

Reply should be addressed to
The Commodore Superintendent

Naval Ship Repair Yard
Port Blair
28 Aug 2020

**INVITATION OF BIDS THROUGH E-PROCUREMENT MODE FOR HIRING OF CONSERVANCY SERVICES
AT NSRY(PB) INCLUDING NAVAL WHARF AREA**

REQUEST FOR PROPOSAL (RFP) NO. NSRY/COM/112 (C) 11/CID-1887

Online Bids are invited through e-procurement mode for hiring of conservancy services at NSRY(PB) including naval wharf area as per Scope of Work / Schedule of Requirement (SOR) listed in Part II of this RFP / Tender Enquiry.

1. **Address of Website.** Tender document can be downloaded from www.eprocure.gov.in
2. The address and contact numbers for sending Bids or seeking clarifications regarding this RFP are given below -

Ser	Description	Detail
(a)	Request For Proposal(RFP) / Tender Enquiry (TE) Reference No.	<u>NSRY/COM/112 (C) 11/ CID-1887</u> <u>Dated 28 Aug 2020</u>
(b)	Bids/queries to be addressed to	The Commodore Superintendent
(c)	All bids are to be submitted online at	CPP PORTAL
(d)	Postal address for sending original copy of EMD and Tender fee document	The Commodore Superintendent (for Manager (Commercial)) PO Box no 705, NSRY, Port Blair – 744102
(e)	Name/designation of the contact personnel	Manager (Commercial)
(f)	Telephone numbers of the contact personnel	03192-248333
(g)	E-mail ids of contact personnel	smcom.nsrypb@gov.in
(h)	Fax number	03192 -232692

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	Essential Details of Items/Services required (Scope of Work)
(c)	Part III	Contains Standard Conditions of RFP, which will form part of the Supply order with the successful Bidder.
(d)	Part IV	Contains Special Conditions applicable to this RFP and which will also form part of the Supply order with the successful Bidder.
(e)	Part V	Contains Evaluation Criteria and Format for Price Bids.

4. This RFP/TE 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.

(Jitender Arora)
Commander
Senior Manager (Commercial)
for Commodore superintendent

PART I

GENERAL INFORMATION & INSTRUCTIONS FOR BIDDERS ABOUT RFP/TENDER ENQUIRY

Submission of online bids at www.eprocure.gov.in is mandatory. Non adherence to the same will be considered as non acceptance of all the terms and conditions by the firm and the bid is liable to be rejected. In addition to online submission of bids, Technical bid in case of two-bid system can be submitted in hard copy in addition to online submission, if size of data uploaded is more than 10 mb.

1. **Last date and time for depositing Bids:** The bids are to be submitted online on www.e-procure.gov.in by **0900 hrs on 17 Sep 2020**. Manual bids will not be entertained. The responsibility to ensure this lies with the Bidder.

2. **Time and date for opening of Bids** Online Bids will be opened by a committee at **0900 hrs on 18 Sep 2020** (.If due to any exigency, the due date for opening of the Bids is declared 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 **NSRY (PBR)/BUYER**.)

3. **Place of opening of the Bids:** Online at [eprocure.gov.in/central public procurement portal](http://eprocure.gov.in/central_public_procurement_portal) in **NSRY (PBR)** Commercial Department Office. The Commercial Offer will be opened online only and the firm if desires, May depute their representative, duly authorized in writing, to be present at the time of opening of the commercial bids. This event will not be postponed due to non-presence of firm's representative.

4. **Time and date for PRE BID MEETING:** : **NA**

5. **Bid System:**

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

6. **Location of the Tender Box.** Tender Box marked as “**TENDER BOX** “at NSRY Main Gate, in front of Chief Security Office Reception.

7. **Critical Data Sheet & Manner of depositing the Bids.** Firms fulfilling the conditions and capable to undertake required services May submit bid form with the requisite documents. Failure to do as per instructions given below will render firm offer invalid. Detailed instructions are as follows:-

(a) **Critical Data Sheet:**

S.No	Description	Date	Time
(a)	Tender Publishing Date on CPP Portal	28 Aug 20	1800 Hrs
(b)	Bid Document Download from CPP Portal	28 Aug20	1800 Hrs
(c)	Clarification Start Date	28 Aug 20	1800 Hrs
(d)	Clarification End Date	04 Sep 20	1700 Hrs
(e)	Bid Submission Start Date on CPP Portal	04 Sep 20	1800 Hrs
(f)	Bid Submission End Date on CPP Portal	17 Sep 20	0900 Hrs
(g)	Opening of Tender Box for physical verification of documents/ Bid supporting documents	18 Sep 20	0830 Hrs
(h)	Online Bids Opening Date on CPP Portal	18 Sep 20	0900 Hrs

(b) **Submission of Online Bids at www.eprocure.gov.in.** Bids with relevant supporting documents indicated in this RFP are to be uploaded in Central Public Procurement Portal (CPPP) (i.e. www.eprocure.gov.in). Non adherence to the same will be considered as non acceptance of all the terms and conditions by the firm and the bid is liable to be rejected. Details of documents to be uploaded are as follows:-

(i) **Content 1 (Description:- Scanned copy of EMD).** Scanned copy of EMD (wherever applicable) is to be uploaded in **.PDF** format in this cover. In case the firm is exempted from paying EMD, Proof of exemption of EMD as per Para 15 of Part I of RFP is to be uploaded in **.PDF** format in this cover in lieu of EMD.

(ii) **Content 2 (Description:- Scanned copy of GST Certificate).** Scanned copy of GST Certificate as per **Annexure I** to this RFP/TE in **.PDF** format

(iii) **Content 3 (Description:-Compliance Matrix).**

(aa) **Technical Matrix.** Duly filled, signed & stamped Compliance Matrix of Technical Parameter as per **Annexure II** be submitted.

(ab) **Commercial Matrix.** Duly filled, signed & stamped Compliance Matrix of commercial Parameter as per **Annexure III** be submitted.

(iv) **Content 4 (Description:- Price Bid).** Bill of Quantity (BOQ) named as '*Price Bid Format*' available in **.xls** format be downloaded from **www.eprocure.gov.in** Same is to be duly filled (post enabling of macros), validated by pressing BoQ validation button available in the sheet and post successful validation to be uploaded in **.xls** format only.

8. Forwarding of Bids. Bids should only be forwarded by Bidders under their original memo / letter pad inter alia furnishing details like **GST** number, Bank address with EFT Account if applicable, etc and complete postal & e-mail address of their office. **Failure to do so can lead to rejection of bids.** All the individual pages of bid are also required to be signed prior to submission of the bids, if submitted manually.

9. Clarification regarding contents of the Tender Enquiry /RFP: A prospective bidder who requires clarification regarding the contents of the bidding documents shall notify to the NSRY (PBR) or to the mail ID. **smcom.nsrpb@gov.in** in writing about the clarifications sought not later than **14 (Fourteen)** days prior to the date of opening of the Bids. Clarification if found justified by the purchaser will be uploaded on **www.eprocure.gov.in**.

10. 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 assigned confirmation copy to be sent by post and such signed confirmation should reach the purchaser not later than the deadline for submission of bids .No bid shall be modified after the deadline for submission of bids. No bid Maybe 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.

11. 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

12. 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.** Further Bids will also be rejected in the following cases:-

- (a) The Bids received after tender closing date and time and not submitted online.
- (b) Bids not conforming to RFP terms and condition and technical specifications.
- (c) Bidders not agreeing to furnish EMD/Security Deposit.
- (d) Bid submitted with illegible hand writing/overwriting/ scoring.
- (e) If the rates submitted by a firm are found to be manipulative in nature i.e. rates are not in conformation with the market rates for the corresponding equipment / capacity / service / spare.
- (f) Pool/ Cartel formation (a group of bidders quoting identical / supporting rates against a rate contract tender).

13. **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 given range of items as mentioned in this RFP.

14. **Validity of Bids**: The Bids should remain valid for **180 (One Hundred Eighty)** days from the date of opening of the Bids. **Failure to do so can lead to rejection of bids.**

15. **Earnest Money Deposit** Firms are required to submit earnest money for **₹ 8,97,000/-(Rupees Eight Lakh Ninety Seven Thousand Five Hundred only)** as a part of bids in the form of a bank guarantee TR/IPO/Banker cheque (not firm's cheque) in favour of The “**CDA (IDS) New Delhi**” 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). The original copy is to be sent through post at address mentioned at **para2 (e)**, the same is required to reach not after 07 days from the last date of submission of the bids. In case original copy of EMD does not reach within time the respective bids will liable for rejection. 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 MSME or any Department of MoD or MoD itself. The EMD will be forfeited if the bidder withdraws or amends or impairs or derogates from the tender in any respect. Firms registered with NSRY (PBR) will not be exempted from EMD submission. **The quotes without EMD or without EMD exemption certificate will be rejected out rightly.**

NOTE: Bidders should declare UAM (Udyog Aadhar Memorandum) in CPPP (Central Public Procurement Portal),failing which such bidder will not be able to enjoy the benefits as per Public Procurement Policy for MSMEs Order,2012 for tenders invited electronically through CPPP.

PART II

ESSENTIAL DETAILS OF ITEMS/SERVICES REQUIRED

1. Schedule of requirements- Items / Services Required: Hiring of conservancy services at NSRY(PB) including naval wharf

List of Items /Services required is as per the BOQ of this RFP .Agreement to complete SOW/SOR in all respect is mandatory. **Failure to agree to this clause can lead to rejection of bids.**

2. Scope of work - As per Annexure IV

3. Work Completion Period: Work completion period for **hiring of conservancy services at NSRY(PB) including naval wharf** would be **One year** extendable to two more years at the same rates, same terms and conditions and based on firm's performance and mutual agreement from the effective date of contract. Extension of contracted delivery period will be at the sole discretion of the Buyer.

4. Minimum Wages and EPF: The Minimum Wages to be paid by the firm to **DRLs** (UN Skilled) and **Supervisors** (Skilled) should be as per promulgated orders issued by Andaman & Nicobar Administration. Minimum Wages, GST, EPF will be revised as applicable. **Agency Charges will remain fixed throughout the duration of contract in terms of numeric value.**

5. The Bidder should quote minimum wages as per promulgated orders issued by Andaman & Nicobar administration else the Bidder will be rejected.

6. The Successful Bidder has to open registered office in Port Blair within one month from the date of conclusion of contract.

7. Delivery : Delivery of Services will be at the location mentioned below:-

The Commodore Superintendent
[for Sr. Manager (COORD)]
PO Box No.-705
Naval Ship Repair Yard,
Port Blair-744 102

8. Address for Communication Any and all notices and communication in connection with the Seller shall be addressed as follows: -

(a)	Address	:	The Commodore Superintendent [for Manager (Commercial)] PO Box No.-705 Naval Ship Repair Yard, Port Blair-744 102
(b)	Fax No	:	03192-232692
(c)	Telephone	:	03192-248333

9. Consignee Details

The Commodore Superintendent
{for Sr. Manager(COORD)}
PO Box No-705
Naval Ship Repair Yard
Port Blair-744102

PART III
STANDARD CONDITIONS OF RFP/TENDER ENQUIRY

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 laws 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 contract 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 deliveries and supplies and performance of 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 Contract 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-7, DPM-8 and DPM-9 (Available in MoD website and can be provided on request).

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 Contracts or forbearing to do or for having done or forborne to do any act in relation to the obtaining or execution of the present Contract or any other Contract with the Government of India for showing or forbearing to show favour or disfavour to any person in relation to the present Contract or any other Contract 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 Act, 1986 or any other Act enacted for the prevention of corruption shall entitle the Buyer to cancel the contract and all or any other contracts 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 officer/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 contract, shall render the Seller to such liability/ penalty as the Buyer May deem proper, including but not limited to termination of the contract, 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 original manufacturer of the stores/provider of the services referred to in this Contract 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 contract 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 stage 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 Contract 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 Contract 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 contract 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 documents. Except with the written consent of the Buyer/ Seller, other party shall not disclose the contract 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 stores/goods and conduct trials, installation of equipment, training, etc as specified in this contract, the Buyer May, at his discretion, withhold any payment until the completion of the contract. The BUYER May also deduct from the SELLER as agreed, liquidated damages to the sum of 0.5% of the contract price of the delayed/undelivered stores/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 stores.

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

- (a) The delivery of the material is delayed for causes not attributable to Force Majeure for more than (03 months) after the scheduled date of delivery.
- (b) The Seller is declared bankrupt or becomes insolvent.
- (c) The delivery of material is delayed due to causes of Force Majeure by more than (03 months) provided Force Majeure clause is included in contract.
- (d) The Buyer has noticed that the Seller has utilised the services of any Indian/Foreign agent in getting this contract and paid any commission to such individual/company etc.
- (e) As per decision of the Arbitration Tribunal.
- (f) Poor performance/Non submission of PBG/blacklisting by any Govt of India organization.

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. Patents and other Industrial Property Rights: The prices stated in the present Contract shall be deemed to include all amounts payable for the use of patents, copyrights, registered charges, trademarks and payments for any other industrial property rights. The Seller shall indemnify the Buyer against all claims from a third party at any time on account of the infringement of any or all the rights mentioned in the previous paragraphs, whether such claims arise in respect of manufacture or use. The Seller shall be responsible for the completion of the supplies including spares, tools, technical literature and training aggregates irrespective of the fact of infringement of the supplies, irrespective of the fact of infringement of any or all the rights mentioned above.

13. 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.

14. Taxes and Duties: -The prospective bidders are advised to cater for (Goods and Services Tax) GST (if applicable while filling up the BOQ)

(a) **General**

(i) If Bidder desires to ask for GST / any other tax extra, the same must be specifically stated. In the absence of any such stipulation, it will be presumed that the prices include all such charges and no claim for the same will be entertained.

(ii) If reimbursement of any duty / tax is intended as extra over the quoted prices, the Bidder must specifically say so. 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 duty / tax will be entertained after the opening of tenders.

(iii) If a Bidder chooses to quote a price inclusive of any duty / tax and does not confirm inclusive of such duty / tax so included is firm and final, he should clearly indicate the rate of such duty / tax and quantum of such duty/tax included in the price. Failure to do so May result in ignoring of such offers summarily.

(iv) If a Bidder is exempted from payment of any duty / tax upto any value of supplies from them, he should clearly state that no such duty / tax will be charged by him up to the limit of exemption which he May have. If any concession is available in regard to rate / quantum of any duty / tax, it should be brought out clearly. Stipulations like, the said duty / tax was presently not applicable but the same will be charged if it becomes leviable later on, will not be accepted unless in such cases it is clearly stated by a Bidder that such duty / tax will not be charged by him even if the same becomes applicable later on. In respect of the Bidders, who fail to comply with this requirement, their quoted prices shall be loaded with the quantum of such duty / tax which is normally applicable on the item in question for the purpose of comparing their prices with other Bidders.

(v) Any change in any duty / tax upward / downward as a result of any statutory variation in excise taking place within contract terms shall be allowed to the extent of actual quantum of such duty / tax paid by the supplier. Similarly, in case of downward revision in any duty/tax, the actual quantum of reduction of such duty / tax shall be reimbursed to the NSRY (PBR) by the Firm. All such adjustments shall include all reliefs, exemptions, rebates, concession etc. if any obtained by the Firm. Section 64(a) of Sales of Goods Act will be relevant in this situation.

(vi) In case of extension of delivery period, any increase in taxes, duties, levies etc will not be paid to the seller. In case of decrease, the difference to be passed on to the buyer.

(vii) All claims will be entertained within **14 months** of conclusion of contract.

(b) **GOODS AND SERVICES TAX (GST).**

(i) GST will be paid to the seller at the rates applicable based on description, HSN / SAC code and the relevant schedule of CGST Act.

(ii) In pursuance with Section 171 (1) of CGST Act, an undertaking is to be effected by the seller declaring that " Any reduction in rate of tax on any supply of goods and services or the benefit of input Tax credit (ITC) shall be passed on to the receipt by the way of commensurate reduction in prices." Further, in case it is detected by the government that any ITC has accrued to the seller as result of migrating to GST, after receiving the consideration/reimbursement for his supplies, the seller is mandated to refund the same accordingly to the Paying Authority, giving details and particulars of the transactions. Format for which is placed at **Annexure I.**

(iii) Unless otherwise specifically agreed to in terms of the Contract, the Buyer shall not be liable for any claim on account of fresh impositions and / or increase of GST on raw materials and / or components used directly in the manufacture of the contracted stores taking place during pendency of the Contract. However in case of services, GST will be payable on actual at the time of submission of bill on producing the GST proof/challan paid by the contract firm.

PART IV

SPECIAL CONDITIONS OF RFP/ TENDER ENQUIRY

The Bidder is required to give confirmation of their acceptance of the Special Conditions of the Tender Enquiry mentioned below which will automatically be considered as part of the Seller concluded with the successful Bidder (i.e. Seller in the Seller) as selected by the NSRY(PBR). FAILURE TO DO SO MAY RESULT IN REJECTION OF THE BID SUBMITTED BY THE BIDDER.

1. **Performance Security.** The Bidder will be required to furnish a Performance Security by way of Bank Guarantee through a public sector bank or a private sector bank authorized to conduct government business (ICICI Bank Ltd., Axis Bank Ltd or HDFC Bank Ltd.) for a sum equal to 10% of the seller value within 30 days of receipt of the confirmed order. Performance Security should be valid up to 60 days beyond the date of warranty. The specimen of PBG is given in Form DPM-15 (Available in MoD website and can be provided on request). Non submission of PBG within time frame May lead to blacklisting/Tender holiday (not more than 01 year) to the firm.

2. **Payment Terms:** It will be mandatory for the Bidders to indicate their bank account numbers and other relevant Repayment details so that payments could be made through ECS/EFT mechanism instead of payment through cheques, wherever feasible. A copy of the model mandate form prescribed by RBI to be submitted by Bidders for receiving payments through ECS is at Form DPM-11 (Available in MoD website and can be given on request). **Payment shall be made on Monthly basis on submission of work completion certificates/user acceptance certificate and documents as per Para 6 below.**

3 (a). **Documentary Proof's.** The firm should submit proof of payment to the DRLs and Supervisors employed for conservancy services at NSRY (PBR) including naval wharf area for the preceding month in the form of bank fund transfer statement and for EPF in the form of EPF Challan receipt for a month.

4(b). **Date of Payment of Wages.** The firm should pay the wages to the DRLs and Supervisors in this contract by 10th of every month through electronic fund transfer.

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

6. **Paying Authority:** The paying authority is **JCDA(Port Blair)** and 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) An ink-singed copy of the contingent bill/seller's bill duly attested by the competent unit authorities.
- (ii) An ink-signed copy of commercial invoice in original.
- (iii) A copy of the supply order with UO. NO and date of IFA's concurrence, where required under delegation of financial powers.
- (iv) CRVs/Inspection note.
- (v) Relevant documents/proof of payment in support of the claim for statutory and other levies, such as excise duty/GST/Customs duty clearance certificate, Decroi receipt, proof of payment for EPF/ESIC contribution with nominal roll of beneficiaries, etc., as applicable
- (vi) Exemption certificate for excise duty/customs duty, if applicable.
- (vii) Bank guarantee for advance, if any.
Copy of Guarantee/Warranty certificate, if any
- (viii) Copy Performance Bank Guarantee/indemnity bond, where applicable.
- (ix) (a) DP extension letter with CFA's sanction, UO NO and date of IFA's concurrence, where required. Indicating whether extension is with or without LD.
(b) Willingness of vendor/supplier for extension of contract/ work
(c) Revised/amendment of supply order/Work order for extended DP cases wherever applicable.
- (x) Details for electronic payment as per mandate form given in Form DPM-11 (along with a copy of cancelled cheque)
- (xi) User acceptance certificate.

- (xii) Any other relevant document/certificate that May be provided for in the supply order/contract.
- (xiii) Certificate for fall clause.

(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)

7. Fall Clause. NA

8. Risk & Expense Clause. NA

9 Penalty Clause. In the event of the contractor's failure in quality and providing services. The NSRY (PBR) also deduct from the contractor as agreed, to the sum of 5% of the Agency Charges for the poor quality/not providing required service. The amount will be deducted from his bills.

10. Force Majeure Clause. Following are the conditions under Force Majeure clause:-

(a) Neither party shall bear responsibility for the complete or partial non- performance of any of its obligations (except for failure to pay any sum which has become due on account of receipt of goods under the provisions of the present contract), if the non-performance results from such Force Majeure circumstances as Flood, Fire, Earth Quake and other acts of God as well as War, Military operation, blockade, Acts or Actions of State Authorities or any other circumstances beyond the control of parties that have arisen after the conclusion of the present contract.

(b) In such circumstances the time stipulated for the performance of an obligation under the present contract is extended correspondingly for the period of time of action of these circumstances and their consequences, subject to approval of buyer in writing.

(c) The party for which it becomes impossible to meet obligations under this contract due to Force Majeure conditions, is to notify in written form the other party of the beginning and cessation of the above circumstances immediately, but in any case not later than 10 (Ten) days from the moment of their beginning.

(d) Certificate of a Chamber of Commerce (Commerce and Industry) or other competent authority or organization of the respective country shall be a sufficient proof of commencement and cessation of the above circumstances.

(e) If the impossibility of complete or partial performance of an obligation lasts for more than 6 (six) months, either party hereto reserves the right to terminate the seller totally or partially upon giving prior written notice of 30 (thirty) days to the other party of the intention to terminate without any liability other than reimbursement on the terms provided in the agreement for the goods received.

11. Specification: NA

12. Quality: NA

13. Quality Assurance: NA

14. Inspection Authority: The Inspection will be carried out by **SM(CCOR) & NSRY(PBR). The mode of Inspection will be User Inspection.**

15. General Terms and Conditions

(a) Obligation of the CONTRACTOR/SELLER

(i) **Manpower.** The contractor should have competent / skilled manpower for undertaking jobs. The team should also have a Contract manager, supervisor to supervise the work and to maintain meticulous record of all accounting activities related to contract.

(ii) "The contractor if covered under the Contract Labour (R&A) Act, is under statutory obligation to comply with the provisions of the Act and Rules regarding payment of wages and other matters and any breach by you to comply with the provisions of the statute will be viewed seriously and will entail penalty to be imposed by The Commodore Superintendent, and May

result in non-awarding further contracts in future". The contractor to ensure that contract workers must adhere to all safety features and norms.

(iii) Entry passes will be issued for the personnel for entry into Naval Ship Repair Yard through NSRY (PBR) Main gate. These passes will be valid for period of **03** months and will be extended for period of the contract.

(iv) The contractor May be required to work during silent hours/ holidays, at no additional cost.

(vi) **Work Completion Certificate**: On completion of the work, the contractor will be required to obtain a satisfactory work completion certificate from the NSRY(Pbr) and submit the same along with the bill to NSRY(Pbr) Further On satisfactory completion of work orders placed by NSRY(Pbr) under this contract, you are required to forward your bill in quadruplicate duly supported with the documents as mentioned in this agreement.

(viii) The contractor is required to obtain the photo passes well in time for all personnel employed by him in executing the order. It shall be the contractor's responsibility to obtain the necessary Police verification for all personnel prior to submission of the application form for photo passes.

(ix) The contractor shall remain responsible to make good any damage or loss caused to the customer due to negligence, lack of proper care and caution on the part of any of the employees or men of the contractor.

(x) ***Workforce/personnel of the contractor will be permitted entry into Naval Ship Repair Yard(Pbr) only on production of police verification certificate and address proof and Navy shall not be liable for any delay whatsoever caused in execution of contract due to non production of police verification certificate of labours/workers.***

16. **Warranty: NA**

17. **Security**

(a) The contractor is bound by the Official Secrets Act 1923 and, in its connection any other statutory Act / Law / Amendment in force and the information given is to be treated as strictly confidential and is not to be disclosed to any person or persons not concerned therein. The contractor shall be responsible to ensure that all persons employed by him in the execution of any work in connection with this Contract are fully aware of the provisions of the Official Secrets Act 1923 / Law / Amendment in force and have undertaken to comply with the same.

(b) The contractor shall also ensure secrecy of design, construction, equipment and documentation and shall carry out all or any instructions given by the customer in this respect. Should the customer desire to check up the security measures which have been provided, or will be adopted to achieve security, the contractor shall produce necessary evidence to establish the same.

(c) In giving any information to the Sub-Contractors, the contractor shall furnish to the Sub-Contractors only such information as May be necessary for carrying out the respective work entrusted to them.

(d) The security of the men and material in the contractor's premises is the contractor's responsibility.

(e) **Patents and other Industrial Property Rights**. The prices stated in the present Contract shall be deemed to include all amounts payable for the use of patents, copyrights, registered charges, trademarks and payments for any other industrial property rights. The contractor shall indemnify the NSRY (PBR) against all claims from a third party at any time on account of the infringement of any or all the rights mentioned in the previous paragraphs, whether such claims arise in respect of manufacture or use. The contractor shall be responsible for the completion of the supplies including spares, tools, technical literature and training aggregates irrespective of the fact of infringement of the supplies, irrespective of the fact of infringement of any or all the rights mentioned above.

18. Franking clause – The following Franking clause will form part of the contract placed on successful Bidder

(a) Franking Clause in the case of Acceptance of Goods “The fact that the goods have been inspected after the delivery period and passed by the Inspecting Officer will not have the effect of keeping the contract alive. The goods are being passed without prejudice to the rights of the Buyer under the terms and conditions of the contract”.

(b) Franking Clause in the case of Rejection of Goods “The fact that the goods have been inspected after the delivery period and rejected by the Inspecting Officer will not bind the Buyer in any manner. The goods are being rejected without prejudice to the rights of the Buyer under the terms and conditions of the contract.”

19. Police Verification. The firm should provide police verification for all outsourced DRLs and Supervisors within 60 days of the commencement of the contract.

20. Photo I-Card. The firm should provide photo I-card to all outsourced DRLs and Supervisors employed in this contract..

21. Workmen Safety and Insurance. The firm should provide insurance cover to all outsourced DRLs and Supervisors by means of an insurance policy under Workmanship Compensation Act. 1923.

PART V

EVALUATION CRITERIA & PRICE BID ISSUES

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 of the equipment as 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) **Loading of Cost for items "Not Quoted"**. The Bidder is to quote for all the sections/sub-sections mentioned in the SOR/BoQ. Any omissions/deviations to the SOR/BoQ are to be recorded in the Record of Deviations and submitted along with the 'T' Bid. In case a bidder fails to quote for a certain Item/Defect List Serial, their bid will be loaded by the amount quoted by the highest bidder for that particular item/Defect List serial and this loading will be considered for determining the **L1. CUSTOMER reserves the right to determine the qualification of a firm on this account.**
 - (d) **If a firm quotes NIL charges/consideration, the bid shall be treated as unresponsive and will not be considered, and will be out rightly rejected.**
 - (e) The Lowest Bid will be decided upon the lowest price quoted by the Agency charges only particular Bidder as per the Price Format given at Para 2 below. **The L-1 bidder will be determined based on sum total of Agency Charges and Garbage Truck Charges and nothing else.**
 - (f) The taxes applicable are to be indicated separately. Bids without mentioning taxes separately would be summarily rejected. If nil taxed are mentioned the relevant notification/exemption certificate should be indicated.
 - (g) **Seller has to submit a copy of registration certificate under GST along with the bids. In case the firm of unregistered under GST, the same has to be communicated by the seller on their letterhead.**
 - (h) 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 a discrepancy between words and figures, the amount in words will prevail for calculation of price.
 - (j) Levis, taxes and duties levied by central/state/local government on final products will be paid by the buyer on actual, based on reliving documentary evidence. Taxes and duties on input items will not be paid by bier and they May not be indicated separately in the bids. Bidders are required to include the same in the pricing of their product.
 - (k) The Lowest Acceptable Bid will be considered further for placement of contract / Supply Order after complete clarification and price negotiations as decided by the Buyer. The Buyer will have the right to award contracts to different Bidders for being lowest in particular items. The Buyer also reserves the right to do Apportionment of Quantity, if it is convinced that Lowest Bidder is not in a position to supply full quantity in stipulated time.
 - (l) Any other criteria as applicable to suit a particular case.
2. **Price Bid Format (to be used for L-1 determination)** The Price Bid Format is **as per (BOQ)** and Bidders are required to fill this up correctly with full details, as required under Part-II of RFP.
3. **GST Certificate as per format placed at Annexure I**
4. **Technical Bid Format Placed at Annexure-II**

TO BE ISSUED ON FIRMS LETTER HEAD

Addressed to the Order Placing Authority

CERTIFICATE ISSUED IN ACCORDANCE WITH PARA 171 OF GST ACT 2017
CONFORMANCE TO ANTI-PROFITEERING MEASURES

It is hereby certified that any reduction in rate of tax on any supply of Goods or Services or the benefit of input tax credit in respect of Seller No **NSRY/COM/112(C) 11/ CID-1887 dated 28 Aug 2020** shall be passed on to the recipient / order placing authority by commensurate reduction in prices. The benefit so accrued will be passed on in the form of revised prices prior to raising of invoice for payment.

Authorised Signatory
Name of the Person / Firm
Address

Firm's GST UID. _____
HSN / SAC Code. _____

TECHINICAL BID FORMAT- HIRING OF CONSERVANCY SERVICES AT NSRY(PBR)
INCLUDING NAVAL WHARF AREA

<u>Ser.</u>	<u>Description of clause</u>	<u>Understood and accepted/Documents submitted</u>	
		<u>YES</u>	<u>NO</u>
1.	Copy of Submitted EMD (if seeks Exemption NSIC/MSME registration certificate for similar work to be enclosed)		
2.	Requisite qualified workers available with firm to undertake the jobs as per SOW. Documentary proof of employment of 56 labours/DRL and 04 Supervisors to be to be provided.		
3	Attach Copy of Experience Certificate/SO/WO during last 03 years for similar work to be attached.		
4	The Firm should have minimum Turnover of Rs50 lakh in last 02 years. Proof for the same to be attached.		
5	Copy of Registration with the O/o Labour Commissioner (Central), Port Blair to be attached. If firm is not registered, the firm has to give undertaking that it will get itself registered within 30 days of conclusion of Contract.		
6	Copy of Latest GST /Challan return to be submitted.		
7	Local address proof in Port Blair for Office of the Bidder to be attached.		
8	Firm has EPF for its employees. Electronic challan receipts for EPF and giving out details of outsourced manpower with UAN of at least 60 personnel to be attached.		
9	Willing and capable to carry out the works as specified/ indicated and acceptance of entire scope of work		
10	Copy of PAN Card to be submitted		
11	Agree for various terms and condition as specified in the scope of work		
12	Firm should be able to provide a Garbage collection truck of minimum capacity 3 ton. Documents of Truck to be submitted along with Bid with Photographs.		
13	Copy of Audited balance sheet for the last three years		
14	Copy of IT returns for the last three years		
15	Affidavit duly notarized stating that the firm has not been blacklisted by any State/Central government organization		

Name of the firm :

Authorized Signature

COMPLIANCE MATRIX FOR COMMERCIAL ASPECTS

(TO BE ATTACHED WITH Q-BID)

S.No	Q Bid Parameter	Complies with RFP (Yes/ No)	If Yes para ref. in Q bid
1	Quotation shall remain valid till 06 months from opening of Bids.		
2	Unit rates are to be quoted for each of the requirement as per as per SOR		
3	Detailed breakdown of cost of services for each serial as per SOR		
4	<u>Taxes & Levies.</u> Break up of all loading amount (taxes & duties) for each serial as per SOR		
5	GST Terms & Conditions		

On and on the behalf of the President

Signature of Tenderer

SCOPE OF WORK
(HIRING OF CONSERVANCY SERVICES AT NSRY(PBR) INCLUDING NAVAL WHARF AREA)

(1) Specifications and terms and conditions.

- (a) The firm is to undertake conservancy work as per scope of work on daily basis. The firm should therefore ensure uninterrupted services on all working days / holidays as per requirement of the unit. However total no. of working days in a year restricted to 313 days.
- (b) The manpower employed to undertake jobs shall be dedicated manpower and not involved with any other work undertaken by the firm. The firm shall be liable for all insurance aspects for its manpower and NSRY(PBR) / HQNAVC will not liable for any claim in case it arises due to any incident.
- (c) All the personnel undertaking the jobs should be a citizen of republic of India. The manpower employed by the firm shall not more than 45 years of age. Math formula ratio to keep as 1:1/ as decided by the unit.
- (d) The Contactor's personnel shall be subject to security rules and guidelines of the yard and will have to take security clearance from Chief Security Officer of the yard.
- (e) Character verification of the individuals employed by the Police will be the responsibility of the contractor.
- (f) Personnel employed by the firm shall undertake the work during the working hours of the yard. The working hours are from 0800 hrs to 1700 hrs. Sunday will generally be holiday. If required, firm has to work on Sunday also, the working hours will be till 1700 hrs with recess breaks as follows:-
- (i) 1000-1015 hrs for tea (ii) 1230-1300 hrs for lunch (iii) 1545-1600hrs for tea.
- (g) The safety and security of the personnel employed shall be Contractor's liability. The Contractor is required to cover his employees as per statutory requirements. The compensation under Industrial Compensation Act 1956, if any, shall be liability of the contractor.
- (h) **The Work being undertaken is inside prohibited area/ defence establishment. Disclosure of information to unauthorized personnel is prohibited and liable prosecution as per the official Secret Act. The same is to be sensitized by the firm to its employees working for the said works of the yard.**

(2) **The following works to be undertaken by conservancy staff.**

(a) **Daily Work**

Ser.	Description of area to be maintained	Area in Sq.mtr. (approx)	Nature of jobs
(1)	<p><u>Paved Road:</u> Cleaning and sweeping of following roads.</p> <p>(a) From Nancowry Gate to Electrical Workshop. (b) Road to Ashoka building and surrounding. (c) Road from YU complex till CoY Complex and surrounding Milan ground. (d) Road surrounding Production floor. (e) Road surrounding Electrical Workshop. (f) Road leading to North Gate from Fire station. (g) Road in front of CDU till IN Jetty. (h) Road in side MT Section.</p>	<p>1000 700 1000 2000 400 500 600 850</p>	<p>(i) Sweeping of road (ii) Removal of garbage and dry leaves from the places as applicable for disposal</p>
(2)	<p><u>Covered Parking area:</u> Sweeping of parking area which includes following area</p> <p>(a) MT Vehicle parking area (b) Ashoka Block (c) Production floor (d) Fire Station (e) Electrical Workshop (f) Vishwakarma Complex (g) ANFLOT parking (h) YU Complex (j) Refit Store Complex (k) QC & Test House (l) Submarine Support Complex (m) CoY building</p>	<p>400 100 150 100 100 100 600 200 100 500 300 200</p>	<p>(i) Sweeping of floor (ii) Removal of garbage from the places as applicable for disposal</p>
(3)	<p><u>Paved cemented area (Open Area).</u> Cleaning and sweeping of following open cemented area.</p> <p>(a) MT Section. (b) YU Complex (c) Fire Station (d) NAVCC hard (e) Haddo Sports Complex (f) Refit Store Complex (g) Production Floor (h) New Electrical Shop</p>	<p>100 200 200 1000 200 1000 1500 200</p>	<p>(i) Sweeping of floor (ii) Removal of garbage from the places as applicable for disposal</p>

	(i) QC & Test House (j) Submarine Support Complex (k) CoY building		
(4)	Office Spaces. Brooming and mopping of following office spaces. (a) Ashoka building office space. (b) CoY office and accommodation space. (c) Shop floor, MT section, YU section, Fire station, New electrical shop office space (d) Refit Store Complex (e) QC & Test House (f) Submarine Support Complex	1000 200 700 13000 8000 4500	(i) Brooming and mopping of tiled floor twice a day.
(5)	Toilet Spaces. Cleaning of toilet and bathroom spaces of Ashoka building, Shop floor, CoY area, MT section, YU section, Fire station, New Electrical shop. Refit Store Complex, QC & Test House, Submarine Support Complex(03 buildings additional 13 toilets)	500+ 120	(i) Naphthalene balls and Odonil are to provided and replaced.
(6)	IN Jetty Cleaning of IN Jetty from berth 'A' to berth 'E'.	5000	(i) Sweeping of road (ii) Removal of garbage from the jetty. (iii) Cleaning of Crane track.
(7)	Cleaning of Following area: (a) Area surrounding Dweep Milan including Cafeteria. (b) Surrounding area of HITU and CTTT building. (c) Area between NAVCC Technical Office and BLO. (d) Open drains of rain water / gutter. (e) HaddoNala	2500 2000 1500 1000 1000	(i) Sweeping of area. (ii) Removal of garbage, dry leaves, plastic from the places as applicable for disposal (iii) Clearing of choke gutter
(8)	Garbage Collection: Garbage collection from 22 points located and dispersed at various locations at the yard. As well as from 03 points from IN Jetty, 02 points near NAVCC Hard, in and around New Electrical Shop, Gangway of all Ships, CoY and FDN-1.		(i) Collection of garbage from all places in gash bags. (ii) Dumping at specified location for final disposal
(9)	Garbage Disposal: Garbage vehicle along with labourers for loading to be available twice a day at 0900 hrs and at 2000 hrs for collection/ clearance of garbage from SSC Galley, ANFLOAT ships, NSRY, and FDN-1 along with all identified locations as indicated at para (8). The escort for the garbage vehicle at 0900 hrs and at 2000 hrs to be provided by NSRY and NAVCC respectively. Disposal of waste after segregation bio-degradable and non-degradable waste to suitable location as per PBMC directives on all days including Sunday/ Holiday	01 truck Twice daily	(i) Segregation garbage from bio-degradable /degradable (ii) Loading by manual on truck (iii) During loading DSC personnel to be position. (iv) No metallic scrap to be collected with garbage (v) Disposal of garbage at appropriate location as per directives of PBMC. (vi) Additional trip whenever required

(b) **Weekly work**

Ser.	Description of area to be maintained		Nature of jobs
(1)	Soil area/Vegetation area: Cleaning of following soil area all around the Yard premise (a) Ashoka block surrounding (b) Production floor surrounding (c) Surrounding and behind Electrical Workshop (d) YU and Vishwakarma Complex (e) MT Section (f) Fire Station (g) Milan Ground (h) Area Behind CDU till perimeter wall (j) Area alongside perimeter wall from North gate till NSD (PBR) (k) Refit Store Complex (l) QC & Test House (m) Submarine Support Complex	50 200 100 100 50 50 500 500 200 100 50 50	(i) Removal of wild grass. (ii) Removal of dry leafs (iii) Removal of stone and sweeping of area. (iv) Aesthetic of area and maintenance of brick work (v) Clearing of vegetation and grass.
(2)	Gutter: Cleaning of gutter inside the Yard premises which includes following area. (a) Ashoka block (b) Production floor (c) From Nancowry gate to CoY complex (d) Surrounding of Milan ground (e) Alongside road leading to North Gate. (f) Various locations. (g) Refit Store Complex (h) QC & Test House (i) Submarine Support Complex	100 400 400 300 100 200 120 180 100	(i) Removal of dry leaves from the gutter (ii) Clearance of accumulated mud for easy flow of water. (iii) Removal of wild grass/plants from the surrounding wall.

(c) **Monthly work**

Ser.	Description of area to be maintained		Nature of jobs
(1)	Bush/lawn: Bushes and lawn held surrounding of Ashoka block, production floors, MT pool, fire station, Refit Store Complex, QC & Test House, Submarine Support Complex (Approx 405 Sqmtrs). Milan ground, NAVCC premises, area behind CDU, area behind Electrical work shop along with perimeter wall.	1000+100	(i) Trimming of bushes / tree branches (ii) Removal of dry leaves (iii) Maintenance / plantation of trees.

(3) **The following equipment to be maintained by the firm:-**

Ser.	Equipment	Deno.	Quantity	Remarks
(1)	Petrol Operated Saw	Nos.	02	
(2)	Grass cutting Machine	Nos.	03	

(4) **Manpower provided by the firm to undertake work as per SOW are as follows:-**

Ser.	Manpower	No. of Person	Remarks
(1)	Supervisor	04 (for 313days)	Age between 20 to 45Yrs
(2)	DRL	56 (for 313 days)	Age between 20 to 45Yrs
(3)	DRL with Truck for loading and unloading of garbage from Truck	04 (for 365 days)	Age between 20 to 45Yrs (male only)