

Tender Enquiry

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Our Ref.	DA/CM/0579/DOI/Outsourcing	Date :	12 Apr 19
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**INVITATION OF QUOTATION FOR OUTSOURCING OF SERVICES OF FOUR TECHNICAL PRODUCT DEVELOPMENT SPECIALISTS & TWO TECHNICAL ASSISTANTS FOR DIRECTORATE OF INDIGENISATION OF IHQ MoD(N) LOCATED AT 5<sup>TH</sup> FLOOR, CHANAKYA BHAVAN, CHANAKYAPURI, NEW DELHI - 110021**

1. Quotations under **Two-bid system** (Technical-Bid & Commercial-Bid) on **OTE basis** in sealed cover are invited for **Outsourcing of Services of Four Technical Product Development Specialists and Two Technical Assistants** for Directorate of Indigenisation (DOI) of Integrated Headquarters of Ministry of Defence (Navy) located at 5<sup>th</sup> Floor, Chanakya Bhawan, Chanakyapuri, New Delhi-110021 for a period of **Two Years** from the date of signing of contract and extendable further for a period of **One Year**, subject to satisfactory performance of the contractor. Detailed Scope of Work and terms & conditions for providing of Technical Product Development Specialists and Technical Assistants are listed in Part II of this RFP. Please superscribe the above mentioned Title, RFP number and date of opening of the Bids on the sealed cover to avoid the Bid being declared invalid.

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: **Capt (TS) Admin (Stores), IHQ of MoD (Navy) New Delhi - 110011**

(b) Postal address for sending the Bids: **Capt (TS) Admin (Stores), Integrated Headquarters – Ministry of Defence (Navy), 'A' Block Hutments, Dara Shukoh Road, New Delhi - 110011**

(c) Name/designation of the contact person: **Captain Sanjeev Thapa, Capt (TS) Admin(Stores)**

(d) Telephone numbers of the contact person: **011- 23010313, 23010278**

(e) Fax number: **011 – 23014291**



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 services required such as Schedule of Requirements, Scope of Work, 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 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



(Sanjeev Thapa)  
Captain (TS) Admin (Stores)



## Part I – General Information

1. **Last date and time for depositing the Bids.** By 1430 hrs on 27 May 19. The sealed quotation should be deposited/reach by the due date and time. The responsibility to ensure this lies with the Bidder.

2. **Manner of Depositing the Bids.** Sealed quotations should be either dropped in the Tender Box marked as “**DOA**” or sent by registered post at the address given above so as to reach by the due date and time. **EMD, Technical bid & Commercial bid are to be submitted in a each separate envelope and it should be clearly marked. The separate envelopes of Technical Bid & Commercial Bid is to be put in one big envelope and submitted. In case, EMD is submitted inside the envelope of Technical bid/ Commercial bid, the bids will be rejected.** Envelope should contain the following:-

- (a) Earnest Money Deposit (EMD)
- (b) Sealed Envelope for Technical Bids
- (c) Sealed Envelope for Commercial Bids

Late tenders will not be considered. No responsibility will be taken for postal delay or non delivery/ non-receipt of Bid documents. Bids 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 Bids.** At 1500 hrs on 28 May 19.  
(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 Buyer).

4. **Location of the Tender Box.** ‘A’ Block Reception Office, Opp. South Block Gate, No.8, Dara Shukoh Road, New Delhi – 110011. Bids dropped in the wrong Tender Box will be rendered invalid.

5. **Place of Opening of the Bids.** Office of the Directorate of Administration (Contract Management), IHQ MoD (Navy), PC-12, “A” Block Hutments, 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 any of the participating firm’s representatives.

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 after Technical evaluation is done by the Buyer.

7. **Forwarding of Bids.** Bids should be forwarded by Bidders 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. **Clarifications Regarding Contents of the RFP.** A prospective bidder who requires clarifications regarding the contents of the bidding documents shall notify to the Buyer in writing about the clarifications sought not later than 14 (fourteen) days prior to the date of submission 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 Buyer 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 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 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. **Validity of Bids.** The Bids should remain valid for a period of **120 days** from the last date of submission of the Bids.
13. **Earnest Money Deposit.** Bidders are required to submit Earnest Money Deposit (EMD) for amount of **Rs. 65,000.00** (Rupees Sixty Five Thousand only) along with their bids. The EMD may be forwarded in the form of an Account Payee Demand Draft, Fixed Deposit Receipt, Banker's Cheque or Bank Guarantee in favour of "CNS Public Fund A/c (Contingency No.2)" payable at New Delhi from any of the public sector banks or a private sector bank authorized to conduct government business as per Form DPM-16 (Available in MoD website and can be provided on request). 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 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), National Small Industries Corporation (NSIC) or any Department of MoD or MoD itself. 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.
14. **Certificates by Vendor.** It is mandatory for the vendor to fill up the compliance matrix at **Appendix 'A'** to this RFP and submit the same along with the Technical Bid.
15. **Pre-Bid Vendor Conference.** To bring all vendors at par, a pre bid vendor conference will be organized on **06 May 19 at 11.00 hrs** in the office of **Capt (TS) Admin (Stores)**. All vendors should attend this conference. A maximum of two



representatives of a vendor would be permitted to attend the conference. The Buyer will answer all questions raised by vendors during this conference. If any question cannot be answered immediately, written replies will be sent to all vendors. A summary of all questions asked and answers provided will be subsequently forwarded to all vendors irrespective whether the vendor had attended the conference or not. All vendors will be deemed to have attended the conference even if a vendor remains absent and does not attend the conference. After the conference, the buyer may not entertain any clarifications from the vendors on the technicalities of the lender enquiry. However, the buyer reserves the right to seek clarifications on the T-Bids submitted by the vendors during technical evaluation of the bids.



## Part II – Essential Details of Services Required

1. **Schedule of Requirements.** The RFP seeks bids from prospective bidders for the supply of services of **Four Technical Product Development Specialists and Two Technical Assistants** to be deployed in the office of **DOI, Integrated Headquarters** located in **5<sup>th</sup> Floor, Chanakya Bhawan, Chanakyapuri, New Delhi – 110021** for a period of two years from the date of signing of contract whichever is earlier and extendable for a further period of one year subject to satisfactory performance of the contractor. The employment of **Four Technical Product Development Specialists and Two Technical Assistants will be made by DOI** and employment letter will be issued by **DOA (Civ), IHQ, MoD(N), New Delhi.**

(a) **Duties of Technical Product Development Specialists and Technical Assistants**

<u>Sr. No</u>	<u>Services</u>	<u>Qty</u>	<u>Scope of Services</u>
(i)	Technical Product Development Specialists (min 02 years of experience)	04	<p>The Technical Product Development Specialist will be required to perform the following duties :-</p> <p>(i) Culling out of requisite Technical Specifications from available Technical Documents such as Operating Manual, Maintenance Manual, List of On-board Spares and Base Depot Spares etc.</p> <p>(ii) Formulation of Statement of Requirements (SOTRs).</p> <p>(iii) Scrutinisation and Vetting of Drawings, Acceptance Test Procedures (ATP), Quality Assurance Plan (QAP) submitted by firms for equipment and systems being indigenised by DOI.</p> <p>(iv) In-depth reading and understanding of relevant normative referred to in the drawing of required for fabrication/manufacturing of the equipment.</p> <p>(v) Prepare, Maintain and update the relevant product development records of equipment and systems being indigenised.</p>



<u>Sr. No</u>	<u>Services</u>	<u>Qty</u>	<u>Scope of Services</u>
(ii)	Technical Assistants (min 02 years of experience)	02	<p>The Technical Assistants (DAs) will be required to perform the following duties:-</p> <p>(i) Undertake Dimensional measurements at all stages of development i.e. right from cutting of raw materials, fit-up for welding, assembly of parts, after welding undertake final dimensional inspection of complete assembly.</p> <p>(ii) Adherence to approved Quality Assurance/Quality Control Plan and scrutiny of measurement plan for its correctness, prepares based on normatives and its effective implementation during construction.</p> <p>(iii) Prepare, maintain and update the job wise inspection files and files pertaining to related correspondence during ongoing indigenous development work.</p> <p>(iv) Data recording and its analysis to monitor the progress of indigenous development projects as per the agreed upon PERT schedule.</p> <p>(v) Assist in monitoring progress of work using Tools like MS Excel, MS Office, MS Project, Auto CAD etc.</p>

(b) **Qualification and Experience.** The minimal qualification, experience and skill-set of the personnel provided for rendering the required services are as follows:-

<u>Sr. No</u>	<u>Services</u>	<u>Qualification</u>	<u>Experience</u>
(i)	Technical Product Development Specialist – 02 <b>(Mechanical)</b>	B.E/B.Tech. (Mechanical, Mechatronics, Naval Architecture, Control Systems)	The individuals shall have a minimum of 02 years of work experience in the

<u>Sr. No</u>	<u>Services</u>	<u>Qualification</u>	<u>Experience</u>
(ii)	Technical Product Development Specialist – 02 (Electrical)	B.E/B.Tech. (Electrical, Electronics & Communication, Computer Science, Information Technology)	relevant field in any Govt, DPSU, Private, Defence Organisations
<b><u>Skill-set.</u></b>			
(a) Should be able to read and understand the technical documents & Standards of equipment, systems and spares taken up for indigenisation.			
(b) Should be familiar with industry quality standards.			
(c) Should be able to understand and follow given Statement of Technical Requirements (SOTRs).			
(d) Communication Skills in English and Hindi.			
(iii)	Technical Assistants - 02	Diploma (Mechanical, Electrical, Electronics, Computer Science, IT)	The individuals shall have a minimum of 02 years of work experience in the relevant field in any Govt, DPSU, Private, Defence Organisations
<b><u>Skill-set.</u></b>			
(a) Should be able to read & understand drawings of engineering and electrical equipment and systems.			
(b) Able to understand Quality Assurance/Quality Control Plan and adhere to the plan.			
(c) Communication Skills in English and Hindi.			

(c) **Administrative Terms and Conditions**

(i) **Working Timings.** The following terms and conditions in relation to the working timings and location are required to be strictly adhered to:-

(aa) **Working Hours.** The normal working hours for the technical personnel provided to render the required services will be as follows:-

<u>Sr</u>	<u>Day</u>	<u>From</u>	<u>To</u>	<u>Working Hours (including 30 mins Lunch break)</u>
(i)	Monday	0900h	1730h	08.5



<u>Sr</u>	<u>Day</u>	<u>From</u>	<u>To</u>	<u>Working Hours (including 30 mins Lunch break)</u>
(ii)	Tuesday	0900h	1730h	08.5
(iii)	Wednesday	0900h	1730h	08.5
(iv)	Thursday	0900h	1730h	08.5
(v)	Friday	0900h	1730h	08.5
(vi)	Saturday	On call		-
<b>TOTAL</b>				<b>42.5 Hours</b>

(ii) **Check-in/ Check-out.** The personnel provided to render the required services will have to be present at the Chanakya Bhawan by 0900h. The timings are subjected to be amended as per the requirements of DOI.

(iii) **Breaks.** The tea and lunch break timings as followed and promulgated by DOI would have to be followed by the technical personnel provided to render the required services.

(iii) **Weekends.** The technical personnel provided to render the required services would have to be on call on weekends (Saturdays and Sundays). Each individual would have to be having a dedicated and working cell phone number which he/ she would carry in functional condition at all times. Any day that a person is called for to this office on a weekend/ holiday, a compensatory off would be given on one of the working days which will be decided by DOI.

(iv) **Holidays.** Holidays will be observed as per the schedule promulgated and amended from time to time by IHQ MoD (Navy).

(vi) **Changing of Personnel.** In the case DOI finds the performance of any technical personnel provided by the firm to be unsatisfactory and/ or his/ her intentions to be malicious/ unclear and/ or his/ her behaviour non-conducive to service requirements, a replacement will be sought. The replacement has to be provided within a span of 14 days of the same being indicated. The technical person being replaced will only be relieved once the replacement is positioned and after an overlap of two working days.

(vii) **Meals and Refreshments.** The technical personnel provided to render the required services would have to cater for their own meals and refreshments.

(viii) **Attendance.** DOI will maintain a record of the attendance of all the technical personnel provided to render the required services in the form of an attendance register which will be countersigned by an Officer. The personnel will have to make an entry of reporting time and sign on this

register on a daily basis at or before the stipulated time of 0900h IST. A person reporting after 0900h but at or before 1300h will be considered to be present for only half a day. A person reporting after 1330h will be considered to be absent for that day.

(d) **Security and Behavior**

- (i) **Strict Adherence**. The technical personnel provided to render the required services would have to strictly adhere to the below-mentioned. The details as required will also have to be furnished in the stipulated time frame and in genuine/correct order. Failure to do so will lead to termination of the contract.
- (ii) **Police Verification**. Each of the personnel should hold an individual Police Verification valid in Delhi in original.
- (iii) **Identify Card**. Each of the personnel should hold a Government issued photo identity card (e.g., PAN card, Driving Licence, Aadhar Card etc.) in original.
- (iv) **Photocopy**. Attested photocopies of the two above mentioned documents have to be provided to DOI for record keeping and security clearance within 10 working days or two weeks (whichever is earlier) from the issue of the Work Order.
- (v) **Attire**. When in Naval premises, the personnel would have to be dressed in formals with formal shoes (no sandals, sneakers or chappals are permitted).
- (vi) **Smoking and Drinking**. The personnel would not smoke or consume alcohol or be under the influence of any drug whilst within Naval premises.
- (vii) **Details**. The following details of the technical personnel need to be furnished within 15 days of selection of candidates:-
- (aa) Full name.
  - (ab) Date of birth.
  - (ac) Coloured passport size photographs (06 in number)
  - (ad) Visible identification marks.
  - (ae) Religion.
  - (af) Present residential address.
  - (ag) Permanent address.
  - (ah) Details of family/ next of kin.
  - (aj) Date when joined the firm.
  - (ak) Copy of academic qualification

Note that the above mentioned details need to be furnished for each technical personnel individually.

- (viii) **Information Security Certificate**. A separate Information Security Certificate is to be provided signed by the each of the technical personnel being positioned on the letter head of the firm duly countersigned by the authorised



signatory of the firm. The certificate has to state that "Whilst working on any of the naval systems and/ or IT assets no persistent copy of any digital-data/ algorithm(s) belonging to the Indian Navy or any run-time data which may be resident in the system and/ or associated system(s) and/ or the IT assets will be made in any form what-so-ever. Any services involving duplication/ generation/ modification of software code/ data being rendered will be completely free of any malware, any undocumented functionality/ code and any malicious intent what-so-ever. The output thereof may be subjected to any type of testing by the Indian Navy". The contents of the Information Security Certificate are to be implemented in letter and spirit and even the most minor of violation(s), even if innocent, would lead to immediate termination of the contract and strict legal action against both the firm and the individual(s), and would automatically lead to forfeiture of any pending payments for this as well as other contracts, and de-barring from participation in future contracts with the Indian Navy.

(ix) **General Security**. The personnel would strictly adhere to all the security policies of IHQ MoD (Navy), in force and would adhere to all the rules and regulations applicable to the personnel working in Naval Units at Delhi.

(x) **Personal Belongings**. This unit and/ or the Indian Navy will in no way what-so-ever be responsible for the loss/ theft of any of the personal belongings and/ or valuables of the technical personnel being provided.

(xi) **Carrying of Digital Devices**. None of the technical personnel provided to render the required services will carry digital data storage devices and/ or media like hard disks, pen drives, CDs, DVDs etc. The personnel will be required to follow the rules regarding Mobile Phone usage policy.

2. **Effective Date of Contract**. The contract shall come into effect on the date of signature of both the parties on the contract and shall remain valid until the completion of the obligation of the parties under the contract. The deliveries, supplies and performance of the services shall commence from the effective date of the contract.

3. **QR's for Prospective Bidders** which need to be complied with the Technical bid and will form part of Technical Evaluation is as follows: -

(i) Should have executed similar contracts for supply of services of Technical Assistants to any GOI Department or any State Govt. Department in the last three years. (Documentary proof to be attached)

(ii) Should have an annual turnover of **Rs 50 Lakh**. (Documentary proof to be attached)

(iii) Should comply with all the provisions laid down in various Laws/Acts mentioned at Para 1, Schedule of Requirements above in case the Contract is awarded to the firm.

(iv) Should not have any criminal background.

4. **Scope of the Contract.** The contractor shall provide services of **Four Technical Product Development Specialists and Two Technical Assistants** for DOI, Integrated Headquarters located in 5<sup>th</sup> Floor, Chanakyabhawan, Chanakyapuri, New Delhi – 110021 as per the minimum wages laid down by the Govt of NCT, Delhi as revised from time to time and all other mandatory statutory obligations laid down by the Ministry of Labour, Delhi Government and GOI. Detailed scope of work required to be carried out as per **Para 1 above** of this RFP.

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

(a) The bidder must have successfully completed /executed at least one similar contract for supply of Technical Assistants 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. 20 Lakh** during the last three financial years i.e. **FY 2016-17, 2017-18 and FY 2018-19.**

(b) Should have an annual turnover of **Rs. 50 Lakh** (Documentary proof to be attached)

(c) As documentary evidence of the eligibility criteria mentioned in Para 6(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.

(d) Firm should have the following certificates / documents valid as on date of issue of this tender enquiry:-

(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).

(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).

(iii) **GST Certificate.** (Attested copies of GST Registration Certificate alongwith latest receipt of premium paid should be attached failing Which the Certificate / receipt will be considered invalid)

(iv) 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).

(vi) Balance sheet and Profit and Loss Statement for the last three years duly certified by CA are to be attached.

(vii) Attested copy of Last Income Tax return to be attached.

(viii) Undertaking that no criminal cases are pending against the proprietor/firm/directors relating to previous service contracts.



(ix) Undertaking that technical person to be deployed for providing the services will have valid police verification report/clearance.

(x) Firm should have registered office in **Delhi/NCR**.

(xi) 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 awarding 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.

6. **Two-Bid System.** 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 covers** as per formats given in **Appendix-'A'** and **Appendix-'B'** respectively, failing to do so the bid will be rendered invalid. 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 as per Appendix A along with the Technical Bid.

7. **Services Requirement.** The contractor would require to provide services of four Technical Product Development Specialists and Two Technical Assistants for execution of the proposed contract.

8. **Delivery Period.** The successful bidder shall provide the 04 Technical Product Development Specialists and 02 Technical Assistants as follows: -

(a) Candidates for selection within 15 days of signing of contract. Please note that contract can be cancelled unilaterally by the Buyers in case personnel are not received within the contracted delivery period.

(b) Obtain police verification for the selected candidates and position them in the office of DOI. The successful bidder will provide all necessary documents required for obtaining security passes for the selected candidate to DOI/IHQ, MoD (N).

(c) Provide replacement as recommended by DOI, if the selected candidate is not found suitable within 15 working days. The decision of **Cmde (Indigenisation)** or an officer nominated by him will be final for replacement of the candidates and will be intimated to **DOA (Civ)** for suitable reliever.

9. **Selection of Candidates.** Within 15 days of award of contract, the personnel proposed to be provided to render the required personnel need to be positioned at **DOI/IHQ, MoD(N)** for an interview and selection in consultation with **DOA(Civ)**. In the case DOI is not satisfied with the qualification, experience and/ or skills of the personnel positioned, the concerned person(s) would have to be replaced with suitable person(s) by the contractor. The successful bidder would be required to make arrangements for atleast double the number of candidates proposed to be hired under this contract for selection.



10. **Consignee Details.** End User - **DOI, IHQ MoD(Navy)**, Chanakya Bhawan, New Delhi.
11. **Signing of Contract Agreement** – The successful bidder / contractor will require to sign an agreement with the Buyer within 30 days from the date of written intimation to this effect.
12. **Contract Operating Authority** – The contract for **DOI, IHQ of MoD (Navy)**, New Delhi, once finalized, will be operated by **DOA (Civ)**, Integrated Headquarters – Ministry of Defence (Navy), New Delhi through its designated officers.
13. It must be noted that CONSORTIUM approach is not acceptable.

### Part III – Standard Conditions of RFP

The 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.
3. **Arbitration.** All disputes or differences arising out of or in connection with the Contract shall be settled by bilateral discussions. Any dispute, disagreement or question arising out of or relating to the Contract or relating to construction or performance, which cannot be settled amicably, may be resolved through arbitration. The standard clause of arbitration is as per Forms DPM-7, DPM-8 and DPM-9 (Available in MoD website and can be provided on request).
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 disfavour 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 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 provider of the services referred to in this RFP 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 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, details of service thereof to any third party.

8. **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) Seller is unable to meet the requirement of services of Technical Product Development Specialists & Technical Assistants.
- (b) The Seller is declared bankrupt or becomes insolvent.
- (c) Non Payment of Wages to the technical personnel in time i.e, by 7<sup>th</sup> days of the following month despite repeated warnings.
- (d) Non-payment of EPF dues, despite repeated warnings.
- (e) Misbehaviour with any Official of this office by him or his employees.
- (f) The Buyer has noticed that the Seller has utilised the services of any agent in getting this contract and paid any commission to such individual/company etc.
- (g) As per decision of the Arbitration Tribunal.
- (h) Non submission of PBG within stipulated time.
- (j) Non compliance to the terms and conditions of Contract Agreement.
- (k) Upon buyer's discretion after giving 30 days notice without assigning any reason whatsoever.
- (l) The service is not received /rendered as per the contracted schedule and the same has not been extended by the Buyer.

9. **Transfer and Sub-letting.** The Seller 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.



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. **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.

12. **Taxes and Duties.** As applicable

(a) Any change in any duty/tax upward/downward as a result of any statutory variation in any duty/tax 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 Buyer by the Seller. All such adjustments shall include all reliefs, exemptions, rebates, concession etc. if any obtained by the Seller.

(b) **Input Tax Credit/Anti Profiteering Clause.** The seller confirms that any decrease in the total costs due to changes in the tax structure after implementation of **GST** or due to benefit of input Tax Credit during the period of the contract, will be passed to the buyer.

## 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. Seller 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.** 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 this contract. Performance Bank Guarantee will be valid up to 60 days beyond the contract period. The specimen of PBG is given in Form DPM-15, (Available in MoD website and can be provided on request)
2. **Option Clause.** This contract has an Option Clause, wherein the Buyer can exercise an option to seek an additional 50% of hired **Technical Product Development Specialists & Technical Assistants** in 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.
3. **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 **10-25% plus/minus** increase or decrease the quantity of the required services upto that limit without any change in the terms & conditions and prices quoted by the Seller. While awarding the contract, the quantity ordered will be increased or decreased by the Buyer within this tolerance limit.
4. **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/NEFT 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) **Monthly Payment.** The following components will be paid every month: -
    - (i) Minimum Wages.
    - (ii) Service Charges per month
    - (iii) GST applicable
    - (iv) EPF, EDLI & Admin Charges
    - (v) In case of absenteeism of Technical Product Development Specialists and Technical Assistants, pro-rata deduction will be made from the bill of the contractor.
    - (vi) Copy of Contract with ID. number and date of IFA's concurrence, where required under delegation of powers.

(vii) Claim for statutory and other levies to be supported with requisite documents / proof of payment such as Excise duty challan, Customs duty clearance certificate, Octroi receipt, proof of payment for EPF/ESIC contribution with nominal roll of beneficiaries and Challan & confirmation issued by EPF & ESI office, as applicable.

(viii) DP extension letter with CFA's sanction, ID number and date of IFA's concurrence, where required under delegation of powers, indicating whether extension is with or without LD.

(ix) 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).

(x) ~~The Contractor shall also enclose a certificate issued by bank on bill of having paid the prescribed wages to the workmen/personnel as per the contractual rates.~~

(xi) The wages for deployment of personnel excluding the statutory deductions like EPF, EDLI & ESIC, Admin charges are to be paid to the personnel as per minimum wages.

(b) **Monthly payment will be made against following documents: -**

(i) Ink-signed copy of Contingent Bill

(ii) Ink-signed copy of Consolidated Bill by Vendor for items at (1)(a) above.

(iii) Form of Register of Wages-Cum-Muster Roll as per Form XVIII countersigned by **DOA (Civ)/IHQ, MoD(N)** or an officer nominated by him.

(iv) Xerox Copy of PBG & contract agreement.

(v) Copy of EPF and ESI challan / receipt / confirmation issued by respective Govt office for Four Technical Product Development Specialists and Two Technical Assistants for every month.

(vi) Satisfactory certificate.

(vii) Copy of agreement.

(viii) Details of electronic payment made copy of certificate issued by bank.

(c) **Methodology of Payment to Technical Product Development Specialists and Technical Assistants**

(i) The successful bidder will be responsible for maintaining the FORM XVIII of CLRA-1970.

(ii) Form XVIII for payment of monthly wages will be attested as follows by representative of **DOA (Civ)** – "Payment made in my presence on this day \_\_\_\_ (Date) of \_\_\_\_ (Month and Year), wages for the month of \_\_\_\_

(iii) The statutory components of EPF, ESI and EDLI are to be deposited in full in the account of Technical personnel and the same will be claimed along with the monthly bill against the documentary evidence of having paid



the EPF & ESI contributions in full. Failing to do so recovery of damages will be done i.a.w. Section 14B (Second amendments) 2008 of EPF Act.

Or

(iv) The payment of statutory charges EPF, EDLI, ESI and GST etc., will be made to the contractor in arrears on actual after submission of documentary evidence by the Contractor to the effect that these charges have been deposited with the concerned Govt. Authorities after applying the recovery of damages on default/late payments of contributions i.a.w. Section 14 (Second amendment) 2008 of EPF Act or as applicable.

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

(e) **Payment of EPF and ESI.** The following components will be paid as arrears (in case not submitted along with bill) against documentary evidence after applying recovery of damages on default/late payment of contributions or as applicable.

- (i) Employers EPF share
- (ii) Employers ESI share

(f) Payment of EPF and ESI will be done on the basis of the following: -

- (i) Contingent Bill
- (ii) Register of persons Employed on Form XIII
- (iii) EPF and ESI Challan / receipt / confirmation of amount deposited with respective government agencies.

6. The Contractor shall submit a consolidated monthly bill for the amount due for the services rendered during the preceding one-month by the 5<sup>th</sup> of the month **along with attendance sheet** duly signed by DOI. 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 as per contract to each Technical Product Development Specialists & Technical Assistants.** The payment will be made through DCDA (N), Project Sea Bird, RK Puram, New Delhi.

7. The rates quoted in the tender shall be all inclusive of GST/taxes/levies imposed by the Govt. No change in the rate will be effected until and unless rise/fall in rates for hiring of services as notified and brought into force by the Government of NCT, Delhi /Government of India and any such change will be considered on proportionate increase/decrease.

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

9. **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 within 45 days of the documents, subject to the correctness of bill on submission of the documents, whichever applicable, by the Seller to the Paying Authority as per para 5 above.

10. The Customer will have the right to make good any shortfall of services by hiring manpowers 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. 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.

12. The contract Labour (Regulation and Abolition) Act 1970 as amended from time to time will be applicable to the contractor and Indian Navy during the concurrence of the present contract.

13. The Contractor shall be contactable at all times and message sent by e-mail/fax/phone/special Messenger from the Ministry of the Contractor shall be acknowledged immediately on the same day.

14. **Risk & Expense Clause.** Should the services not be delivered within the time or times specified in the contract documents, the Buyer shall after granting the Seller 15 days to cure the breach, be at liberty, without prejudice to the right to undertake Risk & Expense. Any excess of the hiring charges, or value of any hiring of conservancy procured from any other source as the case may be, over the contract price appropriate to such default or balance shall be recoverable from the SELLER.



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**Statutory Conditions of the Contract**  
**(Applicable In Case of Successful Bidder)**

1. **Minimum wages.** The contractor should ensure payment of existing minimum wages as per contract agreement the Technical Product Development Specialists and Technical Assistants deployed by him. Non-adherence to the Minimum Wages Act, 1948 will result in cancellation of the contract, forfeiting of 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 contract as per contract agreement.
2. **EPF, ESI, EDLI and Service Tax.** The amount of EPF, ESI, EDLI and GST shall be quoted strictly as per prescribed Govt. rates. However payment for these statutory obligations will be made in arrears on production of documentary evidence to the effect that the same has been deposited by the Contractor in the concerned account.
3. 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 awarding 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.
4. The Contractor shall also abide by the provisions of the Child Labour (Provision and Regulation) Act, 1986.
5. The Contractor shall pay to the technical staff 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.
6. It shall be the responsibility of the Contractor to issue employment card to each Technical Product Development Specialists & Technical Assistant 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.
9. The Contractor agrees to indemnify the IHQ MoD(Navy) 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).
10. **Police Verification:** At all times, the contractor will be responsible to ensure that Technical Product Development Specialists and Technical Assistants engaged by him are security cleared by Police Station of their residing area. Police verification is to be submitted within 15 days of selection of the personnel. 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.
11. The Contractor shall be responsible for all commissions and omissions on part of manpower engaged for the purpose. Directorate of Administration, IHQ MOD (Navy) 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.



12. 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 Integrated Headquarters of Ministry of Defence (Navy) shall not be a party to any dispute arising out of such deployment by the contractor.

13. 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 Integrated Headquarters of Ministry of Defence (Navy).

14. The Contractor shall also abide that no extra payment from the the contractual employees on the pretext of getting a job will be made or no such demand shall be made by the contractor from the employees for the execution of the said contract. In case such breach comes to the notice of this office, the contract will be terminated with immediate effect, PBG will be forfeited and the firm will be blacklisted for all future tenders.

15. The contractor shall fix the wage period not exceeding one month to make payment to the technical staff employed by him and shall ensure payment before expiry of the 10<sup>th</sup> day after the last of the wage period.

16. DOA (Civ)/IHQ MoD(Navy) 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 the services of Technical Product Development Specialists and Technical Assistants should be furnished along with the copy of wages roll countersigned by the authorized rep of DOA (Civ)/IHQ MoD (Navy).

17. 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 Integrated Headquarters of Ministry of Defence(navy) shall not be a party to any dispute arising out of such deployment by the contractor.

18. The technical personnel 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 Integrated Headquarters of Ministry of Defence (Navy).

19. **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 as follows:-

(i) Register of Contracts on Form III and Form XII of CLRA-1970 by **DOA (Civ)/IHQ, MoD(N)**.

(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) Employment 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 XVII of CLRA-1970. The same will be countersigned by **DOA (Civ)/IHQ MoD(N)** 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.

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## Part V – Evaluation Criteria & Price Bid issues

- (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) The technical Bids forwarded by the Bidders will be evaluated by the Buyer with reference to the technical parameters as mentioned in the RFP. Technical Bids complying with all the parameters specified in **Part II** and **Appendix-'A'** of the RFP will qualify for opening commercial bids.
- (c) Commercial bids (**Appendix-B** to RFP) of those bidders will be opened who have qualified technically after assessment by technical Evaluation committee.
- (d) Bidders are to send their commercial bids in the prescribed format (**Appendix-B** to RFP) only, failing which their offers may be rejected.
- (e) Bidders quoting lesser or higher wages, GST/taxes and other charges prescribed by the government will be rejected.
- (f) The Lowest Bid will be decided upon the lowest price quoted by the particular Bidder as per the Commercial-Bid format given at Appendix-'B' 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 the 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.
- (g) **No document is required to be attached with the commercial bid.** Tenderers 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. Directorate of Administration, IHQ MOD (Navy) reserves the absolute right to reject the tender without assigning reason whatsoever it may be.
- (h) If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price will prevail and the total price will be corrected. If there is a discrepancy between words and figures, the amount in words will prevail for calculation of price.
- (j) If in case, any miscalculation of price comes in commercial bid, on part of addition/subtraction/multiplication/division of any tax/duty/levies or any else, whatever the case may be for the purpose to determine L1, the calculation will be corrected without changing unit price and quantity at all.
- (k) The Buyer reserves the right to reject any fictitious quotes or quotes which are found to be unreasonably low.
- (l) Use of whitener/correction fluid and overwriting in the bid is prohibited.





**FORMAT FOR TECHNICAL BID**

Srl.	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		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		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.	GST Registration No. of the firm		Attested copies of GST 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/ Govt of India for employing Technical Assistant & Technical Product Development Specialists		Attested copy of recognition certificate / license.	
8.	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.	
9.	Whether you meet the eligibility criteria of work		As indicated in para 5(a) of Part-II	

	experience as mentioned in para 5 of Part-II of the RFP.		of the RFP/TE.	
10.	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.		Bank Solvency Certificate to be enclosed in original.	
11.	Acceptance of All Terms & Conditions of the RFP/TE.		N/A	

Office seal

Place:

Dated:

(Signature of the Tenderer & Seal)

**FORMAT FOR COMMERCIAL BID**

1. Consolidated charges including GST and other charges. **On per month basis for hiring of Four Technical Product Development Specialists & Two Technical Assistants for DOI, 5<sup>th</sup> Floor, Chanakyabhawan, Chanakyapuri, Integrated Headquarters of Ministry of Defence (Navy), New Delhi-110021 (Please mention in detail):**

Sl.	Description/Requirements	Minimum Wages Rates for Technical Product Development Specialists per Month (in Rs.)	Minimum Wages Rates for Technical Assistant per Month (in Rs.)
(a)	Cost / Rate for hiring of each personnel per month		
(b)	EPF @ 12% on (a) above *		
(c)	EDLI + Admin charges* @ 1.00% on Sr No (a) above		
(d)	ESI * @ 4.75% [on serial No (a) above]		
(e)	Subtotal of (a) +(b) +(c) +(d) per head per month		
(f)	Service Charge (in ___%) [to be calculated on serial (e) above].		
(g)	Sub total [ S No. (e)+(f)]		
(h)	Total expenditure for each Technical Product Development Specialists & Technical Assistant per month		
(j)	GST @ 18% [calculated on srl. (h) above]		
(k)	Total for one month for 04 Technical Product Development Specialists and 02 Technical Assistants		
(l)	Consolidated expenditure for 12 months		
(m)	Consolidated expenditure for 02 years		

\* The Admin Charge, EPF & ESI shall be quoted strictly as per prescribed Govt. rates.

Office Seal

Signature of the tenderer  
Prop/Partner

Place:

Date:



**INTEGRATED HEADQUARTERS, MINISTRY OF DEFENCE (NAVY)**  
**DIRECTORATE OF ADMINISTRATION (CONTRACT MANAGEMENT)**  
**A BLOCK HUTMENTS, DARA SHUKOH, NEW DELHI - 110011**

**Notice Inviting Tender**

Bids in sealed covers (Technical Bid & Commercial Bid) are invited for hiring of Services of **Four Technical Product Development Specialists & Two Technical Assistants for DOI/IHQ MoD(N), New Delhi** for a period of two years. The general information as regard to collection and submission of tender form is as under:-

Srl	Details of Contract	Qty	Duration for Sale of Tenders	Last Date for submission of tender	Date of Tender opening	Date of Pre-Bid Vendor Conference
1.	Contract for hiring of Four Technical Product Development Specialists & Two Technical Assistants for DOI, IHQ-MoD (Navy), New Delhi	Details given in tender form	Between 1400 hrs to 1600 hrs from <b>15 Apr 19</b> to <b>27 May 19</b>	<b>27 May 19</b> (by 1430 hrs.)	<b>28 May 19</b> (at 1500 hrs.) Tech. Bid.	<b>06 May 19 at 1100 hrs</b>

**Earnest Money Deposit Rs. 65,000.00 (Rupees Sixty Five Thousand Only) by demand draft.**

Detailed tender document can be obtained from the Office of DOA(CM) at the above address. Blank tender documents and other details can also be downloaded from the website of [www.indiannavy.nic.in](http://www.indiannavy.nic.in). The Demand Drafts/Pay Orders are to be drawn in favour of '**CNS Public Fund A/c (Contingency No. 2)**'. This Tender-Notice is being issued with no financial commitment and Office of DOA(CM) reserves the right to change or vary any part thereof or cancel this tender-notice at any stage.



**Capt (TS) Admin (Stores)**  
**Ph. 011-23010263**  
**011-23010313**

