

No. 20/31/2014-DGAD
Government of India
Ministry Of Commerce and Industry
Directorate General Of Anti Dumping& Allied Duties

4th Floor, Jeevan Tara building
Parliament Street, New Delhi
Dated:- 19th April, 2017

e-TENDER NOTICE

For providing **5 Labours and one supervisor** for cleanliness work of entire area of office of DGAD like corridors, staircases, toilets, rooms, quadrangles, common areas, dusting of tables, chairs, other items of furniture, electronic equipments, other articles in office rooms for a period of one year by reputed service provider.

Critical Date Sheet

| | |
|--|---------------------------|
| Published Date & Time | 19 April, 2017 (05:00 PM) |
| Bid Document Download start Date & Time | 19 April, 2017 (05:00 PM) |
| Clarification Start Date & Time | 19 April, 2017 (05:00 PM) |
| Clarification End Date & Time | 3 May, 2017 (01:00 PM) |
| Bid Submission Start Date & Time | 19 April, 2017 (05:00 PM) |
| Bid Submission End Date & Time | 3 May, 2017 (01:00 PM) |
| Bid Document Download End Date & Time | 3 May, 2017 (01:00 PM) |
| Bid Opening Date & Time | 4 May, 2017 (04:00 PM) |



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e-Tenders are invited by the Directorate General of Anti-dumping & Allied Duties (DGAD), Department of Commerce under two bid systems i.e. Part-I: Technical Bid and Part II: Financial Bid from reputed, experienced and financially sound service providers for providing 5 Labours and 1 supervisor for cleanliness work of entire area of office of DGAD like corridors, staircases, toilets, rooms, quadrangles, common areas, dusting of tables, chairs, other items of furniture, electronic equipments, other articles in office rooms. The contract will be initially for a period of one year. However, the contract may be extended subsequently, on mutual consent, for a period of not more than one year at a time (upto a maximum period of two years) on review of performance, depending upon the requirements and administrative convenience of the DGAD. The quantum of requirement is as under which may vary as per the requirements of the Directorate at a particular point of time:

| Sl. No. | Category of Housekeeping staff | Number of persons required |
|---------|--------------------------------|----------------------------|
| 1 | Supervisor | 1 (One) |
| 2 | Labour | 5 (Five) |

(a) **The tender documents can be downloaded from the website of <http://eprocure.gov.in/eprocure/app>.**

(b) The interested service providers may submit the **tenders online** at <http://eprocure.gov.in/eprocure/app> in two bid systems i.e. (i) Technical Bid and (ii) Financial Bid in the prescribed proforma. Tenders are to be submitted **only** online through the e-Procurement portal <http://eprocure.gov.in/eprocure/app> as per the instructions contained in **Annexure-II**. All the documents in support of eligibility criteria etc. are also to be scanned and uploaded alongwith the Tender Documents. Tenders sent by any other mode will not be accepted. No tender documents will be accepted after the expiry of stipulated date and time for the purpose under any circumstances whatsoever.

(c) The Earnest Money Deposit (EMD) of Rs. 20,000/- only (Rupees Twenty Thousand Only) in the form of Account Payee Demand Draft drawn in favour of Under Secretary (Cash), Department of Commerce, Udyog Bhawan, New Delhi has to be submitted to the Under Secretary (Admn.), DGAD, Deptt. of Commerce, 4th

Floor, Jeevan Tara Building, Parliament Street, New Delhi 110001 upto Bid submission closing date & time. Late receipt of EMD viz., after closure of online bid submission date & time, will make the bidder disqualified and that bid will not be considered. If the bid is received without EMD, it would not be considered and would be rejected summarily. The earnest money shall be refunded to the unsuccessful Tenderers after finalization of the contract. The EMD shall be refunded to the successful bidder on receipt of performance security deposit.

(d) The Technical Bids will be opened online on 04/05/2017 at 4:00 PM by a Committee of 3 Officers in the Directorate General of Anti-dumping & Allied Duties. The bidder who choose to attend the online opening of e-tender or their authorized representative (one person only) having valid authorization letter (**Annexure-VII**) may present in the office located at 4th Floor Jeevan Tara Building, Parliament Street, New Delhi on the scheduled date & time of tender opening. Initially the Technical Bids will be evaluated by the Tender Evaluation Committee (TEC) constituted by the Directorate. Only the bidders who qualify in Technical Bid evaluation will be eligible for Financial Bid evaluation at later stage and the financial bids of only technically qualified bidders will be opened. The Tender Evaluation Committee (TEC), after evaluation of the Technical and Financial Bids, will give its specific recommendation(s) regarding the lowest responsive bid, which is to be selected along with a comparative statement duly signed by the members of the TEC.

(e) The successful tenderer will have to deposit Performance Security Deposit (PSD) of 5% of the total cost of the tender quoted/approved, in the form of Fixed Deposit Receipt (FDR) made in the name of the Agency and hypothecated to the Under Secretary (Cash), Department of Commerce, Udyog Bhavan, New Delhi covering the entire period of the contract. The PSD should remain valid for a period of ninety (90) days beyond the stipulated date for completion of the contract for initial one year. In case, the contract is further extended beyond the initial period, the PSD will have to be accordingly renewed by the successful tenderer.

(f) The competent authority in the Directorate General of Anti-dumping & Allied Duties (DGAD) reserves the right to:-

- (i) Cancel the tender at any time or amend/withdraw any of the terms and conditions contained in the Tender Document, without assigning any reason, thereof.
- (ii) Accept or reject any or all the Technical and Financial Bids without assigning any reasons.
- (iii) Relax the tender conditions at any stage if considered necessary for the purpose of finalizing the contract in the overall interest of DGAD.

(g) The tenderer will have to submit an analysis of rates if called upon to do so by DGAD. DGAD may call for original documents for verification of the copies of the documents submitted by a tenderer, if found necessary by DGAD.



(h) If the tenderer deliberately gives wrong information or conceals any information/facts in his tender, which shall be favourable for acceptance of his tender fraudulently, then DGAD reserves the right to reject such tender at any stage of execution without any financial liability.

(i) For any clarification regarding any terms and conditions of the tender, bidders may contact to the Section Officer (AD-I), DGAD, 4th Floor, Jeevan Tara Building, Parliament Street, New Delhi-110001 (Ph. No. 011-2334 9435).



(P.K.Verma)

Under Secretary to the Government of India

Tel No. 23349439

To

- (i) Central Public Procurement Portal, Govt. of India
- (ii) NIC, DoC for uploading on official website of DOC.
- (iii) Nodal Officer, DGAD website for uploading.

GENERAL TERMS AND CONDITIONS FOR THE CONTRACT

(i) The contract will be initially for a period of one year. However, the contract may be extended subsequently, on mutual consent, for a period of not more than one year at a time (upto a maximum period of two years) on review of performance, depending upon the requirements and administrative convenience of the DGAD.

(ii) At present, total 6 persons are required in two categories, as detailed below, which may increase or decrease depending on the requirement:

| Sl. No. | Category of Housekeeping staff | Number of persons required |
|---------|--------------------------------|----------------------------|
| 1. | Supervisor | 1 |
| 2. | Labour | 5 |
| | Total | 6 |

Presently DGAD has 10,000 sq.ft. area available for utilization on 4th Floor of Jeevan Tara Building, Sansad Marg, New Delhi. This office has also hired additional area of 10,045 sq.ft. area (adjoining to existing area) which is likely to be available for utilization in this year. The successful bidder will have to provide housekeeping staff for the additional area also, if required, at the same rate and terms & conditions. The additional requirement of the services will also be a part of this Contract.

(iii) The firm/contractor will be responsible for the conduct and behaviour of the persons deployed by them in the Directorate General of Anti-dumping & Allied Duties.

(iv) The brief description of duties of supervisor and labours are as follows:

| S.No. | Name of the post | Description of Duties |
|-------|------------------|--|
| 1 | Supervisor | Ensure attendance and overall supervision of all labours. Make necessary alternative arrangements for absentee labours. |
| 2 | Labour | Cleanliness work of entire area of office of DGAD like corridors, staircases, toilets, rooms, quadrangles, common areas, dusting of tables, chairs, other items of furniture, electronic equipments, other articles in office rooms etc. |

The list of duties mentioned above is not exhaustive and illustrative only.

(v) The firm/contractor shall furnish a list of the workers deployed along with their full names, father's/husband's name, date of birth, full residential addresses (present & permanent), contact Tel. No. etc. The Firm/Contractor shall be responsible to get the character and antecedents of the persons verified by the Police before deploying them in the Directorate General of Anti-dumping & Allied Duties. The authenticated copies of the police verification certificate/document of the persons, who are deployed in this Directorate, shall be submitted by the firm to this Directorate. This directorate reserves the right to conduct the test, as may be deemed fit to adjudge the suitability of the persons provided by the contractor. This Directorate also reserves the right to get the persons' character and antecedents verified by the police, if deemed necessary.

(vi) The firm will also ensure that the persons deployed in this Directorate are medically fit and will keep record of their medical fitness. The company shall withdraw such persons, who are not found suitable by the Directorate for any reasons, immediately on receipt of such request from the Directorate. The copies of medical fitness certificate of the persons, who are to be deployed in this Directorate, shall be submitted by the successful bidder to this Directorate.

(vii) The contract does not amount to employment with the Government nor confer any right on the contractor/firm or the workers engaged by the contractor/firm, nor any representation by the Government as to the possibility or preference in employment at any time in future in respect of personnel of the contractor/firm in any office/establishment of the Government. There shall be no representation of any kind, implied or otherwise, of any automatic absorption, regularization, continued engagement or concession or preference in employment or employment security for the persons engaged by the service provider/contractor for any engagement, service or employment in any capacity, in any office or establishment of the Government. A copy of each of the agreement entered into by the firm with the persons, deployed in the Directorate is required to be submitted to Under Secretary (Admin.), Directorate General of Anti-dumping & Allied Duties within a fortnight of deployment.

(viii) The firm/contractor shall give contact details of a coordinator, who would be responsible for immediate interaction with the Directorate and the firm/contractor, so that optimal services are available without disruption.

(ix) The persons deployed shall be required to report for duty atleast one hour in advance of the office hours to start the cleanliness work. The general office timing of DGAD is 09:30 AM to 06:00 PM. The persons shall have to mark the attendance both at the time of arrival and departure. The weekly rest etc. should also be allowed to persons as per statutory provisions.

(x) The persons engaged will observe office discipline and decorum and shall not misbehave with any official.

(xi) If, at any point of time, any person abstains himself/herself, a substitute shall be provided immediately.

(xii) In case, any person is absent on a particular day and substitute is not provided, daily rate/pro-rata wages shall be deducted from the bill for the month. In case, the Agency is asked to provide a substitute and fails in doing so within 3 (three) days, then a penalty equal to 10% of the daily wages of the worker will be imposed on the agency, besides deduction of daily wages.

(xiii) The firm/contractor shall be directly responsible for settlement of any dispute or grievance of the 'persons' relating to his/her deployment in the Directorate General of Anti-dumping & Allied Duties and any other matter that may arise in this regard. This Directorate, in no way, will be responsible for settlement of such issues/dispute.

(xiv) Any liability regarding payments of wages to the 'persons', arising due to non-compliance with any of provisions of the Labour laws or due to any human loss/injury during the course of work will be the sole and personal responsibility of the contractor. The successful firm/contractor shall submit to this Directorate, a notarized affidavit on a stamp paper of appropriate value to the effect that the firm undertake to pay Minimum Rates of Wages to the persons engaged as per applicable orders of Govt. of NCT, Delhi and to enhance the rates, as and when it is revised as well as all the statutory dues w.r.t. ESI, EPF etc.

(xv) The successful bidder will bound to deposit ESI/EPF contribution of the Employer and Employee in the ESI/EPF Account of the persons every month. If the contractor does not provide copies of depositing Employer and Employees share in the EPF Account of the employee, he will not be entitled for these payments. The Contractor will also comply with the instruction relating to payment of EPF in respect of those employees who are not in executed category as per instruction issued by the Government on the subject.

(xvi) The successful bidder will also submit an undertaking in the form of duly executed affidavit to comply with all the extant applicable instructions issued by the Government in respect of EPF and ESI.

(xvii) The firm/contractor shall undertake to provide the services for the entire duration regularly failing which the Performance Security Deposits and such other amount that may be due from this Directorate to the firm shall stand forfeited.

(xviii) If, at any point of time, the services being provided by the firm/contractor are found to be unsatisfactory in any manner, the Directorate General of Anti-dumping & Allied Duties will have full authority to discontinue the services of the firm/contractor by giving notice of 15 days. The decision of the Directorate in this regard shall be final and binding on the contractor.

(xix) In emergent situations the services of the persons may be required on Saturdays/Sundays/Holidays also. If any extra services are provided viz. Additional workers, additional hours of duty, duty on holidays, etc. the contractor may claim the dues on pro-rata basis.

(xx) If, any persons arrives late or leaves early, a deduction shall be made on half-day/pro-rata basis.

(xxi) If, at any point of time, the services of any person by the firm/contractor are found to be unsatisfactory or not of the expected level in any manner, the firm/contractor shall change the worker immediately.

(xxii) The persons deployed shall not be entitled for any financial benefits that are admissible to regular government employee of the Directorate. All the statutory requirement such as obtaining valid Labour License on the basis of contract letter and compliance of all the provisions of social security legislations in general and provisions of the Contract Labour (Regulation & Abolition) Act, 1970 and the Contract Labour (R&A) Rules, 1971 in particular are required to be complied with by the contractor. The contractor should quote their Service Charge for providing services of persons for this Directorate over and above the statutory payments to be made to each worker, so deployed. Except the Administration Service Charges, quoted by the service provider, no other amount is to be retained by the service provider out of the minimum wages, EPF, ESI etc. as mandated by the statutory provisions on the subject. The proof of depositing the service tax with the appropriate authorities has to be submitted to this Directorate periodically.

(xxiii) The Administrative/Service Charges per worker quoted by the firm in the financial bid shall be commensurate with the administration and supervisory effort required for executing the contract and shall be inclusive cost of the cleaning material like soap/liquid soap, phenyl, wiper/wiping cloth, duster/floor duster, broom, garbage poly bags, etc.



(xxiv) The rates of wages and the consequential revision in the statutory contribution on person's wages will be revised by this Directorate from the date of statutory revision in minimum wages of the person and in case of revision in the rate of contribution on person's wages (i.e EPF, ESI etc.) by the Delhi Government/Central Government, whatsoever may be the case. However, there will be no increase in the Administration Service Charge quoted by the firm/contractor.

(xxv) The payment of wages to the persons have to be made by the contractor in accordance with the provision of Section 21 of the Contract Labour (Regulation & Abolition) Act, 1970. The provisions of the said section are given as:

Section 21. Responsibility for payment of wages: (1) A Contractor shall be responsible for payment of wages to each person employed by him as contract labour and such wages shall be paid before the expiry of such period as may be prescribed.

(2) Every principal employer shall nominate a representative duly authorized by him to be present at the time of disbursement of wages by the contractor and it shall be the duty of such representative to certify the amounts paid as wages in such manner as may be prescribed.

(3) It shall be the duty of the contractor to ensure the disbursement of wages in the presence of the authorized representative of the principal employer.

(4) In case the contractor fails to make payment of wages within the prescribed period or makes short payment, then the principal employer shall be liable to make payment of wages in full or the unpaid balance due, as the case may be, to the contract labour employed by the contractor and recover the amount so paid from the contractor either by deduction from any amount payable to the contractor under any contract or as a debt payable to the contractor.

(xxvi) The firm/contractor will electronically make payment of wages directly in the bank accounts of the persons deployed by 7th of every month and proof thereof will be submitted to this office.

(xxvii) In case of failure to make payment of wages to the workers within the prescribed period or making short payment by the firm/contractor, the Performance Security Deposit amount deposited by the firm/contractor with the Directorate will be forfeited. The firm will also be blacklisted.

(xxviii) Directorate General of Anti-dumping & Allied Duties reserves the right to reject/modify any or all offers without assigning any reason thereof.



Instructions for Online Bid Submission

The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP Portal.

More information useful for submitting online bids on the CPP Portal may be obtained at: <https://eprocure.gov.in/eprocure/app>.

REGISTRATION

- 1) Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal (URL: <https://eprocure.gov.in/eprocure/app>) by clicking on the link "Online bidder Enrollment" on the CPP Portal which is free of charge.
- 2) As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
- 3) Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.
- 4) Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify / nCode / eMudhra etc.), with their profile.
- 5) Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSC's to others which may lead to misuse.
- 6) Bidder then logs in to the site through the secured log-in by entering their user ID / password and the password of the DSC / e-Token.

SEARCHING FOR TENDER DOCUMENTS

- 1) There are various search options built in the CPP Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, Organization Name, Location, Date, Value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search



parameters such as Organization Name, Form of Contract, Location, Date, Other keywords etc. to search for a tender published on the CPP Portal.

- 2) Once the bidders have selected the tenders they are interested in, they may download the required documents / tender schedules. These tenders can be moved to the respective 'My Tenders' folder. This would enable the CPP Portal to intimate the bidders through SMS / e-mail in case there is any corrigendum issued to the tender document.
- 3) The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification / help from the Helpdesk.

PREPARATION OF BIDS

- 1) Bidder should take into account any corrigendum published on the tender document before submitting their bids.
- 2) Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents - including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.
- 3) Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document / schedule and generally, they can be in PDF / XLS / RAR / DWF/JPG formats. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.
- 4) To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use "My Space" or "Other Important Documents" area available to them to upload such documents. These documents may be directly submitted from the "My Space" area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.

SUBMISSION OF BIDS

- 1) Bidder should log into the site well in advance for bid submission so that they can upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.



- 2) The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
- 3) Bidder has to select the payment option as “offline” to pay the tender fee / EMD as applicable and enter details of the instrument.
- 4) Bidder should prepare the EMD as per the instructions specified in the tender document. The original should be posted/couriered/given in person to the concerned official, latest by the last date of bid submission or as specified in the tender documents. The details of the DD/any other accepted instrument, physically sent, should tally with the details available in the scanned copy and the data entered during bid submission time. Otherwise the uploaded bid will be rejected.
- 5) Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. If the price bid has been given as a standard BoQ format with the tender document, then the same is to be downloaded and to be filled by all the bidders. Bidders are required to download the BoQ file, open it and complete the white coloured (unprotected) cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the filename. If the BoQ file is found to be modified by the bidder, the bid will be rejected.
- 6) The server time (which is displayed on the bidders’ dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.
- 7) All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 128 bit encryption technology. Data storage encryption of sensitive fields is done. Any bid document that is uploaded to the server is subjected to symmetric encryption using a system generated symmetric key. Further this key is subjected to asymmetric encryption using buyers/bid openers public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- 8) The uploaded tender documents become readable only after the tender opening by the authorized bid openers.



- 9) Upon the successful and timely submission of bids (ie after Clicking “Freeze Bid Submission” in the portal), the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.
- 10) The bid summary has to be printed and kept as an acknowledgement of the submission of the bid. This acknowledgement may be used as an entry pass for any bid opening meetings.

ASSISTANCE TO BIDDERS

- 1) Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.
- 2) Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk.



TECHNICAL BID QUALIFICATION CRITERIA

The Tendering Agency/Firm must fulfil the following technical specification in order to be eligible for clearing the technical evaluation of the bid.

(a) The office of the service providers should be located either in Delhi/New Delhi. The **proof of address** is required to be furnished.

(b) The attested copy of the **certificate of registration of firm** should also be furnished along with the tender. In case of partnership firms, **a copy of the partnership agreement**, or General Power of Attorney (GPA) duly attested by a Notary Public, should be furnished on stamped paper duly sworn in and affirmed by all the partners admitting execution of the partnership agreement or the GPA.

(c) The firm should have an **experience of at least three years** in providing the services of supply of manpower for cleanliness work in the Ministries/Departments/PSUs of the Government of India. A complete year-wise list of Departments served during the last 3 years (2014 onwards) shall be provided along with the copy of relevant certificates/documents.

(d) Copies of **Income Tax Returns** for the last two financial years, i.e. 2014-15 and 2015-16 should also be furnished.

(e) The service providers should have their own **Bank Account**. The copy of certificate issued by the Bank regarding account maintained for the last two year or copy of Bank Account Statement for last two years shall be furnished.

(f) **The interested firms/bidders should be registered with ESI, PF, Service tax, Labour and Income Tax Authorities.** Certified copies of the registration shall be provided.

(g) Self attested copy **of the PAN Card of the bidding firms** shall be furnished.

(h) The firms/bidders **should not have been blacklisted** by any Ministry/Department of the Government of India. The tendering firms/bidders

shall have to give a notarized affidavit on a stamp paper of appropriate value to the effect that they have not been blacklisted or their business dealing with the Government Ministries/Department have not been banned.

(i) The organization must submit **an undertaking that the clearance from police authorities**, in respect of the workers, will be provided by the firm every time on fresh appointment in the DGAD.

(j) The tendering firms/bidders shall have to give **a notarized affidavit** on a stamp paper of appropriate value to the effect that the firm undertake to pay Minimum Rates of Wages to the persons engaged as per applicable orders of Govt. of NCT, Delhi and to enhance to rates, as and when it is revised as well as all the statutory dues w.r.t. ESI, EPF etc.

(k) Tender Acceptance Letter (**Annexure-V**) duly signed with official seal of the Firm/Agency.

(l) If it is found that the information/certificates furnished by the participating firm is incorrect/wrong or bogus, the firm shall be blacklisted, its bids will be ignored and EMD/Performance security will be forfeited.

(m) All the relevant/supporting documents may be scanned in PDF format and submitted along with the Technical bid.



PROFORMA FOR DETAILS REGARDING TECHNICAL BID**(Tender for services of one Supervisor and 5 labours in DGAD)**

| | | |
|----|--|--|
| 1. | Name of Agency | |
| 2. | Full Address of Reg. Office Telephone No. FAX No. E-mail Address: | |
| 3. | Bank Details Account Type and Bank Account number | |
| 4. | PAN Number | |
| 5. | ESI/PF/ Service Tax/ Labour Registration Number(s) | |
| 6. | Mention financial years for which I.T. Returns of the Agency have been provided | |
| 7. | Name of Govt. organizations provided services during last last 3 years (2014 onwards) | |
| 8. | Details of EMD Amount Demand Draft No./Date Name of issuing Bank | |
| 9. | Tender Acceptance letter as per Annexure-V (Yes/No) | |

Signature of Authorized signatory

Name:

Seal firm/company:

Date:

Place:

NOTE:

(i) All documents should be scanned in PDF format and uploaded with Bid documents.

(ii) The copy of pages of tender document are **NOT** required to be countersigned/uploaded by the bidders while submission of technical bid documents.


TENDER ACCEPTANCE LETTER

Date:

To,

Sub: Acceptance of Terms & Conditions of Tender.

Tender Reference No: _____

Name of Tender / Work: -

Dear Sir,

1. I / We have downloaded / obtained the tender document(s) for the above mentioned 'Tender/Work' from the web site(s) namely:

as per your advertisement, given in the above mentioned website(s).

2. I / We hereby certify that I / we have read the entire terms and conditions of the tender documents from Page No. _____ to _____ (including all documents like annexure(s), schedule(s), etc .), which form part of the contract agreement and I / we shall abide hereby by the terms / conditions / clauses contained therein.

3. The corrigendum(s) issued from time to time by your department/ organisation too have also been taken into consideration, while submitting this acceptance letter.

4. I / We hereby unconditionally accept the tender conditions of above mentioned tender document(s) / corrigendum(s) in its totality / entirety.

5. I / We do hereby declare that our Firm has not been blacklisted/ debarred by any Govt. Department/Public sector undertaking.

6. I / We certify that all information furnished by the our Firm is true & correct and in the event that the information is found to be incorrect/untrue or found violated, then your department/ organisation shall without giving any notice or reason therefore or summarily reject the bid or terminate the contract , without prejudice to any other rights or remedy including the forfeiture of the full said earnest money deposit absolutely.

Yours Faithfully,

(Signature of the Bidder, with Official Seal)



FINANCIAL BID

The financial bids will be opened only in respect of those firms, which qualify in the technical bid evaluation. The Financial Bids will be evaluated as per the rates quoted by the bidders in the given format (BoQ_XXXX.xls) on website as described in the "Instructions for online bid submission" (**Annexure-II**).

- i. The rates should be filled in carefully after considering all the aspects of work as described in the "Terms & conditions governing the Contract" given in **Annexure-I**. No request for change or variation in rates or terms and conditions of the contract shall be entertained on the grounds that the tenderer had not understood the work envisaged by this tender document.
- ii. The Administrative/ Service Charges per worker per month quoted by the firm in the financial bid shall be commensurate with the administrative and supervisory efforts required for executing the contract and inclusive of cost of cleaning material. The cost of required cleaning material like soap/liquid soap, phenyl, wiper/wiping cloth, duster/floor duster, broom, garbage poly bags, etc. would be borne by the contractor from the Administrative/Service Charges.
- iii. If any firm quote the Administrative/Service Charges as zero or nil etc., it shall be treated as a invalid quote and shall result in summarily dismissal of the financial bid even though the firm otherwise technically qualifies. The unrealistic or negligible Administrative/Service Charges mentioned just to qualify in Financial Bid against the true purpose of the condition of 'Nil' Service Charges, can also be rejected and the decision of the Directorate in this regard shall be final and binding for the bidders.
- iv. The bidder shall quote monthly wages rate per supervisor and labour which should not be less than minimum wages prescribed by the Govt. of NCT of Delhi under Minimum Wages Act, 1948 as amended from time to time.
- v. Financial bids will be evaluated and L1 will be decided on the basis of total monthly cost including wages for 1 Supervisor & 5 labours and Administrative/Service charges of the firm including cost of cleaning material. The quantum of appropriate Administrative as well as cleaning material charges will be decided by the competent authority of DGAD and the same will be final and binding on all the bidders. The bids below the appropriate Administrative charges may be summarily rejected.

PROFORMA FOR FINANCIAL BID

In the given MS-Excel file (BoQ_XXXX.xls) on website.



LETTER OF AUTHORISATION FOR ATTENDING BID OPENING

Subject: Authorization for attending bid opening of e-Tender for providing 5 Labours and one supervisor on contract basis for cleanliness work in DGAD.

A person is hereby authorised to attend the bid opening for the tender mentioned above on behalf of (Bidder) as per details given below.

Name of representative

Specimen Signature

.....

.....

Signatures of bidder or
Person authorised to sign the bid
documents on behalf of the bidder
with seal of the Firm/Agency

Note: Only one representative will be permitted to attend bid opening. Permission to attend the bid opening may be refused in case authorization as prescribed above is not received.

