

**REQUEST FOR PROPOSAL**

Tele: 079- 23243136

**REGISTERED**Reply should be addressed to  
the CommanderHeadquarters  
Coast Guard Region (North West)  
Block No. 11/12, 7<sup>th</sup> Floor,  
Udyog Bhawan, Sector-11,  
Gandhinagar-382 010

2662/10/3

13 Dec 18

M/s Name of firm

Invitation of bid for outsourcing of clerical services by hiring of:

**OFFICE ASSISTANTS****Request for Proposal No. 2662/10/3/18-19 dated 13 Dec 18. Bids (Commercial and Technical) to be submitted in separate sealed cover for services described in RFP.**

1. **Eligibility Criteria.** Firms with experience of providing Office Assistants to Govt. Organizations/private/public sector undertakings, Major Industries etc. may apply. Only genuine firms with adequate experience in providing such services will be entertained. **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. Address and contact number for sending bids or seeking clarifications regarding this RFP are given below:

(a) Bids/queries to be addressed to : The Commander  
Coast Guard Region (North West)  
Block No. 11/12, 7<sup>th</sup> Floor,  
Udyog Bhawan, Sector-11,  
Gandhinagar-382 010

(b) Postal address for sending the bids : Headquarters  
Coast Guard Region (North West)  
Block No. 11/12, 7<sup>th</sup> Floor,  
Udyog Bhawan, Sector-11,  
Gandhinagar-382 010

- (c) Name/Designation of the contact personnel : DIG MS Rawat  
Chief Staff Officer (P&A)
- (d) Telephone number of the contact personnel : 079-23243136, 079-23245463
- (e) E-mail id of contact personnel : [www.rhq-nw@indiancoastguard.nic.in.](mailto:www.rhq-nw@indiancoastguard.nic.in)
- (f) Fax number : 079-23243261
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 the items/services required, such as the Schedule of Requirements (SOR), technical specifications, delivery period, mode of delivery and consignee details.
- (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 which will also form part of the contract with the successful bidder.
- (e) **Part V** - Contains evaluation criteria and format of 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.

### **PART I – GENERAL INFORMATION**

1. Last date and time for depositing the Bids: **02 Jan 2019 by 1500 hours/Earliest.**
2. **Manner of Depositing the Bids:** Sealed bids should be either dropped in the Tender Box marked as "**2662/10/3/18-19 dated 13 Dec 2018, DUE DATE: 02 Jan 2019**" or sent by registered post at the address given above so as to reach by the due date and time. Late tenders will not be considered. No responsibility will be taken for postal delay or non delivery/non-receipt of bid documents. **Bids sent by FAX or e-mail will not be considered.**

3. **Time and Date of Opening of Technical Bids:** **1530 HRS on 02 Jan 2019.**
4. **Location of the Tender Box:** 01 in No. Tender Box is positioned at CGRHQ(NW) GUARD ROOM. The Tender Box is marked as **Headquarters Coast Guard Region (NW) Tender box.** Bids are to be put in the appropriate Tender Box. Bids dropped in the wrong Tender Box will be rendered invalid.
5. **Place of Opening of the Bids:** CGRHQ (NW), Gandhinagar, Gujarat. 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. The opening of bid will not be postponed due to non-attendance of representatives of bidders.
6. **Two-Bid System:** Yes. Technical bids as specified in Part II of this RFP is to be submitted in separate sealed envelope along with sealed commercial bid.
7. **Forwarding of Bids:** Bids should be forwarded by bidders under their original memo/letter pad *inter alia* furnishing details like TIN number, VAT/CST number, bank address with EFT account, if applicable, etc. and complete postal & e-mail address of their office.
8. **Clarification Regarding Contents of the RFP:** Bidders who requires clarification regarding the contents of the bidding documents shall notify to this office in writing not later than 14 (Fourteen) days prior to the date of opening of bids.
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 buyer not later than the deadline for submission of bids. No bid shall be modified after the deadline for submission of bids.
10. **Clarification Regarding Contents of the Bids:** During evaluation and comparison of bids, this office has its discretion to ask the bidder for clarification of his bid. The request for clarification will be given in writing and no change in prices or substance of the bid will be sought, offered or permitted. No post-bid clarification on the initiative of the bidder will be entertained.
11. **Rejection of Bids:** Canvassing by the bidder in any form, unsolicited letter and post-tender correction may invoke summary rejection with forfeiture of EMD/conditional tenders will be rejected.
12. **Unwillingness to Quote:** Bidders unwilling to quote should ensure that intimation to this effect reaches before the due date and time of opening of the bid, failing which the defaulting bidder may be delisted for the given range of service as mentioned in this RFP.
13. **Validity of Bids:** The bids should remain valid for **120 days** from the last date of submission of the bids.

14. **Earnest Money Deposit:** An amount of **Rs. 2,50,000.00 (Rupees Two Lakh Fifty Thousand only)** will be deposited by the bidder as EMD towards this by means of Account Payee DD/Bank Guarantee in favour of "The Commander, Coast Guard Region (North West), Gandhinagar" from any Nationalized Bank authorized to conduct Govt. business as per Form DPM-13 (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, without interest, will be returned to them at the earliest after expiry of the final bid validity period and latest on or before the 30<sup>th</sup> day after the award of the contract. The bid security of the successful bidder would be returned, without any interest whatsoever, after the receipt of performance security as called for in the contract. EMD is not required to be submitted by those bidders who are registered with the Central Purchase Organisation (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.

## **PART-II – ESSENTIAL DETAILS OF ITEMS/SERVICES REQUIRED**

1. **Schedule of requirements:** List of items / services required is as follows:-

Description	Denom.	Qty
Outsourcing of clerical services: Provisioning of Office Assistants on contract basis (Semi Skilled, Area 'A')	Nos.	33

2. **Technical details:**

### **(A) CHARTER OF DUTIES OF OFFICE ASSISTANTS**

- (i) The Office Assistants will be attached with the Coast Guard/Civilian officers of the rank of Asst Commandant/Asst Director/Section Officer and above to do typing work and other related clerical duties, as assigned by his/her officer(s).
- (ii) The Office Assistants are expected to work on MS Office in computer and maintenance and updating of databanks.
- (iii) Diarising /registration of mail/official letters/note received.
- (iv) Distribution of mails to the concerned Directorates/Dealing Hands.
- (v) Despatch of mail. i.e. official notes/letters etc.
- (vi) Maintaining of different types of proforma and to ensure its usage.
- (vii) Opening of files and its proper maintenance which involves filing of papers and docketing etc.
- (viii) Collection of stationery and allied items from the stores, keeping in safe custody and to ensure proper distribution/utilization.

- (ix) All types of clerical jobs.
- (x) All allied official jobs assigned by the senior officers from time to time.
- (xi) To ensure that matters to be dealt with by his/her officer(s) are not lost sight of and are brought to his/her notice promptly.
- (xii) To maintain a proper record of movement of files, papers passed by his/her officer(s) to other officers.
- (xiii) To keep track of the progress of the action taken by the officers concerned of important matters as required by his/her officer(s).

**(B) THE DETAILS OF THE WORK OR SERVICES TO BE PERFORMED BY THE CONTRACTOR.**

- (i) As mentioned earlier, the contractor will provide Office Assistants to CGRHQ(NW), Gandhinagar.
- (ii) In case any of the Office Assistant does not turn up for duties for a consecutive three days period, a replacement has to be provided immediately. Time to time briefing of the Office Assistants with regard to their service conditions, salary, welfare, discipline and other benefits has to be given by the service provider in presence of a nominated officer of CGRHQ(NW). The basic requirement like place of work, water and charter of duties of the Office Assistants will be provided by the CGRHQ(NW) Gandhinagar.
- (iii) Eligibility criteria as provided in the RFP to be met by the service provider for providing the services.

**(C) ELIGIBILITY CONDITIONS FOR OFFICE ASSISTANTS**

- (i) Educational Qualification – Minimum 10+2 in any subject.
- (ii) Age –18 years above
- (iii) Should have good knowledge of English/Hindi and be proficient in MS Office.
- (iv) Typing speed of not less than 30 w.p.m. on computer.

Note: Retired Govt. employees/Ex-servicemen retired not earlier than 05 years from the date of issue of this tender notice are also eligible.

3. **Two-bid system:** In respect of two bid system, bidders are required to furnish clause by clause compliance of specification bringing out clearly the deviations from specifications, if any. Format for submission of Technical Bid is placed at Appendix 'A'.

4. **Contract period:** The outsourcing contract is for a period of one year from the effective date of contract. It may be noted that the contract can be cancelled unilaterally by the Competent Authority in case of any deviation/delay/un-satisfactory performance etc. Extension of contract delivery period will be at the sole discretion of CGRHQ(NW).

5. **Delivery and Transportation:** Office Assistants are to report to CGRHQ(NW), Gandhinagar as will be explained on site visit to the bidder.
6. **Consignee details** : The Commander  
Headquarters  
Coast Guard Region (North West)  
Block No. 11/12, Udyog Bhawan  
Gandhinagar-382010

7. **FRAUD AND CORRUPT PRACTICES**

(a) The applicants and their respective officers, employees, agents and advisers shall observe the highest standard of ethics during the Bidding Process. Notwithstanding anything to the contrary contained herein, the office may reject an application without being liable in any manner whatsoever to the applicant if it determines that the applicant has, directly or indirectly or through an agent, engaged in corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice in the Bidding Process.

(b) Without prejudice to the rights of this office under Clause (a), herein above, if an applicant is found by the office to have directly or indirectly or through an agent, engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice during the Bidding Process, such applicant shall not be eligible to participate in any tender issued by this Office for a period of 2 (two) years from the date such applicant found by the office to have directly or indirectly or through an agent, engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice as the case may be.

(c) This organization has zero tolerance for crime/atrocities against women and this must be ensured during operation under the activities included in SOR.

(d) For the purpose of this clause (a), the following terms shall have the meaning hereinafter respectively assigned to them:

(aa) "Corrupt practice" means (i) the offering, giving, receiving, soliciting, directly or indirectly, of any value to influence the actions of any person connected with the Bidding Process or (ii) save and except as permitted, engaging in any manner whatsoever, whether during the Bidding Process or after the issue of the LOA or after the execution of the Agreement, as the case may be, any person in respect of any matter relating to the Project or the LOA or the Agreement, who at any time has been or is a legal, financial or technical advisor of the Authority in relation to any matter concerning the Project;

(ab) "fraudulent practice" means a misrepresentation or omission of facts or suppression of facts or disclosure of incomplete facts, in order to influence the bidding process.

(ac) "coercive practice" means impairing or harming or threatening to impair or harm, directly or indirectly, any person or property to influence to any person's participation or action in the Bidding Process;

(ad) "undesirable practice" means (i) establishing contact with any person connected with or employed or engaged by the Authority with the objective of canvassing, lobbying

or in any manner influencing or attempting to influence the Bidding Process; or (ii) having a Conflict of Interest; and

(ae) "restrictive practice" means forming a cartel or arriving at any understanding or arrangement among Applicants with the objective of restricting or manipulating a full and fair competition in the Bidding Process;

### **PART-III – STANDARD CONDITIONS OF RFP**

The bidder is to give confirmation of their acceptance of the standard conditions of RFP, mentioned below which will automatically be considered as part of the contract concluded with the successful bidder. 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 Republic of India. The contract shall be governed by and interpreted in accordance with the laws of Republic of India.
2. **Effective Date of the Contract:** The contract shall come into effect on the date of signature of both the parties on the contract and shall remain valid until completion of obligations of the parties under the contract. The deliveries, supplies and performance of the services shall commence from the effective date of contract.
3. **Arbitration:** 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 performances, which cannot be settled amicably, may be resolved through arbitration.
4. **Termination of Contract:** This office has the right to terminate the contract in part or in full in any of the following cases:-
  - (a) The delivery of the service is delayed or causes not attributable to force majeure for more than one month after the scheduled date of contract.
  - (b) The firm becomes insolvent or declared bankrupt.
  - (c) The delivery of services is delayed due to causes of force majeure by more than 01 month provided force majeure clause is included in the contract.
  - (d) As per the decision of the Arbitration Tribunal.
  - (e) The Office Assistants provided by the firm is not up to the mark and unable to perform the prescribed tasks/duties satisfactorily.
5. **Taxes and Duties:** The prices quoted by the firm should be firm and fixed. The price should be inclusive of following, if any:
  - (a) Excise Duty, Sales Tax, VAT, GST etc., if charged, must be specifically stated. In absence of any such stipulation, it will be presumed that the prices are inclusive of all such charges, and no claim for the same will be entertained.

(b) Re-imburement of any duty/tax if intended as extra over the quoted prices, the bidder must specifically mention so. In the absence of any such stipulation, it will be presumed that the prices quoted are firm and final and no claim on account of such duty/tax will be entertained.

(c) Any change in duty/tax upward/downward as a result of any statutory variation taking place within the contract terms shall be allowed to the extent of actual quantum of such duty/tax, the actual quantum of reduction of such duty/tax shall be reimbursed to the buyer by the seller.

6. **Notices:** Any notice required or permitted by the contract shall be written in 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.

7. **Transfer and Subletting:** The service provider has no right to give, bargain, sell, assign or subject 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.

8. **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 which expressly states to amend the present contract.

#### **PART-IV - SPECIAL CONDITIONS OF RFP**

The bidder is required to give confirmation of their acceptance of special conditions of RFP mentioned below which will automatically be considered as part of the contract concluded with successful bidder. 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 contract value within 30 days of receipt of the confirmed order. Performance Bank Guarantee should be valid up to 60 days beyond the date of contract. The specimen of PBG is given in Form DPM -15 (Available in MoD website and can be provided on request).

2. **Option Clause:** NA

3. **Repeat Order Clause:** NA

4. **Tolerance clause:** The buyer reserves the right to increase / decrease the quantity of the required services to take care of the change in requirement during the period of contract.

5. **Payment Terms:** It will be mandatory for the bidders to indicate their bank account numbers and other relevant e-payment details so that the payment could be made through ECS/EFT mechanism instead of payment through cheques.

6. **Payment Authority:** The Commander, Headquarters, Coast Guard Region (North West), Gandhinagar-382 010. The payment of bills will be made on submission of the following documents by the service provider to the paying authority along with the bills:

(i) Ink signed copy of the contingent bill/invoice (in triplicate).



- (ii) Ink signed copy of commercial bills.
- (iii) Copy of contract with U.O. no. & date of IFA's concurrence, where required under delegation of power.
- (iv) Claim for statutory and other levies to be supported with requisite documents/proof of payment such as GST, add service tax, proof for EPF/ESIC contribution with nominal roll of beneficiaries etc.
- (v) Bank guarantee/warranty certificate.
- (vi) Performance bank guarantee/indemnity bond.
- (vii) Details of electronic payment viz. account no., account holders name, bank name, branch name & address, account type, IFSC code, MICR code and attested payroll.
- (viii) Any other documents/certificate that may be provided in the contract.
- (ix) Work done certificate.

7. **Inspection Authority/Performance evaluation:** Performance evaluation of the Office Assistants will be carried out by the Competent Authority or any officer authorized/nominated by the Competent Authority.

8. **Quality Assurance:** Service provider would provide the trained manpower for carrying out the tasks and will be fully responsible for their conduct within the premises of CG RHQ(NW), Gandhinagar. The police verification certificate will be mandatory for all Office Assistants and PVR of each Office Assistants to be submitted at least 10 days prior to the commencement of the contract. The service provider is responsible to ensure that the Office Assistants engaged by him are security cleared by the concerned police station. The beneficiaries reserves the right to remove any unsuitable staff at any time without assigning any reason during the contract period. The service provider will provide a suitable replacement within 24 hours from the time of removal of the defaulting/unsuitable staff.

9. **Guarantee / Warranty form workmanship :-** The contractor has to provide Office Assistants with sound health and good manners who can read, write & speak either Hindi or English. The Office Assistants must have reasonable experience and knowledge of their respective domain.

10. **Period of completion & Liquidated :** Not applicable view a continuous process.

### **Statutory Conditions of the Contract**

11. **Minimum wages:** The service provider should ensure payment of existing minimum wages as per Minimum Wages Act, 1948 as revised from time to time to the Office Assistants deployed by him. Non adherence to the Minimum Wages Act, 1948 will result in cancellation for the contract, forfeiting of EMD/PBG and appropriate administrative action. The service provider would be required to ensure payment to the manpower to be deployed by him for execution of the proposed clerical services as per the existing minimum wages promulgated by the Central Labour Department, for the Semi Skilled/ clerical office assistants. Any dispute regarding payment to the staff or other amenities shall be dealt with by the service provider as the principal employer.
12. **EPF, ESI, EDLI** The amount of EPF, ESI, EDLI shall be as per prescribed Govt. rates. However payment for these statutory obligations will be made with monthly bills on production of documentary evidence to the effect that the same has been deposited by the service provider in the concerned accounts of the individual deployed on duty.
13. The service provider shall also abide by the provisions of the Child Labour (Provision and Regulation) Act, 1986.
14. The Service provider shall pay to the Office Assistants employed by him wages as per the provisions of the Contract Labour (Regular and Abolition) Act, 1970 and Contract Labour (Regulation and Abolition) central Rules, 1971. The Service provider shall pay to the Office Assistants employed by him PLB as prescribed by the government from time to time.
15. The Service provider shall liable for depositing all taxes, levies, cess etc. on account of service rendered by it to the concerned tax collecting authorities from time to time as per extant rules and regulations on the matter.
16. The tax deduction at source (TDS) shall be done as per the provisions of Income Tax Law, as amended from time to time.
17. The service provider shall fix the wage period not exceeding one month to make payment to the staff employed by him and shall ensure payment before expiry of the seventh day after the last day of the wage period.
18. The service provider will provide AADHAR card number and full bank details, EPF account number and ESIC registration number of each individual.
19. The bill for providing Office Assistants should be furnished along with the copy of wage roll countersigned by the CSO (P&A), RHQ(NW) by the 7<sup>th</sup> day of each month for onward submission to PCDA(N), Mumbai for issue of payment.
20. The service provider shall submit a consolidated wage statement containing the breakup of all elements to the Commander Coast Guard Region (NW), Gandhinagar alongwith the bill of every month.
21. It shall be the responsibility of the Service provider to issue employment card to each Office 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.
22. The service provider shall arrange such facilities as provided for in the contract Labour (Regulation and Abolition) Act for the welfare and good health of the staff employed.

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

24. The Services provider shall be responsible for all commissions and omissions on part of manpower engaged by him for the purpose. The Commander Coast Guard Region (NW), Gandhinagar shall not be responsible in any manner whatsoever, in matters of on duty death/injury/any health hazard etc. of the service provider's employees performing duties under this contract.

25. The service provider shall be obliged and solely responsible to comply with all requirements in respect of the manpower engaged by the firm and the Commander Coast Guard Region (NW) shall not be a party to any dispute arising out of such deployment by the service provider.

26. The service provider shall be the primary employer for the purpose of performance of the contract and manpower deployed by the service provider under this contract shall be employees of the service provider and in no circumstance shall ever have any claim of employment with the The Commander Coast Guard Region (NW), Gandhinagar.

27. **Responsibility of payment of wages** The service provider shall make payment of wages to the Office Assistants employed under the contract, on monthly basis through a nationalized bank. The payment of a month in any case shall not be delayed beyond the 7<sup>th</sup> day of the ensuing month. In case the service provider fails to make payment of wages within the stipulated period or makes short payment, Indian Coast Guard reserves the right to make payments to the Office Assistants by deducting from any amount payable to the service provider under any contract or as debt payable by the service provider. The service provider shall provide a copy of wage statement containing the breakup of all elements to his employees and also to provide every month, a consolidated statement to the Commander Coast Guard Region (NW), Gandhinagar, the wages paid to his employees.

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

- |     |                          |   |  |
|-----|--------------------------|---|--|
| (a) | First Complaint          | - | Verbal Warning.  |
| (b) | Second & Third Complaint | - | Written Warning/Show cause notice                      |
| (c) | Subsequent Complaint     | - | Issue of show Cause notice and termination of contract |

#### **PART V – EVALUATION CRITERIA & PRICE BID ISSUES**

1. The broad guidelines for evaluation of Bids/Quotation will be as follows:

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

(b) In respect of Two Bid system, the technical Bids forwarded by the Bidders will be evaluated by CG RHQ(NW) with reference to the technical characteristics of the service required/items and terms & conditions as mentioned in the RFP. The compliance of Technical Bids would be determined on the basis of the parameters specified in the RFP. The Price Bids of only those Bidders will be opened whose Technical Bids would clear the technical evaluation.

(c) The Lowest Bid will be decided upon the lowest price quoted by the particular Bidder as per the Price Bid Format given at Appendix –'B' to this tender enquiry/RFP. The price-bid shall comply with the commercial bid and terms & conditions of the contract. The consideration of taxes and duties in evaluation process will be as follows:

(i) All taxes and duties (including those for which exemption certificates are issued) quoted by the Bidders will be considered. The ultimate cost to the Customer (beneficiary) would be the deciding factor for ranking of Bids. Bidders are required to quote all inclusive rates for the items included in the proposed Rate Contract. The quoted rates, once accepted, shall remain valid till completion of Contract.

(ii) All taxes and duties (including those for which exemption certificate are issued) quoted by the Bidders will be considered. The ultimate cost to the Customer (beneficiary) would be the deciding factor for ranking of Bids.

(d) 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 any discrepancy between words and figures, the amount in words will prevail for calculation of price.

(e) Bids with the wages less than minimum wages may be considered as not substantially responsive bid and will not be considered for evaluation.

2. The rates quoted in the tender shall be all inclusive of taxes/levies imposed by the Govt. Rates thus would be exclusively for providing the Office Assistants and nothing else.

3. **Determination of Lowest Bidder(s):** A Technical Evaluation Committee (TEC) will be constituted comprising Coast Guard officers for evaluation of Technical Bids received from bidders. The price-bids will be opened based on the approved report of the TEC. The Customer (beneficiary) also reserves the right to do Appointment of Quality Assurance Team, if it is convinced that Lowest Bidder is not in a position to provide the desired staff in stipulated time. In case price bids of two or more firms are equal, the L-1 will be decided as per criteria given in DPM 2009.

4. Instructions for Filing up Price Bid

(a) The bidder should satisfy himself with the terms and conditions of the contract. No claim on grounds of lack of knowledge, in any respect, shall be entertained.

(b) All additions and alternations made while filing the tender must be self-attested by the bidders. Overwriting of figures is not permitted. Failure to comply with either or both these conditions shall render the tender void.

(c) The tender form must be filled in English and all entries must be made by hand & written in ink. All numerical be written in words and figures. If any of the document is missing or unsigned, the tender will be liable to be rejected.

(d) Each page of the tender documents is required to be signed by the bidder submitting the tender.

(e) The tender submitted on behalf of a partnership firm shall be signed by all the partners of the firm or by a partner who has the necessary authority on behalf of the firm to enter the proposed contract. Otherwise, the tender is liable to be rejected.

(f) It is not binding on Coast Guard/MoD to accept the lowest, or any, or all the tenders and reserves on itself the right to accept or reject any, or all the tenders, either in whole or in part without assigning any reasons for doing so. Credibility and good services will also be considered for award of contract.

**Note:** The cost quoted will be firm and fixed for twelve months w.e.f. the commencement of contract and no variation in rates, except the statutory rates, will be allowed/paid during the contract period under any circumstances.



(KK Sawant)  
Commandant (JG)  
Chief Staff Officer (P&A)(AOL)  
for Commander  
Coast Guard Region (NW)

**Encl.:** As above

**Appendix – A**

FORMAT FOR SUBMISSION OF TECHNICAL BID FOR OUTSOURCING OF CLERICAL SERVICES(OFFICE ASSISTANTS) FOR COAST GUARD REGIONAL HEADQUARTERS, GANDHINAGAR

(To be submitted in a separate envelope with all supporting documents)

1.	Name of Tendering Company/ Firm/ Agency (Attach certificates of registration)									
2.	Name of proprietor/ Director of Company/ Firm/ Agency									
3.	Full Address of Registered Office with Telephone No., FAX and E-Mail									
4.	Full address of operating/ Branch Office with Telephone no., FAX and E-Mail with name of the Contract Person(s) and Mobile No.									
5.	Banker of Company/ Firm/ Agency with full address (Attached certified copy of statement of A/C for the last three years)									
6.	PAN/GIR No. (Attach self attested copy)									
7.	(a) Service Tax Registration No. and TIN No. (Attach self attested copy)									
	(b) GST Registration No. (Attach self attested copy)									
8.	E.P.F Registration No. (Attach self attested copy)									
9.	E.S.I. Registration No. (Attach self attested copy)									
10.	Give details of the major similar contracts handled by the tendering Company/Firm/ Agency on behalf of Government Departments, PSUs and other Private sector, during the last five years in the following format. (Attach attested copies)									
	<table border="1"> <thead> <tr> <th>Sl.No.</th> <th>Details of client alongwith address, telephone and Fax numbers.</th> <th>Amount of Contract. (Rs. in Lakh)</th> <th>Duration of Contract. From - to</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>	Sl.No.	Details of client alongwith address, telephone and Fax numbers.	Amount of Contract. (Rs. in Lakh)	Duration of Contract. From - to					
Sl.No.	Details of client alongwith address, telephone and Fax numbers.	Amount of Contract. (Rs. in Lakh)	Duration of Contract. From - to							
	(If the space provided is insufficient, a separate sheet may be attached.)									
11.	Certificate of appreciation/ satisfactory certificate from the last two major clients (preferably Govt./PSUs)									
12.	Total No. of years of experience in providing similar services (with the list of clients year wise.)									
13.	Self certificate stating that the agency is/ has not been black listed by Centre/ State Government/ PSU in last three years	Yes/No								
14.	Declaration about Fraud and corrupt practices (Duly signed & attested as given in the Tender Document – <b>Appendix – D</b> )	Yes/No								
15.	Details of Earnest Money Deposited: DD NO..... Dated .....Amount: Rs 2,50,000.00 Drawn Bank.....									
16.	Declaration of execution of tender ( <b>Appendix –C</b> )	Yes/No								

Date:  
Place:

Signature of authorized person  
Name:  
Seal

**PRICE BID FORMAT FOR OUTSOURCING OF CLERICAL SERVICES(OFFICE ASSISTANTS) FOR  
COAST GUARD REGIONAL HEADQUARTERS, GANDHINAGAR**

<b>Sl. No.</b>	<b>Designation</b>	<b>(Amount in Rs.)</b>
1.	Basic Wage (As per Minimum wage rates applicable to the state of Gujarat)	
2.	EPF (13% of Basic Wage)	
3.	ESI (4.75% of Basic Wage)	
4.	Bonus (@ 8.33% i.e., 7000x8.33%/22 days)	
5.	Total (1+4)	
6.	Service Charges (in Rs. )	
7.	Total (5+6)	
8.	GST as notified from time to time {@ ____ % on (7) above}	
9.	Grand Total per head per day (7+8)	
10.	Cost per month per head (22 days)	
11.	Cost per month for 33 personnel	
<b>12.</b>	<b>Total cost per year for 33 personnel</b>	

**Note:** (i) Basic wage will be latest minimum wage promulgated by Chief Labour Commissioner (Central) and applicable to Central Government in the state of Gujarat as per minimum wage Act (with documentary proof). Bids with the wages less than minimum wages may be considered as not substantially responsive bid and will not be considered for evaluation.

(ii) All allowances should be included in the final cost.

(iii) Service charge should not be quoted as Nil.

\_\_\_\_\_  
Signature of the proprietor of the firm  
Date :

**DECLARATION**

I, \_\_\_\_\_ Son/Daughter/Wife of Shri \_\_\_\_\_  
Proprietor/Partner/Director/Authorized signatory of the company/Agency/Firm, mentioned above, is  
competent to sign this declaration and execute this tender document;

2. I have carefully read and understood all the terms and conditions of the tender and undertake to  
abide by them;

3. The information/documents furnished along with the above application are true and authentic to  
the best of my knowledge and belief. I/we, am/are well aware of the fact that furnishing of any false  
information/fabricated document would lead to rejection of my tender at any stage besides any liabilities  
towards prosecution under the appropriate laws.

Date :

Place:

\_\_\_\_\_  
Signature of the proprietor of the firm  
Full name:

Seal:



**DECLARATION ABOUT FRAUD AND CORRUPT PRACTICES**

We certify that during the last three years, we have neither failed to perform on any contract, as evidenced by imposition of a penalty by an arbitral or judicial authority on a judicial pronouncement or arbitration award, nor been expelled from any project of contract by any public authority nor have had any contract terminated by any public authority for breach on our part.

We declare that;

(a) We have not directly or indirectly or through an agent engaged or indulged in any corrupt, fraudulent, coercive or restrictive practices as defined in Part-II of Fraud and corrupt practiced on the General Instructions for tender of the document, in respect of any tender or request for proposal issued by or any agreement entered into with the Authority or any other public sector enterprises on any Government, Central of State; and

(b) We hereby certify that we have taken steps to ensure that in conformity with the provisions of Part-II of Fraud and Corrupt practice of the terms and conditions of the documents, no person acting for us or on our behalf has engaged in any corrupt, fraudulent, coercive or any other undesirable practices-

(i) We certify that in regard to matters other than security and integrity of the country, we or any of our associates have not been convicted by a Court of law or indicated of adverse orders passed by a regulatory authority, which could cast a doubt on our ability to undertake the project or which relates to a grave offence that outrages the moral sense of the community.

(ii) We further certify that in regard to matters relating to security and integrity of the country, we have not been charge-sheeted by any agency of the Government or convicted by a Court of law.

(iii) We further certify that no investigation by a regulatory authority is pending either against us or against our CEO or any of our Directors/Managers/Employees.

**DECLARATION**

I hereby certify that the information furnished above is correct to the best of my knowledge. I understand that in case any deviation is found in the above statement at any stage, the firm shall be blacklisted and shall not have any dealing with the Department in future.

Date :

Place:

\_\_\_\_\_  
Signature of the authorized signatory  
Full name:

Seal: