

**REQUEST FOR PROPOSAL FOR OUTSOURCING OF SERVICES OF CASUAL LABOURS,
CANTEEN ATTENDANTS AND SECURITY GUARDS
(OPEN TENDER ENQUIRY)**

Request for Proposal (RFP) No. 12/ 2016-17

No.A/30024/Outsourcing/CAO/MP-1
Government of India
Ministry of Defence
Office of JS (E/CAO)
E-Block Hutments, Dalhausie Road,
New Delhi – 110011
Dated : 28 Nov 2016

To,

The JS(E/Chief Administrative Officer), Ministry of Defence, New Delhi, for and on behalf of the President of India, herein after called the "Government" invites Tender in sealed cover on Two Bid System for Outsourcing of Services of Casual Labours, Canteen Attendants and Security Guards in the various Offices, School of Foreign Languages and Departmental Canteens in the O/o JS(E/CAO)/ISOs located in Delhi/New Delhi from Indian Bidders.

2. General information about the tender is as follows:-

- | | | |
|---|---|--|
| (a) Bids/queries to be addressed to | : | JS(E/CAO), Min of Defence,
'E' Block, New Delhi-110011 |
| (b) Postal Address for sending the Bids | : | Dy Director/MM-II
O/o JS (E/CAO)
Room No.55, E-Block
New Delhi – 110011 |
| (c) Name/designation of contact person | : | Shri Pankaj Singh Sisodiya
Dy Director/MM-II |
| (d) Telephone No. | : | 011- 23014693 |
| (e) Fax Number | : | 011-23014703 |
| (f) Last Date and Time for Receipt of Tenders | : | 20 Dec 2016 at 1500 Hrs |
| (g) Date and Time of Opening of Tenders | : | 20 Dec 2016 at 1530 Hrs |

3. This RFP is divided into five Parts as follows:

- a. **Part I** – Contains **General Information and Instructions** for the Bidders about the RFP such as the time, place of submission and opening of tenders, Validity period of tenders, etc.
 - b. **Part II** – Contains **essential details of the services** required, such as requirement of Canteen Attendants, Eligibility, working conditions and working hours etc.
 - c. **Part III** – Contains **Standard Conditions of RFP**, which will form part of the Contract with the successful Bidder.
 - d. **Part IV** – Contains **Special Conditions applicable to this RFP** and which will also form part of the contract with the successful Bidder.
 - e. **Part V** – Contains **Evaluation Criteria and Format for Price Bids**.
4. This RFP is being issued with no financial commitment and the Buyer reserves the right to change or vary any part thereof at any stage. Buyer also reserves the right to withdraw the RFP, should it become necessary at any stage.

Sd/-
(Pankaj Singh Sisodiya)
Dy Director/MM-II
for JS (E/CAO)

Part I- GENERAL INFORMATION AND INSTRUCTION

1. Last date and time for depositing the Bids:

20 Dec 2016, 1500 hrs

The sealed Bids should be deposited/reach by the due date and time. The responsibility to ensure this lies with the Bidder.

2. Manner of depositing the Bids: Sealed Bids should be either dropped in the Tender Box marked as **OUTSOURCING OF SERVICES OF CASUAL LABOURS, CANTEEN ATTENDANTS AND SECURITY GUARDS** or sent by registered post at the address given above so as to reach by the due date and time. Late bids will not be considered. No responsibility will be taken for postal delay or non-delivery/non-receipt of Bid documents. Bids sent by FAX or e-mail will not be considered.

3. Time and date for opening of Bids:

1530 hrs on 20 Dec 2016

(if due to any exigency, the due date for opening of the Bids is declared a closed holiday, the Bids will be opened on the next working day at the same time or on any other day/time, as intimated by the Buyer).

4. Location of the Tender Box:

Reception Office, O/o JS(E/CAO), E Block, New Delhi-110011

Only those Bids that are found in the tender box will be opened. Bids dropped in the wrong Tender Box will be rendered invalid.

5. Place of opening of the Bids:

Room No. – 158, Conference Hall, O/o JS(E/CAO), E Block, New Delhi-110011

The Bidders may depute their representatives, duly authorized in writing, to attend the opening of Bids on the due date and time. Rates and important commercial/technical clauses quoted by all Bidders will be read out in the presence of the representatives of all the Bidders. This event will not be postponed due to non-presence of your representative.

6. Two-Bid system: In case of the Two-bid system, only the Technical Bid would be opened on the time and date mentioned above. Date of opening of the Commercial Bid will be intimated after acceptance of the Technical Bids. Commercial Bids of only those firms will be opened, whose Technical Bids are found compliant/suitable after Technical evaluation is done by the Buyer.

7. Forwarding of Bids: Bids should be forwarded by Bidders under their original memo / letter pad inter alia furnishing details like TIN number, VAT/CST number, ESIC Reg No., Bank address with NEFT Account if applicable, etc and complete postal & e-mail address of their office.

8. **Clarification regarding contents of the RFP:** A prospective bidder who requires clarification regarding the contents of the bidding documents shall notify to the Buyer in writing about the clarifications sought not later than 14 (fourteen) days prior to the date of opening of the Bids. Copies of the query and clarification by the purchaser will be sent to all prospective bidders who have received the bidding documents.

9. **Modification and Withdrawal of Bids:** A bidder may modify or withdraw his bid after submission provided that the written notice of modification or withdrawal is received by the Buyer prior to deadline prescribed for submission of bids. A withdrawal notice may be sent by fax but it should be followed by a signed confirmation copy to be sent by post and such signed confirmation should reach the purchaser not later than the deadline submission of bids. No bid shall be modified after the deadline for submission of bids. No bid may be withdrawn in the interval between the deadline for submission of bids and expiration of the period of bid validity specified. Withdrawal of a bid during this period will result in Bidder's forfeiture of bid security.

10. **Clarification regarding contents of the Bids:** During evaluation and comparison of bids, the Buyer may, at its discretion, ask the bidder for clarification of his bid. The request for clarification will be given in writing and no change in prices or substance of the bid will be sought, offered or permitted. No post-bid clarification on the initiative of the bidder will be entertained.

11. **Rejection of Bids:** Canvassing by the Bidder in any form, unsolicited letter and post-tender correction may invoke summary rejection with forfeiture of EMD. Conditional tenders will be rejected.

12. **Unwillingness to quote:** Bidders unwilling to quote should ensure that intimation to this effect reaches before the due date and time of opening of the Bid, failing which the defaulting Bidder may be delisted for the services for providing Canteen Attendant Services as mentioned in this RFP.

13. **Validity of Bids** The Bids should remain valid till 04 Months (w.e.f. 20 Dec 2016) from the last date of submission of the Bids.

14. **Earnest Money Deposit:** Bidders are required to submit Earnest Money Deposit (EMD) for amount of 8,00,000/- along with their bids. The EMD may be submitted in the form of an Account Payee Demand Draft, Fixed Deposit Receipt, Banker's Cheque or Bank Guarantee from any of the public sector banks or a private sector bank authorized to conduct government business as per Form DPM-16 (Available in MoD website and can be provided on request). EMD is to remain valid for a period of forty-five days beyond the final bid validity period. EMD of the unsuccessful bidders will be returned to them at the earliest after expiry of the final bid validity and latest on or before the 30th day after the award of the contract. The Bid Security of the successful bidder would be returned, without any interest whatsoever, after the receipt of Performance Security from them as called for in the contract. EMD is not required to be submitted by those Bidders who are registered with the Central Purchase Organization (e.g. DGS&D), National Small Industries Corporation (NSIC) or any Department of MoD or MoD itself. The EMD will be forfeited if the bidder withdraws or amends, impairs or derogates from the tender in any respect within the validity period of their tender.

Part II – ESSENTIAL DETAILS OF ITEMS/SERVICES REQUIRED

1. **SCHEDULE OF REQUIREMENTS** – Services required is as follow:

SCOPE OF THE CASUAL LABOUR SERVICES REQUIRED TO BE PROVIDED BY THE CONTRACTOR.

Services of **35 Casual Labourers** and **01 Supervisor** are required to be provided by the contractor through his workmen on daily basis as per demand placed by this office. The workmen shall be detailed by Office of JS (E/CAO) to various offices of Defence HQs located in South Block, Kashmir House, Hutments (E, B, G, H, J, blocks located on Dalhousie Road and L, M blocks & Plot No.108 Near the North Block and West Block I to VIII of RK Puram New Delhi etc.

(i) **DAILY/ON-DEMAND BASIS SERVICES** : O/o the JS(E/CAO) will ask the Contractor to make available the required number of labourers, on day to day basis to be detailed to various user offices located in New Delhi/Delhi, for the following jobs :

- (a) Carrying of stores items, furniture, office equipment etc. from stores to various offices of Defence HQ, carrying of heavy mail bags, shifting offices etc.
- (b) Dusting, cleaning of doors, windows, polishing brass/metal fittings, ventilators, glass and removal of bird/animal dropping etc. at different point of time.
- (c) Loading/unloading and carriage of unserviceable items from different offices to the Stores Group of this office or to Ordnance Depot, Shakurbasti.
- (d) Other works of miscellaneous nature.

SCOPE OF THE CANTEEN ATTENDANT SERVICES REQUIRED TO BE PROVIDED BY THE CONTRACTOR.

Services of **50 Canteen Attendants** required to be provided by the Service Provider and shall be detailed by Office of JS (E/CAO) in various Departmental Canteen of Defence HQs/ISOs.

(Exact details of Departmental Canteen location wise will be provided to the successful bidder)

The Scope of Work involves will be as under :-

- (a) To prepare Tea/Coffee/Juice etc.
- (b) To serve Tea/Coffee/Biscuits etc. in the official meetings.
- (c) To collect the used cups/plates & utensils etc. within the canteen premises, after concluding of official meetings and also from the rooms of Senior Officers.

- (d) To clean crokery/cutlery/utensils etc. in three stages i.e. in running normal water ; in hot detergent water and in potassium permanganate solution.
- (e) To sweep and wash the floor area,
- (f) Cleaning /dusting of tables, chairs and other furniture in canteens.
- (g) Cleaning slabs and area where food is cooked.
- (h) Any other additional duty allotted by the In-charge of the Canteen.

**SCOPE OF THE SECURITY GUARD SERVICES REQUIRED
TO BE PROVIDED BY THE CONTRACTOR.**

Services of **12 Security Guards** are required to be provided by the Service Provider for maning/security of premise of School of Foreign Languages :-

The Scope of Work involves will be as under :-

Security of premise of SFL 24 Hrs.

NOTE :-

Working hours for Casual Labour and Canteen Attendant will normally be 0900 hrs to 1300 hrs and 1330 hrs to 1730 hrs. Though 05 days week (Monday to Friday) is to be observed, the Services may be required on Saturday/Sunday if work so dictates. In respect of Security Guards the working hours will be 08 hrs for a Security Guard.

(ii) Though the Tender is for providing Casual Labours, Supervisor, Canteen Attendants and Security Guards through the workmen of the contractor, the contractor shall have to ensure that the said workers are paid not less than the Minimum Rates of Wages as promulgated by the Govt of NCT of Delhi, on the date of entering into this Agreement. To ensure the same, payment to the workmen will have to be made only in the presence of an authorised officer of JS(Trg) & CAO. The said rates shall remain fixed for a period of one year from the date of commencement of contract. However, if the Contract is awarded to L1 bidder on the basis of minimum wages as promulgated by the Govt of NCT Delhi, the rates will be subject to change if the minimum wages are revised by the Govt of NCT Delhi.

(iii) The Tender form should be signed by the proprietor/partner of the firm or by a person who is duly authorized and legally competent to do so. A person signing the forms or any document forming part of the contract on behalf of the firm shall be deemed to have been duly authorised by the Proprietor/Partner of the firm and actions taken by such person in pursuance of this contract shall be deemed to have been taken by the Proprietor/Partner.

(iv) The period of initial contract will be for a period of one year or as specified in the contract, which will be subject to further extension, on year to year basis, depending upon the satisfactory services as assessed by the Govt. before the expiry of the contract and on the same terms and conditions. In case, the contract is extended, the rates of Minimum wages as promulgated by Govt of NCT of Delhi on the said date of extension shall be made applicable.

2. **Technical Details**

(a) **ELIGIBILITY CRITERIA** : Firms fulfilling the following criteria which are mandatory will be eligible for consideration:-

- (i) Should have ESI and EPF Registration Certificate. Latest Premium receipt of 100 Labourers to be enclosed.
 - (ii) Should have labour license for at least 100 labourers. Copy of license to be enclosed.
 - (iii) Service Tax Registration Certificate (latest return of FY 2015-16 duly attested to be enclosed).
 - (iv) Should have valid '**PSARA**' license as per Private Security Agencies Regulation Act, 2005. Copy of license duly attested to be enclosed.
 - (v) Should have valid PAN (attested copy to be enclosed).
 - (vi) Annual financial turnover during the last 3 years, ending 31 March of the previous financial year, should be at least 1.5 Cr. Duly attested copy of the same to be enclosed.
 - (vii) Experience of having successfully completed any one of the specified services during last 3 years costing not less than Rs. 1.2 Cr ending last day of month previous to the one in which applications are invited. Duly attested copy of the same to be enclosed.
 - (viii) Should submit Bank solvency certificate issued not earlier than 30 Jun 2016.
- (b) The tender shall be rejected if the above documents as well as Earnest Money Deposit of Rs.8,00,000/-(Eight Lakh only) are not received alongwith the bid.

(c) **Bid Form**

**TECHNICAL BID FORM FOR PROVIDING SERVICES OF CAUSAL LABOURS,
CANTEEN ATTENDANTS AND SECURITY GUARDS**

1.	Tender to be addressed to.	The President of India
2.	Tender to be submitted to	JS (E/CAO), Min of Def, E-Block, Dalhausie Road, New Delhi-110011.
3.	Closing date and time for receipt of Tenders.	1500 hrs on 20 Dec 2016
4.	Time, date & place of opening of Tender	1530 hrs on 20 Dec 2016 in the office of JS (E/CAO), Min of Def, E- Block Hutments, Dalhausie Road, New Delhi-11
5.	Earnest Money deposited	Rs. 8,00,000/- (Rs. Eight Lakh only) DD/Banker's Cheque No. _____ Dated _____ Issuing Bank _____
6.	Authenticated copy of EPF Registration & ESI Registration alongwith Premium Receipt of 100 Labourers	Enclosed/Not enclosed
7.	Authenticated Copy of Certificate of Labour License of 100 Labourers	Enclosed / Not Enclosed.
8.	Authenticated copy of PAN and Service Tax Registration No.	Enclosed / Not enclosed
9.	Authenticated copy of valid 'PSARA' License	Enclosed / Not enclosed
10.	Bank solvency certificate (issued not earlier than 30 Jun 2016)	Attached / Not attached
11.	Experience Certificate for last 3 financial year i.e., 2013-14,14-15 and 15-16	Copy enclosed / Not enclosed
12.	Tender Bid valid for acceptance up to 04 months from the date of opening of the commercial bid.	Accepted / Not Accepted
13.	Conditions of contract contained in the Invitation to Tender and Instructions to the Tenderers, Notice Inviting Tender and as contained in draft Agreement	ACCEPTED

Stamp of the Firm

Signature of Tenderer _____
Name in Block letters _____
Capacity in which signed _____
Date _____

Part III- STANDARD CONDITIONS OF RFP

The Bidder is required to give confirmation of their acceptance of the Standard Conditions of the Request for Proposal mentioned below which will automatically be considered as part of the Contract concluded with the successful Bidder (i.e. Seller in the Contract) as selected by the Buyer. Failure to do so may result in rejection of the Bid submitted by the Bidder.

1. **Law**: The Contract shall be considered and made in accordance with the law of the Republic of India. The contract shall be governed by and interpreted in accordance with the laws of the Republic of India.
2. **Effective Date of the Contract**: The Supply Order shall come into effect on the date of signatures of both the parties on the contract (Effective Date) and shall remain valid until the completion of the obligations of the parties under the contract. The services shall commence from the effective date of the contract.
3. **Arbitration**: All disputes or differences arising out of or in connection with the Supply Order shall be settled by bilateral discussions. Any dispute, disagreement or question arising out of or relating to the Contract or relating to construction or performance, which cannot be settled amicably, may be resolved through arbitration. The standard clause of arbitration is as per Forms DPM-8 and DPM-9 (Available in MoD website).
4. **Penalty for use of Undue influence** : The seller undertakes that he has not given, offered or promised to give, directly or indirectly, any gift, consideration, reward, commission, fees, brokerage or inducement to any person in service of the Buyer or otherwise in procuring the Supply Order or forbearing to do or for having done or forbome to do any act in relation to the obtaining or execution of the present Supply Order or any other Supply Order with the Government of India for showing or forbearing to show favour or 9isfavor to any person in relation to the present Supply Order or any other Supply Order with the Government of India. Any breach of the aforesaid undertaking by the Seller or any one employed by him or acting on his behalf (whether with or without the knowledge of the Seller) or the commission of any offers by the Seller or anyone employed by him or acting on his behalf, as defined in Chapter IX of the Indian Penal Code, 1860 or the Prevention of Corruption shall entitle the Buyer to cancel the Supply Order and all or any other Supply Order with the Seller and recover from the Seller the amount of any loss arising from such cancellation. A decision of the Buyer or his nominee to the effect that a breach of the undertaking had been committed shall be final and binding on the Seller. Giving or offering of any gift, bribe or inducement or any attempt at any such act on behalf of the Seller towards any offer/employee of the Buyer or to any other person in a position to influence any officer/employee of the Buyer for showing any favour in relation to this or any other Supply Order, shall render the Seller to such liability/penalty as the Buyer may deem proper, including but not limited to termination of the Supply Order, imposition of penal damages, forfeiture of the Bank Guarantee and refund of the amounts paid by the Buyer.
5. **Agents / Agency Commission**: The Seller confirms and declares to the Buyer that the Seller is the provider of the services referred to in this Supply Order and has not engaged any

individual or firm, whether Indian or foreign whatsoever, to intercede, facilitate or in any way to recommend to the Government of India or any of its functionaries whether officially or unofficially, to the award of the Supply Order to the Seller; nor has any amount been paid, promised or intended to be paid to any such individual or firm in respect of any such intercession, facilitation or recommendation. The Seller agrees that if it is established at any time to the satisfaction of the Buyer that the present declaration is in any way incorrect or if at a later state it is discovered by the Buyer that the Seller has engaged any such individual/firm, and paid or intended to pay any amount, gift, reward, fees, commission or consideration to such person, party, firm or institution, whether before or after the signing of this contract, the Seller will be liable to refund that amount to the Buyer. The Seller will also be debarred from entering into any supply Contract with the Government of India for a minimum period of five years. The Buyer will also have a right to consider cancellation of the Supply Order either wholly or in part, without any entitlement or compensation to the Seller who shall in such an event be liable to refund all payments made by the Buyer in terms of the Supply Order along with interest at the rate of 2% per annum above LIBOR rate. The Buyer will also have the right to recover any such amount from any contracts concluded earlier with the Government of India.

6. **Access to Books of Accounts** : In case it is found to the satisfaction of the Buyer that the Seller has engaged an Agent or paid commission or influenced any person to obtain the Supply Order as described in clauses relating to Agents/Agency Commission and penalty for use of undue influence, the Seller, on a specific request of the Buyer, shall provide necessary information/inspection of the relevant financial documents/information.

7. **Non-disclosure of Contract**: Except with the written consent of the Buyer / Seller, other party shall not disclose the Supply Order or any provision, specification, plan, design, pattern, sample or information thereof to any third party.

8. **Liquidated Damages**: In the event of the Seller's failure to submit the Bonds, Guarantees and Documents, supply the services, etc as specified in this Supply Order, the Buyer may, at his discretion, withhold any payment until the completion of the Supply Order. The BUYER may also deduct from the SELLER as agreed liquidated damages to the sum of 0.5% of the Supply Order price of the delayed/undelivered services mentioned above for every week of delay or part of a week, subject to the maximum value of the Liquidated Damages being not higher than 10% of the value of delayed services.

9. **Termination of Contract**: The Buyer shall have the right to terminate this Supply Order in part or in full in any of the following cases:-

- (a) The Seller is declared bankrupt or becomes insolvent.
- (b) The Seller has not provided requisite no. of Casual Labours, Supervisor and Canteen Attendants as per Supply Order.
- (c) The Buyer has noticed that the Seller has utilized the services of any Indian/Foreign agent in getting this contract and paid any commission to such individual/company etc.
- (d) As per decision of the Arbitration Tribunal.

10. **Notices** : Any notice required or permitted by the contract shall be written in the English language and may be delivered personally or may be sent by FAX or registered pre-paid mail/airmail, addressed to the last known address of the party to whom it is sent.

11. **Transfer and Sub-letting**: The seller has no right to give, bargain, sell, assign or sublet or otherwise dispose of the Contract or any part thereof, as well as to give or to let a third party take benefit or advantage of the present Contract or any part thereof.

12. **Amendments**: No provision of present Contract shall be changed or modified in any way (including this provision) either in whole or in part except by an instrument in writing made after the date of this Contract and signed on behalf of both the parties and which expressly states to amend the present Contract.

13. **Service Tax**: If it is desired by the seller to ask for service tax to be paid as extra, the same must be specifically stated. In the absence of any such stipulation in the bid, it will be presumed that the prices quoted by the seller are inclusive of service tax and no liability of service tax will be deployed upon the Buyer.

Part IV- SPECIAL CONDITIONS OF RFP

The Bidder is required to give confirmation of their acceptance of Special Conditions of the RFP mentioned below which will automatically be considered as part of the Contract concluded with the successful Bidder (i.e. Seller in the Contract) as selected by the Buyer. Failure to do so may result in rejection of Bid submitted by the Bidder

1. **Performance Guarantee**: The Bidder will be required to furnish a Performance Guarantee by way of Bank Guarantee through a public sector bank or a private sector bank or a private sector bank authorized to conduct government business (ICCI Bank Ltd. Axis Bank Ltd or HDFC Bank Ltd.) for a sum equal to 10% of the contract value within 30 days of signing of this contract. Performance Bank Guarantee should be valid up to 60 days beyond the date of all contractual obligations- The specimen of PBG is given in Form DPM-15 (Available in MoD Website)

2. **Payment Terms** : Monthly contract charges will be paid at the end of each completed month on receipt of invoice alongwith the satisfactory performance certificate duly signed by the user office/deptt.

3. **Advance Payments**: No advance payment(s) will be made.

4. **Paying Authority** :

a. Indigenous Sellers: (Name and address, contact details). The payment of bills will be made on submission of the following documents by the Seller to the Paying Authority along with the bill:

- i. Ink-signed copy of contingent bill / Seller's bill
- ii. Copy of Supply Order/Contract with U.O. number and date of IFA's concurrence, where required under delegation powers.
- iii. Attendance Sheets in duplicate.
- iv. Performance Bank guarantee where applicable.
- v. Details for electronic payment viz Account holder's name, Bank name , Branch name and address, Account type, Account number, IFSC code, MICR code (if these details are not incorporated in supply order/contract).
- vi. Any other document / certificate that may be provided for in the Supply Order / Contract.
- vii. User Acceptance.
- viii. Xerox copy of PBG.

(Note – From the above list, the documents that may be required depending upon the peculiarities of the procurement being undertaken, may be included in RFP).

Part V- EVALUATION CRITERIA & PRICE BID ISSUE

1. **Evaluation Criteria-** The broad guidelines for evaluation of Bids will be as follows:
 - a. Only those Bids will be evaluated which are found to be fulfilling all the eligibility and qualifying requirements of the RFP, both technically and commercially.
 - b. In respect of Two-Bid system, the technical Bids forwarded by the Bidders will be evaluated by the Buyer with reference to the technical characteristics mentioned in the RFP. The compliance of Technical Bids would be determined on the basis of the parameters specified in the RFP. The price Bids of only those Bidders will be opened whose Technical Bids would clear the technical evaluation.
 - c. The Lowest Bid will be decided upon the lowest price quoted by the particular Bidder as per the Price Format given at Para 2 below. The consideration of taxes and duties in evaluation process will be as follows :-
 - (i) In cases where only Indian Bidders are competing, L-1 bidder will be determined by excluding levies, taxes and duties levied by Central/State/Local governments such as excise duty, VAT, Service Tax, Octroi/entry tax, etc. on Services as quoted by bidders.
 - d. If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price will prevail and the total price will be corrected. If there is discrepancy between words and figures; the amount in words will prevail for calculation of price.
 - e. The Lowest acceptable Bid will be considered further for placement of Supply order after complete clarification and price negotiations as decided by the Buyer.
 - f. The Bidders are required to spell out the rates of Service Tax, etc in unambiguous terms; otherwise their offers will be loaded with the maximum rates of duties and taxes for the purpose of comparison of prices. In the absence of any such stipulation it will be presumed that the prices quoted are firm and final and no claim on account of such duties will be entailed after the opening of tenders.
 - g. Any other criteria as applicable to suit a particular case.

2. **Price Bid Format** : The Price Bid Format is given below and Bidders are required to fill this up correctly with full details:

a. Basic cost of the item/items:

Cost Details

Services	Total No's to be Outsourced	Rate per day (in Rs)	Cost per month per labour (in Rs.)	Total Cost (axc)	EPF @ 13.61% on total cost	ESI @ 4.75% on total cost	Net Total (d+e+f)
	(a)	(b)	(c)	(d)	(e)	(f)	
Casual Labour	35						
Supervisor	01						
Canteen Attendant	50						
Security Guard	12						
Grand Total							

Note : Determination of L-1 will be done based on total of basic prices (not including levies, taxes and duties levied by Central/State/local governments such as excise duty, VAT, Service Tax, Octroi/entry tax, etc, on Services) as mentioned above.

3. Additional information in Price Bid on Taxes and Duties(not in scope of L-1 determination):-

(a)	Is Service Tax Extra ?	
(b)	If yes, then mention the following : Total value of services on which Service Tax is leviable (ii) Rate of Service Tax leviable (iii) Total value of Service Tax leviable	
(c)	Any other Taxes/Duties/Overheads/other costs	

**(Signature of Tenderer)
Proprietor/Partner**

* The amount of Service Tax and any other tax as applicable during the period of hiring shall be quoted as per Govt. prescribed rates and details of the same shall be indicated. Payment of Service Tax will be made in arrears on production of documentary proof of having deposited the same with the concerned authorities.

OPEN TENDER NOTICE
FOR OUTSOURCING OF SERVICES OF CASUAL LABOURS, CANTEEN ATTENDANTS
AND SECURITY GUARDS

OFFICE OF JS (E/CAO), MINISTRY OF DEFENCE
'E'- BLOCK, DALHOUSIE ROAD, NEW DELHI – 110011

The JS(E/CAO), Ministry of Defence, New Delhi for and on behalf of the President of India, invites Sealed Tenders in two-bid pattern for providing Services of Casual labours, Canteen Attendants and Security Guards.

2. The working hours for Casual Labour and Canteen Attendant will normally be 0900 hrs to 1300 hrs and 1330 hrs to 1730 hrs. Though 05 days week (Monday to Friday) is to be observed. In respect of Security Guards the working hours will be 08 hrs for a Security Guard. The Casual Labours and Canteen Attendants will be detailed by the Office of the JS(E/CAO) to various offices and Departmental Canteen located in Defence HQs/ISOs and employed for various jobs to be performed as under. However the Security Guards will be detailed and monitored by SFL :-

(i) **Casual Labour** :- Carrying of stores items, furniture, office equipment etc. from stores to various offices of Defence HQ, carrying of heavy mail bags, shifting offices etc, Dusting, cleaning of doors, windows, polishing brass/metal fittings, ventilators, glass and removal of bird/animal dropping etc. at different point of time, Loading/unloading and carriage of unserviceable items from different offices to the Stores Group of this office or to Ordnance Depot, Shakurbasti and other works of miscellaneous nature.

(ii) **Canteen Attendant** :- Prepare Tea/Coffee/Juice, serve Tea/Coffee/Biscuits in the official meetings, collect used cups/plates/utensils, clean crockery/cutlery/utensils, sweep and wash the floor area, cleaning/dusting of tables, chairs and other furniture, cleaning slabs and area where food is cooked etc.

(iii) **Security Guard** :- Security of premises of SFL 24 hrs.

Initially the contract will be awarded for one year and shall be extendable on year on year basis, based on the satisfactory services of the firm.

3. **Eligibility Criteria:** The firm should have PAN. It should have been registered with Registrar of companies. Should have ESI, EPF, Service Tax Registration and PSARA license. Should have experience of having successfully completed any one of the specified services during last 03 years costing not less than Rs. 1.2 Cr ending last day of month previous to the one in which applications are invited. Annual Financial turnover during the last 03 years ending 31 March of the previous financial year should be at least 1.5 Cr. Should have labour licence for at least 100 labourers. Shall submit Bank Solvency Certificate issued not earlier than 30 Jun 2016, duly signed by the bank authority clearly stating that the account of the company is not under attachment from any Govt Body/Statutory Authority or Court etc.

4. The Tender document can be collected from CAO/MP-1, Room No. 56, 'E' Block, Dalhousie Road, New Delhi – 110011, by depositing Rs. 500/- in cash. Tender document can also be viewed and downloaded from the websites www.Tender.gov.in or www.eprocure.gov.in or www.caomod.nic.in. The Tenderer using the Tender document down-loaded from the website shall enclose with his Bid a banker's cheque/DD for Rs.500/- drawn in favour of "JS(E/CAO), Ministry of Defence" payable at Delhi/New Delhi.

5. The Tender Bid shall contain Earnest Money of Rs. 8,00,000/- (Rupees Eight Lakh only) payable by way of DD/Pay Order issued in favour of the "JS(E/CAO), Ministry of Defence" drawn on any nationalized bank, payable at Delhi/New Delhi.

6. Tender bids in two bid pattern will be received in sealed envelope addressed to the JS(E/CAO), Ministry of Defence, 'E' Block Dalhousie Road, New Delhi –110011 duly superscripted "**TENDER FOR PROVIDING SERVICES OF CASUAL LABOURS, CANTEEN ATTENDANTS AND SECURITY GUARDS**" and must reach through Registered Post/By Hand or dropped in the Tender Box kept at the Reception Office of 'E' Block on or before 1500 hrs on 20 Dec 2016.

Sd/-
(Pankaj Singh Sisodiya)
Dy Dir/MM-II
for JS(E/CAO)
28 Nov 2016