

Tele: 2208
Reply should be addressed to
 The Naval Component Commander

Headquarters Naval Component
 C/o Navy Office
 Port Blair-744102

Jan 21

Quoting: 438/01/LOG/DEO

M/s _____

INVITATION OF BIDS FOR OUTSOURCING OF SERVICES FOR DATA ENTRY OPERATORS FOR A PERIOD OF ONE YEAR FROM 01 MAR 21 TO 28 FEB 22 AT HQNAVC REQUEST FOR PERPOSAL (RFP) NO 438/01/LOG/DEO DATED 06 JAN 21

Dear Sir,

1. "On behalf of President of India the Naval Component Commander, Port Blair invites e-Bids on two bid system for are invited on OTE basis for **OUTSOURCING OF SERVICES FOR DATA ENTRY OPERATORS FOR A PERIOD OF ONE YEAR FROM 01 MAR 21 TO 28 FEB 22 AT HQNAVC** as per work package listed in Part II of this RFP.

2. The address and contact numbers for sending Bids or seeking clarifications regarding this RFP are given below –

- | | | |
|-----|---|--|
| (a) | Tender/ bids/ queries to be addressed to: | The Naval Component Commander |
| (b) | Postal address | Headquarters Naval Component,
C/o Navy Office, Port Blair-102 |
| (c) | Designation of contact person | : Lt L Jeevakulandaraj, SO(LOG) |
| (d) | Tel. No of contact person | : 03192- 232039 |
| (e) | E Mail Address of contact person | : navccpb-navy@nic.in |
| (f) | Fax No. | : 03192- 232829 |

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

- (a) Part I – Contains general information and instruction for the Bidders about the RFP as the time, opening of tenders, validity period of tenders, etc.
- (b) Part II – Contains essential details of the items/ services required, such as the schedule of requirements (SOR), technical specifications, delivery period, mode of delivery and consignee details.
- (c) Part III – Contains standard conditions of RFP, which will form part of the contract with successful Bidder.
- (d) Part IV – Contains special conditions applicable to this RFP and which will also form contract with the successful Bidder.

- (e) Part V – Contains evaluation criteria and format for price bids.

PART I-GENERAL INFORMATION

1. **Critical Dates.** The critical dates with respect to the tender reference number 438/01/Log/DEO dated 06 Jan 21 as tabulated below:-

Ser	Description	Date	Time
(a)	Published date	06 Jan 21	1700 Hrs
(b)	Bid documents download date	06 Jan 21	1800 Hrs
(c)	Clarification start date	07 Jan 21	0900 Hrs
(d)	Clarification end date	20 Jan 21	1700 Hrs
(e)	Bid submission start date (online)	06 Jan 21	1900 Hrs
(f)	Bid submission end date (online)	26 Jan 21	0900 Hrs
(g)	Opening of tender box for collection of physical documents	27 Jan 21	1000 Hrs
(h)	Bid opening date	27 Jan 21	1000 Hrs

2. **Manner of depositing bids.** The bids will be submitted through online of Central Public Procurement Portal (CPPP) on website www.eprocure.gov.in by due date (i.e Bid submission end date) and manually explained in sub para (a) & (b) below:-

(a) **Online submission.**

(i) **Cover-I** Scanned copies of dully filled, stamped and ink signed RFP, Tech bid format (as per Appendix 'A') along with relevant documents, EMD to be uploaded in Cover-I available in Central Public Procurement Portal (CPPP) on website www.eprocure.gov.in.

(ii) **Cover-II** Commercial bids will be submitted as Cover-II in Central Public Procurement Portal (CPPP) on website www.eprocure.gov.in and will be in the form of "BoQ" (Bill of Quantities). Details of items and Qty will be showed in BoQ as per schedule of requirement in RFP. Vendors/Firms/Contractors are required to quote/ fill their rates in BoQ provided in Cover-II of this RFP.

(b) **Physical submission (Mandatory).** The documents listed hereunder, are to be physically submitted in hard copy, in a sealed envelope and dropped in the tender box (available at HQNAVC) or send through mail as per given postal address so as to reach prior to bid submission end date and time. No responsibility will be taken by Buyer for postal delay or non-delivery/ non-receipt of bid documents. Bids sent by FAX or e-mail and late tenders will not be considered. The envelope should be super scribed with Tender Enquiry No. **438/01/Log/DEO dated 06 Jan 20** for **OUTSOURCING OF SERVICES FOR DATA ENTRY OPERATORS FOR A PERIOD OF ONE YEAR FROM 01 MAR 21 TO 28 FEB 22 AT HQNAVC.** The detail of the documents is (same as per Cover-I above) to be submitted in sealed cover is mentioned below:-

- (i) Duly filled, stamped and ink signed RFP in a sealed cover. This RFP should be same as the uploaded RFP on website.
- (ii) Earnest Money Deposit (EMD) in original.

(iii) Bidder is required to submit the documents and their proof as mentioned in Appendix "A". These documents will be signed by the authorised company/firm representative and stamped with the company/firm stamp.

3. **Time and date for opening of bids.** The technical bids will be opened on 27 Jan 2021 at 1000 hrs. if due to any exigency, the bids cannot be opened on due date and time, the bids will be opened on the next working day at the same time or on any other day/ time as intimated by buyer. The opening of the bids can be witnessed online by the bidders logging into the e-procurement site. The date and time of opening of commercial bids will be intimated later by the buyer.

4. **Location of tender box.** Only those bids that are found in the tender box will be opened. Bids dropped in wrong tender box will be rendered invalid. No documents other than those specified at Paragraph 2 (b) above will be dropped in Tender box.

5. **Place of opening of the bids.** The bids will be opened online at Central Public Procurement Portal (CPPP) at Headquarters Naval Component, Port Blair

6. **Two-Bid System:** In 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. The technical bid format duly filled will also be submitted as per **Appendix 'A'**

7. **Forwarding of bids.** The following points are to be considered by bidder before submission of bids:-

(a) The documents specified in Para 2 (b) above are to be deposited physically as per instructions. The physical receipt of these documents by the buyer is mandatory. The bids shall not be accepted if these documents are not received by the buyer prior to bid opening date and time.

(b) **The commercial bids will be submitted "online Only" as given in paragraph 2(a) above.** Scanned copies of all documents mentioned at para 2(b), given in physical form are also required to be uploaded.

(c) The technical and commercial bids should be submitted by the bidder duly digitally signed by the legal owner of the firm or person authorised by him to do so.

(d) Partial bidding shall not be acceptable and the bid is liable to be rejected.

8. **Clarification regarding contents of the RFP.** During evaluation comparison of the 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.

9. **Modification and withdrawal of Bids.** The bidder may modify (re-submit) his bid online after submission, as per provision available on the portal. No bid shall be modified after the deadline for submission of bids.

(a) If bidder desires to withdraw before bid submission closing date/ time, he may do so online in the portal. EMD (in case) submitted in physical form shall be returned offline

after opening of bids only. However, the cost of tender, if applicable, will not be refunded to the firm.

(b) No bid may be withdrawn in the interval between the deadlines for submission of bids an expiry of the period of the specified bid validity.

10. **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.

11. **Validity of bids.** The bids should remain valid up to 180 days from the last date of submission of the bid.

12. **Earnest Money Deposit.** Bidders are required to submit Earnest Money Deposit (EMD) for amount of **Rs1,56,000.00 (Rupees One lakh fifty six thousand only)** along with their bids. The EMD may be submitted in the form of Fixed Deposit Receipt, Banker's Cheque or Bank Guarantee in favour of **CDA (IDS), New Delhi** from any of the public sector banks or a private sector bank authorised 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. Whilst bidding online, the EMD,s are to be forwarded to Headquarters Naval Component, Port Blair, through registered post/ by hand and is to be deposited with SO(Log) office before date of opening of bids. The e-bid shall be considered invalid in case non receiving of EMD before the e-bid opening.

13. **Pre-bid Conference** - NA

14. **EPF Provisions** EPF calculations will be included in the contract amount to be paid every month in the individual workers accounts by the contractor and the payment for next month will be released only after receipt of last month's EPF payment. Registration certificate with EPF authorities is required to be enclosed.

15. **Minimum Wages** Undertaking for payment to workers at minimum wages i.a.w. Andaman and Nicobar Administration Notification is to be enclosed. No escalation of contract amount will be admissible throughout the contract period. The minimum wages to be paid would be as per the rates promulgated by the Ministry of Labour & Employment, Govt. of India.

16. A Certificate to be obtained from Regional Labour Commissioner by the contractor for employment of workers on award of the contract. The certificate is to be submitted within a month of award of contract or else the contract will be terminated.

17. The workers are to be employed for first 15 days and from 16th day onwards 2 workers need to leave the job and two new workers will join for the same job. For these two new workers also EPF accounts will be opened immediately. Thus, for every worker employed for the entire duration of the contract for the said contract an individual EPF accounts will be opened for every person by the contractor.

18. Tenders that do not comply with above condition are likely to be rejected.
19. The approval or rejection of tenders rest with Competent Financial Authority (CFA) as applicable, who reserves to himself the right of rejecting any tender in whole or any item in whole or in part in respect of delivery points shown in schedule of requirement of this RFP without cause assigned.
20. Any further information required on application can obtained on any working day between 0900 hrs to 1600 hrs addressed to Naval Component Commander, Port Balir-744 102.
21. **Acceptance of Tender.** Acceptance of tender offer by the Buyer will be communicated to the successful tenderer by speed post/ regd. Post/ online.

PART II – ESSENTIAL DETAILS OF ITEMS/SERVICES REQUIRED

1. The scope of work is as appended below:-

Ser	Department	Scope of work	Qty
(a)	SO(Bud) Section	Computerized updating of Budget status, preparation of various budget return, maintaining all budget registers and files, updating of details of bills forwarded to/cleared by JCDA	13 Nos
(b)	SO(E) Office	Computerized updating of plans of maintenance period, refit programme, processing of ABER proceedings. Maintenance of running hours of equipment held on board ships Engineering Depts.	
(c)	CRSO Office	Up leading data of Ex-service man present in A & N Island, details of ESM regarding ECHS card, pension query, I-card etc.	
(d)	Secretariat	Preparation of various return related to pay and allowances. Computerized updating of personnel particulars and payment details of Officers and Sailors under HQNAVC.	
(e)	SO(Works) Office	Updating of progress report of various works undergoing, preparation of contingent bills for completed works, preparation of various returns	
(f)	CSO Office	Maintenance of file In-Out data on computer, maintenance of files	
(g)	SO(Med) Office	Maintenance of file In-Out data on computer, maintenance of Annual Medical report of Officers and sailors under HQNAVC	
(h)	SO(Provost)	Maintenance of file In-Out data on computer, maintenance of records of Pmt./Ty I-cards of Officers and sailors under HQNAVC	
(j)	SO(AV)	Maintenance of file In-Out data on computer, Maintenance of monthly and quarterly returns to HQANC of units and ships under HQNAVC	
(k)	SO(IT)	Computerized maintenance of IT assets of ships/units under HQNAVC. Maintenance of repairs carried out on each IT peripherals. Updating of various IT training programmes, forwarding of various returns.	

(l)	SO(NC)	Computerized updating of plans of maintenance period, refit programme, processing ABER proceeding. Maintenance of running hours of equipment held on board ships of technical department.	
(m)	SO(EDU)	Conducting of exams, professional management exam of Officers, higher education test of sailors, conducting of training programme, maintenance of electronics dates "e" – library etc.	
(n)	CICO Office	Maintenance of file In-Out data on computer, collection/dispatch of mails, maintaining of database w.r.t IAFICs, scanning ARCs of IAFICs and other task assigned by Oi/c on day to day basis.	

2. Delivery Period - Delivery period for providing services would be w.e.f the date of work order. Please note that Contract can be cancelled unilaterally by the Buyer in case service are not received within the contracted delivery period. Extension of contracted delivery period will be at the sole discretion of the Buyer, with applicability of LD clause.

**3. Consignee details – The Naval Component Commander
c/o Navy Office
Port Blair-744 102**

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 order 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 contract.** The contract shall come into effect on the date of signature of the both 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 the contract.** The seller undertakes that he has not given, offered or promised to give, directly or indirectly, any gift, consideration, reward, fees, brokerage or inducement to any person in the service of the buyer or otherwise in procuring the contracts or forbearing to do or for having done or forbore to do the obtained or execution of the present contract with the government of India for showing or forbearing to show favour or disfavor 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 any employed by him or acting on his behalf, as defined in chapter IX of Indian Penal Code, 1860 or the Prevention of Corruption Act, 1986 or any other Act enacted for prevention of corruption shall entitle the buyer to cancel the contract and all or any other contract with the seller recover from the seller the amount of any loss arising from such cancellation. A decision of the buyer or his nominee to effect that a breach of the undertaking had been committed shall be final and binding on the seller. Giving or offering/ employee of the buyer or 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 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) If the services of the contractor so selected are not found satisfactory they will be issued 14 days notice by the owner. If satisfactory improvement is not achieved even after this notice, a notice of three weeks (final) will be issued to the contractor by the own

to terminate without prejudice to any right acquiring to either party prior to such termination. During the period of notice both the parties shall continue to discharge their duties and obligations.

(b) The owner shall be entitled to determine this agreement and discharge the contract with prejudice to other rights remedies to him if the contractor shall become insolvent or fails and/ or neglects to carry out instructions on his behalf or suspends the work or delay the work, without reasonable cause or if without the written consent of the owner, he shall assign or sublet the contract.

(c) In case of termination of this agreement and/ or discharge of the contractor as here in before stipulated the owner shall be entitled to appoint a new contractor.

(d) The owner shall be at liberty to determine this contract at any time for reason of any act or negligence, misconduct or breach of duty on the part of the contractor or on account of any act of indiscipline without giving notice.

(e) The owner shall be at liberty to determine this agreement and discharge the contract, in case the terms and conditions mentioned in the agreement are not fulfilled by the contractor.

(f) The delivery of the service is delayed for causes not attributable to Force Majeure for more than (01 months) after the scheduled date of delivery.

(g) The Seller is declared bankrupt or becomes insolvent.

(h) The delivery of service is delayed due to causes of Force Majeure by more than (01 months) provided Force Majeure clause is included in contract.

(k) 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.

(m) 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. **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, copy rights, 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 claims arises in respect of manufacture or use. The seller shall be responsible for completion of the supplies including spares, tools, technical literature and training aggregates irrespective of the fact of infringements 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.** As applicable vide Govt. orders from time to time.

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 lowest acceptable bidder will be required to furnish a Performance Guarantee by way of Bank Guarantee through a public sector bank or a private sector bank authorized to conduct government business (ICICI bank PBG to be deposited by the contractor as 03% of the total contract value.

2. **Payment Terms.** It will be mandatory for the Bidders to indicate their bank account numbers and other relevant e-payment 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). The payment will be made as 100% payment on delivery and acceptance by the user.

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

4. **Paying Authority.** Indigenous Sellers: (Name and address, contact details). The payment of bills will be made through JCDA (PBR).

5. **Option Clause.** NA.

6. **Repeat Order Clause.** NA.

7. **Force Majeure clause.**

(a). Neither party shall bear responsibility for the complete or partial nonperformance 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 parties control 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.

(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.

8. **Inspection Authority.** (i) The entire work outsourced to service under this quotation shall be inspected and certified by authorised representative of HQNAVC, Port Blair at the end of the first month. The mode of Inspection will be Departmental Inspection / User Inspection / Joint Inspection / Self-certification.

(ii) On “Satisfactory Job Completion” as per work package, a certificate in this regard will be issued by authorised representative at HQNAVC. The same to be submitted along with the final bill every month as per performa.

9. **Guarantee.** A guarantee for a minimum period of 12 months for providing the services by the firm is to clearly endorsed on the firm’s quotes. If the firm is in breach of any or all terms, of the customer may, during the validity of this agreement, terminate the contract notwithstanding anything to the provision contained in the contract. The proportionate amount for the remaining outsourcing period shall be recovered from balance amount/future payment.

10. **Extension.** The contract would be one year extendable to two more year granted by the CFA under delegated powers based on firm’s performance and mutual agreement from the effective date of contract. The contracted firm to render wiliness under the same terms and conditions of the existing contract apart from the change in daily wages, variable Dearnes allowance, service tax/GST element and any other statutory regulations.

11. The increase in minimum wages & variable dearness allowance should be claimed by the contracted as and when promulgated by Ministry of Labour & Employment, Govt of India/ A & N administration whichever is higher. The corresponding increase in w.r.t, EPF, ESI(if any) & service Tax/GST only be revised. No corresponding increase w.r.t Agency charges will be entertained/ sanctioned by Competent Authority and the same will remain frozen throughout the currency of contract.

12. **Attendance.** All workers will follow laid down timing for HQNAVC coming late/leaving than the laid down timings will be marked and no claim on the wages that particular individual for that particular day will be entertained.

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) The Lowest Bid will be decided upon the lowest price quoted by the particular Bidder as per the Price Format uploaded along with RFP on website www.eprocure.gov.in.

2. **Price/Technical bid format.** The price Bid Format (BoQ) is available on CPP Portal website www.eprocure.gov.in.

Note. (i) Minimum wages, EPF & service tax/GST should be calculated as per existing rates promulgated by Govt. of India/ A & N Administration.

(ii) Any bidder quotes minimum wages less the rate per day promulgated by Govt of India/ A & N Administration the bid will be considered invalid and rejected.

(iii) Any row column left blank by bidder the bid will be considered invalid and rejected.

(vi) L1 will be determined with regard to the agency charges quoted as all other parameters such as wages, EPF, GST etc are mandatory in nature and payable by all vendors at the same rate.

2. **Price Bid Format:** As per BOQ.

(L Jeevakulandaraj)
Lt Commander
Staff Officer (Logistics)
for Naval Component Commander

FORMAT FOR TECHNICAL BIDS**OUTSOURCING OF SERVICES FOR DATA ENTRY OPERATORS FOR A PERIOD OF ONE YEAR FROM 01 MAR 21 TO 28 FEB 22 AT HQNAVC REQUEST FOR PERPOSAL (RFP) NO 438/01/LOG/DEO 06 JAN 21**

1. Scanned copies of following documents should be uploaded on website www.eprocure.gov.in and also be dropped in the tender box in a sealed envelope on tender opening date for qualifying technical bid along with this format. Tender box will be available at Naval component commander, Port Blair.

<u>S No</u>	<u>Documents</u>	<u>Enclosed (Indicate 'Yes or No')</u>
(a)	Name and full address of the office with telephone, Fax No. & email ID.	
(b)	Copy of registration of firm with any department/ organization under the Govt. of India/ Min of Defence, State government or Union territory for outsourcing of services.	
(c)	Copy of experience certificate/ Supply order/ Work in respect of same type of Job/Work with central/ State/ Union territory or any Govt. undertaking.	
(d)	Photo copy one work order contract executed by firm in last 02 years within Govt. department in same field of minimum Rs. 22 to 25 Lakh.	
(e)	Turnover details upto 50 lakh (certified from C.A)	
(f)	Copy of latest contractor license of A&N/State government for similar nature of work.	
(g)	Copy of latest service tax/ GST registration	
(h)	Copy of latest service tax/ GST challan	
(j)	Copy of PAN card	
(k)	Copy of last 03 year IT returns	
(m)	EMD enclosed	
(n)	EMD valid for minimum 180 days	
(p)	Details of registered office in Port Blair with telephone no, FAX no, and e-mail ID.	
(q)	A affidavit duly stamp by notary, stating that the firm has not been blacklisted by any Central/ State/ UT organization and there is no case of any outstanding dues/ penalty/ fine with any Govt organization, income tax and GST department	
(r)	Agreed with all terms and conditions of RFP	

Note:- If any option is marked 'NO' above, the bids will be summarily disqualified.

2. Commercial bid of only those bidders will be opened who fulfils all the requirement/ documents as stated in para (a) to (r) above and qualifies the technical bids.

I, M/s.....certify that the documents enclosed with this format are correct to the best of my knowledge and belief. Further am aware that I may be disqualified if the submitted documents are found incorrect.