

**REQUEST FOR PROPOSAL**

Tele: 079- 23240777

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

2662/10/07

24 Jul 19

To,

M/s \_\_\_\_\_

**Invitation of bid for outsourcing of SUPPORT STAFF (COOKS HELPER - 03, MESS BOY - 03, SAFAIWALA - 05, CIVILIAN CLERICAL STAFF - 01) AT INS VALSURA, JAMNAGAR, GUJARAT FROM DATE OF CONCLUSION OF CONTRACT TO 30 JUN 2020.**

Request for Proposal No. 2662/10/07 dated 24 Jul 2019.

1. Technical and commercial bids in two separate sealed covers are invited for providing of services listed in Part II of 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 or seeking clarifications regarding this RFP are given below:

- (a) Bids/queries to be addressed to : The Commander  
Coast Guard Region (North West)
- (b) Postal address for sending the bids : Headquarters  
Coast Guard Region (North West)  
Block No. 11/12, 7<sup>th</sup> Floor,  
Udyog Bhawan, Sector-11,  
Gandhinagar 382 010
- (c) Name/Designation of the contact personnel : Commandant Gajraj S Kabodula, CSO(P&A)
- (d) Telephone number of the contact personnel : 079-23243261
- (e) E-mail id of contact personnel : [www.pna-nw@indiancoastguard.nic.in.](mailto:www.pna-nw@indiancoastguard.nic.in)
- (f) Fax number : 079-23243261

3. This RFP is divided into five Parts as follows:-

- (a) **Part I** - Contains general information and instructions for the bidders about the RFP such as the time, place of submission and opening of tenders, validity period of tenders, etc.
- (b) **Part II** - Contains essential details of the items/services required, such as the Schedule of Requirements (SOR), technical specifications, delivery period, mode of delivery and consignee details.
- (c) **Part III** - Contains standard conditions of RFP, which will form part of the contract with the successful bidder.
- (d) **Part IV** - Contains special conditions applicable to this RFP 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.

"WE ACCEPT ALL THE TERMS AND CONDITIONS MENTIONED IN TENDER ENQUIRY NO. 2662/10/07 DATED 24 Jul 2019".

### **PART I – GENERAL INFORMATION**

1. Last date and time for depositing the Bids: **19 Aug 2019 at 1500 hrs/Earliest.**
2. **Manner of Depositing the Bids:** Sealed bids should be either dropped in the Tender Box marked as "2662/10/07 dated 24 Jul 2019, DUE DATE: 19 Aug 2019" or sent by registered post at the address given above so as to reach by the due date and time. Late tenders will not be considered. No responsibility will be taken for postal delay or non delivery/non-receipt of bid documents. Bids sent by FAX or e-mail will not be considered (unless they have been specifically called for by these modes due to urgency).
3. **Time and Date for Opening of Technical Bids:** 1530 hrs on 19 Aug 2019.
4. **Pre Bid Meeting :** A Pre-Bid meeting will be held at Headquarters Coast Guard Region (North West), Block No. 11/12, 7<sup>th</sup> Floor, Udyog Bhawan, Sector-11, Gandhinagar - 382 010 on **02 Aug 19 at 1500 hrs.** Tel 079-23243261. During the course of pre-bid meeting the bidders will be free to seek clarifications. The service procurer shall endeavor to provide clarification and such further information as it may, in its sole discretion, consider appropriate for facilitating a fair, transparent and competitive bidding process.
5. **Location of the Tender Box:** 01 in No. Tender Box is positioned at CGRHQ(NW) Guard Room. The Tender Box is marked as Tender box, Establishment /and Repair. Bids are to be put in the appropriate Tender Box. Bids dropped in the wrong Tender Box will be rendered invalid.

6. **Place of Opening of the Bids:** CGRHO(NW), Gandhinagar, Gujarat. The bidders may depute their representatives, duly authorized in writing, to attend the opening of bids on the due date and time. Rates and important commercial/technical clauses quoted by all bidders will be read out in the presence of the representatives of all the bidders. This event will not be postponed due to non-presence of your representative.
7. **Two-Bid System:** Yes. Technical bids as specified in Part II of this RFP is to be submitted in separate sealed envelope along with sealed commercial bid.
8. **Forwarding of Bids:** Bids should be forwarded by bidders under their original memo/letter pad inter alia furnishing details like TIN number, VAT/CST number, bank address with EFT account, if applicable, etc. and complete postal & e-mail address of their office failing which the bid will not be considered for further evaluation.
9. **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.
10. **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.
11. **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.
12. **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.
13. **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.
14. **Validity of Bids:** The bids should remain valid for **120 days** from the last date of submission of the bids.
15. **Earnest Money Deposit:** A sum of **Rs. 76,000.00 (Rupees seventy six thousand only)** will be deposited by the bidder as EMD towards this by means of Account Payee DD/Bank Guarantee in favour of "**The Commanding Officer ICGS Gandhinagar, Gandhinagar**" from any Nationalized Bank/ Commercial Bank authorized to conduct Govt. business as per 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 30<sup>th</sup> day after the award of the contract. The bid security of the successful bidder would be returned, without any interest whatsoever, after the receipt of performance security 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

Organisation (e.g. DGS&D), National Small Industries Corporation (NSIC) or any department of MoD or MoD itself (Bidders are requested to enclosed the registration certificate alongwith their respective bids). The EMD will be forfeited if the bidder withdraws or amends impairs or derogates from the tender in any respect within the validity period of their tender.

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

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

Description	Denom.	Qty
<b><u>Hiring of Support staff</u></b>		
(a) Cooks Helper	Nos.	03
(b) Mess Boy	Nos.	03
(c) Safaiwala	Nos.	05
(d) Civilian clerical staff	Nos.	01
<b>Total</b>	Nos.	12

2. **Technical details:**

**(A) CHARTER OF DUTIES OF SUPPORT STAFF (COOKS HELPER, MESS BOY, SAFAIWALA & CIVILIAN CLERICAL STAFF):-**

The responsibility of the catering and maintenance services is as following:

**COOK HELPER**

- (a) Help in preparation and serving of meals as directed by Mess In-charge.
- (b) Cleaning of crockery/cleaning
- (c) Hygiene atmosphere to be maintained in the galley.

**MESS BOY**

- (a) Take care of belongings of each room and be accountable for them.
- (b) Maintain mess inventory list room-wise and keep an account of all mess items.
- (c) Inform Mess- in-charge of all in/out movement of mess members and any suspicious person loitering around.
- (d) Provide services to Officer's staying in mess for their laundry, ironing or vehicle wash on payment basis, whenever required.
- (e) Providing tea/coffee, stand easy and water/refreshments to officer's cabin regularly.
- (f) Bring out to the knowledge of the mess in charge if any difficulty faced.
- (g) Helping officers in room shifting/setting luggage, iron or washing clothes or any requirements in cabin throughout the day.
- (j) Providing foods to officer's cabin, whenever directed by mess in-charge.

**SAFAIWALA**

- (a) Timely cleaning all floors of the mess area and the building, bathrooms, living room of the officers, dinning spaces, kitchen, TV Room, Bar, store rooms, open spaces and such other areas.
- (b) The service provider/contractor shall maintain the details of cleaning schedules and submit the outline of schedule planned to area in-charge.
- (c) The service provider/contractor shall Safaiwala cards in each and fixed in a pouch. The Safaiwala staff will make the entries of the completed jobs as per schedule.

**CIVILIAN CLERICAL STAFF**

- (a) Help the mess staff in mess office in typing, printing, Xerox work etc.
- (b) Preparation of bills of respective officers/EP and timely collection of the same.
- (c) Help mess office in other paper work as required.

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

- (i) As mentioned earlier, the contractor will provide the support staff (Cooks Helper, Mess Boy, Safaiwala & Civilian Clerical staff) to INS Valsura (Jamnagar, Gujarat).
- (ii) Contractor should utilize the facilities and the inputs which will be provided to the contractor by the ministry or department. The basic requirement like place of duty, water and guidelines for their charter of duties to facilitate the function smoothly.
- (iii) Eligibility and criteria to be met by the contractor for performing the required work/service:

**(C) ELIGIBILITY CONDITIONS FOR SUPPORT STAFF (COOKS HELPER, MESS BOY, SAFAIWALA & CIVILIAN CLERICAL STAFF):**

1. Educational Qualification – Minimum 8th/10th pass.
2. Educational Qualification Clerical staff – Minimum 12<sup>th</sup> pass.
3. Age – Minimum 18 years and not exceeding 45 years.
4. Should have good knowledge of Hindi/English/Gujarati.
5. Should have valid ID cards and do not have any criminal record.

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

3. **Two-bid system:** In respect of two bid system, bidders are required to furnish clause by clause compliance of specification bringing out clearly the deviations from specifications, if any. Format for submission of Technical Bid is placed at **Appendix 'A'**.
4. **Contract period:** Period for hiring of support staff would be for **09 months** 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-satisfaction in the performance. Extension of contract delivery period will be at the sole discretion of this office, with applicability of LD clause.
5. **Delivery and Transportation:** The support staff are required to report to the Office of consignee.
6. **Consignee details** : The Commanding Officer  
INS Valsura  
Jamnagar (Gujarat),

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

The bidder is to give confirmation of their acceptance of the standard conditions of RFP, mentioned below which will automatically be considered as part of the contract concluded with the successful bidder. Failure to do so may result in rejection of the bid submitted by the bidder.

1. **Law:** The contract shall be considered and made in accordance with the laws of Republic of India. The contract shall be governed by and interpreted in accordance with the laws of Republic of India.
2. **Effective Date of the Contract:** The contract shall come into effect on the date of signature of both the parties on the contract for a period of twelve months and shall remain valid until completion of obligations of the parties under the contract. The deliveries, supplies and performance of the services shall commence from the effective date of contract.
3. **Arbitration:** Disputes or differences arising out of or in connection with the contract shall be settled by bilateral discussions. Any dispute, disagreement or question arising out of or relating to the contract or relating to construction or performances, which cannot be settled amicably, may be resolved through arbitration.
4. **Liquidated Damages:** In the event of your failure to submit the bonds, guarantees and documents, supply the stores/goods/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/undelivered stores/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.
5. **Termination of Contract:** This office 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 10 days 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 15 days provided force majeure clause is included in the contract.
- (d) As per the decision of the Arbitration Tribunal.
- (e) The support staff provided by the firm is not up to the mark and unable to perform the tasks/duties assigned.

6. **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) Bonus charges, transportation charges, GST and extra taxes, if charged, must be specifically stated. In absence of any such stipulation, it will be presumed that the prices are inclusive of all such charges, and no claim for the same will be entertained.
- (b) Re-imburement of any duty/tax 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.

7. **Custom Duty:** For imported stores offered against forward delivery, the bidder shall quote prices thereof exclusive of custom duty. The bidder shall specify separately the CIF prices and total amount of customs duty payable. They will also indicate correctly the rate of customs duty applicable along with the Indian Customs Tariff Number. Customs duty as actually paid will be reimbursed on production of necessary documents i.e. triplicate copy of the bill of entry, copy of bill of lading, and a copy of foreign principal's invoice. **NA**

8. **Excise Duty:** Where the excise duty is payable on advalorem basis, the bidder should submit along with the tender the relevant form and the manufacturer's price list showing the actual assessable value of the stores as approved by Excise authorities. **NA**

9. **Octroi Duty & Local Taxes:** Normally, services/materials to be supplied to Govt. departments against government contracts are exempted from levy of town duty, octroi duty, terminal tax and other levies of local bodies. Octroi exemption certificate will be issued by this office depending upon the case. **NA**

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

The bidder is required to give confirmation of their acceptance of special conditions of RFP mentioned below which will automatically be considered as part of the contract concluded with successful bidder. Failure to do so may result in rejection of bid submitted by the bidder.

1. **Performance Bank Guarantee:** The Bidder will be required to furnish a Performance Guarantee by way of Bank Guarantee through a public sector bank or a private sector bank authorized to conduct government business (ICICI Bank Ltd., Axis Bank Ltd or HDFC Bank Ltd.) for a sum equal to **10% of the contract value** within 30 days of receipt of the confirmed order. Performance Bank Guarantee should be valid up to 60 days beyond the date of warranty. The specimen of PBG is given in Form DPM-15 (Available in MoD website and can be provided on request). **Penalty against the Contractor/ who fails to submit Bonds, Guarantees within stipulated times @ 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 maximum value of LD being not higher than 10% of the value delayed stores will be initiated as per provision of DPM 2009.**
2. **Payment Terms:** It will be mandatory for the bidders to indicate their bank account numbers and other relevant e-payment details so that the payment could be made through ECS/NEFT mechanism instead of payment through cheques.
3. **Payment Authority:** The PCDA(Navy) Mumbai through Commander, Headquarters, Coast Guard Region (North West), Gandhinagar-382 010. The payment of bills will be made on submission of the following documents by the 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) Attendance sheet and Work done certificate.
4. **Inspection Authority/Performance evaluation:** Performance evaluation of the support staff will be carried out by the Competent Authority or any officer authorized/nominated by the Competent Authority.
5. **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 INS Valsura. 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.



6. **Guarantee / Warranty form work man ship** :- 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. All staff should be well groomed (proper haircut, trimmed beard or moustaches and maintain hygiene), physically and mentally fit and should not have any major medical history
7. **Period of completion & Liquidated** : Not applicable view a continuous process.
8. **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 support services as per the existing minimum wages promulgated by the Central Labour Department, for the unskilled support staff. Any dispute regarding payment to the staff or other amenities shall be dealt with by the service provider as the principal employer.
9. **EPF, ESI, EDLI** The amount of EPF, ESI, EDLI shall be as per prescribed Govt. rates. However payment for these statutory obligations will be made with monthly bills on production of documentary evidence to the effect that the same has been deposited by the service provider in the concerned accounts of the individual deployed on duty.
10. The service provider shall also abide by the provisions of the Child Labour (Provision and Regulation) Act, 1986.
11. The Service provider shall pay to the support staff employed by him wages as per the provisions of the Contract Labour (Regular and Abolition) Act, 1970 and Contract Labour (Regulation and Abolition) central Rules, 1971.
12. The Service provider shall fix the wage period not exceeding 15 days to make payment to the staff employed by him and shall ensure payment before expiry of the 7<sup>th</sup> day after the last of the wage period.
13. The bill for providing support staff should be furnished along with the copy of wage roll countersigned by the CSO (P&A), RHQ(NW) by the 7<sup>th</sup> day of each month for onward submission to PCDA(N), Mumbai for issue of payment.
14. It shall be the responsibility of the Service provider to issue employment card to each support staff as per the prescribed format and to maintain the muster roll, the wage register and other registers as provided in the Contract Labour (Regulation and Abolition) Act. He is also responsible to provide the accommodation /messaging to the staff.
15. 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.
16. 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).

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

18. 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 commanding officer shall not be a party to any dispute arising out of such deployment by the service provider.

19. 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 Commander Coast Guard Region (NW), Gandhinagar.

20. **Responsibility of payment of wages** The service provider shall make payment to the support staff employed on monthly basis under the contract in the presence of EXO, INS Valsura or any other officer nominated by him in the premises of INS Valsura on or before the 7<sup>th</sup> day of every month or a date mutually convenient to both the parties. The payment in any case shall not be delayed beyond the 7<sup>th</sup> day of the following 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 support staff by deducting from any amount payable to the service provider under any contract or as debt payable by the service provider.

21. **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 |

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


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

- (a) Only those Bids will be evaluated which are found to be fulfilling all the eligibility and qualifying requirements of the RFP, both technically and commercially.
- (b) In respect of Two Bid system, the technical Bids forwarded by the Bidders will be evaluated by 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 Bid Format given at **Appendix –'B'** to this tender enquiry/RFP. The price-

bid shall comply with the commercial bid and terms & conditions of the contract. The consideration of taxes and duties in evaluation process will be as follows:

- (i) All taxes and duties (including those for which exemption certificates are issued) quoted by the Bidders will be considered. The ultimate cost to the Customer (beneficiary) would be the deciding factor for ranking of Bids. Bidders are required to quote all inclusive rates for the items included in the proposed Rate Contract. The quoted rates, once accepted, shall remain valid till completion of Contract.
  - (ii) All taxes and duties (including those for which exemption certificate are issued) quoted by the Bidders will be considered. The ultimate cost to the Customer (beneficiary) would be the deciding factor for ranking of Bids.
  - (d) If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price will prevail and the total price will be corrected. If there is any discrepancy between words and figures, the amount in words will prevail for calculation of price.
2. The rates quoted in the tender shall be all inclusive of taxes/levies imposed by the Govt. Rates thus would be exclusively for providing the support staff and nothing else.
3. **Determination of Lowest Bidder(s):** A technical Evaluation Committee (TEC) will be constituted comprising Coast Guard officers for evaluation of Technical Bids received from bidders. The price-bids will be opened based on the approved report of the TEC. The Customer (beneficiary) also reserves the right to do Appointment of Quality Assurance Team, if it is convinced that Lowest Bidder is not in a position to provide the desired 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.
4. Instructions for Filling 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) Bids should be forwarded by bidders under their original memo/letter pad inter alia furnishing details like TIN number, VAT/CST number, bank address with EFT account, if applicable, etc. and complete postal & e-mail address of their office.
  - (f) 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.

(g) 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.

  
(Nivedita Ghosh)  
SCSO  
Regional Training Officer  
for Commander  
Coast Guard Region (NW)

**Encl:** As above

**FORMAT FOR SUBMISSION OF TECHNICAL BID**  
(To be submitted in a separate envelope with all supporting documents)  
**TENDER FORM FOR OUTSOURCING OF SUPPORT STAFF ON CONTRACT**  
**FOR INS VALSURA, JAMNAGAR**

<b>SL.</b>	<b>TENDER</b>	<b>TENDER DATE:</b>
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.	<b><u>Questionnaires:-</u></b>	<b><u>Answer</u></b>
	(a) Status of firm (Proprietorial /Pvt Ltd/Any other (attached Article of association/memorandum of association etc)	
	(b) Is the firm registered as per :-	<b>Yes / No</b>
	(i) Is the office of the firm registered under shops & Establishment Act.	<b>Yes / No</b>
	(ii) Registration No. with date & Validity (Attach copy of registration certificate)	
	(iii) Does the firm have required number of personnel as advertised to meet the eligibility to meet this contract	<b>Yes / No</b>
	(c) Copy of PAN Card attached	<b>Yes / No</b>
	(d) Copy of service tax registration attached	<b>Yes / No</b>
	(e) Proof of PF registration attached	<b>Yes / No</b>
	(f) Proof of ESI Registration	<b>Yes / No</b>
	(g) EMD Submitted for <b>Rs. 76,000.00</b> as per RFP	<b>Yes / No</b>
<b><u>NOTE:</u></b> 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.

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

**FORMAT FOR SUBMISSION OF COMMERCIAL BID**  
(To be submitted in separate envelope)  
**PER HEAD RATES OF EACH SUPPORTING STAFF PER MONTH**

Sl. No.	Designation	Cook Helper (in Rs.)	Mess Boy (in Rs.)	Safaiwala (in Rs.)	Clerical staff (in Rs.)
1.	Basic Wage (As per Minimum wage rates applicable to the state of Gujarat) 30 days				
2.	ESI (3.25% of Basic Wages)				
3.	EPF (12% of Basic Wages)				
4.	EDLI (0.5% of Basic Wages)				
5.	Admin Charges (0.5% of Basic Wages)				
6.	Bonus (8.33% on basic + VDA or Rs. 7,000/- pa as per act whichever is higher)				
7.	Sub Total				
8.	Service Charges (in Rs.)				
9.	Total (7+8)				
10.	GST @18%				
11.	Final Total (cost per head per month) (10+11)				
12.	Number of staff required per category	3	3	5	1
13.	Total cost for category wise				
14.	Total per month for 12 staff				
15.	<b>Gross Total for 09 months for 12 staff</b>				

**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**

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

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Signature of the proprietor of the firm