



GOVERNMENT OF INDIA
MINISTRY OF COMMUNICATIONS
DEPARTMENT OF TELECOMMUNICATIONS
O/O THE PR. CONTROLLER OF COMMUNICATION ACCOUNTS,
KOLKATA "TELEPHONE HOUSE"
8, Hare Street, 2nd Floor, KOLKATA – 700001.
Phone : (033) 2213 7402, Fax: (033) 2231 3537/2213 8824
E-mail- pcca@ccakolkata.gov.in

BID DOCUMENT

E-Tender for Providing Service of House Keeping Job viz. Moving File/Daks/Papers, Attending Officers, Sweeping/ Clening/ Care Taking, Tiffin Room managing, etc. in O/o the Principal Controller of Communication Accounts, Kolkata, Department of Telecommunications.

Tender No. CCA/CTD/Tender/Job Contract/2017-18(2nd Call) dated 16.08.2017

Not transferable

Price of Bid Document: Rs.300.00

CONTENTS OF TENDER DOCUMENT

S. No.	Description of contents	Page No.
1	Notice Inviting Tender	3-4
2	Scope of work and general instructions for tenderer including Technical specifications for the tendering agency for providing services House Keeping Job , in O/o the Pr. CCA, Kolkata, Ministry of Communications, Department of Telecommunications.	4
3	Instructions for online bid submission	5-7
4	Scope of work & general instruction to tenderers	8-11
5	Terms and conditions	12-18
6	Tender Application– Qualifying Bid (Technical Bid) – Annexure-I	19-20
7	Declaration/Undertaking Annexure-II	21
8	Tender Application-Financial Bid (Commercial Bid) Annexure-III	22
9	Format of Bank Guarantee form for Performance Security (Annexure-IV)	23
10	Declaration for the website downloaded tender document (Annexure-V)	24
11	Declaration for no near relative as in Annexure-VI	25
12	Checklist for Bidders (Annexure-VII)	26



GOVERNMENT OF INDIA
MINISTRY OF COMMUNICATIONS
DEPARTMENT OF TELECOMMUNICATIONS
O/O THE PR. CONTROLLER OF COMMUNICATION ACCOUNTS,
KOLKATA "TELEPHONE HOUSE"
8, Hare Street, 2nd Floor, KOLKATA – 700001.
Phone : (033) 2213 7402, Fax: (033) 2231 3537/2213 8824

E-mail- pcca@ccakolkata.gov.in

Tender No. CCA/CTD/Tender/Job Contract/2017-18 (2nd Call)

Dated : 16.08.2017

NOTICE INVITING TENDER

E-Procurement TENDER NOTICE for Providing Service of House Keeping Job.

(i) The O/o Pr. CCA, Kolkata, on behalf of the President of India invites **E-Procurement Tender** (Online Tender through website <http://eprocure.gov.in/eprocure/app>) in **Two Bid System** i.e. **Technical Bid and Financial Bid** from qualified, reputed, experienced and financially sound **and Kolkata based** Manpower Companies/Firms /Agencies for providing services of housekeeping in Ministry of Communications, Department of Telecommunications, O/o Pr. CCA, Kolkata for a **period of one year** (which may be further extended for a period of one year on the same terms and conditions including commercial terms) from the date of contract. **The estimated cost of the tender is Rs. 13 lakhs (approx).**

The schedule of tender is as

S/N	Activity Description	Time Schedule
1	Tender No.	CCA/CTD/Tender/Job Contract/2017-18(2 nd Call) dated 16.08.2017
2	Cost of Tender document	Rs. 300/- (Three hundred) only.
3	Estimated cost of tender	Rs. 13 lakhs (Thirteen lakhs) appx.
4	Sale of Tender Document	16th August to 07th September 2017 , The tender document can be downloaded from the DOT web site http://www.dot.gov.in OR e-Procurement portal http://eprocure.gov.in/eprocure/app by using bidder login credentials or www.ccakolkata.gov.in .
5	Last date and Time of uploading of tender document through eprocure.gov.in website	05.00 P.M. of 07.09.2017
6	Amount of EMD to be deposited before 5 P.M. of 07.09.2017	Rs 39,000/- (Thirty nine thousand) (3% of tender value)
7	Time and Date of Opening of Tender / Bid	11:30 A.M. of 08.09.2017
8	Validity of tender	90 days from the date of Opening of tender
9	Services to be hired	Housekeeping Job. (Estimated approx. manpower: 6 Un-skilled)
10	Duration of contract	One year from the date of award of contract which may be further extended for a period of one year on the same terms and conditions including commercial terms

(ii) Aspiring Bidders who have not enrolled/registered in e e-procurement should enroll/register before participating through the website <http://eprocure.gov.in/eprocure/app>. The portal enrolment is free of cost.

(iii) Interested bidders may submit their quotation online on <http://eprocure.gov.in/eprocure/app> as per the tender document in the website <http://eprocure.gov.in/eprocure/app>. Bidders are requested to follow the instructions carefully as per the tender document and the instructions given in the above said website. **Any corrigendum/addendum regarding this tender will be available on the above said website only.**

(iv) Cost of Tender Document: Rs.300/- (Rupees Three Hundred only) in the form of a Demand Draft from Scheduled / Nationalized Bank drawn in favour of **Accounts Officer(Cash), O/o Pr. CCA, Kolkata, payable at Kolkata (Non-refundable)**. The scanned copy of the same in soft copy format is to be submitted at the time of submission of Tender documents online. **Exemption from payment of tender document cost is allowed subject to point (ix) below.**

(v) The applicant has to deposit Earnest Money (EMD) of **Rs. 39,000/- (Rupees Thirty nine Thousand only)** in the form of a Demand Draft from Scheduled / Nationalized Bank drawn in favour of **Accounts Officer(Cash), O/o Pr. CCA, Kolkata, payable at Kolkata**. The scanned copy of the same in soft copy format has to be submitted at the time of submission of Tender documents online. **Exemption from payment of EMD is allowed subject to point (ix) below.**

(vi) The aforesaid DDs towards cost of the Tender document and EMD, should be submitted by the bidder or his authorized representative to the O/o Pr. CCA, Kolkata, Telephone House, 8, Hare Street , Kolkata-700001 **on or before 05P.M. of 07.09.2017.**

(vii) The duly filled tender documents shall not be accepted and summarily rejected if not accompanied by the scanned copy of the demand draft towards the cost of the Tender document and the requisite Earnest Money deposit (EMD). This office reserves the right to reject any or all tenders without assigning any reason.

(viii) **The DD towards the cost of tender document and that towards the Earnest Money Deposit should bear the date after the date of NIT.**

(ix) **EMD Fee exemptions are applicable to only Micro and Small Industries registered with NSIC/MSE. If you are claiming EMD Fee exemptions you have to submit/upload your supporting documents like NSIC registration certificate, MSE registration certificate issued by competent government bodies to become eligible for the above exemption. Also your certificate (NSIC)/MSE shall cover the items tendered to get EMD fee exemptions. NSIC certificate shall be valid as on due date/extended due date of the tender.**

(x) **The firms or companies based in Kolkata only will be eligible for submission of tender.**



**Dy. Controller
On behalf of Pr. CCA, Kolkata
Department of Telecommunications
Ministry of Communications.**

SECTION-I**1. INSTRUCTIONS FOR ONLINE BID SUBMISSION**

Instructions to the Bidders to submit the bids online through the Central Public Procurement Portal for e-Procurement are at <http://eprocure.gov.in/eprocure/app>. The bidders must carefully follow the instructions.

i) Possession of valid Digital Signature Certificate (DSC) and enrolment/registration of the contractors/bidders on the e-procurement/e-tender portal is a prerequisite for e-tendering.

ii) Bidder should do the enrolment in the e-Procurement site using the “Click here to Enroll” option available on the home page. Portal enrolment is generally free of charge. During enrolment/registration, the bidders should provide the correct/true information including valid e-mail-id. All the correspondence shall be made directly with the contractors/bidders through e-mail-id provided.

iii) Bidder need to login to the site through their user ID/ password chosen during enrolment/registration.

iv) Then the Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by NIC/SIFY/TCS/nCode/eMudra or any Certifying Authority recognized by CCA India on e-Token / Smart Card, should be registered.

v) The DSC that is registered only should be used by the bidder and should ensure safety of the same.

vi) The Contractor / Bidder may go through the tenders published on the site and download the required tender documents/ Annexures for the tenders he/she is interested.

vii) After downloading /getting the tender document/ Annexures/ Appendices, the Bidder should go through them carefully and then submit the documents as asked, otherwise bid will be rejected.

viii) If there are any clarifications, this may be obtained online through the tender site, or through the contact details. Bidder should take into account the corrigendum / Addendum published before submitting the bids online.

ix) Bidder then logs in to the site through the secured log in by giving the user id/ password chosen during enrolment/registration and then by giving the password of the e-Token/ Smart Card to access DSC.

x) Bidder selects the tender which he/she is interested in by using the search option & then moves it to the ‘my tenders’ folder.

xi) From my tender folder, he selects the tender to view all the details indicated.

xii) It is construed that the bidder has read all the terms and conditions before submitting their offer. Bidder should go through the tender Annexures and appendices carefully and upload the documents as called for; otherwise, the bid will be rejected.

xiii) Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document/ Annexure and generally, they can be in PDF/xls/rar/zip formats. If there is more than one document, they can be clubbed together and can be provided in the requested format. Each document to be uploaded through online for the tenders should be less than 2 MB. If any document is more

than 2MB, it can be reduced through zip/rar and the same can be uploaded, if permitted. Bidder's Bid documents may be scanned with 100 dpi with black and white option. However, if the file size is less than 1 MB the transaction uploading time will be very fast.

xiv) Bidder should take into account the corrigendum / Addendum published from time to time before submitting the online bids.

xv) The Bidders can update well in advance, the documents such as certificates, annual report details etc., under My Space option and these can be selected as per tender requirements and then send along with bid documents during bid submission. This will facilitate the bid submission process faster by reducing upload time of bids.

xvi) Bidder should submit the Tender document Fee / EMD as specified in the tender. The original should be posted/couriered/given in person to the Tender Inviting Authority, within the bid submission due date & time for the tender. Scanned copy of the instrument should be uploaded as part of the offer.

xvii) While submitting the bids online, the bidder reads the terms & conditions and accepts the same to proceed further to submit the bid packets.

xviii) The bidder has to select the payment option as offline to pay the Tender Fee / EMD as applicable and enter details of the instruments.

xix) The details of the DD/any other accepted instrument, physically sent, should tally with the details available in the scanned copy and the data entered during bid submission time. Otherwise submitted bid will not be acceptable.

xx) The bidder has to digitally sign and upload the required bid documents one by one as indicated. Bidders to note that the very act of using DSC for downloading the bids and uploading their offers shall be deemed to be a confirmation that they have read all sections and pages of the bid document including General conditions of contract without any exception and have understood the entire document and are clear about the requirements of the tender requirements.

xxi) The bidder has to upload the relevant files required as indicated in the covered content. In case of any irrelevant files, the bid will be rejected.

xxii) If the price bid format is provided in a spread sheet file like BoQ_xxxx.xls, the rates offered should be entered in the allotted space only and uploaded after filling the relevant columns. The Price Bid/ BOQ template must not be modified/replaced by the bidder; else the bid submitted is liable to be rejected for this tender.

xxiii) The bidders are requested to submit the bids through online e-tendering system to the Tender Inviting Authority (TIA) well before the bid submission end date & time (as per Server System Clock). The TIA will not be held responsible for any sort of delay or the difficulties faced during the submission of bids online by the bidders at the eleventh hour.

xxiv) After the bid submission (i.e after Clicking "Freeze Bid Submission" in the portal), the acknowledgement number, given by the system should be printed by the bidder and kept as a record of evidence for online submission of bid for the particular tender and will also act as an entry pass to participate in the bid opening date.

xxv) The time settings fixed in the server side & displayed at the top of the tender site, will be valid for all actions of requesting, bid submission, bid opening etc., in the e-tender system. The bidders should follow this time during bid submission.

xxvi) All the data being entered by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered will not be viewable by unauthorized persons during bid submission & not be viewable by any one until the time of bid opening.

xxvii) Any bid document that is uploaded to the server is subjected to symmetric encryption using a system generated symmetric key. Further this key is subjected to asymmetric encryption using buyers/bid openers public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.

xxviii) The confidentiality of the bids is maintained since the secured Socket Layer 128 bit encryption technology is used. Data storage encryption of sensitive fields is done.

xxix) The bidder should logout of the tendering system using the normal logout option available at the top right hand corner and not by selecting the (X) exit option in the browser.

xxx) For any queries regarding e-tendering process, the bidders are requested to contact as provided in the tender document. Simultaneously for any further queries, the bidders are asked to contact over phone: 1800-3070-2232 or send an email to: cphp-nic@nic.in.

SECTION-II

2. SCOPE OF WORK AND GENERAL INSTRUCTIONS FOR TENDERERS

The Office of Pr. CCA, Kolkata, Ministry of Communications, Department of Telecommunications presently located at "TELEPHONE HOUSE"8, Hare Street, 2nd Floor, Kolkata – 700001 requires the services of Manpower companies / Firms / Agency based in Kolkata and registered with labour commissioner to supply un-skilled manpower to this office. **The firms or companies based in Kolkata only will be eligible for submission of tender.**

2.1 JOB REQUIREMENTS

2.1.1 At present this office has a requirement of 06 unskilled manpower for housekeeping job. The same may increase or decrease according to the requirement of this office.

2.1.2 The manpower to be engaged should be between 18-40 years of age.

2.1.3 The nature of work is as given below:

Job Description For unskilled Manpower:

SI No.	Job description & Nature
01.	Cleaning & mopping of furniture, gadgets and setting in office
02.	Dusting & Cleaning of Files, Computers & other assets in the office
03.	Dusting & Cleaning of Wall, cleaning of open space
04.	Dusting & Cleaning of partition walls of open space
05.	Dusting & Cleaning with Vacuum Cleaner
06.	Dusting, Sweeping & cleaning of open space other than Toilet
07.	Cleaning, washing and mopping of Toilets
08.	Supply of Drinking Water using glasses, pitchers etc & other assistance to the staff & officers
09.	Movements of files etc. from one point to the other
10.	Making duplicates of documents operating duplicating Machines, their binding, stitching and movement
11.	Binding, Stitching & tagging of documents operating duplicating Machines, their binding, stitching and movement.
12.	Operating Fax Machines
13.	Despatch of letters in Post Offices
14.	Official Co-ordination between various Units
15.	Attending Senior Officers
16.	Delivery of correspondence to near by Telecom Co's Offices, Central & State Govt. Offices etc.
17.	Security & watching of Office premises etc
18.	Making & serving Tea, Coffee, Tiffin etc. using Kitchen & utensils
19.	Job of similar to above description and nature
20.	Any other work entrusted by the authority

2.2 EARNEST MONEY DEPOSIT (EMD):

2.2.1 Earnest Money of **Rs. 39,000/- (Rupees Thirty nine Thousand only)** must be submitted by bidders in the form of Demand Draft drawn in favour of Accounts Officer(cash), O/o Pr.CCA, Kolkata, payable at Kolkata **as mentioned in the Notice Inviting Tender**. Earnest Money in cash or in the form of cheque or in any other form will not be accepted.

2.2.2 EMD of the unsuccessful bidder shall be returned within 3 (three) weeks of expiry of bid validity as per clause 2.2.6.

2.2.3 No request for transfer of any previous deposit of earnest money or security deposit or payment of any pending bill held by the Department in respect of any previous work will be entertained.

2.2.4 Tenderer shall not be permitted to withdraw his offer or modify the terms and conditions thereof. In case the tenderer fails to observe and comply with the stipulations made herein or backs out after quoting the rates the aforesaid amount of earnest money will be forfeited to the Government.

2.2.5 The tenders without Earnest Money Deposit will be summarily rejected. No claim shall lie against the Government/ Department in respect of erosion in the value or interest on the amount of earnest money deposit or security deposit.

2.2.6 EMD Fee exemptions are applicable to only Micro and Small Industries registered with NSIC/MSE. If you are claiming EMD Fee exemptions you have to submit/upload your supporting documents like NSIC registration certificate, MSE registration certificate issued by competent government bodies to become eligible for the above exemption. Also your certificate (NSIC)/MSE shall cover the items tendered to get EMD fee exemptions. NSIC certificate shall be valid as on due date/extended due date of the tender.

2.2.7 Period of validity of Bid: Bid shall be valid for 90 days after the date of opening of bids.

2.3 SUBMISSION OF BID AND BID OPENING: The tenders have been invited under two bid system i.e. Technical BID and Financial BID. **The bid along with the necessary documents should be uploaded in the e-procure.gov.in portal as per the guidelines mentioned in the portal.**

2.3.1 The agencies are advised to submit the bids as given below:

Technical BID

2.3.1.1 **Duly filled Qualifying bid along with all relevant documents** (As in Annexure I)

2.3.1.2 **Declaration/Undertaking** (Annexure-II)

2.3.1.3 Self attested copy of Work experience of similar work during the **past 2 financial years, 2014-15 & 2015-16**. Bidder should have at least two years' experience in providing manpower to Public Sector Companies / Banks / Government Departments etc., of with minimum annual contract value of Rs 5 Lakhs.;

2.3.1.4 **EMD of Rs. 39,000/-** as stipulated vide clause 2.2 of tender document & as mentioned in NIT or if claiming exemption, self attested copy of valid NSIC/MSE registration certificate covering tendered item.

2.3.1.5 **Tender document** all pages signed & stamped by the authorized signatory.

2.3.1.6 **Cost of the tender document of Rs. 300/-** (Rupees Three Hundred only) in the form of

demand draft (DD) made in the favour of — Accounts Officer (Cash), O/o Pr. CCA Kolkata, payable at Kolkata (non-refundable) & as mentioned in NIT, or if claiming exemption, self attested copy of valid NSIC/MSE registration certificate covering the tendered items.

2.3.1.7 **Declaration for the website downloaded** tender document (As per Annexure-VI)

2.3.1.8 **No Near Relative Declaration** (as in Annexure-VII)

Financial Bid

2.3.1.9 Duly filled in Financial Bid (*.xls format).

2.3.2 Non submission of any of the aforementioned documents will lead to the bid being summarily rejected.

2.3.3 All entries in the tender form should be legible and filled clearly. If the space for furnishing information is insufficient, a separate sheet duly signed by the authorized signatory may be attached. No overwriting is permitted in the Financial Bid Form and any correction should be self - attested by the authorized signatory. Under any circumstances correction fluid should not be used in the Financial bid else the bid will be rejected.

2.3.4 The conditional bids shall not be considered and will be rejected.

2.3.5 The bidder shall quote the Qualifying (Technical) & Financial bids as per the format enclosed at Annexure I and Annexure III.

2.3.6 The Pr. CCA, Kolkata reserves the right to cancel any or all bids without assigning any reason.

2.3.7 This office reserves the right to amend or withdraw any of the terms and conditions contained in the Tender Document or to reject any or all tenders without giving any notice or assigning any reason. The decision of the Pr. CCA, Kolkata, Department of Telecommunications, Govt. of India, in this regard shall be final and binding on all.

2.3.8 Bids, offering rates which are lower than the minimum wages (as applicable for Kolkata State) for the pertinent category, would be summarily rejected.

2.4 SIGNING OF TENDER: Individual signing the tender or other documents connected with contract must specify whether he signs as:

a) A sole proprietor of the concern or constituted attorney of such sole proprietor.

b) A partner of the firm, if it be a partnership firm, in which case he must have authority to execute contracts on behalf of the firm and to refer to arbitration disputes concerning the business of the partnership either by virtue of the partnership agreement or by a power of attorney duly executed by the partners of the firm.

c) Director or a principal officer duly authorized by the Board of Directors of the Company, if it is a Company.

Note.

(1) In case of partnership firms, a copy of the partnership agreement, or general power of attorney duly attested by a Notary Public, should be furnished on stamped paper duly sworn or affirmed by all the partners admitting execution of the partnership agreement or the general power of attorney. The self - attested copy of the certificate of registration of firm should also be enclosed along with the tender.

- (2) In the case of partnership firms, where no authority to refer disputes concerning the business of partnership firm has been conferred on any parties the tender and all other related documents must be signed by all partners of the firm.
- (3) A person signing the tender form or any documents forming part of the tender on behalf of another person should have an authority to bid on behalf of such other person and if, on enquiry it appears that the persons so signing had no authority to do so, the Pr. CCA, Kolkata may, without prejudice cancel the contract and hold the signatory liable for all costs, consequences and damages under the civil and criminal remedies available.
- (4) The tenderer should sign and affix his firm's stamp at each page of the tender and all its Annexures as the acceptance of the offer made by the tenderer will be deemed as a contract and no separate formal contract will be drawn. NO PAGE SHOULD BE REMOVED/DETACHED FROM THIS TENDER DOCUMENT.

2.5 CRITERIA FOR EVALUATION OF TENDER:

The evaluation of the tenders will be made first on the basis of technical information furnished in form given in Annexure-I and then on the basis of commercial information furnished in the form given in Annexure-III.

The Commercial bid (Annexure-III) of such firms found valid based on technical parameters (as per Annexure-I) will be opened subsequently after due notification after opening of the Technical Bid. The reasons for selection or rejection of a particular tender will not be disclosed. The award of work will be further subject to all terms and conditions of the contract & this tender. **For evaluation of submitted bids, quoted administrative charge shall form the basis.** In case of a tie between two bidders, decision of the Pr. CCA, Kolkata shall be final & binding to all parties.

2.6 LATE BIDS: Tenders will not be received after the specified time of closing of the tender and the same shall be rejected. It is the sole responsibility of the tenderer that he should ensure timely submission of tender.

2.7 MODIFICATION & WITHDRAWAL OF BIDS: The Bidder may modify or withdraw his bid after bid submission provided that the written notice of the modification or withdrawal is done prior to the deadline prescribed for submission of bid.

2.8 BID OPENING:

Bid opening and finalization will be according to e-procurement procedures. Bidder's name, bid price, modifications, withdrawals and such other detail, as deemed fit by the authorized authority will be notified. **The financial bid will be evaluated only for technically qualified bidders.**

Note: The tenderer shall quote the rate in English only, both in words and figures and only in the manner as specified for every mentioned item separately.

SECTION-III
3. TERMS & CONDITIONS

3.1 GENERAL

3.1.1 Parties: - The parties to the Contract are the Contractor (the tenderer to whom the work is awarded) and the Government of India through the Pr. CCA, Kolkata, for and on behalf of the President of India.

3.1.2 Addresses:- For all purposes of the contract including arbitration there under, the address of the Contractor mentioned in the tender shall be final unless the Contractor notifies a change of address by a separate letter sent by registered post with acknowledgement due to the Pr. CCA, Kolkata. The contractor shall be solely responsible for the consequences of any omission or error to notify change of address in the aforesaid manner.

3.1.3 Agreement: The successful tenderer will have to execute an agreement, after remitting the performance security deposit, in a stamp paper worth Rs. 100/- (Rupees One hundred only) at his own expenses.

3.1.4 Subletting of Work: The firm shall not assign or sublet the work or any part of it to any other person or party without having first obtained permission in writing of the Pr. CCA, Kolkata, which will be at liberty to refuse if he thinks fit.

3.1.5 The agency shall depute a co-coordinator, out of the deployed personnel, who would be responsible for immediate interaction with this office, so that optimal services of the persons employed by the agency could be availed without any disruption.

3.1.6 It will be the responsibilities of the service providing agencies to meet transportation, food, medical and any other requirements in respect of the persons deployed by it (Agency) in O/o the Pr.CCA, Kolkata and O/o the Pr. CCA, Kolkata will have no liabilities in this regard.

3.1.7 For all intents and purposes, the service providing agency shall be the Employer within the meaning of different Labour Legislations in respect of Attendants so employed and deployed in Pr. CCA, Kolkata. The persons deployed by the agency in the Pr. CCA, Kolkata shall not have claims of any Master and Servant relationship nor have any principal and agent relationship with or against Ministry of Communications, Department of Telecommunications.

3.1.8 The service providing agency shall be solely responsible for the redressal of grievances / resolution of disputes relating to person deployed. Pr. CC, Kolkata shall, in no way, be responsible for settlement of such issues whatsoever.

3.1.9 Pr. CCA, Kolkata shall not be responsible for any damages, losses, claims, financial or other injury to any person deployed by service providing agency in the course of their performing the functions/ duties, or for payment towards any compensation.

3.1.10 The persons deployed by the service providing agency shall not claim nor shall be entitled to pay, perks and other facilities admissible to casual, ad hoc, regular / confirmed employees of Ministry of Communications, Department of Telecommunications during the currency or after expiry of the contract.

3.1.11 In case of termination of the contract on its expiry or otherwise, the persons deployed by the service providing agency shall not be entitled to and will have no claim for any absorption nor for any relaxation for absorption in the regular / otherwise capacity in this Ministry of Communications.

3.2 PERIOD OF CONTRACT:

3.2.1 The contract is likely to commence from **September 2017** and shall continue **for a period of one (01) year**, unless it is curtailed or terminated by O/o the Pr. CCA, Kolkata owing to deficiency of service, sub-standard quality of Attendants deployed, breach of contract, reduction or cessation of the requirements of work. The rates shall remain constant & will not be subject to any variation during the currency of the contract.

3.2.2 Extension of Contract: The contract shall **automatically expire after one year** from commencement of the contract unless extended further by the mutual consent of contracting agency and O/o the Pr. CCA, Kolkata. **The contract may be extended, on the same terms and conditions or with some modification, for a further period not exceeding one year.** The modification of the rates shall be subject to the variation in the incidence of the statutory levies & contributions and revision of daily minimum wages as obtaining at the time of the extension.

3.3 SECURITY DEPOSIT:

3.3.1 The successful tenderer will have to deposit a **performance security (security deposit) for an amount of 5% (Five percent) of the value of the contract** in the form of a Bank Guarantee for the validity period of **15 months** or in the form of Bank Guarantee from Commercial Bank. Format of the Bank Guarantee, to be submitted by, is at Annexure-IV. The Security Deposit will not be adjusted against any payment due to the firm from the Department or the Central Government.

3.3.2 The Security Deposit can be forfeited, wholly or partly, by order of the Pr. CCA, Kolkata in the event of any breach or negligence or non-observance of any condition of contract or for unsatisfactory performance or for non-acceptance of the work order. On expiry of the contract, such portion of the said security deposit as may be considered by the Department of Telecom sufficient to cover any incorrect or excess payments made on the bills to the firm, shall be retained until the final audit report on the account of firm's bill has been received and examined.

3.4 WORK ORDER:

3.4.1 The final work order will be issued only after the production of the performance security bond and execution of the agreement and EMD of successful bidder shall be refunded within a week of the receipt of the performance security bond.

3.4.2 Before issuance of work order, a letter of intent (LOI) will be issued to the successful bidder/bidders. Successful bidder shall have to submit a performance security bond as mentioned above from scheduled bank as per the format at Annexure-IV and execute an agreement within 14 (fourteen) working days from the issue of the letter of intent (LOI). After the selection of a bidder by the competent authority, the successful bidder will be formally notified of the award by order / letter / Award of Contract (AOC) prior to expiration of validity period.

3.5 SUPPLY OF MANPOWER:

3.5.1 The contracting agency shall ensure that the manpower deployed in the Office of Pr. CCA, Kolkata, Department of Telecommunications are competent enough to carry out the work specified/other conditions stipulated at clause no: 2.1 of this tender document.

3.5.2 This office, at present, has requirement of workload equivalent to six (06) unskilled manpower. **The requirement of this office may further increase or decrease during the period of contract and the contractor would have to increase or decrease the manpower supply, if required on the same terms and conditions.**

3.6 WORKING HOURS:

3.6.1 The manpower deployed by the successful bidder shall be required to work normally as per the working hours from Monday to Friday from 0900 hrs. to 1800 hrs. with a lunch break of ½ hour from 1300 hrs. to 1330 hrs. The manpower may also be called upon to perform duties on Saturday, Sunday and other gazetted holidays, if required. No extra wages will be paid for attending the office on such holidays. The attendant, if deputed for any official work outside the office within Kolkata, shall not be entitled to any other emoluments except only the actual bus fare for the purpose provided bus ticket in original is produced.

3.7 DETAILS OF PERSONNEL EMPLOYED:

3.7.1 The successful contracting Company / Firm / Agency shall furnish the following documents in respect of the individual personnel who will be deployed by it in this Department before the commencement of work.

3.7.1.1 List of attendants shortlisted by the agency for deployment in O/o the Pr. CCA, Kolkata containing full details i.e. date of birth, marital status, address, photographs, identification mark etc;

3.7.1.2 Bio-data of the persons

3.7.1.3 Certificate of verification of antecedents of persons by local police authority.

3.7.2 The successful tendering company shall provide identity cards to the personnel deployed in the Ministry carrying the photograph of the personnel and personal information as to name, DOB, age and Identification mark etc.

3.8 CONDUCT/MISCONDUCT OF THE DEPLOYED PERSONNEL:

3.8.1 In case, the person employed by the successful Company/ Firm/ Agency commits any act of omission/ commission that amounts to misconduct/ indiscipline/ incompetence and security risks, the successful Company / Firm / Agency will be liable to take appropriate disciplinary action against such persons, including their removal from site of work, if required by the O/o the Pr. CCA, Kolkata. The successful tendering company/ firm/ agency shall replace within two days, any of its personnel who is found & acceptable in O/o the Pr. CCA, Kolkata.

3.8.2 The contracting agency shall ensure proper conduct of his personnel in office premises, and enforce prohibition of consumption of alcoholic drinks, paan, smoking etc in the office premises.

3.8.3 The contractor shall be responsible for any theft of the items by his personnel from the rooms or any other area of the office. The details of the stolen materials/ stores will be given to the contractor in writing by the designated authority and the full cost of the material reported stolen will be recovered from the

contractor within 4 weeks from the date of theft. The decision of these office authorities on this will be final and binding on the contractor.

3.9 CONFIDENTIALITY

3.9.1 The successful company/firm/agency shall ensure that any details of office, operational process, technical know-how, security arrangement and administrative/organizational matters are not divulged or disclosed to any person by its personnel deployed in the O/o the Pr. CCA, Kolkata.

3.10 LEGAL

3.10.1 Labour Regulations: The Contractor shall comply with all Labour Laws and regulations in force. The contractor shall also abide by and comply with the provisions of the Child Labour (Prohibition and Regulation) Act 1986, Payment of Wages Act 1936, Minimum Wages Act 1948, Employees Liability Act 1938, Workmen's Compensation Act 1923, Industrial Disputes Act 1947, Maternity Benefits Act 1961, Apprentices Act, 1961, EPF & MP Act, ESI Act or the modifications thereof or any other laws relating thereto and the rules made there-under from time to time. The contractor is fully responsible to observe the above laws as amended from time to time in regard to his employees and compensation and other benefits/ risks in relation to employees to be engaged by him. The contractor shall maintain all the statutory registers, required under labour laws. The agency shall produce the same, on demand, to the concerned authority of Pr. CCA, Kolkata or any other authority under Law. If he fails to do so, his failure will be a breach of the contract and Pr. CCA, Kolkata may at its discretion cancel the contract without prejudice to any other action under the law and contract. The contractor shall also be liable for any pecuniary liability arising on account of any violation by him of the provisions of the acts.

3.10.2 Tendering agency shall also be liable for depositing all taxes, levies, Cess etc. on account of service rendered by it to O/o the Pr. CCA, Kolkata to concerned tax collection authorities from time to time as per extant rules and regulations on the matter.

3.10.3 The contractor will be required to pay minimum wages as prescribed under the Minimum Wages Act. The contractor will maintain proper record as required under the Law/Acts.

3.10.4 The regulations aforesaid shall be deemed to be part of this contract and any breach thereof shall be deemed to be a breach of this contract.

3.11 PENALTY

3.11.1 The person deployed shall be required to report for work at 09 00 hrs to concerned official of O/o the Pr. CCA, Kolkata and would leave at 1800 hrs. In case, person deployed is absent on a particular day or comes late / leaves early on three occasions, one day wage shall be deducted. In case of repetition of such instances, clause 3.11.2 below will be applicable.

3.11.2 The selected agency shall immediately provide a substitute in the event of any person leaving the job due to his / her personal reasons. The delay by the Agency in providing a substitute beyond two working days shall attract liquidated damages @ Rs. 200/- per day (per such case) on the service-providing agency, besides deduction in payment on pro-rata basis.

3.11.3 The contractor shall indemnify O/o the Pr. CCA, Kolkata against payments to be made under and for the observance of the laws.

3.11.4 O/o the Pr. CCA, Kolkata shall have the right to deduct from the money due to the contractor, any sum required or estimated to be required, for making good the loss suffered by a worker or workers, by reason of non – fulfilment of the conditions of the contract of the benefit of the workers, non – payment of wages or of deduction made from his or their wages which are not justified by their terms of the contract or non – observance of the Regulations. The event of any failure in this regard and in the event of any loss/ damages caused directly or indirectly to O/o the Pr. CCA, Kolkata, the same will be payable by the contractor along with such penalty as may be decided by Pr. CCA, Kolkata which shall not be less than 10 percent of the total loss suffered by O/o the Pr. CCA, Kolkata.

3.11.5 In case, the tendering agency fails to comply with any statutory / taxation liability under appropriate law, and as a result thereof O/o the Pr. CCA, Kolkata is put to any loss/ obligation, monetary or otherwise, O/o the Pr. CCA, Kolkata will be entitled to get itself reimbursed out of the outstanding bills or the Performance Security Deposit of the agency, to the extent of the loss or obligation in monetary terms.

3.12 PAYMENT TERMS:

3.12.1 The payment shall be made only to the contractor on a monthly lump sum basis as per the provisions of minimum wages act provided the manpower is available for work in the office for all working days of that month.

3.12.2 The Contractor shall pay the wages to the personnel on or before the 7th of every succeeding month, irrespective of delay in payment of Bill by this office for whatever reason.

3.12.3 No payment shall be made in advance nor any loan from any bank or financial institution shall be recommended on the basis of the order of award of work.

3.12.4 The contractor shall submit the monthly bill (in triplicate) in the first week of following month in respect of previous month (in case of monthly payments) for sanction of the amount of bill and passing the bill for payment.

3.12.5 The claims in bills regarding Employees State Insurance and Provident Fund should be necessarily accompanied with documentary proof pertaining to the concerned month bill. A requisite portion of the bill / whole of the bill amount shall be held up till such proof is furnished, at the discretion of O/o the Pr. CCA, Kolkata.

3.12.6 All payments shall be made by e-payment only.

3.12.7 The O/o the Pr. CCA, Kolkata shall be at liberty to withhold any of the payments in full or in part subject to recovery of penalties mentioned in preceding paras.

3.12.8 The term payment mentioned in this para includes all types of payment due to the contractor arising on account of this contract excluding Earnest Money and Security Deposit governed by the separate clauses of the contract.

3.13 TERMINATION OF CONTRACT

3.13.1 The contractor will be bound by the details furnished by him / her to this office, while submitting the tender or at subsequent stage. In case, any of such documents furnished by him / her is found to be false at any stage, it would be deemed to be a breach of terms of contract making him / her liable for legal action besides termination of contract.

3.13.2 In case of breach of any of terms and conditions mentioned in this tender, the Pr. CCA, Kolkata will have the right to cancel the work order without assigning any reason thereof and nothing will be payable by O/o the Pr. CCA, Kolkata in that event and the security deposit shall also stand forfeited.

3.13.3 This office reserves right to terminate the contract giving a week's notice to the contracting agency.

3.13.4 Termination for Insolvency: The O/o the Pr. CCA, Kolkata may at any time terminate the Contract by giving written notice to the Contractor, without compensation to the contractor, if the Contractor becomes bankrupt or otherwise insolvent as declared by the competent court provided that such termination will not prejudice or affect any right or action or remedy which has accrued or will accrue thereafter to the O/o the Pr. CCA, Kolkata.

3.13.5 Optional Termination by O/o the Pr. CCA, Kolkata (Other than due default of the contractor): O/o the Pr. CCA, Kolkata may, at any time, at its option cancel and terminate this contract by written notice to the contractor short close the tender without any compensation to the contractor. Contractor shall be paid for the work, which has been actually completed upto the date of such action by O/o the Pr. CCA, Kolkata.

3.14 FORCE MAJEURE:

Force Majeure: If any time, during the continuance of this contract, the performance in whole or in part by either party or any obligation under this contract shall be prevented or delayed by reason of any war, or hostility, acts of the public enemy, civil commotion, sabotage, fires floods, explosions, epidemics, quarantine restrictions, strikes, lockouts or act of God (Herein after referred to as events) provided notice of happenings, of any such eventuality is given by either party to the other within 21 days from the

date of occurrence thereof, neither party shall by reason of such event be entitled to terminate this contract nor shall either party have any such claim for damages against the other in respect of such non-performance and work under the contract shall be resumed as soon as practicable after such event a may come to an end or cease to exist, and the decision of the O/o the Pr. CCA, Kolkata as to whether the work have seen so resumed or not shall be final and conclusive, provided further that if the performance, in whole or part of any obligation under this contract is prevented or delayed by reason of any such event for a period exceeding 60 days either party may, at his option terminate the contract.

3.15 ARBITRATION

Arbitration: In the event of any question, dispute or difference arising under this agreement or in connection there-with except as to matter the decision of which is specifically provided under this agreement, the same shall be referred to sole arbitration of O/o the Pr. CCA, Kolkata, DoT. The agreement to appoint an arbitrator will be in accordance with the Arbitration and Conciliation Act, 1996. There will be no objection to any such appointment that the arbitrator is Department of Telecom's Servant or that he has to deal with matter to which the agreement relates or that in the course of his duties as DoT Servant he has expressed views on all or any of the matter under dispute. The award of the arbitrator shall be final and binding on the parties. In the event of such arbitrator to whom the matter is originally referred, being transferred of vacating his office or being unable to act for any reasons whatsoever such Pr. CCA or the said officer shall appoint another person to act as arbitrator in accordance with terms of the agreement and the person so appointed shall be entitled to proceed from the stage at which it was left out by his predecessors. If any difference arises concerning this Agreement, its interpretation on the payment to be made there under, the same shall be settled by mutual consultations and negotiations. If attempts for conciliation do not yield any results within a period of 30 days, either of the parties may make a request to

the other party for submission of the dispute for decision by an arbitral tribunal containing a Sole Arbitrator to be appointed by the Secretary, Department of Legal Affairs. Such request shall be accompanied with a panel of names of three persons to act as the sole arbitrator. In case of such arbitrator refusing, unwilling or becoming incapable to act or his mandate having been terminated under law, another arbitrator shall be appointed in the same manner from among the panel of three persons to be submitted by the claimant. The arbitration proceedings shall take place at New Delhi and shall be conducted in English. The provisions of Arbitration and Conciliation Act, 1996 and the rules framed there under and in force shall be applicable to such proceedings.

3.16 The O/o the Pr. CCA, Kolkata, reserves right to withdraw / relax any of the terms and conditions mentioned above so as to overcome the problem encountered by the contracting parties.

ANNEXURE-I**QUALIFYING BID (Technical Bid)**

1.	Name of Tendering Company/ Firm / Agency (Attach self attested copy of certificate of registration)	
2.	Nature of the concern (i.e. Sole proprietor or partnership firm or a company under Company Act 1956)	
3.	Full Address of Reg. Office Telephone No. FAX No. : E-Mail Address :	
4.	Full address of Operating/Branch Office Telephone No. : FAX No. : E-Mail Address :	
5.	PAN / GIR No (Attach self-attested copy)	
6.	GST Registration No. (Attach self-attested copy)	
7.	E.P.F. Registration No. (Attach self-attested copy)	
8.	E.S.I. Registration No (Attach self-attested copy)	
9.	EPF Return for any quarter (03 months) during last Financial year 2016-17 (Attach self-attested copy)	
10.	Is Tendering Company/ Firm / Agency registered with the relevant office of Labour Commissioner to render the services to be provided under this tender (Attach self-attested copy)	
11.	Income Tax return filed for the last two financial years, 2014-15 & 2015-16 (Attach self-attested copy)	
12.	The Company / Firm / Agency should have at least two years' experience in providing manpower to Public Sector Companies / Banks / Government Departments etc of with minimum annual contract value of Rs 5 Lakhs. (Attach the relevant experience documents as per the format in the next page)	
13.	Is the company registered with NSIC/MSE under single point registration scheme for tendered item (supply of manpower for housekeeping). (If yes please attach self attested copy of valid NSIC/MSE registration certificate)	
14.	Details of the cost of the bid document of Rs 300/- DD No. : Date : Drawn on Bank : (Attach Scanned copy of the DD)	
15.	Details of the EMD of Rs 39,000/- DD No. : Date : Drawn on Bank : (Attach Scanned copy of the DD)	
16.	Whether each page of tender and its annexure have been signed and stamped	
17.	Additional information, if any (Attach separate sheet, if required)	

(Signature of the tenderer with stamp of the firm)

Contd.....

QUALIFYING BID (Technical Bid)

Contd.....from pre-page

Give details of the major similar contracts during the **last two financial years (2014-15 & 2015-16)** with Public Sector Companies / Banks / Government Departments in the following format. **Self-Attested copies of work orders are also to be attached.**

Sl. No	Details of client along with address, telephone and FAX numbers	Amount of Contract (Rs. lakhs)	Duration of Contract	
			From	To

(If the space provided is insufficient, a separate sheet may be attached)

(*) Additional information, if any (Attach separate sheet, if required)

Signature of authorized person of the tenderer

Date :

Name :

Place :

Seal :
(Stamp)

ANNEXURE-II

Tender no: **CCA/CTD/Tender/Job Contract/2017-18 (2nd Call)**

dated 16.08.2017

UNDERTAKING

1. I, _____ son/daughter/wife of Shri _____
Proprietor / Director/authorized signatory of the agency / firm mentioned above, is competent to sign this declaration and execute this tender document.
2. I have carefully read and understood all the terms and conditions of the tender and undertake to abide by them.
3. The information / documents furnished along with the above application are true and authentic to the best of my knowledge and belief. I / we, am / are well aware of the fact that furnishing of any false information / fabricated document would lead to rejection of my tender at any stage besides liabilities towards prosecution under appropriate law.

(Signature of the tenderer with stamp of the firm)

Date:

Place:

ANNEXURE-III**FINANCIAL BID (Commercial Bid)**

1. Name of tendering Company / Firm / Agency:

2. (a) The components of rates per employee shall comprise such statutory payments & liabilities as applicable on date and revised from time-to-time as under:

Sl. No.	Component of Rates	Remarks
1.	Daily rate (unskilled category for Sweeping, cleaning & allied works described at page -8 of bid document as JOB DESCRIPTION) (As per MWA 1948 applicable in central sphere as on date)	Not to be quoted
2.	Employees Provident Fund @ % of 1 above.	Not to be quoted
3.	Employees State Insurance @ % of 1 above.	Not to be quoted
4.	Payment of Bonus as per Bonus Act as applicable.	Not to be quoted
5.	GST liability as per the extant provision of relevant Act.	Not to be quoted

It shall be presumed that each of the tender shall be liable to make payment to the contract employees as per the above statutory liabilities within time schedule as prescribed in relevant rules & acts/orders and claim the same from the Department.

3. (B) **Administrative Charges:** - The tenderers shall be required to quote only **a percentage of components of daily rates at 1 above as Administrative charges per contract employees** which shall be deciding parameters for awarding of the contract.

Charges	In figure	In words
Administrative Charges		

(Signature of the tenderer with stamp of the firm)

Date :

Full Name :

Place :

Seal :

Notes:

1. The payment shall be made on conclusion of the calendar month only on the basis of duties performed by each manpower during the month.

ANNEXURE-IV
PROFORMA OF PERFORMANCE SECURITY BOND

1. In consideration of the President of India (hereinafter called the Purchaser') having agreed to exempt _____(hereinafter called the said contractor(s)) from the demand under the terms and conditions of an agreement/Advance Purchase Order No _____ dated made between _____ and _____ for the supply of _____ (hereinafter called the said agreement), of security deposit for the due fulfilment by the said contractor(s) of the terms and conditions contained in the said Agreement, on production of the bank guarantee for _____ we, (name of the bank) _____ (hereinafter refer to as the bank) at the request of _____ contractor(s)) do hereby undertake to pay to the purchaser an amount not exceeding _____ against any loss or damage caused to or suffered or would be caused to or suffered by purchaser by reason of any breach by the said Contractor(s) of any of the terms or conditions contained in the said Agreement.
 2. We (name of the bank) _____ do hereby undertake to pay the amounts due and payable under this guarantee without any demure, merely on a demand from the purchaser by reason of breach by the said contractor(s)' of any of the terms or conditions contained in the said Agreement or by reason of the contractors(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 where the decision of the purchaser in these counts shall be final and binding on the bank. However, our liability under this guarantee shall be restricted to an amount not exceeding _____.
 3. We undertake to pay to the purchaser any money so demanded notwithstanding any dispute or disputes raised by the contractor(s)/supplier(s) 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 valid discharge of our liability for payment there under and the contractor(s)/ supplier(s) shall have no claim against us for making such payment.
 4. We (name of the bank) _____ further 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 purchaser under or by virtue of the said Agreement have been fully paid and its claims satisfied or discharged or till _____ (office/Department) purchaser certifies that the terms and conditions of the said Agreement have been fully or properly carried out by the said contractor(s) and accordingly discharges this guarantee. Unless a demand or claim under this guarantee is made on us in writing on or before the expiry of 15 months (as specified in P.O.) from the date hereof, we shall be discharged from all liabilities under this guarantee thereafter.
 5. We (name of the bank) _____ further agree with the purchaser that the purchaser shall have the fullest liberty without our consent and without affecting in any manner our obligations hereunder to vary and of the terms and conditions of the said Agreement or to extend time of performance by the said contractor(s) from time to time or to postpone for any time or from time to time any of the powers exercisable by the purchaser against the said Contractor(s) 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(s) or for any forbearance, act or omission on the part of the PURCHASER or any indulgence by the PURCHASER to the said Contractor(s) 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(s)/supplier(s).
 7. We (name of the bank) _____ lastly undertake not to revoke this guarantee during its currency except with the previous consent of the PURCHASER in writing.
Dated the _____ day of _____ for _____ (indicate the name of the bank).
- N.B. This guarantee should be issued on non-judicial stamped paper, stamped in accordance with the Stamp Act.

ANNEXURE-V

Tender no: CCA/CTD/Tender/Job Contract/2017-18(2nd Call)

dated : 16.08.2017

UNDERTAKING FOR DOWNLOAD OF TENDER DOCUMENT FROM DoT website www.dot.gov.in

1. I, _____ son/daughter/wife of Shri _____
Proprietor / Director/authorized signatory of the agency / firm mentioned above, declare as below.
2. I have downloaded the tender document for tender no: CCA/CTD/Tender/Job Contract/2017-18 (2nd Call), dated 16.08.2017 from website _____.
I declare that I have not tempered the downloaded tender document and will comply with the tender terms & conditions as available in the above- said website.
3. I also declare that I have submitted requisite non-refundable tender fee/ cost i.e Rs.300/- in the form of demand draft (DD) made in the favour of **Accounts Officer(Cash), O/o Pr. CCA, Kolkata** payable at Kolkata along with qualifying bid.

(Signature of the tenderer with stamp of the firm)

Date:

Place:

ANNEXURE-VI**Proforma for no near relative (s) of the contractor in O/o Pr. CCA, Kolkata.**

Certificate to be given by the Contractor in respect of no near Relative (s) in O/o Pr. CCA, Kolkata of the contractor.

I _____ S/o Sh. _____

r/o _____.

Hereby certify that none of my relative (s) as defined in the tender document is/are employed in O/o Pr. CCA, Kolkata as per detail given below. In case at any stage, it is found that the information given by me is false/incorrect, DoT shall have the absolute right to take any action as deemed fit, without any prior intimation to me.

Signature of the tenderer with seal*

The near relative (s) means:

- a) Members of a Hindu Undivided family;
- b) They are husband and wife.
- c) The one is related to the other in manner as father, mother, son(s) & son's wife (daughter-in-law), Daughter (s) & daughter's husband (son-in-law) brother (s) and brother's wife, sister (s) sister's husband (brother-in-law)

In case of proprietorship firm, certificate will be given by the proprietor, and in case of partnership firm, certificate will be given by all the partners and in case of Ltd. Company by all the Directors of the company or company secretary on behalf of all directors. Any breach of these conditions by the company or firm or any other person, the tender/work will be cancelled and earnest money/security deposit will be forfeited at any stage whenever it is so noticed. The department will not pay any damages to the company or firm or the concerned person. The company or firm or the persons will also be debarred for further participation in the concerned unit.

Signature of the tenderer with seal*

ANNEXURE-VII
CHECK LIST FOR BIDDERS

The bidders are advised to check the following are enclosed before submission of the bid.

Sl. No.	Particulars of document	Whether enclosed (Yes/No/Not Applicable)	Index No.
1.	Details of the cost of the bid document of Rs 300/- DD No. : Date : Drawn on Bank :		2.3 of Section-II & NIT
2.	Details of the EMD of Rs 39,000/- DD No. : Date : Drawn on Bank :		2.2 of Section-II & NIT
3.	Whether all the Pages are signed with seal & properly tagged with all documents?		2.3 & 2.4 of Section-II
4.	Whether Qualifying Bid as in Annexure-I is attached?		2.3 of Section-II
5.	Whether undertaking/declaration as in Annexure-II attached?		2.3 of Section-II
6.	Whether Financial bid as in Annexure-III is attached?		2.3 of Section-II
7.	Whether Self-attested copy of Registration of the firm with labour department is attached?		2.3 of Section-II
8.	Self-Attested copy of Income Tax return for last 2 financial years, 2014-15 & 2015-16.		2.3 of Section-II
9.	Self-Attested copy of PAN card.		2.3 of Section-II
10.	Self-Attested copy of GST registration certificate.		2.3 of Section-II
11.	Self-Attested copy of EPF certificate.		2.3 of Section-II
12.	Self-Attested copy of ESI certificate		2.3 of Section-II
13.	Self-Attested copy of Experience certificate during the last 2 financial years, 2014-15 & 2015-16, of having executed work of minimum annual contract value of Rs 5 Lakhs.		2.3 of Section-II
14.	Self-Attested copy of EPF Return for any quarter (03 months) during last Financial year 2016-17		2.3 of Section-II
15.	Declaration in case tender document downloaded from Web Site(Annexure-V)		2.3 of Section-II
16.	No near relative Declaration (Annexure-VI)		2.3 of Section-II
17.	Self attested copy of valid NSIC/MSE registration certificate covering the tendered item		2.2.6 of Section-II & NIT