

RFP

Tele: 0286 2210140
Reply should be addressed to
The Officer-in-Charge

REGISTERED

Coast Guard Store Depot(PBD)
Plot No. 281, GIDC Estate
Adjacent to M/s Atul Motors (Maruti)
Near Vanana,
Porbandar – 360 575

449/11

22 Jul 19

REQUEST FOR PROPOSAL NO.CGSD (PBD)/RFP/10/19-20 DATED 22 JUL 2019
INVITATION OF ONLINE BIDS FOR ANNUAL CONTRACT FOR OUTSOURCING SERVICES OF
OFFICE ASSISTANTS FOR CGSD(PBD)

1. Bids to be submitted in sealed cover for services described in this RFP. Please super scribe 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 (Two Bid system) or seeking clarifications regarding this RFP are given below:

- (a) Bids/queries to be addressed to : Coast Guard Store Depot(PBD)
Plot No.281, GIDC Estate
Adjacent to M/s Atul Motors (Maruti)
Near Vanana,
Porbandar – 360 575
- (b) Postal address for sending the bids : Coast Guard Store Depot(PBD)
Plot No.281, GIDC Estate
Adjacent to M/s Atul Motors (Maruti)
Near Vanana,
Porbandar – 360 575
- (c) Name/Designation of the contact personnel : Commandant(JG) Smruti Smita Tripathy
Dy Officer-in-Charge
- (d) Telephone number of the contact personnel : 0286-2210144
- (e) E-mail id of contact personnel : cgsd-pbd@indiancoastguard.nic.in
- (f) Fax number : 0286-2210143

3. This RFP consists of five Parts I to Part V.

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.

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PART I
GENERAL INFORMATION

1. **Last date and time for depositing the Bids:** The sealed bids should be deposited/reach by 1100 hrs on 22 Aug 19. The responsibility to ensure this lies with the bidder.
2. **Manner of Depositing the Bids.** Sealed bids should be either dropped in the Tender Box located at CGSD(PBD) or sent by registered post at the address given above 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 (unless they have been specifically called for by these modes due to urgency).
3. **Time and Date for Opening Bids.** Bids will be opened at **1500** hrs on 22 **Aug 19** (if due to any exigency, the due date for opening of bids is declared a closed holiday, the Bids will be opened on next working day at the same time or on any other day/time, as intimated by the buyer).
4. **Location of the Tender Box:** Tender Box is positioned in front of Coast Guard Store Depot(PBD), Plot No.281, GIDC Estate, Adjacent to M/s Atul Motors (Maruti), Near Vanana, Porbandar – 360 575. Bids are to be put in the Tender Box.
5. **Place of Opening of the Bids: Bids will be opened at Coast Guard Store Depot, Porbandar.** The bidders may depute their representatives, duly authorized in writing, to attend the opening of bids on the due date and time. Rates and important commercial/technical clauses quoted by all bidders will be read out in the presence of the representatives of all the bidders. This event will not be postponed due to non-presence of your representative.
6. **Two-Bid System:** Yes. Technical bids as specified in Part II of this RFP is to be submitted in separate sealed envelope alongwith sealed commercial bid.
7. **Forwarding of Bids:** Bids should be forwarded by bidders under their original memo/letter pad inter alia furnishing details like **GST 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. Copies of the query and clarification by the purchase will be sent to all the prospective bidders who have received the bidding documents.
9. **Modification and Withdrawal of Bids:** A bidder may modify or withdraw his bid after submission provided that, the written notice of modification or withdrawal is received by the buyer prior to 5 days of opening 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.

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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 for **120 days** i.e. four months from the last date of submission of the bids.
14. **Earnest Money Deposit:** Bidders are required to submit an amount of Rs.50,000/- (Rupees fifty thousand only) or Earnest money deposit (EMD) 2% of total amount quoted by the firms along with the bids. The may be submitted in the form of any Account Payee DD/Bank Guarantee/fixed deposit or Bankers cheque in favour of from any Nationalized Bank authorized to conduct Govt. business as per Form DPM-16 (available in MOD website and can be provided on request). EMD is to remain valid for a period of forty-five days beyond the final bid validity period. EMD of the unsuccessful bidders will be returned to them at the earliest after expiry of the final bid validity and latest on or before the 30th day after the award of the contract. The bid security of the successful bidder would be returned, without any interest whatsoever, after the receipt of performance security from them as called for in the contract. **EMD is not required to be submitted by those bidders who are registered with the Central Purchase Organization (e.g. DGS&D), National Small Industries Corporation (NSIC) or any department of MoD or MoD itself.** The EMD will be forfeited if the bidder withdraws or amends impairs or derogates from the tender in any respect within the validity period of their tender.
15. **Pre-bid meeting:** the firms are requested to assemble at CGSD(PBD) conference hall at 1100 hrs on 14 Aug 19 for pre bid meeting prior submission of the bids.

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

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

Description	Denom.	Qty.
Outsourcing of Services annual contract of Office Assistants	Nos	03

2. **Wage Structure:** The Central Government wage structure shall be followed and as amended from time to time.

3. **Scope of Work:**

(a) The Office Assistants will be employed in the sections mentioned below. A pre-bid in conference will be held at CGSD(PBD) on 1100 at 14 Aug 19 to clarify all issues.

S.No.	Location	Remarks
(a)	<u>EDP Section</u>	
(b)	<u>Machinery Store Section</u>	
(c)	<u>Naval Store Section</u>	

4. **Technical Details - Schedule of work:**

- (a) **Charter of Duties of Office Assistants**

- (i) The Office Assistants will be attached with the Coast Guard/Civilian Officers 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) Diarizing /registration of mail/official letters/note received.
- (iv) Distributing of mails to the concerned Sections/Dealing Hands.
- (v) Dispatch of mail. i.e. official notes/letters.
- (vi) Maintaining of different types of ledgers/registers and to ensure its usage.
- (vii) Opening of files and its proper maintenance which involves filing of papers and docketing etc.
- (viii) Collection of stores 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).

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(b) **Details of the work or services to be performed by the contractor.**

- (i) As mentioned earlier, the contractor will provide Office Assistants to this Office.
- (ii) The facilities and the inputs which will be provided to the contractor by the ministry or department. The basic requirement like place of work, whether guidelines for their charter of duties to facilitate the function smoothly.
- (iii) Eligibility criteria to be met by the contractor for performing the required work/services.

(c) **Eligibility conditions for Office Assistants.**

- (i) Educational Qualification – As per para 10 of the Draft RFP the minimum educational qualification in respect of the Office Assistants should be Graduate in any subject.
- (ii) Age – Minimum 18 years and not exceeding 40 years.
- (iii) Should have good working (written and oral) knowledge of English and should be proficient in MS Word/MS Excel and data processing on computers.
- (iv) Typing speed of not less than 40 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.

5. **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 Technical Bid is placed at Appendix 'A'.

6. **Contract period:** Period for Outsourcing Services of Office Assistants for CGSD(PBD) would be one year from the effective date of contract. Please note that the contract can be cancelled unilaterally by the Competent Authority in case any deviation/delay/un-satisfactory performance. Extension of contract/delivery period will be at the sole discretion of this office, with applicability of LD clause.

7. **Consignee details:** Coast Guard Store Depot(PBD)
Plot No.281, GIDC Estate
Adjacent to M/s Atul Motors (Maruti)
Near Vanana,
Porbandar – 360 575

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PART-III – STANDARD CONDITIONS OF RFP

The bidders 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 (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 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 agreement shall come into effect on the date of its acknowledgement by the Seller/signature of both the parties on the contract (Effective date 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:** All disputes or differences arising out of or in connection with the agreement shall be settled by bilateral discussions. Any dispute, disagreement or question arising out of or relating to the contract or relating to construction or performances, which cannot be settled amicably, may be resolved through arbitration.
4. **Penalty for use of undue influence.** The Seller undertakes that he has not given, offered or promised to give, directly or indirectly, any gift, consideration, reward, commission, fees brokerage or inducement to any person in service of the Buyer or otherwise in procuring the Agreements or forbearing to do or for having done or forborne to do any act in relation to the obtaining or execution of the present Agreement or any other Agreement with the Government of India. Any breach of the aforesaid undertaking bt 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 of the Prevention of Corruption Act, 1985 or any other Act enacted for the prevention of corruption shall entitle the buyer to cancel the Agreement and all or any other Agreements 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 for showing any favour in relation to this or any other Agreement, shall render the Seller to such liability/penalty as the Buyer may deem proper, including but not limited to the termination of the Agreement, imposition of penal damages, forfeiture of the guarantee and refund of the mounts paid by the Buyer.
5. **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 construction or performances, which cannot be settled amicably, may be resolved through arbitration.
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 relation to Agents/Agency commission and penalty for use of undue influence, the Seller, on a specific question, the Buyer shall provide necessary information/inspection of 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 Supply Order or any provision, specification, plan, design, pattern, sample or information thereof to any third party.

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8. **Liquidated Damages:** In the event of your failure to submit the bonds, guarantees and documents, provide the services and conduct trials, installation of equipment etc. as specified in this contract, this office will have the discretion to withhold any payment until the completion of the contract. This office may, also deduct from your firm as agreed, liquidated damages to the sum of 0.5% of the contract price of the delayed services mentioned above for every week of delay or part of a week, subject to the maximum value of liquidated damages being not higher than 10% of the value of delayed stores.

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

- (a) The delivery of the service/material is delayed or causes not attributable to force majeure for more than(02 months) after the scheduled date of delivery.
- (b) Your firm is declared bankrupt or becomes insolvent.
- (c) The delivery of services/material is delayed due to causes of force majeure by more than(02 months) provided force majeure clause is included in the contract.
- (d) As per the decision of the Arbitration Tribunal.
- (e) The Buyer has noticed that the Seller has utilized the services of any Indian/Foreign agent in getting this Supply Order and paid any commission to such individual/company etc.
- (f) The Skilled and Unskilled staff provided by the firm is not up to the mark and unable to perform the tasks/duties assigned.

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 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.

12. **Patents and other Industrial Property Rights.** NA

13. **Amendments:** No provision of present contract shall be changed or modified in any way (including their 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:** The prices quoted by the firm should be firm and fixed basis. No price escalation is allowed. The price should be inclusive of following, if any:

- (a) CGST, SGST, ICGST 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-imbursement of any duty/tax is intended as extra over the quoted prices, the bidder must specifically say so. In the absence of any such stipulation, it will be presumed that the prices quoted are firm and final and no claim on account of such duty/tax will be entertained.
- (c) Any change in duty/tax upward/downward as a result of any statutory variation in excise 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.

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PART-IV
SPECIAL CONDITIONS OF RFP

The bidder is required to give confirmation of their acceptance of standard conditions of Request For Proposal mentioned below which will automatically be considered as part of the contract concluded with successful bidder (i.e. Seller in the contract) as selected by the buyer. Failure to do so may result in rejection of bid submitted by the bidder.

1. **Performance Guarantee:** The Bidder will be required to furnish a Performance Guarantee by way of Bank Guarantee through a public-sector bank or a private sector bank authorized to conduct government business (ICICI Bank Ltd., Axis Bank Ltd or HDFC Bank Ltd.) **for a sum equal to 10% of the contract value within 30 days of signing of this contract.** 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).
2. **Option Clause:** NA
3. **Repeat Order Clause:** NA
4. **Tolerance clause:** NA
5. **Payment Terms for Indigenous Sellers:** Payment on monthly basis on submission of Bills by the firm. Payment will be made through PCDA(Navy), Mumbai.
6. **Payment terms for Foreign Sellers:** NA
7. **Advance payments:** No advance payments will be made.
8. **Payment Authority:** The Officer-in-Charge, Coast Guard Store Depot (PBD), Porbandar – 360 575. The payment of bills will be made on submission of the following documents by the seller 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 service tax, add service tax, proof for EPF/ESIC contribution with nominal roll of beneficiaries.
 - (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.
 - (viii) Any other documents/certificate that may be provided in the contract.
 - (ix) Work done certificate.
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 CGSD (PBD), Porbandar. The police verification certificate will be mandatory for all employees. The beneficiary 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.

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9. **Guarantee / Warranty form workmanship:** The contractor has to provide staff with sound health and good manners who should be able to understand/speak either Hindi or English. The workers must have reasonable experience and knowledge of their respective domain. The employees should be medically fit and should have police verification certificate from the police stations concerned.
10. **Period of completion & Liquidated:** Not applicable view a continuous process.
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 support staff 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 Labor Department, for the unskilled/semiskilled 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, and 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 Labor (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 Labor (Regular and Abolition) Act, 1970 and Contract Labor (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 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 7th day after the last of the wage period.
16. The bill for providing Office Assistants should be furnished along with the copy of wage roll countersigned by the Officer-in-Charge CGSD (PBD) by the 7th day of each month for onward submission to PCDA(N), Mumbai for issue payment.
17. 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 Labor (Regulation and Abolition) Act. He is also responsible for providing accommodation, messing and transport etc. to the Office Assistants.
18. The service provider shall arrange for such facilities as provided for in the contract Labour (Regulation and Abolition) Act for the welfare and health of the laborers employed on the work.
19. 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).

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20. The Services provider shall be responsible for all commissions on part of manpower engaged by him for the purpose. The Officer-in-Charge, CGSD(PBD), Porbandar 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.

21. 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 Officer-in-Charge, CGSD(PBD), Porbandar shall not be a party to any dispute arising out of such deployment by the service provider.

22. 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 Officer-in-Charge, CGSD(PBD), Porbandar.

23. **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 7th of the ensuing month. In case the service provider fails to make payment of wages within the period or makes short payment, Indian Coast Guard reserves the right to make payments to the Office Assistant 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.

24. **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 for termination of contract |

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PART V
TECHNICAL BID EVALUATION CRITERIA & PRICE BID ISSUES

1. The Tender is of two bid system and should be submitted in One Envelope containing two envelopes containing Envelop 'A'-Technical Bid and Envelope 'B' – Commercial Bid. All the envelopes should be super superscripted with RFP Number and REQUEST FOR PROPOSAL FOR ANNUAL CONTRACT FOR OUTSOURCING SERVICES OF OFFICE ASSISTANTS AT CGSD(PBD), PORBANDAR. Envelope 'A' should also contain Tender EMD.

2. Only Technical bid shall be opened first and commercial bid of only those bidders shall be opened who fulfill all the criteria. The evaluation of Technical Bid shall be at the discretion of the screening committee and no arguments from any of the bidder shall be accepted. The companies not fulfilling any of the criteria shall be out rightly rejected without assigning any reasons what so ever.

3. **Technical Evaluation Criteria.** The board 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 Customer (beneficiary) 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 Format given at Appendix –'A' 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 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.


4. 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.

Summary

5. **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 support 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.

6. 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 documents 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.


(SS Tripathy)
Commandant(JG)
Dy Officer-in-Charge
for Officer-in-Charge

FORMAT FOR SUBMISSION OF TECHNICAL BID

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

**TENDER FORM FOR OUTSOURCING SERVICES OF OFFICE ASSISTANTS FOR COAST GUARD
STORE DEPOT (PBD) AT PORBANDAR**

SL.	TENDER	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 : E-MAIL :
5.	Questionnaires:-	Answer
	(a) Status of firm (Proprietarily /Pvt Ltd/Any other (attached Article of association/memorandum of association etc)	
	(b) Is the firm registered as per labour law:	Yes / No
	(c) Is the office of the firm registered under shops & Establishment Act.	Yes / No
	(d) Registration No. with date & Validity (Attach copy of registration certificate)	
	(e) Does the firm have required number of personnel as advertised to meet the eligibility to meet this contract	Yes / No
	(f) Copy of PAN Card attached	Yes / No
	(g) Copy of service tax registration attached	Yes / No
	(h) Proof of PF registration attached	Yes / No
	(i) Proof of ESI Registration	Yes / No
	(j) EMD Submitted for Rs. 50,000/-	Yes / No
NOTE: BIDDER IS REQUESTED TO FILL IN THE DETAILS, TICK () THE RELEVANT OPTION. ENCLOSE THIS CHECK OF LIST IN TECHNICAL BID		

THIS IS TO CERTIFY THAT I/WE BEFORE SIGNING THIS TENDER HAVE READ AND FULLY UNDERSTOOD.

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

Note: Wherever documentary evidences have been asked for in the tender document, bidder is required to furnish copy of the relevant document along with the Technical Bid.

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(Signature of the bidder) Name and Address
(with seal)

FORMAT/GUIDELINED FOR PREPARATION OF TECHNICAL BID

1. Name of the Station : Coast Guard Store Depot Porbandar
2. Type of Job : Provisioning of 03 in no. office assistance for CGSD Porbandar.
3. The Technical Bid should contain the following information and details so as to enable CGSD(PBD), Porbandar to assess the understanding, technical capability and infrastructure/resources of the firm for undertaking the job.

We have understood and accepted the following:-

- (a) Entire scope of work as per RFP/Agreement placed at enclosure to RFP.
 - (b) QAP/QIS indicated in SOR (or) the QAP/QIS indicated in SOR
_____ (indicate specific provisions not being undertaken as a Deviation List) (or) QAP/QIS for consideration of Technical Committee.
 - (c) Indicate acceptance of Payment terms as indicated in Part – II RFP.
 - (d) Indicate acceptance of Standard Conditions of Contract (SCOC) and other terms and conditions given in the RFP.
4. It is further stated that the work package for Provision of 03 in no. office assistance for Coast Guard Store Depot, Porbandar as per RFP is understood and acceptable.
 5. All the terms & conditions and work package as per RFP and Agreement are also understood and acceptable to us.

Signature :
Name :
Designation :
Date :
Place :

- Note:
1. Technical Bid should be sealed.
 2. Only ink signed technical bid is valid.
 3. Person attending opening of technical bid, must be authorized by firm.

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FORMAT FOR PRICE BID

PER HEAD RATES OF OFFICE ASSISTANT PER MONTH

Sl. No.	Designation	Office Assistant (Skilled)
1.	Basic Wage (As per Minimum wage rates applicable to the state of Gujarat)	
2.	ESI (4.75% of Basic Wage)	
3.	EPF (12% of Basic Wage)	
4.	EDLI (0.5% of Basic Wage)	
5.	Bonus (8.33% of Basic Wage)	
6.	Admin Charges (1.11 % of Basic Wage)	
7.	Sub Total	
8.	Service Charges {in % one (1) above}	
9.	Total (6+7)	
10.	Service tax as notified from time to time	
11.	Final Total (cost per head per month) (8+9)	
12.	Total cost for one year per head	
13.	Gross Total for	

Note: (i) Basic wage will be latest minimum wage promulgated by central labour commission applicable to the state of Gujarat as per minimum wage Act.

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

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

(iv) The final amount quoted will be per head office assistant for one month.

Signature of the proprietor of the firm

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