

Tel: 022- 24226689

Reply should be addressed to
The Commander

Headquarters
No.2 Coast Guard District
(Maharashtra)
Worli PO
Mumbai- 400 030

DHQ-2/449/13/04/18-19

10 Jun19

M/s _____

**INVITATION OF BIDS FOR REQUEST FOR
OUTSOURCING OF CATERING AND MAINTENCE SERVICE FOR
CGOM WORLI/ POWAI AT MUMBAI FOR
ONE YEAR ON OTE BASIS**

REQUEST FOR PROPOSAL (RFP) NO.449/13/04/18-19 DATED 10JUN19

1. "Online bids" (Under two bid system) from Registered/Approved firms are invited by **The Commander Headquarters No.2 Coast Guard District (Maharashtra) Worli Sea Face PO, Worli Colony Mumbai- 400 030** for supply of items listed in **Part II** of this RFP. **Manual bids shall not be accepted. Tenders from black listed/ banned firms shall not be accepted.** Tender document can be viewed and downloaded from **Indian Coast Guard web site www.indiancoastguard.gov.in (for reference only) and CPPP site <https://eprocure.gov.in/eprocure/app> as per the schedule given in CRITICAL DATA SHEET** mentioned below:-

CRITICAL DATA SHEET

SL. NO.	DESCRIPTION	DATE & TIME
(a)	Published Date	10 Jun 19/1700 Hrs
(b)	Bid Document Download / Sale Start Date	10 Jun 19/1710 Hrs
(c)	Clarification Start Date	10 Jun 19/1715 Hrs
(d)	Clarification end date	21 Jun 19 /1700 Hrs
(e)	Pre-bid meeting	NA
(f)	Bid submission start date	10 Jun 19/1730 Hrs
(g)	Bid Document Download / Sale End Date	21 Jun 19/1700 Hrs
(h)	Bid Submission End Date	24 Jun 19/1400 Hrs
(j)	Bid Opening Date	25 Jun 19/1430 Hrs

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



**The Commander
Headquarters
No.2 Coast Guard District (Maharashtra)
Worli Sea Face PO, Worli Colony
Mumbai- 400 030**

Telephone: 022 24226689

E-mail –dhq2@indiancoastguard.nic.in/ storeofficedhq2@gmail.com

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 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.

5. You are requested to comply with all the terms and condition mentioned in the RFP and certificate in this regard is to be endorsed on the quote submitted by your firm. Relaxation/deviation of terms/conditions if any, should be clearly brought out for consideration, however acceptance of same will solely be at discretion of Coast Guard.

6. Bid documents may be scanned with 100 dpi with black and white option, in PDF format which helps in reducing size of the scanned document.

**7. Bids shall be submitted online only at
CPPPwebsite:<https://eprocure.gov.in/eprocure/app>.**



(Amrita Kaur)
Asst Commandant
DistLogistics Officer
for Commander
No. 2 Coast Guard Dist. (Mah)

1. **Last date and time for depositing the Bids: as per critical data sheet.**

The online Bids (both technical and Commercial, in case two bids are called for) should be uploaded as per this RFP by the due date and time. The responsibility to ensure this lies with the Bidder.

2. **Manner of depositing the Bids: Online Bids** should be scanned and uploaded before due date and time. Late tenders will not be considered. No responsibility will be taken for technical delay or not uploading of bids or Bid documents. Bids sent by FAX or e-mail will not be considered. EMD to be deposited manually at address mentioned at para 2 of covering letter before opening of Technical bid.

3. **Time and date for opening of Bids: as per critical data sheet**

(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. **Address for submission of EMD:**At Coast Guard District Headquarters -2 premises.

5. **Place of opening of the Bids:** -Coast Guard District Headquarters -2, Mumbai.

6. **Two-Bid system. Bids to be submitted in two parts as enclosed at Appendix- 'A' & 'B' and Appendix 'C' & 'D'**

(a) **Technical Bid consisting of all technical details alongwith Technical terms and conditions (Appendix- 'A' and Appendix 'B')**

(b) **Commercial bid indicating items wise price for the items mentioned in the technical bid and all other commercial terms and conditions(Appendix- 'C' & 'D').**

7. **Forwarding of Bids** – Bids should be prepared, signed, scanned and uploaded by the Bidders on their original memo / letter pad. The copies of PAN No, TIN No, CST& VAT/GST, bank details and other enclosures as per part II of RFP and are to be signed/self-attested and scanned with 100 dpi in black and white option in PDF format

8. **Clarification regarding contents of the RFP:** A prospective bidder who requires clarification regarding the contents of the bidding documents shall notify to the Buyer in writing about the clarifications sought not later than 07 (seven) days prior to the date of opening of the 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 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 or substance of the bid will be sought, offered or permitted. No post-bid clarification on the initiative of the bidder will be entertained.

11. **Rejection of Bids:** Canvassing by the Bidder in any form, unsolicited letter and post-tender correction may invoke summary rejection with forfeiture of EMD. Conditional tenders will be rejected.

12. **Unwillingness to quote:** Bidders unwilling to quote should ensure that intimation to this effect reaches before the due date and time of opening of the Bid, failing which the defaulting Bidder may be delisted for the given range of items as mentioned in this RFP.

13. **Validity of Bids:** The Bids should remain valid till **120** days from the date of submission of the Bids.

14. **Earnest Money Deposit: – Bidders are required to submit Earnest Money Deposit (EMD) for sum of Rs.1,60,000.00 (Rupees One lakh sixty thousand only).** The EMD may be submitted "**manually**" on or before opening of technical bid in the form of an Account Payee Demand Draft, Fixed Deposit Receipt, Banker's Cheque or Bank Guarantee from any of the public sector banks or a private sector bank authorized to conduct government business 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 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 for the same item/ range of products & goods or services 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. **Hard copy of original instruments in respect of cost of earnest money be delivered to the Commander, Coast Guard District Headquarters -2 Worli Sea face, Mumbai-400 030 on before bid opening date /time as mentioned in critical data sheet.**



Part II – Essential Details of Items/Services required

1. **Schedule of Requirements** – List of items / services required for **Outsourcing of Catering and Maintenance service for one year** as follows:-

SL	PROFILE NAME	SHIFT 1	SHIFT 11	SHIFT 111	GENERAL SHIFT	DESIRED QR		Age (Year)
		0600-1400	1400- 2200	2200-0600	0800-1800	Works Experience	Education	
(I)	Supervisor (Skilled)	----	----	----	1(worli)	05 Yrs	Graduate	21-40
(II)	Sr.Cooks (Skilled)	01(worli) 01(powai)		----	----	03 Yrs	10 th	21-40
(III)	Asst. Cook (Skilled)		01(worli) 01(powai)	----		01 Yr	8 th	21-40
(IV)	Stewards (Skilled)	02(worli) 01(powai)	02(worli) 01(powai)	01(worli pantry)	02 (worli)	03 Yrs	10 th	21-40
(V)	House Keeping staff (S-Skilled)	01(worli) 01(powai)	01(worli) 01(powai)	01 (worli)	----	01 Yr	08 th	21-40
(VI)	Laundry boy (S-Skilled)	----	----	----	1 (worli)	02 Yrs	8 th	21-40
(VII)	Dish Washer (U-Skilled)	----	----	----	1(worli)	01 Yr	8 th	21-40
	Total	07	07	02	05			21-40

2. **Technical Details:** As per Appendix 'A' and Appendix 'B'

3. **Two Bid System** – The quotation must be submitted by the bidder under the Two Bid System i.e., Technical Bid and Commercial Bid to be submitted in separate sealed covers as per the formats at **Appendix-'A' ,Appendix-'B', Appendix-'C' and Appendix-'D'** respectively. **All the documents mentioned in Appendix-'A' and Appendix-'B' should be enclosed along with the Technical bid.** No document is to be enclosed along with the Commercial Bid. The bidders are required to submit clause by clause compliance of RFP conditions bringing out clearly the deviations from the clauses, if any, as per **Appendix-'B'** along with Technical bid.

4. **Online Submission of Two –Bid System:-** The case is being processed on two-bid system and, only the Technical bid would be opened online at the time and date mentioned in critical Date Sheet. No price should be indicated in the Technical Bid. Date of opening of the Commercial Bid will be intimated after Technical evaluation. Bidders are required to furnish clause by clause compliance of specification as per Appendix 'A' and Appendix 'B' bringing out clearly the deviations from specification, if any. Commercial online bids (Appendix 'C' and 'D') of only those firms will be opened, whose Technical bids will be found suitable after Technical evaluation is done by the Buyer. The Bids are to be submitted in the following manner:-

(a) **Online Cover-I** will contain the following documents for Technical Bids which should be scanned and uploaded in PDF format and will be submitted online:-

(i) Signed and scanned copy of Demand draft/PO in favour of the PCDA(N), Mumbai of **Rs. 1,60,000.00** (Rupees **One lakh sixty thousand** only) as EMD amount or copy of valid registration certificate regarding the firm's registration with DGS & D / NSIC, for exemption of EMD. EMD to be submitted **MANUALLY** on or before bid submission end date. Without EMD or supporting registration certificate the bid will be treated as void.

(ii) RFP terms / conditions and Technical bid matrix to be filled up by the vendors as per Appendix –'A' & Appendix –'B'

(b) **Online Cover-II.** Commercial bid in the form of BoQ.xls (Bill of Quantities) is to be submitted online as Cover-II.

Note:

(i) **Signed & scanned copy of Technical Bids should be uploaded by Bidder under their original memo / letter pad.**

(ii) **Failure to submit any of above documents will render the bid invalid**

(iii) **EMD to be submitted manually on or before bid submission end date.**

(iv) **Refrain from submission of additional supply orders.**

5. **Pre- Bid conference - NA**

6. **ContractPeriod.** Contract period for the contract would be **one years** from the date of signature of both the parties on the contract. Please note that the Buyer can cancel the Contract unilaterally in case services are not received as per the terms and condition of the contract. The acceptance of delay in execution of the contract i.e. delay in providing the services by the contract will be at the sole discretion of the Buyer, with applicability of LD Clause. **The total contract period will be for one year.** Also, while extending the existing rate contract, it shall be ensured that there is no downward trend in prices in the market.

7. **INCOTERMS for Delivery and Transportation. NA**

8. **Consignee details.** As follows

**The Commander
Headquarters
No.2 Coast Guard District (Maharashtra)
Worli Sea Face PO, Worli Colony
Mumbai- 400 030**



9. **Eligibility Criteria:** - The firm should have following eligibility criteria/ valid documents for submitting the tenders:

a) **Technical Parameters**

(i) The Contractor should have a **valid license under the provisions of Contract Labour (Regulation and Abolition) Act, 1970 and Contract Labour (Regulation and Abolition) Central Rules, 1971** at the time of bidding and continues to hold it till completion of the contractual period.

(ii) The bidder may be a proprietary firm, partnership firm, limited Company, corporate body legally constituted. The bidder should have the registered office and have valid license to provide Support staff services at Coast Guard District Headquarter No. 2.

(iii) **ESIC/ EPF Registration Certificate:** The bidder should furnish attested copies of ESIC Registration certificate and EPF Registration certificate.

(iv) **Past Experience** The firm should have experience of atleast 03 years in providing Support staff services in State/Central Govt. Dept/PSUs/reputed MNCs/ Private organizations and not been black listed any time. Copies of such contracts and satisfactory completion report from the concerned organization should be attached with the technical bid.

(v) There should be no case pending with the police against the Proprietor/Firm/Partner or the company (Agency)/blacklisted by any Govt. Organisation or by any other reputed department. The firm shall provide undertaking to this effect.

(vi) The bidder, to qualify for the award of contract, shall submitted a written power of attorney authorizing the signatories of the bid to participate in the bid.

(aa) Memorandum of Understanding shall be provided in case the Bidder comprises of Joint venture/Consortium/Partnership.

(ab) Nomination of one of the members of the partnership, consortium or joint venture to be in charge and this authorization shall be covered in the power of attorney signed by the legally authorized signatories of all members of consortium/joint venture/partnership firm.

(ac) Details of the intended by each member shall be furnished with complete details of the proposed division of responsibilities and corporate relationships among the individual members.

(vii) The bidder shall submit full details of his ownership and control or, if the bidder is a partnership, joint venture or consortium, full details of ownership and control of each member thereof.

(viii) Bidder or members of a partnership, joint venture or consortium shall submit a **copy of PAN card** under the Income Tax Act of such understanding.

(ix) Bidder must submit copies of all document required, duly self attested, along with technical bid of the tender.

(x) Each Bidder (each member in the case of partnership firm/joint venture/consortium) or any associate is required to confirm and declare with his bid that no agent, middleman or any intermediary has been, or will be,



engaged to provide any services, or any other item or work related to the award and performance of this contract. They will have to further confirm and declare that no agency commission or any payment which may be construed as an agency commission has been or will be paid and that the tender price will not include any such amount. If the name of the apartment subsequently finds to the contrary, the Department reserves the right to declare the bidder as non-compliant and declare any contract if already awarded to the Bidder to be null and void.

(xi) Canvassing or offer of an advantage or any other inducement by any person with a view to influencing acceptance of a bid will be an offence under Laws of India. Such action will result in the rejection of bid, in addition to other punitive measures.

(xii) The firm should have **valid Services Tax Registration/ GST number**. Copies of such registration certificate(s) should be attached with technical bid.

(xiii) **Work Force** Firm should have skilled work force not less than the number equal to the actual requirement indicated in RFP.

b) Financial Parameters

(i) **EMD Contract** EMD as mentioned at Para 14 of part –I of RFP is to be deposited alongwith the technical bid.

(ii) **Balance sheet and profit and loss Statement.** The firm shall have minimum average annual turnover of Rs. 30 Lakh in last three financial years. Copies of audited balance sheet and profit and loss account of last three financial years duly certified by auditors / CA to be attached with the technical bid.

(iii) **Income Tax Details** The firm are required to submit last three year income tax details.

(iv) **PBG/Security Deposit Amount:-** The L1 bidder is required to submit minimum 10% amount of the total contract value as PBG within 30 days from the date of contract agreement.

c) Statutory Parameters

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

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

(iii) **Minimum wages:** The contractor should ensure payment of existing minimum wages as per Minimum Wages Act, 1948 as revised from time to time for the Support staff deployed. Non-adherence to the minimum wages Act, 1948 will result in cancellation of the contract, forfeiting of EMD/PBG and appropriate administrative action. The contractor would be required to ensure payment to the manpower to be deployed by him for execution of the proposed contract as per the existing minimum wages promulgated by the **latest order published from Office of Chief Labour Commissioner, Ministry of Labour & Employment, Govt. of India, New Delhi, on the subject.**



(iv) **EPF, ESIC, EDLI.** The amount of EPF, ESIC, and EDLI shall be quoted strictly as per prescribed Govt. rate. However payment for these statutory obligations will be made with monthly bills on production of documentary evidence to the effect that the same has been deposited by the Contractor in the concerned account of the individual support staff deployed on duty.

(v) The Contractor shall fix the wage period not exceeding one month to make payment to the Supporting Staff employed by him and shall ensure payment before expiry of the 10th day after the last of the wage period.

(vi). The Naval establishment 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.

(vii). It shall be the responsibility of the Contractor to issue employment card (Identity Card) to each support staff as per prescribed format and to maintain the muster roll, the wage register and other register as per the contract labour (Regulation and Abolition) Act.

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

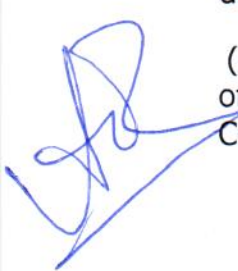
(ix). The Contractor agrees to indemnify the Customer against all claims for compensation by or on behalf of any support staff employed by him in connection with this agreement for injury or death by accident under the Workman Compensation Act (Act VIII of 1923).

(x). **Police Verification** At all times, the contractor will be responsible to ensure that, the Police verification regarding verification of character and antecedence for support staff engaged by him is undertaken by the Police Station of their (Support staff) residential area. Police verification is to be submitted at least 10 days prior to commencement of the contract. The contractor will also ensure that no person employed by him for the services has been /is involved in any activity against the interest of the state.

(xi). The Contractor shall be responsible for all commissions and omissions on part of manpower engaged for purpose. The Commander DHQ-2 shall not be responsible in any manner whatsoever, in matters of injury/death/health issues etc. of the contractor's employees performing duties under this contract.

(xii). The contractor shall be obliged and solely responsible to comply with all statutory support staff requirements in respect of the manpower engaged by the firm and The Commander, DHQ-2 shall not be a party to any dispute arising out of such deployment by the contractor.

(xiii). The manpower deployed by the contractor under this contract be the employee of the contractor and in no circumstance shall ever have any employment with the Commander DHQ-2.



(xiv). **Uniform.** The support staff deployed by the Contractor shall be in distinct/neat **uniform including shirt/trouser** In order to maintain neat and clean uniforms at all times at least **two set of uniforms** to be issued to employees per annum. **Monsoon gears (Raincoats and umbrellas) are to be provided during rainy season.** The uniforms will be issued by the contractor as agreed upon by Indian Coast Guard at no extra cost to ICG.

(xv). **Responsibility of payment of wages.** The contractor shall make payment to the support staff employed on monthly basis under the contract in the presence of Commander DHQ-2 or an officer nominated by user unit on or before the 10th of every of month or on a date mutually convenient to both the parties. The payment in any case shall not be delayed beyond the 10th of the following month. In case the contractor fails to make payment of wages within the period or makes short payment, Indian Coast Guard reserves the right to make payments to the contract labour by deducting from any amount payable to the contractor under any contract or as debt payable by the contractor.

(xv). **The registers and records** that will be maintained by Contractor (section 29 of CLRA-1970) are as follows:

(aa) Register of person Employed/ deployed on form XIII of CLRA - 1970. The details in register will be signed/ authenticated daily by a person deputed by concerned units.

(ab) Employment card on form XIV within three days of employment of each worker.

(ac) Service Certificate on form XV is to be issued to every support staff on termination of employment for any reason.

(ad) Form of Register of Wages-Cum-Muster Roll as per form XVII of CLRA-1970. The same will be countersigned by Commander, DHQ-2 or an officer appointed by him on the day the wages is paid in the presence of the representative of the Principal Employer.

(ae) Wages 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.

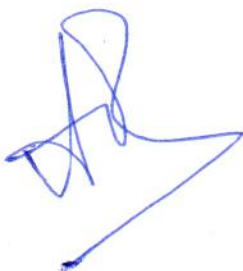
(af) Any other register/record required by labour Commissioner time to time.

10. **Schedule of duties:** The staff employed would be under the supervisory control of service provider/contractor. However, the Mess Secretary, CGOM Worli/Powai will have the over-all control of the staff through Coast Guard staff. The charter of duties of the staff to be provided by the service provider/contractor is given category wise in the succeeding paragraphs.

(i) **Supervisor.** The supervisor will be head of the staff of all categories provided by the service provider/contractor. The supervisor will coordinate for the administration of CGOM in pursuance of the contract and shall be responsible for the administration and secretarial services in CGOM Worli/Powai. The supervisor shall be responsible for the administration and secretarial services in CGOM Worli/Powai. The Supervisor shall we responsible for following :-



- (aa) Ensure attendance and turn out of all staff. In case of any staff proceeding on leave alternate reliever to be provided by the contractor.
- (bb) Ensure discipline, safety and security of service provider's staff and allocation of their duties.
- (ac) The supervisor will also coordinate maintenance activities with MES, CGOM and external agencies. A defect registers shall be maintained by the supervisor and put-up for Mess secretary weekly signature and Commanding Officer ICGS Mumbai monthly signature.
- (ad) The supervisor shall be the overall in-charge of the CGOM inventory.
- (ae) The supervisor is totally responsible for planning, valuating, maintaining high level of services by the staff and controlling the entire catering, maintenance and conservancy operations.
- (af) He shall ensure timely check in check out and payment of bill.
- (ag) He shall ensure maintenance of suggestion book, complain book, and check in/out register. Tata Sky register, visitor books.
- (ah) He shall ensure that every guest shall be provided with welcome kit including welcome card on behalf of **PMC CGOM**, details of places of tour, list of important telephone number etc.
- (aj) He shall ensure that every room has following items, the expenditure towards purchase of these items shall be borne by CGOM. However any loss on account of negligence/miss accounting/theft will borne by the contractor:-
- i. Feedback registers for each room as per format given by Mess Secretary.
 - ii. Stationery such as folders, CG telephone directory, pen stand with gel pen (red, blue, green) pencil eraser, sharpener, paper cutter, envelopes, A-4 size sheets, glue stick, paper pin, paper clips, scribbling pad, stick pad, etc. First aid kit, mosquito replant house wife kit, paper napkin, laundry bag, 02 towels, 02 pairs of sleeper etc.
 - iii. Provision of making tea/coffee including electric kettle, 02 tea bags, 02 coffee sachets, 04 milk sachets, 04 sugar sachets, 04 sugar free sachets, 02 sachets of biscuits, 02 tea/coffee mug, 01 serving etc. The consumed items shall be charged in the occupants bill.
 - iv. Drinking water arrangements including 02 tumbler glasses hygienically clean and wrapped along with water jug be provided in each room.



v. Feedback forms duly filled by guest are to be put-up for perusal of Commanding Officer ICGS Mumbai job weekly basis.

(ak) In addition all VVIP suits, SOC cabins will be provided with fruit basket, chocolate, dry fruits, etc before checkin, 02 English new paper and latest magazine such as India today, outlook, star sports are also to be provided.

(ii) **Cooks:** Cook (senior cook and asst. cook) should be specialized in South and North Indian dishes both vegetarian and non-vegetarian dishes. Should have knowledge in preparing popular Chinese dishes and sweets. Should have knowledge of operating various kitchen equipments and maintain hygiene standards and safety requirements. The cooks will be responsible for following :-

(aa) Planning non repetitive menu (on weekly basis) for the CGOM based on the rations provided by the CGOM

(ab) He will prepare food using standard recipes as per the menu approved by the Mess Secretary, CGOM and as per the ordered quantity at scheduled time.

(ac) The cook's responsibilities include maintenance, upkeep and hygiene of the kitchen/galley and store rooms.

(ad) The cooks shall also plan and advice menu for special occasions /parties/meetings/official engagement and VIP visits.

(ae) The cooks shall estimate time and material required on work orders and convey to the supervisor in advance.

(iii) **Stewards.** Excellent customer service skills Awareness of safety and personnel hygiene of the workplace. Ability to work calmly and effective under pressure. Good competency for memorizing orders Excellent communication and interpersonal skills. Good numerical skills for handling customers bills. They shall be responsible for following:-

(aa) The stewards collaborate with other members of the catering staff, as required, take the orders, execute the orders, and deliver the orders.

(ab) The stewards will be responsible for hygiene, layout, preparation/presentation and services in the dining hall. The stewards as per stipulated schedules also shall provide the room service.

(ac) The stewards shall maintain meals registers and ensure regular updating of the same.

(ad) The responsibilities of stewards include accounting and maintenance of crockery cutlery and napkins etc.

(ae) The stewards shall also be responsible for projection of meals requirements as per orders of in-living officers/guests and providing packed meals for officers as per requisition.

(af) Following room services are to be provided by stewards to all occupants/guests:-

- (i) Bed tea at 0630 hrs
- (ii) Snacks as per menu and tea/coffee time juice at 1030 hrs
- (iii) Evening snacks, tea/coffee, lime juice at 1600 hrs

(iv) **House Keeping staff.** The main responsibility of housekeeping staff encompasses following jobs:-

(aa) The scope of work of the house keeping staff will also include lifting baggage of guests.

(ab) The service provider/contractor shall provide housekeeping cards in each room fixed in a pouch. The house keeping staff will make the entries of completed jobs as per schedule. The same will be checked by supervisor and submitted for the signature of the in-living officers/guests or Coast Guard staff as decided by the Mess Secretary, CGOM. The housekeeping cards are to be submitted for the perusal of the Mess Secretary on weekly basis.

(v) **Laundry Man.** Washing, ironing and preparing of uniforms of officers in occupation of rooms by 0700 hours daily. He will also be responsible for washing / ironing of beddings and curtains of the room / common areas.

(vi) **Dish washer.** Cleaning of all galley/kitchen equipments/crockery and cutlery items, raw material check and replenish perishables. Wash galley/kitchen floor thrice a day.

11. **Scope of the catering and maintenance service.**

(a) **Scope of Contract.** The proposed contract will be an agreement between the purchaser (buyer) and lowest bidder(s) (supplier) to provide the services included in this tender at specified prices, terms & conditions during the period of the contract. Contract will be in the nature of a standing offer and neither any quantity nor any anticipated drawls is guaranteed. As the contract is a standing offer, either party (seller / buyer) can revoke it at any time after giving a reasonable notice (at least 60 days in advance) and opportunity. However, once a supply order is placed on the supplier for supply of definite quantity in terms of the rate contract during the validity period of the rate contract and the supplier will be bound to supply the ordered quantity.

(b) **Area.** As given at Para 10 (site –I and Site –II) the area where the conservancy/maintenance services are to be provided includes Office premises (Both Open and Covered) at Worli, gymnasium, library and green areas at the address given above and in addition at **The Commander, Coast Guard**

Headquarters No-2 (MH), Worli Sea face PO, Worli, Mumbai-400 030
(herein after called ICGS Mumbai) for any of the official functions conducted by the Indian Coast Guard on special occasions.

(c) **Manpower:** The bidder would be responsible to provide **21** individuals (per month) as per schedule of requirements given in para 1 of part II of the RFP.

(d) The bidder will ensure that these personnel are trained, disciplined and courteous. The contractor shall ensure that the work force/supervisor engaged by him must bear & display the identity cards prominently on their uniform during their duty period (as the same duly endorsed by the company). Each workforce shall also wear his name badges (to be issued by the contractor) while on duty. All the personnel so deployed will follow strictly security regulations of the Indian Coast Guard, in vogue from time to time.

(e) If any of the staff takes leave or is absent the bidder will make alternative arrangements to ensure the **21(Twenty-one)** individuals are available for uninterrupted services at all times.

(f) The staff will be in the employment of successful bidder except for the services provider for the contract operating authority. However, the contract operating authority will have the overall supervisory and coordinating control over the staff provided by the bidder. In the event when the successful bidder fails to provide any of the services requisitioned under the agreement, the contract operating authority will have right to have such services from a Third party at the expense of the second party with the prior written concurrence of the Second party.

(g) The bidder will ensure that the staff employed is conversant and understands English or Hindi Language.

(h) The bidder shall strictly ensure health, hygiene and verification of character/antecedent and residential proof of the staff employed by them and produce the copies of above certificates for verification by the contract operating authority. Visitors to the employee of the bidder will not be permitted/ entertained in the Coast Guard Officers Mess Worli/Powai.

(j) The successful bidder will keep the surrounding of the Office premises clean and also ensure economical use of electricity provided by the first party.

(k) As and when specially asked for, the successful bidder may have to provide special services for social, official function, conference, VIP visits, from time to time as directed by EXO, DHQ-2.

(l) The successful bidder representative will meet the EXO, DHQ-2 once in a week or on need basis.

(m) The Contract operating authority will ensure and enforce strict men /material inwards and outward security system. The successful bidder will cooperate and implement the security and safety procedure imposed by the former.



(n) **Provision of Additional Manpower:** The Successful bidder on conclusion of the contract shall on requisition by the ICGS Mumbai (at 24 hours notice) provide additional manpower to meet the additional requirement, if any, for various official and social functions organized by the Coast Guard at CGOM Worli/Powai to the extent of 50% of the contracted total manpower for a specific period on pro-ratabasis of the rates quoted in the price bid for the scope of work mentioned.

(p) **Catering Services.**

(i) All meals, seven days a week are to be prepared and served at fixed and predetermined times at CGOM, Worli/Powai. Serving would include room services such as morning/evening tea/snacks and meals when specified by the Mess Secretary, COGM.

(ii) The staff shall be capable of preparing multi cuisine (Indian/Continental Food) and laying, decorating/presenting the meals at the highest standards. In case if, a particular item preparation is beyond the capacity of the regular staff of the services provider/Contractor and the same is required by the CGOM, the service Provider/Contractor shall expressly arrange a specialist in that item on casual basis so as to meet the requirement within the specified time at no extra charges.

(iii) Maintain clean & hygienic conditions in dining hall, kitchen and wash areas at all times.

(iv) CGOM, Worli/Powai will provide all necessary equipments like utensils, kitchen implements table and service ware, crockery, cutlery, washing and cleaning equipment and all other cool and cold storage equipment in working condition. The Service/provider/Contractor shall assume full responsibility for all property which have been handed over for its care, custody and control except for loss by fire, flood and caused beyond the control of the Service/Provider Contractor will be responsible for replacement of all losses and breakages attributable to his staff.

(v) CGOM, Worli/ Powai will provide rations, consumables, cooking gas water and electricity etc to enable the Service Provider/ Contractor to provide quality catering services. Adequate and appropriate space and facility for storage will be provided by CGOM.

(q) **Housekeeping Services.**

(i) **General:** The area covered for housekeeping services would include all floors of the mess area in the building, transit accommodation and CGOM Annexe. The main mess includes, Pashim suite (VVIP Suite), 01 VIP suite, Two VIP Cabins, 04 living rooms of officers, one transit officer rooms, dinning spaces, kitchen, TV room, conference hall, gymnasium, library, officers bar, store rooms, corridors/verandahs, open spaces, lofts, lifts, exhaust/ventilation and such other areas within the premises of the CGOM Worli. The CGOM



Powai premise includes Samar Suite(VVIP cabin), 04 inliving officers cabin, library, gymnasium and kitchen, bar room and common area.

(aa) The service provider/contractor will be responsible for maintenance of all living spaces and will be required to take over the inventory in respect of each cabin. Replacement of any loss would be the responsibility of service provider. He will be responsible to bring any deficiency/loss to the notice of the Mess Secretary, CGOM wherever required.

(ab) The service provider/contractor shall maintain the details of cleaning schedules and submit the outline of schedule planned to the Mess Secretary.

(ac) CGOM, Worli /Powai would provide all equipments of Pmt nature related to housekeeping. However, items of Quasi Pmt / consumable nature such as detergent phenyl, Acid, Sponge cloth, Cleaning chemicals, buckets,mugs, broom, scrubber, brushes, mops etc. are to be provided by the contractor.

(ad) Maintenance and upkeep of items as per cloth inventory will be responsibility of service providers/contractor.

(ae) Liaising with outside agencies like cable operators, gardeners will be done by the service provider/contractor.

(ii) **Daily Housekeeping Services.** The house keeping services to be provided on daily basis are as follows:-

(aa) Sweeping and wet mopping of all the areas specified at para 7(b) above and also include all recreation and guest rooms, spaces under the cupboards/almirahs, Mopping of the passages/corridors and stairways will have to be done three times a day.

(ab) Clean, prepare room and lay beds in each and every living room.

(ac) Clean all windows from inside; clean all tabletops, chairs, partition glass panels thoroughly.

(ad) Pressing and preparing/making of uniforms of officers in occupation of rooms by 0700 hours.

(ae) Cleaning and polishing of shoes of the in-living/guest officers in \ occupation of the rooms by 0700 hours.

(af) Cleaning of all galley/kitchen equipments, rear material, check and replenish perishables. Wash galley/kitchen floor thrice a day.

(ag) Washing and pressing of all uniforms and civil cloths of all officers occupation of the rooms. The cloths are to be collected from and delivered to the rooms.

(ah) Cleanina of fridaes and freezers.



(aj) Cleaning of drinking water cooler areas including attached sink and tiles etc with detergents, chemicals once day and more often if required.

(ak) Thorough cleaning and fumigation of the toilets including WCs and Urinals with attached water tanks and washbasins with chemicals/detergents once a day and more often, if needed.

(al) Cleaning of all sanitary fittings, tiles and mirrors on the walls in the toilets by using disinfecting materials like to be provided by the CGOM Worli/Powai.

(am) Replenish sanitary cubes, naphthalene balls, air-fresheners (odonil), sanitizers, liquid soaps in the toilets(material will be supplied by the CGOM Worli/ Powai).

(an) Removal of blockages and clogging in the washbasins and other sanitary fittings in the toilets for smooth outflow of waste water.

(ap) Watering and care of indoor plants and cycling these plants with nursery.

(aq) Polishing of brass ware.

(ar) Sweeping of the internal roads and open areas including garden and green patches.

(as) Collect all the sweepings, garbage and wastes and dispose off the same in the nearest garbage bins/premises, which require to give proper cleaning service.

(at) Brinding to notice any MES related works required to be done in the CGOM Worli / premises, which require to give proper cleaning service.

(au) Brand new toiletry items of daily use such as shaving kit, toothbrush. Toothpaste, soap, shampoo, body lotion, shoe polish, shoe brush are to be provided in all the rooms (initially the material will be supplied by CGOM). Any material listed above, if used by the occupant is to be billed and replaced with new (sealed) item. The billing and replacement of the item shall be the responsibility of the contractor.

(av) Complete ladies makeup kit including branded nail polish, lipsticks, kajal, comb, hair oil, talcum powder, perfume, deodorant, nail cutter etc. Shall be provided in each room (initially the material will be supplied by CGOM). Any material listed above, if used by the occupant is to be billed and replaced with new (sealed) item. The billing and replacement of the item shall be the responsibility of the contractor.



(aw) The housekeeping staff shall coordinate with agency holding AMC for pest control and ensure regular and safe pest control in CGOM.

(iii) **Weekly Housekeeping Services.** The housekeeping services to be provided on weekly basis (on a day specified by the Mess Secretary CGOM) are as follows:-

(aa) Removal of cobwebs in all the rooms, halls, corridors and lavatories Dustup/clean all beams and ceilings, clean lights, lights fittings fans, A/C grills, fittings and fixtures.

(ab) Change the bed sheets in all the rooms every fourth day or on vacation of room by an occupant, whichever is earlier. Wash and press the used bed sheets on the day of change itself.

(ac) Thorough washing, rubbing and cleaning of corridors, passages and stairways.

(ad) Thorough cleaning of kitchen / galley exhaust system, washing of store rooms.

(ae) Complete stock taking of housekeeping items and linen, making of breakage statement, rearrangement of stores, cleaning of valuable store items.

(af) Check and replenish first-aid box and fire extinguishers (material will supply by CGOM)

(ag) Cleaning terrace of the buildings on weekly basis.

12. **Quality of Housekeeping and Material.** The contractor shall ensure that all material, machines, and chemicals used for housekeeping are of good quality and Govt. approved(Appendix 'D').

13. **Working Days.** Seven days week will be observed for providing daily/weekly services as mentioned above.

14. **Compliance of Labour Laws.** The contractor shall fullfill all obligations under various labour laws in force regarding deployment of contractor workers in respect of the services provided under this contract.

15. **Accidents.** In circumstances, when the personnel is involved in services meet with an accident, resulting in loss or damage to property or life with respect to the person or any third party, the responsibility for any legal or financial implication shall rest solely with the contractor. The Commanding Officer, ICGS Mumbai or the Government of India shall have no liability, whatsoever, in this regard.

16. **Penalty Clause:**In case any complaint is received from the users, the following be followed:-

(aa) **Uniform:** A penalty of Rs. 100.00 per head per day will be levied for non wearing of proper uniform as approved by Contract Operating Authority and the same will be deducted from monthly bills of the contractor.

(ab) **Punctuality:** In case of late reporting of any staff a penalty @ 10% of the daily contract value will be recovered from the contractor from monthly bill.

(ac) **Performance:** Any sub-optimal / short fall in providing requisite manpower/ services noticed a penalty @25% of the daily contract value will be recovered.

(ad) 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 govt. in terms of herein mentioned as clause of the agreement.

(ae) Any theft occurred due to negligence of Staffs' Contractor will be penalized for theft amount and has to pay the amount within 48 hrs of the incident.

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

- | | | |
|-------------------------------|---|--|
| (aa) First Complaint | - | Verbal Warning. |
| (ab) Second & Third complaint | - | Written Warning/Show cause notice. |
| (ac) Subsequent complaint | - | Termination of contract and PBG of the contract will be forfeited. |



Signature

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:** Normally, the contract shall come into effect on the date of signatures of both the parties on the contract (Effective Date) except when some other effective date is mutually agreed to and specifically indicated/ provided in the contract which 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 contractor undertakes that he has not given, offered or promised to give, directly or indirectly, any gift, consideration, reward, commission, fees, brokerage or inducement to any person in service of the 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 manufacturer of the stores / provider of the services referred to in this contract and has not engaged any individual or firm, whether Indian or foreign whatsoever, to intercede, facilitate or in the any way to recommended 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 5 years. The buyer will also have right to consider cancellation of the contract either wholly or in part, without any entitlement or compensation to the seller who shall in such and event be liable to refund all payment made by the buyer in terms of the contract along with interest at the rate of 2% per annum above LIBOR rate. The Buyer will also have the right to recover any such amount from any contracts included earlier with the Government of India.

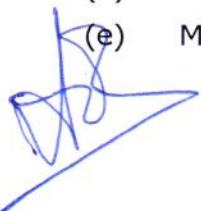
6. **Access to Books of Accounts**: In case it is found to the satisfaction of the Buyer that the Seller has engaged an Agent or paid commission or influenced any person to obtain the contract as described in clauses relating to Agents/Agency Commission and penalty for use of undue influence, the Seller,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

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

8. **Liquidated Damages**: In the event of the Seller's failure to submit the Bonds, Guarantees, and Documents, supply the stores/services and conduct trials, installation of equipment, etc as specified in this contract, the Buyer may, at his discretion, withhold any payment until the completion of the contract. The BUYER may also deduct from the CONTRACTOR as agreed, liquidated damages to the sum of **0.5%** of the contract price of the delayed/undelivered stores/services mentioned above for every week of delay or part of a week, subject to the maximum value of the Liquidated Damages being not higher than **10%** of the value of delayed stores / services.

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

- (a) Seller is unable to meet the requirement of support staff asked by this Office frequently.
- (b) The Seller is declared bankrupt or becomes insolvent.
- (c) Non payment of wages to support staff in time i.e. last working day of the following month despite repeated warnings.
- (d) Non payment of PF dues to the support staff, despite repeated warnings.
- (e) Misbehaviour with any official of this office by him on his employees.



- (f) The Buyer has noticed that the Seller has utilised the services of any Indian/Foreign 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.

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

11. **Transfer 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.

12. **Patents and other Industrial Property Rights:** The prices stated in the present Contract shall be deemed to include all amounts payable for the use of patents, copyrights, registered charges, trademarks and payments for any other industrial property rights. The Seller shall indemnify the Buyer against all claims from a third party at any time on account of the infringement of any or all the rights mentioned in the previous paragraphs, whether such claims arise in respect of manufacture or use. The Seller shall be responsible for the completion of the supplies including spares, tools, technical literature and training aggregates irrespective of the fact of infringement of the supplies, irrespective of the fact of infringement of any or all the rights mentioned above.

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

14. **Taxes and Duties:**

(a) **In respect of Foreign Bidders: Blank**

(b) **In respect of Indigenous bidders**

(i) **General**

1. Bidders must indicate separately the relevant Taxes / Duties likely to be paid in connection with delivery of completed goods specified in RFP. In absence of this, the total cost quoted by them in their bids will be taken into account in the ranking of bids.



2. If a Bidder is exempted from payment of any duty / tax up to any value of supplies from them, he should clearly state that no such duty / tax will be charged by them up to the limit of exemption which they may have. If any concession is available in regard to rate / quantum of any Duty / tax, it should be brought out clearly. In such cases, relevant certificate will be issued by the Buyer later to enable the Seller to obtain exemptions from taxation authorities.

3. Any changes in levies, taxes and duties levied by Central / State / Local governments such as excise duty, VAT, Service tax, Octroi / entry tax , GST etc on final product upward as a result of any statutory variation taking place within contract period shall be allowed reimbursement by the Buyer to the extent of actual quantum of such duty / tax paid by the Seller. Similarly, in case of downward revision in any such 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. Section 64-A of Sales of Goods Act will be relevant in this situation.

4. Levies, taxes and duties levied by Central / State / Local Governments such as excise duty, VAT, Service, Octroi / entry Tax, GST, etc on final product will be paid by the Buyer on actual, based on relevant documentary evidence. Taxes and duties on input items will not be paid by Buyer and they may not be indicated separately in the bids. Bidders are required to include the same in the pricing of their product.

ii) **Custom Duty:** NA

iii) **Excise Duty -** NA

iv) **GST**

(1) If it is desired by the Bidder to ask for GST to be paid as extra, the same must be specifically stated. In the absence of any such stipulation in the bid, it will be presumed that the prices quoted by the Bidder are inclusive of tax and no liability of tax will devolve upon the Buyer.

(2) On the Bids quoting GST, the rate and nature of GST applicable at the time of supply of services should be shown separately. GST will be paid to the Seller at the rate at which it is liable to be assessed or has actually been assessed provided the transaction of service is legally liable to tax and the same is payable as per the terms of the contract.

v) **OCTROI duty & Local taxes:** As applicable, if any

15. **Pre-Integrity Pact Clause:** NA

Part IV – Special Conditions of RFP

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

1. **Performance Guarantee:**

(a) **Indigenous cases.** 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 warranty. The specimen of PBG is given in Form DPM-15 (Available in MoD website and can be provided on request).

(b) **Foreign cases:** **NA**

2. **Option Clause:NA**

3. **Repeat Order Clause:NA**

4. **Tolerance Clause:-NA**

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

(a) 100% payment on post monthly basis after successful execution of the job order issued against the Rate contract during the period and acceptance by the user.

(b) Amount of LD risk Expenses/penalty etc, if any will be deducted from the billing amount.

(c) **Payment of Bills:-** Monthly bills for bonafide use of support staff personnel to be submitted by the contractor along with attendance sheet latest by the 3rd day of the subsequent month to Store Office, alongwith the requisition issued. Payment will be made through **PCDA (Navy) Coast Guard Section, No.1 Cooperage road, Mumbai – 400 005** subject to timely submission of bills by the contractor.

6. **Payment terms for Foreign Sellers:** **NA**

7. **Advance Payments:** No advance payment(s) will be made of any kind.



8. **Paying Authority:**

(a) **Indigenous Sellers:** (Name and address, contact details). The payment of bills will be made through PCDA(N), Mumbai on submission of the following documents by the Contractor to the Paying Authority along with the bill:

- (i) Ink-signed copy of contingent bill / Seller's bill.
- (ii) Ink-signed copy of commercial invoice / Seller's bill.
- (iii) Copy of Supply Order / Contract with U.O number and date of IFA's concurrence, where required under delegation of powers.
- (iv) Work done certificate in duplicate.
- (v) Inspection note.
- (vi) 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 of EPF / ESIC contribution with nominal roll of beneficiaries, etc as applicable.
- (vii) Exemption certificate for Excise duty / Customs duty, if applicable.
- (viii) Bank guarantee for advance, if any.
- (ix) Guarantee / Warranty certificate.
- (x) Performance Bank guarantee / Indemnity bond where applicable.
- (xi) DP extension letter with CFA's sanction, U.O. number and date of IFAs concurrence, where required under delegation of powers, indicating whether extension is with or without LD.
- (xii) 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 supply order / contract).
- (xiii) Any other document / certificate that may be provided for in the Supply order contract.
- (xiv) User Acceptance.
- (xv) Xerox copy of PBG.

(Note – From the above list, the documents that may be required depending upon the peculiarities of the procurement being undertaken, may be included in RFP)

(b) **Foreign Sellers-NA**

9. **Fall clause** - The following Fall clause will form part of the contract placed on successful Bidder –

(a) The price charged for the stores supplied under the contract by the Seller shall in no event exceed the lowest prices at which the contractor sells the stores or offers to sell stores of identical description to any persons/Organisation including the purchaser or any department of the Central government or any Department of the state government or any statutory undertaking the central or state government as the case may be during the period till performance of all supply Orders placed during the currency of the rate contract is completed.

(b) If at any time, during the said period the Seller reduces the sale price, sells or offer to sell such stores to any person/organisation including the Buyer or any Dept. of central Govt. or any Department of the State Government or any Statutory undertaking of the Central or state Government as the case may be at a price lower than the price chargeable under the contract, he shall forthwith notify such reduction or sale or offer of sale to the purchaser / Contracting Authority and Director General of Supplies & Disposals and the price payable under the contract for the stores of such reduction or sale or offer of the sale shall stand correspondingly reduced. The above stipulation will, however, not apply to:--

(i) Exports by the Seller

(ii) Sale of goods as original equipment at a price lower than the prices charged for normal replacement.

(iii) Sale of goods such as drugs which have expiry dates.

(iv) Sale of goods at lower price on or after the date of completion of sale/placement of the order of goods by the authority concerned under the existing or previous Rate Contracts as also under any previous contracts entered into with the Central or State Government Depts., including their undertakings excluding joint sector companies and/or private parties and bodies.

(c) The Sellers shall furnish the following certificate to the Paying Authority along with each bill for payment for supplies made against the Rate contract – “We certify that there has been no reduction in sale price of the stores of description identical to the stores supplied to the Government under the contract herein and such stores have not been offered/sold by me/us to any person/organisation including the purchaser or any department of Central Government or any Department of a state Government or any Statutory Undertaking of the Central or state Government as the case may be up to the date of bill/the date of completion of supplies against all supply orders placed during the currency of the Rate Contract at price lower than the price charged to the government under the contract except for quantity of stores / categories under sub-clauses (i),(ii) and (iii) of sub-Para (b) above details of which are given below -

10. **Exchange Rate Variation Clause: NA**

11. **Risk & Expense clause –**

1. Should the stores/ services or any instalment thereof not be delivered within the time or times specified in the contract documents, or if defective delivery is made in respect of the stores or any instalment thereof, or the delayed delivery of the services the Buyer to cure the breach, be at liberty, without prejudice to the right to recover liquidated damages as a remedy for breach of contract, to declare the contract as cancelled either wholly or to the extent of such default.

2. Should the stores / services or any instalment thereof not perform in accordance with the specifications / parameters provided by the SELLER during the check proof tests to be done in the BUYER'S country, the BUYER shall be at liberty, without prejudice to any other remedies for breach of contract, to cancel the contract wholly or to the extent of such default.

~~3. In case of a material breach that was not remedied within 45 days, the BUYER shall, having given the right of first refusal to the SELLER be at liberty to purchase, manufacture, or procure from any other source as he thinks fit, other stores of the same or similar description to make good:-~~

~~(a) Such default.~~

~~(b) In the event of the contract being wholly determined the balance of the stores remaining to be delivered there under.~~

~~4. Any excess of the purchase price, cost of manufacturer, or value of any stores procured from any other supplier as the case may be, over the contract price appropriate to such default or balance shall be recoverable from the SELLER.~~

12. **Force Majeure clause:**

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

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

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

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

(e). If the impossibility of complete or partial performance of an obligation lasts for more than 6 (six) months, either party hereto reserves the right to terminate the contract totally or partially upon giving prior written notice of 30 (thirty) days to the

other party of the intention to terminate without any liability other than reimbursement on the terms provided in the agreement for the goods received.

13. **Buy-Back offer** – NA
14. **Specification**: The Specification as per **Part-II of RFP** which will form part of the contract placed on successful Bidder.
15. **OEM Certificate**: NA
16. **Export License**: NA
17. **Earliest Acceptable Year of Manufacture**: NA
18. **Buyer Furnished Equipment**: -NA-
19. **Transportation**: Transportation of the support staff from their residence to the place of the duty will be the responsibility of the support agency and this headquarters is not liable for such queries / facilities.
20. **Air lift**: NA
21. **Packing and Marking**: NA
22. **Quality**: As per **Part –II of RFP (Scope of the Contract)**.
23. **Quality Assurance**: ~~Seller would provide the Standard Acceptance Test Procedure (ATP) within one month of this date of contract. Buyer reserves the right to modify the ATP. Seller would be required to provide all test facilities at his premises for acceptance and inspection by Buyer. The details in this regard will be coordinated during the negotiation of the contract. The item should be of the latest manufacture, conforming to the current production standard and having 100% defined life at the time of delivery.~~
24. **Inspection Authority**: The Inspection will be carried out by the user unit. The mode of inspection will be through verbal interaction, surprise visit of buyer for physical presence of support staff and Medical.
25. **Pre-Dispatch Inspection**: - NA
26. **Joint Receipt Inspection**: NA
27. **Franking clause**: -NA
28. **Claims**: NA
29. **Warranty**–

(a) The following Warranty will form part of the contract placed on the successful Bidder for support services:

(i) Except as otherwise provided in the invitation tender, the Seller hereby declares that the goods, stores articles / services sold/supplied to the Buyer under this contract shall be of the best quality and workmanship and new in all respects and shall be strictly in accordance with the specification and particulars contained/mentioned in contract. The Seller hereby guarantees that the said goods/stores/articles/services would continue to conform to the



description and quality aforesaid for a period of 12 months from the date of delivery of the said goods stores/articles/services to the Buyer or 15 months from the date of shipment/dispatch from the Seller's works whichever is earlier and that notwithstanding the fact that the Buyer may have inspected and/or approved the said goods/stores/articles/services, if during the aforesaid period of 12/15 months the said goods/stores/articles/services be discovered not to conform to the description and quality aforesaid not giving satisfactory performance or have deteriorated, and the decision of the Buyer in that behalf shall be final and binding on the Seller and the Buyer shall be entitled to call upon the Seller to rectify the goods/stores/articles/services or such portion thereof as is found to be defective by the Buyer within a reasonable period, or such specified period as may be allowed by the Buyer in his discretion on application made thereof by the Seller, and in such an event, the above period shall apply to the goods/stores/articles/services rectified from the date of rectification mentioned in warranty thereof, otherwise the Seller shall pay to the Buyer such compensation as may arise by reason of the breach of the warranty therein contained.

(ii) Guarantee that they will supply spare parts, if and when required on agreed basis for an agreed price. The agreed basis could be and including but without any limitation an agreed discount on the published catalogue or an agreed percentage of profit on the landed cost.

(iii) Warranty to the effect that before going out of production for the spare parts they will give adequate advance notice to the Buyer of the equipment so that the latter may undertake the balance of the lifetime requirements.

(iv) Warranty to the effect that they will make available the blue prints of drawings of the spares if and when required in connection with the main equipment.

30. **Product Support: NA**

31. **AMC Clause: NA**

32. **ESP Clause: NA**

33. **Price Variation Clause:** Applicable subject to revision of Govt. orders/policies on basic minimum wages or its component (in terms of wages increased or decreased by Govt. of India).

34. **Extension of Contract:NA**

35. **Renewal of Contract: NA**



Part V – EVALUATION CRITERIA & PRICE BID ISSUES

1. **Evaluation Criteria** - The broad guidelines for evaluation of Bids will be as follows:
 - (a) Only those Bids will be evaluated which are found to be fulfilling all the eligibility and qualifying requirements of the RFP, both technically and commercially.
 - (b) In respect of Two –Bid system, the technical Bids forwarded by the Bidders will be evaluated by the Buyer with reference to the technical characteristics of the equipments 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 Format given at Appendix "B"& "C" respectively. The consideration of taxes and duties in evaluation process will be as follows:
 - (i) In cases where only Indian Bidders are competing, L1 bidder will be determined by excluding levies, taxes and duties levied by Central/State/Local govt. Such as excise duty, Vat, Service tax, GST, Octroi/entry tax, etc on final products as quoted by bidders.
 - (ii) In cases where both foreign and indigenous Bidders are competing, following criteria would be followed:-**(Blank)**
 - (aa) In case of foreign Bidders, the basic cost (CIF) quoted by them would be the basis for the purpose of comparison of various tenders.
 - (ab) In case of indigenous Bidders, exercise duty on fully formed equipment would be offloaded.
 - (ac) Sales tax and other local levies, i.e.octroi, entry tax etc would be ignored in case of indigenous Bidders.
 - (d) Deleted as per amendments to DPM 2009.
 - (e) In import cases, all the foreign quotes will be brought to a common denomination in Indian Rupees by adopting the exchange rate as BC selling rate of State Bank of India on the date of the opening of price Bids.
 - (f) 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.**
 - (g) The Buyer reserves the right to evaluate the offers received by using Discounted Cash flow method at discounting rate of ___%. In case cash flow involves more than one currency, the same will be brought to a common denomination in Indian Rupees by adopting exchange rates as BC selling rate of the State Bank of India on the date of the opening of Price Bids.



(h) The lowest Acceptable Bid will be considered further for placement of contract/Supply Order after clarification and price negotiations as decided by the Buyer. The Buyer will have the right to award contracts to different Bidders for being lowest in particular items. The Buyer also reserves the right to do **Apportionment of services**, if it is convinced that Lowest Bidder is not in a position to supply full quantity in stipulated time.

(j) Any other criteria as applicable to suit a particular case.

2. **Price Bid Format (to be used for L-1 determination)**: The Commercial Bid format in general is given at **Appendix 'C' & 'D'** to this RFP. Bidders are required to fill this up correctly with full details as required:

(a) The Commercial bid format is provided as **BoQ.xls** along with this tender document **<https://eprocure.gov.in>**. Bidders are advised to download this **BoQ.xls** as it is and quote their offer in the permitted column. Bidders are also to fill the duties & Taxes column as applicable

(b) **Accessories: As per specifications to be included in basic cost**

(c) **Installation / Commissioning charges: NA**

(d) **Training: NA**

(e) **Technical literature**

(f) **Tools as per specifications to be included in basic cost**

(g) **AMC: NA**

(h) **Any other requirement: As per specifications to be included in basic cost**

(j) Commercial bids of only those firms will be opened, whose Technical bids are found compliant /suitable after Technical evaluation is done by the Buyer.

(k) No document is to be enclosed alongwith the Commercial Bid.

(l) Bidders are to send their commercial bids in the prescribed format (Appendix 'C' and 'D' to RFP) only, failing which their offers will be rejected.

(m) Bidders quoting lesser or higher wages, taxes, etc than the prescribed central govt. rates will be rejected.

(n) **All columns of the Commercial bids shall be filled in by the bidder and no column should be left blank. If any column is left blank (unresponsive section), it will be loaded by the amount quoted by the highest bidder for that particular column for comparison of rates.**

(p) Unnecessary inflated or deflated bids may be avoided.

(q) The buyer reserves the right to reject any fictitious quotes which are found to be unreasonably low.

(r) **Service Charges of support staff agency for determination of L-1** :-Any quotation below 50% of service charges fixed by the board of Officers will be rejected commercially. The reasonable service charges will be announced at the time of opening of Commercial bid. L-1 firm will be decided based on lowest service charges quoted among commercially accepted bids.

3. The bidders are required to **UPLOAD** following in the commercial bid:-
- (a) Signed and scanned copy of Price bid undertaking (as Appendix 'C' to RFP)
 - (b) Schedule of price bid in the form of BoQ_XXXX.xls (attached in online-tender)



(Amrita Kaur)
Asst Commandant
Dist Logistics Officer
for District Commander

FORMAT FOR SUBMISSION OF TECHNICAL BID**OUTSOURCING OF CATERING AND MAINTENCE SERVICE FOR
CGOM WORLI/ POWAI AT MUMBAI FORFOR ONE YEAR**

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

SL	TENDER NO.:	TENDER DATE:
1	NAME & ADDRESS OF THE BIDDER:	
2	REGISTERED ADDRESS OF THE FIRM	
3.	COMMUNICATION ADDRESS OF THE FIRM	
4.	OFFICE TELEPHONE NO, FAX AND EMAIL ADDRESS	TELEPHONE NO : FAX NO :
5	Questionnaires:- (eligibility criteria)	
(a)	Status of firm(Proprietorial /Pvt Ltd/Any other (attached Article of association/memorandum of association	YES / NO
(b)	Is the firm registered with govt / PSU	YES / NO
(c)	Proof of License under CLRA - 1970 and 1971	YES / NO
(d)	Proof of ESI registration	YES / NO
(e)	Proof of EPF registration	YES / NO
(f)	Past similar experience in Govt organization/semi GOVT	YES / NO
(g)	Any order from government agencies	YES / NO
(h)	Copy of PAN Card	YES / NO
(j)	Copy of service tax / GST registration	YES / NO
(k)	Does the firm have required number of personnel as advertised to meet the eligibility to meet this contract	YES / NO
(l)	EMD Submitted for Rs. 1,60,000.00 (Rupees One lakh sixty thousand only)as per RFP	YES / NO
(m)	Audited balance sheet of last three years.	YES / NO
(n)	Annual turnover for three years (attach proof) .	YES / NO
(p)	IT Returns for three years.	YES / NO
(q)	Under taking by the firm to pay their employees as per	YES / NO
NOTE: bidder is requested to fill in the details , tick () the relevant option and enclosed the documents. enclose this check of list in technical bid		



(A) THIS IS TO CERTIFY THAT I/WE BEFORE SIGNING THIS TENDER HAVE READ AND FULLYUNDERSTOOD.

(B) ALL THE TERMS AND CONDITIONS CONTAINED HEREIN AND UNDERTAKE MYSELF/OURSELVES ABIDE BY THEM.

(C) "WE ACCEPT ALL THE TERMS AND CONDITIONS MENTIONED IN TENDER ENQUIRY NO. DHQ/449/13/04/18-19 DATED JUN19

Note: Wherever documentary evidences have been asked for in the tender document, bidder is required to furnish copy of the relevant document alongwith the TechnicalBid

(Signature of the bidder)

Name and Address

(with seal)

A handwritten signature in blue ink, consisting of stylized initials and a long horizontal stroke extending to the right.

**APPENDIX "B" TECHNICAL
RFP NO. DHQ/449/13/04/18-19 DATED 19**

SL NO	PARAMETER/ TERMS & CONDITIONS	RELEVANT PARA NO	COMPLIANCE TO SPECIFICATION BY FIRM WHETHER YES / NO	IN CASE OF NON COMPLIANCE DEVIATION TO BE SPECIFIED IN UNAMBIGUOUS TERMS
1.	Critical data sheet	Para 1 of covering letter of RFP		
2.	Acceptance of Terms and Conditions	Para 5 of covering letter of RFP		
3.	Scanning of bid document	Para 6 of covering letter of RFP		
4.	Submission of bids	Para 7 of covering letter of RFP		
5.	Validity of Bids 120 days	Para 13 of Part I of RFP		



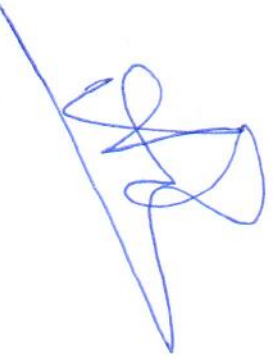
6.	Earnest Money deposit, address for manual depositions (firms seeking EMD waiver must enclose required registration certificate)	Para 14 of Part I of RFP		
7.	Schedule of Requirement	Para 1 of Part II of RFP		
8.	All Technical details	Para 2 of Part II of RFP (Appendix 'A' and 'B')		
9.	Two bids system	Para 3 of Part II of RFP		
10	Online submission	Para 4 of Part II of RFP		
11.	Contract period	Para 6 of Part II of RFP		
12.	Undertaking to pay employees as per minimum wages Act	Para 09(c) (iii) of Part II of RFP		
13.	Police Verification	Para 09(c) (x) of Part II of RFP		
14.	Uniform	Para 09(c) (xiv) and (xv) of Part II of RFP		
15.	Responsibility of Payment of wages	Para 09(c) (xv) of Part II of RFP		
16.	Registers and Records	Para 09(c) (xvi) of Part II of RFP		



17.	Scope of the contract (Nos of staffs/ Training/experience/ age and medical fitness)	Para 11 of Part II of RFP		
18.	Compliance of labour Laws	Para 13 of Part II of RFP		
19.	Penalty Clause	Para 15 of Part II of RFP		
20.	Warning Clause	Para 16 of Part II of RFP		
21.	LD clause of RFP	Para 8 of Part III of RFP		
22.	Taxes and duties	Para 14 of Part III of RFP		
23.	Performance guarantee	Para 01 of Part IV of RFP		
24.	Option Clause	Para 02 of Part IV of RFP		
25.	Tolerance Clause	Para 04 of Part IV of RFP		
26.	Acceptance of payments terms	Para 05 to 08 of Part IV of RFP		
27.	Specifications	Para 14 of Part IV of RFP		
28.	Quality	Para 22 of Part IV of RFP		
29.	Inspection Authority clause	Para 24 of Part IV of RFP		



30.	Price variation Clause	Para 33 of Part IV of RFP		
31.	Extension of Contract	Para 34 of Part IV of RFP		
32.	Renewal of Contract	Para 35 of Part IV of RFP		
33.	Apportionment Clause	Para 1(h) of Part V of RFP		
34.	Price bid format	Appendix "C" & "D"		
35.	Loading of unresponsive section	Para 02 (n) of Part V of RFP		
36.	Service Charges of support staff agency for determination of L-1	Para 02 (r) of Part V of RFP		
37.	Uploading of commercial Bid	Para 03 of Part V of RFP		



APPENDIX "C" OF

RFP NO. DHQ/449/13/04/18-19 DATED 10 Jun19

FORMAT FOR SUBMISSION OF COMMERCIAL BID
OUTSOURCING OF CATERING AND MAINTENANCE SERVICE FOR
CGOM WORLI/ POWAI AT MUMBAI FOR ONE YEAR

Sl. No	Designation	Supervisor	Sr. Cook	Asst cook	Steward	House keeping	Laundry man	Dish Was
	Category	(Skilled)	(Skilled)	(Skilled)	(Skilled)	(S-Skilled)	(S-Skilled)	(U/Skilled)
	Current Wages/VDA	637+73	637+73	637+73	637+73	579+66	579+66	523+6
	No. of Personal	(1)	(2)	(2)	(9)	(5)	(1)	(1)
1	Basic WAGES (@ 26 Days)							
2	VDA (@ 26 Days)							
3	ESIC [4.75% on (1+2)]							
4	EPF [12% on (1+2)]							
5	EDLI [0.5% on (1+2)]							
6	Total Cost per head (add SL 1 to 5)							
7	No of staff	(1)	(2)	(2)	(9)	(5)	(1)	(1)
8	Total for each category (6x7)							
9	Total for all category (per month)							
10	Service charges of Agency per month (on SL 9)							
11	Total (09+10)							

12	GST (on 11) @ 18%								
13	Cleaning material per month Appendix 'D' (inclusive of GST)								
14	Grand total per month (11+12+13)								
15	Grand total per month R/off								
16	Total for one year (15 x 12 months)								



COST OF HOUSEKEEPING CONSUMABLES

Sl. NO	House Keeping items	Deno	Per month	Rate per item	Cost per month
1.	Bathroom Surface cleaner (Domex)	1/2 Ltrs Bottle	15		
2.	Multiple surface cleaner (Domex)	1 Ltrs Bottle	25		
3.	Colin Glass Cleaning Concentrate	Per Bottle	5		
4.	Harpic Toilet Cleaner	Bottle	6		
5.	Checked cloth duster	Piece	15		
6.	Air Freshner 300 ML	Can	7		
7.	Odonil 75 Grams	Cake	5		
8.	Floor Mops / Pocha	Piece	8		
9.	Floor Squeezers	Piece	4		
10.	Wet/ Dry Mopping	Piece	5		
11.	Toilet Brush	Piece	5		
12.	Garbage Bags 25 Kg Cap	Roll	8		
13.	Garbage Bags 15 Kg Cap	Roll	3		
14.	Dust Pans	Piece	4		
15.	Soft Brooms	Piece	4		
16.	Hard Brooms	Piece	4		
17.	Bucket	Piece	4		
18.	Feather Brush	Piece	4		
19.	Toilet Paper	Roll	10		
20.	Naphthalene Balls	Kgs	1		
21.	Steel Wool	Piece	10		
22.	Vim Bar 200 gms	Piece	10		
23.	Liquid soap 150 gms	Piece	4		
Total Cost of items Per Month (for Sl. 13 of Appendix 'C')					

Note: The total cost of the consumables per month will be considered as a part of the Commercial Bid.

Note:-

- (i) **L1 determination will be based on the total of basic price per month (Sl. 11+13) of Appendix 'C'excluding taxes.**
- (ii) Basic minimum wages have been filled as per the latest minimum wages promulgated as per minimum wages Act from the **Office of Chief labour Commissioner, Ministry of Labour & Employment, Govt. of India, New Delhi, on the subject. However, subject to change as and when changed by Govt. of India.**
- (iii) **Service charges should be quoted in terms of whole amount and not in terms of percentage and will not change during the contract period. Service charge of security agency should be ethical and should not be quoted as Nil. Further, service charge may be quoted taking into account section 194 C of IT act 1961, which stipulates 2% tax deduction during payment to contractors.**
- (iv) The contract is for one year.
- (v) All the columns shall be clearly filled in ink legibly or typed. **No column should be left blank. If any column is left blank (unresponsive section), it will be loaded by the amount quoted by the highest bidder for that particular column for comparison of rates** (Para 2 (n) of Part-V of RFP).
- (v) The Commander, No.2 Coast Guard District Headquarters reserves the right to reduce the no. of personnel as required with due intimation.

Signature of the firmrep



F.No.1/8(3)/2019-LS-II
Government of India
Ministry of Labour & Employment
Office of the Chief Labour Commissioner(C)
New Delhi

Dated: 27/3/2019

ORDER

In exercise of the powers conferred by Central Government vide Notification No. S.O. 188(E) dated 19th January, 2017 of the Ministry of Labour and Employment the undersigned, hereby revise the rates of Variable Dearness Allowance on the basis of the average consumer price index number for the preceding period of six months ending on 31.12.2018 reaching 301.33 from 288.33 (base 2001 = 100) and thereby resulting in an increase of 13 points for **Industrial Workers** as under. This order shall come into force w.e.f. 01.04.2019

The rates of Variable Dearness Allowance for workers employed in **CONSTRUCTION OR MAINTENANCE OF ROADS OR RUNWAYS OR IN BUILDING OPERATIONS INCLUDING LAYING DOWN UNDERGROUND ELECTRIC, WIRELESS, RADIO, TELEVISION, TELEPHONE, TELEGRAPH AND OVERSEAS COMMUNICATION CABLES AND SIMILAR OTHER UNDERGROUND CABLING WORK, ELECTRIC LINES, WATER SUPPLY LINES AND SEWERAGE PIPE LINES.**

Category of worker	Rates of V.D.A. Area wise per day (in Rupees)		
	A	B	C
Unskilled	61	50	40
Semi-Skilled/Unskilled Supervisory	66	57	47
Skilled/Clerical	73	66	57
Highly Skilled	79	73	66

Therefore the minimum rates of wages showing the basic rates and Variable Dearness Allowance payable w.e.f. 01.04.2019 will be as under :-

Category of worker	Rates of wages including V.D.A. per day (in Rupees)		
	A Area	B Area	C Area
Unskilled	523+61=584 ✓	437+50=487	350+40=390
Semi-Skilled/Unskilled Supervisory	579+66=645 ✓	494+57=551	410+47=457
Skilled/ Clerical	637+73=710 ✓	579+66=645	494+57=551
Highly Skilled	693+79=772	637+73=710	579+66=645

The VDA has been rounded off to the next higher rupee as per the decision of the Minimum Wages Central Advisory Board.

The classification of workers under different categories will be same as in Part-I of the notification, whereas classification of cities will be same as in the Part-II of the notification dated 19th January, 2017. The present classification of cities into areas A, B & C is enclosed at Annexure I for ready reference.

(RAJAN VERMA)
CHIEF LABOUR COMMISSIONER(C)

As per list attached

