

COMPLIANCE MATRIX BY THE VENDOR

(It is mandatory to submit this compliance matrix, failing which the Buyer reserves the right to reject the bid submitted)

Ser	Clause	Compliance	Yes/No
01	Para 16 part I of RFP. Documentary proof of GST/CST Registration, TIN No. or any other registration by any government organization mandatory for executing the contract should be enclosed.	Self-attested documentary proof attached	
02	Para 13 part I of RFP –EMD in case vendor is registered with DGS&D, NSIC or any other Govt. organization, please enclose self attested copy of valid registration certification	Self-attested documentary proof attached	
03	Para 4 of Part II of RFP – Eligibility criteria		
04	Para 1, Part IV of RFP	Acceptance of PBG Clause	
05	Para 6 & 7, part IV of RFP	Acceptance of E-payment and Payment terms	
06	Para 1 of part V of RFP	Acceptance of evaluation criteria	
07	Acceptance of Standard Conditions of Contract as per DPM - 09	Standard Conditions of contract as per DPM – 09 have been read and understood in all aspects and acceptable, and there is no objection to including the same in the Contract Agreement.	



PRICE BID FORMAT

The Bid format is given below and bidders are required to fill this up correctly with full details and submit on **firm's letter head**.

Provisioning of Six(06) Manpower (Data entry operator) at CGSMA from 01 Feb 2020 to 31 Jan 2021		
Ser	Description of Services	Amount
(a)	Basic Wages including VDA (Per day per staff/DEO)	
(b)	Basic Wages including VDA (for 22 days per staff/DEO) ✓	
(c)	EPF @ 13% of (15,000.00 of ceiling Amount) of SI (b) (Two decimal only)	
(d)	ESI @ 3.25% of SI.(b) (Two decimal only)	
(e)	Sum total of serial (b) to (d)	
(f)	Service Charges on SI (b)* not less than 1% (Only on Basic wages including VDA) (inclusive uniform allowance if any) ✓	
(g)	Sum Total of Serial (e) & (f) ✓	
(h)	GST @ 18% of Serial (g) ✓	
(j)	Grand Total of Serial (g) &(h) ✓	
(k)	Rounded off (+/-) ✓	
(l)	Total for one staff for one month(22 days) ✓	
(m)	Total for Six(06) Staff for one month(22 days) (L X 06) ✓	
(n)	Total for Six(o6) Staff for one year (M X 12) ✓	
	Grand Total ✓	

* Two set of uniforms **per year** for Six (06) Data Entry Operators **to be included in Service Charges** ✓

* **Two decimal points only to be quoted in respect to SPF, ESI, Service Charges & GST**

* **Rate for 01 Data Entry per day may quoted separately, being additional DEO may be utilized for additional days in month if when as required basis**

Note: -

The Minimum wages to be strictly quoted as per the current rates promulgated by the notifications of **Govt. of India Ministry of Labour & Employment Office of the Chief Labour Commissioner(C), New Delhi F. No. 1/8(3)/2019 - LS. II dated 23 Sep 2019 whichever is higher to Data Entry Operators/Typist/Clerical Staff** and other statutory components i.e ESI & EPF including EDLI and Admin charges, GST shall be quoted strictly as per prescribed Central Govt. rates as mentioned above. ✓

For Central Government/Labour Commissioner rate if quoted should be for **22 Days as the wages is inclusive.** ✓

Office Seal

Signature of Tenderer

Date:



EVALUATION CRITERIA FOR OUTSOURCING OF MANPOWER
(MAX. 50 POINTS)

1. Manpower on Roll as per EPF Challan of _____ 2019 or later month:
 - (a) Upto 150 Persons - 5 Points
 - (b) 151 – 350 Persons - 7.5 Points
 - (c) More than 350 Persons - 10 Points
2. Date of Registration of Firm (Govt issued proof):
 - (a) Less than 03 Years - 5 Points
 - (b) 03 – 06 Years - 7.5 Points
 - (c) More than 06 Years - 10 Points
3. Turn Over of the Firm as per audited Balance Sheet of the last Financial year:
 - (a) Less than 02 Crores - 5 Points
 - (b) 02 – 03 Crores - 7.5 Points
 - (c) More than 03 Crores - 10 Points
4. Company Ownership as per Govt. issued documents:
 - (a) Owned by Civilians - 5 Points
 - (b) Owned by retired Para-Military Personnel - 7.5 Points
 - (c) Owned by retired personnel of Army, Navy & Air Force - 10 Points
5. Distance of Govt. registered Office from the site of deployment:
 - (a) More than 15 Kms - 5 Points
 - (b) 10 – 15 Kms - 7.5 Points
 - (c) Less than 10 Kms - 10 Points



FORMAT FOR TECHNICAL BID

Ser.	Description	Details to be furnished by the tenderer	Documentary Evidence required to be attached	Compliance by the Tendered (Yes/No)
1.	Name of the Company with registered address and phone/ fax/ mobile numbers		NOT APPLICABLE	NOT APPLICABLE
2.	Present address with phone/fax/mobile numbers and name of contract person		NOT APPLICABLE	NOT APPLICABLE
3.	Name and designation of the person of the bidder to whom all references shall be made		NOT APPLICABLE	NOT APPLICABLE
4.	Validity of offer for four months			Yes/No
5	EPF Registration No. of the firm		Attested copies of EPF Registration Certificate along with receipt of last premium paid.	Yes/No
6	ESI Registration No. of the firm		Attested copies of ESI Registration Certificate along with receipt of last premium paid.	Yes/No
7	GST registration No. of the firm		Attested copies of Service Tax Registration Certificate along with receipt of last premium paid.	Yes/No
8	PAN No. in the name of proprietary firm, in case of proprietary firm		Attested copy of PAN Card.	Yes/No
9	Whether recognized / licensed by the Ministry of Labour for employing manpower and Ministry of Home Affairs		Attested copy of recognition certificate/license	Yes/No
10	Whether you are in a position to provide the required workmen regularly for the contract period (Answer in Yes/No. If No, indicate no of manpower you can supply, if contract is awarded to your firm)		NOT APPLICABLE	Yes/No



Contd...

Ser.	Description	Details to be furnished by the Tenderer	Documentary Evidence required to be attached	Compliance by the Tenderer (Yes/No)
11.	Whether you meet the eligibility criteria of work experience as mentioned in Para 4(a) of Part –II of the RFP/TE		As indicated in Para 4 of Part-II of the RFP/TE	Yes/No
12.	Acceptance of All Terms & Conditions of the RFP/TE		NOT APPLICABLE	Yes/No
13.	EMD submitted in a separate envelop			Yes/No
Note : Bidder is requested to fill in the details, tick () the relevant option, enclose this 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.

Office Seal

Place

Dated:

(Signature of the Tendered)

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. Owner reserves the right to verify any/ documents at any time during pre-award and post-award period, which bidder will have to produce within specified time failing which or in case of providing incorrect information, the owner reserved the right to take suitable action under the provisions of the tender/contract

