	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.pdilin.com		

INVITATION TO BID (ITB)

(OPEN DOMESTIC TENDER)

Published in CPP e-Procurement Portal (E-Tender ID 2017_PDIL_188482_1) & Hosted at PDIL Website	ITB NO. : PVMM/ARCS/ADMN/16-17/E-23	
	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	24.03.2017
	BID CLOSING DATE & TIME	05.04.2017 (15.00 Hrs.)
	UNPRICED TECHNO-COMMERCIAL BID OPENING DATE & TIME	06.04.2017 (16.00 Hrs.)
	PRICE BID OPENING DATE & TIME	To be intimated later.
	VENUE OF BID OPENING	PDIL, Vadodara
	EARNEST MONEY DEPOSIT (EMD)	₹.70,000/- (Rupees Seventy Thousand Only)
	SUBMISSION of Hard Copy of ORIGINAL EMD	10.04.2017 (15.00Hrs.)
CONTRACT PERIOD :	02(Two) Years tentatively w.e.f. 01.05.2017 to 30.04.2019.	

- 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	ARC-SERVICE CONTRACT for providing and deployment of Watch & Ward/Security Guards at PDIL office located at Samta, Subhanpura, Vadodara and in the staff colony, Project Nagar, Gotri Road, Gayatrinagar, Vadodara for the period of 02 (Two) years w.e.f. 01.05.2017 to 30.04.2019 as per attached Technical Enquiry Specifications Doc. no. PVAD/759, Rev.0 Dt.21.03.17 attached at Annexure-IV and Terms & Conditions mentioned at Annexure-IIIB & IIIC.	==
1.1	Security Supervisor	1
1.2	Watch & Ward/Security Guard (Without Arms-Category)	9 (Tentative)


Note: Tentative requirement of Watch & Wards/Security personnel will be 10 including 1 security supervisor as indicated above which may subsequently increase or decrease as per PDIL's requirement as specified at clause no. 1 of enclosure-A of Annexure-IV of ITB.

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

1.0	Pre Qualification Criteria (PQC)	ANNEXURE-I, Rev 0	Sheets-1
2.0	Instructions to Bidder- e procurement	ANNEXURE-II, Rev 0	Sheets-1 to 5
3.0	General Conditions of Contract (GCC)	ANNEXURE-IIIB, Rev 0	Sheets-1 to 3
4.0	Special Conditions of Contract (SCC)	ANNEXURE-IIIC, Rev 0	Sheets-1 to 1
5.0	Technical Enquiry Specifications Doc. No. PVAD/759, Rev.0 Dt. 21.03.17	ANNEXURE-IV, Rev.0	Sheets-8
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 Attached	ANNEXURE-VII, Rev.0	Not Attached
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
Manager (MM)

	Pre Qualification Criteria(PQC) ANNEXURE – I	PVMM/ARCS/ADMN/16-17/E-23/ANX-I	0
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PRE-QUALIFICATION CRITERIA (PQC): Please refer the [Pre-Qualification Criteria \(PQC\)](#) which are given hereunder:

A PREQUALIFICATION CRITERIA (TECHNICAL) : Bidders should have experience of undertaking similar type of assignments viz. providing Security Services of Watch and Ward with & without arms preferably in PSUs/Corporate Sectors/banks/Institutions/Offices etc. **during last 07 (seven) years** ending last day of the month previous to the one in which tenders are invited, as per the following:

i. **Three (03) similar** completed works costing not less than **Rs.11.20 Lakh.**

OR

Two (02) similar completed works costing not less than **Rs.14 Lakh.**

OR

One (01) similar completed work costing not less than **Rs.22.40 Lakh.**

Similar work definition: Providing and deployment of watch and ward/security personnel by the contractor preferably in PSUs/Corporate Sectors/banks/Institutions/Offices etc.

NOTE:

To meet the above criteria, the bidders are required to submit copy of purchase order / completion certificate / performance certificate documents towards proof of value of order executed.

OTHER CRITERIAS:

- ii. Bidders should have Registration Certificate of his establishment from Vadodara Municipal Corporation under Shops & Establishment Act.
- iii. Bidders should have Registration as a Security Service Provider under PSAR Act.
- iv. Bidders should have valid ESIC Code & EPF Registration Number / certificate.
- v. Bidders should have valid Professional Tax Certificate / number.

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


B PREQUALIFICATION CRITERIA (FINANCIAL):

(i) **Average Annual Financial Turnover during the last 3 years ending 31st March 2016 should be at least Rs.16.80 lakh.**

(ii) **Net worth shall be positive as on 31st March 2016**

NOTE:

To meet the above criteria, the bidders are required to submit copy of Audited Annual Report (Balance Sheets and Profit & Loss Account) for the last 03 (three) financial years. Partnership firm/Proprietary firm may submit Chartered Accountant's Certificate.


	INSTRUCTION TO BIDDERS (for e-procurement) ANNEXURE – II	PVMM/ARCS/ADMN/16-17/E-23/ANX-II	0
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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.

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- 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.
- 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 On or before 10.04.2017 (15.00Hrs.) to PDIL, Vadodara as mentioned at clause no. 6.0 below)

OR

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

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

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

- 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 (**Annexure-VI**) & **ACTC** (**Annexure-VIII**) 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 valid Service Tax 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 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)

Earnest money deposit (**Rs.70000/- Rupees Seventy 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/16-17/E-23 & Bid Closing Date: _____" ON OR BEFORE 10.04.2017 (15.00Hrs.) 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

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already submitted the scanned copy ONLINE during bid submission time. Otherwise submitted bid will not be acceptable.

HOD(MM),
Projects & Development India Limited,
PDIL Bhawan, Samta, Subhanpura,
Vadodara-390023, Gujarat, India.
Email : bnbanerjee@wro.pdilin.com; 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.

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- 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 can visit site (PDIL) before quoting their rates. For site visit and any clarifications please contact to:
- 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 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>

	GENERAL CONDITIONS OF CONTRACT (GCC) ANNEXURE - IIIB	PVMM/ARCS/ADMN/16-17/E-23/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.

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. The ~~quarterly~~ **monthly** 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.

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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 VII](#).~~

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.

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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.

	SPECIAL CONDITIONS OF CONTRACT (SCC) ANNEXURE - IIIC	PVMM/ARCS/ADMN/16-17/E-23/ANX-IIIC	0
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- 1.0 **SCOPE OF JOB** : As per Technical Enquiry Specifications Doc. No. [PVAD/759, Rev.0 dt. 21.03.17, \(Annexure-IV\)](#) enclosed with this ITB.
- 2.0 **PRICE BASIS** : Bidders shall quote only **SERVICE Charges against SI no. 1.1 and 1.2 of Price Schedule, in absolute value in Rupees per man day (not to be quoted in percentage) for Security Supervisor and Watch & Ward/Security Guard (without arms)**. 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 SERVICE TAX as applicable**.
- 2.1 **Minimum wages are not to be quoted which shall be as mentioned in Enclosure-B of Annexure-IV for respective category** as per latest circular (Ref. AH/7/MWA/2016 Dt. 31.01.17) on minimum wages of Central Government effective from 19.01.17 to 31.03.2017 as per clause no.4 of Enclosure-B of Annexure-IV. Statutory changes shall be applicable as per clause no. 4 of enclosure-B and clause no. 7 (ii) of of Enclosure-A of Annexure-IV
- 2.2 **FIRM PRICE** : Quoted Service Charges (SI no. 1.1 and 1.2 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 **TAXES and DUTIES EXCEPT SERVICE TAX**: The prices shall be **inclusive of all taxes & duties, 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. 01.05.2017 to 30.04.2019](#).
- 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.
- 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 **PERFORMANCE SECURITY DEPOSIT**: [As per clause no. 8.4 of GCC, EMD shall be retained.](#)
- 9.0 **CONTACT PERSON for OPERATION OF ORDER/CONTRACT**: This order/contract shall be operated by contact person of PDIL [Mr. G. Shrikanth, HOD\(P&A\), PDIL,Vadodara E-mail: srikanthg@wro.pdilin.com](#) or his authorized representative.
- 10.0 **PENALTY** : As per [sl. no. 6.3 of Enclosure-A of Annexure-IV Doc. No.PVAD/759 dt.21.03.17](#).
- 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.



Annual Rate Contract for providing and deployment of
Watch & Ward / Security Guards

PVAD/759

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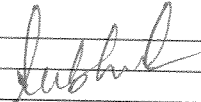

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Annexure-IV

TECHNICAL ENQUIRY SPECIFICATION

FOR

Annual Rate Contract for providing and deployment of Watch & Ward / Security Guard at PDIL
Office, Samta, Subhanpura & PDIL Staff colony, Project Nagar, Gotri Road, Gayatri Nagar,
Vadodara

					
0	21/03/2017	21/03/2017	FOR ISSUE	Subhash	G. Srikanth
REV	REV DATE	EFF DATE	PURPOSE	PREPD	APPD



Annual Rate Contract for providing and deployment of
Watch & Ward / Security Guards

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SECTION NUMBER	DESCRIPTION	SHEET NUMBER
ENCLOSURE-A	SCOPE OF JOB	05
ENCLOSURE -B	DETAILS OF MINIMUM WAGES	01

List of Attachments

ATTACHMENT NUMBER	DESCRIPTION	NUMBER OF SHEETS
ENCLOSURE -A	SCOPE OF JOB	05
ENCLOSURE -B	DETAILS OF MINIMUM WAGES	01

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	PROJECTS & DEVELOPMENT INDIA LTD. VADODARA	PVAD/759	Watch & Ward
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Enclosure-A

SCOPE OF JOB

1. Tentative Requirement of Watch & Wards / Security personnel will be 10 (ten) including 1 Security Supervisor as detailed below which may subsequently increase or decrease as per requirement of PDIL. Watch & Wards / Security Guards and Security Supervisor will be deployed round the clock by the contractor as per requirement of PDIL at Office located at Samta, Subhanpura, Vadodara-390023 and Project Nagar, PDIL Township, Gotri Road, Vadodara-390021.

S. No.	Category	Requirement
1.	Security Supervisor	01
2.	Watch & Ward (Without Arms-Category)	09

***Note: Security Guard(s) wherever and whenever is/are used in this scope / ARC to be read as watch and wards without arms.**


2. The security personnel deployed shall preferably be Ex-servicemen personnel. They shall be of sound health, be mentally alert and physically fit. The security personnel should be able to read & write Hindi and English. PDIL reserves the right to ask the Security Agency to remove any security personnel found to be not discharging his duties satisfactorily and the Security Agency will immediately remove such person or persons and replace them immediately with suitable personnel.
3. The security agency shall give full bio-data of each Security guard and Security Supervisor along with copies of discharge certificates, service records, credentials etc. duly verified and certified for our acceptance. The security personnel deployed should not have any criminal background. They should also not have any type of FIR in any police station.
4. The contractor shall be liable for all costs, damages, expenses suffered or incurred by the company due to the negligence of duty of contractor 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.
5. Security Agency shall surveillance the performance of Security Supervisor as well as guards stationed for day & night duty at PDIL Bhawan, Samta, Subhanpura, Vadodara-390023 & Project Nagar, PDIL Township, Gotri Road, Vadodara-390021.

6. Jobs & Responsibilities of Security Supervisor and Security Guards:

6.1. Security Supervisor:

- i. The services of Security Supervisor shall be made available for 48 hours in a week. He will be allowed a weekly off, probably on Sunday. However, his working hours & rest interval will be allowed as per Shops & Establishment rules.
- ii. He should wear uniform and Identity Card issued by the agency all the time at Duty in PDIL Office without which he will not be allowed for duty.
- iii. He will supervise all security guards deployed at office & PDIL Township and ensure smooth functioning of all security jobs.

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- iv. He will ensure observance of the total security aspects of PDIL office including personnel, property - both movable and immovable - as well as Project Nagar, PDIL Township located at Gotri Road, Gayatri Nagar, Vadodara-390021.
- v. To ensure deployment of security guards to man different security posts and regulating water supply in the PDIL Office & PDIL Township.
- vi. He will oversee the movements of official material coming 'In' and going 'Out' and keep the records in prescribed register and Gate Pass. Before "out" of any material from office, he has to ensure that HOD (P&A)/ Authorized person from P&A Department is informed. Gate Pass will be maintained for outgoing materials and will enter "In" in Gate Pass & Register once the materials is back in office.
- vii. Maintaining registers of visitors and officers and staff beyond normal working Hours / off days and issue gate pass to visitors.
- viii. He will report immediately each and every unwanted activity happened or may happen inside the Office & Township premises to HOD (P&A) / Authorized person from P&A Department and submit reports on vital events / observation / incidents on daily basis. Security Supervisor / agency will take all measures deemed to be necessary to check theft, pilferage, robbery, unauthorized use of company's properties etc.
- ix. He will check fire-fighting equipment and ensures all are in working condition.
- x. Making surprise checks on day / night duty guards in office & staff colony.
- xi. Attending to telephone calls, receiving dak / courier and submission of the same to dispatch section.
- xii. Lodging complaints with the Police authorities and following up the cases with them in respect of any untoward occurrence in PDIL premises / staff colony with prior consent of PDIL authorities.
- xiii. Vehicle movement Register will be maintained on daily basis by Security Supervisor to enter start and closing meter reading of vehicles hired by PDIL from Travel agencies.
- xiv. Carrying out any other tasks allotted by PDIL in the interest of security of PDIL Property / employees.
- xv. The agency shall provide mobile phone to the Security Supervisor without fail for the liaison work with PDIL officials.

6.2. Security Guards (Watch & Ward without Arms)

- i. The Security guards shall work in the shifts (Morning, Evening, and Night) of eight hours each for all the seven days of week. The contractor shall provide weekly off to the security guards and shall depute replacement for such weekly off day.
- ii. Security personnel shall keep vigil on property and assets - movable and immovable belonging to PDIL or its employees in the premises are not harmed by any known / unknown person. Any unwanted happening will report to HOD (P&A) / Authorized officer of PDIL immediately and his Security Supervisor.
- iii. Locking and opening of all office rooms etc. and switching off lights, fans, air Conditioners & Aqua-guards at all the floors when not in use.

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	PROJECTS & DEVELOPMENT INDIA LTD. VADODARA	PVAD/759	Watch & Ward
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- iv. Checking of all in-coming and out-going goods, office property etc. and keeping proper records.
- v. Advising in fire fighting arrangements and prevention of fire and maintaining all the firefighting equipment held by PDIL in working order.
- vi. Hoisting/ displaying of National Flag on PDIL Bhawan Building daily in the morning hour and bringing down in the evening, before the sunset. And small parade on Republic & Independence days.
- vii. Submission of daily reports on vital events / observation / incidents and attending to telephone calls.
- viii. Maintenance of gate pass systems in respect of in-coming and out-going goods, office property etc. and maintenance of Vehicle Movement register kept with Security Supervisor.
- ix. Ensuring that no un-authorized person enters into office premises and / or create any nuisance or disturbance.
- x. Keeping vigilance inside the office and colony premises.
- xi. Regulating water supply and all its allied systems in the staff colony (Project Nagar) at Gotri Road, Vadodara & in office by operation of pumps / valves etc.
- xii. To hand over air / rail tickets of PDIL officials when the office is closed.
- xiii. Carrying out any other task allotted by PDIL in the interest of security of PDIL property / employees.

6.3 In case Security Supervisor / Guard found guilty of the following, a penalty may be levied on the basis of certificate signed by the Controlling Officer, PDIL, Vadodara. The penalty for the defaults is as under:-


S. No.	Nature of default	Penalty in ₹ (Per person per day)
1	Late Reporting without valid reason	₹ 50/-
2	Non Reporting without information	₹ 50/-
3	Refusal of duties	₹ 100/-
4	Non-observance of Dress code	₹ 50/-
5	Not bearing Identity Card	₹ 50/-
6	Change of security guard without prior permission by the contractor / supervisor.	₹ 100/-
7	Sleeping on Duty	₹ 100/-

On reporting of default of any type mentioned in this column on more than 3 occasions, the contract is liable to be cancelled and performance security deposits will be forfeited. PDIL will be at liberty to take decision in this regard.

7. General Terms & Conditions:

- i. For provided and deployed security personnel, payment shall be made based on Minimum Wages notified by office of the Dy. Chief Labour Commissioner (Central), Ahmedabad for the actual presence of days in a month. Watch & Wards / Security Guards will be paid the minimum wages notified for Watch & Ward (without Arms) category and Security Supervisor will be paid the minimum wages notified for Watch & ward (with arms) category under Vadodara area.


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	PROJECTS & DEVELOPMENT INDIA LTD. VADODARA	PVAD/759	Watch & Ward
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- ii. Minimum wages are revised by the appropriate government from 1st April & 1st October of every year. It shall be brought to the notice of PDIL along with the minimum wages notification issued by the government for issuing necessary amendment letter for minimum wages before making the same effective in the wages of the security personnel by the contractor. Once the amendment letter is issued in this regard, revised wages shall be paid to the security personnel by the contractor. However, the service charges shall remain firm during the entire contract period.
- iii. The contractor shall make monthly payment through Bank transfer / Account Payee Cheque to respective savings accounts of the concerned personnel by 7th of following month and submit proof thereof like, 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. Salary slips as per Form No. XIX, with original attendance sheet of the month. 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.
- iv. Monthly salary slip including Minimum Wages, EPF and ESIC deduction details shall be issued to each Security personnel at the time of salary distribution by the Contractor. Contractor is required to submit Monthly Electronic Challan as proof of deposition of EPF, ESIC and Professional Tax Contributions with concerned authority along with each monthly bill.
- v. In case of any extra hour duty over and above the normal 08 hours duty, the rate shall be arrived at by dividing per day minimum wages by 8 hours and multiplied by 2.i.e. double hourly rate. This shall be applicable for both the categories of personnel.
- vi. The contractor shall pay the leave wages as per Shops & Establishment Act and Bonus as per the Payment of Bonus Act to the security personnel through Bank Account Transfer / Account Payee cheque only as in Sl. No.iii. Contractor shall claim separately from PDIL for reimbursement of the amount paid by him against leave wages & bonus after making the register and leave register showing the paid amount along with Bank statement and any other documents as may be required under rule.
- No Service charge shall be paid to the contractor for any statutory payments / liabilities / compliances like leave wages, bonus etc.**
- vii. It shall be the responsibility of the contractor to get all licences and statutory clearances from the local administration or any other statutory authority for undertaking the subject job.
- viii. Contractor shall be responsible to observe and comply with all statutory requirements including contract labour Act 1970, Shops & Establishment Act, Minimum wages Act, Bonus Act, EPF Act, ESIC Act, Labour Laws and Regulation in vogue both of Central and State Govt. in carrying out the subject job. PDIL shall be kept indemnified against any action brought against it or any violation / non-compliance of any Act, Rules & Regulation, including contribution wherever applicable under ESIC / EPF / Payment of wages Act etc.

NOTE: The contractor shall be liable for compliance of all statutory liabilities related to the contract period as and when arises during the contract and even after contract period also as per government guidelines/notifications. Contractor shall not deny for any statutory


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	PROJECTS & DEVELOPMENT INDIA LTD. VADODARA	PVAD/759	Watch & Ward
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compliance merely on the ground of that the contract period completed / expired whereas the compliance is related to that contract period only.

- ix. Contractor shall arrange necessary insurance coverage for all risk to his personnel deployed to provide services as outlined in the Scope of work.
- x. The Security agency shall ensure that the personnel employed by them do not engage in any undesirable activities, whether within or outside the PDIL premises. In the event of any loss being occasioned to the company on account of negligence of the Contractor or its employees, the contractor shall make good the loss sustained by PDIL, either by proper replacement or on payment of adequate compensation.
- xi. It shall be the responsibility of the security agency to provide uniform bearing the name of the agency, shoes, socks, belt, cap, whistle, and seasonal uniform for summer / winter / monsoon seasons for the effective discharge of duties to his security personnel. **No deduction shall be made from the Security personnel for such items which are necessary to perform duties.** Further, all the employees of the Agency shall be issued Photo Identity Cards, at his own cost, bearing their photographs, by the Agency within Seven days from the date of start of the work, failing no guard / Security Supervisor will be allowed to duty.
- xii. The contractor shall act as an independent operating agency, not as an agent or employee of PDIL.
- xiii. The contractor shall have to observe all safety rules and safety precautions.
- xiv. The personnel deployed at PDIL's premises by the contractor shall be the employees of the contractor for all legal purposes and consequences. Any personnel deployed shall not claim for any kind of right regarding the employment in PDIL. Contractor shall be the employer and liable for any kind of legal dispute / contravention to laws arisen related to the entire contract period as and when arises and PDIL shall not be made party to that effect.
- xv. 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 statutory rules/provisions of applicable laws.

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Enclosure- B

Break-up of Minimum Wages Rates as on 01/03/2017 Notified by the Central Government vide notification No. AH/7/MWA/2016 dated 31/01/2017 for watch & ward (without arms):

Sl. No.	Description	Security Supervisor * (₹.)	Security Guard (Watch & Ward without Arms) (₹.)
1	Present Minimum Wages Rates as on 01/03/2017 (Basic + VDA)	637.00 (Basic@₹.637/- + VDA@ 0)	579.00 (Basic@₹.579/- + VDA@ 0)
2	EPF @ 13.36% of 1 above i.e. (EPF@12%, EDLI @ 0.5% and EPF & EDLI Admn. Charges @.86%)	85.10	77.35
3	ESIC @ 4.75% of 1 above	30.26	27.50
X	Total rate per 'man-day' Excluding Service Charges	752.36	683.85

1. Watch & Wards and Security supervisor will be paid the minimum wages as per notified by the government. Therefore, contractor has to quote only service charge in absolute values in Rupees (not in percentage) on per man per day basis separately in the price schedule. Following no. of man days will be considered for evaluation purposes for both categories:

S.No	Category	Tentative No. of man days during the contract period 2 yrs for evaluation purpose only
1	Security Supervisor	Per month days (26)* 24 months*1 person=624 man days (approx.)
2	Security Guard (Watch & Ward without Arms)	Per month days (26)* 24 months*9 person=5616 man days (approx.)

2. *Security Supervisor shall be preferably Ex- Service man. His Minimum wages will be equivalent to the Minimum Wages of Watch & ward (with arms) category mentioned in the Central Government Notification for Minimum Wages.
3. The Minimum Wages Rates notified by the Central Government will be applicable for all working days including Sunday / off day / Holidays.
4. The above Minimum wages indicated in the table is as per notification No. AH/7/MWA/2016 dated 31/01/2017 of Central Government for the period from 19/01/2017 to 31/03/2017. However, the minimum wage changes is due w.e.f 01.04.2017 will be applicable for ordering purpose. In case of any statutory increase / decrease in the minimum wages after issue of order the same shall be informed by contractor to PDIL with documentary evidence for payment.
5. Quotations received with 0 / NIL Service Charges will not be considered.
6. Bonus will be paid as per the Payment of Bonus Act, which will be reimbursed, after payment to the security personnel, to contractor on submission of claim.
7. Leave & Holidays granted to eligible workers as per Shops & Establishments Act will be extra and will be reimbursed to contractor on submission of claim after payment to the security personnel.

Signature of Vender _____
Seal _____
Date _____

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	UNPRICE SCHEDULE ANNEXURE - V	PVMM/ARCS/ADMN/16-17/E-23/ANX-V	0
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Name of Bidder _____ Offer No. _____


Sl. No. (1)	Description of jobs (2)	PRESENT MINIMUM WAGES & OTHER STATUTORY CHARGES (as on 01/03/2017) (₹./Per Man Day) (3)	SERVICE CHARGES (₹./Per Man per Day) (4)
1.0	ARC-SERVICE CONTRACT for providing and deployment of Watch & Ward/Security Guard at PDIL office located at Samta, Subhanpura, Vadodara and in the staff colony, Project Nagar, Gotri Road, Gayatrinagar, Vadodara for the period of 02 (Two) years w.e.f. 01.05.2017 to 30.04.2019 as per attached Technical Enquiry Specifications Doc. no. PVAD/759, Rev.0 Dt. 21.03.17 attached at Annexure-IV and Terms & Conditions mentioned at Annexure-IIIB & IIIC.	UNPRICED	UNPRICED
1.1	DEPLOYMENT OF SECURITY SUPERVISOR (QUANTITY-1 NO.)	₹.752.36 per man day. (Basic presently ₹.637 + DA presently ₹.00) + ESI @4.75% + EPF@13.36% (Including EPF @12%, EDLI @0.5% and EPF & EDLI Admn. charges @ 0.86%) <i>(Refer Enclosure-B of Annexure-IV Doc.PVAD/759 dt.21.03.17)</i>	(In Figures) <u>Rs. QUOTED</u> Per Man Per Day (In Words) <u>Rs. QUOTED</u> Per Man Per Day
1.2	DEPLOYMENT OF WATCH & WARD/ SECURITY GUARD (WITHOUT ARMS) (TENTATIVE QUANTITY - 9 NOs.)	₹.683.85 per man day. (Basic presently ₹.579 + DA presently ₹.00) + ESI @4.75% + EPF@13.36% (Including EPF @12%, EDLI @0.5% and EPF & EDLI Admn. charges @ 0.86%) <i>(Refer Enclosure-B of Annexure-IV Doc.PVAD/759 dt.21.03.17)</i>	(In Figures) <u>Rs. QUOTED</u> Per Man Per Day (In Words) <u>Rs. QUOTED</u> Per Man Per Day

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 Service Tax.
- 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.
- Minimum Wages shall be as per Enclosure-B of Technical Specifications (Annexure-IV) Hence the same are not to be quoted by Bidders. Bidders are requested to refer Enclosure-B of Annexure-IV regarding Minimum wages as well as for applicable bonus and Leave & Holidays.
- Service Tax shall be Extra as applicable as per prevailing service tax rule.**
- 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-23/ANX-VI	0
		DOCUMENT NO	REV
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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 & B of Annexure-I, respect of 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.	
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-23/ANX-VIII	0
		DOCUMENT NO	REV
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This ACTC should be duly filled and to be **uploaded** 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, PVAD/759, Rev.0 Dt. 21.03.17 of ITB.	
3.0	Confirm acceptance of Commercial Terms & Conditions of ITB as per GCC (ANNEXURE-IIIB) and SCC (Annexure-IIIC) .	
4.0	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 – The QUOTED SERVICE CHARGES based on duly executed the services as per ITB at PDIL Office/Colony basis and shall be FIRM and inclusive of all as per Clause No.2.0 to 2.2 of Annexure-IIIC of ITB.	
5.2	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 total billed amount.
5.2.1	CLAIM & PAYMENT of SERVICE TAX - Please clarify and indicate whether Service Tax as mentioned above shall be claimed by you in invoice OR to be paid by PDIL directly to Service Tax Authority. (Tick ✓ appropriate box)	<input type="checkbox"/> Claimed by you in Invoice <input type="checkbox"/> To be Paid by PDIL Directly to government
5.2.2	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.	
5.2.3	Indicate SERVICE TAX REGISTRATION NUMBER (Enclose copy)	
5.2.4	In Case Service Tax is not applicable, Confirm that you are not coming under the purview of Service Tax Registration.	
5.3	Confirm acceptance of PAYMENT TERMS AS PER ITB.	
5.4	Indicate PAN Card No. (Enclose copy)	
5.4.1	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.	
5.5	Confirm PERFORMANCE SECURITY AS PER ITB	
5.6	Confirm acceptance of VALIDITY of Offer (90 Days from technical Bid opening date)	
5.7	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.	
5.8	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-23/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-23/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-23/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: