E-TENDERS NOTICE INVITING
(NATIONAL COMPETITIVE BIDDING)

Online bids are invited on Single stage two bid system for JOB
CONTRACT FOR SECURITY SERVICES AT NDRI, KARNAL

Tender documents may be downloaded from NDRI web site www.ndri.res.in (for reference only) and CPPP site https://eprocure.gov.in/eprocure/app as per the schedule as given in CRITICAL DATE SHEET as under:-

<table>
<thead>
<tr>
<th>CRITICAL DATE SHEET</th>
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</thead>
<tbody>
<tr>
<td>Published Date</td>
</tr>
<tr>
<td>Online-Bid Document Download Start Date</td>
</tr>
<tr>
<td>Online-Bid Submission Start Date</td>
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<tr>
<td>Online-Bid Submission End Date</td>
</tr>
<tr>
<td>Online-Bid (Technical) Opening Date</td>
</tr>
<tr>
<td>Place of opening of Technical bid</td>
</tr>
<tr>
<td>Date of Opening of Financial Bid</td>
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<tr>
<td>Address for communication</td>
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</table>

1. On behalf of Director, ICAR-NDRI, Karnal, e-Quotations/tenders/Bids are invited from the registered firms/contractors on portal only for Job Contract for JOB CONTRACT FOR SECURITY SERVICES AT NDRI, KARNAL. The Quotations/bids duly sealed/signed & completed in all respect should be submitted with scan documents online at CPPP latest by 11.30AM on 14 Mar 2018. The incomplete Quotations/bids will be treated as rejected. The Quotations received after stipulated date & time will not be considered & outrightly rejected, and no correspondence in this regard will be entertained.
2. The Tender form/bid-documents may be downloaded from the https://eprocure.gov.in/eprocure/app. **Online submission of Bids through Central Public Procurement Portal** (https://eprocure.gov.in/eprocure/app) is mandatory. **Manual/Offline bids shall not be accepted under any circumstances.** However, for the purpose of realisation, the bidder has to send the Demand Draft/ banker’s cheque/ pay order for EMD in original to this institute through post or by hand so as to reach before the date & time of opening of tender.

3. Tenderers/bidders are requested to visit the website https://eprocure.gov.in/eprocure/app regularly. Any changes/modifications in tender enquiry will be intimated by corrigendum through this website only.

4. In case, any holiday is declared by the Government on the day of opening, the tenders will be opened on the next working day at the same time. The Director, ICAR-NDRI, Karnal reserves the right to accept or reject any or all the tenders.

5. The firms are required to **upload** copies of the following documents **in pdf:**

5.1 **Technical Bid**

   a) **Registration certificate of the firm under State/Central Govt.under Shop & Estt. Act. or any other act indicating date of inception.**

   b) **Turnover of the firm for the financial year 2016-17 alongwith certified copy of audited document by bonafide CA supported by ITR and Form-16 including Profit & Loss Statement.**

   c) **Number of Manpower on roll evidenced by statement of depositing ESI/EPF for any month of previous year**

   d) **Copy of ISO Certification, if available.**

   e) To prove experience in working in Govt. Institutes/Organisations, certificates issued by the Govt. Institutions/Organisation on Annexure-I, if available.

   f) **The contractor/agency must have a registration with the Contract Labour (Regulation and Abolition) Act, 1970. The contractor shall obtain the labour license under this Act.**

   g) **Copy of PAN & GST registration certificate issued by Govt.**

   h) **Copy of Cancelled Cheque.**

   i) **EMD of Rs. 2,50,000/- in the shape of pay order/Demand Draft in F/o “ICAR Unit-NDRI, Karnal”**

   j) **An undertaking to the effect that the dealings of firm never blacklisted or dealings stopped or temporary ban by any Govt. Organisation/Institutions/Department. In case, if it is found incorrect or guilty at any stage, the Job Contract is liable to be terminated immediately & further dealings stopped with the firm.**
5.2 Clarification on Technical Bid Evaluation:-

a. The technical bids shall be evaluated based on the available documents submitted by the bidder. To assist in the examination, evaluation, and comparison of the bids, and qualification of the bidders, the Client may, at its discretion, ask any bidder for a clarification of its bid. Any clarification submitted by a bidder that is not in response to a request by the Client shall not be considered. The Client’s request for clarification and the response shall be in writing.

b. If a bidder does not provide clarification of its bid by the date and time set in the Client’s request for clarification, its bid may be rejected.

c. Client also reserves right to seek confirmation/clarification from the issuer agency, on the supporting documents submitted by the bidder.

6. Financial Bid:-

Financial bid should be quoted as per BOQ.

7. Bid Evaluation (Segregated Type)

7.1 The Client shall follow two bid system where the technical bid and financial bid shall be evaluated separately.

7.2 The evaluation shall be done on weightage with 70% in Technical Evaluation and 30% in financial evaluation.

7.3 The technical evaluation shall be done based on the following criteria:-

At the technical bid evaluation stage, each bidder will be assigned different marks out of total 100 marks as per the criteria specified below for making the selection/merit:-

i) Number of Years in operation (evidenced by date of registration) Max 20 marks
   a) Less than 5 years 10 Marks
   b) 5-10 years 15 Marks
   c) More than10 years 20 Marks

ii) Turnover (Last Financial Year) (Evidenced by Profit & loss Account & Balance sheet duly authenticated by CA) Max 20 Marks
   a) Less than 2.5Crore 10Marks
   b) 2.5 Crores to 5 Crores 15 Marks
   c) More than 5 Crores 20 Marks
iii) No. of Manpower on roll (evidenced by ESI/EPF documents) Max 25 Marks
   a) Less than 300 10 Marks
   b) 300 to 500 15 Marks
   c) More than 500 25 Marks

iv) Quality related Marks Max. 10 Marks
   a) Not having ISO 0 Marks
   b) ISO 10 Marks

v) Experience in working with Govt Institutions/PSU in the related field Max.25 Marks
   a) No Institute - 0 Marks
   b) 1 Govt. Institutes/Govt. Registered Organisations - 10 Marks
   c) 2-3 Govt. Institutes/Govt. Registered Organisations - 15 Marks
   d) 4 Govt. Institutes/Govt. Registered Organisations and above - 25 Marks
      (evidenced by certificates issued by the Govt. Institutes/Organisations/PSU)

A bidder should secure mandatorily a minimum of 50% marks (i.e. 50 marks out of total 100 marks as per above para) in Technical Evaluation in order to be a qualified bidder for being eligible for for opening of financial bids. The bidders who score less than 50 marks in Technical bid, their financial will not be considered for opening.

The total marks obtained by a Bidder in the technical bids shall be allocated 70% of technical weightage and the financial bids shall be allowed 30% of the financial weightage, and thereby making a total of 100% weightage for the complete bidding.

Illustration 1 ( For Technical Weightage)

If a bidder has secured 80 marks out of the total 100 marks in technical evaluation, his technical evaluation value shall be 56 i.e. (80 x 70%) = 56

7.4 The bidder shall be required to upload with eBids the self-attested copies of the relevant documents in support of 7.3.

8. Financial Bids Evaluation :-

8.1 The financial evaluation shall be carried out and financial bids of all the bidders shall be given 30% of weightage.

8.2 The bidder with the lowest bid prices (L-1) shall be assigned full 30 marks (i.e. 30% x 100) and his total score of the bid shall be as per Illustration 2 below:-

Illustration 2

If the bidder at Illustration 1 is L-1 bidder and quoted Rs.400/- for being L-1, then his total value shall be 86 i.e. (56 Technical value + 30 Financial value).
8.3 The financial score of other bidder (i.e. L-2, L3 ... and so on) shall be computed as under and as explained at Illustration 3 below:-

30xLowest Value (L-1 price) / Quoted Value (L-2 or L-3....)

Illustration 3

If the bidder at Illustration 1 is L-2 bidder and he quoted Rs.425, therefore 30% being the weighed value, the financial score for L-2 shall be computed as under:-

30 x 400 (lowest service charge) / 425 (quoted charges – L2) = 28.235

Therefore, L2 Bidder shall have total value of 83.335 (56 technical value + 24 Financial Value).

9. The Bidders’ ranking as L1, L2, L3......finally shall be arranged depending on the marks obtained in descending order by each of the bidder both in Technical Evaluation and Financial Evaluation. The bidder meeting the minimum eligibility criteria and with the highest marks/rank shall be deemed as successful bidder and shall be considered eligible L-1 bidder for further process. **In case of tie on evaluation of Technical Bids & Financial Bids, more the experience (as indicated in para 7.3(v)) in working with the Govt. Institutions more the weightage will be given which in turn would be the deciding factor for making final selection.**

10. The Bidders may submit their Techno-Commercial bids and price bids online on the portal of CPP. No conditional bids shall be allowed/ accepted. Bidders will have to upload scanned copies of various documents required for their eligibility and all other documents as specified in NIT including techno-commercial bid in cover-I, and price bid in Cover-II separately as instructed in the bid document. The bidder will have to give an undertaking online that if the information/declaration/scanned documents furnished in respect of eligibility criteria are found to be wrong or misleading at any stage, they will be liable to punitive action against them by the department. **Evidence towards submission of EMD amounting to Rs.2,50,000/-(Rs. two lac Fifty thousand only) (in the shape of demand draft/pay order) is to be submitted in the electronic format online (by scanning) while uploading the bid.** This submission shall mean that EMD is received electronically. However, for the purpose of realisation, the bidder has to send the Demand Draft/pay order in original to this institute through post or by hand so as to reach before the time of tender opening. In case of exemption of EMD, the scanned copy of the document in support of exemption will have to be uploaded by the bidder during bid submission.

11. The firms registered with NSIC/MSME/Start Up as recognised by DIPP for supply of Manpower only are exempted from submission of EMD on
submission of relevant valid documentary proof in pdf format in the technical bid.

12. The Financial Bid of the Technically Qualified bidders only will be opened after short listing of techno-commercially acceptable bidder with due information through system generated emails & SMS alerts.

13. **Bid Opening**: Both the techno-commercial and price bids will be opened online by the bid openers mentioned at the time of creation of the tender online. Relevant bidders can simultaneously take part in bid opening online and can see the resultant bids, of all bidders. The system automatically generates a technical scrutiny report and commercial scrutiny report in case of the techno-commercial bid opening and a price comparative statement in case of price bid opening which can also be seen by participating bidders online.

14. Notwithstanding the above, the purchaser, reserves the right to accept or reject any quotation or annual the tendering process and reject all quotations at any time prior to award of the contract, without assigning any reason, whatsoever, and without incurring any liability or obligation, whatsoever, to the affected tenderer or tenderers.

15. **Details of work/job to be carried out:-**

a) **Scope of Work**: **Job contract for Security of NDRI at Twenty Points (Round the clock)**

<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Duty /Detail of points</th>
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<tbody>
<tr>
<td>1.</td>
<td>Main Gate No. 1 and Milk Parlor</td>
</tr>
<tr>
<td>2.</td>
<td>Gate No. 2</td>
</tr>
<tr>
<td>3.</td>
<td>Gate No. 3</td>
</tr>
<tr>
<td>4.</td>
<td>Gate No. 4 and KVK</td>
</tr>
<tr>
<td>5.</td>
<td>Production building (DCB), Car and Cycle stand, Bio-chemistry Division side gate and ABTC Building, ATIC and its backside</td>
</tr>
<tr>
<td>6.</td>
<td>DE &amp; DT buildings along with Car and Cycle stand boundary wall of MDP and boundary wall along the GT Road upto main administrative building.</td>
</tr>
<tr>
<td>7.</td>
<td>International Hostel back side boundary wall and E-type, D-type quarters / Cafeteria.</td>
</tr>
<tr>
<td>9.</td>
<td>Campus patrolling, Hospital, Shopping Complex, Primary School, Staff Club, Back gate of Directo’s Residence &amp; boundary wall also.</td>
</tr>
<tr>
<td>10.</td>
<td>Alkhnanda Hostel, Married Hostel, A type quarters, park area, exhibition ground, patrolling boundary wall along railway track.</td>
</tr>
<tr>
<td>11.</td>
<td>Boys Hostel and cafeteria with over all patrolling of Hostel area.</td>
</tr>
<tr>
<td>12.</td>
<td>Administration Block.</td>
</tr>
<tr>
<td>13.</td>
<td>Block No. 4, ME &amp; Forage Section building gates during day and whole the complex</td>
</tr>
</tbody>
</table>
b) **General Information and Duties & Responsibilities of Security Guards**

**Area to be covered by the security agency round the clock/ as per requirement.**

NDRI Campus Karnal: NDRI Campus is self-contained complex spread over about 550 hectare (approx 1400 acres) consisting of various office buildings/laboratories, girls and boys hostel, international hostel, guest house, sports complex, shopping complex, peer Baba, temple, various houses, sheds, tube well in the field farm area. The institute has residential quarters, KVK and four gates for the movement. Main office and residential area is covered with boundary wall. The check points may range 20 which are indentified by the security section in order to maintain smooth and efficient function of the security system in the area. The area is divided into NDRI Campus, field farm area and KVK security. In addition to above, security is provided for others official functions, seminars, anti-ragging and other requirements.

**Duties and Responsibility of security guards:**

The firm shall provide security to all areas covered in this tender by deploying security arrangement/measures. The whole open and built-up area will have to be covered from security angles. The duty area as mentioned above of each point shall be manned by 3 shifts with 8 hours of duty by each guard. No overlapping of duties of any shift/point is allowed. Some of the important situation or items have to be covered by security services of the firm are mentioned below:-

1. Regulate access on all gates, misuse of grounds, unauthorized parking of vehicles.
2. Prevent loss that is on account of lapses of duties resulting damages, remove/stolen items.
3. To check entry of all vehicles, vendors, operator or personnel etc. such as nuisance elements, stray animals etc.
4. Day and Night patrolling on regular basis across the campus area covered in the tender.

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<tr>
<td>14</td>
<td>Gate No. 6 Farm (10.00Am to 9.00PM) and after that at Central Road block NO. 5, Forage Res. Lab. Tubewell NO. 4,5,7 and store near tubewell 8.</td>
</tr>
<tr>
<td>15</td>
<td>Area adjoining railway track on (eastern side) from residential complex road to northern most side along the panchayat land including tube well no. 19.</td>
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<tr>
<td>16</td>
<td>Block No. 6</td>
</tr>
<tr>
<td>17</td>
<td>Tube well No. 9 &amp; 10.</td>
</tr>
<tr>
<td>18</td>
<td>Along the central road of Block No. 7 from boundary wall of farm along Kachhwa road to northern most part along panchayat road including tubewell No. 11,12,13 &amp; new godwon near tubewell No. 13.</td>
</tr>
<tr>
<td>19</td>
<td>Narmada Hostel</td>
</tr>
<tr>
<td>20</td>
<td>New Sports Complex</td>
</tr>
</tbody>
</table>

In addition to above, 02 Nos. of guards are required for security of KVK area.
5. To interact with local police authorities or PCR Van for police assistance for safety of the institute property.
6. Check and keep record of all incoming/outgoing material, items with proper gate pass.
7. **Undertake fire fighting operations with fire extinguishers as when required.**
8. To regulate incoming and outgoing vehicles at the gate and also parking of authorized vehicles only at the proper parking area.
9. Carry out any other job assigned by the competent authority in the interest of security of the Institute.
10. The security guards will perform their duties in proper uniform with good turnout.
11. The gate No. 2 & 4 will be closed by the guard at 10PM to 0600AM and will maintain vigil & patrolling in the designated area.
12. The patrolling guard will patrol the area and report if any diffidence or loss, damage or any other suspected happenings.
13. In the field farm area, the guards will properly maintain watch in the field area, will save the crops, grass from outsider and stray animals and security of the various buildings, sheds, tube wells and other equipment lying in the field.
14. The firm will maintain proper records of the guards with full bio-data, address, mobile no. and other required certificates.
15. The security agency is advised to have a complete inspection of the all buildings, area before applying for the security tender.
16. The firm will bear the loss or damage occurred due negligence or lapse of duty by the guard.
17. The firms are also advised to pay the wages by 7th of every month with proper EPF/ESI contribution and submission of bill in time.

**TERMS & CONDITIONS:**

1. The Security Guard/Supervisor and other staff should follow strict attendance and alternative arrangements are to be made by the agency whenever anyone of staff/supervisor is to go on leave/rest under intimation to this office.
2. **The Selected agency shall provide minimum two Security Guards per shift having experience to operate fire safety equipments in case of need and assist the fire brigade in their operation also.**
3. **20 Points in the Institute will have to be provided security personnel round the clock irrespective of National holidays i.e. 15th Aug, 26 Jan etc. The Security personnel to be deployed will also be given paid weekly off as per provision of labour laws. The reference appropriate to providing of reliever may also be made. The minimum manpower including reliever will 20X3=60+10=70.** It may added that point are continuous to be maintained by the firm for providing security service in the campus. Changing of Staff/Supervisor should be intimated to In-charge, Security Section, NDRI, Karnal. In addition to above, 02 Nos. of Guards for security of KVK area will be required.
4. The staff provided should also maintain secrecy and discipline in the premises of Institute.
5. The staff provided should be capable of reading and writing Hindi and English with a minimum qualification of Middle Standard and for Fire Safety, the staff should be qualified in concerned diploma/degree also.
6. The contractor shall keep a complaint register with his supervisor, and it shall be open to verification by the authorized officer of NDRI for the purpose. All complaints should be immediately attended to by the Agency.
7. The Security Supervisor/Security Guards on duty must be in complete uniform (cap, belt, whistle, name badge, shoes & Identity Card etc.) with colour specifications and pattern approved by NDRI should be supplied by the contractor alongwith Lathi, Torch light for night shift, Cycle/Bike for patrolling duty, rain coat during rainy season & woolen jacket during winter season etc. at his own cost.

8. The agreement is terminable with one month notice on either side.

9. The contractor shall not sublet the work without prior written permission of the NDRI, Karnal.

10. The contractor or his workers shall not misuse the premises allotted to them for any purpose other than for which the contract is awarded.

11. The selected agency shall provide the necessary personnels for at NDRI, Karnal as per labour acts prevalent in State. The agency shall employ good experience and reliable persons with robust health of age group of 21 to 45 years. In case any of the personnel so provided is not found suitable by the NDRI, the NDRI shall have the right to ask for his replacement without giving any reason thereof and the agency shall on receipt of a written communication will have to replace such persons immediately. No Security Supervisor/Security Guard perform double duty/shift.

12. The persons so provided by the agency under this contract will not be the employee of the NDRI and there will be no employer-employee relationship between the NDRI and the person so engaged by the contractor in the aforesaid services.

13. Payment for service contract will be made monthly upon submission of pre-receipted bill.

14. The bidder should quote the rate as per the BOQ strictly in respect of all services covered under this contract. No request for alteration in the service charge once quoted will be permitted during contract period; however, the minimum wages will be allowed as per revision of minimum wages as applicable in Minimum Wages Act of Central Govt./State Govt. GST will be paid extra, if, as applicable.

15. The rates to be quoted should include cost of each and every item including transportation cost, manpower cost and taxes etc. The Institute shall not bear any extra charge on any account whatsoever i.e. EPF & ESI contribution and liability under employees compensation Act, Uniform, Liveries, OTA and other Govt. taxes etc.

16. The firm have to quote the Service Charges per point per month in rupees alongwith minimum waghes & other liabilities to be levied by them for providing the services. The service charges less than Rs.400/- (Four Hundred) per point per month will not be considered as less than this amount, the agency may not be able to reasonably discharge the responsibilities and liabilities towards payment of minimum wages/EPF/ESI & other liabilities ethically. TDS as applicable will also be deducted from the bill of the contractor at the source. Therefore, the bidders quoting less than the service charges indicated above will be rejected. No change/revision whatsoever in service charges once quoted shall be admissible during the tenure of tender under any circumstances.

17. The contractor will discharge all his legal obligations in respect of the workers/supervisors to be employed/ deployed by him for the execution of the work in respect of their wages strictly as per minimum wages Central/State, whichever is higher and service conditions and shall also comply with all the rules and regulations, provisions of law in force that may be applicable to them from time to time. The contractor shall indemnify and NDRI will not be responsible for any claims, loss or damages that may be caused to it on account of any failure to comply with the obligations under various laws. In case of any dispute, the decision of Director, National Dairy Research Institute, Karnal shall be final and binding on the contractor.

18. Income Tax shall be deducted from the payments due for the work done as per rule and any other tax payable shall be paid by the contractor also.

19. Changing of Contractual Staff should be intimated to the I.O./Office.

20. The Contractor must employ adult labour only; employment of child labour will lead to the termination of the Contract including other punitive action as deem fit.

21. The contract is subject to the condition that the tenderer will comply with all the laws and acts of Central Govt., State Govt. relating to this contract made applicable from time to time.

22. Payment of the wages to the persons deployed by the Agency/Contractor will be made through RTGS only on or before 7th day of each month to the account of contractual worker and copy of payment sheet duly signed by authorized signatory of the Agency/Contractor should be made available to the Indenting Officer every month before verifying the monthly bill, failing which punitive action against the contractor will be taken at the discretion of the Director, NDRI, Karnal.

23. The Agency/Contractor shall display a copy of license promptly at the work premises.

24. a) Successful tenderer will have to enter into a detailed contract agreement with NDRI on non-judicial stamp paper of appropriate value.
b) The successful bidder awarded the contract will have to submit a Performance Security equivalent @10% of the total annual turnover (initial value of the contract in the form of Bank Draft/TDR/FDR (pledged to Director, NDRI, Karnal) which should be valid for a period of \((12+2) = 14\) months from the date of contract and which will be refunded to the contractor after successful completion of the contract and after discharging all the liabilities arises during the contract period. **No exemption will be allowed for performance security to NSIC/MSME certified firms.** In case, the contractor fails to discharge the liabilities of the contract or if the contractor fails to complete the contract successfully, the performance security as a whole or by a proportionate part will be realised from the performance security at the discretion of the Director, NDRI, Karnal.

25. The Director, NDRI, Karnal reserves the right to reject any or all Tenders in whole or in part without assigning any reason therefore. The decision of Director, NDRI, Karnal shall be final and binding on the Contractor/Agency in respect of clause covered under the contract.

26. The tenure of the Contract will be initially for a period of 12 months (initially for 06 months and further 06 months on satisfactory completion of 1st phase) which may increase or decrease depending upon the performance of the contractor at the discretion of the Director which is binding on the part of the Contractor.

27. Risk Clause: NDRI reserves the right to discontinue the service at any time, if the services are found unsatisfactory by giving a show-cause to be replied within a week and also has the right to award the contract to any other agency at the risk and cost of current agency and excess expenditure incurred on account of this can be recovered from Performance Security or pending bills or by raising a separate claim.

**LIQUIDATED DAMAGES CLAUSE:**

1. An amount equivalent to two days of contract amount subject to a minimum of Rs.2000/- will be levied as liquidated damages per day. Whenever and wherever it is found that the work is not up to the mark, it will be brought to the notice of the supervisory staff of the firm by NDRI and if no action is taken within one hour liquidated damages clause will be invoked.

2. No Security Guard perform double duty, in case if they are found performing double duty or remain absent from the duty a penalty of Rs.1000/- per point shall be recovered from the contractor's bill.

3. Any misconduct/misbehavior on the part of the manpower deployed by the agency will not be tolerated and such person(s) will have to be replaced immediately.

**NOTE:-** All the participating bidders should be complying with GST provisions enacted by Govt. of India from the date of 1st July, 2017.

Asst. Administrative Officer (P)

**Enclosures:**

- Annexure-I : Experience Details
- Annexure-II : Mandatory Form
- Schedule-I : Format for Detailed Information of Firm
- Schedule-II : Existing Minimum Wages
## ANNEXURE-I

**Details of the experience with Govt. Institute/PSUs:**

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Name of the Institute/Govt. Organization/PSU &amp; Name of contact Person with Phone Number</th>
<th>Period</th>
<th>No. of staff deployed</th>
<th>Remarks (with authenticated documents)</th>
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<td>From</td>
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</table>

Signature with seal of Head of Institute/Govt. Organization/PSU
We agree to supply the above goods & allied services. We confirm that the same will meet the description & the specification & other technical details as required in the tender enquiry.

We also confirm that we agree to all other terms & conditions of your tender enquiry including the terms of delivery, period of delivery and warranty provision.

We have furnished all the information, as required in the tender enquiry and attached the relevant document. *(in case tenderer desires to put some additional / modified stipulations, terms & conditions etc. the same may be clearly indicated)*.

We also confirm that our offer will remain valid for acceptance for 90 days after the date of opening of tenders.

(Signature, name and address of the authorized executive of the tendering firm)

For and on behalf of....................

(Name and address of the tendering firm)..............................

(Seal of the tendering firm) Website Address: .........................; E-Mail Address: ...........................................................

Date: Place:
SCHEDULE TO TENDERS (Part-I)

1. Name of the Firm/Agency
2. Full address with Post Box No. And Telephone No. if any
3. Constitution of the Firm/Agency (Attached copy) Indian Companies Act, 1956 Indian Partnership Act, 1932 (Please give names of partners) Any other Act, if not, the owners
4. For Partnership firms whether registered under the Indian Partnership Act, 1932, please state further whether by the partnership agreement to arbitration has been conferred on the partner who has signed the Tender.
   i) If answer to the above is in negative whether there is any general power of attorney executed by all the partners of the firm authorizing the partner who has signed the Tenders to refer dispute condemning business of the partnership to arbitration.
   ii) If the answer to above is in point one and two the affirmative please furnish a copy of either the partnership agreement or the general power of attorney as the case may be. The copy should be attested by a Notary Public or its execution would be admitted by affidavit on a properly stamped paper by all partner
5. Name and Full Address of your Banker’s
6. Your Permanent Income Tax No./Circle/Ward
7. Any other relevant information

PART -II

8. Earnest Money Deposited: Yes / No

PART -III

9. Name and Address of the firm's representative and whether the firm would be representing at the opening of the Tenders
10. Name of the Permanent Representative to be visiting NDRI, Karnal regarding the contract

Date : ______________
Place: ______________

AUTHORISED SIGNATORY

Please add supplementary pages to be numbered wherever needed by the Tenderer.
While quoting the price in BOQ, the Contractors shall take into account the Minimum wages & statutory liability mandated by Haryana Govt./Central Govt. Whichever is higher. However, the present Minimum Wages and associated liabilities as per Govt. Of Haryana & Central Govt. are as follows:

**Haryana State Govt. Minimum Wages**

<table>
<thead>
<tr>
<th>Sl.No.</th>
<th>Particulars</th>
<th>SECURITY GUARD WITHOUT ARMS</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Minimum Wages as on date</td>
<td>8694</td>
<td>Wef 01.1.2017</td>
</tr>
<tr>
<td>2.</td>
<td>EPF @ 13.16% on minimum wages</td>
<td>1144.13</td>
<td>To be credited to EPF Account including the Worker’s share</td>
</tr>
<tr>
<td>3.</td>
<td>ESIC @ 4.75% on minimum wages</td>
<td>412.97</td>
<td>To be credited to ESIC Account</td>
</tr>
<tr>
<td>4.</td>
<td>Sub Total</td>
<td>10254.10</td>
<td></td>
</tr>
</tbody>
</table>

**Central Govt. Minimum Wages**

<table>
<thead>
<tr>
<th>Sl.No.</th>
<th>Particulars</th>
<th>Security Guard without arms</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Minimum Wages as on date</td>
<td>13156</td>
<td>Wef 01.10.2017</td>
</tr>
<tr>
<td>2.</td>
<td>EPF @ 13.16% on minimum wages</td>
<td>1731.33</td>
<td>To be credited to EPF Account including the Worker’s share</td>
</tr>
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<td>3.</td>
<td>ESIC @ 4.75% on minimum wages</td>
<td>624.91</td>
<td>To be credited to ESIC Account</td>
</tr>
<tr>
<td>4.</td>
<td>Sub Total</td>
<td>15512.24</td>
<td></td>
</tr>
</tbody>
</table>

**Note I:** In addition to above, the contractor may give any other additional benefit to the contractual labourers as per the contract labour ((Regulation & Abolition) Act, 1970.

**Note II:** It will be binding on the part of contractor to comply with the provision of the statutory liability as indicated above for which the contractor should agree.

**Date:**

Sign. of the contractor or authorized person