

**TENDER ENQUIRY consisting pages from 01 to 19**

Government of India, Ministry of Home Affairs  
Directorate General, National Disaster Response Force  
(Establishment Section)  
'B' Wing, 9<sup>th</sup> Floor, Paryavaran Bhawan, CGO Complex,  
Lodhi Road, New Delhi-110003  
(Tel & Fax No. 24363260)  
E-mail [dg.ndrf@nic.in](mailto:dg.ndrf@nic.in)

TE No.I-17018/Adm/306/O-S/NDRF/2016/ 4663

Dated: 20 June, 2016

1. On behalf of the President of India, DG NDRF invites you to tender for the supply of following office staff on outsourced basis:-

S/N	Description	Skilled/Non-skilled	Required Numbers	EMD Required
1	Office Assistant	Skilled	12	<b>Rs.38,000/-</b>
2	Data Entry Operator	Skilled	01	
<b>Total</b>			<b>13</b>	

2. The complete Tender Set is available on NDRF website [www.ndrfandcd.gov.in](http://www.ndrfandcd.gov.in). The tenders can down load the tender set from these web site.
3. This tender enquiry has following schedules and appendices:-

Enclose: Aforesaid Schedules & enclosures.

Copy to:-



*20/6/2016*  
(JKS Rawat )  
Dy. Inspector General (ADM)  
For and on behalf of the President of India

**Dy. Inspector General**  
Directorate General (NDRF)  
Ministry of Home Affairs  
New Delhi

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E-mail [dg.ndrf@nic.in](mailto:dg.ndrf@nic.in)

TE No.I-17018/Adm/306/O-S/NDRF/2014/ 4063

Dated: 20 June 2016

1. On behalf of the President of India, DG NDRF invites for the supply of following staff on outsource basis in the following trades .

S/N	Description	Required trade	Required Numbers	EMD Required
1	Office Assistant	Skilled	12	Rs.38,000/-
2	Data Entry Operator	Skilled	01	
3	Total		13	

(Specifications and other details as per Annexure-I to IX attached to Tender Enquiry.)

**PRICE: PER TENDER SET** :Rs.500/- (Rupees One hundred only)  
**EMD Required** :Rs.38,000/- (Rupees Thirty Eight thousand only)

Last Date and Time for Submission Online Bids: - 04.07.2016 up to 16.00 P.M  
Tender will be opened on : 04.07.2016 at 16.30 P.M

2. The Contract will be awarded up to 31.03.2017, extendable for six months and further subject to the satisfactory performance of the firm, at same terms & condition and prevailing market price.

3. The numbers of office staff required will be deployed at HQ DG NDRF, New Delhi.

4. If the tenderers are in a position to quote for supply in accordance with the requirements stated in the attached schedule to tender, all bids must be submitted electronically on 04.07.2016. The cost of tender document is Rs.500/- non-refundable (Rupees One hundred only) where in the purchase price of the tender documents shall be submitted along with the bid. The payment of tender fee can be made by means of bank draft drawn in favour of PAO, NDMA, New Delhi payable at SBI, Safdarjung Enclave, New Delhi Code No.013182. No other mode of payment will be accepted. Bank Draft towards Cost of Tender & EMD be deposited in drop box at HQ DG NDRF, New Delhi-03 before closing of bid. This tender is not transferable. The validity of tender shall remain open for acceptance till **180 days from the date of tender opening**. All tender documents attached with this invitation to tender are sacrosanct for considering any offer as complete offer. It is therefore important that all tender documents duly completed and signed on each page are returned with your offer.

5. It may please be noted that Firms/Agencies who do not fulfill the Eligibility criteria will not be considered. Financial bid of those Firms/Agencies who fulfill the terms and conditions of Tender Enquiry will only be opened.

6. Rates quoted by the firms should be on the firm price basis. No price variation will be permitted in the contract.

7. The Tenderers should submit their bids electronically.

8. The firm whose proposal is accepted will have to deposit 10% of the total amount of contract as performance security within 05 days on receipt of supply order, in the shape of the **Bank Guarantee in required proforma, pledge with THE DG, NDRF NEW DELHI**. In case, the firm/agency does not complete the supply of office staff

within 07 days from the receipt supply order, supply order placed to the firm will be cancelled and action will be taken to blacklist the firm and forfeiture of its Performance Security. No interest will be given on Performance Security and supply order will be placed to other eligible firm.

## 9. **CRITERIA FOR AWARD OF CONTRACT:**

9.1 The rate fixed by the Govt. for these 13 persons is Rs.16,000/-.

9.2 No tender will be accepted without requisite E.M.D. as mentioned in tender notice. The E.M.D. shall be in the shape of A/C Payee Demand Draft in favour of PAO, NDMA, New Delhi payable at SBI, Safdarjung Enclave, New Delhi Code No.013182 payable at Delhi. The EMD can also be submitted either in the shape of FDR, Banker's cheque or Bank Guarantee. No interest will be given on E.M.D. The E.M.D. shall be valid for 180 days from the date of tender opening.

### 9.3 **The following document giving full details are enclosed:-**

i).	Pre-qualification requirements for award of contract for outsourcing of official staff	-	Annexure-I
ii)	General Terms and Conditions	-	Annexure-II
iii).	Special terms and conditions for work of official staff	-	Annexure-III
iv).	Performance Statement for last three year	-	Annexure-IV
v)	Form 68-A	-	Annexure-V
vi)	Tender Acceptance letter	-	Annexure-VI
vii)	Bank Account Details	-	Annexure-VII
viii)	Price Bid Proforma	-	Annexure-VIII
viii)	Proforma of Affidavit to be submitted by the contractor to participate in tender	-	Annexure-IX
ix)	Proforma for Bank Guarantee for Earnest Money	-	Annexure-X

9.4 It may please be noted that firms/Agencies who do not fulfill the Pre-qualification requirement will not be considered. Financial bid given in Annexure-VIII of those firms/Agencies who fulfill the terms and conditions (Annexure-I to X) will only be opened.

10. **Pre-Bid Meeting** : A pre-bid conference will be held on **27.06.2016 at 1100** hrs at the Office of DG, NDRF, Block-'B' Wing, 9<sup>th</sup> Floor, Paryavaran Bhawan, CGO Complex, Lodhi Road, New Delhi-110003 for clarifying the queries/doubts of vendors on the tender enquiry if any received within the stipulated date. The bidder/firms may send their questions/ queries/clarification, if any, in respect of the tender documents and same can be sent to DG, NDRF, 'B' Wing, 9<sup>th</sup> Floor, Paryavaran Bhawan, CGO Complex, Lodhi Road, New Delhi-110003 within 07 days from the date of publication of tender notice. No representation will be entertained after the stipulated date.

10.1 Minutes of the meeting, including the text of the questions raised (without identifying the source of enquiry) and the responses will be uploaded on the above website without delay. Any modification of the bidding documents which may become necessary as a result of the pre-bid meeting shall be made by this office exclusively through the issue of a Corrigendum only and not through the minutes of the pre-bid meeting.

10.2 Attending the pre-bid meeting is in the interest of Bidders of understand the criteria of work place of the tender. It is insisted upon that the bidders shall attend the pre-bid meetings. However, in case the bidders do not attend the pre-bid meeting, it would be presumed they have understood the criteria of work place.

11. **AMENDMENT OF BID DOCUMENTS:-**

11.1 Before the deadline for submission of bids, this office may modify the bidding documents by issuing corrigendum.

11.2 Any corrigendum so issued shall be part of the bid documents as well as Contract documents and shall be uploaded on the above website.

11.3 To give prospective bidders reasonable time to take a corrigendum into account in preparing their bids, this office may extend the date for submission of bids, if necessary.

12. **EARNEST MONEY DEPOSIT :-**

All firms shall be required to deposit fixed amount of Earnest Money along with their offer. Offers without Earnest Money or with Earnest Money other than amount specified will be liable to be summarily ignored. Tenders received not in conformity to the EMD guidelines would liable to be ignored summarily. No request for transfer of any previous deposit of earnest money or performance security deposit or any other payment due to any of the bidders in respect of any previous work towards earnest money deposit will be entertained. The Earnest Money may be deposited in any one of the following alternative forms:-

- a) Account Payee Demand Draft, Fixed Deposit receipts, Banker Cheque in favour of PAO, NDMA New Delhi.
- b) Bank Guarantee of any Nationalized/Schedule Bank or reputed commercial bank in the format attached.

12.1 The Earnest Money shall be valid and remain deposited with the DG, NDRF New Delhi for the period of **180 days** from the date of tender opening. If the validity of the tender is extended, the validity of the Bank Guarantee or any other document submitted in lieu of Earnest Money will also be suitably extended by the Bidder, failing which the tender after the expiry of the aforesaid period shall not be considered by this office.

12.2 No interest shall be payable by this office on the Earnest Money Deposited by the bidder.

12.3 The EM deposited is liable to be forfeited in the following condition:-

- (i) If at any stage any of the information/declaration given by the bidder is found false.
- (ii) If a bidder withdraws his bid during the period of bid validity specified in the tender's terms and condition.
- (iii) In case of any lapse/default in honoring the terms & conditions at any stage after submitting the tender.
- (iv) In case the bidder is finally selected but fails to furnish Contract Performance Security Deposit in accordance with tender's terms and conditions.
- (v) If the tenderer withdraws or amends, Impairs or derogates from the tender in any respect within the period of validity of his tender.

12.4 The EMD of the successful Bidder shall be returned after the security deposit as required in terms of the contract is furnished by the Bidders.

12.5 EMD of all the unsuccessful Bidders shall be returned by this office as early as possible after the expiry of the bids validity, but not later than 30 days after placement of contract. Tenderers are advised to send a pre-receipted challan along with their bids so that refund of EM is made in time.

12.6 If any firm/organization has been exempted from submission of Earnest Money of Central Government instructions/orders the specific instructions/orders should be quoted and copy enclosed.

### **13. PERFORMANCE SECURITY DEPOSIT:-**

13.1 If contract is placed as result of invitation to tender the supplier is required to furnish performance bond within 05 days @ 10% of order value valid for a period of 60 days beyond the date of completion of work in the shape of the Bank Guarantee in the required Performa, pledged with The DG, NDRF, New Delhi. The performance guarantee will come into force immediately after commencement of outsourcing of official staff and will remain valid for a period of 60 days beyond period the dated of completion of contract period. In case, the firms/agency does not complete the supply of secretarial staff within 07 days, supply order placed to the firm will be cancelled and forfeiture of its performance Security. No interest will be given on performance security and supply order will be placed to other eligible firm. The security deposit will be refunded only after the expiry of the contract and discharge of all the service under the contract.

13.2 The security deposit will be forfeited if during the period of contract, the services of the contract are found unsatisfactory in any respect or if any of the conditions of the contract are contravened, towards any damage due to negligence on part of the contractor/his/her employee(s), besides any action that may have to be taken against the contractor.

13.3 In case the work of the contractor is found unsatisfactory or if the contractor dishonors the award of work contract, the job will be entrusted to any other firm/person at the risk and cost of the defaulting bidder/contractor. The decision of the Department shall be final and binding in this regard.

### **14. PENALTY:-**

14.1 Contractor will attract a penalty of **Rs. 500/- (Rupees Five hundred only)** per day, per person, in case the person fails to carry out services due to his absence or any other reason.

14.2 It should be ensured that entire assigned work to the office staff are kept in a perfect state at all time to the total satisfaction of DG NDRF. The office will start functioning from 0930 hrs daily on all working hours and will close at 1800 hours.

14.3 Competent Authority reserves the right to cancel/reject any or all the Tenders without assigning any reason thereof.

### **15. PAYMENT TERMS:-**

- 15.1. The contractor will submit the salary bill on monthly basis on or before 5<sup>th</sup> of every month for reimbursement in triplicate, which shall be got duly certified by the officer-in-charge and the same shall be paid thereof after making recovery, if any.
- 15.2. The contractor shall make regular and full payment of labour charges, salaries and other payments as due, as per the labour laws to its workman deputed under service contract and furnish necessary proof whenever required.
- 15.3. The contractor will provide actual deployment of personnel & their attendance duly verified by CISF authority on monthly basis.
- 15.4. The contractor is responsible to provide the proof of payments made to his workmen for previous months during submission of bill.
- 15.5. The bills shall be paid on monthly basis. No advance payment shall be paid to the firm on this account. The firm whose tender has been accepted by competent authority will have to enter an agreement with this office before taking the contract.
- 15.6. In the event of increase or decrease in the minimum wages by the State Govt, the rates would be increased or decreased to the extent it relates to the changes in the minimum wages notified by State Govt. from time to time.
- 15.7. Proof of challan/receipt issued by Regional Provident Fund Commissioner (RPFC) etc. for the payment made towards applicable provident fund, ESIC & EDLI for the

previous month and proof of payment towards compliance of other statutory provision like Bonus for the previous month.

- 15.8. This office shall release due amount after making recoveries, if any, through crossed account payee cheque in favour of contractor or through RTGS/NEFT in favour of contractor.
- 15.9. The contractor shall promptly make payment to Regional Provident Fund Commissioner in respect of Provident Fund Contribution by Contractor and amount deducted from salary/wages of deployed personnel towards their contribution to provident fund.
- 15.10. In case, this office receives any complaint regarding non-payment of wages to the workman the amount payable to these personnel will be recovered from your bill and paid to such workman.

16. **TECHNICAL EVALUATION:-**

- 16.1 All the Technical bids of participating firms shall be examined and evaluated by a Committee, to ascertain that the bids meet the terms and conditions laid down in tender Enquiry. The financial bids of only those Firms/Agencies will be opened, whose technical bids are found to meet the terms and conditions of the Tender Enquiry by the committee.

17. **PROCEDURE TO BE FOLLOWED FOR TENDER PROCESS:-**

- 17.1 All the bidders are required to submit their offers (**two bids system electronically on 04<sup>th</sup> July, 2016 at 1600 P.M as under:-**

(a) FIRST BID should contain the Technical offer.

(b) SECOND BID should contain the Financial Offer giving following details:-

- (i) The Prices should be quoted as per Annexure-VIII provided along with the tender document.
- (ii) Price will be quoted both in figure and words indication various taxes.

- 17.2 All documents are accepted manually from the tenderer. Financial bids of only those offers which meet technical requirement will be opened. Financial bids given in Annexure-VIII of only those offers which meet our requirement will be opened.

Signature of Tenderer  
Date with stamp  
Name of Tenderer



20/6  
(J.K.S. Rawat)  
Dy. Inspector General (Adm)  
HQ DG NDRF  
Dy. Inspector General  
Directorate General (NDRF)  
Ministry of Home Affairs  
New Delhi

**ANNEXURE-I**

**Pre-qualification requirements for award of contract for hiring of secretarial staff**

1.	Name of the organization/firm	
2.	Name(s) of the Proprietors/Directors/Partners	
3.	Registered Address	
4.	Telephone No. Fax No	
5.	Whether firm is registered & license holder under Contract Labour (Regulation & Abolition) Act	
6.	Registration No. of the Firm (Copy to be enclosed)	
7.	Permanent Account No. of the firm (PAN) (Copy to be enclosed)	
8.	Copy of Income Tax clearance Certificate (ITCC) to be attached	
9.	Provident fund number allotted by Regional Provident Fund office.	
10.	ESI Registration No.	
11.	Firm should be registered with Service Tax Department (Copy to be enclosed)	
12.	Total staff/workers of the firm	
13.	Name(s) of Public Sector / Govt. Organization to whom similar services have been provided by the firm during last 03 years. Please attach copies of job order and service certificate from Govt. Office/Public Sector.	
14.	Average Annual Finance turnover of firm or firms (if JVA is proposed) for each of the last 03 years, ending 31 <sup>st</sup> March of the previous financial year should be at least <b>Rs.04 Crores.</b> (copy to be enclosed)	

Signature with Date \_\_\_\_\_

Name of the Firm \_\_\_\_\_  
Seal \_\_\_\_\_

**GENERAL TERM AND CONDITIONS**

1. Tenders submitted manually by the firm in time will only be accepted. Financial bids given in Annexure-VIII of only those offers which meet requirement will be opened.
2. The office of DG, NDRF (hereinafter referred to as the Office) reserves the right to postpone and/or extend the date of receipt/opening of tender/Rates or to withdraw the same, without assigning any reason thereof.
3. The Contractors are required to submit the complete Tender/Rates only after satisfying each and every condition laid down in the Annexure enclosed.
4. All the rates must be written both in figures and in words. Corrections, if any, are to be made by crossing out, initialing, dating and rewriting. In case of discrepancy between the words and figures the rates indicated in figures shall prevail. All overwriting/cutting, insertions shall be authenticated and attested.
5. Rates/Quotations should be submitted duly signed by the firm with its current business address.
6. The Contractors should satisfy themselves before submission of the Rates /Quotations to this office that they meet the qualifying criteria and capability as laid down in the Annexure.
7. The Contractors must comply with the Technical/Financial Bids, Rates/Quotations, specification and all terms and conditions of contract. No deviation in the Terms & Conditions of the Contract shall be entertained unless specifically mentioned by the contractor in the Rates/Quotations and accepted by this office.
8. Initially the contract will be awarded up to 31.03.2017. However, this period may be extended, keeping in view the various factors such as prevailing market price, satisfactory performance of the Service Provider.
9. In case of any default by the Contractor in any of the terms & conditions (whether General or Special), The purchaser has full right to terminate the contract, in whole or part, by giving 30 days' notice in writing to the Contractor.
10. Insurance cover protecting the agency against all claims applicable under the Workmen's Compensation Act, 1948, shall be taken by the contractor. The contractor shall arrange necessary insurance cover for any persons deployed by him even for short duration. This office shall not entertain any claim arising out of mishap, if any, which may take place. In the event of any liability/claim falling on this office, the same shall be reimbursed by the Contractor.
11. Contractor shall in no case lease/transfer/sublet/appoint care taker for services.
12. No other person except Contractor's authorized representative shall be allowed at work place/premises where the secretarial staff are engaged.
13. Within the premises of the office, the Contractor's work man shall not do any private work other than their normal duties.
14. The bidder or their authorized representative may remain present if they so desire at the time of opening the tender. The bidder/representatives who remain present will sign the attendance sheet in token of having attended the proceedings.
15. No firm which has either been blacklisted by NDRF or by any other Govt. Organization shall be allowed to participate in the tender process. All intending firms must be under obligation to inform in writing about criminal cases pending against them (including Directors, Managing Directors, Managing Partners and Managers who may be authorized to look after their work), if any. The bidder shall also furnish name and residential address of their Directors, Managing Directors, Managing Partners and Manager.

16. Contractor shall be directly responsible for any/all disputes arising between him and keep this office intimated against all actions, losses, damages, expenses and claims whatsoever arising thereof. Contractor shall be solely responsible for payment of wages/salaries other benefits and allowances to his workman that might become applicable under any Act or Order of the Govt. The office shall have no liability whatsoever in this regard and the Contractor shall indemnify this office against any/all claims which may arise under the provisions of various Acts, Govt. Orders etc.

17. Contractor shall be fully responsible for theft, burglary, fire or any mischievous deeds by his staff.

18. It is made clear that the engagement of the service provider does not in any way confer any right to the service provider or the persons that may be deployed by him in this office for claiming any regular or part time employment in this office or any other Govt. Office.

19. No accommodation for hired staff will be provided by this office.

20. If the labour is required on Sunday/Gazetted holiday, no extra charge will be paid to the Contractor. Contractor shall ensure that peace and order is maintained in the premises.

21. Contractor would ensure that all its personnel would behave courteously and decently with employees of this office and also ensure goods manners.

22. The statutory and contractual obligations to be complied with by the contractor.

23. The contractor will issue proper identity cards/passes to each and every workers.

24. The contractor should have carried out at least 03 satisfactory Govt tenders for last three years.(Satisfactory Certificate to be enclosed.)

25. The contractor must submit affidavit stating that the agency is/has not been black listed by Centre/State Govt/PSU.(Attach attested copy).

26. The contractor must submit affidavit stating that there is no criminal case pending with the firm or owner/partners/directors.

27. The contractor must enclose attested copy of ESI registration, PF registration, Service Tax registration, PAN No, registration of individual/Partnership Firm/Company etc, latest ESI/PF challan of 200 workers to be enclosed. Otherwise tender will not be considered for financial bid.

28. The contractor must be registered under Contract Labour Act and must have labour license of at least 100 labours in providing secretarial staff only.

29. The contractor should produce a solvency certificate from a scheduled bank/nationalized bank of Rs. 50 lakhs not less than 06 months from the date of issue of the tender. The solvency certificate should clearly mention Solvency Certificate, amount, date of issue and satisfactory conduct.

30. The contractor shall comply with the provisions of the following major Labour Laws :

(i) Contract Labour (Regulation & Abolition) Act, 1970.

(ii) Minimum Wages Act.

(iii) Workmen's Compensation Act.

(iv) Any other rules, regulations and/or Status as may be applicable to them from time to time.

31. The Service provider will submit the bill, in triplicate in respect of a particulars month by the 5<sup>th</sup> of following month. However, no interest is payable on delayed payment.

32. The DG, NDRF New Delhi reserves the right to accept or reject any or all quotations without assigning any reason.

33. In the event of any dispute arising out of agreement with successful bidders, the Court at Delhi/New Delhi shall have the exclusive jurisdiction to trail all disputes.

34. All pages of tender documents duly signed with seal & uploaded.

35. The agreement can be terminated by either party by giving one month's notice in advance. If the Service Provider fails to give one month's notice in writing for termination of the agreement then one month's wages etc. and any amount due to the Service Provider from this office shall be forfeited.

We agree to the above terms and conditions.

Signature with Date

Name of the Firm

Seal

SPECIAL TERMS AND CONDITIONS

**(1). Duties and Responsibilities of the Secretarial Staff**

1. Duties to work as assistant in various branches of NDRF HQ dealing correspondence such as personnel matters, provisioning & procurement, disciplinary matters pertaining to NDRF, Operational and Training, work of IT, Cash & Accounts and Receipt & dispatch.
2. All types of office work
3. Basic Computer knowledge essential
4. Responsibility to complete the correspondence entrusted to them in time.

**(2). MISCELLANEOUS CONDITIONS.**

1. Manpower required for execution of the entire work including transport which shall be arranged by the contractor. In case, a particular workman remains absent due to one reason or other, it would be the responsibility of the contractor to provide another workman of his category in his place.
2. The contractor shall, on award of the contract furnish the list containing names and addresses of the workman sent to the office for different work.
3. The services provided by the contractor shall be to the satisfaction of the office.
4. The contract rates shall include cost for all essential and contingent works, which although not specially mentioned in this contract, are necessary for completion of the work to the satisfaction of this office.
5. The contractor shall have no claim against this office in respect of any work which may be withdrawn.
6. The contractor shall maintain an Attendance Register of personnel. The above register of personnel shall be subject to check by the concerned officer of this office. The secretarial staff **will render services every working day including Saturday, Sunday & National holidays if required.** No extra payment of this shall be made. All the required items, material, appliance, tools for relevant trade categories shall be provided by this office.
7. The contractor/firm should have work experience for at least 3 to 5yrs for providing services to Govt. organization/PSU/MNC or any reputed Pvt. Firm.
8. The persons supplied by the Services Provider should not have any adverse Police records/criminal cases against them. The service Provider should make adequate enquiries about the character and antecedents of the persons whom they provide for executing outsourced services.
9. The character and antecedents of each personnel of the service provider will be got verified by the service provider before their deployment by police verification and a certificate to this effect submitted to this office.
10. The contractor/firm is required to submit credential certificate of the services provided to the Govt. organization/PSU/MNC or any reputed Pvt. Firm.
11. There should be minimum 500 personnel on the pay roll of the contractor/firm.
12. Trg/work experience certificate required for the skilled man power issued from the Govt. organization/PSU/MNC or any reputed Pvt. Firm.
13. All the skilled man power should have experience of 3 or more year in the concerned trade.

14. The skill test in the concerned trade will be conducted by this office and only the person qualify the test will be assigned the job. Payment will be made on monthly basis.

15. All the taxes including EPF liable to be paid to central/state Govt. on account of this contract should be paid by contractor himself.

16. Worker engaged by contractor shall not take pvt employment during deployment at this office.

17. The Service provider will also ensure that the personnel deployed are medically fit and will keep in record a certificate of their medical fitness. The service provider shall withdraw such employees who are not found suitable by this office for any reasons immediately on receipt of such a request.

19. The contractor shall be responsible for the conduct/integrity of his workers and will also be responsible for any act of omission or commission on their part. He will vouch for their character and integrity.

### **(3). CHARGES AND PAYMENTS**

Bills chargeable to this office shall be paid after every month of services rendered, if found in order. In case of any complaint of non-fulfillment or any obligation under the contract, this office reserves the right to deduct the payments due from the contractor from monthly bill(s).

We agree to the above terms and conditions

Signature with Date \_\_\_\_\_

Name of the Firm \_\_\_\_\_

Seal \_\_\_\_\_

**PERFORMANCE STATEMENT FOR LAST THREE YEARS**

Name of firm : \_\_\_\_\_

1	2	3	4	5	6	7
Contract No	Description of assignment/work contract	Numbers of workmen provided	Period of service provided	Last service provided	Present position	Remark if any

Signature with Date \_\_\_\_\_

Name of the Firm \_\_\_\_\_

Seal \_\_\_\_\_

FORM - 68-A

TENDER NO.....

Full Name and address of the Tenderer in addition to Post Box No. if any should be quoted in all communications to this office.	Contractors Telegraphic Address:
	Telephone No(s) : Fax No. : City Code used:

From

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Dear Sir,

I/we..... do hereby undertake that I/We have clearly and precisely understood the terms and conditions of the tender/contract, that I will abide by the terms and conditions mentioned in the tender notice/document in letter and spirit, that any breach and/or violation of any of the terms and conditions and/or in case of my work being found unsatisfactory at any time during the period of contract, my/our contract shall be liable to be terminated without assigning any reason thereof, and that in such case, the amount of security deposit shall stand forfeited to the Government and also I will be liable to make good all extra cost(s) borne by the Department for getting the jobs done by other person(s) and/or any loss or damages that may be caused to the Department owing to the unsatisfactory/failure to work on my part.

I/We..... hereby offer to provide service/maintenance liabilities under the contract detailed in the schedule and agree to hold this officer open till \_\_\_\_\_. I/We shall be bound by a communication of acceptance within the prescribed time.

I/We ..... Also undertake that the decision of the Department shall be final and binding in all cases, whatsoever may be pertaining to this contract.

The following pages have been added to and form part of this tender.

Yours faithfully,

(SIGNATURE OF TENDERER)

ADDRESS :

DATED

SIGNATURE OF WITNESS

**TENDER ACCEPTANCE LETTER**  
**(To be given on Company letter Head)**

Dated:

To,

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Sub:-**Acceptance of Terms & Conditions of Tender**

Name of Tender/Work :-

\_\_\_\_\_  
\_\_\_\_\_

Tender Reference No: \_\_\_\_\_

Dear sir,

1. The tender document mentioned above have been downloaded/obtained from the sites URL as mentioned in the tender documents. I/We hereby certify that I/We read the entire terms and conditions of the tender documents from page No. \_\_\_\_\_ to \_\_\_\_\_ (including all documents like annexures, schedules, etc...), which form part of the contract agreement and I/We shall abide hereby the terms/conditions/clauses contained therein.
2. The corrigendum issued from time to time by the department too have also been taken into consideration.
3. In case any provisions of this tender are found violated, then the Department shall without prejudice to any other right or remedy be at liberty to reject the tender including the forfeiture of the full said earnest money absolutely.

Yours faithfully,

(Signature of the Bidder with Official Seal)

**BANK ACCOUNT DETAILS**  
(For electronic fund transfer /ECs)

1	Company Name & Full Postal Address	
2	Bank Name & Address	
3	Bank A/C No. ( Computerized Account Number)	
4	Bank A/C Type (Saving/Current)	
5	Bank IFSC Code in 11 Digit	
6	Branch Code	
7	Whether Bank Supports CBS Facilities (Yes/No)	

Authorized Signatory	Name	
	Address	
	Signature	
Company Seal		

**PROFORMA FOR SUBMISSION OF COMMERCIAL OFFER (PRICE BID)****{TO BE FILLED BY THE BIDDER & SEALED SEPARATELY}**

NB:- (i) Tenderers are requested to read the instructions given at the bottom of Price Bid Proforma carefully before filling the same.

(ii) Currency to be mentioned in columns D to I.

Srl. No.	Description of the post	Skilled/Non Skilled	Basic Rates for each Outsourced person (Rs.)	Service Charges (Rs. & %)	Service Taxes (Rs. & %)	Any other leivable tax or surcharges with name (Rs. and %)	Net price per unit (Rs.) (D+E+F+G)	Total price (Rs.) (CxH)
(A)	(B)	(C)	(D)	(E)	(F)	(G)	(H)	(I)
01								

**(Gross total in figures as well as in words)**

Note : (i) The complete commercial quote should be in one currency i.e. Indian Rupees only. Currency of price should be clearly mentioned.

(ii) Tenderer will attach justification of price quoted which should include the recently executed contracts of the outsourced persons with Govt./Semi Govt. Organization etc.

(iii) Rates will be compared by taking cost of outsourced staff inclusive of all taxes & duties for each outsourced person separately to decide- L-I.

(vi) Tenderers are required to indicate Basic Rate, service taxes and any other leivable taxes/ charges separately within above proforma. Such details reflected outside the Proforma will not be accepted.

(viii) No column to be left blank. Wherever amount is not quoted, the column should be clearly marked as "Nil."

(ix) The decision/ interpretation of NDRF shall be final in all respect.

Signature with Date \_\_\_\_\_

Name of the Firm \_\_\_\_\_

Seal \_\_\_\_\_

PROFORMA OF AFFIDAVIT TO BE SUBMITTED BY THE CONTRACTOR TO  
PARTICIPATE IN TENDER  
(To be typed on Rs.10/- Non judicial stamp paper)

Before: DG, NDRF, Block-'B' Wing, 9<sup>th</sup> Floor, Paryavaran Bhawan, CGO Complex,  
Lodhi Road, New Delhi -110003

Ref: Tender No.

Dated: / /2016

Name of work: Supply of \_\_\_\_\_ Nos. outsourcing of Secretarial staff

AFFIDAVIT

I,..... Son / daughter / wife of  
Shri..... Aged..... years resident of..... do  
hereby solemnly affirm and declare as follows:-

\*That I am one of the Director of M/s. .... having its  
Registered Office at ..... hereinafter referred to as  
Company which expression shall include its successors in interest and permitted to sign.

That I have been duly authorized by the said Company to affirm this Affidavit and  
thus competent to do so.

OR

\*That I am one of the Partner of M/s. .... a Partnership Firm  
having its Head Office at ..... hereinafter referred to as the said  
Firm which expression shall include its successors in interest and permitted to sign.

OR

\*That I am the sole proprietor of M/s. .... having  
office at .....

That I do hereby undertake on behalf of the said company/firm that all the  
certificates/ documents/ information submitted by me/us in the bid/tender form are true and  
genuine and in case if it is found, variance/forged at any time, I/we may be legally held  
responsible for the same and the contract/awarded work may be terminated by forfeiting the  
bid security, performance guarantee submitted by me/us and necessary action may be taken  
to the extent of blacklisting for participating in future bid / tender in NDRF.

That I further confirm that in case of any failure in compliance with the undertaking  
mentioned in the proceedings paragraphs, NDRF shall have a right to cancel the tender and  
also to disallow to participate in future tenders and also to take legal action against me/us.

That the contents of the foregoing paragraph of this said affidavit are true to best of  
my knowledge and belief.

DEPONENT .....

WITNESS (Name, address & Signature)

1. ....
2. ....
3. ....

**PROFORMA FOR BANK GUARANTEE FOR SUBMITTING EARNEST MONEY**

**PROFORMA OF BANK GUARANTEE FOR EARNEST MONEY  
(ON BANK'S LETTER HEAD WITH ADHESIVE STAMP)**

Bank Guarantee No. ....

Dated : .....

To,

The Director General, NDRF  
Block-'B' Wing, 9<sup>th</sup> Floor, Paryavaran Bhawan,  
CGO Complex, Lodhi Road, New Delhi-110003.

Dear Sir,

Whereas

(hereinafter called the "tenderer")

has submitted their offer dated ..... for the supply of .....

(hereinafter called the "tenderer")

against THE DG, NDRF New Delhi's tender enquiry No. .... KNOW of  
ALL MEN by these presents that WE.....  
.....having our  
at..... are bound registered unto .....  
office

(hereinafter called the "tenderer")

in the sum of ..... for which payment will  
and truly to be made to the said Purchaser, the Bank binds itself, its successors and assigns by these presents.  
Sealed with the Common Seal of the said Bank this ..... day of ..... 200.....

**THE CONDITIONS OF THE THIS OBLIGATION ARE :**

- (1) If the tenderer withdraws or amends, impairs or derogates from the tender in any respect within the period of validity of this tender.
- (2) If the tenderer having been notified of the acceptance of his tender by THE DG, NDRF, New Delhi during the period of its validity:-
  - a) If the tenderer fails to furnish the Performance Security for the due performance of the contract.
  - b) Fails or refuses to accept/execute the contract.

We undertake to pay THE DG, NDRF New Delhi up to the above amount upon receipt of its first Written demand, without THE DG, NDRF, New Delhi having to substantiate its demand, provided that in its demand THE DG, NDRF New Delhi will note that the amount claimed by it is due to it owing to the occurrence of one or both the two conditions, specifying the occurred condition or conditions.

This guarantee will remain in force upto and including 45 days after the period of tender validity and any demand in respect thereof should reach the Bank not later than the above date.

.....  
(Signature of the authorized officer of the Bank)  
.....

.....  
Name and designation of the officer

.....  
Seal, name & address of the Bank

and address of the

**Instructions to the Bidders to submit the bids**

- 1) Bidder may read the tenders published in the site and download the required documents/tender schedules for the tenders he is interested.
- 2) Bidder should read the tender schedules carefully and submit the documents as asked, otherwise, the bid will be rejected.
- 3) If there are any clarifications, this may be obtained using clarifications, or during the pre-bid meeting. Bidder should take into account of the corrigendum's published before submitting the bids.
- 4) Bidder must in advance prepare the bid documents to be submitted as indicated in the tender schedule and they should be in required format. If there are more than one documents, they can be clubbed together.
- 5) Bidder should prepare the EMD as specified in the tender. The original should be posted/couriered/given in person to the specified location as per Tender Document, latest by the last date of bid submission.
- 6) The bidder reads the terms & conditions and accepts the same to proceed further to submit the bids.
- 7) The bidder has to select the payment option as offline to pay the EMD as applicable.
- 8) The rates offered details have to be entered separately as Annexure-VIII for tender. The Annexure-VIII, if found modified by the bidder, his bid will be rejected.
- 9) The confidentiality of the bids is maintained since the secured.
- 10) For any queries, the bidders are asked to contact by mail [www.hq.ndrf.nic.in](http://www.hq.ndrf.nic.in) or by phone: 01124363260 well in advance.

Signature with Date \_\_\_\_\_  
Name of the Firm \_\_\_\_\_

Seal \_\_\_\_\_