 PDIL	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(O265) 2388398, 99 E-MAIL: pdilwro@wro.pdil.in		

INVITATION TO BID (ITB)

(OPEN DOMESTIC TENDER)

Published in CPP e-Publishing Portal (E-Tender ID 2017_MCF_190716_1) & Hosted at PDIL Website	ITB NO. : PVMM/ARCS/ADMN/16-17/E-16	
	TYPE OF BID (For submission of bids please refer ITB Clause No.2.0 of Annexure-II)	TWO BID SYSTEM
	TYPE OF OPENING	PUBLIC
	BID ISSUE DATE	10.02.2017
	BID CLOSING DATE & TIME	21.02.2017 (15.00 Hrs.)
	UNPRICED TECHNO-COMMERCIAL BID OPENING DATE & TIME	22.02.2017 (16.00 Hrs.)
	PRICE BID OPENING DATE & TIME	To be intimated later.
	VENUE OF BID OPENING	PDIL, Vadodara
	EARNEST MONEY DEPOSIT (EMD)	Not Applicable
	CONTRACT PERIOD :	02(Two)Years w.e.f. 16.03.2017.


- 1.0 **PROJECTS & DEVELOPMENT INDIA LTD.**, a company registered under the Companies Act, 1956 having its registered offices at PDIL Bhawan, 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 (No. of Visits)
1	ARC-SERVICE for Engaging Medical Consultant at PDIL Office (located at PDIL Bhawan, Samta, Subhanpura Vadodara) and Project Nagar Colony (Gotri Road, Gayatri Nagar, Vadodara) for the period of 02 (Two) Years w.e.f. 16.03.2017 to 15.03.2019 as per technical specifications Doc. No. PVAD/101, Rev.0 Dt. 08.02.2017 attached at Annexure-IV and Terms & Conditions mentioned at Annexure-IIIB & IIIC.	==
1.1	PDIL Office Visit (Every Wednesday-16:00 Hours to 17:00 Hours)	Once in a Week
1.2	Project Nagar-PDIL's Residential Township Visit (Every Sunday-12:00 Hours to 13:00 Hours)	Once in a Week

- 2.0 The following enclosed documents are the part of ITB.

1.0	Bidder's Qualification (Pre Qualification) Criteria (BQC/PQC)	ANNEXURE-I, Rev 0	Sheets-1
2.0	Instructions to Bidder- e Publish	ANNEXURE-II, Rev 0	Sheets-1 to 4
3.0	General Conditions of Contract (GCC)	ANNEXURE-IIIB, Rev 0	Sheets-1 to 4
4.0	Special Conditions of Contract (SCC)	ANNEXURE-IIIC, Rev 0	Sheets-1 to 1
5.0	Technical Enquiry Specifications Doc. No PVAD/101, Rev.0 Dt. 08.02.2017	ANNEXURE-IV, Rev.0	3 pages
6.0	Price Schedule (Submit Separately- in PRICE BID ENVELOPE)	ANNEXURE-V, Rev.0	Sheets-1 to 1
7.0	Information About Bidder & Checklist For BQC/PQC	ANNEXURE-VI, Rev.0	Sheet-1
8.0	Format of BG for Performance Security - Not Applicable, Hence Not attached	ANNEXURE-VII, Rev.0	Sheet-1 to 2
9.0	Agreed Commercial Terms & Conditions (ACTC)	ANNEXURE-VIII, Rev.0	Sheet-1
10.0	Details Of Contractor / Company	ANNEXURE-IX, Rev.0	Sheet-1
11.0	RTGS/NEFT Format For E-Payment	ANNEXURE-X, Rev.0	Sheet-1
13.0	Declaration by Bidder	ANNEXURE-XI, Rev.0	Sheet-1

for and on behalf of
PROJECTS & DEVELOPMENT INDIA LIMITED


 Bishwanath Banerjee
 HOD (MM)

	Pre Qualification Criteria(PQC) / Bidder's Qualification Criteria(BQC) ANNEXURE – I	PVMM/ARCS/ADMN/16-17/E-16/ANX-I	0
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BIDDERS QUALIFICATION CRITERIA (BQC) / PREQUALIFICATION CRITERIA (PQC): Please refer the [Bidder's Qualification Criteria \(BQC\)](#) which are given hereunder:

A PREQUALIFICATION CRITERIA:

1.0 Medical consultant should possess MBBS degree.

Documents to submit: He / she should enclose copy of degree certificate in support of this.

2.0 Medical Consultant should be registered with MCI / any State Authority.

Documents to submit: He / she should enclose copy of registration Certificate issued by MCI / any state authority.


3.0 He / She should have his / her clinic / hospital in local limit of Vadodara city.

Documents to submit: Any document, in support of his / her clinic / hospital in Vadodara city, issued by State / Central Govt Authority must be enclosed as a proof for the same.

4.0 Minimum 07 years of experience as Doctor / Medical Consultant preferably in Government Hospitals / Institutes / Banks / Public Sector etc as on 31/01/2017.

Documents to submit: Contract Letter / Engagement letter / any other document for the proof of experience.

NOTE: All the above self attested necessary documents must be submitted with the Offer, failing which may lead to rejection of their bid. Decision of PDIL shall be final in this regard.

	INSTRUCTION TO BIDDERS (for e-published tenders) ANNEXURE – II	PVMM/ARCS/ADMN/16-17/E-16/ANX-II	0
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1.0 A bidder who meets the Pre-Qualification Criteria 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 respects as per terms & conditions of contract on or before the bid closing date and time.

2.0 Submission of Bids:

Bidders are required to submit their bids under three (03) envelopes as below:

Envelope (A)

~~i. Earnest Money Deposit (EMD) as per Cl. 6.0 below.~~

OR

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

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

Envelope (B): Un-priced Technical and Commercial Bid along with the following documents (photocopies) shall be in this envelope:


- i. Documents in support of ‘Pre-Qualification Criteria for Bidders’ indicated in Annexure-I of ITB as per the requirement.
- ii. Complete ITB documents duly signed & stamped in each page with “Deviations”/”Exception” sheet (if any) and all Annexures duly filled in.
- iii. **Price Confirmation Copy** - A copy of Priced offer **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
- iv. Copy of Check List & [ACTC](#) enclosed duly filled by the bidder making all the points clear and not leaving any voids.
- v. Photo copy of PAN card.
- vi. A Copy of valid Service Tax registration certificate.
- vii. 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.(Rupees) and Taxes & Duties, as applicable, signed and stamped.

All the above envelopes should be super scribed with respective **Envelope no., ITB No. and closing date of the bid**. All three (03) envelopes should be sealed and placed in a fourth envelop which should also be super scribed with our **ITB No. and closing date of the bid** and addressed to the under mentioned :

HOD(MM),

	INSTRUCTION TO BIDDERS (for e-published tenders) ANNEXURE – II	PVMM/ARCS/ADMN/16-17/E-16/ANX-II	0
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Projects & Development India Limited,
PDIL Bhawan, Samta, Subhanpura,
Vadodara-390023, Gujarat, India,
Email : bnbanerjee@wro.pdilin.com; ansisodiya@wro.pdilin.com

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, along with taxes and duties, on overall lowest bidder considering the CENVAT benefit 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) (Not Applicable for this tender)

~~Earnest money deposit (Rs. _____ / Rupees _____ 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/MSEs registered Companies are exempted from submission of EMD provided a valid Certificate in this regard is submitted.~~

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 for the Security cum Performance Guarantee submitted by bidder~~

~~No interest shall be payable on EMD.~~

	INSTRUCTION TO BIDDERS (for e-published tenders) ANNEXURE – II	PVMM/ARCS/ADMN/16-17/E-16/ANX-II	0
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~~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.

14.0 **SITE VISIT:** If needed, Bidder may visit the site before quoting their rates. For site visit and any clarifications please contact to:

	INSTRUCTION TO BIDDERS (for e-published tenders) ANNEXURE – II	PVMM/ARCS/ADMN/16-17/E-16/ANX-II	0
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Shri Shrikanth Gedala

Manager (P&A)

Projects & Development India Limited

Vadodara

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

Email: 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 physically in the bid box at the office of **HOD(MM), Projects & Development India Limited, PDIL Bhawan, Samta, Subhanpura, Vadodara-390023, Gujarat, India**, or by registered post/courier on the above address so as to reach well in advance of the closing date and time. Offers received late are liable for rejection & no complaint shall be entertained in this regard for any reason whatsoever including postal/courier delay.
- 18.0 To know more about PDIL, please visit our website <http://www.pdilin.com>

	GENERAL CONDITIONS OF CONTRACT (GCC) ANNEXURE - IIIB	PVMM/ARCS/ADMN/16-17/E-16/ANX-IIIB	0
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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 All applicable taxes & duties shall be paid at actual at the prevailing rate only. However, Rate of Sales tax / VAT, Service tax, any other tax as applicable should be indicated in the 'Price Schedule'.

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 CENVAT in respect of Service tax/ Excise Duty / Countervailing Duties, if any.

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.

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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% Monthly payment shall be released within 30 days of submission of invoice duly certified by Engineer In Charge of PDIL. The quarterly bills shall be submitted by the contractor with all necessary documents to the Operator of 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.

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 (To be read in conjunction with SCC)

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

~~8.1 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-VII](#).~~

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

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

9.3 No interest shall be payable on Security Deposit.


9.4 **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.

9.5 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

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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.

12.0 **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

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


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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.

	SPECIAL CONDITIONS OF CONTRACT (SCC) ANNEXURE - IIIC	PVMM/ARCS/ADMN/16-17/E-16/ANX-IIIC	0
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- 1.0 **SCOPE OF JOB** : As per Technical Specifications Doc. No. PVAD/101, Rev.0 Dt. 08.02.2017 enclosed with this ITB.
- 1.2 The quoted rates shall be inclusive of all charges/expenses/taxes & duties to render services at PDIL Office/Colony **except Service tax, if applicable.**
- 2.0 **Bidders Qualification Criteria or Pre-Qualification Criteria** has the same meaning wherever specified in the tender.
- 2.1 **Bids will be evaluated on the basis of Bidders Qualification Criteria(BQC)** mentioned in Annexure-I. The Offer, not meeting the **Bidders Qualification Criteria(BQC)**, shall not be considered for further evaluation.
- 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 **TAXES, DUTIES, SALES TAX ON WORKS CONTRACT ETC. EXCEPT SERVICE TAX:** The prices shall be inclusive of all taxes, duties, including sales tax on work contract etc wherever applicable, **except service tax** and the contractor shall be responsible for payment of the same.
- 5.1 **SERVICE TAX:** Service Tax shall be paid **EXTRA as applicable as per service tax rule/notification** against **Service Tax Registration Number Only. Bidder shall clearly indicate the present applicable rate and % of quoted amount on which service tax shall be applicable in their bid.**
- 5.2 **PDIL shall avail CENVAT benefit** against payment of Service Tax hence, the **CENVAT** benefit on these accounts to be passed on by the bidder to PDIL. **The amount of benefit under CENVAT, if any, to PDIL will be considered while evaluating the price** for which necessary documents shall be provided by the bidder to enable PDIL to avail the benefit, failing which the amount shall not be payable
- 6.0 **TENURE OF JOB: 02 (Two) Years, w.e.f. 16.03.2017 to 15.03.2019.**
- 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 **as per clause no. 5 & 6 of Annexure-IV.**
- 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-X) 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 **SECURITY DEPOSIT:** With reference to GCC Clause 9.2, EMD is not applicable for this tender, hence, Rs.2500/-(Rupees Two Thousand Five Hundred Only) shall be deducted from first bill as retention money towards Security Deposit which shall be refunded after 30 days of successful completion of contract and certification of contact person.
- 9.0 **CONTACT PERSON for OPERATION OF ORDER/CONTRACT:** This order/contract shall be operated by contact person of PDIL **Shri Srikanth Gedala, Manager (P&A) PDIL, Vadodara, (Email: srikanthg@wro.pdilin.com or his authorized representative.**
- 10.0 In case of an irreconcilable conflict between General Conditions of Contract, Special Conditions of Contract, terms specified in Special Conditions of Contract shall prevail.



Annual Rate Contract for Engaging Medical Consultant at PDIL Bhawan, Vadodara & Project Nagar, Gotri Road, Gayatri Nagar, Vadodara

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ANNEXURE- IV

ITB No. PVMM/AROS/ADMN/16-17/E-16

TECHNICAL ENQUIRY SPECIFICATION

FOR

Annual Rate Contract for Engaging Medical Consultant at PDIL Bhawan, Samta, Subhanpura, Vadodara & Project Nagar, Gotri Road, Gayatri Nagar, Vadodara

0	08/02/2017	08/02/2017	FOR ISSUE	Subhash	G. Srikanth
REV	REV DATE	EFF DATE	PURPOSE	PREPD	APPD



Annual Rate Contract for Engaging Medical Consultant at PDIL Bhawan, Vadodara & Project Nagar, Gotri Road, Gayatri Nagar, Vadodara

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List of Attachments

ATTACHMENT NUMBER	DESCRIPTION	NUMBER OF SHEETS
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Subhad
08.02.17

	PROJECTS & DEVELOPMENT INDIA LTD	PVAD/101
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SCOPE OF JOB


1. Medical Consultant will attend **PDIL Office** located at PDIL Bhawan, Samta, Subhanpura, and **PDIL Township**, near Gayatri Nagar, Gotri road, Vadodara, once in a week for attending employees and their dependant eligible family members only as per timings mentioned below:

	PDIL Office	PDIL Township
Visit (Once in a week*)	16:00hrs-17:00hrs (Every Wednesday)	12:00hrs – 13:00hrs (Every Sunday)

*However, in case of any change of visit in emergency (Prepone / Postpone), Medical Consultant will have to communicate the same to the Head of P&A Department well in advance. If any Wednesday falls on holiday, when PDIL office is closed for the day, Medical Consultant will have to visit on next day i.e. Thursday.

2. Medical consultant shall render necessary services in accordance with PDIL Medical Attendance & Treatment Rules.
3. Medical consultant shall also allow our employees & their dependent eligible family members in his / her Clinic, if necessitated, for rendering necessary services for consultation and any other jobs connected with Medical Attendance & Treatment Rules, **free of cost.** However, cost of medicines, if any, shall be charged from them as per his practice.
4. Medical consultant shall also advice us for any medical guideline / rule issued by Government for compliance on the part PDIL Vadodara office. Further, in addition to above PDIL may use his / her services like checking of medical reports / fitness certificate etc. as and when required.
5. Medical consultant should quote his remuneration on monthly basis keeping in view the visits as mentioned in clause No. 1 above. Accordingly, payment shall be made on monthly basis. Further, no additional benefits / payment / fees shall be paid to the Medical Consultant for equipment / instruments necessary for rendering the services. He / she have to make his own arrangement for the instruments / equipments etc. Further, no transport shall be provided by PDIL for reporting to Office / PDIL Township at Gotri Road, Near Gayatri Nagar.
6. Consolidated payment as quoted on monthly basis, shall be reduced proportionately for the month in which visits not done as per clause No.1.
7. Income tax shall be deducted as per rules.
8. The initial appointment will be for a period of two years which may be extended for further period on mutual agreement after obtaining Competent Authority's approval. In case the services are not considered satisfactory, PDIL may terminate the contract / engagement without assigning any reason.

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	PRICE SCHEDULE ANNEXURE - V	PVMM/ARCS/ADMN/16-17/E-16/ANX-V	0
		DOCUMENT NO	REV
		SHEET 1 OF 1	

Name of Bidder _____ Offer No. _____


Sl. No.	Item Description	LUMPSUM CHARGES PER MONTH (₹.)
1	ARC-SERVICE for Engaging Medical Consultant at PDIL Office (located at PDIL Bhawan, Samta, Subhanpura Vadodara) and Project Nagar Colony (Gotri Road, Gayatri Nagar, Vadodara) for the period of 02 (Two) Years w.e.f. 16.03.2017 to 15.03.2019 as per technical specifications Doc. No. PVAD/101, Rev.0 Dt. 08.02.2017 attached at Annexure-IV and Terms & Conditions mentioned at Annexure-IIIB & IIIC.	IN FIGURE ₹. _____ per Month IN WORDS Rupees _____ per Month
1.1	PDIL Office Visit (Every Wednesday-16:00 Hours to 17:00 Hours) - Once in a Week	
1.2	Project Nagar-PDIL's Residential Township Visit (Every Sunday-12:00 Hours to 13:00 Hours) - Once in a Week	

NOTES/Confirmations:

1. We confirm that the above quoted prices are inclusive of all charges/expenses and all taxes & duties **except Service tax** (which shall be paid extra as applicable against Service Tax Registration. No.) as specified in the ITB
2. **Service Tax, Extra as applicable, present rate Extra @ _____ % on _____% of quoted Amount. (If, Not Applicable-Indicate "NA")**
3. We confirm acceptance of all terms & conditions (GCC-Annexure-IIIB & SCC-Annexure-IIIC) as per ITB.

Date : _____


AUTHORISED SIGNATORY WITH OFFICIAL SEAL.

	INFORMATION ABOUT BIDDER & CHECK LIST FOR BQC (ANNEXURE-VI)	PVMM/ARCS/ADMN/16-17/E-16/ANNX-VI	0
		DOCUMENT NO	REV
		SHEET 1 OF 1	

The below information should be duly filled and to be uploaded at CPP Portal in the following format:

SI	PARTICULARS	BIDDER'S COMMENTS
1.0	BIDDER'S NAME & ADDRESS with Telephone & FAX no., Name of Contact Person, Email ID	
2.0	BIDDER'S OFFER NO. & DATE	
3.0	IN CASE OF INDIVIDUAL (If not applicable, pl. Indicate NA)	
3.1	Name of Business	
3.2	Whether business is registered	
3.3	Date of commencement of business	
3.4	Whether he pays Income Tax over Rs. 1,00,000/- per year	
4.0	IN CASE OF PARTNERSHIP (If not applicable, pl. Indicate NA)	
4.1	Name of Partners	
4.2	Whether the partnership is registered	
4.3	Date of establishment of firm	
4.4	If each of the partners of the firm pays Income Tax over Rs.1,00,000/- a year and if not, which of them pays the same	
5.0	IN CASE OF LIMITED LIABILITY COMPANY OR COMPANY LIMITED BY GUARANTEES (If not applicable, pl. Indicate NA)	
5.1	Amount of paid up capital	
5.2	Name of Directors	
5.3	Date of Registration of company	
6.0	In response to the above confirmation at Sl.3.0 or 4.0 or 5.0, please submit/attached Audited ANNUAL REPORT (Balance sheet and P&L Account sheet) of last 3 Years duly signed & stamped, alongwith your unpriced offer.	
7.0	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.	
7.1	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.	
8.0	Confirm submitted all the relevant documents as per requirement of sl no. A (1.0 to 4.0) of Annexure-I, respect of BQC/PQC.	
9.0	CONFIRMATION FOR OTHER SUBMITTED DOCUMENTS:	
9.1	Confirm Submission of Earnest Money Deposit as per Clause 6.0 of Annexure-II of ITB.	Not Applicable
10.0	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 (as per Annexure-XI) regarding the above has been submitted with unpriced bid.	

SIGNATURE OF BIDDER WITH COMPANY SEAL


	AGREED COMMERCIAL TERMS & CONDITIONS (ACTC) ANNEXURE-VIII	PVMM/ARCS/ADMN/16-17/E-16/ANX-VIII	0
		DOCUMENT NO	REV
		SHEET 1 OF 1	

This ACTC should be duly filled and to be **Submitted/uploaded, as applicable** alongwith unpriced offer:

SL. NO.	DESCRIPTION	BIDDER'S CONFIRMATION / ACCEPTANCE
1.0	BIDDER'S NAME & ADDRESS with Telephone & FAX no., Name of Contact Person, Email ID	
1.1	BIDDER'S OFFER NO. & DATE	
2.0	Confirm acceptance of TECHNICAL ENQUIRY SPECIFICATIONS & Terms & Conditions as per Annexure-IV, Doc. No. PVAD/101, Rev.0 Dt. 08.02.2017 of ITB.	
3.0	Confirm acceptance of Commercial Terms & Conditions of ITB as per GCC (ANNEXURE-IIIB) and SCC (Annexure-IIIC) .	
4.0	CONFIRM QUOTED PRICES for all the items strictly as per PRICE SCHEDULE and Submitted PRICE BID accordingly.	
5.0	We confirm that we have submitted Unpriced Schedule identical to submitted price bid, indicating the word "Quoted" in place of prices in our Unpriced Bid.	
5.0	COFIRMATION OF FOLLOWING TERMS AND CONDITIONS:	=====
5.1	Confirm PRICE BASIS – FIRM and EXECUTED SERVICE as per scope of Job.	
5.2	We confirm that quoted prices in Price bid are inclusive of all charges and all taxes & duties except Service tax.	
5.3	SERVICE TAX - shall be Extra as Applicable as per service tax rule/notification. Indicate Present applicable rate and percentage of quoted amount on which it shall be applicable. (if not applicable indicate "NA").	Extra @ _____%, applicable on _____% of Quoted amount.
5.3.1	PDIL shall avail SET OFF against payment of Service Tax, hence, the benefit on these accounts to be passed on by the bidder to PDIL. The amount of benefit under SET OFF , if any, to PDIL will be considered while evaluating the price for which necessary documents shall be provided by the bidder to enable PDIL to avail the benefit, failing which the amount shall not be payable. Please Confirm.	
5.3.2	Indicate SERVICE TAX REGISTRATION NUMBER (Enclose copy)	
5.3.3	In Case Service Tax is not applicable, Confirm that you are not coming under the purview of Service Tax Registration.	
5.4	Confirm acceptance of PAYMENT TERMS AS PER ITB.	
5.5	Indicate PAN Card No. (Enclose copy)	
5.5.1	In Case submitted PAN card is in Individual name, Please Confirm that the person whose name is indicated on PAN card is "SOLE PROPRIETOR" of the company and note that income from the subject contract shall be under the indicated PAN No.	
5.6	Confirm PERFORMANCE SECURITY AS PER ITB	
5.7	Confirm acceptance of VALIDITY of Offer (90 Days from technical Bid opening date)	
5.8	CONFIRM THAT The invitation to Bid together with all its attachments thereto shall be considered to be read, understood and accepted by the Bidder while submitted their offer.	
5.9	It is confirmed that in case any of the TERMS & CONDITIONS mentioned in this Summary are at variance with those indicated anywhere else in our offer, the conditions indicated in this summary shall prevail.	

DATE :

AUTHORISED SIGNATORY OF THE BIDDER with Official Seal

	DETAILS OF CONTRACTOR / COMPANY (for updating Award of Contract at CPP Portal (e-publishing)) ANNEXURE – IX	PVMM/ARCS/ADMN/16-17/E-16/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	As confirmed above, in case you are under MSMED Act 2006 for MICRO & SMALL Enterprises (MSEs) Sector OR MSEs owned by SC/ST Entrepreneurs , please submit documentary evidence in this respect with reference to GOI Gazette Notification No.503 dt.26.03.12.	

DATE :

AUTHORISED SIGNATORY OF THE BIDDER with Official Seal

	RTGS/NEFT FORMAT FOR E-PAYMENT ANNEXURE – X	PVMM/ARCS/ADMN/16-17/E-16/ANX-X	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.

	DECLARATION BY BIDDER ANNEXURE – XI	PVMM/ARCS/ADMN/16-17/E-16/ANX-XI	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: