be minimum of 18 years of age and not more than 45 years of age. | |
| 10 | Para 7 of Part II of RFP | The educated assistant should be minimum class 10 th pass. | |
| 11 | Para 7 of Part II of RFP | The educated assistant must have a certificate showing that he has undergone first aid training course for minimum 03 days. | |
| | | | Cont...2/- |

| | | | |
|----|---|---|--|
| 12 | 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 Stamp

Signature of Bidder

Place:

Date:

AREA & SCOPE OF WORKS FOR SCHOOL BUS EDUCATED ASSISTANCE - INS INDIA

1. **Area** : Area of operation will be in Delhi/NCR for CNG school buses duties as educated assistance from NTS(G), Gurgaon, Dwarka, Noida, different area in Delhi and New Delhi to NCS, Chanakayapuri and KVs in Delhi.
2. The educational qualification and age of educated assistant should be as follows:
 - (a) She should be minimum of 18 years of age.
 - (b) She should be minimum Class 10th pass.
 - (c) She must have a certificate showing that he has undergone first aid training course for minimum 03 days.
3. **Scope of Work**: The general guide line for the duties and conduct of school bus educated assistance is as follow:-
 - (a) Shall, as far as may be reasonably possible having regard to his duties, be responsible for the due observance of the provisions of the Act and of their rules and of the conditions of the permit relating to the vehicles Rules, 1933.
 - (b) Shall travel in the bus which has been allotted for duties.
 - (c) Shall be cleanly dressed in such a manner as mentioned in the contract.
 - (d) Shall behave in a civil and orderly manner with school staff and school children.
 - (e) Shall not smoke in or on a vehicle during a journey or when it has school children on board and shall not be, while on duty, under the influence of drinking or drug.
 - (f) Shall not allow any person to be carried in any school bus in excess of the seating capacity specified for the vehicle.
 - (g) Shall not wilfully deceive or refuse to inform any school staff/school children as to the destination or route of the vehicle.
 - (h) Shall not, save for good and sufficient reason, refuse to carry and school staff/children. (Expect those suffering from contagious diseases as given in Rule 5.19 of Delhi Motor Vehicle Rule, 1993.
 - (j) School not allow any children to alight from the vehicle before the pickup/drop point of the child.
 - (k) Shall not loiter or unduly delay upon any route but shall proceed to his destination according to the time table pertaining to the vehicle.

- (l) Shall, in the event of unable to proceed to its destination on account of mechanical breakdown or other cause beyond the control of the driver or the conductor/educated assistance, arrange to convey the School Children to their destination in other vehicle provided by the school bus contractor.
- (m) Shall, in the event of road block due to any reason, the educated assistance is to ensure that all school children remain inside the bus and the bus door is kept locked.
- (n) Shall not, allow anything to be placed in the vehicle in such a manner as to obstruct the entry or exit of school children.
- (p) Shall, check the school children bus pass and confirm correct route.
- (q) Shall not act as a guide to any person or tout to any shopkeeper.
- (r) Shall station himself at the parking places provided within the premises.
- (s) Shall, on demand by any authorised person from INS India, MT Pool/Police Officer in uniform/any member of the state Transport Authority, produce certificate/licence or badge for inspection.
- (t) Shall not allow any body to sit at the bonnet of the vehicle.
- (u) Shall not allow anybody to sit along with him at the driver's seat.
- (v) Shall ensure all children are seated and door locked before the bus starts for journey.
- (w) Shall remain near the door and open the door when the vehicle get complete stop and get down the bus to guide children in boarding or getting down the bus. Then board the vehicle at last ensuring all safety measures.
- (x) Ensure "School Bus" is written on the back and front of the Bus.
- (y) Ensure availability of First-Aid-Box.
- (z) Ensure a Fire Extinguisher in the Bus.
- (aa) Ensure the Bus window is fitted with horizontal grills.
- (ab) Ensure the doors of the Bus are fitted with reliable locks.
- (ac) Ensure that the driver does not exceed the speed limit of 40 Kph.
- (ad) Shall be in uniform and his name ID be displayed on the shirt.
- (ae) Shall carry a complete list of the children being ferried in the school bus, indicating the name, class, residential address, blood group and the points of stoppage, route plan, etc.

(af) In case of kindergarten, if an authorised person recognised mutually by the school and parents, does not come to pick the child from the halting points and such, the child shall be taken back to the school and their parents should be called.

(ag) Shall restricted to have interaction with students beyond limit in school bus and socializing with students is also limited.

(ah) Shall, ensure the bus cleaners and sanitary condition.

(aj) Shall be qualified for first aid.

Office Stamp

Signature of Bidder

Place:

Date:

CERTIFICATE OF FALL CLAUSE

(It is mandatory to submit this certificate, failing which the bids will be rejected)

“We certify that there has been no reduction in hiring price for Women School Bus Educated Assistant for school buses of description identical to the Women School Bus Educated Assistant supplied to Government under the contract herein and such Women School Bus Educated Assistant have not been offered / hired by me / us to any person / organisation including the purchaser or any department of Central Government or any Department of a state Government or any Statutory Undertaking of the Central or state Government as the case may be upto the date of bill / the date of completion of supplies against all supply orders placed during the Rate Contract at price lower than the price charged to the government under the contract.

Office Stamp

Signature of Bidder