

कार्यालय, रक्षा लेखा नियंत्रक (प्रशिक्षण)
राष्ट्रीय रक्षा वित्तीय प्रबंधन अकादमी एवं क्षेत्रीय प्रशिक्षण केंद्र, गोलीबार मैदान, पुणे - 411 001.
Office of The CDA (Training)
National Academy of Defence Financial Management & Regional Training Centre
Golibar Maidan, Pune - 411 001.

निविदा - सूचना

संख्या- रा.र.वि.प्र.अ./101/सु.व्य.

दिनांक: 10.10.2018


राष्ट्रीय रक्षा वित्तीय प्रबंधन अकादमी, गोलीबार मैदान, पुणे - 411 001 में सुरक्षा व्यवस्था के लिए निदेशक, रा.र.वि.प्र.अ. पुणे द्वारा सम्मानित एजेंसियों से बंद लिफाफे में निविदा आमंत्रित किया जाता है। यह सूचना अकादमी के वेबसाइट www.nadfm.nic.in एवं CPP Portal पर भी उपलब्ध है।

निविदा से संबंधित दस्तावेज कार्यालयीन दिवस में 10:00 बजे पूर्वाह्न से 05:30 बजे अपराह्न तक श्रीमती नीला एस. कुमार, वरिष्ठ लेखा अधिकारी, कार्यालय, राष्ट्रीय रक्षा वित्तीय प्रबंधन अकादमी, गोलीबार मैदान, पुणे - 411 001 के पास उपलब्ध रहेंगे। निर्धारित तिथि के भीतर वेबसाइट से डाउनलोड करके भी निविदा प्रस्तुत किया जा सकता है।

बंद ऑफर दस्तावेज सभी मामले में पूर्ण होने चाहिए जिसके लिफाफे पर स्पष्ट रूप से निविदा संख्या एवं दिनांक अंकित हो एवं उसे राष्ट्रीय रक्षा वित्तीय प्रबंधन अकादमी, गोलीबार मैदान, पुणे - 411 001 में स्थित टेंडर बॉक्स में डालना होगा।

राष्ट्रीय रक्षा वित्तीय प्रबंधन अकादमी के पास किसी भी ऑफर को बिना कोई कारण बताए ठुकराने का अधिकार है।

दिनांक: 10.10.2018


(नीला एस. कुमार)

वरिष्ठ लेखा अधिकारी (प्रशासन)

कार्यालय, रक्षा लेखा नियंत्रक (प्रशिक्षण)
राष्ट्रीय रक्षा वित्तीय प्रबंधन अकादमी एवं क्षेत्रीय प्रशिक्षण केन्द्र, गोलीबार मैदान पुणे - 411 001
Office of the CDA(Training)
National Academy of Defence Financial Management & Regional Training Centre
Golibar Maidan Pune - 411 001

NOTICE INVITING TENDERS (NIT)

Tender No. NADFM/101/Watch & Ward

Date: 10/10/2018

Director, NADFM, Golibar Maidan, Pune-1 invites sealed tenders from reputed Agencies for Security Services for a period of one year in the Office of NADFM situated at Golibar Maidan, Pune-1. This notice is also available on the website www.nadfm.nic.in and CPP Portal.

Tender documents with detailed specifications and general terms and conditions will be available with Smt Neela S Kumar, SAO, O/o the NADFM, Golibar Maidan, Pune- 411001 on any working day between 10:00 AM to 05:30 PM. Tenders can also be submitted by downloading from the website, within the due date.

The sealed offer documents completed in all respects with clear recording of the Tender Notice No. and due date on envelope shall be deposited in the Tender Box provided for this purpose at NADFM, Golibar Maidan, Pune.

The NADFM reserves the right to reject any offer without assigning any reason whatsoever.

Date: 10.10.2018

Neela S
(Neela S Kumar)
Sr. Accounts Officer (AN)

कार्यालय, रक्षा लेखा नियंत्रक (प्रशिक्षण)
राष्ट्रीय रक्षा वित्तीय प्रबंधन अकादमी एवं क्षेत्रीय प्रशिक्षण केन्द्र, गोलीबार मैदान पुणे - 411 001
Office of the CDA(Training)
National Academy of Defence Financial Management & Regional Training Centre
Golibar Maidan Pune - 411 001

No. NADFM/101/Watch & Ward

Date: 10.10.2018

REQUEST FOR PROPOSAL (RFP)

RFP FOR WATCH & WARD FOR THE OFFICE OF THE NADFM,
Golibar Maidan, Pune - 411001

INSTRUCTIONS TO BIDDERS FOR CONTRACT FOR WATCH & WARD FOR NATIONAL ACADEMY OF DEFENCE FINANCIAL MANAGEMENT, GOLIBAR MAIDAN, PUNE- 411001

1. Quotations in sealed cover are invited for Watch & Ward (Security Services) in National Academy of Defence Financial Management, Golibar Maidan, Pune- 411001 as per Schedule of Requirements (SOR).

2. General information about the tender:

- | | |
|--|---|
| a) Tender reference No. | : NADFM/101/Watch & Ward |
| b) Commencement of issue of tenders | : 10.10.2018 |
| c) Last date for receipt of tenders | : 01.11.2018, 03:00 PM |
| d) Time and date for opening of Technical Bid | : 01.11.2018, 04:00 PM |
| e) Time and date for opening of Commercial Bid | : 05.11.2018, 03:00 PM |
| f) Place of opening of Tenders | :National Academy of Defence
Financial Management,
Golibar Maidan Pune- 411001. |
| g) Address of Communication | :National Academy of Defence
Financial Management (NADFM),
Golibar Maidan Pune- 411001. |
| h) Contact Person | :Smt. Neela S Kumar, SAO
Ph. 020- 2644 3851 (Extn- 203) |

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3. The tender shall be submitted in two bid system, the Technical bid & Commercial bid. The following enclosures are forwarded alongwith this enquiry to assist you in preparing your commercial offer:

- a) Schedule of Requirements (SOR) : Enclosure – I
- b) Standard Conditions of Contract (SCOC) : Enclosure – II
- c) Format for submission of Technical bid : Enclosure – III
- d) Format for submission of Commercial bid : Enclosure – IV

4. Quotations shall remain valid up to 60 days from the date of opening of the Bid.
(Note: Bid validity period may be increased/decreased with the approval of CFA)

Submission/Opening of Tenders

5. Please quote our tender reference no. & date of tender opening on sealed cover. Failure to do so will render your offer invalid.

6. The bids are to be submitted in two separate sealed envelops. Technical Bid (Enclosure: III) should be marked as "Technical Bid for RFP No. NADFM/101/Watch & Ward dated: 10.10.2018" Other separate sealed cover should be marked as "Commercial Bid for RFP No. NADFM/101/Watch & Ward dated: 10.10.2018" The quotes are to be super-scribed with your firm's name, address and official seal and ink signed by an authorized representative of the tenderer. Sealed Bids should be addressed to "**The Director, National Academy of Defence Financial Management, Golibar Maidan, Pune- 411001**" by post or can be dropped in tender box marked as "TENDER BOX" located at Office of the NADFM, Golibar Maidan, Pune so as to reach this office by due date and time. No responsibility will be taken for postal delay or non-delivery/non-receipt of tender documents.

7. Sealed quotations will be opened by a committee on due date and time. You or your authorized representative, duly carrying an authorization letter from the Company, can attend the tender opening. If due to any exigency, the due date of opening of tenders is declared as closed holiday, in such cases, the tenders will be opened on next working day at the same time. Conditional bid will be considered non-responsive.

8. Tenders sent by FAX will not be considered. To avoid any complications with regard to late receipt/non-receipt of Tenders, it may please be noted that responsibility rests with the tenderer to ensure that tenders reach this office before due date. Late quotes will be rejected out right.

9. In case your firm is not willing to quote due to any reasons, your regret should be sent well before the due date, failing which your firm can be de-listed from the Contractor's list.

10. Commercial Bids will be opened/considered only of those firms, whose Technical bid have been found suitable and substantially responsive after evaluation. Further negotiations, if required, will be made only with the lowest bidder (L₁) as determined by the committee. The date, time and venue fixed for this purpose will be intimated separately.

11. Earnest Money Deposit

Bidders are required to submit Earnest Money Deposit (EMD) for ₹ 1,50,000/- (₹ One lakh fifty thousand only) alongwith their bids. The EMD may be submitted in the form of an Account Payee Demand Draft, Fixed Deposit Receipt, Bankers Cheque or Bank Guarantee from any public sector bank or a Private bank authorised to conduct Govt. business, as per format DPM-13 of Defence Procurement Manual 2009 (Available on MoD website and can be provided on request). EMD should remain valid for 45 days beyond the final bid validity period. Bid security of the unsuccessful bidders shall be returned, without any interest, upon expiry of the final bid validity/awarding the contract. The bid security of the successful bidder shall be returned, without interest, upon receipt of performance security as called for in the contract.

Evaluation Criteria

12. a) Technical bid received from the contractor will be opened and evaluated. Commercial bid of only those contractors will be opened who qualify in the technical bid. Disagreement to any condition mentioned in the tender documents shall result in the tender being rejected.

b) In case two different firms emerge as L1, NADFM reserves the right to negotiate with any of such firm for the purpose of arriving at a reasonable rates.

Finalising of L1 Firm

13. The L1 firm will be decided on sum total of services, applicable taxes and duties. The L1 will be determined on total cost basis. In case L1 doesn't able to provide services, Director has the right to place order on L2, L3 and so on at L1 rates.

Payment Terms

14. The payment as per contract rates shall be after the end of every month within a period of seven (7) working days and will be paid as per payment terms of SCOC.

Standard Conditions of Contract (SCOC)

15. Firm shall be required to accept the SCOC. A Contract will be signed between the Contract Operating Authority (COA) and Office of the NADFM, Pune incorporating the SCOC at Enclosure-II of this RFP, which will form an integral part of the Contract.

Pre-Bid Conference

16. The SOR and SCOC should be carefully considered while preparing the bids. Interested Tenderer may resolve all clarifications by visiting the location i.e. NADFM, Golibar Maidan, Pune before tendering. Any other additional requirement to be quoted may be given in additional annexure.

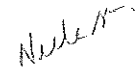
Conditions under which this RFP is issued

17. This RFP is being issued with no financial commitment and NADFM reserves the right to change or vary any part thereof at any stage. NADFM, Pune reserves the right to reject any or all of the offers without assigning any reason whatsoever. Director, NADFM also reserves the right to withdraw the RFP, should it be so necessary at any stage.

18. Please acknowledge receipt.

Thanking you

Your faithfully



श्रीमति नीला एस. कुमार

MRS. NEELA S. KUMAR

वरिष्ठ लेखा अधिकारी

Sr. Accounts Officer

रक्षा लेखा नियंत्रक (प्रशिक्षण) पुणे

CDA (Trg), Golibar Maidan, Pune

ENCLOSURE – I

WATCH AND WARD SERVICES

SCHEDULE OF REQUIREMENTS (SOR)

1. To provide watch and ward services for safeguarding Government assets in National Academy of Defence Financial Management (NADFM), Ministry of Defence(Finance), Golibar Maidan, Pune- 411001.
2. To Provide services daily round the clock by deploying 8 watch and ward guards in three shifts, who are capable of carrying out the duty by patrolling the NADFM, Ministry of Defence(Finance), Golibar Maidan, Pune- 411001.
 - 1.) 1st shift -07:00 AM to 03:00 PM -2 guards.
 - 2.) 2nd shift -03:00 PM to 11:00 PM -3 guards.
 - 3.) 3rd shift -11:00 PM to 07:00 AM -3 guards.
3. To ensure that no guards detailed for more than six days in a week.
4. To ensure that sufficient reserves shall be catered for and utilized to provide watch and ward services on 7 days in addition they shall be utilized to fill in long leave and other casual unforeseen absentees.
5. To provide suitable neat uniforms to the employees performing the duty.
6. To ensure that all the watch and ward personnel are well equipped with lathis, torchlight, whistles, water bottles, bicycles, rain-coat, etc while on duty.
7. To ensure that only healthy/active males shall be employed as watch and ward guards/supervisor. Handicapped personnel or personnel with any contagious disease or personnel with age group above 60 years shall not be employed on this job.
8. To ensure that safety and security of all Govt. property includes land, building, compound wall, fencing, tress, shrubs etc. Damage, pilferage, theft and destruction of Govt. property shall be prevented at any cost.
9. To ensure that vehicles and stores belonging to unauthorized personnel are not allowed to be brought in/taken out without proper pass/authority and documents.
10. To prevent encroachment of Govt. land, trespassers through Govt. Land, and if there is any, to ensure to eviction with the help of the civil police.
11. To intimate any loss, theft, fire or any other abnormal incidents to NADFM Pune, by quickest means.
12. To carry out patrolling beats within the Govt. land/NADFM, Ministry of Defence

(Finance) to ensure that no trespassing takes place. Trespassers/culprits shall be apprehended and handed over to the civil police.

13. To prevent entry of animals like cattle, sheep, pigs, etc into the NADFM, Ministry of Defence (Finance), and if there is any, they shall be collected and to arrange their disposal through Municipality.

14. To protect the trees, shrubs or any plantation of the complex so that they are not damaged/removed by any individuals/firewood collection parties.

15. To carry out any instructions given by the NADFM, Ministry of Defence (Finance), or his authorized representative.

16. To provide watch and ward personnel over and above the duty personnel in case of any exigencies on an advance notice of 24 hours given by the NADFM, Ministry of Defence (Finance), or his authorized staff on demand for which extra payment will be made.

17. The contractor for his supervisor shall maintain a duty register which will be put up to the NADFM, Ministry of Defence (Finance), or his authorized staff on demand.

18. The contractor shall submit a report of his men and the daily happenings /incidents of the complex daily to the NADFM Ministry of Defence (Finance), or his authorized representative.

19. The NADFM, Ministry of Defence (Finance), shall not be responsible for any injury or loss of life of any employee of the contractor that may take place while on duty or otherwise. Any compensation or expenditure towards treatment for such injury or loss of life shall be the sole responsibility of the contractor.

20. The contractor shall provide a Bank Guarantee Bond to the extent of 10% of the total value of the annual contract from a Nationalized/Scheduled Bank towards 'Security Deposit' for awarding the contract within 21 days of acceptance of contract and shall be valid during the entire period of contract and 60 days after completion of all contractual obligations.

21. The contractor has to accept and enter into a contract agreement within 15 days of conveying of acceptance by NADFM.

22. If the contractor, in the opinion of the NADFM, Ministry of Defence (Finance), makes a default at any time in proceeding with the watch and ward services with due vigilance or fails to comply with any of the terms and conditions as laid down herein or with the orders properly issued there under, then without prejudice to any of the right the contract shall be cancelled and the security deposit will be forfeited.

23. After providing each month of satisfactory watch and ward services the

contractor shall submit a monthly running bill, in triplicate, to the NADFM, Ministry of Defence (Finance), duly signed by the contractor/field representative. After scrutiny, payment shall be made to the contractor through NADFM, Ministry of Defence (Finance).

24. Any question, dispute or difference arising under the contract shall be referred to arbitrators to be appointed for arbitrators' proceedings and award as per the Arbitration Reconciliation Act, 1996.

25. The Stamp paper duty for preparing the contract agreement shall be borne by the contractor.

26. Penalty will be levied for not carrying out the work as per terms & conditions. The penalty will be worked out by the contractor and in case of dispute about the penalty or unsatisfactory work, the decision of the Director will be final and binding on both the parties.

27. Area of patrolling for watch and wards services, the National Academy of Defence Financial Management, Ministry of Defence(Finance) entrance gate to rear perimeter wall behind the Hostel. From perimeter wall on the Sholapur Road side to the pump house and sump near PCDA(O) Canteen, comprising of main NADFM, Ministry of Defence (Finance), main building, Hostel Accommodation, Mess, Pump house, sump and the ground around buildings, in between the building and also from main gate to the National Academy of Defence Financial Management.

28. The contractor will ensure that no security guard is in intoxicated condition while on duty.

29. No personnel below the age of 18 years shall be employed by the contractor. Notice showing the rates of wages, hours of work, etc shall be submitted in the Labour Enforcement Officer and same shall be displayed on the notice board in NADFM.

30. The watch & ward personnel of the contractor will have no facility/amenities that are extended to the officers and staff of NADFM.

31. The contractor will not allow or permit his employees to participate in any trade union activities/agitation in the premises of the NADFM.

32. Any damage to the Govt. Property caused by the contractor or his security staff shall be made good by the contractor to entire satisfaction of NADFM or his representative. Theft/loss of Govt. properties caused due to lack of proper vigilance by security staff would be recovered from the contractor.

33. The security supervisor employed by the contractor for watch and ward services should be literate, well conversant with security duties and in a position to understand and carry out security duties.

34. The supervisor should be available at the main gate/entry point for maximum period during his shift for keeping of watch on the movements of personnel and vehicles as well as to pass on any special instruction for the days.
35. In case, the supervisor is leaving the station, he should inform NADFM or his authorized representative in writing indicating the duration of his absence.
36. Frequent changes/transfer of security staff should be discouraged and in unavoidable circumstance it should be done in consultation with NADFM.
37. The contractor shall maintain the following registers as per the Contract Labour (R&A) Act 1970
- (a) Register of workmen as per Form XTII of rule 75
 - (b) Employment cards as per form XIV of rule 76
 - (c) Muster Roll register as per form XVI of rule 78
 - (d) Register of wages as per form XVII of rule 78
 - (e) Any other Register/Record required by labour Commissioner from time to time.
38. The contractor shall comply with the provisions of the payment of wages Act 1936, Minimum Wages Act 1948, Employment liability Act 1938, Workmen's Compensation Act 1923, Industrial Dispute Act 1947 and the Contract Labour Act 1970 or the modifications thereof and other laws relation thereto and the rules made there under from time to time.

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ENCLOSURE-II of RFP

STANDARD CONDITIONS OF CONTRACT (SCoC)

TERMS AND CONDITIONS AND GENERAL SPECIFICATIONS

1. Rate quoted by the firm must not be lesser than the minimum wages prevailing Central Govt. However, the firm can quote more than the minimum wages notified by the Govt of India. NADFM will pay the increased VDA as required under the rules published by GOI from time to time.
2. The tenderer shall designate the official mailing address, place, e-mail, and telephone number to which all correspondence shall be sent by the NADFM.
3. The firms should be a registered company, having been registered at least six months before the date of submission of bids. It should have a good and satisfactory experience in Security Service in Government Organisation/PSU /Reputed private institutes etc.
4. The bidders shall have Registration Certificates to run the business.
5. The bidders shall have PAN/GST Number and Income Tax Return pertaining to the previous year.
6. All additions and alterations in the Tender documents must be duly authenticated with initials and date by the person authorized to sign the tender documents. Overwriting of Figures in tender documents is not permitted.
7. Each Tender document is required to be signed by the persons submitting the tender, clearly indicating the name and designation of the person signing.
8. The tender submitted on behalf of the Firm/Company shall be signed by all the partner(s) of the Firm or by a partner(s) who has the necessary authority on behalf of the firm to enter into the contract.
9. The NADFM will determine to its satisfaction whether the tender selected as having submitted the best evaluated substantially responsive bid is qualified to satisfactorily perform the contract. The determination will take into account the tenderer's capabilities. It will be based upon an examination of the documentary evidence submitted by the tenderer as part of the bid as well as such other information as the purchaser deems necessary and appropriate.
10. All suits on a matter arising out of this agreement shall be within the jurisdiction of the PUNE Courts.
11. No sub-contracting will be allowed by the selected firm.
12. NADFM will notify the successful tenderer in writing that its tender has been accepted. The successful tenderer is to send its unconditional acceptance of the

contract to abide by the terms and conditions within 15 days.

13. The contractor will not allow or permit the employees to participate in any trade union activities in the premise of the owner.

14. Any theft or damage caused by the contractors personnel shall be borne by the contractor.

15. All personnel and their bags and baggage connected with the contract shall be liable for physical check at the time of entry and exit.

16. NADFM will not be responsible for any injury or loss if any of the contractor's personnel that may take place while on duty. Any compensation or expenditure towards treatment for such injury or loss shall be sole responsibility of the contractor.

17. The services are subject to the approval of Director, NADFM Golibar Maidan Pune-1 or his/her authorised representative.

18. A complete list of Unit together with detailed bio-data, permanent address, photographs etc. should be submitted to the Academy before they are deployed.

19. The employees should be supplied with proper uniforms by the agency. The workers should use these uniforms in clean condition, properly pressed.

20. The employees' turnout should be satisfactory, periodical inspection by the contractor be carried out to ensure that regular hair cut is carried out, proper clean uniform with shoes and socks.

21. Yearly certificate from any Government hospital in regard to medical check-up, vaccination, inoculation etc is to be submitted to the Director NADFM.

22. The employees so employed by the Agency shall be paid as per minimum wages as prescribed by law and a documentary proof i.e. register of disbursement of wages will be maintained and submitted to the Academy. Contribution of EPF, ESIC, etc.. as applicable should be remitted to the employees accounts in time by the contractor and NADFM shall have no liability whatsoever in these aspect.

PERIOD OF CONTRACT

23. The contract shall be awarded for 12 months.

24. Contract can be extended for further 12 months by mutual agreement of both the parties.

25. Extension will be granted under the same terms and conditions. The firm shall bear the cost of stamp paper and execution of this agreement.

TERMS OF PAYMENT

26. Bill in connection with service provided by the firm shall be submitted in the first week of succeeding month. Recovery will be made for the absentee staff, if any, from

the monthly bill.

27. The contractor will be paid by the office of the NADFM after the end of every month within a period of Seven(7) working days after receipt of pre-receipted bill from the contractor, verification that satisfactory services have been provided during the month. Recovery in case of any absentee will be made from the monthly bill.

28. Payment will be made through ECS.

29. Income Tax and other taxes, as applicable from time to time, will be deducted from the bills of the firm.

SECURITY DEPOSIT

30. The contractor shall submit a Bank Guarantee Bond for 10% of total cost of per annum in favour of The Director, NADFM, Pune towards Security Deposit, which will also serve as Performance Bank Guarantee to be valid beyond the 60 days of expiry of agreement period. If the performance of the contract is not upto the mark, NADFM reserves the right to terminate the contract and encash the bank guarantee.

TERMINATION OF CONTRACT

31. The Academy, reserves the right to terminate the said contract at any time on the ground of poor quality services rendered by the agency and the security deposit will be forfeited. Any dispute arising out of the terms of this contract or in the interpretation of any clause herein shall be settled by mutual discussion between the nominated authorities of the Academy and the Caterers or their authorized representatives. Director, NADFM will be the final authority in resolving such disputes.

32. During the currency of this agreement, the Academy shall have the right to terminate this agreement if it is not satisfied with the performance of the agency by giving it 30 days notice in writing. For this purpose, the Academy shall be the sole Judge to decide whether the performance of the agency is satisfactory or not and such decision of the Academy shall be final, conclusive and binding on the agency and the agency shall not be entitled to any compensation in that regard. However, NADFM reserves right to continue the contract till termination is decided and new arrangements are in place and existing contractor is bound by these provisions hereof regarding actual date of termination/discontinuation of their existing contract. Furthermore if on account of non-renewal of the contract and /or termination of this contract, the agency has to terminate its employees, then it shall be the responsibility of the agency to pay the legal dues to it's employees. In the event of non-compliance of legal reimbursement agency itself shall be liable for all the costs and consequences.

ANTECEDENTS /MISBEHAVIOUR OF EMPLOYEES

33. Agency/Contractor has to submit police verification certificate as well as

photograph of the employees detailed under contract at NADFM Pune. The Agency/Contractor will also provide self certified copy of the permanent address and other details of the guards.

34. The Contractor/employees of the contractor shall maintain strict discipline and not use any of violent, obscene or offensive language. In case of the misbehaviour, Director NADFM has the right to terminate the contract.

35. **Certificate required to be furnished monthly:**

While submitting the bill for the next month, the contractor will file a certificate certifying the following and produce the required documents.

(a) Wages of workers were credited to their Bank account on -----
(date).

(b) ESI contribution related to workers amounting to ₹ ----- was
Deposited on -----(date) (copy of challan enclosed)

(c) EPF contribution relating to workers amounting to ₹ -----was
Deposited on -----(date) (copy of challan enclosed)

The contractor shall maintain such other records as may be prescribed by Director, NADFM from time to time & produce them for verification as and when demanded.

N/A

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ENCLOSURE – III

FORMAT FOR SUBMISSION OF TECHNICAL BID

Sl. No.	List of Documents/Undertaking	Details
1.	Name of the Firm/Company and Owner	
2.	Postal Address & Contact No.	
3.	Copy of Registration Certificate No./Shop Act License No.	
4.	Copy of TAN/PAN No. of the Firm	
5.	Copy of GST No. of the Firm	
6.	Scope of work and contract conditions mentioned in the tender documents is accepted/ Non-accepted	
7.	Name(s) of the Govt. Organisation/Institutes where you are providing Services	
8.	The firm should have at least 3 years' experience	
9.	Copy of GST Tax Return of the Company for the previous year	
10.	Firm should be registered with EPFO & ESIC (<i>Registration certificate to be furnished</i>)	
11.	EMD furnished	
12.	Appendix A & B to Enclosure-III	

(Documentary proof to be submitted)

Note: Contractor has to submit the documents for records at the time of contract agreement.

SIGNATURE & STAMP OF THE FIRM

CERTIFICATE

Any amount payable to the workers deployed under the proposed contract or payable to any organisation in respect of the said worker in terms of any applicable labour laws, will be paid to such workers/organisations. The bid has been prepared taking into account all such payments.

Place: _____

Dated: _____

Authorised Signatory
of Company/firm

Appendix -'B' to Enclosure-III

UNDERTAKING

I/We undertake to position only those employees on the premises, whose police verification and screening has been carried out. A copy of the police report shall be furnished to NADFM.

Place: _____

Dated: _____

Authorised Signatory
of Company/firm

1/16

1/17

ENCLOSURE – IV

FORMAT FOR SUBMISSION OF COMMERCIAL BID

(To be filled on monthly expenditure basis)

S.N.	Category	Amount (₹)
1.	Wages as per minimum wages act, Govt of India <i>(As per calculation sheet enclosed as appendix-'A')</i>	
2.	Company Margin/Service Charge (monthly)*	
3.	GST	
4.	Other charges, if any	
	TOTAL AMOUNT PER MONTH	

*** Bidding of service charge less than 1% of the contract shall be treated unresponsive bid and will not be considered.**

SIGNATURE & STAMP OF FIRM

1. The bidder should prepare these price bid by considering the minimum wages published by the Government of India. In case minimum wages are revised by the concerned authority, benefit of revised minimum wages will be granted as arrears, after conclusion of the contract. However, if any firm quote wages more than minimum wages published by Gol in Central Sphere, the same will be treated as the wages that the firm intends to pay to its employees & hence will be considered as such for determination of lowest bid.

2. The bidder may quote taking into account contributions required as per applicable laws towards ESIC in terms of Workmen Compensation Act or any other similar statutory contributions, in respect of workers to be deployed by the bidder in the proposed contract. The bid amount indicating such element should be supported by the relevant State/Central Govt orders on the subject.

/s/

16/17

Appendix- 'A' of enclosure- IV

As per Minimum Wages in the Central Sphere for Watch & Ward (without arms)
(Pune -- Area-'B')

<i>S N</i>	<i>Description</i>	<i>Amount (₹)</i>
1.	Basic wages	
2.	Special Allowances (VDA)	
3.	Monthly wages (1+2)	
4.	ESIC (Employer share) @ 4.75%	
5.	EPF (Employer share) @ 13.16%	
6.	Total (3+4+5)	
7.	No. of workers	8
8.	Grand Total	

Place: _____

Dated: _____

Authorised Signatory
of Company/firm