

RFP No AN/VII/7022/Elect dated /06/2018

No.AN/VII/7022/Elect
Office of the CDA(ARMY)
Meerut Cantt.

Dated: July --, 2018

To,

M/S -----

Meerut

Subject: Outsourcing of Electrician .

The CDA(ARMY), Meerut Cantt. invites tender for services of one electrician in this office for a period of **one year** as per details given below. It is requested that Tender Enquiry and T&C mentioned therein may please be read carefully before submission of rates.

PART –I

1. Introduction

The office of CDA(ARMY), Meerut Cantt. has a vast Area consisting of six buildings i.e. Bank Building, Account & EDP building, White Building , M ECHS, Wet Canteen and IDAS Mess.

The scope of services including terms and conditions are given in the succeeding paras.

PART – II

2.1 General Information about Tender:

a) Last date and time for receipt of tenders	30.07.2018 at 15:00 Hrs
b) Date and time of opening tenders (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 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.)	30.07.2018 at 16:00 Hrs
(c) Quotes may be sent through registered post addressed to CDA(ARMY), Belvedere Complex, Ayudh Path, Meerut Cantt-250001 for Meerut or placed in the box provided the purpose. The tender box shall be kept in R Section . The tender box shall be marked as “Tender for Electrician No.An/VII/7022 Dated 06/2018 Box” Only. those Bids that are found in the tender box or received by post will be opened.	

(d) The quotations should be sent in sealed envelope Bids received through fax/email shall be rejected (unless specifically called for) the same would be considered as invalid.
(e) Late/delayed tenders received after stipulated date and time would be summarily rejected.
(f) The sealed envelope containing quotations should be super scribed on the top as ‘ Outsourcing of Electrician ’ and addressed to the undersigned.
(g) The bid should indicate rate for the services as per format under Part II Schedule of Requirement’ in the RFP.
(h) Bids should be forwarded by the bidders under their original memo/letter pad indicating details such as Registration number etc. and complete postal address of their office.
(i) Incomplete tender is liable to be rejected.
(j)The tender is not transferable.
(k)This RFP is being issued with no financial commitment and this office reserves the right to change or vary and part thereof at any stage. This office also reserves the right to withdraw the RFP, should it become necessary at any stage.
(l) The bids should remain valid upto 45 days from the last date stipulated for submission of bids.
(m) During evaluation and comparison of bids, this office 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 rates quoted in the bid will be sought offered or permitted. No post bid clarification on the initiative of bidder will be entertained.
(n)The bidder quoting their rates in response to this tender enquiry would be assumed to have accepted all the terms and conditions mentioned in the Request for Proposal (RFP).
(o) The Firm shall furnished EMD (Earnest Money Deposit) for a sum of Rs.3,500/- (Rs. Three thousand Five Hundred only) with a validity of 45 days beyond the date of final bid in the form of A/C payee DD or Bank Guarantee from any public sector banks.

2.2 Schedule of Requirements

S.No.	Type of Personnel	No. of persons required	Location where the services required	Rates (in Rupees)
1.	Electrician	One Electrician 9.30AM Hrs to 0600PM Hrs (Monday to Saturday)	CDA(ARMY), Meerut Cantt.	Monthly Basis

2.3 Technical Requirement

- 2.3.1 The contractor shall ensure compliance to Minimum Wages Act applicable in concerned area while quoting the rates for the services mentioned above.
- 2.3.2 Rates quoted by the bidder would be inclusive of all obligatory payments to be made towards EPF, ESI and Service charges.

2.4 The statutory and contractual obligations to be complied with by the contractors:

- 2.4.1 Contractor will comply to various legal obligation under Factory Act, Minimum wages, EPF Act, ESI Act etc.

- 2.4.2 Rates so quoted by the contractors should not be less than the minimum rates so approved by the Deputy Commissioners/ Local authorities of the concerned stations for the period under consideration.
- 2.4.3 The Contractor shall comply with provisions of the Payment of Wages Act 1936, Minimum Wages Act 1948 and Employment Liability Act 1938, Workmen Compensation Act 1923, Industrial Dispute Act 1947, Maternity Benefit Act 1961 and Contract Labour (R&A) Act 1970 and the modification thereof and other laws relating thereto and the rules made there under time to time.
- 2.4.4 The Contractor should be in possession of a valid license, if required under the Contract Labour (R&A) Act 1970 and Rules framed there under before commencement of the work and continue to hold till completion of the job.

2.5 Other requirements(Earnest Money Deposit)

- 2.5.1 The firm should enclose copies of PAN, Income Tax Assessment Certificate and Service Tax Certificate, in support of their financial health.
- 2.5.2 The firm shall furnish EMD (Earnest Money Deposit) for a sum of Rs. 3,500/- (Rs. Three thousand Five Hundred only). 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. 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.
- 2.5.3 **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 authorized to conduct government business (ICICI Bank Ltd., Axis Bank Ltd or HDFC Bank Ltd.) for a sum equal to 10% of the estimated supply value within 30 days from signing of contract. Performance Bank Guarantee should be valid up to 60 days beyond the date of expiry of contract.

2.6 Nil

SCOPE OF WORK

2.7 General Requirement:

- 2.7.1 The electrician deployed by **vendor** will have to remain present in the office during the office working hours or upto the timings as required by the office on all week days excluding Sunday.

- 2.7.2 The electrical problems / faults will have to be rectified on the day of the reporting of such fault .
- 2.7.3 The electrician deployed by **Vendor** will have to take necessary preventive actions for safety of the office equipments.
- 2.7.4 A contract will have to be concluded in this regard which will be signed by both parties.
- 2.7.5 Office of the CDA (Army), Belvedere Complex, Ayudh Path, Meerut Cantt Uttar Pradesh will give 15 days' notice to **vendor** for additional personnel for duties if required by them.
- 2.7.6 Office of the CDA (Army), Belvedere Complex, Ayudh Path, Meerut Cantt Uttar Pradesh shall pay the said wages each month by Electronic Transfer in to A/C of vendor on submission of monthly bill by Vendor.
- 2.7.7 **Vendor** shall be responsible for the payment of statutory obligations under Labour Act as EPF, ESI, Bonus, Gratuity, Overtime, Leave, Weekly off days, etc. to its employees.
- 2.7.8 No advance shall be paid by Office of the CDA (Army), Belvedere Complex, Ayudh Path, Meerut Cantt Uttar Pradesh to **vendor** nor shall any advance deductions on any account be made from the wages.
- 2.7.9 The contract shall remain valid for a period of twelve months w.e.f. **01.09.2018 to 31.08.2019** which may be extended further with mutual consultation of both parties. The services can be terminated by giving one month notice. During the period of notice both parties shall continue to discharge their duties and obligations.
- 2.7.10** In case **vendor** fails to provide satisfactory services, he will be duly warned to improve. If **vendor** fails to improve the standard of services within THIRTY (30) days thereafter, the contract may be terminated.
- 2.7.11.** **Vendor** will provide basic materials such as pliers, screw driver , line tester etc. to the electrician for discharging his duties. All other material relating to maintenance and repair will be supplied by this office.
- 2.7.12.** The personnel of **vendor** will not have any direct dealing with the Office of the CDA (Army), Belvedere Complex, Ayudh Path, Meerut Cantt Uttar Pradesh and he shall not demand any salary or allowance, compensation, damages or any claims arising out of their deployment under this arrangement from Office of the CDA (Army), Belvedere Complex, Ayudh Path, Meerut Cantt Uttar Pradesh.
- 2.7.13.** **Vendor** will not allow or permit its personnel to participate in any trade union activity/agitations in the premises of Office of the CDA (Army), Belvedere Complex, Ayudh Path, Meerut Cantt Uttar Pradesh.
- 2.7.14** Any damage to the property of Office of the CDA (Army), Belvedere Complex, Ayudh Path, Meerut Cantt Uttar Pradesh caused by the **vendor** shall be made good by it to the entire satisfaction of Office of the CDA (Army).

2.7.15. Frequent changes/transfer of electrician is to be avoided and in unavoidable circumstances it should be done only in consultation with Office of the CDA (Army), Belvedere Complex, Ayudh Path, Meerut Cantt Uttar Pradesh.

2.8 REQUIREMENT FROM THE STAFF OF THE AGENCY: THEIR DUTY BEHAVIOR/ETC.:

- 2.8.1 Contractor shall comply with all the provisions of Labour Acts/Laws applicable in India.
- 2.8.2 Contractor shall advise their workers to restrain themselves from entering into any arguments with the personnel of CDA(ARMY), Meerut (including permanent/temporary/trainees, etc.).
- 2.8.3 The Contractor's workers should not make any sort of noise in the office premises and monitor their behaviour continuously.
- 2.8.4 The Contractor's workers shall be polite, courteous, well behaved and honest.
- 2.8.5 The Contractor's worker shall not be allowed or permitted to participate in any trade union activity/agitations in the premises or this office.
- 2.8.6 The Contractor shall be fully responsible and liable for any theft burglary, fire any other mischievous deeds by its workers.
- 2.8.7 The antecedents of all workers will be got verified from police by the agent before deployment for work.
- 2.8.8 The Contractor's workers shall not enter into any unlawful activity within the office premises and shall have a good moral character in the event of any damage to Govt. property.
- 2.8.9 The CDA(ARMY) office shall have the right to impose cash penalty on the Contractor in the event of any damage to Govt. property.
- 2.8.10 The Contractor shall be directly responsible for the payment of wages while should not be less than minimum wages noticed by the State Govt. and will include such other benefits as may be available to its workers under the relevant acts, and regulation applicable in the State.
- 2.8.11 Insurance coverage and accident risk of the workers will be the responsibility of the contractor.
- 2.8.12 All the workers of the contractor shall be free from infectious diseases.
- 2.8.13 The Contractor will ensure that proper license/permission from the concern authority whenever applicable are obtained promptly.
- 2.8.14 The Contractor will ensure that the services under this agreement shall not be transferred to any other person without prior permission from the Customer in writing.
- 2.8.15 The Controller reserves the right to order any worker of the contractor to leave the premise of the CDA(ARMY) office if his presence at any time is found undesirable.

PART – III

PAYMENT TERMS

- 3.1 Contractor shall maintain proper attendance register of the workers and which will be submitted to the nominated officer of this office.
- 3.2 Payment will be made to Contractor on monthly basis in arrears, on receipt of pre-receipted bill and attendance sheet subject to rendition of satisfactory services.
- 3.3 Contractor shall submit in the first week of the following month pre-receipted bill and attendance sheet in duplicate along with a certificate of rendering satisfactory services.
- 3.4 The paying authority shall make the payment to Contractor on monthly basis in accordance with prescribed payment procedure within 10 working days.
- 3.5 Payment shall be made through electronic transfer in the Bank Account of the Firm/vendor only.
- 3.6 Contractor shall pay minimum wages to the persons deployed for the job as notified by UP Labour Commissioner time to time.
- 3.7 Contractor shall be responsible for the payment of statutory obligations under Labour Act as EPF, ESI, Bonus, Gratuity, Overtime, Leave, Weekly Off days, etc. to its employees. The Contractor shall provide documentary proof every month on account of contribution of Service Tax, ESI and EPF.
- 3.8 No advance shall be paid by this office to Contractor, nor shall any advance deductions on any account be made from the wages.
- 3.9 Contractor's workers shall not be deemed to be employee of this office/department and they shall not demand any salary or allowance, compensation, damages or any claims arising out of their employment/duty under this arrangement from this office.
- 3.10 Contractor shall be responsible for any injury or loss if any of the Contractor's worker that may take place while on gardening duties. Any compensation or expenditure towards treatment for such injury or loss shall be sole responsibility of the Contractor.

INSPECTION

- 3.11 The services so provided by the Contractor would be inspected by the representative of this office alongwith the contractor at a regular interval. For any untoward incident or accident related directly/indirectly with the contract, the sole responsibility will be of the Contractor.

PENALTY

- 3.12 Deduction on account of unsatisfactory services and improper protection, safety maintenance of plants etc. shall be made from the monthly bills. The recovery shall be decided by the GO (AN) on the feedback received from time to time.
- 3.13 In case of absence of Contractor's workers from duty, the recovery shall be made from the contractor for absence period at the rate of average rate per day being charged by the Contractor.
- 3.14 In case of non-performance of proper services penal deduction @ Rs.500/- per day shall be made from the bill of the Contractor taking into account loss of goodwill.
- 3.15 In case of loss due to unforeseen circumstances, an enquiry leading to the loss will be conducted by a Board of Officers and the decision of the GO (AN) shall be final.

- 3.16 If the work/services are found unsatisfactorily and below the expected standards in a particular are or area, GO (AN) shall have right to get the same done through another agency. The charge on account of this shall be deducted from the Contractor's bill. Decision of the GO (AN) shall be final in this regard.

TERMINATION OF CONTRACT

- 3.17 Either Party reserves the right to terminate this agreement in the event of the other party not discharging his obligations under terms and conditions.
- 3.18 Either party can terminate this agreement without any cause by giving 30 days notice of such termination to other party. Failing to serve the notice, Contractor shall be liable to pay the expenses incurred during the notice period.
- 3.19 On termination of this agreement, Contractor's obligations under this contract ceases in its entirety.

ASSIGNMENT

- 3.20 The Contractor shall not assign this agreement or any part there of or any benefit or interest therein or there under without the prior written consent of this office.

NON-DISCLOSURE OF CONTRACTUAL DOCUMENTS INFORAMTION

- 3.21 Except with the consent in writing of this office, the Contractor shall not disclose the contract or any provision, to any person, other than a person employed by the Contractor in the carrying out of the contract. Any disclosure to any person permitted under above clause shall be made in confidence and shall extend only so far as necessary for the purpose of contract.

FORCE MAJEURE

- 3.22 Neither party shall be liable or deem to be in default for any delay or failure to perform any of its obligations under of arising out of this contract such failure results from any force majeure, act of God, Fire, Storm, Earthquake, Explosion, accident, embargo, imminence or the existence of any state of Emergency, war, War-like condition, Civil commotion, Riot embargoes any measures taken by the Government which renders it impossible or impracticable to perform obligation under this contract. In such cases the affected party shall give notice to the other party immediately upon occurrence of the event causing the delay or default or that is reasonably expected to cause a delay or default.

ARBITRATION

- 3.23 In case of any dispute or difference arising between this office and the Contractor with regard to this contract, the matter (s) under dispute shall be referred to single Arbitrator in case the parties can agree upon one. Failing such agreement two arbitrators, one to be appointed by each party and in case of disagreement between the two arbitrators aforesaid in so far as and to the extent that they disagree to an umpired shall be appointed by such two arbitrators before they enter upon the reference. All such arbitration proceedings shall be in accordance with the Indian Arbitrator Act 1980 or any new enactment replacing extending or modifying the same. Arbitrator proceedings shall take place at Meerut (UP).

LAW

3.24 The contract for outsourcing which would be placed on successful bidder shall be considered and made in accordance with the laws of the republic of India. The contract agreement shall be governed by and interpreted in accordance with laws of Republic of India.

PART – IV

EVALUATION CRITERIA & PRICE BID ISSUES

4.1 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.
- b) The Lowest Bid will be decided upon the lowest price quoted as mentioned at Annexure “B”, by the particular Bidder as per the Price Format mentioned at Para 3 below. The consideration of taxes and duties in evaluation process will be as follows:
 - i) Ultimate cost to the buyer would be the deciding factor for ranking of bids.
 - ii) The Bidders are required to spell out the rates of GST, Service Charges, EPF & ESI 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
 - iii) If there is a discrepancy between the unit price and the Total cost of the items, 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.
 - iv) The Lowest Acceptable Bid will be considered further for placement of contract Order after complete clarification and price negotiations as decided by the Buyer.

(Anil Rawat)
SAO (AN)

Annexure A

EMD Letter with Bank Draft

Tender No.AN/VII/Electrician dated 20 June 2017

To,

The CDA(ARMY)
Meerut Cantt. 250 001

Subject: Submission of Earnest Money Deposit.

Dear Sir,

With reference to Tender No.AN/ VII/7022/Elect dated 28.06.2018 the required Earnest Money Deposit Rs. 3,500/- (Rs. Three thousand Five Hundred only) is being deposited vide Bank draft bearing No. _____ dated _____ from (name of bank, branch number, City) _____ is attached with this letter for consideration of tender.

Thanking you,

Dated:

(Authorized Signatory)
Name _____

Controller of Defence Accounts (ARMY) Meerut Cantt. 250 001.

Tender No.AN/VII/7022/Electrician dated June 2018

Financial Bid/Price Bid

The price bid should include the price breakup as per the format given below:

(Please attach separate sheet if required but the format should remain same)

1. Name of the firm/company: _____

2. Address: _____

3. Rates

S.No.	Type of Personnel	No. of persons required	Location where the services required	Rates (in Rupees)
1.	Electrician	One Electrician 9.30AM Hrs to 0600PM Hrs -monthly basis(Monday to Saturday)	CDA(ARMY), Meerut Cantt.	Monthly Basis(Monday to Saturday)

4. Total amount in figures: _____

5. Total amount in words: _____

Place:

Dated:

(Authorized Signatory)

Name _____

SUMMERY SHEET

Name of the Department	Office of the CDA (Army) Meerut Cantt, Ministry of Defence (MoD), Govt. of India
Date of Issue of Request for Proposal (RFP)	10/07/2018
Last date and time for Receipt of Proposal	30.07.2018 (1500 hrs)
Date and Time of opening of Bids	30.07.2018 (1600 hrs)
Place of Opening of Bids	GO(AN) Room in CDA (Army) Office, Belvedere Complex, Ayudh Path, Meerut Cantt- 250001
Address for Communication	Sh. Anil Rawat, Sen. Accounts Officer (AN), O/o CDA (Army), Belvedere Complex, Ayudh Path Meerut Cantt- 250001 021 – 2643958 E-maid ID : cdaarmymeerutan7@gmail.com Fax: 021 – 2646254

ANNEXURE- C

DECLARATION

The undersigned accepts in full the terms and conditions laid down in this **RFP No.** No.AN/VII/7022/Electrician dated June 2018. Further, it is certified that all the information provided in the annexed bids is correct and complete.

Date:

Place: Signature of authorized person

Full Name & Designation:

Seal:

ANNEXURE- D

Documents to be attached for eligibility criteria

1. Certificate of Registration of Firm/Company as per _____ of the RFP: (Attach copy)
2. Attach copy of NEFT Mandate Form
3. PAN No. (Attach Copy)
4. TIN No. (Attach Copy)
5. GST Registration No.(Attach copy)

Invitation of bids for “Electrician for CDA(Army)
Meerut CANTT”

Request for proposal (RFP) No._

No.AN/VII/7022/Electrician dated June 2018



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No. AN/VII/7022/Electrician

Dated -- .06.2018

REQUEST FOR PROPOSAL

**Invitation of bids for outsourcing of Electrician for IDAS Mess (163, The Mall) and
Main Office of CDA (Army) Meerut on contract basis**

To,

List of firms

01	M/S Martual Security & Detective services (P) Ltd, 275, Shivam Complex, sadar Cowk Path Abu Lane Meerut Cantt. 250001
02	M/S Kashish Traders , B.I. market, Near, Sant Store, Lal kurti
03	M/S P K Security and Allied Services 78, Shivaji Road Meghdoot Choraha, Meerut
04	M/S P.K.Traders 11/13, New Mohan Puri Meerut
05	M/S Shiva Security and outsourcing labour 589, Nagla Batto , Meerut
06	M/s Ruchika enterprises D-41/B Minakshi Puram Mawana Road Meerut
07	M/s Excellent Security and allied services 1/1/13, New Mohanpuri , Nanak atta chakki , Meerut
08	M/s Anu Enterprises, 224, Gali No. 2, Subhash nagar, Meerut
09	M/s Manshi Printers & Stationers 58,Bakri Mohalla,Lal Kuriti Meerut
10	M/s Vashno Management Services,, B-67, Gokul Vihar, Rohta Road Meerut cantt.

SAO (AN)