



DREDGING CORPORATION OF INDIA LIMITED
(A Government of India Undertaking)
Qtr.No.B/3, CPT/KoPT quarters, Nimak Mahal Road, Kolkata 700 043
PROJECT OFFICE: KOLKATA

TENDER Ref. No: DCI/HAL/HR/SE/HK/2018-19

DATE:08.01.2019

I) INVITATION FOR BIDS(IFB):

NOTICE INVITING TENDER

Sealed tenders are invited in two covers Cover A "Technical bid", Cover B "Price bid" by M/s. Dredging Corporation of India Limited of obtaining Housekeeping / Support Services round the Clock on all the days for DCI Project Office, Haldia on contract basis.

1	NAME OF THE WORK	:	PROVIDING HOUSEKEEPING / SUPPORT SERVICES ROUND THE CLOCK ON ALL DAYS FOR DCI PROJECT OFFICE HALDIA.
2	PERIOD OF CONTRACT	:	TWO YEARS INITIALLY AND EXTENDABLE FOR THIRD YEAR AT DISCRETION OF DCI.
3	COST OF TENDER	:	RS.1180/- (RUPEES ONE THOUSAND ONE HUNDRED AND EIGHTY ONLY) BY WAY OF ECS (NEFT/RTGS)
4	EARNEST MONEY DEPOSIT	:	Rs. 49,626/- (Rupees Forty Nine thousand Six hundred and Twenty Six only) BY WAY OF ECS (NEFT/RTGS) (OR) BANK GUARANTEE FROM ANY NATIONALIZED SCHEDULED BANK.
5	ISSUE OF TENDER	:	<u>FROM 08.01.19 at 0930 HRS TO 21.01.19 at 1730 HRS</u>
6	LAST DATE FOR RECEIPT OF TENDER	:	<u>UP TO 1500 HRS ON 22.01.19</u>
7	DATE OF OPENING OF TENDER (COVER A)	:	<u>AT 1530 HRS ON 22.01.19</u>
8	SECURITY DEPOSIT	:	5% TO BE DEDUCTED FROM THE RUNNING ACCOUNT BILLS. and 5% as PERFORMANCE SECURITY UPON PLACING WORK ORDER BY (NEFT/RTGS) OR BANK GUARANTEE.

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I) Pre-Qualification Criteria:

A. Experience of having successfully completed similar works during last seven years ending last day of month previous to the one in which tenders are invited should be either one of the following.

i) Three similar completed works each costing not less than the amount of Rs. 9.92 lakhs.

OR

ii) Two similar completed works each costing not less than the amount of Rs. 12.41 lakhs.

OR

iii) One similar completed work costing not less than the amount of Rs. 19.85 lakhs.

B. Average Annual financial turn over during last 3 years ending 31 March 2018 should be at least Rs. 7.44 lakhs.

Note: i) Work completion certificate and work order should be submitted as supporting for Sl. No. (A) as a proof for similar works ii) Similar works means manpower supply for Supporting / Housekeeping / security services. iii) Audited balance sheets to be provided in support of Sl. No. (B).

Interested eligible Tenderers may obtain the Tender documents at the office of:

Project in Charge,

Dredging Corporation of India Limited,

Qtr No. B/3, CPT / KOPT Quarters,

Nimak Mahal Road, Kolkata - 700043,

Tel. No. 033 24396906

E – MAIL ID: pokolkata@dcil.co.in

The Detailed NIT and Complete Tender Document is hosted in web sites www.dredge-india.com and <https://eprocure.gov.in>. Interested parties may visit the same. The blank proposal document can be downloaded from our Website by remitting an amount of Rs.1180.00 (Rupees One thousand one hundred and eighty only) through **NEFT/RTGS** and the copy of electronic receipt/UTR should be submitted with Technical Bid

The details of DCI Current Account at Syndicate Bank is follows:-

DCI Current Account No:-35833070000014

Branch name:- DCI LTD PORT AREA BRANCH VISAKHAPATNAM

IFSC/RTGS No:- SYN0003583

SWIFT Code No:- SYNBINBB032

The downloading of document shall be carried out strictly as provided on the website. No editing, addition, deletion of matter shall be permitted. If such action is observed at any stage, such proposals are liable for outright rejection.

Dredging Corporation of India Ltd., reserves the right to:

1. Issue Tender Documents only to those considered capable to execute the work.
2. Accept or reject any or all Tenders without assigning any reason whatsoever.
3. Cancel the tender enquiry at any stage without assigning any reason.
4. Accept the tender in whole or part.
5. Reject the tender received with counter conditions.

Project in Charge ,Kolkata

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II) SCOPE OF WORK

The scope of work/type of Services required are indicated below:-

- (a) The Contractor shall provide 12 nos Housekeeping / support services personnel round the clock on all the 7 days in a week, for the Project Office, Haldia and other areas. Deployment plan shall be as per **Annexure-I**. The Contractor may also be required to post additional personnel, as and when called upon at short notices, as intimated by the Corporation, on same rates, terms and conditions of this service contract. **DCI reserves the right to reduce the number of Housekeeping / support services personnel at any point of time during the contract period without citing any reason whatsoever by giving one month notice period.**
- (b) DCI reserves the right to change the deployment plan for utilizing the Housekeeping / support services personnel in other locations of DCI.
- (c) The contractor shall provide able bodied and medically fit personnel with proper uniforms etc. for rendering the required services. Aged people above 60 years and medically unfit personnel shall not be posted to carry out the required services.
- (d) The Contractor, on his own, shall provide effective supervision of the Housekeeping / support services personnel from time to time.
- (e) The personnel shall carryout all Housekeeping / Support functions like cleaning, sweeping & maintenance of the offices and any job delegated by Project In-charge. The personnel shall immediately bring to the notice of the management, if they find any thing suspicious, any property missing/tampered etc. and any materials likely to cause loss or damage to the corporation.

III) GENERAL TERMS & CONDITIONS

01. The Tender cover should be sealed and super scribed as “PROVIDING HOUSEKEEPING / SUPPORT SERVICES ROUND THE CLOCK ON ALL DAYS FOR DCI PROJECT OFFICE, HALDIA”, with Tender ref no. and date.
02. The tenderer shall sign on all pages of the tender documents before submitting his tender duly affixing seal.
03. The tenderer shall quote the rates in figures as well as in words in the rate schedule, at **Annexure-IV** (Price Bid).
04. The rate quoted in the tender will remain firm during the currency of contract including the extended period if any. Escalation on any account is not admissible.
05. All tenders must be absolutely clear, failing which the same will not be considered.
06. All columns would be properly and legibly filled in. No column would be left blank. Any correction in the rates etc. would be duly attested by the tenderer. Alterations, if any, not authenticated with attestation may result in the rejection of the tender.
07. Percentage quoted by the tenderer in the tender in figures and words shall be carefully filled-in, so that there is no discrepancy/ambiguity in the rates written in figures and in the words. However, if any discrepancy is found, the rate written in words shall only be taken as final. Where the rate quoted by the tenderer in figures and words tallies but the amount is not worked out correctly, the rate quoted by the tenderer will be taken as correct and not the amount.
08. Special care shall be taken to write the rates in figures as well as in words, in such a way that no interpolation is possible. In case if quoted percentage is 5.35 % , then the percentage in words should be written as Five point three five percentage, if it is a whole no say 5% then the percentage in words should be written as Five percentage
09. The EMD will be submitted by the parties either in the form of online ECS (RTGS/NEFT) or Bank Guarantee (BG) from any Nationalized scheduled commercial Bank, as per attached Proforma **(Annexure - C)**. BG validity should be initially for 165 days from date of bid submission and to be extended if required. Cheque/Demand Draft will not be accepted. Tenders received without EMD or any of the above conditions or incomplete in any respect are liable for summary rejection.
10. The tenderer should acquaint themselves with the work and the working conditions of the site and locality and no claim will be entertained on this issue after award of work.
11. The EMD of the successful tenderer shall be retained as part of the Security Deposit and in case of unsuccessful tenderers; the EMD will be refunded after finalization of the tender. No interest shall be paid on EMD or Security deposit.
12. Performance security: 5% of the contract value and SD 5% from running bills.
The successful Contractor shall submit Bank Guarantee or by NEFT/RTGS towards performance Security equaling to 5% of the contract value amount deposit to DCI (OR) BG **(Annexure-VII)** issued by any reputed Nationalized / Scheduled Indian Bank within 5 days from date of award of work. Security Deposit at the rate of 5% shall be deducted from monthly bills till value amounts to

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5% of contract value. The Guarantee shall be kept valid for the entire contract period plus one month. Alternatively EMD of successful contractor can be converted as part of performance security. In case of extension of contract for third year, additional amount for third year to be submitted towards performance security.

13. Contract Agreement: The successful bidder is required to enter into Agreement with DCI, as per the format enclosed immediately on receipt of Work Order at your expenses in the appropriate stamp paper of not less than Rs.100/- **(Annexure -VI)**.
14. Firms who are having the valid MSE/NSIC certificate for relevant work will be given following exemption/benefits:
 - a) Exemption from depositing the EMD amount and Tender Document cost.
 - b) Preference will be given to parties registered as MSE when all things being equal.
 - c) Price preference: Since said work is non splittable, MSE quoting the price within band of L1 +15% shall be allowed full portion of work subject to bringing down of price to L1 by the MSE concerned. However, in case of L1 price quoted by an MSE, then the L1+15% clause will not be applicable.
 - d) In case more than one MSEs have quoted L1 price, then the lottery system will be followed among the MSEs quoting L1 rate.
 - e) Preference will be given to L1 MSEs owned by ST/SC as clarified by MSME while awarding the contract.
 - f) However, no relaxation for SD& Performance security will be given, in case work is awarded to MSE, 5% of SD amount will be recovered every month from the monthly bills till complete recovery of SD amount. SD& Performance security amount deposited will be refunded after successful completion of contract. SD& Performance security amount will not carry any kind of interest.
 - g) For above benefits firm has to submit the valid certificate which shows that said firm is registered with MSE/NSIC for said work. In case of non-submission of appropriate document/certificate no benefit will be extended.
15. Income Tax as per rules, as applicable on Income Tax (liable to change as per Government orders from time to time), will be recovered from the contractor's bill, before releasing the payment.
16. Towards GST, the contractor should submit GST registration **(Annexure-VIII)**.
17. Canvassing in connection with the tenders is strictly prohibited and tenders submitted by the tenderers, who resort to canvassing, will be liable for rejection.
18. The tenders containing unsolicited remarks or any additional conditions are liable for summary rejection.
19. If the tenderer makes default in proceeding with the work with due diligence, due to lack of resources or organization or work operated is not up to the expected standards, the Corporation reserves right to cancel the contract with one month notice at any time during the currency of the contract. If the tenderer fails to execute the work as per conditions of the contract the Corporation reserves the right to cancel the contract and to get the work executed through other agencies at the risk and cost of the tenderer. The Corporation would be entitled to with-hold any sum due and payable to the tenderer towards the sum as a result of the said breach or default. The contractor will not have any claim for compensation or otherwise on this account.

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20. The tender shall be kept open and valid for acceptance for a period of 120 days from the date of Opening of Technical bid and on request of the corporation, the validity shall be extended further.
21. The Tenderer will have to give a certificate that he is not related to any Officer of DCI or any Officer of the rank of Asst. Secretary or above in the Ministry of Shipping, Government of India. The Tenderer should give a declaration along with his tender about the names of the relatives, who are employed in the Dredging Corporation of India Ltd. **(Annexure-A)**
22. The Tenderer shall give an undertaking that they have not made any payment or illegal gratification to any person /authority connected with the bid process so as to influence the bid process and have not committed any offence under the PC Act in connection with the bid. **(Annexure-B)**
23. The Tenderer shall disclose any payments made or proposed to be made to any intermediaries (agents etc.) in connection with the bid. **(Annexure-B)**
24. The Tenderer shall disclose any information regarding any current litigation in which the tenderer is involved. **(Annexure-D)**
25. The Tenderer shall furnish details of Bank Account for Electronic Transfer of payments as per attached Proforma. **(Annexure-E)**
26. Dredging Corporation of India Ltd. reserves:-
 - a) The right to cancel or withdraw this enquiry at any stage without assigning any reason whatsoever, and no further correspondence will be entertained in this regard.
 - b) The right to reject or accept any tender offered irrespective whether it is lowest/highest, without assigning any reasons, whatsoever.
 - c) The right to extend or curtail the period of contract.
 - d) The right to award the work not only on the basis of competitive rates but also on the credentials of the tenderer.
 - e) The right to reduce the number of housekeeping / support personnel mentioned in this contract at any point of time during the contract period without citing any reason whatsoever by giving one month notice period.
27. **The tenderer(s) while quoting the rates shall be deemed to have taken all contingencies such as site conditions etc., into consideration and no extra claim will be entertained at a later stage for any reason whatsoever.**
28. The tenderer shall not sub-let the work or any part of the work without prior permission of the Corporation.
29. A Bid form has to be duly signed and submitted along with technical bid **(Annexure-V)**.
30. In the event of breach of any of the conditions of contract by the contractor and/or the contract is cancelled due to default on the part of the contractor and balance work is awarded to another agency to be carried out at the risk and cost of the contractor committing the breach of contract or default, the Corporation shall be entitled to withhold any sum due and payable to the contractor towards the sum due, as a result of the said breach/or default as such amount, and/or recover the amount from this contract or any other contract.

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31. In the event of non remittance or short remittance of amounts towards PF, ESI etc., to the concerned authorities, the contractor shall remit the same forthwith to the concerned authorities, failing which the same shall be recovered from amounts due, besides Security Deposit and remitted to the concerned authorities. Similarly, in the case of excess payments, if any drawn by contractor, shall also be recovered from amounts due, including Security Deposit from the Contractor.
32. As per the current regulations of KoPT/HDC, all personnel entering into the Port area, should be in possession of valid "Entry Permits". The expenditure of each entry permit is decided by HDC/KoPT and it may vary from time to time. Accordingly, the contractor shall arrange Entry Permits to the housekeeping / support service personnel deployed in site area and the expenditure in this regard will be reimbursed by DCI. The Corporation will however, render necessary assistance to the contractor in obtaining the Entry Permits.
33. The Corporation reserves the right to authorize any of its Officers/Staff to supervise the type of services rendered by the Contractor and if it is found that the conduct, behavior and performance of work of any of its housekeeping / support personnel is unsatisfactory, it may require the contractor to immediately recall the particular person and substitute the person by another and the contractor shall immediately comply with such requirements made by the Corporation forthwith.
34. Deficiency of services, if any, pointed out by the representatives of the Corporation, should be rectified by the contractor forthwith.
35. The Corporation reserves the right to reduce the payment to the extent of deficiencies observed and quantified in terms for and the wages payable to housekeeping / support personnel per day. The decision of the Corporation in this respect shall be final and binding.
36. The Contractor shall also abide by the terms and conditions, subsequently arising out, as mutually agreed between the Corporation and the Contractor, from time to time.
37. The Contractor shall ensure that appropriate training is imparted to the housekeeping / support personnel deployed, in discharging their duties in a courteous and efficient manner.
38. The housekeeping / support personnel shall maintain perfect discipline & behavior and they shall not in any manner cause any interference, annoyance, nuisance to the management of the Corporation or its business or work or its officer/employees/other Contractors.
39. The contractor shall ensure that no housekeeping / support personnel provided by him will be a member of the Trade Union of the Employees of the Corporation or take any interest on Trade Union activities of the employees of the Corporation.
40. The DCI should be absolving of any responsibility regarding injury while on duty to the housekeeping / support personnel of the contractor, etc.
41. The Contractor shall ensure maintenance of prescribed Records/Registers/Documents under various statutes and produce to the nominated Officer of the Corporation and also to P.F. Commissioner or any other Statutory Authorities for verification every month or as and when required.
42. The contractor shall indemnify and keep indemnified DCI against all or any claims. Notices, cases, proceedings of any nature whatsoever arising out of or in relation to this contract. This clause shall

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also be deemed to include claim from third parties, housekeeping / support personnel etc., and all types or nature of claims.

43. On expiry or termination of this Contract, the Contractor and the housekeeping / support personnel shall forthwith vacate the premises, without any way causing any damage to the said premises and the Corporation's property therein.
44. For the day to day working and supervision/execution of the Contract, the Corporation is represented by Project-In-Charge, or any other Officer, as nominated by the Corporation, from time to time.
45. The Contractor should strictly implement and follow all labour laws. It should be understood that this is strictly a service contract and all the housekeeping / support personnel are employees of the contractor only. No claim for employment by DCI will be entertained or considered.
46. In case of any loss or damage to the property of DCIL on account of any act, omission, negligence on part of contractor and/or its agent, representative, labour engaged by him, in handling of the duties/functions entrusted or otherwise or on account of breach, omission, failure or negligence on part of the contractor or its agent, or its representatives in compliance of provisions hereof or in carrying out, executing, doing performing or fulfilling any of its obligations or operations hereunder, the contractor shall be liable to make good such loss or damage determined by DCI Management, which shall be binding on the Contractor. The DCI authorities shall recover such amount of loss or damage from the contractor. If the amount of such loss or damage is not recovered or paid up by the contractor forthwith on demand, the contractor shall be liable to pay the said amount with Interest @ 18% per annum thereon from the date of demand till the date of actual payment.
47. DCI Management will not, in any manner be responsible, for any act, Commission or Omission of the workers engaged by Contractor and no claims in this respect will lie against DCI. If any such claim is made by any housekeeping / support personnel or his heirs engaged/employed by the Contractor, in the premises or otherwise, the Contractor will be liable to indemnify/ reimburse all the money paid in addition to the expenses incurred.
48. Compliance of labour laws: - The successful tenderer shall have to obtain Labour License from concerned Labour Authorities wherever applicable under the provisions of contract Labour (R&A) Act, 1970 and its rules. He will also insure renewal of such license well before it expiry.
49. The successful tenderer shall comply with all the provisions of labour laws including payment of wages to his employees, licensing, welfare and health, maintenance of various records and registers etc., as provided under the Contract Labour (Regulation and Abolition) Act 1970 and produce the same as and when asked for inspection by concerned authorities. Also under the order issued by Govt., of West Bengal) framed there under and for its non-compliance, the Contract or/Agency shall only be responsible for penalties levied by the appropriate Authority under the Act. Any default in compliance, violation of any laws and contravention of any of the provisions referred to above, the contractor shall alone be held responsible. Further the Agency must adhere to the various rules and regulations of various Acts/Orders issued by Central/State/Local Authorities now and then. The successful tenderer will be solely responsible for payment of compensation in case of accident to the labour, retrenchment compensation, notice pay, Gratuity or Bonus if any as payable and the principal employer will not be held liable for any obligation of the Contractor. No other

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amount in this regard will be paid to the contractor other than the amounts specifically mentioned in the NIT.

50. Successful tenderer should issue identity card to every housekeeping / support personnel engaged by him. A pay slip should also be issue to all personnel before payment days and distribution of payment to the contract labour should be before 7th day of the following month.
51. The Contractor is required to comply with all legal liabilities and if contractor fails to comply with any part of the provisions of various Acts applicable to the contract labour, DCI can ask for records for inspection and the contractor is required to comply with all the liabilities to be discharged and in case of failure on the part of the contractor, DCI shall withhold payment of his bill.
52. The Terms and conditions of this tender shall be part of the contract executed by the persons or/Agency/Contractor.
53. The successful tenderer is bound to abide by the instructions issued by the authorized officer in-charge of the work from time to time.
54. The Contractor who submits their offer must have office in the limits of West Bengal and must inform about the address of the registered office, telephone numbers etc. All correspondence shall be addressed to that office and it is deemed to have been received by the person of Agency/Contractor to whom the Contract is given.
55. The DCI Management will not retain any control, supervision or the manner of the discharge, dismissal or retrenchment or re-employment of the workers engaged/employed by the Contractor.
56. The Contractor shall ensure that his Employees are covered under the Employees Provident Fund and Miscellaneous Provisions Act and Employees State Insurance Act (if applicable) having its independent Code number. Thus, he will ensure that all his eligible employees are covered under these Acts.
57. DCI reserves the right to terminate the contract at any time in case of breach of any terms and conditions of the tender and contract, including forfeiture of Security Deposit held with DCI. After termination of contract, it is open to DCI to make alternative suitable arrangements by appointing another agency at the cost and risk of the Agency/Contractor. The additional expenditure incurred, if any, will be adjusted against the Security deposit/Additional Security Deposit held with DCI. The unadjusted balance will be recovered as per provisions of Revenue Recovery Act under usual procedure.
58. The DCI reserves the right to empanel / to reject any or all the tenders without assigning any reason, and is not bound to accept only the lowest tenderer, and DCI's decision in the matter shall be final and binding on the tenderer (s).
59. Contractors/ agencies are required to quote service charges in the Price Bid **Annexure-IV** subject to the conditions mentioned at clause no. 60 and 61 below.
60. Service charge quoted by the bidder shall be fixed during the entire tenure of the contract. However, in case of increase of minimum wages, the service charges will be calculated on the revised minimum wages, if the successful party is decided on the basis of minimum service charges mentioned in Tender (as mentioned in clause 60 below).

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61. "If the tenderer quotes total service charges is less than 5% of minimum wages to be payable to labour (which includes statutory payments of PF-13.00%, ESI 4.75% & Bonus 8.33% per day per man,) then their offer will be rejected. Contractor has to quote their SERVICE CHARGE in percentage only.
62. Clarification of Bidding Documents: A prospective Bidder requiring any clarification of the bidding documents may notify the DCI in writing or by e-mail at the DCI's address indicated in the Invitation for Bid. The DCI will respond in writing to any request for clarification of the bidding documents, which it receives not later than seven (7) days prior to the deadline for the submission of bids prescribed .Written copies of the DCI's response (including an explanation of the query but without identifying the source of inquiry) will be sent to all prospective bidders that have received the bidding documents.
63. Amendment of Bidding Documents: At any time prior to the deadline for submission of bids, the DCI may, for any reason, whether on its own initiative or in response to a clarification requested by prospective bidder, modify the Bidding Documents by amendment. The amendment will be hosted on websites only. Prospective bidders are requested to see the web site regularly till submission of tender. No separate correspondence or amendment shall be published in the newspapers. In order to afford prospective Bidders reasonable time in which to take the amendment into account in preparing their bids, the DCI may, at its discretion, extend the deadline for the submission of bids.
64. **ARBITRATION:** In case of any dispute between the DCI and private party for contract upto Rs.10 Crores the issue will be referred to Director (Operations and Technical), Dredging Corporation of India Ltd and the decision of the Director (Operation and Technical) shall be final, conclusive and binding on all the parties to the contract upon all question relating to the meaning of the specifications, designs, drawings and instructions and as to the quality of workmanship or materials' used on the work or any matter arising out or relating to the specifications and instructions concerning the works or the execution or failure to execute the same arising during the course of work. The above shall not be subjected to arbitration and in no case shall the works be stopped consequent on such a dispute arising and the work shall also be carried out by the contractor strictly in accordance with the instructions of the Director (Operations and Technical).
Any dispute or difference arises between the DCI and contractor in connection with the contract or as to the rights and liabilities of the parties hereto, other than those referred to in above or on matters which are stated to be final and binding on the contractor shall be referred to the arbitration by a sole arbitrator, a person to be nominated and appointed by Chairman and Managing Director, DCI, Visakhapatnam and the award of the sole arbitrators shall be final and binding upon the parties hereto, subject to the provisions of the Arbitration and Conciliation Act 1996.
The arbitrator shall give a reasoned award and it shall be in accordance with the provisions of Arbitration and Conciliation Act 1996 or any statutory modifications or reenactment thereof. The venue of Arbitration shall be Visakhapatnam and the courts at Visakhapatnam shall have exclusive jurisdiction on all the matters with reference to this Contract.

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IV) SPECIAL TERMS AND CONDITIONS

- a) This Housekeeping / support service contract shall be for a period of two years initially and extendable by one more year on the same rates, terms and conditions at the discretion of DCI.
- b) In the event of the Contractor, committing breach of any of the terms and conditions, of this contract or if the services provided by the contractor are considered to be unsatisfactory by the Corporation for any other reason, considered by the Corporation as sufficient, the Corporation is entitled to terminate this contract, by giving one month's notice in writing and the Contractor shall not claim any compensation for such termination. The decision of the Corporation with reference to the termination shall be final and binding on the contractor. In case of non-compliance of any statutory payments to the personnel such as PF, ESI, EDLI, PF Admn. Charges, Minimum Wages, Bonus etc., during the period of contract, the service contract will be liable to be terminated forthwith, without assigning any reasons.
- c) Extension of the service contract beyond two years will be considered, at the discretion of the Corporation, for one more year, subject to satisfactory performance and fulfillment of the terms and conditions and the same will be communicated, in writing, by the Corporation. In the event of extension of the Contract, the Contractor shall provide the services, as per same rates, terms and conditions.
- d) The actual/extended, if any, period of contract shall be curtailed at any point of time as per the requirement at the discretion without assigning any reasons and without any compensation.
- e) The successful tenderer shall commence the contract within 5 days from the date of receipt of the work order, failing which liquidated damages @ 1% of contract value per week shall be recovered from running bills or bid security or dues any payable to contractor, upto a maximum of 10% of contract value. If Liquidated damages are beyond the 10% of contract value, the Corporation reserves the right to terminate the contract for the default of the contractor which includes forfeiture of bid security.
- f) PAYMENT TERMS :
 - i) The Corporation shall pay the rates as indicated in Annexure-III taking into account the number of personnel deployed in a month, on submission of the bills by the Contractor. Monthly running account bills are to be submitted before 7th day of the month, covering the period of services rendered for the preceding month. Bills shall be prepared strictly as per the agreed rates. The Corporation arranges to make payments through NEFT/RTGS against the bill, within a normal period of 30 days, unless delayed for reasons beyond the control of the Management. Monthly payment to deployed personnel should be finished before 6th day of the month and the party should have its proof.
 - ii) No extra claims of the Contractor for damages, claim for compensation etc., shall be allowed for any reason on any ground whatsoever, so that, if minimum wages and other statutes are revised by the appropriate government, the differential amount will be allowed. In case of non-compliance of requisite procedure, the bill is liable to be rejected.
 - iii) The Corporation shall not make any payment directly to the housekeeping / support service personnel and payment shall be made to the Contractor only.
 - iv) No interest is payable on the payments due to the contractor.

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- g) The contractor shall comply with the following:-
- i) Minimum wages as per Central wages and as enhanced from time to time, shall be paid to the personnel deployed by the Contractor.
 - ii) PF, ESI, and Gratuity as per the relevant statutes respectively, should be Computed on entire basic wages for the month or part thereof, for which period the worker was deployed. These amounts shall be paid appropriately to the personnel employed or to the authorities concerned as the case may be, by the Contractor. In the event of the failure to pay the amounts or submission or proof of PF Code Number etc., issued by the local RPFC, an amount equal to 25.16% of the wage bill shall be recovered by the Corporation towards PF Contributions both employee and employer Contributions and administrative charges and remitted to the appropriate authorities.

If the successful bidder is not registered under PF Act and not having valid PF code, the successful bidder shall furnish the Aadhar card with valid Date Birth in DD/MM/YYYY format and bank account details of the each worker engaged.
 - iii) Gratuity/terminal benefits shall be reimbursed at actual to Contractor on payment to the housekeeping / support service personnel on termination of the contract and the proof of having paid to the personnel has to be submitted to the Corporation.
 - iv) The short fall amounts on the above account, if any, shall be made good from the Security Deposit / EMD.
 - v) The Contractor should ensure for 'paid weekly-offs' and the Corporation shall not stand liable for the payments towards 'weekly offs', or overtime, if any, paid to the housekeeping / support service personnel.
 - vi) Leave rotation of the housekeeping / support service personnel employed for the subject service contract has to be provided by the Contractor.
 - vii) The Contractor shall be responsible for Fidelity Insurance, Employee's Compensation etc., as per relevant statutes in respect of the housekeeping / support service personnel deployed, or other personnel utilized for causing injures/death etc.
 - viii) The Contractor shall maintain scrupulously all the relevant records, registers etc., and shall also liable to produce such records as and when required by the Corporation/PF Commissioner/Labour Commissioner or any other appropriate authority.
 - ix) The wages etc., shall be paid by the contractor to the housekeeping / support service personnel directly without the intervention of any middlemen, Jamadars or Thekedars and that, the Contractor shall ensure that no amount by way of commission or otherwise is deducted or recovered by the jamadars etc. from the wages of the personnel.
 - x) The wages shall be paid by the contractor to the housekeeping / support service personnel by mode of NEFT/RTGS, which is deemed fit, every month and produce monthly acquittal proof to the Corporation.

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- xi) The Contractor shall obtain Labour License as per the Provisions of Contract Labour (R & A) Act, 1970, within 30 days after receipt of confirmed Work Order from the Corporation. The payment will be released only on production of such documents.
- xii) The Contractor shall also comply with provisions of the following enactments during the execution of the service contract in the Corporation.
 - 1) Contract Labour (Regulation & Abolition) Act, 1970.
 - 2) Inter-State Migrant Workmen (Regulation of employment and Conditions of Services) Act, 1979.
 - 3) Industrial Disputes Act, 1947.
 - 4) Payment of Gratuity Act. 1972.
 - 5) Equal Remuneration Act, 1976.
 - 6) Employees Provident Fund and Miscellaneous Provisions Act, 1952.
 - 7) Minimum Wages Act, 1948.
 - 8) Payment of Wages Act, 1948.
 - 9) ESI Act, 1948.
- h) Any other enactment or rules framed by the appropriate authorities, applicable to this Contract and the services rendered hereunder. Any claim/prosecution arising from non-compliance of labour enactments shall be made good by the contractor himself and DCI will be indemnified against all such claims/penalties etc.
- i) The housekeeping / support service personnel deployed for carrying out the service contract shall be on the rolls of the contractor only. They shall not be on the rolls of DCI and the Corporation shall not be responsible for their leave, medical benefits, etc., by virtue of the service contract. The personnel deployed for housekeeping / support service shall also not have any claim/right whatsoever for employment in DCI and these facts have to be clearly apprised to all the personnel deployed by the Contractor.
- j) The contractor shall arrange to obtain/Collect ESI cards and Annual P.F. slips in respect of the housekeeping / support service personnel from ESI and P.F. Authorities and distribute/handover the same to the concerned personnel under acknowledgement.
- k) The Contractor shall file the requisite Annual P.F. Returns/Reports to the concerned PF Authorities etc., and a copy of such Annual Return/Report should be endorsed to the Corporation for record.

DEPLOYMENT PLAN OF HOUSEKEEPING / SUPPORT SERVICE PERSONNEL

Sl. No.	Location	No. of housekeeping / support personnel (Un-Skilled) proposed to be deployed
01.	Dredging Corporation of India Ltd., Chiranjibpur, Haldia- 72160 and other areas	12 No. of housekeeping / support personnel on shift basis as per PIC instructions.

In addition, contractor shall provide leave reliever for each housekeeping / support service personnel on 7th working of the week for which minimum wages will be paid. In case of increase in minimum wages the same will also be paid.

Note: (1) The number of housekeeping / support service personnel mentioned may be curtailed during the currency of the contract as per DCI requirement.

(2) The above deployment plan including the location is only indicative and shall be as per discretion of Project In-charge depending on the requirement of DCI at various places.

TECHNICAL BID

1. Name of the Party	
2. Address & Phone No.	
3. Contact Person	
4. PF Code No. (Attach Documentary proof of valid PF registration certificate issued by concerned RPFC)	
5. ESI Code No. (Attach Documentary proof of ESI registration certificate)	
6. Financial Turnover (Attach Documentary Proof Audited balance sheets)	
7. Certificate of registration issued by Concerned Govt. Authorities For GST (Attach Documentary proof of GST registration certificate)	
8. Details of jobs carried out during last 7 years including Value of each job. (Attach Documentary Proof)	
9. I.T. PAN No. (Attach Documentary proof)	
10. Details of Bank Account for Electronic Transfer of Payment	
Place:	
Date:	

Signature of the tenderer with seal

PREAMBLE TO PRICE BID

Sub: Tender for providing housekeeping / support services round the clock on all days for DCI project office, Haldia - Reg.

Tender No DCI/HAL/HR/SE/HK/2017-18 dt. 08.01.19

ESTIMATED EXPENDITURE WITH WAGES AS PER CENTRAL RATES		
		30DAYS*8HRS DUTY
		Un skilled Manpower
	Basic Wages per day	373
1	Basic Wages per month of 26 days	9698
2	PF 12%	1163.76
3	EDLI @ 0.50 %	48.49
4	Administrative charges @ 0.50 %	48.49
5	ESI @ 4.75%	460.66
6	Bonus @ 8.33 % of basic	807.84
7	Uniform allowance + washing allowance	800.00
8	Sub-total: Per month wage per unskilled worker	13027.24
9	Relieving charges @ 1/6th of sl.no.8	2171.21
10	Gratuity/Terminal benefits @ 4.81% on basic wages sl no. 1	466.47
11	Per month wage per unskilled worker	15664.92

While submitting bills, the Contractor shall also render documentary evidence with an under taking of deposits of Provident fund, ESI/payment of insurance premium contributions made by him in respect of the housekeeping / support service personnel deployed by him failing which, payment of the bills will be withheld until such compliance.

Signature of the tenderer with seal

PRICE BID

Sub: Tender for providing housekeeping / support services round the clock on all days for DCI project office, Haldia - Reg.

Tender No DCI/HAL/HR/SE/HK/2018-19 dt. 08.01.19

<p>SERVICE CHARGES (To be quoted by the party for the services rendered for providing housekeeping / support services in <u>PERCENTAGE</u>) (minimum is 5%)</p>	<p>Service charges per day per person in percentage only excluding GST _____%</p> <p>Percentage in words(_____)</p>
---	---

Place:

Date:

NOTE:

- 1) Rates applicable as per central wages to be paid.
- 2) Please enclose a copy of the latest central wages Notification, indicating minimum rates of wages.
- 3) GST will be payable extra as per Notification of Central Govt. from time to time.
- 4) The wages for each housekeeping / support service personnel shall be paid on the basis of actual no. of days worked, in a month.

Signature of the tenderer with seal

PROFORMA

Date:

To,
Project-In-Charge,
M/s. Dredging Corporation of India Ltd.,
Qtr. No.B/3, KoPT/CPT Quarters,
Nimak Mahal Road, Kolkata 700 043

Sir,

Sub: Tender for providing housekeeping / support services round the clock on all days for DCI project office, Haldia - Reg.

A. With reference to your Tender No DCI/HAL/HR/SE/HK/2018-19 dt. 08.01.19 and as per Cl. No.21 of General & Special Conditions of Contract, we hereby certify that, we are not related to any Officer of Dredging Corporation of India Ltd., or any Officer of the rank of the Asst. Secretary or above in the Ministry of "Shipping, Government of India and also certify that we do not have any relatives employed in the Dredging Corporation of India Ltd

'Or'

B. We hereby certify that my relative(s) working as Officer in Dredging Corporation of India Ltd., or any Officers of the rank of the Asst. Secretary or above in the Ministry of Shipping, Government of India is given below:-

- 1.....
- 2.....
- 3.....
- 4.....

Thanking you.

Yours faithfully,

SIGNATURE OF THE TENDERER WITH SEAL

* Strike out "A" or "B", whichever is not applicable.

Signature of the tenderer with seal

ANNEXURE-B

Date:

To,
Project-In-Charge,
M/s. Dredging Corporation of India Ltd.,
Qtr. No.B/3, KoPT/CPT Quarters,
Nimak Mahal Road, Kolkata 700 043

Sir,

Sub: Tender for providing housekeeping / support services round the clock on all days for DCI project office, Haldia - Reg.

A. With reference to your Tender No. DCI/HAL/HR/SE/HK/2018-19 dt. 08.01.19 and as per Cl. No.22 of General Terms & Conditions of Contract, we hereby undertake that, we have not made any payment or illegal gratification to any person/ authority connected with the bid process so as to influence the bid process and we have not committed any offence under the PC Act in connection with the bid.

and

B. As per Cl. No.23 of General Terms & Conditions of Contract, we hereby certify that we have nothing to disclose any payments made or proposed to be made to any intermediaries (agents etc.) in connection with the bid.

Thanking you.

Yours faithfully,

SIGNATURE OF THE TENDERER WITH SEAL

ANNEXURE-C

PROFORMA FOR BANK GUARANTEE FOR EARNEST MONEY DEPOSIT

(To be executed on non-judicial stamp paper worth of Rs.100/-)

To,
Project-In-Charge,
Qtr. No. B/3, KoPT/CPT Quarters,
Nimak Mahal Road, Kolkata 700 043

WHEREAS _____
_____ (indicate Name & Full Address of the tenderer) (hereinafter called the "Tenderer") has submitted its tender dated _____ for the execution of (Name of work) _____ in favour of M/s. DREDGING CORPORATION OF INDIA LIMITED, KOLKATA (herein after called the "CORPORATION").

KNOW ALL MEN by these presents that we, (Bankers' full name) _____
_____ (herein after called "Bank") are bound unto the Corporation for the sum of Rs. _____ (Rupees _____ only) for which payment will and truly to be made to the said Corporation, the Bank binds itself its successors and assigns by these present.

THE CONDITIONS OF THIS OBLIGATION ARE:-

If the Tenderer withdraws his Tender-

- (a) During the period of validity of the Tender specified in the Tender (or)
- (b) After having been notified of the acceptance of his Tender by the Corporation during the period of Tender validity.
- (c) Fails or refuses to execute the Agreement, if required, or
- (d) Do not commence the work as per the Letter of Intent or Work Order.

We undertake to pay to the Corporation upto the above amount upon receipt of their first written demand without the Corporation having to substantiate their demand, provided that in their demand the Corporation will note that the amount claimed is due to him owing to the occurrence of one or more of the above conditions, specifying the occurred condition or conditions.

Notwithstanding anything herein contained our liability under this guarantee is limited to Rs. _____ (Rupees _____ Only) and will remain in force upto 150 days from the date of opening of Tender and any demand in respect thereof must reach the Bank not later than the date of expiry of this guarantee failing which all the rights of the Corporation under the guarantee shall be forfeited and the Bank shall be deemed to be relieved or discharged from all liabilities hereunder.

Dated:

SIGNATURE OF THE BANK WITH SEAL

Signature of the tenderer with seal

ANNEXURE-D

PROFORMA

Date:

To,
Project-In-Charge,
M/s. Dredging Corporation of India Ltd.,
Qtr. No.B/3, KoPT/CPT Quarters,
Nimak Mahal Road, Kolkata 700 043

Sir,

Sub: Tender for providing housekeeping / support services round the clock on all days for DCI project office, Haldia - Reg.

A. With reference to your Tender No DCI/HAL/HR/SE/HK/2018-19 dt.08.01.19 and as per Cl. No.24 of General Conditions of Contract, we hereby certify that, we do not have any current litigation with any party/ firms.

'Or'

B. We hereby certify that presently we are having litigation with the following party/ firms:-

- 1.....
- 2.....
- 3.....
- 4.....

Thanking you.

Yours faithfully,

SIGNATURE OF THE TENDERER WITH SEAL

*Strike out 'A' or 'B', whichever is not applicable.

Signature of the tenderer with seal

ANNEXURE-E

PROFORMA

Date:

To,
Project-In-Charge,
M/s. Dredging Corporation of India Ltd.,
Qtr. No.B/3, KoPT/CPT Quarters,
Nimak Mahal Road, Kolkata 700 043

Sir,
Sub: Tender for providing housekeeping / support services round the clock on all days for DCI project office, Haldia - Reg.

With reference to your Tender No DCI/HAL/HR/SE/HK/2018-19 dt.08.01.19 and as per Cl. No.25 of General Conditions of Contract, we hereby furnish our Bank Account details for payment through E-transfer as follows:-

1. Name of the firm :
2. Name of bank :
3. Name of branch :
4. Account No. :
5. IFSC No. of the Bank :

Thanking you.

Yours faithfully,

SIGNATURE OF THE TENDERER WITH SEAL

Signature of the tenderer with seal

Bid Form

Date: _____

To:
Project-In-Charge,
M/s. Dredging Corporation of India Ltd.,
Qtr. No.B/3, KoPT/CPT Quarters,
Nimak Mahal Road, Kolkata 700 043

Gentlemen:

Having examined the bidding documents including Addenda Nos. *[insert numbers]*, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to supply and deliver *[description of services]* in conformity with the said bidding documents for the sum or such other sums as may be ascertained in accordance with the Schedule of Prices submitted separately as a Price Bid and made part of this Bid.

We undertake, if our Bid is accepted, to provide the services in accordance with the schedule specified in the Schedule of Requirements.

If our bid is accepted, we undertake to provide a performance security in the form, in the amounts, and within the times specified in the Bidding Documents.

We agree to abide by this Bid for the Bid Validity Period specified in the document and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

Until a formal Contract is prepared and executed, this Bid, together with your written acceptance thereof and your notification of award, shall constitute a binding Contract between us.

We understand that you are not bound to accept the lowest or any bid you may receive.

We certify/confirm that we comply with the eligibility requirements as specified in the bidding documents.

Dated this _____ day of _____ 2019_____.

[signature]

[in the capacity of]

Duly authorized to sign Bid for and on behalf of _____

FORM OF CONTRACT AGREEMENT

This agreement made this _____ day of _____ BETWEEN the _____, a body corporate under _____ having its registered office at _____ (hereinafter called "the Employer", "which expression shall unless excluded by or repugnant to the context, be deemed to include their successors in office) of the One Part AND _____

(name and address of the CONTRACTOR if any individual and of all partners if a Partnership with all their addresses) (hereinafter called the "CONTRACTOR" which expression shall unless excluded by or repugnant to the context, be deemed to include his/their heirs, executors, administrators, representatives and assigns or successors in office) of the Other Part.

WHEREAS the "Employer" is desirous of _____

_____ and the Contractor has offered to _____

AND WHEREAS the CONTRACTOR has deposited a sum of Rs. _____ as Performance Security in the form of _____ for the due fulfillment of all the Conditions of the Contract:

NOW THIS AGREEMENT WITNESSETH as follows:

1. That in this agreement words and expression shall have the same meanings as are respectively assigned to them in the Conditions of Contract hereinafter referred to.
2. That the following documents shall be deemed to form and be read and construed as part of this agreement viz:
 - The Contract Agreement
 - The Letter of Acceptance/Work Order
 - The Tender submitted by the Contractor
 - Instructions to Tenderer
 - Conditions of Contract
 - Specification for the Works
 - Price Bid
 - Correspondence exchanged before the issue of letter of acceptance by which the Conditions of Contract are amended, varied or modified in any way by mutual consent (to be enumerated).
3. That the Contractor hereby covenants with the Employer to complete the Contract in conformity, with the provisions of the Contract in all respects.
4. That the Employer hereby covenants to pay the Contractor in consideration of such completion of the Contract, the "Contract Price" of Rs. _____ (Rupees _____) at the times and in the manner prescribed by the Contract.
- 5.

IN WITNESS whereof the parties hereunto have set their hands and seals the day and year first above written.

Signed and sealed by:

CONTRACTOR

Signature :

Name :

Signature:

Name :

Signature of the tenderer with seal

Designation :
Seal :
In the presence of
Witness

a) Signature
Name & Address:

Designation
Seal :

Signature
Name & Address:

Signature of the tenderer with seal

5. FORM OF BANK GUARANTEE BOND
(IN LIEU OF PERFORMANCE SECURITY DEPOSIT)

Bank Guarantee No.
Date

To
Dredging Corporation of India Limited
.....
.....

In consideration of Dredging Corporation of India Limited, a Company incorporated under the Companies Act, 1956 and having its Registered Office at Core No.-2, First Floor, SCOPE MINAR, Plot No. 2A & 2B, Laxmi Nagar District Center, DELHI – 110 091, India (herein after called the “DCI”) having agreed to exempt M/s..... having its Registered Office at(herein after called the said “Contractor” from the demand under the terms and conditions of an Agreement / Contract / Work Order datedmade between DCI and Contractor for(herein after called the said “Agreement”), of Security Deposit for the due fulfillment by the said Contractor of the terms and conditions contained in the said Agreement, on production of a Bank Guarantee for

..... only), we(hereinafter referred (indicate the name of the Bank) to as “the Bank” at the request of M/s..... (Contractor) do hereby undertake to pay to the DCI an amount not exceedingagainst any loss or damage caused to or suffered or would be caused to or suffered by the DCI by reason of any breach of the said Contractor of any of the terms and conditions contained in the said Agreement.

2. We,
(indicate the name of Bank)

do hereby undertake to pay the amounts due and payable under this guarantee without any demur merely on a demand and without reference to the Contractor from the DCI stating that the amount claimed is due by way of loss or damage caused to or would be caused to or suffered by the DCI by reason of breach by the said Contractor of any of the terms or conditions contained in the said Agreement or by reason of the Contractor’s failure to perform the said Agreement. Any such demand made on the Bank shall be conclusive as regards the amount due and payable by the Bank under this guarantee. However, our liability under this guarantee shall be restricted to an amount not exceeding(say)only).

3. We undertake to pay to the DCI any money so demanded notwithstanding any dispute or disputes raised by the Contractor in any suit or proceeding pending before any Court or Tribunal relating thereto our liability under this present being absolute and unequivocal. The payment so made by us under this bond shall be a valid discharge of our liability for payment there under and the Contractor shall have no claim against us for making such payment.

4. We further
(indicate name of the Bank)

Signature of the tenderer with seal

agree that the guarantee herein contained shall remain in full force and effect during the period that would be taken for the performance of the said Agreement and that it shall continue to be enforceable till all the dues of the DCI under or by virtue of the said Agreement have been fully paid and its claims satisfied or discharged or till DCI certifies that the terms and conditions of the said Agreement have been fully and properly carried out by the said Contractor and accordingly discharge this guarantee. Unless a demand or claim in writing under this guarantee has been received by us on, we shall be discharged from all liability under this guarantee thereafter.

5. We, further agree
(indicate name of the Bank)

that the DCI shall have the fullest liberty without our consent and without affecting in any manner our obligations hereunder to vary any of the terms and conditions of the said Agreement or to extend time of performance by the said Contractor from time to time or to postpone for any time or from time to time any of the powers exercisable by the DCI against the said Contractor and to forbear or enforce any of the terms and conditions relating to the said Agreement and we shall not be relieved from our liability by reason of any such variation, or extension being granted to the said Contractor or for any forbearance, act or omission on the part of the DCI or any indulgence by the DCI to the said Contractor or by any such matter or thing whatsoever which under the law relating to sureties would, but for this provision, have effect of so relieving us.

6. This guarantee will not be discharged due to the change in the constitution of the Bank or the Contractor.

7. We, lastly undertake not to (indicate name of the Bank) revoke this guarantee during its currency except with the previous consent of the DCI in writing.

8. This guarantee will remain in force until All claims under this guarantee must be made in writing and dispatched to us by Registered Post, Hand Delivery or by Courier against acknowledgment. Notwithstanding what is stated above, our liability under this guarantee will be limited to(..... Only).

Dated theday of2019.

Signature of the tenderer with seal

ANNEXURE-VIII**INFORMATION TO BE FURNISHED REGARDING GST OF COMPANY/FIRM**

Company Name	
Registered Address	
City	
Pin Code	
State Code	
Country	
Office Telephone No.	
Fax No.	
Contact Person for GST	
Mobile No. of Contact Person	
Email ID of Contract person	-
Registration with GST	
GST TIN	
GST Provisional ID	
GST ARN No allotted at the time of Submission	
Location of Primary place of Business	
PAN No	
TAN No	
HSN /SAC Code *	

* HSN code - Harmonized System Nomenclature code

* SAC - Service Accounting Code

Signature of the tenderer with seal

CHECK LIST FOR TECHNO- COMMERCIAL BID (COVER-A)

1. Covering letter from contractor stating enclosures
2. A Bid Form **except** the Price Schedule
3. Documentary evidence to establish that the Bidder is eligible to bid and is qualified to perform the contract if its bid is accepted consisting of
 - Audited balance sheet and profit and loss accounts for the last three years ending 31st March 2018;
 - Certificate from Employers for having successfully completed works of similar nature. The certificate should include the following information:
 - Brief description of the work
 - Contract amount
 - Time limit for completion
 - Whether the work has been completed within the stipulated time.
 - Whether any liquidated damages have been levied.
4. Tender cost- to be remitted through NEFT/RTGS and copy of electronic receipt/UTR to be enclosed with the tender
5. Earnest money deposit
 - to be remitted through NEFT/RTGS and copy of electronic receipt/UTR to be enclosed with the tender **or** - in the form of Bank Guarantee
6. Copy of Labour License, from concerned Labour Authorities wherever applicable under the provisions of contract Labour (R&A) Act, 1970 and its rules.
7. PAN Card Copy
8. Registration with Provident Fund Authorities copy
9. GST registration copy and details as per Annexure VIII
10. Power of Attorney on stamp paper, in favour of the person authorized to sign the tender document.
11. Copies of original document defining the constitution or legal status, place of registration and principal place of business of the company or firm or partnership.
12. Undertakings as per Annexure (A,B,D,E) on letter head of party/tenderer
13. Downloaded/ Purchased Tender Document duly signed on all the pages by tenderer/authorized signatory along with office seal.
14. All except Price bid (Annexure-iv) should be sealed in a separate cover and PRICE BID-Cover B should be sealed in a separate cover both cover should be inserted in a cover superscribing name of work. PRICE BID-Cover B of only qualified parties will be opened on a later date upon intimation to parties.

Signature of the tenderer with seal

FORM FOR VENDOR CODE CREATION/CHANGES IN ERP			
<u>1.0 VENDOR DETAILS:</u>			
Name of the Vendor		* Vendor Code	
Address (including PIN code)			
Mobile Number		Email ID	
<u>2.0 Taxation and Other Registration Details : (Supporting copies needs to be attached)</u>			
PAN No.		GSTIN	
Type of Vendor	Registered / Unregistered / Composite Dealer (Tick whichever is applicable)		
Note: In case vendor does not provide PAN, TDS @ 20% will be deducted			
<u>3.0 Bank Details : (Copy of cancelled cheque needs to be attached)</u>			
Bank Name, Branch & City			
Bank Account Number		IFSC Code	
<u>4.0 PURPOSE FOR WHICH VENDOR CODE IS REQUIRED TO BE CREATED/MODIFIED IN ERP</u>			
Recommended by (Person requesting for creating/modification of the Vendor Code)	Approved by (Concerned Section HOD)	Remarks if any	
Name :			
Signature :			
Date:			
Created by (in ERP) (AM-F)	Approved by (JGM - IT)	Approved by (in ERP) (JGM - F)	
Name :			
Signature :			
Date:			

Signature of the tenderer with seal