



**PROJECTS & DEVELOPMENT INDIA LIMITED**  
(A GOVT. OF INDIA UNDERTAKING)

SHEET  
1 of 1

PDIL BHAWAN, SAMTA, SUBHANPURA, VADODARA-390 023, INDIA.  
PHONE: EPBAX-2388418, 19, 20, 21, TELEFAX : 91(0265) 2388398, 99  
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**INVITATION TO BID (ITB)**  
**(OPEN DOMESTIC TENDER)**

<b>Published in CPP e-Procurement Portal (E-Tender ID 2017_PDIL_283748_1) &amp; Hosted at PDIL Website</b>	<b>ITB NO. : PVMM/ARC/ADM/17-18/E-16/100975</b>	
	<b>TYPE OF BID</b> (For submission of bids please refer ITB Clause No.2.0 of Annexure-II)	<b>TWO BID SYSTEM</b>
	<b>TYPE OF OPENING</b>	<b>PUBLIC</b>
	<b>BID ISSUE DATE</b>	<b>22.12.2017</b>
	<b>BID CLOSING DATE &amp; TIME</b>	<b>04.01.2018 (15.00 Hrs.)</b>
	<b>UNPRICED TECHNO-COMMERCIAL BID OPENING DATE &amp; TIME</b>	<b>05.01.2018 (16.00 Hrs.)</b>
	<b>PRICE BID OPENING DATE &amp; TIME</b>	<b>To be intimated later.</b>
	<b>VENUE OF BID OPENING</b>	<b>PDIL, Vadodara</b>
	<b>EARNEST MONEY DEPOSIT (EMD)</b>	<b>₹.71,000/- (Rupees Seventy One Thousand Only)</b>
	<b>SUBMISSION of Hard Copy of ORIGINAL EMD (scanned Copy of it to be submitted online)</b>	<b>08.01.2018 (15.00Hrs.)</b>
<b>CONTRACT PERIOD :</b>	<b>02(Two) Years tentatively w.e.f. 01.02.2018 to 31.01.2020.</b>	

1.0 **PROJECTS & DEVELOPMENT INDIA LTD.**, a company registered under the Companies Act, 1956 having its registered offices at PDIL Bhavan, A-14, Sector-1, Noida-201 301, India (hereinafter referred to as **PDIL or OWNER**), a Govt. of India Undertaking under the administrative control of the Dept. Of Fertilizers, Ministry of Chemicals & Fertilizers. We, **PDIL, Vadodara, Gujarat, invites Bids** from the qualified & experienced bidders for the following under **National Competitive Bidding**.


SL.	DESCRIPTION OF JOBS/SERVICES	QUANTITY
1.0	<b>ARC-SERVICE for providing manpower for Housekeeping and Other Services</b> at PDIL Office, Samta, Subhanpura, Vadodara-390023 and at PDIL Colony, Gotri Road, Nr. Gayatri Nagar, Vadodara-390021 <b>for a period of 02(Two) Years w.e.f. 01.02.2018 to 31.01.2020</b> as per attached Technical Enquiry Specifications Doc. no. PVAD/762, Rev.0 Dt.22.12.17 attached at Annexure-IV and Terms & Conditions mentioned at Annexure-IIIB & IIIC.	<b>==</b>
1.1	<b>Safai Karmacharis / Messenger (Unskilled)</b>	<b>06 Nos.</b>
1.2	<b>Electrician (Skilled)</b>	<b>01 Nos.</b>
1.3	<b>Skilled Manpower</b> for handling various OTHER SERVICES assigned time to time as stated in Scope of job.	<b>04 Nos.</b>

**Note:** Quantity of item Sl no. 1.1 & 1.3 above are tentative and may increase or decrease as per PDIL's requirement.

2.0 The following enclosed documents are the part of ITB.

1.0	<b>Pre Qualification Criteria (PQC)</b>	<b>ANNEXURE-I, Rev 0</b>	<b>Sheets-1</b>
2.0	<b>Instructions to Bidder- e procurement</b>	<b>ANNEXURE-II, Rev 0</b>	<b>Sheets-1 to 5</b>
3.0	<b>General Conditions of Contract (GCC)</b>	<b>ANNEXURE-IIIB, Rev 0</b>	<b>Sheets-1 to 3</b>
4.0	<b>Special Conditions of Contract (SCC)</b>	<b>ANNEXURE-IIIC, Rev 0</b>	<b>Sheets-1 to 1</b>
5.0	<b>Technical Enquiry Specifications</b> Doc. No. PVAD/762, Rev.0 Dt.22.12.17	<b>ANNEXURE-IV, Rev.0</b>	<b>Sheets-9</b>
6.0	<b>Price Schedule</b> (attached Separately and to be submitted in PRICE BID/FINANCIAL PACK- ENVELOPE-C)	<b>ANNEXURE-V, Rev.0</b>	<b>Sheets-1 to 1</b>
6.1	<b>Unpriced Schedule (To be Submitted in Envelope-B-Unpriced Bid)</b>	<b>ANNEXURE-Va, Rev.0</b>	<b>Sheets-1 to 1</b>
7.0	<b>Checklist / Agreed Commercial Terms &amp; Conditions (ACTC)</b>	<b>ANNEXURE-VI, Rev.0</b>	<b>Sheet-1</b>
8.0	<b>Declaration by Bidder</b>	<b>ANNEXURE-VII, Rev.0</b>	<b>Sheet-1</b>
9.0	<b>RTGS/NEFT Format For E-Payment</b>	<b>ANNEXURE-VIII, Rev.0</b>	<b>Sheet-1</b>
10.0	<b>Details Of Contractor / Company</b>	<b>ANNEXURE-IX, Rev.0</b>	<b>Sheet-1</b>
11.0	<b>Format of BG for Performance Security</b> Not Attached	<b>ANNEXURE-X, Rev.0</b>	<b>Not Attached</b>

for and on behalf of  
PROJECTS & DEVELOPMENT INDIA LIMITED  
Bishwanath Banerjee  
Manager (MM)

	<b>Pre Qualification Criteria(PQC) ANNEXURE – I</b>	PVMM/ARC/ADM/17-18/E-16/100975/ANX-I	0
		DOCUMENT NO	REV
		SHEET 1 OF 1	

Please refer the [Pre-Qualification Criteria \(PQC\)](#) which are given hereunder:

**A. Pre Qualification Criteria (TECHNICAL):**

**1.0 Bidders must have experience of undertaking similar type of assignments viz. providing manpower for Housekeeping and Other Services** preferably in PSUs/Corporate Sectors/banks /Institutions / offices etc during the last 7 (seven) years ending last day of the month previous to the one in which Tenders/ Bids are invited as per the value of work mentioned below:

Three similar completed works / orders each of value not less than Rs.11.24 lakh.

OR

Two similar completed works / orders each of value not less than Rs.14.05 lakh.

OR

One similar completed work / order each of value not less than Rs. 22.48 lakh

**Similar works definition: Providing Manpower for housekeeping & other services** by the contractor preferably in PSUs / Corporate Sectors / banks / Institutions / offices etc.

**Note:** a. In case of duration of work is more than one year, average value of work (Total value of work / duration of contract) will be considered.  
b. The bidders are required to submit copy of Purchase Order / Completion Certificate / Performance certificate documents towards proof of value of order executed.

**2.0 Registration with EPF & ESIC Authorities is must.** Copy of EPF & ESIC registration certificate / number to be submitted in support as proof.

**3.0 Submission of copy of Professional Tax Registration Number.**

**4.0 Bidders must have their office in Vadodara** for proper coordination of jobs and also for checking of payment records of EPF/ESIC etc. (Copy of registration certificate of establishment from Vadodara Municipal Corporation to be furnished).


**Note: Bidders should enclose all the above self attested necessary documents, as proof for satisfying the PQC, with the Offer.**

**B. Pre Qualification Criteria (FINANCIAL):**

1.0 Average Annual financial turnover during the last 3 years, ending 31<sup>st</sup> March, 2017 should be atleast **Rs.16.86** Lakh.

2.0 Net worth shall be positive as on 31<sup>st</sup> March, 2017.

**Note:** To meet the above criteria, the bidders are required to submit copy of Audited Annual Report (Balance sheet and Profit & Loss account) for the last 03 (Three) Financial years. Partnership firm / Proprietary firm may submit Chartered Accountants' Certificate.


	<b>INSTRUCTION TO BIDDERS</b> <b>(for e-procurement)</b> <b>ANNEXURE – II</b>	PVMM/ARC/ADM/17-18/E-16/100975/ANX-II	0
		DOCUMENT NO	REV
		SHEET 1 OF 5	

**1.0 A bidder who meets the Pre-Qualification Criteria (PQC) as per ITB and intends to quote** against this ITB may download the bidding document from PDIL website <http://pdilin.com> OR Central Public Procurement Portal <https://eprocure.gov.in/cppp> and submit the Bid complete in all respect as per terms & conditions of contract on or before the bid closing date and time.

**2.0 Submission of Bids:** Bids shall be submitted as detailed below:

**2.1 Bidders to submit the bids online through the Central Public Procurement Portal for e-Procurement at <https://eprocure.gov.in/eprocure/app>**

- 1) Possession of valid Digital Signature Certificate (DSC) and enrollment/registration of the contractors/bidders on the e-procurement / e-tender portal is a prerequisite for e-tendering.
- 2) Bidder should do the enrollment in the e-procurement site using the “Click here to Enroll” option available on the home page. Portal enrollment is generally free of charge. During enrollment/registration, the bidders should provide the correct/true information including valid email-id. All the correspondence shall be made directly with the contractors/bidders through email-id provided.
- 3) Bidder need to login to the site thro’ their user ID/ password chosen during enrollment/registration.
- 4) Then the Digital Signature Certificate (Class II or class III Certificates with signing key usage) issued by SIFY / TCS / nCode / eMudra or any Certifying Authority recognized by CCA India on eToken / SmartCard, should be registered.
- 5) The DSC that is registered only should be used by the bidder and should ensure safety of the same.
- 6) Contractor/Bidder may go through the ITB / tenders published on the site and download the required ITB documents/schedules for the tenders he/she is interested.
- 7) After downloading / getting the ITB / Tender document/schedules, the Bidder should go thro’ them carefully and then submit the documents as asked, otherwise bid will be rejected.
- 8) If there are any clarifications, this may be obtained online thro’ the tender site, or thro’ the contact details. Bidder should take into account the corrigendum published before submitting the bids online.
- 9) Bidder then logs in to the site through the secured log in by giving the user id/ password chosen during enrolment/registration and then by giving the password of the eToken / SmartCard to access DSC.
- 10) Bidder selects the tender which he/she is interested in by using the search option & then moves it to the ‘my tenders’ folder.
- 11) From my tender folder, he / she selects the tender to view all the details indicated.
- 12) It is construed that the bidder has read all the terms and conditions before submitting their offer. Bidder should go through the tender schedules carefully and upload the documents as asked; otherwise, the bid will be rejected.
- 13) Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document/schedule and generally, they can be in PDF/xls/rar/zip/dwf formats. If there is more than one document, they can be clubbed together and can be provided in the requested format. Each document to be uploaded through online for the tenders should be less than 2 MB. If any document is more than 2MB, it can be reduced through zip/rar and the same can be uploaded, permitted. Bidder Bid documents may be scanned with 100 dpi with black and white option. However of the file size is less than 1 MB the transaction uploading time will be very fast.
- 14) If there are any clarifications, this may be obtained through mail, or during the pre-bid meeting if any. Bidder should take into account the corrigendum published from time to time before submitting the online bids.
- 15) The Bidders can update well in advance, the documents such as certificates, annual report details etc., under My Space option and these can be selected as per tender requirements and then send along with bid documents during bid submission. This will facilitate the bid submission process faster by reducing upload time of bids.
- 16) Bidder should submit the Tender Fee/ EMD as specified in the tender. The original should be posted/couriered/given in person to the Tender Inviting Authority, within the bid submission due date & time for the tender. Scanned copy of the instrument should be uploaded as part of the offer.
- 17) While submitting the bids online, the bidder reads the terms & conditions and accepts the same to proceed further to submit the bid packets.

	<b>INSTRUCTION TO BIDDERS</b> <b>(for e-procurement)</b> <b>ANNEXURE – II</b>	PVMM/ARC/ADM/17-18/E-16/100975/ANX-II	0
		DOCUMENT NO	REV
		SHEET 2 OF 5	

- 18) The bidder has to select the payment option as offline to pay the Tender FEE / EMD as applicable and enter details of the instruments.
- 19) The details of the DD / any other accepted instrument, physically sent, should tally with the details available in the scanned copy and the data entered during bid submission time. Otherwise submitted bid will not be acceptable.
- 20) The bidder has to digitally sign and upload the required bid documents one by one as indicated. Bidders to note that the very act of using DSC for downloading the bids and uploading their offers shall be deemed to be a confirmation that they have read all sections and pages of the bid document including General conditions of contract without any exception and have understood the entire document and are clear about the requirements of the tender requirements.
- 21) The bidder has to upload the relevant files required as indicated in the cover content. In case of any irrelevant files, the bid will be rejected.
- 22) If the price bid format is provided in a spread sheet file like BoQ\_xxxx.xls, the rates offered should be entered in the allotted space only and uploaded after filling the relevant columns. the Price Bid / BOQ template must not be modified / replaced by the bidder; else the bid submitted is liable to be rejected for the tender.
- 23) The bidders are requested to submit the bids through online e-tendering system to the Tender Inviting Authority (TIA) well before the bid submission end date & time (as per Server System Clock). The TIA will not be held responsible for any sort of delay or the difficulties faced during the submission of bids online by the bidders at the eleventh hour.
- 24) After the bid submission (i.e after Clicking “Freeze Bid Submission” in the portal), the acknowledgement number, given by the system should be printed by the bidder and kept as a record of evidence for online submission of bid for the particular tender and will also act as an entry pass to participate in the bid opening date.
- 25) The time settings fixed in the server side & displayed at the top of the tender site, will be valid for all actions of requesting, bid submission, bid opening etc., in the e-tender system. The bidders should follow this time during bid submission.
- 26) All the data being entered by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered will not viewable by unauthorized persons during id submission & not be viewable by any one until the time of bid opening.
- 27) Any bid document that is uploaded to the server is subjected to symmetric encryption using a system generated symmetric key. Further this key is subjected to asymmetric encryption using buyers/bid openers public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- 28) The confidentiality of the bids is maintained since the secured Socket Layer 128 confidentiality technology is used. Date storage encryption of sensitive fields is done.
- 29) The bidder should logout of the tendering system using the normal logout option available at the top right hand corner and not by selecting the (X) exit option in the browser.
- 30) For any queries regarding e-tendering process, the bidders are requested to contact as provided in the tender document. Parallel for any further queries, the bidders are asked to contact over phone: 1-800-233-7315 or send a mail over to [cPPP-nic@nic.in](mailto:cPPP-nic@nic.in).

2.2 Bidders are required to submit their bids under **three envelopes/Parts** as detailed below [Online at CPP Portal: \*\*No Physical Offer shall be considered except Original EMD.\*\*](#)

**Envelope (A)**

- 1) Earnest Money Deposit (EMD) as per Cl. 6.0 below.


**(Scanned copy of EMD to be uploaded online at CPP Portal and Original EMD instrument to be submitted to PDIL, Vadodara as mentioned at clause no. 6.0 below within the date stated at cover page)**

**OR**

A copy of valid Registration Certificate, in case of NSIC/MSE registered Companies.

- 2) [Annexure-VIII](#) Format of Bank Details (RTGS) for on line payment, all the details duly filled in.

**Envelope(B): Un-priced Technical and Commercial Bid** which comprises the following documents:

	<b>INSTRUCTION TO BIDDERS</b> <b>(for e-procurement)</b> <b>ANNEXURE – II</b>	PVMM/ARC/ADM/17-18/E-16/100975/ANX-II	0
		DOCUMENT NO	REV
	SHEET 3 OF 5		

- a. Documents in support of 'Pre-Qualification Criteria' as per Annexure-I, attached.
- b. Complete ITB documents duly signed & stamped in each page with "Deviations"/"Exception" sheet (if any) and all Annexure duly filled in.
- c. **Price Confirmation Copy** - A copy of Priced offer (**Annexure-V**), keeping price blank (hiding the price) and in place indicating "Quoted" or "√", as a confirmation of price quoted against the enquired item and all applicable Taxes & Duties, shall be submitted
- d. Copy of **Check List / ACTC (Annexure-VI)** as enclosed, duly filled by the bidder making all the points clear and not leaving any voids.
- e. Photo copy of PAN card.
- f. A Copy of GST registration certificate
- g. Any other document as per the requirement specified in the ITB.

### **Envelope (C): Price Bid**

**Price Schedule as per Annexure-V** with quoted rates in Rs. and Taxes & Duties, as applicable, signed and stamped.

### **3.0 Opening of Bids**

Bid opening will be Public. Envelope A and B only will be opened on Technical Bid Opening Date. Price Bids (Envelope C) of only those bidders will be opened which will be considered technically and commercially acceptable.

### **4.0 Evaluation of Bids**

Bids shall be evaluated for Pre-Qualification Criteria (PQC) first and Techno-Commercial Bid Evaluation shall be carried out, only for those Bids which shall meet the Pre-Qualification Criteria (PQC).

Bids shall be scrutinized on Techno-Commercial parameters. Bids having unacceptable deviation may be rejected at this stage. However, clarifications shall be sought from bidder for any shortcoming found in their Bid at this stage.

The PRICE BID shall be opened only of those bidders who will be technically and commercially suitable.

### **5.0 Price Evaluation Criteria**

Price Evaluation of Bids shall be done considering the quoted prices by the bidder in the Price Schedule/Schedule of rates i. e Annexure-V along with taxes and duties, on overall lowest bidder considering the **Input TAX Credit(ITC) benefit, wherever applicable to PDIL.**

In case of any discrepancy, unit rate shall prevail for calculation to arrive at the total price.

In case a bidder does not fill up any amount and leaves it blank or writing 'N/A' or put '-' against any item of Price Schedule, it shall be deemed that cost of such item (s) is included in other item by the bidder elsewhere in the quoted price.


Incomplete Price Schedule may result into rejection of bid.

### **6.0 Earnest Money Deposit (EMD)**

Earnest money deposit (**Rs.71000/- Rupees Seventy One Thousand Only**) shall be submitted by way of Demand Draft/ Banker's Cheque only drawn on any Scheduled/ Nationalized Bank in favour of '**Projects & Development India Ltd', Vadodara. Quotation/Bid without EMD may not be considered.** However, NSIC/MSE registered Companies are exempted from submission of EMD provided a valid Certificate in this regard is submitted.

**Original Earnest Money Deposit (EMD) must be submitted IN SEALED ENVELOPE superscribed with "EMD against ITB No. PVMM/ARCS/ADMN/17-18/E-16/100975 & Bid Closing Date: \_\_\_\_\_" ON OR BEFORE the date stated at Cover page shall be addressed to HOD (MM) as stated below. The Original EMD details (DD/any other accepted instrument), being sent physically, should tally with the details already submitted the scanned copy ONLINE during bid submission time. Otherwise submitted bid will not be acceptable.**

**HOD(MM),**

	<b>INSTRUCTION TO BIDDERS</b> <b>(for e-procurement)</b> <b>ANNEXURE – II</b>	PVMM/ARC/ADM/17-18/E-16/100975/ANX-II	0
		DOCUMENT NO	REV
		SHEET 4 OF 5	

**Projects & Development India Limited,**  
**PDIL Bhawan, Samta, Subhanpura,**  
**Vadodara-390023, Gujarat, India.**  
**Email : [bnbanerjee@wro.pdilin.com](mailto:bnbanerjee@wro.pdilin.com); [ansisodiya@wro.pdilin.com](mailto:ansisodiya@wro.pdilin.com)**

6.1 EMD shall be refunded:

- To the unsuccessful bidders after acceptance of order by the successful bidder(s).
- To the successful bidder(s) after deposition of Security money/ confirmation by the Bank of the Security cum Performance Guarantee submitted by bidder

No interest shall be payable on EMD.

6.2 EMD may be forfeited without prejudice to any other right or remedy of PDIL including but not limited to following circumstances:

a) If a bidder withdraws his bid during the period of bid validity specified by the bidder

OR

b) In the case of successful bidder, if the bidder fails to accept the order

OR

c) If a bidder is found to have furnished Mis-representation or wrongful declaration / presentation of qualifying data and other facts in their Bid.]

7.0 **Validity of Bids:**

Prices quoted should remain valid for our acceptance for a minimum period of 90 days from the date of opening of technical bids. PDIL will not allow any revision in prices within validity period after sealed tender are opened.

8.0 If at any later date, it is found that documents, information and data submitted by the Bidder in the Bid, and based on which the Bidder has been considered eligible or successful or has been awarded the Contract is incorrect or false to the extent that had the correct or true information been made available to the OWNER at the time of Bid evaluation, the bid would have been declared ineligible or unsuccessful, the Bidder shall be forthwith disqualified or, as the case may be, the contract awarded based on such incorrect or false information shall be cancelled and the EMD/PBG/Security Deposit shall be liable to be forfeited.

9.0 Bidders are required to carefully go through the entire scope of ENQUIRY, terms and conditions, and other requirements before quoting. They should feel free to contact PDIL before submission of bid if they have any query on it. Once the bid is submitted, PDIL will presume that the bidder has understood thoroughly the Scope of Supply along with terms & conditions and all these are acceptable to them.


10.0 Bids shall be typed or written in indelible ink and must be free from corrections / erasing / overwriting etc. Any changes made must be authenticated with initial by the Bidder.

11.0 Bid shall be ideally in conformity to the Scope of supply/work along with all Terms & conditions, stipulated in the ENQUIRY. PDIL shall appreciate to receive a Bid having no deviation. However, under unavoidable circumstance, a Bidder may submit Deviations in a separate sheet, which PDIL at its own liberty may accept or reject. Deviations found elsewhere inside the Bid document shall not be considered. Deviations including condition(s), if any, found in the Price bid shall liable for rejection of a Bid in totality.

12.0 PDIL reserves the right to reject any or all the bids without assigning any reason whatsoever and does not bind itself to accept the lowest or any other bid. All bids in which any of the prescribed conditions are to be fulfilled or are incomplete in any respect are liable to be rejected. PDIL is at liberty to take any of the following actions in case of this ITB:

- a) to cancel the tender without reference to the bidders.
- b) to postpone the due date and time.

13.0 Bidders shall not be entitled to claim any costs, charges, expenses or incidentals for or in connection with the preparation and submission of their bids even though Project & development of India Limited may withdraw the enquiry/tender or reject all bids.

	<b>INSTRUCTION TO BIDDERS</b> <b>(for e-procurement)</b> <b>ANNEXURE – II</b>	PVMM/ARC/ADM/17-18/E-16/100975/ANX-II	0
		DOCUMENT NO	REV
		SHEET 5 OF 5	

14.0 **SITE VISIT:** If needed, Bidder can visit site (PDIL) before quoting their rates. For site visit and any clarifications please contact to:

**Shri G. Srikanth**

Manager (P&A)

Projects & Development India Limited

Vadodara

Phone:0265-2388418-21, Extn-129, FAX: 0265-2388398/99

Email: [srikanthg@wro.pdilin.com](mailto:srikanthg@wro.pdilin.com)

15.0 Bids submitted thro' FAX and e-mail will not be accepted. No request from any bidder to PDIL to collect the bid from airlines, cargo agents etc. shall be entertained by PDIL.

16.0 PDIL reserve the rights to assess bidder's capability and capacity to perform the contract

17.0 Bids must be submitted on or before the closing date and time well in advance. Bids received late are liable for rejection & no complaint shall be entertained in this regard for any reason whatsoever.

18.0 To know more about PDIL, please visit our website <http://www.pdilin.com>

	<b>GENERAL CONDITIONS OF CONTRACT (GCC) ANNEXURE - IIIB</b>	PVMM/ARC/ADM/17-18/E-16/100975/ANX-IIIB	0
		DOCUMENT NO	REV
		SHEET 1 OF 3	

### 1.0 Scope of Contract

The Scope of Contract/ Purchase Order (P.O), shall be as per 'Technical Specification' and/or 'Price Schedule', attached to the ITB, unless & otherwise it is modified, at subsequent stage of bidding.

### 2.0 Firm Price

Price to be quoted shall be firm and subject to no escalation whatsoever during the contractual completion period including extended period, if any, except for any statutory variations i.e. change in the rate of tax & duty and/or inclusion of any new tax & duty.

Bid with variable price will not be accepted.

### 3.0 Price Basis

Duly executed at location specified elsewhere in this ITB.

### 4.0 Taxes and duties (To be read in conjunction with SCC)

4.1 Rate of **Goods & Service Tax (GST)**, should be indicated in the 'Price Schedule' and which shall be paid as extra.

4.2 Statutory variation in taxes and duties including imposition of any new tax & duty, within the scheduled Completion period, as per P.O, shall be paid at actual on production of documentary evidence.

4.2.1 In case of delay in execution, if there is any increase in the rate of tax & duty and/or there is imposition of any new tax/ duty by statutory authorities, PDIL shall restrict the payment of taxes & duties, as prevalent on the scheduled delivery/ completion period only, as mentioned in the P.O and amendment(s) there to.

4.2.2 If there is any decrease in applicable rate of taxes & duties &/or there is any withdrawal of any tax & duty by statutory authorities, during the completion period including extended/amended period of P.O, shall accrue to PDIL's a/c.

4.3 The Contractor has to submit / furnish all necessary documents / information to enable PDIL claim Input Tax Credit(ITC),wherever applicable, in respect of GST.

4.4 ~~PDIL shall not issue any form other than Form 38 i.e. Road Permit, if required, on written request by the Contractor.~~

5.0 Effective date of Contract/ P.O: Shall be the date of issuance of LOI/ P.O.

### 6.0 Completion Period/ Time Schedule

6.1 ~~Mobilization Period: ... days from the date of intimation by PDIL.~~

Completion Period:      days/ weeks/ month from the date of handing over site.

### 6.2 For Annual Maintenance Contract (AMC)/ Annual Rate Contract (ARC)

The Contract shall be valid for a period of **TWO (02) Year/s** from the Effective date. This period can be further extended on mutual agreement.

### 7.0 Payment Terms

~~100% Payment shall be released, within 30 days after completion of job/work as per milestone defined, elsewhere in the ITB, on the invoice, duly certified by Engineer In Charge of PDIL.~~

#### 7.1 Payment For AMC/ARC:

100% ~~quarterly~~ **monthly payment** shall be released within 30 days of submission of invoice duly certified by Engineer In Charge of PDIL i.e.HOD(P&A). The ~~quarterly~~ **monthly** bills shall be submitted by the contractor with all necessary documents to the Engineer-In-charge of PDIL for the Contract.

The above payments shall be released subject to submission of ~~Security cum Performance Guarantee/~~ Security Deposit, **if applicable**, as mentioned herein below, failing which the same amount shall be deducted from the Contractor's Bill(s)

All payments will be made by account payee cheque or direct transfer in bank account through RTGS.



	<b>GENERAL CONDITIONS OF CONTRACT (GCC) ANNEXURE - IIIB</b>	PVMM/ARC/ADM/17-18/E-16/100975/ANX-IIIB	0
		DOCUMENT NO	REV
		SHEET 2 OF 3	

7.1 Tax deduction at source

Income tax, as applicable as per income tax act, shall be deducted at source from the Contractor's bills and a certificate towards this deduction shall be issued to the Contractor.

**8.0 Security Deposit**

8.1 Security Deposit shall be applicable for P.O value more than Rs. 2.00 lac.

8.2 ~~Security cum Performance Guarantee/ Security Deposit for an amount equivalent to 10% of P.O value shall be submitted within 15 days of issuance of P.O, in the form of Demand Draft (DD)/Banker's Cheque. The same shall be valid to cover completion period.~~

~~Bank Guarantee (BG) for Security Deposit shall be entertained for value  $\geq$  Rs 1.00 lac. PBG shall be valid to cover completion period plus three (03) months claim period thereafter. PBG shall be issued by any Scheduled Commercial Bank. Format of PBG is enclosed herewith at [Annexure X](#).~~

8.3 In the absence of submission of Security Deposit, the equivalent amount after adjustment of EMD amt., if any, shall be adjusted from the bills.

8.4 **In case of ARC, Earnest Money deposit (EMD) shall be retained as Security Deposit for faithful performance of contract.**

9.0 No interest shall be payable on Security Deposit.

9.1 [PDIL Vadodara](#), however, reserves the right to encash/ forfeit the Security Deposit, if the Contractor fails to execute the Contract and/or abide by all the terms and conditions of the P.O.

9.2 Security deposit shall be refunded after 30 days of completion of Contract on the certification of Engineer In Charge for due fulfilment of the contractual obligations and after adjusting the expenditure incurred by the Owner, if any, on account of any failure on the part of the contractor.

**10.0 Price reduction clause**

~~In the event of delay in completion beyond contractual completion period, price reduction @ 0.5% per week or part thereof subject to maximum 5% of total P.O value shall be recovered from Contractor's bill(s).~~

**11.0 Insurance**

Necessary insurance(s) to cover accident risk for his employees loss of life, material etc. to crew or the third party to be arranged by Contractor at his cost.

**11.1 Statutory obligation and Safety Rules (For AMC/ ARC)**

The Contractor will have to follow all safety rules and measures during contract period and will be fully responsible for implementing rules, obligations and statutory provisions of government and all the consequences in the event of any eventuality.

The Contractor shall be responsible to observe and comply with all statutory requirement including contract labour act 1970, minimum wage act – 1948 and EPF act 1952 etc. including all amendments thereof in vague both of central and state government. PDIL shall be kept indemnified against any action brought against it or any violation / non –compliance of any act /acts, all expenses for compliance of above acts and regulations shall be borne by the contractor.

The Contractor shall comply with at his cost all safety norms such as Fire and Safety regulation act as applicable at site.

The Contractor shall be responsible for all risk involved in respect of their personnel and material at site and arrange proper insurance coverage at his cost.

Personnel deployed should be medically fit to work should posses good conduct and should have no past criminal record and shall maintain high standard discipline, decency and decorum. PDIL reserves the right at its sole discretion to ask for replacement of any person employed by the contractor.

**12.0 Termination**

In the event of unsatisfactory performance, PDIL reserves right to cancel part or whole of the order / contract and make alternate arrangement at any time during currency of contract on risk & costs of contractor and / or forfeit security deposit.

	<b>GENERAL CONDITIONS OF CONTRACT (GCC) ANNEXURE - IIIB</b>	PVMM/ARC/ADM/17-18/E-16/100975/ANX-IIIB	0
		DOCUMENT NO	REV
		SHEET 3 OF 3	

### 13.0 Force Majeure

The act of God, epidemic, wars, revolution, and official strike shall be treated as force majeure condition. In event of occurrence of such condition neither party shall be responsible for delay in performance provided that it is notified within 07 days of its occurrence. The Contractor shall provide justification by documentation countersigned by the local chamber of commerce.

### 14.0 Arbitration

All cases of dispute arising during execution of contract shall be resolved by mutual discussion of parties operating the Contract. In the event of failure to do so, matter will be settled as per Arbitration and Conciliation Act, 1996, as amended from time to time.


However, wherever applicable, in case of settlement of commercial disputes between PSEs inter SE and PSE(s) and Government Department(s), the same shall be settled through Permanent Machinery of Arbitrators (PMA) setup in the Department of Public Enterprises(DPEs) as per the following Clause:

“In the event of any dispute or difference relating to the Interpretation and application of the provisions of the contracts, such dispute or difference shall be referred by either party for Arbitration to the sole Arbitrator in the Department of Public Enterprises to be nominated by the Secretary to the Government of India in-charge of the Department of Public Enterprises. The Arbitration and Conciliation Act, 1996 shall not be applicable to arbitration under this clause. The award of the Arbitrator shall be binding upon the parties to the dispute, provided, however, any party aggrieved by such award may make a further reference for setting aside or revision of the award to the Law Secretary, Department of Legal Affairs, Ministry of Law & Justice, Government of India. Upon such reference the dispute shall be decided by the Law Secretary or the Special Secretary/Additional Secretary, when so authorized by the Law Secretary, whose decision shall bind the Parties finally and conclusively. The Parties to the dispute will share equally the cost of arbitration as intimated by the Arbitrator”.

The performance under this contract, shall not stop for any reason, whatsoever, during the said dispute / proceedings, unless the service provider is specifically directed by PDIL to desist from working in this behalf.

### 15.0 Jurisdiction

The P.O shall be deemed to have been entered into at Noida/Vadodara/Sindri, for PDIL’s different Unit, as the case may be and all cases of action in relation to the P.O shall, therefore, be deemed to have been assigned within its jurisdiction for respective Unit/location.

	<b>SPECIAL CONDITIONS OF CONTRACT (SCC) ANNEXURE - IIIC</b>	PVMM/ARC/ADM/17-18/E-16/100975/ANX-IIIC	0
		DOCUMENT NO	REV
		SHEET 1 OF 1	

- 1.0 **SCOPE OF JOB** : As per Annexure-A of Technical Enquiry Specifications (Doc. No. PVAD/762, Rev.0 dt. 22.12.17) attached as Annexure-IV with this ITB.
- 1.1 The requirement of quantity mentioned at Table SI no. 1.1 & 1.3 (cover page of tender) is tentative only and may vary, depending upon the requirements.
- 2.0 **PRICE BASIS** : Bidders shall quote only **SERVICE Charges against SI no. 1.1 to 1.3 of Price Schedule, in absolute value in Rupees per man day (not to be quoted in percentage) for Skilled and Unskilled Labour.** The quoted Service Charges shall be duly executed the services as per requirement of technical specifications, Annexure-IV, at PDIL Office/ Colony and **inclusive of all charges, taxes-duties EXCEPT GST as applicable.**
- 2.1 **Minimum wages are not to be quoted which shall be as mentioned in Annexure-B of Annexure-IV for respective category** as notified by Central Government. As per **clause no.3 of Annexure-B of Annexure-IV, this** Minimum wages shall be effective **from October-2017 to March-2017** and statutory changes shall be applicable and shall be paid on production o documentary evidence.
- 2.2 **FIRM PRICE** : **Quoted Service Charges (SI no. 1.1 to 1.3 of Price Schedule)** shall remain Firm & Fixed during the contract period and no variation in quoted Service Charges shall be applicable, However, variation in minimum wages shall be paid on submission of documentary evidence.
- 3.0 **PART ORDER/SPLIT ORDER:** Part Order / Split Order is **NOT APPLICABLE** for this tender, hence, evaluation shall be carried out on overall basis.
- 4.0 **DISCREPANCIES IN QUOTED PRICES:** The prices must be written both in figures and words. Unit prices shall be considered correct in the event of any discrepancy with regard to total price. In the event of difference, prices written in words shall be valid & binding. If the bidder has submitted prices in the price schedule & also on their own letter head/format, the prices written in the Price Schedule shall be considered valid & binding, in case of any discrepancy.
- 5.0 **Goods & Service Tax (GST):** GST shall be paid **EXTRA as applicable as per GST law** against GST Registration Number Only. **Bidder shall clearly indicate the present applicable rate of GST in Percentage (%) on Bill Amount and enclose copy of GST registration certificate alongwith unpriced offer.**
- 5.1 **In case, PDIL is eligible to avail Input TAX Credit (ITC) against-payment of GST, the credit amount will be considered while evaluating the price to arrive at the net landed cost** for which necessary documents shall be provided by the bidder to enable PDIL to avail the credit.
- 5.2 Imposition of any new taxes & duties and changes in quoted taxes & duties after issuance of LOI/PO by statutory authorities during contractual period shall be considered on production of documentary evidence
- 6.0 **TENURE OF JOB: 02 (Two) Years w.e.f. 01.02.2018 to 31.01.2020.**
- 7.0 **PAYMENT TERMS:** Within 30 days of submission of your invoice duly certified by, Contact Person, PDIL on **Monthly end basis** for executed services.
- 7.1 Invoice for payment shall be submitted to Contact person of PDIL who shall forward after certification, to Finance for payment.
- 7.2 The mode of Payment to Supplier/Contractor in PDIL is generally E-Payment through RTGS/NEFT. To facilitate the same, Successful Bidder to fill up the required details in the format for E-Payment through RTGS/NEFT (**Refer Annexure-VIII**) and submit the same alongwith EMD in Envelope-A.
- 7.3 If you are eligible/entitled for any privilege/benefit under any statutory body/act/law like MSMED Act 2006 for MICRO/MEDIUM/SMALL Scale Company etc, please submit the valid documentary evidence and clearly indicate in your offer.
- 8.0 **PERFORMANCE SECURITY DEPOSIT:** **As per clause no. 8.4 of GCC, EMD shall be retained.** However, bidders who availed exemption from submission of EMD are required to submit security deposit in case of order, failing which, equivalent amount shall be adjusted from invoice.
- 9.0 **CONTACT PERSON for OPERATION OF ORDER/CONTRACT:** This order/contract shall be operated by contact person of PDIL **Mr. G. Srikanth, HOD(P&A), PDIL,Vadodara E-mail: srikanthg@wro.pdilin.com** or his authorized representative.
- 10.0 **PENALTY** : As per **sl. no. 10.0 of Annexure-A of Annexure-IV Doc. No.PVAD/762, rev.0 dt.22.12.17.**
- 11.0 In case of an irreconcilable conflict between General Conditions of Contract, Special Conditions of Contract, terms specified in Special Conditions of Contract shall prevail.

	<b>TECHNICAL ENQUIRY SPECIFICATION FOR SUPPLYING MANPOWER FOR HOUSEKEEPING &amp; OTHER SERVICES</b>	PVAD/762
		DOCUMENT NO
		Page 1 of 2

ANNEXURE - IV


ITB No. PVMM/ARo/ADM/17-18/E-16/100975

## TECHNICAL ENQUIRY SPECIFICATION

FOR

**ANNUAL SERVICE CONTRACT FOR SUPPLYING  
MANPOWER FOR HOUSEKEEPING AND OTHER SERVICES  
AT PDIL OFFICE LOCATED AT SAMTA SUBHANPURA,  
VADODARA-390023 & PDIL COLONY AT GOTRI ROAD, NR.  
GAYATRI NAGAR, VADODARA-390021**

				<i>Subhash</i> 22/12/17	<i>G. Srikanth</i> 22/12/17
0	22/12/2017	22/12/2017	FOR ISSUE	Subhash	G. Srikanth
REV	REV DATE	EFF DATE	PURPOSE	PREPD	APPD

 <p>पी डी आई एल <b>PDIL</b></p>	<p>TECHNICAL ENQUIRY SPECIFICATION FOR SUPPLYING MANPOWER FOR HOUSEKEEPING &amp; OTHER SERVICES ANNEXURE - IV</p>	PVAD/762
		DOCUMENT NO
		Page 2 of 2

**Contents**

SECTION NUMBER	DESCRIPTION	SHEET NUMBER
ANNEXURE-A	SCOPE OF JOB	6
ANNEXURE-B	BREAKUP OF MINIMUM WAGES RATES	1

**List of Attachments**

ATTACHMENT NUMBER	DESCRIPTION	NUMBER OF SHEETS
ANNEXURE-A	SCOPE OF JOB	6
ANNEXURE-B	BREAKUP OF MINIMUM WAGES RATES	1

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	<b>PROJECTS &amp; DEVELOPMENT INDIA LTD</b>	PVAD/762
		DOCUMENT NO.
		Page 1 of 6

**ANNEXURE- A**

**SCOPE OF JOB**

**HOUSE KEEPING & OTHER SERVICES**

- 1.1 The requirement of Housekeeping and other services like clerical Services, messenger, Computer jobs, electrical Maintenance jobs, Maintenance of records & files and any other jobs assigned from time to time would be **11 (Eleven)**. However, this requirement may subsequently increase or decrease as per requirement of PDIL during the Contract period.
- 1.2 The personnel deployed shall preferably be of sound health, be mentally alert and physically fit. The contractor shall be bound to change the personnel deployed if any of them is considered unsuitable by PDIL and in this regard, the decision of PDIL shall be final and binding on the contractor without any questioning.
- 1.3 All personnel will be outfitted by the contractor and they shall be in smart uniform / dress which shall be maintained neat and clean.
- 1.4 The contractor shall be liable for all costs, damages, expenses suffered or incurred by the PDIL, Vadodara due to the contractor's negligence or its employees which shall be recovered from the agency bill / security deposited. The decision of the PDIL, Vadodara regarding such failure of the contractor and their liability for the losses, etc. suffered by the PDIL shall be final and binding on the contractor.
- 1.5 The contractor shall depute his supervisor to supervise the job activities on regular basis.
- 1.6 The Material for carrying out the jobs in PDIL, whenever required shall be supplied by PDIL.
- 1.7 It shall be the responsibility of the contractor to get all licences and statutory clearances from the local administration or any other statutory authority / Insurance company wherever necessary for undertaking the subject job.
- 1.8 The contractor shall act as an independent operating agency not as an agent / employee of PDIL. The contractors personnel deployed at PDIL premises shall be the employees of contractor for all legal purposes and consequences.
- 1.9 Working days for the House Keeping and Other Services shall be Monday to Saturday.
- 1.10 The Contractor shall not appoint any sub-contractor to carry out any obligations under this Contract.

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	<b>PROJECTS &amp; DEVELOPMENT INDIA LTD</b>	PVAD/762
		DOCUMENT NO.
		Page 2 of 6

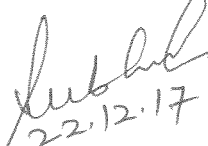
- 1.11 Place of posting will be PDIL Bhawan / PDIL Colony. However, **One (01) Safai Karmchari will be posted at PDIL colony for Housekeeping, for which wages payment & bill thereof will be made separately.**
- 1.12 In case of any increase due to statutory hike in the Central minimum wages during the contract the same shall be brought to the notice of PDIL, duly supported with documentary evidence of Notification issued by the Office of the Labour Commissioner (Central) for revising Minimum wages, for payment.
- 1.13 The persons being deployed by contractor shall be replaced if required as per the requirement of PDIL. The contractor shall abide the same without fail.
- 1.14 Contractor is required to submit Monthly Electronic Challan as proof of deposition of EPF, ESIC and PT Contributions with concerned authority along with each monthly bill and wage sheet duly signed and stamped for the respective month.
- 1.15 Monthly salary slip indicating Minimum Wages paid, EPF, ESIC, PT deductions shall be issued to each employee of the contractor.
- 1.16 The formula of rate of payment for following is as below:
- Monthly Wages= (Minimum Wages per day \* No. of days worked in a month )
  - Overtime Rate= (Minimum wages per day/8\*2) x no. of hours worked
- 1.17 Normal working hours for persons whenever deputed on daily basis shall be 9 hours per day including rest intervals.
- 1.18 The contractor shall effect monthly payment through Account Payee Cheque / Bank transfer to respective savings accounts of the concerned personnel by 7<sup>th</sup> of following month and submit proof thereof like, bank transaction number or bank statement duly signed & stamped by Bank as a token of having received the payment to be credited to respective accounts of the personnel concerned, along with wage book duly signed, and completed & copy of salary slips showing the details as per Form No. XIX, with original attendance sheet of the month.
- 1.19 For effecting transfer of monthly salary and other statutory payment to personnel deputed in to their respective bank account, the Contractor shall ensure that the personnel being deputed shall have bank account for the above purpose. In case payment is made through account payee cheque, Agency should hand over the cheque to the respective person in presence of the Representative of P&A Department and signature obtained.

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## 2.0. DAILY OPERATION

The contractor shall, in particular render the following services and shall make all arrangements incidental thereto. However, housekeeping / sanitary materials will be provided by PDIL.

- 2.1 Cleaning / mopping etc. of office premises including stairs, de-dusting of all furniture items like, tables, chairs, racks, phones, almirahs, PC's, terminals, printers, plotters, other office equipment items etc. using duster & vacuum cleaner-daily, Sweeping of entire floor area in PDIL Bhawan, Vadodara and collection of all waste materials before the office opening i.e. by 9.30 AM & during office hours.
- 2.2 The cleaning and other maintenance services at Project Nagar, PDIL Township at Gotri Road, Gayatri Nagar. Removal of waste materials / garbage wastes & discard materials to the designated dust bins and other maintenance services in Project Nagar, PDIL Township at Gotri Road, Gayatri Nagar.
- 2.3 Thorough cleaning using cleaning materials/ deodorants and mopping with wet dusters as required during the day, particularly in the common area like corridors, lobbies, staircases, pantries, rooms, toilets, canteen, halls, reception area, In & around PDIL premises etc.
- 2.4 Cleaning and washing of toilets / bathrooms and wash basins, using deodorants, detergents and disinfectants before the office opening and at least twice thereafter during office hours.
- 2.5 Dusting, cleaning of all office furniture items, fittings, equipments, telephones, glass panes, filing cabinets and almirahs, partition walls, doors, windows, vertical/ venetian blinds, typewriters, computers, photocopiers, fax machines, etc. before the office opening and / or as required.
- 2.6 Replenishment of urinal cubes / naphthalene balls, toilet papers.
- 2.7 Removal of waste materials / garbage including canteen wastes & discard materials to the designated dust bins.
- 2.8 Cleaning the surroundings of PDIL Bhawan, drainage, roads and all places within the boundary walls.
- 2.9 Any other cleaning assignment given by PDIL representative.
- 2.10 Sweeping & cleaning of toilets and dusting of Transit Camp.
- 2.11 Personnel engaged in other services will have to attend the duties in PDIL Bhawan. However, they will have to attend the duties in PDIL colony as per our requirement as instruction given time to time.
- 2.12 Supervisor (under skilled category) will be deputed under "Other Services" as supervisor and shall supervise all the personnel under the contract. Besides he /

  
22.12.17



	<b>PROJECTS &amp; DEVELOPMENT INDIA LTD</b>	PVAD/762
		DOCUMENT NO.
		Page 4 of 6

she shall carryout out other jobs as assigned to him / her by authorized representative of P&A Deptt.

- 2.13 The Electrician deputed at PDIL premises should possess a valid Trade / wireman/Diploma certificate in relevant field. He will attend Electrical maintenance activities at PDIL Office as well as in PDIL Colony and other jobs assigned from time to time.

3.0. **WEEKLY OPERATIONS**

- 3.1. Complete washing and scrubbing of entire floor area including corridors and staircases with detergents.
- 3.2. Removal of stains on the floors.
- 3.3. Thorough cleaning of all sanitary wares, taking proper care not to damage the equipments / wares. As and when acid cleaning is done, care should be exercised not to damage the flooring, walls and equipment.
- 3.4. Cleaning of tube light fittings / fixtures, fans (ceiling / pedestal, wall fans).
- 3.5. Thorough cleaning of glass panes and venetian/vertical blinds and removing all stains.
- 3.6. Proper cleaning with detergents, taking care not to damage the property and leaving any undesirable cleaning marks.
- 3.7. Cleaning of carpets, sofa sets with vacuum cleaners/mop.
- 3.8. Brooming and water sprinkling in open areas in front of PDIL Bhawan.
- 3.9. Dusting of files and file racks.
- 3.10. Removal of cobwebs on walls, ceilings, racks, etc.
- 3.11. Any other jobs as assigned by PDIL representative.

4.0 **FORTNIGHTLY / MONTHLY OPERATIONS**

- 4.1. Cleaning of air-conditions grills and covers.
- 4.2. Dusting of false ceilings.
- 4.3. Polishing of door closers, door handles, staircase railings, all brass / copper fittings with Brasso / Silvo.
- 4.4. Complete scrubbing of entire floor area.

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22/12/17

	<b>PROJECTS &amp; DEVELOPMENT INDIA LTD</b>	PVAD/762
		DOCUMENT NO.
		Page 5 of 6

4.5. Thorough checking and cleaning of sewer and drainage system.

4.6. Any other jobs as assigned by PDIL representative.

5.0. **SPECIAL TASKS ON NEED BASIS**

5.1 Personnel deputed at PDIL premises shall arrange for shifting of furniture / office equipments / files/ almirahs / drawing boards within the rooms, from room to room or from one floor to the other as and when necessitated.

5.2 Distribution of dak as per schedule fixed and as per instructions of PDIL representative from time to time.

5.3 Removal of blockages, if any, occurring in the drains, gutters, floor traps, bathrooms, rain water pipes, storm water drains, grass cutting, trimming of tress, road gutters and sewers, etc within PDIL premises.

5.4 Preventive maintenance of the above.

5.5 Shifting of air-conditioners.

5.6 Segregation of surplus/ discarded items, stacking, shifting etc.

5.7 Any other jobs assigned by PDIL.

6.0 **OTHER SERVICES**

6.1 Person engaged in other services shall be Graduate from Recognized University or Matriculate with Diploma / Trade Certificate course in relevant field (Skilled Categories) as applicable.

7.0 **STATUTORY OBLIGATIONS & SAFETY RULES**

Contractor shall be responsible to observe and comply with all applicable statutory requirements including Contract Labour Act, Minimum Wages Act, applicable for the Central Government Sphere, ESIC Act, EPF Act, Bonus Act, etc. and rules as may be in force from time to time. PDIL shall be kept indemnified against any action brought against it or any violation / non-compliance of any Act / Acts. All expenses for compliance of above Acts & Regulations shall be borne by the contractor. Contractor shall arrange necessary Insurance coverage for his personnel being deployed to cover accident risk for his employees, material etc. at his cost.

7.1 Bonus payment shall be made as per the payment of Bonus act-1965 to eligible deployed workers, which will be paid extra and will be reimbursed on submission of claim. Leave with wages may be granted to eligible deployed workers as per Gujarat Shops & Establishments Act or rule prevails at the time of disbursement will be reimbursed on submission of claim with all evidence documents.

*[Handwritten Signature]*  
22/12/17

- 7.2 The contractor shall pay the leave wages & Bonus amount, if applicable, to the personnel deployed through Bank Account Transfer / Account Payee cheque only. After payment of Bonus & Leave wages to the eligible persons the contract shall claim for reimbursement with the documentary evidence such as bank statement/cheque along with statutory documents. It is to be noted by the contractor that Service charges will not be paid for this statutory payment.
- 8.0 The contractor shall indemnify PDIL against any claim whatsoever, in respect of person engaged by the contractor. PDIL shall in no way have liabilities for contractor's personnel.
- 9.0 In case of partial working on a normal day, proportionate payment shall be calculated and paid accordingly.
- 10.0 In case the house keeping of any areas has not been done properly and found unsatisfactory an amount if Rs. 100/- shall be recovered for the said day. In addition to this, the cost, if incurred, for getting the work done through other agencies shall be recovered from the bills/dues of the contractor.
- 11.0 Initially, the contract will be for a period of **(02)** Two years. However, the services will be on probation of 3 months. In case the services are not considered satisfactory, the contract will be terminated without assigning any reason thereof.
- 12.0 The contract shall be terminated without assigning any reason in case the services as per scope of job are not found satisfactory or contractor violates the terms and conditions of the contract or non compliance of any statutory rules/provisions of applicable laws.
- 13.0 Following are the tentative man days for 2 (two) years for the respective categories as shown in the below table which shall be considered for price evaluation purpose only.

S. No.	Category of persons	Man Days for 02 (two) years
1.	Safai Karmchhari / messenger-6 Nos.	3744
2.	Electrician (Skilled)-1Nos.	624
3.	Skilled manpower ( Other Services)-4Nos.	2496

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*[Handwritten Signature]*  
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**Annexure-B**

**Break-up of Minimum Wages Rates as on 01/10/2017 as Notified by the Central Government vide their notification for the period of October, 2017 to March, 2018.**

S. No.	Description	Skilled Category (Electrician / other services)	Unskilled Category (Safaiwala / Messenger)
		Rate / Amount (₹.)	Rate / Amount (₹.)
1	Minimum wages as notified by the Central Government w.e.f. 01/10/2017 for the respective category on per day basis (Basic wage + DA)	Basic=579/- DA=14/-	Basic=437/- DA=11/-
		593.00	448.00
2	EPF@13.15% on (BASIC+DA) (EPF Contribution @ 12%, EPF Admn. Charges @0.65%, EDLI @0.5% and EDLI admn. Charges@0%)	77.98	58.91
3	ESIC@ 4.75% on BASIC plus DA	28.17	21.28
4	<b>Total rate per 'man-day' Excluding Service Charges</b>	<b>699.15</b>	<b>528.19</b>

1. Per man-day rate means rate for supply of one man for one day.
2. The Minimum Wages Rates notified by the Central Government will be applicable for all days including Sunday / Off day / Holiday.
3. The above Minimum wages indicated in the above table is as per notification by the Central Government for the period from October, 2017 to March, 2018. In case of any increase due to statutory hike in the minimum wages during the contract shall be paid on production of documentary evidence.
4. Quotations received with 0 / NIL Service Charges will not be considered.
5. Bonus shall be payable extra as per the Payment of Bonus Act, 1965 and will be reimbursed on submission of claim with all evidence documents.
6. Leave with wages may be granted to eligible deployed workers as per Gujarat Shops & Establishments Act or rule prevails at the time of disbursement will be extra and will be reimbursed on submission of claim with all evidence documents.
7. **Service Charges shall be paid extra and to be quoted separately in Price Schedule.**

Signature of Vender \_\_\_\_\_

Seal \_\_\_\_\_

Date \_\_\_\_\_

*Subhal*  
22.12.17



# UNPRICE SCHEDULE ANNEXURE - Va

PVMM/ARC/ADM/17-18/E-16/100975/ANX-Va

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DOCUMENT NO

REV

SHEET 1 OF 1

Name of Bidder \_\_\_\_\_

Offer No. \_\_\_\_\_


Sl. No.	DESCRIPTION OF JOBS	PRESENT MINIMUM WAGES & OTHER STATUTORY CHARGES (as on 01/10/2017) (₹./Per Man Day)	QUOTED SERVICE CHARGES IN ABSOLUTE VALUE	
			(₹) In Figures	(₹) In Words
1.0	ARC-SERVICE FOR PROVIDING MANPOWER FOR HOUSEKEEPING AND OTHER SERVICES at PDIL office and Colony, Vadodara as per attached Technical Enquiry Specifications Doc. no. PVAD/762, Rev.0 Dt.22.12.17 attached at Annexure-IV and Terms & Conditions mentioned at Annexure-IIIB & IIIC.	UNPRICED	UNPRICED	UNPRICED
1.1	Deployment Of SAFAI KARMACHARIS / MESSENGERS (UNSKILLED) (TENTATIVELY - 6 NOS.)	<b>₹.528.19 per man day.</b> (Basic presently ₹.437 + DA presently ₹.11) + ESI @4.75% + EPF@13.15% (Including EPF @12%, EPF Admn. charges @ 0.65%, EDLI @0.5% and EDLI Admn Charges @0%) <i>(Refer Annexure-B of Annexure-IV Doc. no. PVAD/762, Rev.0 Dt.22.12.17)</i>	<b>Rs. QUOTED in Price Schedule Per Man Day</b>	<b>Rs. QUOTED in Price Schedule Per Man Day</b>
1.2	Deployment Of ELECTRICIAN (SKILLED) (1 NO.)	<b>₹.699.15 per man day.</b> (Basic presently ₹.579 + DA presently ₹.14) + ESI @4.75% + EPF@13.15% (Including EPF @12%, EPF Admn. charges @ 0.65%, EDLI @0.5% and EDLI Admn Charges @0%) <i>(Refer Annexure-B of Annexure-IV Doc. no. PVAD/762, Rev.0 Dt.22.12.17)</i>	<b>Rs. QUOTED in Price Schedule Per Man Day</b>	<b>Rs. QUOTED in Price Schedule Per Man Day</b>
1.3	Deployment Of SKILLED MANPOWER for handling various OTHER SERVICES assigned time to time as stated in Scope of job. (TENTATIVELY - 4 NOS.)	<b>₹.699.15 per man day.</b> (Basic presently ₹.579 + DA presently ₹.14) + ESI @4.75% + EPF@13.15% (Including EPF @12%, EPF Admn. charges @ 0.65%, EDLI @0.5% and EDLI Admn Charges @0%) <i>(Refer Annexure-B of Annexure-IV Doc. no. PVAD/762, Rev.0 Dt.22.12.17)</i>	<b>Rs. QUOTED in Price Schedule Per Man Day</b>	<b>Rs. QUOTED in Price Schedule Per Man Day</b>

**SPECIAL NOTES:**

- Only **Service Charges in Absolute Value shall be quoted** i.e. Rupees in Figures and Words per man per day and not to be quoted in %. Service Charges shall be inclusive of all charges, taxes & duties, except GST.
- Service charges to be quoted on per man per day basis Service Charges Per man per day means Service Charges for providing one man for one day.**
- Quotation received with "Zero/NIL" Service Charges shall not be accepted.
- Bidders are requested to refer Annexure-B of Annexure-IV regarding Minimum wages as well as for applicable bonus and Leave & Holidays. Hence, Minimum Wages are not to be quoted by Bidders.
- GST shall be Extra as applicable as per prevailing law/notification. Present rate Extra@\_\_\_\_\_%**
- We confirm acceptance of all terms & conditions (GCC-Annexure-IIIB & SCC-Annexure-IIIC) as per ITB.

Date : \_\_\_\_\_

AUTHORISED SIGNATORY WITH OFFICIAL SEAL.


	<b>AGREED COMMERCIAL TERMS &amp; CONDITIONS(ACTC) / CHECKLIST ANNEXURE-VI</b>	PVMM/ARC/ADM/17-18/E-16/100975/ANX-VI	0
		DOCUMENT NO	REV
		SHEET 1 OF 1	

This ACTC should be duly filled and to be **uploaded** alongwith unpriced offer:

SL. NO.	DESCRIPTION	BIDDER'S CONFIRMATION / ACCEPTANCE
1.0	<b>BIDDER'S NAME &amp; ADDRESS</b> with Telephone & FAX no., Name of Contact Person, Email ID	
1.1	<b>BIDDER'S OFFER NO. &amp; DATE</b>	
2.0	Confirm Submission of Earnest Money Deposit OR MSME/NSIC document as per <b>Clause 2.2 of Annexure-II of ITB.</b>	
3.0	Confirm submitted all the relevant documents <b>as per requirement of Annexure-I, in respect of PQC.</b>	
4.0	Confirm submitted <b>Price Confirmation Copy (Unpriced Schedule)</b> - A copy of Priced offer(Annexure-V), keeping price blank (hiding the price) and in place indicating "Quoted" or "√", as a confirmation of price quoted against the enquired item and all applicable Taxes & Duties along with un-priced techno commercial bid.	
5.0	Confirm acceptance of <b>TECHNICAL ENQUIRY SPECIFICATIONS &amp; Terms &amp; Conditions</b> as per <b>Annexure-IV</b> of ITB.	
6.0	Confirm acceptance of <b>Commercial Terms &amp; Conditions of ITB</b> as per <b>GCC (ANNEXURE-IIIB)</b> and <b>SCC (Annexure-IIIC).</b>	
7.0	<b>CONFIRMATION OF FOLLOWING TERMS AND CONDITIONS:</b>	=====
7.1	Confirm <b>PRICE BASIS</b> – The <b>QUOTED SERVICE CHARGES</b> based on duly executed the services as per ITB at <b>PDIL Office/Colony</b> basis and shall be <b>FIRM</b> and inclusive of all <b>as per Clause No.2.0 to 2.2 of Annexure-IIIC of ITB.</b>	
7.2	<b>GST shall be Extra as Applicable</b> as per law. Indicate Present applicable rate in percentage (%)	<b>SGST Extra @ ____%</b> <b>CGST Extra @ ____%</b> <b>OR</b> <b>IGST Extra @ ____%</b>
7.2.1	<b>Indicate Service Accounting Code (SAC)</b> for tendered Services	
7.2.3	<b>Please Note &amp; Confirm</b> that in case, PDIL is eligible to avail Input TAX Credit (ITC) against payment of GST, the credit amount will be considered while evaluating the price to arrive at the net landed cost for which necessary documents shall be provided by the bidder to enable PDIL to avail the credit.	
7.2.4	<b>Indicate GST REGISTRATION No. (Enclose copy of Certificate)</b>	
7.2.5	In Case GST is not applicable, <b>Confirm that you are not coming under the purview of GST Registration.</b>	
7.3	Confirm acceptance of <b>PAYMENT TERMS</b> AS PER ITB.	
7.4	<b>Indicate PAN Card No. (Enclose copy)</b>	
7.4.1	In Case <b>submitted PAN card</b> is in Individual name, <b>Please Confirm that the person whose name is indicated on PAN card is "SOLE PROPRIETOR"</b> of the company and note that income from the subject contract shall be under the indicated PAN No.	
7.5	Confirm <b>PERFORMANCE SECURITY</b> AS PER ITB	
7.6	Confirm acceptance of <b>VALIDITY of Offer (90 Days from technical Bid opening date)</b>	
7.7	We hereby Confirm that we are neither put on holiday nor Black-Listed by any Government/PSU/Private Firm or Financial Institution and a self declaration on our letterhead <b>(as per Annexure-VII)</b> regarding the above has been submitted with unpriced bid.	
7.8	<b>CONFIRM THAT</b> The invitation to Bid together with all its attachments thereto shall be considered to be <b>read, understood and accepted by the Bidder while submitted their offer.</b>	
7.9	It is confirmed that <b>in case any of the TERMS &amp; CONDITIONS mentioned in this Summary are at variance</b> with those indicated anywhere else in our offer, <b>the conditions indicated in this summary shall prevail.</b>	

DATE :

AUTHORISED SIGNATORY OF THE BIDDER with Official Seal

	<b>DECLARATION BY BIDDER ANNEXURE – VII</b>	PVMM/ARC/ADM/17-18/E-16/100975/ANX-VII	0
		DOCUMENT NO	REV
		SHEET 1 OF 1	

(To be submitted on Bidder's Letterhead as per below performa)

**DECLARATION**

To,  
Projects & Development India Ltd.,  
Vadodara-390023

Subject : ITB No. \_\_\_\_\_ Dt. \_\_\_\_\_

Sir,

We hereby declare that M/s \_\_\_\_\_ is neither put on holiday nor Black-Listed by any Government/PSU/Private Firm or Financial Institution.

Signature:

Name:

Designation:

Seal of the Bidder:

	<b>RTGS/NEFT FORMAT FOR E-PAYMENT ANNEXURE – VIII</b>	PVMM/ARC/ADM/17-18/E-16/100975/ANX-VIII	0
		DOCUMENT NO	REV
		SHEET 1 OF 1	

Date:

To,

Projects & Development India Ltd.  
PDIL, Bhawan, Samta, Subhanpura,  
Vadodara-390 023.  
Gujarat.

Dear Sir,

With reference to your letter/E-mail, we hereby agree to accept the payment of our bills through "EFT/RTGS/Internet". The bank account details are as given below:

1	Beneficiary's Name	
2	Name of the Bank (to which payment should be sent )	
3	Branch name	
4	Address of the Branch	
5	STD Code No. and Telephone no. of Branch	
6	Branch Code	
7	9 digit code no. of Bank & Branch as appearing on the MICR cheque ( copy of cancelled cheque must be enclosed.)	
8	Bank account number (As appearing on the cheque book)	
9	Account type (SB/CA/CC)	
10	Branch IFSC Code (Applicable only for RTGS payments)	
11	Copy of blank cancelled cheque or photocopy of a cheque for verifying the accuracy of the 9digit code number to be enclosed.	

A blank cancelled cheque leaf relating to the above bank account is enclosed for verifying the accuracy of the bank account details.

I hereby declare that the particulars given above are correct and complete.

(Signature of Account Holder)  
Seal of the Vendor


Encl : Cancelled Cheque No.

\*\*\*\* We hereby confirm that the above bank account details of beneficiary are correct in all respects and the account of Beneficiary (PDIL vendor) is maintained at our bank branch .

( Name of Bank & Branch )  
Authorized Signatory

\*\*\*\* Verification required only in case vendors name is not printed/appearing on the cancelled cheque leaf being submitted to PDIL office.



	<b>DETAILS OF CONTRACTOR / COMPANY</b> (for <a href="#">updating Award of Contract at CPP Portal (e-publishing)</a> <b>ANNEXURE – IX</b>	PVMM/ARC/ADM/17-18/E-16/100975/ANX-IX	0
		DOCUMENT NO	REV
		SHEET 1 OF 1	

In Case of Order, the contractor shall provide the below information [for updating Award of Contract at CPP Portal \(e-publishing\)](#), without fail.

SI	PARTICULARS	BIDDER'S COMMENTS
1.0	CONTRACTOR'S/COMPANY NAME	
2.0	CONTACT PERSON	
3.0	CONTACT PERSON'S DATE OF BIRTH	
4.0	COMPANY'S REGISTRATION NO.	
5.0	COMPANY'S REGISTERED ADDRESS	
6.0	COMPANY'S ESTABLISHMENT YEAR	
7.0	COMPANY'S NATURE OF BUSINESS	
8.0	COMPANY'S LEGAL STATUS (TICK √ appropriate option)	<input type="checkbox"/> LIMITED
		<input type="checkbox"/> UNDERTAKING
		<input type="checkbox"/> JOINT VENTURE
		<input type="checkbox"/> PARTNERSHIP
		<input type="checkbox"/> OTHERS
9.0	COMPANY CATEGORY (TICK √ appropriate option)	<input type="checkbox"/> MICRO
		<input type="checkbox"/> SMALL
		<input type="checkbox"/> MEDIUM
		<input type="checkbox"/> ANCILLARY UNIT
		<input type="checkbox"/> PROJECT AFFECTED PERSON OF THIS COMPANY
		<input type="checkbox"/> SSI
		<input type="checkbox"/> OTHERS
10.0	With reference to GOI Gazette Notification No.503 dt.26.03.12, Please confirm whether you are MICRO & SMALL Enterprises (MSEs) registered under MSMED Act 2006 and submit documentary evidence in this respect.	
11.0	Further to Above, If you are MICRO & SMALL Enterprises (MSEs) registered under MSMED Act 2006 and OWNED BY SC/ST ENTREPRENEURS, please confirm and submit documentary evidence issued by government authority in this respect.	

DATE :

AUTHORISED SIGNATORY OF THE BIDDER with Official Seal