



राष्ट्रीय मात्स्यकी विकास बोर्ड
National Fisheries Development Board
पशुपालन, डेयरी एवं मत्स्य पालन विभाग
Department of Animal Husbandry, Dairying & Fisheries
कृषि मंत्रालय, भारत सरकार
Ministry of Agriculture, Government of India
स्तम्भ संख्या -235, पी. वी. एन. आर एक्सप्रेस वे, डाक- एस. वी. पी. एन. पी ए, हैदराबाद- 500 052
Pillar No: 235, PVNR Expressway, SVPNPA Post, Hyderabad-500 052
फ़ोन/ Phone No. 040- 24000201; फ़ैक्स /Fax No: 040-2401 5568
वेबसाइट/website: nfdb.gov.in



No.NFDB/Admn/OS/330/2018

Date: 20.06.2018

**TENDER NOTICE FOR SUPPLY OF MANPOWER SERVICES ON CONTRACT BASIS THROUGH
OUTSOURCING**

The National Fisheries Development Board (NFDB), Hyderabad invites sealed quotations from registered / well established / reputed firms for providing manpower for carrying out the duties / works of Clerical Services, Office Attenders / Housekeeping and Watch & Ward for the requirement at the NFDB, Hyderabad and its Regional Center Guwahati, Bhubaneshwar and New Delhi on contract basis for a period of one year.

Tender in the prescribed format together with EMD of Rs.1.50 lakh in the form of D.D drawn in favour of NFDB, Hyderabad on any nationalized bank in a sealed envelope duly super scribed as “**TENDER FOR SUPPLY OF MANPOWER ON CONTRACT BASIS THROUGH OUTSOURCING Due on 16.07.2018**” should be dropped in the tender box placed in the office of the NFDB, Hyderabad on or before 16.07.2018 at 3:00 PM. The tenders sent by post / courier should reach the office on or before 3:00 PM on 16.07.2018. The tenders will be opened at 4:00 PM on the same day i.e., 16.07.2018 in presence of tenderers or their authorized representative who may like to be present.

The Tender documents can be downloaded from the Board’s website <http://nfdb.gov.in>

Sd/-
Senior Executive (A&F)



राष्ट्रीय मात्स्यिकी विकास बोर्ड
National Fisheries Development Board
पशुपालन, डेयरी एवं मत्स्य पालन विभाग
Department of Animal Husbandry, Dairying & Fisheries
कृषि मंत्रालय, भारत सरकार
Ministry of Agriculture, Government of India
स्तम्भ संख्या -235, पी. वी. एन. आर एक्सप्रेस वे, डाक- एस. वी. पी. एन. पी. ए, हैदराबाद- 500 052
Pillar No: 235, PVNR Expressway, SVPNPA Post, Hyderabad-500 052
फ़ोन/ Phone No. 040- 24000201; फ़ैक्स /Fax No: 040-2401 5568
वेबसाइट/website: nfdb.gov.in



No.NFDB/Admn/OS/330/2018

Date: 20.06.2018

**TENDER NOTICE FOR SUPPLY OF MANPOWER SERVICES ON CONTRACT BASIS THROUGH
OUTSOURCING**

- A. Last date for receipt of Tenders in the Office: Upto 3:00 PM on 16.07.2018
- B. Tenders will be opened at 4:00 PM on 16.07.2018 in the presence of Tenderers, if any present.
- C. Tender shall remain open for acceptance for 120 days from the date of opening.
- D. The Tender form is available on website <http://nfdb.gov.in>

Note:

1. The Chief Executive, NFDB, Hyderabad may, at her discretion, extend the last date by a fortnight or for the period as may be required and such extension shall be binding on tenderers.
2. If the date up to which the Tenders shall remain open for acceptance is declared to be a holiday, the tenders shall be deemed to remain open for acceptance till the next working day.

Senior Executive (A&F)

Eligibility Criteria

The Agencies with the following credential are considered to be eligible for submission of tender.

1. The Tenderer should have had average annual financial turnover of Rs.1.00 crore during each of the last three years.
2. The Tenderer should produce a Solvency certificate from a reputed bank for an amount not less than Rs.1.00 crores (Note: The Banker should be of any Scheduled Bank as per RBI Act).
3. The Tenderer should have experience of having executed / completed supply of manpower for carrying out various jobs and providing assistance in various offices during the last 5 years in Government, PSU, to the satisfaction of the Contracting Organization anywhere in India. The Tenderer must produce work done certificate from the clients. The work done certificate should mention the details of work executed, the value of the work done, the date of commencement and date of completion of the work. **Note: Copy of the work order and / or self –certified certificate will not be accepted as certificate of experience. If any document other than certificate of experience is produced, such document will not be accepted. Tenders not accompanied by certificate of experience issued by the client Dept. / Organization / Institute will be disqualified. The Agency must be carrying a PAN card and Bank account in Nationalized Bank. An attested copy of the PAN card of the agency shall be produced.**
4. The tenderer shall have all the statutory compliances and licenses required for undertaking the above work under the Contract labor (Regulation & Abolition) Act and he should produce the proof of the same. The Tenderer should possess the certificate of Registration /license under ESI Act, EPF Act, GST Registration etc. and comply with all relevant laws and statutory requirements. An affidavit, in original duly certified by a Notary to the effect that the partners of the Agency or sole Proprietor or Company, as the case may be, have never been black-listed. Certified balance sheet of the firm for the last five years of the service contract by the chartered Accountant.
5. It shall be the sole responsibility of the Tenderer to abide by the provisions of the following Acts for engaging the workers.
 - (a) Employment of Children Act, (b) Workmen Compensation Act, (c) Employment of Labor/Contract labor Act, (d) Industrial Employment Act, (e) Minimum Wages Act, (f) Employment Provident Fund Act and any other Act or legislation as may be in force from time to time. Non adherence of any of the above statutory Acts will result in disqualification.
6. An affidavit, in original, duly certified by Notary to the effect that there is no police case/vigilance enquiry pending against the partners of the firm or sole Proprietor or Company, as the case may be and that none has ever been punished by any Court of Law.
7. The Agency should have been registered Under GST and carrying a registration number.

8. Successful tenderer will have to enter into a detailed contract agreement with NFDB on non – judicial stamp paper of Rs.100/- (one hundred only) for work.
9. In order to enable assessment of technical viability, the Tenderer shall submit the Schedule attached duly filled in, with copies of supporting documents.

TERMS AND CONDITIONS

1. The terms and conditions of the contract are those contained in the general conditions of contract applicable to the contracts placed by the NFDB as detailed in the tender forms and its schedules. Please submit your rates in the tenders form if you are in a position to furnish the requisite services in accordance with the requirements stated in the attached schedules.
2. The tenders shall accompany with earnest money deposit of Rs.1.50 lakh in the form of demand draft payable to NFDB, Hyderabad. The tenders not accompanied by the EMD will be rejected outright.
3. After submission of the tender, the tenderer shall not withdraw from his offer or modify the terms and conditions thereof. If the tenderer fails to observe and comply with this stipulation, the aforesaid amount of EMD will be forfeited by the Board. In the event of the offer made by the tenderer not being accepted, the amount of earnest money deposit will be refunded to him.
4. The tenders are liable to be ignored if complete information as required is not given therein or if the particulars asked for in the schedules to the tenders are not fully filled in. Individual signing the tenders or other documents connected with the contract may specify whether he signs it in the capacity of (i) a sole proprietor of the firm of constitution attorney of such sole proprietor, or (ii) a partner of the firm in the case of partnership in which case he must authority to refer to arbitration dispute concerning the partnership whether by virtue of the partnership agreement or power of attorney or (iii) constituted attorney of the firm if it is a company.
5. If a tenderer does not accept the offer, after issue of letter of award by NFDB within 15 days, the offer made shall be deemed to be withdrawn without any notice and the earnest money will be forfeited.
6. In case of partnership firms, where no authority has been given to any partner to execute the contract / agreement concerning the business of the partnership, the tenders and all other related document must be signed by every partner of the firm. A person signing the tender form or any other documents forming part of the contract on behalf of another shall be deemed to have authority to do so. If, on enquiry, it is found appears that the person has no authority to do so, the Board shall without prejudice to other civil and criminal remedies cancel the contract and hold the signatory liable for all costs and damages. Each page of the tender and the schedules to the tender and annexure(s), if any, should be signed by the tenderer.
7. Tenderer is at liberty to present or to authorize a representative to be present at the time of opening of the tenders. The name and address of the representative who would be attending the opening of the tenders on your behalf should be indicated in your tender. Name and address of permanent representative of the tenderer, if any, may also be indicated.

8. The contract shall normally be awarded to the lowest evaluated bidder meeting all the terms and conditions of the tender essentially the condition relating to availability of requisite Infrastructure / facilities.

9. The Board however does not bind itself to accept / award tender to the lowest evaluated bidder. The final decision lies with the Board and no reason shall be furnished for the above decision.

10. The Board reserve the right to accept or reject any or all the tenders without assigning any reason whatsoever and decision of the Chief Executive in this matter shall be final and binding. Disputes arising, if any, on the contract will be settled at his level by mutual consultation and in case of failure or settlement dispute shall be referred to the sole arbitrator to be appointed by the CE, NFDB. The decision of the Sole arbitrator so appointed shall be final and binding on the Parties. Arbitration proceeding shall be governed by the Arbitration and Conciliation, Act, 1996 as amended from time to time.

11. The amount quoted shall be in Indian rupees and to be written both in figures and words and there shall be no correction or overtyping etc. The offers with any correction / deviation in prices either in words / figures shall be summarily ignored. The conditional offer(s) shall, in no case, be accepted. The tender shall be kept open for acceptance by the Board upto 120 days from the date of opening.

12. The tenderer should quote the rate for one calendar month for supply of outsourcing workers on contract basis.

13. The Contract shall normally be awarded for a period of one year from the date of award and extendable for one more year depending on satisfactory performance by the contract and can further extended on mutual understanding and satisfactory performance. The Board in its capacity as Principal employer, reserves the right to modify any of the job / work. The agreement is terminable with one-month notice on either side. In case of the termination of this contract on its expiry or otherwise, the personal deployed by the service provider shall not be entitled to and have claim for any absorption in regular / otherwise capacity in Board.

14. The contract shall, however, be reviewed quarterly basis for its continuation or otherwise keeping in view the performance of the firm over a period of previous three months' periods. However, if any glaring shortcomings or deficiencies are noticed during the preceding three monthly periods, the contract can be terminated giving a one month's notice.

15. The contractor shall ensure that all the work of cleaning inside the work station shall be completed before commencement of office hours. In no case the garbage et. Should be allowed to be accumulated in the corridors and the garbage generated should be deposited in nearest available facility time to time. The persons deployed shall be available in the premises

throughout the working time on all working days in uniform (bearing firms's name) / name badges etc.

16. The Board shall have no liability, financial or otherwise, for any harm / damage / injury caused to the working / machinery deployed by the firm and in the course of performing work of this Department. Neither the firm nor his workers shall have any claim on this department for compensation or financial assistance on this account. If any dispute arises between the firm and its manpower in the matter of wages or any service conditions the same will be settled by the agency and the workers engaged by it themselves. This Board in no case shall be a party to such dispute.

17. The character and other credentials of the employees deployed shall be duly verified by the Contractor from their ex-employees / police and also that they possess the requisite academic / technical qualifications and experience for rendering the requisite services to the Board. The deployment details shall be furnished to the Board as may be required. Also, the overall deployment shall be under a Supervisor whose details including the contact number shall be furnished to the Board.

18. The damage caused, if any, to the Board's property through the acts of the Agency or its employees shall be made good by the Agency and the decision of the Board in this regard shall be final / and binding.

19. The Payment against the contract shall be made on monthly basis only after the performance of the Agency is found satisfactory.

20. The workers must be provided with uniform (and where required shoes and other material) by the contractor. The workers should maintain personal hygiene. They should behave politely and should be amenable to discipline.

21. Monthly wages to be paid to the contractual manpower will be as per the directions of Ministry of Labour & Employment O.M.No. 14(113) Misc. RLD (Coord) / 2012 dated 23.1.2013 **Contractor will be reimbursed for each manpower at the rates detailed in offer form (Annexure D1 and D2) plus Service Charges and Service Tax.** The tendering agency shall be responsible for compliance of all statutory provisions relating to minimum wages, EPF & ESI in respect of personnel deployed by it to this Board. All such statutory requirements must be incorporated while quoting the rate. Any statutory increase in wages etc. is to be absorbed by the service provider and escalation clause towards payments to the engaged manpower shall not be accepted on any ground during the period the contract is in force. In accordance with O.M. No. 29(1)/2014-PPD dated 28.01.2014 of Department of Expenditure, Ministry of Finance, bids quoting 'Nil' charges / consideration shall be treated as unresponsive and will not be considered.

22. The contractor shall also ensure that all statutory dues such as EPF / ESI etc. as applicable under any law, rule or notification of the Government of India / State Government are paid well in time.

23. The contractor shall submit a copy of the payment sheet duly signed by the workers, to the office of the NFDB by seventh day (7th) of the succeeding month.

24. The NFDB shall not directly or indirectly be liable to engage any person of the agency during the period of contract.

25. The salary shall be disbursed to the workers either by cheque or on line bank transfer and all the details of payments should be submitted to NFDB.

26. The contracting agency shall ensure payment of salary by 5th of succeeding month without any unanticipated or unknown deductions. After making the payment, the Contractor shall raise the bill on the NFDB, for payment of the settled amount. They will submit to the NFDB a copy of the payment vouchers duly signed by the workers for each month along with copy of challans for submission of EPF contribution, ESI contribution and issue of pay slips to the individuals every month.

27. The contracting agency shall submit its invoice in duplicate after making payment to the employees supported by the following document.

(i) Details of disbursement indicating the amount received to be received from NFDB again each worker, amount deducted as employee's contribution towards statutory payments and net amount paid to the workers along with cheque details in each category.

(ii) Proof of payment of statutory obligation such as EPF, ESI along with a copy of relevant form indicating details of amount deposited against each individual in all categories, GST and any other applicable tax.

28. Payment will be released within 10 days from the date of receipt of the invoice.

29. The Contracting Agency shall also arrange to provide EPF and ESI cards to the workers.

30. The contracting agency will ensure that employees are medically fit and free from any communicable diseases. The onus of getting antecedents of each worker verified through the concerned / appropriate authority rests with the contracting agency. In case any of the personnel so provided is not found fit by the Board, the Board shall have the right to ask for his / her replacement without giving any reason therefore and the agency shall have to replace such personnel immediately. The contractor or his workers shall not misuse the premises allotted to them for any purpose other than for which the contract is awarded.

31. The Contractor shall take all precautions to prevent any unlawful acts or disorderly conduct of his workers deployed at NFDB and for the preservations of peace and protection of persons and property.

32. No subletting of contract will be permitted. The contract is liable to be cancelled forth with if subletting is noticed.

33. The Contractor shall ensure that the workers employed by him are decently and properly dressed in distinct uniforms. The contractor shall issue identify cards and they are duty bound to display identity cards on their persons during the duty hours.

34. The contractor shall ensure that the workers are punctual and remain alert and vigilant in performance of their duties. The contractor shall engage physical fit persons and between the age of 18 and 40 years for cleaning and security work.

35. The office timing is 9:30 AM to 6:00 PM. However, the NFDB reserve the right to deploy the contractual staff on duty on Sundays and or Holidays as also beyond office hours on occasional requirements. **No extra payment will be made.**

36. The candidates / manpower to be provided by the agency shall possess the minimum qualification as specified below:

a. For Clerical services: Graduation with proficiency in MS Office and English Typing and should be able to read, write and speak in English/Telugu/Hindi preferably experienced persons.

b. For Peons / Watch and Ward (Unskilled category): 10th class pass and should be able to read and write in English / Telugu / Hindi.

c. For Housekeeping workers – 2 years' experience in the field.

37. The Contractor shall be liable to pay all the taxes as per rules, laws in force or invoked during the currency of the contract.

38. In case of any loss. Theft / sabotage caused by / attributable to the personnel deployed by the contractor, the NFDB reserve the right to claim damage from the contractor. The contractor will liable to pay penalty for deficiency in quality of services, e.g., unclean premises, failure to maintain hygiene and sanitation in and around to the office building. Deficiency in service would be penalized at a rate fixed at the discretion of the Board. In case of repeated deficiency in service, the contract is liable to be terminated with one months' notice and forfeiture of security deposit.

39. The tenderers may visit the site / office / premises where the services have to be provided.

40. The successful tenderer has to deposit an amount of Rs.5.00 lakhs (Rupees Five lakhs only) towards performance security deposit within 5 days from the date of receipt of a communication regarding acceptance of tender. The EMD of Rs.1.50 lakh already deposited will be adjusted towards security deposit. The additional deposit Rs.3.50 lakh summing up to Rs.5.00 lakh will form as performance security deposit. In event of non-deposition of the same,

the earnest money will be forfeited. No interest on security deposit of Rs.5.00 lakh shall be paid by the Board to the tenderer.

41. In case of breach of any terms and conditions attached to this contract, the security deposit of the contracting agency will be liable to be forfeited by the Board besides annulment of the contract.

42. The terms and conditions as stipulated herein shall be part of the agreement.

43. **Risk Clause:** NFDB reserves the right to discontinue the service at any time, if the services are found unsatisfactory by giving a show cause notice to be replied within a week and also has the right to award the contract to any other agency at the risk and cost of current agency and excess expenditure incurred on account of this can be recovered from security deposit or pending bills or by raising a separate claim.

44. The contracting Agency shall be solely responsible for the redressal of grievances / resolution of dispute related to personnel deployed and the Board shall in no way be responsible for settlement of such issue whatsoever.

45. The contractor / agency will furnish to the Board, the full particulars of the personnel sponsored, including details like name, father's name. age, photograph, permanent address, telephone number etc. and will also ensure the verification of the antecedents of such personnel from their ex-employer / police and also ensure that they possess the requisite academic / technical qualifications and experience for rendering the requisite services to the Board.

46. The tendering agency shall be liable for depositing all taxes, levies, cess etc. on account of service rendered by it to the Board to the concerned tax collection authorities from time to time as per extant rules and regulations on the matter.

47. The personnel provided shall be under the direct control and supervision of the contractor / agency. However, they shall comply with the oral and written instructions given on day to day basis, by the officer(s) authorized by the Board from time to time. They will be bound by office timings, duty, placement, locations etc., as decided by the Board.

48. Any loss, theft or damage to the life and / or property of the employees of the NFDB and / or property of the Board shall be compensated by the contractor / agency if the cause of such loss, theft or damage is on account of default, negligence and / or lapse of the personnel deployed by the contractor / agency.

49. Payment in settlement of the monthly Bills will be subject to the deductions of income tax at the appropriate rate under TDS.

50. LIQUIDATED DAMAGE CLAUSES:

1. Whenever and wherever it is found that the work is not up to the mark in any section, it will be brought to the notice of the supervisory staff of the contractor by the Board and if no action is taken within **one hour** liquidated damage clause will be invoked. An amount of Rs.2500/- will be levied as liquidated damages per day.
2. Any misconduct / misbehavior on the part of the manpower deployed by the agency will not be tolerated and such persons will have to be replaced immediately.
3. If the number of workers / supervisor deployed is less than the minimum required, an amount of Rs.500/- for each member of shortage staff per day will be deducted from the Bill.

51. The Board will not be under any obligation for providing employment to any of the worker of the contractor after the expiry of the contract. The Board does not recognize any employee employer relationship with any of the workers of the contractor.

52. Jurisdiction:

The courts of Hyderabad / Secunderabad will have jurisdiction to adjudicate any dispute arising under or in connection with this agreement.

**Senior Executive (A&F)
NFDB, Hyderabad**

SCOPE AND WORK FOR HOUSE – KEEPING & OFFICE ATTENDANT

1. Scrubbing and cleaning of all corridors and galleries, conference rooms including windows.
2. Cleaning/dusting/mopping/ glass panes/removing of cobwebs etc.
3. Replenishing of naphthalene cakes/balls, Odonil etc.
4. Collection of waste and placing them at designated disposal place.
5. Buffing & scrubbing the lobby area with the machine & floor maintenance chemical on periodic basis.
6. Bay area to be cleaned with scrubbing machine and quality chemical on periodic basis.
7. Glass panels & cleaned with scrubbing machine and quality chemical on periodic basis.
8. Sanitization of toilets and wash room with disinfectant chemical every day.
9. Cleaning of WC, Urinals & Wash Basins in Toilets with Branded disinfectant chemical by gender respect.
10. Spraying of Air fresheners in Toilets as required (Consumables will be provided by NFDB)
11. Floor area of toilets has to be scrubbed with the machine.
12. Work Station, cabins, cubicles etc. to be cleaned daily.
13. Cleaning of Power rooms, AC rooms, UPS rooms.
14. Sweeping of roads outside the campus.
15. Cleaning of staircase inside and outside the building.
16. Cleaning of parking area in the office campus.
17. Sweeping of staircase in the residential complexes.
18. Washing of staircase in the residential complexes.
19. Washing the road & parking area once in a week.
20. Daily cleaning of both Guest House of the Board located in the office complex.
21. Undertaken special and spring cleaning as and when required but not less than once in month or on eve of special occasions.
22. Changing of bed sheets, bed spreads, pillow covers of the guest rooms and washing them, ironing them etc. as and when an occupant changes or one a week if there is no continuous occupancy.
23. Cleaning of utensils, flasks, cups, plates etc. and cleaning of all other types.
24. Cleaning and arranging neatly all office furniture daily.
25. Any other related and allied work assigned by the officer-in-charge.
26. All the sewage services should be taken care of in the premises as and when required.
27. The cleaning materials shall be provided by the Board for day to day cleaning of office (Bombay & Coconut), Duster cloth, yellow cloth, odonil packets, Room fresheners, Harpic for cleaning toilet, Mopping stick refill, Latrine brushes nylon long, Nylon hand scrubber, vim powder, Scented soap oil, room fresheners, garbage bags for disposal of waste, Caustic soda, Bleaching powder, liquid soap for hand washing and Dettol etc.
28. The persons deployed for House-Keeping services should also take care of the office services. (The assigned area should always be kept clean and in a state of complete hygiene)

Watch and Ward:

1. All liabilities arising out of accident or death while on duty shall be borne by the contractor.
2. Adequate supervision shall be provided to ensure proper performance of the said security services in accordance with the prevailing assignment instructions.
3. The Contractor and the workers shall take proper and reasonable precautions to prevent loss, destruction, waste or misuse of the property within the areas of the NFDB and staff quarters. Any theft / loss occurred in any of places where security guards, the agency will be liable to compensate the loss caused. Repeated negligence will tend to take action of forfeiture of security deposit and cancellation of contract. The decision of the NFDB in this regard will be final and binding on the agency.
4. The Contractor shall have his own Establishment / set up / mechanism / training institute to provide training aids or should have tied up with a training institute purpose at his own cost to ensure proper and satisfactory performance of duties and responsibilities under the contract.
5. The persons engaged by the contractor shall be smartly dressed in neat and clean uniform with name with name badges. Any lapse in this regard is liable to attract penalty of Rs.200/- on each occasion. The penalty on this account shall be deducted from the Contractor's bills.
6. All the security guards shall be preferably below the age of 45 years and shall be healthy to with withstand any eventually.
7. The eight hour shifts shall be normally from 0600 hrs to 1400 hrs. 1400 hrs to 2200 hrs and 2200 hrs to 0600 on the following day and would be called 1st 2nd and 3rd shifts respectively. However, the timings of the shifts are changeable depending upon the requirements. Prolonged duty hours (more than 8 hrs. at a stretch) shall not be allowed. No payment shall be made by the NFDB for double duty on regular basis, if any.
8. The Contractor shall be responsible to get the persons examined medically to ensure their fitness to perform the duty of watch and ward with utmost alertness at all times while on duty.
9. The Contractor shall bear all the expenses for providing the following items to the Security guards. Torchlights and the cells, two lathis / ballams and other equipment. Stationary for writing duty charts and registers at security check points as per requirements.
10. The Contractor shall provide proper communication systems to each security guard to ensure effective and timely communication in emergency.

11. The NFDB shall not be responsible for providing residential accommodation to any of the security persons.

12. The NFDB will not be under any obligation for providing employment to any of the worker of the contractor after the expiry of the contract. The NFDB does not recognize any employee employer relationship with any of the workers of the Contractor.

UNDETAKEN BY CONTRACTOR

I / We hereby certify that:

I / we have read and understood all the particulars regarding the general information and other terms and conditions of the contract for providing the services of peons / messengers / watch and ward / Typists / Stenographers / diary / dispatch and related clerical services for period of one year at NFDB, Hyderabad and extendable to further one-year subject to satisfactory performance and agree to provide the services as detailed in the schedule of works enclosed in Annexure- C ,herein to such portion thereof as you may specify in the acceptance of the tender at the rates as accepted to this tender and I / we agree to hold this offer open till 120 days. The rates quoted will be valid for a period of one year in the event of award of the Contract. I / we shall be bound by a communication acceptance dispatch within the prescribed time.

I / we are fully aware of the nature of contract and shall provide the best services strictly in accordance with these requirements. We affirm to strictly adhere to the terms and conditions stipulated therein.

I / we have made the site visit in order to assess the extended level of services to be rendered.

I / we have specified the number of persons to be engaged daily (man-power) to execute all the works as mentioned in Annexure - C.

I / we agree that the payment will not be made by the Board for the work not carried out in any of the above areas.

I / we agree to pay minimum wages, EPF, ESI, bonus and other statutory payments on or before 5th day of every month.

I / we undertake that substitute workers / supervisors will be made available as and when required. Extra manpower if any called during conference / meetings etc. will be provide on 24 hours' notice.

Two sets of Uniforms, Identity card, and 1 pair of shoes will be issued to all the workers within 15 days of award of work and it will be replaced as and when required and all the expenditure will be borne by me / us.

Every page so attached with this tender bears my / our signature (s) and the office seal.

Pay order / DD No. _____ of Rs. _____ drawn in favor of NFDB, and payable at Hyderabad, has been submitted to your office on _____ (date) on account of earnest money.

Contractors Signature and Seal

Telephone No. office

Residence:

Mobile No:

E-mail address:

Place:

Date:

Schedule

PART-I

1. Name of the Firm / Agency
Full address with Post Box No.
and telephone no. if any.
2. Constitution of the firm / agency
(Attached copy)
 - (i) Indian Companies Act, 1956
 - (ii) Indian Partnership Act, 1932
(please give names of partners)
 - (iii) Any other Act
3. i) For Partnership firms whether registered under the Indian Partnership Act, 1932, please state further Whether by the partnership agreement to arbitration Has been conferred on the partner who has signed the tender.
 - ii) If answer to the above is in negative. Whether there is any general power of attorney executed by all the partners of the firm authorizing the partner who has signed the tenders to refer dispute condemning business of the partnership to arbitration.
 - iii) if the answer to point (i) and (ii) above is affirmative, please furnish a copy of either the partnership agreement or the general power of attorney as the case may be. The copy should be attested by a Notary Public or its execution would be admitted by affidavit on a properly stamped paper by lInd partner(s)
4. Name, Address, Tel. No. of the proprietor / partner of the agency / firm or if it is a company, the same details of the Director(s) of the company
5. Name and full address of your banker:
6. Your permanent Income Tax No. / Circle / Ward
(copies of PAN / TAN and GST registration to be submitted:

7. Date of establishment of the agency / firm / company:

8. Whether registered with all concerned Government authorities (EPF / ESI etc.) and having license under Contract Labour (Regulation & Abolition), Act (copies of all certificates of registration to be enclosed)

9. Any other relevant information:

PART-II

10. Earnest money deposited: Yes/ No
(Write Draft No. / Date / issuing bank details)

PART-III

11. Name and address of the firm's representative and whether the firm would be representing at the opening of the tenders

12. Name of the permanent representative to be visiting NFDB, Hyderabad regarding the contract

Date:

Place:

AUTHORISED SIGNATORY

Please add supplementary pages to be numbered wherever needed by the Tenderer.

Details of the Minimum 5 years' experience / work done

Sl.No.	Name of the Department / organization and name of the contact person with phone details	Period		No. of staff deployed	Remarks
		From	To		

(Authorized Signatory)

FINANCIAL BID

Name and address of the Bidder :

Telephone No. / Fax No. / Mobile No. :

E-mail address :

To

The Chief Executive,
National Fisheries Development Board,
Pillar No. 235, PVNR Expressway,
Rajendranagar, Hyderabad-500052.

Sir/Madam,

I / We have read the entire tender document and understood the terms and conditions and other aspects as stipulated therein. I/We wish to submit our financial offer pertaining to Service Charges in the table below for providing manpower to carry out the works of Clerical Services and related services while the other components of remuneration will be reimbursed to us as shown in the table in accordance with the Ministry of labour and Employment O.M.No. 14(113) Misc. RLD (Coord) / 2012 dated 23.01.2013.

Sl.No.	Particulars of minimum wages and other allowances	Amount
1.	Applicable Wages – Basic	Rs.19,900/-
2.	House Rent Allowance at 30% of Rs.7100/-	Rs.2130/-
3.	Transport Allowance	Rs.600/-
4.	DA on TA at 125%	Rs.750/-
5.	Total (1+2+3+4)	Rs.23,380/-
6.	EPF@13.15% Rs.15000/-	Rs.1972.50/-
7.	ESI@4.75% Rs.15000/-	Rs.712.50/-
8.	Service Charges (percentage of Rs.19900/-	Rs.
9.	GST as applicable	Rs.
10	Grand Total	Rs.

Note:

- The Service charge is to be calculated on the Basic wage
- The Service charge is to be quoted in percentage and not in lump sum
- The tenderer nil service charges will be rejected

Signature of the Tenderer

FINANCIAL BID

Name and address of the Bidder :

Telephone No. / Fax No. / Mobile No. :

E-mail address :

To

The Chief Executive,
National Fisheries Development Board,
Pillar No. 235, PVNR Expressway,
Rajendranagar, Hyderabad-500052.

Sir/Madam,

I / We have read the entire tender document and understood the terms and conditions and other aspects as stipulated therein. I/We wish to submit our financial offer pertaining to Service Charges in the table below for providing manpower to carry out the works of Office Attender / Housekeeping and Watch and Ward related services while the other components of remuneration will be reimbursed to us as shown in the table in accordance with the Ministry of labour and Employment O.M.No. 14(113) Misc. RLD (Coord) / 2012 dated 23.01.2013.

Sl.No.	Particulars of minimum wages and other allowances	Amount
1.	Applicable Wages – Basic	Rs.18,000/-
2.	House Rent Allowance at 30% of Rs.7000/-	Rs.2100/-
3.	Transport Allowance	Rs.600/-
4.	DA on TA at 125%	Rs.750/-
5.	Total (1+2+3+4)	Rs.21,450/-
6.	EPF@13.15% Rs.15000/-	Rs.1972.50/-
7.	ESI@4.75% Rs.15000/-	Rs.712.50/-
8.	Service Charges (percentage of Rs.18000/-	Rs.
9.	GST as applicable	Rs.
10	Grand Total	Rs.

Note:

- The Service charge is to be calculated on the Basic wage
- The Service charge is to be quoted in percentage and not in lump sum
- The tenderer nil service charges will be rejected

Signature of the Tenderer

MANPOWER REQUIRMENT

HYDERABD

1. Clerical Cadre - 2 Persons
2. Driver - 2 Persons
3. Attender / Housekeeping - 19 Persons
4. Security Guard - 5 Persons

Delhi

1. Clerical Cadre - 8 Persons
2. Office Attenders - 7 Persons

Bhubaneshwar

1. Clerical Cadre - 1 Person
2. Office Attender - 1 Person
3. Security Guards - 8 Persons

Guwahati

1. Office Attender - 1 Person

Note: Subject to change in the number of persons depending on the requirement from time to time.