

E-TENDER ENQUIRY

**FOR PROVIDING FILE PROCESSING, HOUSEKEEPING,
SUNDRY AND OTHER ALLIED SERVICES ON ANNUAL
RATE CONTRACT FOR THE PERIOD OF ONE YEAR**

AT

GUJARAT GREEN REVOLUTION COMPANY LIMITED.

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E-TENDER NOTICE

1. **Gujarat Green Revolution Company Limited (hereinafter referred to as GGRC)** is pleased to invite online bids from experienced and financially sound Contractors for awarding work of **“File Processing, Housekeeping, Sundry and other Allied Services on Annual Rate Contract at Gujarat Green Revolution Company Limited”** by Skilled and Unskilled Support for an initial period of one year, however, it can be extended for the further period on same rates, terms & conditions at the discretion of Management.

2. Important details of E-Tendering

Tender No.	GGRC/HRD/ET/ARC:2020-21/2019
Name of Work	Annual Rate Contract for File Processing, Housekeeping, Sundry and other Allied Services.
Location	Gujarat Green Revolution Company Limited
Contract Period	One Year
Earnest Money Deposit (in Rs.)	Rs. 50,000/- (Refundable)
Tender Fees (in Rs.)	Rs. 500/- (Non Refundable)
Tentative Total Estimated Cost of Tender	Rs.1 Crore (approx)
Quantity	The Successful Bidder will be awarded this Contract involving total quantities of various items in accordance with Scope of Work.
Tender Opening Date	03.01.2020
Pre-Bid Meeting Date & Time	13.01.2020 at 03:00 PM
Pre-Bid Meeting Venue	Discussion Room GGRC, Fertilizernagar, Vadodara.
Last Date of Tender and Submission of Document	23.01.2020

- 2.1. The Financial Bid shall be submitted online only at (n) procure website **www.nprocure.com**. **Manual Financial bid will not be accepted under any circumstances.**

3. **Eligibility Criteria:**

- 3.1. Bidder should possess **Five Years of Experience** out of which minimum **Three Years** should be in similar nature of job like File Processing, Housekeeping, Sundry and other Allied Services.

- 3.1.1. Bidder should produce necessary evidence like certified self-attested copies of Work Order & Work completion Certificates from Clients for successfully completion of aforesaid similar kind of works during last **Three Years out of last Five Years.**

3.1.2. The work completion certificate shall comprise of Order value & Executed value. Bidders should have executed the work directly. **The work executed as a Sub-contractor or Sub-letting agency shall not be taken into consideration.**

Note: For evaluation of the bid, the executed value mentioned in the work completion certificate will be considered.

3.1.3. The Bidder's Performance for each completed work in the last **Three years out of last Five Years** should be certified by the concerned Organization. **The Certificate should also indicate the Compliance of Statutory requirements.**

3.2. The Bidder should fulfill the either of the following experience criteria:

3.2.1. **One similar completed work each costing not less than the amount equal to 60% (Rs.60 Lakhs) of the tentative total estimated cost.**

OR

3.2.2. **Two similar completed works each costing not less than the amount equal to 40% (Rs.40 Lakhs x 2) of the tentative total estimated cost.**

OR

3.2.3. **Three similar completed works each costing not less than the amount equal to 30% (Rs.30 Lakhs x 3) of the tentative total estimated cost.**

3.3. The Bidder's **Annual Financial Turnover (Gross)** in aforesaid business during the **last three financial years, i.e. 2016-17, 2017-18 and 2018-19 should be more than Rs.1 Crore for each year.**

4. The E-Tender are in **two bid system i.e. Technical Bid** and **Financial Bid.**

4.1. The Bidders who are interested in participating in the tender must read and comply with the General Instructions and the Terms & Conditions of Annual Rate of Contract contained in the tender documents.

4.2. Before quoting the rates, the Bidder should go through the Scope of Work, General Instructions to Bidder, Terms & Conditions of Annual Rate Contract, Industrial Relations (Labour Laws to be complied by the Contractor) and Contractual Obligations & Legal Aspects and get himself fully conversant with them.

5. Company reserves the right to accept or reject any E-Tender Bid without assigning any reasons whatsoever and decision of the Company will be final and binding on all the Bidders.

**Joint Chief Executive Officer
GGRC**

SCOPE OF WORK

1. The scope of work and obligations for various activities/operations required to be carried out by the Selected Contractor in terms of the E-Tendering shall broadly be and include **File Processing, Housekeeping, Sundry and other Allied Services**, as and when required, based on exigencies.
2. The Activity of the Concerned Department and approx no.s of Skilled and Unskilled support required per day is as follow:-

SR NO	NAME OF THE DEPARTMENT & ITS ACTIVITY	APPROX QUANTOM TO BE PROVIDED PER DAY	
		SKILLED SUPPORT	UNSKILLED SUPPORT
1.	Store & Inward Department Inwarding processing stage-wise documents related to MIS cases including general registry, Generation of Registration Number, Store & File retrieval etc.	-	26
2.	Document Verification Department Processing of MIS Cases document verification related.	24	1
3.	Design Verification Department Movement of files MIS ,Verification of subsidy and issuance of W.O., Revision of W.O., Issuance of Notice and preparation of official letter within dept. & concern inter dept. and office work etc.	-	1
4.	Finance and Accounts Department Booking of TPA's in online system Receipts collection from farmers / Government Subsidy calculation at Final Payment stage, Final Payment, Agronomy consultancy, Bank Guarantee, Insurance, Cancellation of Registration of farmers and its refund, Maintenance of Accounting records at various locations (maintained under supervision by account officers) etc. Movement of files related to above work within dept. & concern inter dept. and office work etc.	-	3

SR NO	NAME OF THE DEPARTMENT & ITS ACTIVITY	APPROX NO. TO BE REQUIRED PER DAY	
		SKILLED SUPPORT	UNSKILLED SUPPORT
5.	Project Cell House-keeping work, Movement of files within dept. & concern inter dept. and office work etc. Agro Farm activity at GGRC Model Farm in GSFC Premises.	-	1
6.	Coordination & Scheme Record Department Coordination with supplier and GUVNL related activity, Handle the activity of sales, reconciliation and other related work of WSF, For filing & record management and scheme related work etc.	1	1
7.	Purchase Department / PR & Admin Department Movement of files within dept. & concern inter dept. and office work etc. Store and Canteen related work support.	1	4
7.1	PR & Admin Department (House Keeping) Cleaning & dusting of Furniture, Office Equipments, Storage Racks, Floors, Ceiling Roofs, Walls, Windows, Doors, Passage area, Corridors, Staircase, Canteen, Rest Rooms, Toilet, removal of Cobwebs, Garbage etc.	-	7
8.	System Secretarial, HR & Legal Department Movement of files within dept. & concern inter dept. and office work etc	-	1
TOTAL		26	45

3. Under the Annual Rate Contract for providing Services of “**File Processing, Housekeeping, Sundry and other Allied Services at Gujarat Green Revolution Company Limited**” by Skilled and Unskilled Support for an initial period of one year, the Job Specification and Job Description of Skilled & Unskilled Support is as follow:-

3.1. **Job Specification**

- 3.1.1. **Skilled** should be Graduate / ITI COPA-Trade with basic Computer knowledge of MS Office.
- 3.1.2. **Unskilled** should be able to at least read & write Gujarati and ability to read English is desirable.

3.2. **Skill Set**

SR NO	CATEGORY	SKILL SET REQUIRED FOR JOB
1.	Skilled Support	<ol style="list-style-type: none"> 1. Checking and Verification of Files 2. Data Entry in GGRC Software 3. Preparing Reports, paper typing etc 4. Any other clerical work assigned from time to time.
2.	Unskilled Support	<p>File Processing: Filing, Sorting, Loading, Unloading, Shifting etc. Any other work assigned from time to time.</p> <p>House Keeping</p> <ol style="list-style-type: none"> 1. Regular cleaning & dusting of Furniture, Office Equipments, Storage Racks, Floors, Ceiling Roofs, Walls, Windows, Doors, Passage area, Corridors, Staircase, Canteen, Rest Rooms, Toilet etc. 2. Daily Removal of Cobwebs, Garbage etc. 3. Any other work assigned from time to time. <p>Sundry and other Allied Services</p> <ol style="list-style-type: none"> 1. Distribution of Letters, Files etc amongst the Deptt. 2. Serving water to Employees and Visitors. 3. Preparing and Serving Tea / Coffee, Snacks etc during meetings and otherwise to Visitors or Official Representatives. 4. Agro Farm related activity etc. 5. Any other work assigned from time to time.

3.2.1. **The number of Skilled and Unskilled Support to be provided may vary from time to time** and they should possess necessary skill sets and experience as per the requirement of GGRC need to be supplied. They may be engaged in consultation with the Management or Person authorized by the Management.

3.2.2. The Quantum of work / job mentioned against all items in the **Financial Bid** are indicative only & may vary as per

requirement & not to be construed as maximum or guaranteed quantity. The quantities shown in the Financial Bid are approximate quantities for the contract period and they may vary as per job requirements.

3.2.3. The day to day instruction for the work and any clarification regarding specifications for the various items shall be given by the GGRC & the instructions & clarifications / interpretations shall be final & binding to the Bidder.

4. The Contractor shall require executing all the incidental and ancillary works as given from time to time by the Company, which shall be construed as part of the present arrangement with Satisfactory Performance.
5. The Contractor shall also be required to properly keep the place neat and clean where the work is to be executed through its own trained manpower.
6. Further the man power for skill and unskilled support as being deployed by the Contractor for executing the said work should be well trained and well versed with the same.
7. **The Contractor shall post a fulltime competent Supervisor at his own cost and expenses to ably supervise, maintenance of various registers and records required under the Law and to ensure that the work assigned is carried out meticulously, as per the work requirements.**

GENERAL INSTRUCTIONS TO THE BIDDER

TECHNICAL BID

1. Bidders have to submit **Technical Bid online as per the Format attached at Annexure-I** as well as physically in Separate sealed envelope in **Cover-II:** mentioning **“Technical Bid”** with following self-attested documents:
 - 1.1. Declaration on Non Judicial Stamp Paper of Rs.50/- as per the **Format attached at Annexure-II.**
 - 1.2. **The E-Tender shall be accompanied by a Separate crossed Demand Draft / Direct deposit with Bank of Baroda Account No. 02090200000334, IFSC Code: BARB0FERTIL of Rs.500/- towards Tender Fee which is non refundable and Rs.50,000/- towards EMD which is refundable in favor of “M/s Gujarat Green Revolution Company Limited” payable at Vadodara.**
 - 1.2.1. Bidder has to submit Physical as well as have to Upload Copy of DD / Receipt of direct deposit for **Tender Fee of Rs.500/-** and **EMD of Rs.50,000/-**
 - 1.2.2. **The EMD of unsuccessful/successful Bidder will be refunded preferably in 30 days of finalization of the contract.** Such deposits shall not bear any interest. It will not be open to the Bidder to withdraw the tender.
 - 1.2.3. If any Bidder withdraws or fails to accept the contract when awarded, the EMD shall be liable to be forfeited.
 - 1.3. Certificate of Registration / Partnership deed or firm registration certificate / Shop and Establishment Certificate.
 - 1.4. EPF Number Allotment Letter
 - 1.5. ESIC Number Allotment Letter & Registration Letter (C11)
 - 1.6. GST Registration
 - 1.7. PAN Card

- 1.8. Bank Account No. and IFSC Code with copy of Bank Cheque.
- 1.9. Work Order along with Work Completion Certificate from Previous Clients.
- 1.10. Performance Certificate from current Client in the **Format attached at Annexure-III.**
- 1.11. Bidder shall furnish Annual Audited Financial statement duly certified by Chartered Accountant for the last three Financial Years to demonstrate the Financial Healthiness of the Company. The balance Sheet must be in the name of the company. **Any type of MOU for this purpose will not be entertained.** Last three years Financial Turnover in the Format attached at **Annexure-IV.**
- 1.12. The Bidder shall submit all the evidences, documents, attested copies of work orders & work completion certificates etc. as a proof with EMD & Tender Fee and also provide the requisite details online for meeting the prequalification requirements. GGRC will verify the experience, performance, capability & strength of Bidders, independently for executing the job.
- 1.13. GGRC reserves the right to accept/cancel/reject any/all Bids without assigning any reason thereof. The tenders of qualified Bidder / Bidders shall only be considered for further evaluation.
2. The Bidders have to submit physical original DD / Receipt of direct deposit of **“Tender Fee & EMD” in Cover-I** and **“Technical Bid”- in Cover-II** with necessary documents mention above in **Point no.1** in one sealed envelope super scribed **“Tender for File Processing, Housekeeping, Sundry and other Allied Services on Annual Rate Contract at Gujarat Green Revolution Company Limited for the period of one year”** on or before the closing date and time of E-Tendering through (n)Procure to the following address:

Office of The Joint Executive Officer
Gujarat Green Revolution Company Limited,
Fertilizernagar Township, P.O. Fertilizernagar, Dist: Vadodara, 391750

3. Physical copy of Tender will be accepted by RPAD / Speed Post / Courier or in Person only otherwise Tender will be rejected.
4. All the certificates/documents required for qualifying criteria should be submitted online as well as physically with Technical Bid for deciding of the opening of financial Bid.
5. GGRC reserves Rights to extend the due date for submission of Tender by issuing an amendment.
6. E-Tender, if not supported by required documents as mention above will not be considered and the Bidder would be construed as disqualified.
7. The Bidders submitting Tender without Tender Fee and/or EMD or Tender Fee and/or EMD for lesser amount or if not tallying with the scanned copy uploaded online for E-Tender would be construed as disqualified.

FINANCIAL BID

1. The Bidders have to submit **Financial Bid online only as per the attached Annexure-V** through the web portal of n-procure at **<https://www.nprocure.com>** of this Tender document and **no other format is acceptable.**
2. GST shall be paid extra at actual by GGRC as per prevailing rates as declared by Central / State Government on submission of documentary evidence.
3. **The quantities shown in the Financial Bid are approximate for the contract period and may vary as per job requirement.** GGRC reserves the right for reduction in the quantity of Skilled & Unskilled support as per requirement with prior notice of 15 days during contract period.
4. The Bidder shall fill the Bid documents with utmost care in consonance with the instructions contained in the Bid documents.
5. **Bidders are required to sign on every page of Financial Bid** and upload the dully filled in bid documents online without changing the format.

6. **The Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable.**
7. The Bidders are required to download the **Annexure-V Financial Bid Format**, open it and complete with their respective financial quotes and other details. **No other cells should be changed. Once the details have been completed, submit it online.**
8. The GGRC may on its discretion extend the last date for e-submission of the online bids and such extension shall be binding on all the Bidders. Addendum/Corrigendum/Re-tendering, if any in this regard, will be published on (n) procure website www.nprocure.com Portal, GGRC website: www.ggrc.co.in and put on notice board of GGRC.

MODIFICATION AND WITHDRAWAL OF BIDS:

1. The Bidder may modify or withdraw the bid prior to the last date prescribed for submission of bids.
2. No Bid shall be modified subsequent to the deadline for submission of Bids.
3. No Bid shall be withdrawn in the interval between the deadline for submission of Bids and the expiration of the period of bid validity.

METHOD OF TENDERING / SIGNATURE ON BIDS

1. The Bid must contain the postal address like name, residence and place of business of the person or persons submitting the Bid and must be signed and sealed by the Bidder with his usual signature. The name of all persons signing the documents shall also be typed or printed below the signature on each page.
2. Bid by a joint venture/partnership firm must be furnished with full names of all partners and be signed with the partnership name, followed by the signature and designation of one of the authorized partners or other authorized representative(s). A certified copy of the power of attorney authorizing such partner or representative shall also be submitted.

3. Bids by a Corporation/Company must be signed with the legal name of the Corporation/Company i.e. by the President / Managing Director/ Secretary or other person or persons authorized to Bid on behalf of such Corporation / Company. A certified copy of the board resolution/power of attorney authorizing such partner or representative shall also be submitted.
4. The Bidder's name stated on the proposal shall be the exact legal name of the firm.
5. Erasures or other changes in the Bid Documents shall be initialed by the person signing the Bid.
6. Bids not conforming to the above requirements of signing shall be disqualified

Both **Technical** and **Financial Bid** are to be submitted concurrently duly digitally signed on the (n) procure website www.nprocure.com Portal.

The Bidders shall have a valid Class-III digital signature certificate for participation in the online tender. Without Digital Signature online tender process is not possible. The cost of digital signatures, if any, will be borne by respective bidders. For the same all may contact to following address:

(N)PROCURE SUPPORT TEAM
(n)Code solutions
A division of Gujarat Narmada Valley Fertilizers Company Limited.
(n)Procure Cell
403, GNFC Infotower, S.G. Road, Bodakdev, Ahmedabad – 380054 (Gujarat)

Contact Details
Fax: +91-79-40007533, E-mail: nprocure@ncode.in
Toll Free Number: 1-800-419-4632

Prospective bidders are accordingly advised to go through instructions provided at (n) procure website Portal.

PRE – BID MEETING

1. For the purpose of clarifications of doubts of the Bidders on issues related to the Tender, GGRC intends to hold a Pre-bid meeting. The date and venue of pre-bid meeting is mentioned in the E-Tender Notice.
2. No Individual correspondence will be accepted in this regards.

3. Only authorized representatives of Bidder who can participate and take on the spot decision of the deliberation will be allowed to attend the Pre-bid meeting.

OPENING OF TECHNICAL AND FINANCIAL BID

1. Online bids (complete in all respect) as well as physically in separate sealed envelope received along with DD of EMD & Tender Fee (Physically) on or before closing date and time of tender will be opened. **Bid received without EMD & tender fee will be rejected straightaway.**
2. A duly constituted **Tender Evaluation Committee** will evaluate eligibility criteria of bidders. **Technical bid of only those bidders, whose bids are declared eligible by the committee, will be evaluated.**
3. It shall be noted that required documents submitted online as well as physically in separate sealed envelope along with the Technical bid will be perused/examined and in case of any deficiency, the Technical Bid will be rejected and Financial Bid will not be opened. **However, in such cases Tender Evaluation Committee may take appropriate decision and that will be final and binding on the bidders.**
4. **Preliminary Examination:**
 - 4.1. The Company will examine the Bids for any computational errors, for sureties furnished by bidder, for authentication of documents submitted and completeness of the Bids.
 - 4.2. Arithmetical errors or any discrepancy will be rectified & will be binding to the bidders.
5. **The successful bidder (L-1) shall be decided only after successive tendering procedure by the Tender Evaluation Committee.**
 - 5.1. GGRC will award the Contract to that bidder whose quotation has been determined to be substantially responsive and evaluated as the lowest quotation in conformity with the requirements of the specifications and documents contained herein, provided further that the bidder is determined and evaluated to be qualified to perform the contract satisfactorily.

- 5.2. **Before commencement of work, the successful bidder (L-1) shall first make Security Deposit within the period of 1 Week, Work Order will be issued after depositing the aforesaid Security Deposit, if failed to do so, in such cases Tender Evaluation Committee may take any suitable decision and that will be final and binding on the bidders. Details of Security Deposit is mentioned in “Terms and Conditions” of Tender Document.**
- 5.3. The successful bidder shall be intimated of his selection through the Letter of Intent or Letter of Award/ Work Order which shall be sent to him through e-mail, courier or registered mail.
- 5.4. **The contract will be for a Period of One Year.**
- 5.5. **GGRC reserves the right to review and renew / extend the contract period for further period on same rates, terms & conditions with revised / reduced quantum, if required.**
- 5.6. This Tender is non transferable. The incomplete and conditional tenders will be summarily rejected;
- 5.7. No Bidders will be allowed to withdraw after e-submission of bids/ opening of the tender; otherwise the EMD submitted by the firm will be forfeited;

6. VALIDITY OF BIDS

- 6.1. **Bids shall remain valid and open for acceptance for a period of 180 days from the last date of submission of Bids.**
- 6.2. The GGRC reserves right to extend for another period of 60 days in addition to 180 days without giving any reasons thereof.
- 6.3. In case, GGRC calls the bidder for negotiation then this shall not amount to cancellation or withdrawal of original offer which shall be binding on the bidder.

7. RIGHT OF ACCEPTANCE

- 7.1. The GGRC reserve all rights to reject any bid including bids of those bidders who fail to comply with the instructions without assigning any reason whatsoever and does not bind it to accept the lowest or any

specific bids. The decision of the GGRC in this regard shall be final and binding.

- 7.2. Any failure on the part of the bidder to observe the prescribed procedure the bidder's bid is liable for rejection.
- 7.3. Any attempt to canvass for the work shall render the bidder's bids liable for rejection.
- 7.4. The GGRC reserves the right to award any or part or full Contract to any successful Contractor at its sole discretion and this will be binding on the bidders.
- 7.5. In case of failure to comply with the provisions of the terms and conditions mentioned by the Contractor that has been awarded the Contract, the GGRC reserves the right to award the work to the next higher bidder or any other Contractor and the difference of price shall be recovered from the Contractor, which has been awarded the initial Contract and this will be binding on the bidders. Security Deposit is also forfeited.
- 7.6. **GGRC may terminate the Contract if it is found that the Contractor is blacklisted on previous occasions by any of the Government Departments / Institutions / Local Bodies / Municipalities / Public Sector Undertakings / Private / Limited Companies.**
- 7.7. The Company reserves the right to amend/ modify the Bidding documents at any time prior to the deadline for submission of Bids, either at its own discretion or in response to the clarification requested by a prospective Bidder. In such case, the Company may in its discretion extend the deadline for submission of Bids in order to facilitate the prospective Bidders for incorporating the effect of the amendment in their Bids.

8. NOTIFICATION OF AWARD BY ISSUANCE OF 'LETTER OF ACCEPTANCE'

- 8.1. After determining the successful bidder after evaluation, the GGRC shall issue a Letter of Acceptance (LOA) in duplicate, which will return one copy to GGRC duly acknowledged, accepted and signed by the authorized signatory, within seven (07) days of receipt of the same by the successful bidders.

- 8.2. The issuance of the Letter of Acceptance to the bidder shall constitute an integral part of the Agreement and it will be binding to the Contractor.

9. PREPARATION OF BIDS

- 9.1. Bidder should take into account any corrigendum published on the tender document before submitting their bids.
- 9.2. Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid.
- 9.3. Please note the number of covers in which the bid documents have to be submitted, the number of documents - including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.
- 9.4. Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document / schedule and generally, they can be in PDF formats.
- 9.5. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.
- 9.6. To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor certificates etc.) has been provided to the bidders.
- 9.7. Bidders can use "My Space" or "Other Important Documents" area available to them to upload such documents. These documents may be directly submitted from the "My Space" area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.

10. SUBMISSION OF BIDS

- 10.1. Bidder should log into the site well in advance for bid submission so that they can upload the bid in time i.e. on or before the bid

submission time. Bidder will be responsible for any delay due to other issues.

- 10.2. The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
- 10.3. Bidder has to select the payment option as "offline" to pay the tender fee / EMD as applicable and enter details of the instrument.
- 10.4. The server time (which is displayed on the bidders" dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.

11. ASSISTANCE TO BIDDERS

- 11.1. Any queries relating to the tender document and the terms and conditions contained therein should be addressed to **Shri NK Patel, Manager (HR) on Tel. No. 0265 - 2607525 or in person by visiting the GGRC during working hours (08.30 to 17.00) by taking prior appointment.**
- 11.2. Any queries relating to the process of online bid submission or queries relating to (n) procure Portal in general may be directed to Portal Helpdesk. The contact number for the helpdesk is **TOLL FREE NUMBER: 1800-419-4632.**

TERMS AND CONDITIONS

1. The contract period for the said job is **One Year**; however, it can be **extended for the further period on same rates, terms & conditions at the discretion of Management.**
2. **The Contractor shall make Security Deposit of Rs.10,00,000/- by way of DD / Direct deposit with Bank of Baroda Account No. 02090200000334, IFSC Code: BARB0FERTIL in favour of M/s Gujarat Green Revolution Company Limited., Fertilizernagar within the period one week before commencement of Work. Work Order will be issued only after deposition of Security Deposit.**

The Security Deposit shall be available to the company throughout the period of the contract and for such extended period that may be mutually determined by the Company and the Contractor at any time and from time to time towards security deposit.

The Security Deposit, in alternative, may be submitted in form of irrevocable Bank Guarantee in favor of "M/s Gujarat Green Revolution Company Limited" payable at Vadodara from any Nationalised Bank or schedule Private Sector Bank (IDBI,AXIS,HDFC and ICICI Bank only). The Format for Bank Guarantee will be provided by GGRC.

Such deposit shall not carry any interest and the same shall be refunded / returnable only after conclusion of the period of the contract on fulfillment of all liabilities and obligations by the Contractor to the fullest satisfaction of the Company.

GGRC reserves right to forfeit full Security Deposit amount to cover expenses / damages on non-performance of the contract by the Contractor and / or non-completion of the full period of contract awarded to the Contractor. The decision of GGRC in this regards shall be construed as final and binding.

3. **The Rates quoted by you shall remain FIRM throughout the Contract period and shall not be subjected to any Price variation (except Minimum Wage or Rates of Statutory Obligations) whatsoever in nature.**
4. The Contractor shall be entitled to payment in terms of the proposed contract, provided he has actually carried out the operations as indicated in the **Scope of Work** or otherwise in time and manner satisfactory to the Company.

5. The Contractor will deploy adequate manpower for satisfactory execution of the Jobs under the Proposed Contract. The manpower engaged by you will work effectively and be responsible for completion of the Jobs assigned to them by Company's Authorized Person or Contractor.
 - 5.1. Contractor shall forthwith replace any or all the manpower provided for skilled and unskilled support who in the opinion of GGRC's Concerned Head of Departments / Unit, found unfit on any account for carrying out the work assigned to them based on the input to and from the supervisor posted by the Contractor.
 - 5.2. In case if the contractor fails to provide required number of manpower as required by GGRC, GGRC shall arrange to procure at Contractor's costs and risk adequate manpower. The Contractor shall have to bear the expenses towards the same. **In such case the decision of GGRC will be final and binding to the Contractor.**
 - 5.3. The Contractor shall **engage a suitable qualified and experienced full time Supervisor** for the effective daily Supervision, Maintenance of various registers and records required under the Law and the Contract and all the other allied Jobs awarded to them. **Payment for Supervision shall be borne by the Contractor only.**
 - 5.4. Child Labour shall not be engaged for any of the jobs.
 - 5.5. Jobs shall have to be carried out ordinarily during the relevant shift. In case of emergency, jobs may be continued till the completion.
6. In case of forced circumstances, the contractor may be informed by the Company one day in advance pertaining to stoppage of full or part of the job work as per the **Scope of Work** explained to you and bill will be paid on the basis of total amount of work performed by the Contractor. For resumption of the work, the contractor will be informed one day in advance.
7. All the Payments will be made, based on actual work done within 30 days of submission of complete bills with supporting documents /

evidence etc., if the work executed by the Contractor is found to be satisfactory. Payment will be made to the Contractor on monthly basis considering services provided. Applicable Income Tax will be deducted from the payment. The payments shall only be disbursed, if compliance qua statutory requirements is submitted for preceding month along with the bills.

- 7.1. Extra services provided by the contractor, if any, with the approval of the Authorized Person of the Company will be considered and for that bill will be raised separately with the recommendation of Concerned Departments and approved by the Authorized Officer.
- 7.2. The increase or decrease in **Basic Rate or Special Allowances** as per Minimum Wage Act notified by the Government will be reimbursed at the end of Month period on actual basis separately or effect will be given with effective date as per Government notification, subject to successful compliance for all obligations under this Contract. The difference in Minimum Wage will be reimbursed for all categories.
- 7.3. **It will be the sole responsibility of the Contractor to maintain the Attendance Register which will be produced before the Company Authority and Authorized Officer of the Company as and when required for verification.**
8. The minimum wages as notified by Government for unskilled/skilled labour employed by the contractor under this contract shall be paid by the contractor to his set of employees in the first week of next month but before the 5th of the month and not later than 7th as per the statutory requirement. There would be no default qua the same on the part of the contractor.
9. The work shall be carried out as and when required as per the exigencies, but the Contractor shall ensure that as and when the labourers being deployed by him are given their weekly offs, substitute manpower is arranged to meet with the work load, if required.
10. **PENALTY**

Quality of Services will be monitored and in case Quality of Services is not upto the satisfaction of the Head of the Concerned Departments / Unit, following action will be taken:

- 10.1. Officer of the Concerned Department will issue two warning letters in writing at the interval of seven days in case of poor quality of work or non completion of work in time.
- 10.2. In case Contractor does not improve quality of work or does not complete the work even after two warning letters in writing, his contract will be terminated and Security Deposit will be forfeited and payment will not be made for poor quality of work or incomplete work.

The loss and damage to the Company due to this will be recovered from the contractor or if the Company has employed any other person to complete the work, then the cost will be recovered from you. On the failure of completion of work, Management will make the alternative arrangement to get the work fulfilled at the risk and cost of contractor who shall be liable to make good to the Company the additional charges, expenses, cost etc. that Company may incur or suffer thereby. The contractor shall not be however entitled to any gain resulting to the Company or from Company after making all alternative arrangements. The decision of the Company in this matter shall be final and legally binding on the contractor.

- 10.3. If the Contractor fails to perform his function, GGRC is free to engage another Contractor to carry out the work and in that case, GGRC will recover all the additional expenses incurred by it & penalty as decided by the Management from the Contractor.

11. **TERMINATION**

- 11.1. If it is found that contractor is not abiding any of the rules and conditions of Labour Laws, contract would be terminated immediately without giving any reason.
- 11.2. In case of termination, Annual Rate Contract will be awarded to new Contractor and no compensation or any claim can be put by you. In the event of Contractor being adjudged insolvent or going into liquidation or winding up his business or failing to observe any provision of the agreement, the

Company shall be at liberty to terminate the contract without prejudice or any other rights or remedies under the agreement and to get the work done for unexpired period of the agreement at the risk and cost of the Contractor and to recover from the Contractor any resultant loss sustained or cost incurred by the Company.

- 11.3. The Contractor shall be responsible to the 3rd Party for any damage or injury caused due to misfeasance, nonfeasance or malfeasance of the Contractor.
 - 11.4. GGRC is free to terminate the contract during the period of the contract without compensation and without any notice or reference or the job performed is not satisfactory than by giving one month's notice or fees in lieu of notice.
 - 11.5. The Contractor can terminate the Contract by giving three month's written notice to the Company.
 - 11.6. The Contractor shall prefer a claim for any dues in writing within 30 days from the date of termination or completion of agreement, failing which such claim for any dues shall be deemed to have been waived and the Company shall be discharged and released from all liabilities under this agreement in respect of such claim for any dues.
12. The Contractor shall not only maintain complete accounts but also adequate information in the Proforma prescribed by the Company.
 13. The Contractor shall give his telephone/mobile number and latest address to the Company.

INDUSTRIAL RELATIONS
(LABOUR LAWS TO BE COMPLIED BY THE CONTRACTOR)

1. LABOUR LAWS

Contractor shall be solely responsible for strictly following all applicable laws such as Labour Laws, Industrial laws and such as the Minimum Wages Act, 1948, Contract Labor (Regulation & Abolition) Act 1970, Payment of Bonus Act 1965, Employees Provident Fund and Miscellaneous Provision Act 1952, Industrial Dispute Act 1947, Employees' State Insurance Act, 1948, Interstate Migrant Employee Act 1979, Equal Remuneration Act including applicable labour laws / related laws from time to time with Rules, Order and Notifications issued/made there under from time to time, which are applicable from time to time including but not limited to the notification amendments or additions which are made to these laws during the period of contract. The Contractor shall also be responsible for various levies of State Government, Government of India or any Statutory Body. **The Contractor shall have to, at his own expenses, comply with Labour laws and keep the company indemnified in every respect thereof.**

1.1. The Contractor shall submit following documents to HR Department before commencement of the job

1.1.1. Copy of the documents showing allotment of PF Code No. by the RPF Office. Monthly payment of challan to be submitted with the office giving the evidence that PF has been deposited for the employees on commencement of contract.

1.1.2. Copy of the documents showing allotment of ESIC Code No, A Copy of Registration Certificate (C11) Monthly payment of challan to be submitted with the office giving the evidence that ESIC has been deposited for the employees on commencement of contract.

1.2. The Contractor shall submit application to the Licensing Officer to obtain the license as per the provisions of the Contract Labour (R & A) Act, 1970 before commencement of the job after remittance of license fee and deposit as stated hereunder:

- 1.2.1. Payment of deposit in respect of each contract Labour at the rates prescribed by the Govt., with the office of Commissioner of Labour, Ahmedabad or such other offices as applicable as per the Contract Labour (Regulation and Abolition) Act, 1970.
- 1.2.2. License fee as prescribed under the Contract Labour (Regulation and Abolition) Act and rules framed there under depending upon the number of Employee employed by the contractor.
- 1.2.3. **The Contractor shall also submit copy of Labour license to HR Department within 15 (fifteen) days from the date of commencement of work.**
 - 1.2.3.1. In absence of such Licence, contract shall be liable to be terminated forthwith without assigning any reasons thereof and liabilities whether legal, statutory or of financial as a result and consequence thereof shall be on the contractor.
- 1.2.4. The Contractor shall not deploy more number of labourers than mentioned in the Contract Labour Licence as per Section 12(1) of Contract Labour (Regulation & Abolition) Act.
- 1.2.5. The said Licence shall have to be renewed from time to time by the Contractor without any default.
- 1.3. The Contractor shall not employ any contract Labour whose age is below 18 years.
- 1.4. The contractor shall also maintain valid Labour License / Registration as applicable under Inter State Migrant Labour Act if required under this law and shall comply with the provisions of Interstate Migrant Labour Act.
- 1.5. The Contractor shall allow women employees to work in the Company between the hours of 06.00 a.m. to 07.00 p.m.

- 1.6. The Contractor shall issue Photo Identity Cards cum Entry Passes for all his laborers as per the regulations of the Company in force from time to time and no person shall be allowed entry without such pass.
- 1.7. The Contractor shall make payment of own share / contribution by way of employer's contribution towards ESIC, Provident Fund (including EPS, DLIS, Admin Charges etc.,) at the rates made applicable from time to time by Government of Gujarat / Government of India or other Statutory Authorities.
- 1.7.1. The Contractor shall submit along with their monthly bills, a Statement regarding deduction of ESIC, Employees Provident Fund (PF) in respect of each concerned employee. Present rate of ESIC @ 0.75% and PF @ 12% or at the rates made applicable by the Government from time to time of the Wages as applicable under the said Acts shall be deducted by the Contractor from the payment made to the workers who are eligible for ESIC and PF deductions.
- 1.7.2. Contractor's contribution and Labourer's contribution towards ESIC, PF and Pension Fund (EPS) shall be paid by the Contractor every month before 15th instant to Concerned Sub-Regional Office, ESIC and Regional Provident Fund Commissioner's Office, and the Contractor will be required to submit proof of the same to the **HR Department of GGRC for verification.**

GGRC in no way will be responsible for any non compliance by the contractor.

- 1.8. It is the responsibility of the Contractor to manage the work without Overtime. **However, under certain unforeseen circumstances, if the contract Labour is retained on Overtime for Skilled and Unskilled support, the Contractor is required to make the payment at double the rate of the applicable wages** and shall produce documentary evidence for having paid the Overtime amount to the Labourers. **The Contractor shall ensure that the payment of extra wages for the Overtime to the Labourers shall be as per the provision of the relevant Act.**

1.9. The Contractor shall pay the wages as fixed by him or rates fixed under The Minimum Wages Act from time to time, whichever is higher. **The wages of every contract Labour employed by him under this contract shall be paid by him in the first week of next month between 5th and 7th day of the month for the previous month in respect of which the wages are payable, as per the statutory requirements.** The payment shall be disbursed directly in the Bank Accounts of the Laborers and proof of the payment along with the Monthly Wage Register should be submitted at the time of submission of Monthly Bills to the HR Department.

1.10. The Contractor shall pay bonus to the eligible employees at the rate prescribed under the Payment of Bonus Act, 1965. The Contractor shall keep and maintain the register as prescribed under the Payment of Bonus Act, 1965 and shall produce the same before the Authorized Officers of the Company as and when asked for.

Contractor will raise separate Bill towards Bonus payment made to the eligible Labours at appropriate time. The payment shall be disbursed directly in the Bank Accounts of the Labourers and copy of Bonus Transfer Details duly endorsed by the concerned Bank along with the Bonus Register should be submitted at the time of submission of Bonus Bill to the HR Department.

1.11. The Contractor shall keep and maintain all Records, Registers, Returns, Forms etc., as prescribed under various applicable statutes such as Payment of Bonus Act, 1965, Contract Labour Act, PF Act, ESIC Act and other Labour laws in force from time to time would be required to show the same to representative of HR Department of GGRC on demand.

1.12. The Contractor shall have to maintain records of details of workers employed in **Form No.13**, giving the details of their date of entry, full address and their specimen signatures or left hand thumb impression.

1.13. The contractor shall issue Attendance Card and Employment Card in **Form No. 14** to all the labors deployed by them within 3 days of the employment and the card is required to be

maintained up-to-date and any change in the particulars shall have to be entered therein.

- 1.14. The Contractor shall maintain Attendance Register in **Form No.16** and Wage Register in **Form No.17**. The Contractor shall also issue Wages Slips to all the labour deployed by them in **Form No.19** before the disbursements of Wages are made.
- 1.15. The contractor shall maintain the Register of Advance in **Form No.22**.
- 1.16. The Contractor shall maintain Overtime Register in **Form No.23**.
- 1.17. The contractor shall maintain Wage Deduction Register in **Form No.20** and Fine Register in **Form No.21**.
- 1.18. The Contractor shall prepare Half Yearly Return in **Form No.24** on 30th June and 31st December respectively in duplicate, so as to reach the Assistant Commissioner of Labour not later than 30 days from the close of the half year and also submit the acknowledge copy to the HR Department of GGRC without fail.
- 1.19. The above Form No.s mentioned in clause No.1.12, 1.13, 1.14, 1.15, 1.16, 1.17 and 1.18, to be maintained / modified as per the applicable labour laws / related laws from time to time with Order / Notifications / Amendments / Additions issued / made there under from time to time, by Government or any other Competent Authority.
- 1.20. The Contractor shall immediately inform the HR Deptt of GGRC any accident occurred in the premises of GGRC and shall fulfill all the requirements to comply the applicable Acts like Employees' State Insurance Act, 1948.
- 1.21. The summary of the Contract Labour Regulation Act in Gujarati would be displayed by the Contractor on their Notice Board. The Contractor would also exhibit the notice on their Notice Board at the place of work regarding hours of work, wage period, place of wage disbursement and its time.
- 1.22. The Contractor shall keep and maintain all Records, Registers, Returns, etc. in GGRC premises and should be update from time

to time and should be shown to the representatives of HR Department of GGRC / visiting statutory authority such as GLO/EO(PF)/ESIC Inspector etc. on demand.

- 1.23. The Contractor shall after last date of the month, submit to GGRC HR Department a Certificate or a Declaration duly signed along with Bill stating that they have complied with all requirements of the Labour Laws including PF Act and ESIC Act and has not committed any default or breach of any Laws applicable to them
- 1.24. The Contractor shall give Leave Card to all their labours and maintain the Leave Register required under the applicable Acts which shall be duly verified by the HR Department.
 - 1.24.1. The Contractor shall allow his employees to avail Leave at the rate of one day for every 20 (Twenty) days of working or shall encash the earned leave as per the provisions of the relevant Act. PF deduction and Contractor's contribution at applicable rate shall also be remitted on such encashment.
- 1.25. The Contractor shall make payment of retrenchment Compensation, notice pay and other liabilities as per the applicable laws in case of retrenchment of his Laborers and shall also make any payment arising out of any claim or dispute under Industrial Dispute Act, 1947 or any other Labour Laws.
- 1.26. The Contractor shall take appropriate action for the compensation in case of accidental injury in accordance with the provisions of **Employees' State Insurance Act, 1948 etc., or /and any amendment thereof.**
- 1.27. Contractor shall be fully responsible for injury or death of any of your or third party Employee due to any act omission / indiscretion on your part while undertaking the work and contractor shall fully abide by the Statutory requirements of the applicable laws such as **Employees' State Insurance Act, 1948 etc., or any amendment thereof.** GGRC shall not be liable for any compensation due to accident, death or injury to any of

contractor's Employee or any third party due to negligence, act or omission on your part.

- 1.28. The Contractor shall indemnify GGRC and its every Member, Officer and any Employee against any claims, demands, costs and expenses whatsoever arising out of or in connection with the matters referred to in these Articles and elsewhere and against all actions, proceedings, claim, demand, costs and expenses which may be made against GGRC or by Govt. for or in respect of or arising out of any failure by the Contractor in the performance of their obligations under the documents. GGRC shall not be liable for or in respect of any demands or compensations payable under any law or in consequence of any accident or injury to any of their Employee or other person in their employment or their sub-contractor and the contractor shall indemnify and keep indemnified GGRC against all such damages and compensation and against claims, demands, proceedings, costs, charges and expenses whatsoever in respect thereof or in relation thereto.
- 1.29. The Company will be entitled to deduct directly from the Bills to be paid to the Contractor any sum or sums payable by him, which sum /sums the company is / are required to pay as Principal Employer on account of his default in respect of all liabilities referred in above clauses.
- 1.30. The Contractor shall be responsible for all matters arising out of the performance of the contract and shall comply and adhere to, at their expense with all laws / act / enactment / orders / regulations / statutory obligations, whatsoever of the Government of India / State Government / Local Self Government, any statutory or non-statutory authority. The Contractor shall indemnify and keep indemnified and save GGRC harmless against all liabilities in this respect. The Contractor shall be fully responsible for the work, conduct, supervision and control of all their own labours and GGRC shall in no way be held liable and responsible for supervision, control, etc. of these labours. Since the Contractor shall have full and exclusive supervision and control over contract awarded to them and the persons engaged for the purpose under this contract, the Contractor shall be responsible and liable under the provisions of civil and criminal laws etc for their work, behavior and Industrial

Relation problems and GGRC shall have no responsibility whatsoever on this account.

- 1.31. The Contractor shall ensure that all the labours engaged by them are medically fit and are free from all communicable contagious infections and other diseases and GGRC shall have the right to ask the Contractor to remove/replace any of his labours, if found medically unfit.
- 1.32. The contractor shall be liable and responsible for their employees observing all the Security and Safety regulations provided under the laws and instructions that may be issued by GGRC in regard to safety from time to time. In case GGRC suffer any loss etc. of whatever nature on account of Contractor's labours not following the Security and Safety regulations / instructions, the Contractor shall be liable to make good all such losses as may be determined by GGRC at his sole discretion. GGRC shall have the right to also recover all such losses etc. from the dues payable to the Contractor and from Contractor's Security Deposit with GGRC to the extent available and by other remedies available under the law.
- 1.33. If in GGRC's opinion any of Contractor's labours is/are found committing any Misconduct or Misbehavior, GGRC at its sole discretion, may require the Contractor to remove such employee/s or prevent them from entering the GGRC Premises. It is clarified that GGRC reserves its right to restrict Labours entering the premises of GGRC without giving any reasons whatsoever for the same.
- 1.34. All Labours, Supervisors, Agents, etc of the Contractor and their Tiffin, Bags, Belongings etc. will be liable to Security Check at any time and at the time of entry/exit.
- 1.35. Please note that Canteen Facility will not be provided to the Labours deployed by the Contractor and Contractor will have to make their own arrangement for their laborers employed by them.
- 1.36. The Company reserves the right to terminate the work order, if Contractor fails to comply with Labour laws as stated above and

the Labour laws which are applicable to his firm from time to time.

- 1.37. The company is not liable for giving any guarantee to absorb any Labour belonging to the Contractor. This thing should be clear to the Contractor that labours belong to the Contractor only and will remain with them and no one should ask for legal rights for absorption in the Company.
- 1.38. In case of any dispute resulting into litigation by either of the parties hereof, the Courts of Law in the City of Vadodara only shall have the jurisdiction and both the parties hereunder expressly and of their own free will agree to submit to such jurisdiction and there by agree to accept the decision of the Court of Law at Vadodara.
- 1.39. For any type of dispute between the Contractor and Workman, the Company should not be made as party for any litigation and if the worker is making in any way, the Company as party, then all the legal expenses will be borne by the Contractor.
- 1.40. The Company is giving the contract to attend the Company's work. For any absenteeism, the Contractor has to manage for suitable alternative worker and at no course of time, the absenteeism of worker will be allowed by the Company, because due to absenteeism, work will suffer and Company reserves the right to engage another worker in place of absent worker on the cost of Contractor.

CONTRACTUAL OBLIGATIONS & LEGAL ASPECTS.

1. ARBRITATION

In case any dispute or difference whatsoever arises between the parties hereto in respect of or relating to or touching this Contract, then the parties shall try to settle every such dispute or differences amicably. Any such dispute or differences, which the parties cannot resolve in an amicable manner, shall be finally settled in accordance with the Arbitration and Conciliation Act, 1996 and Rules framed there under. The decision of Arbitrator shall be final and binding on the parties. Arbitration proceedings shall be conducted in Vadodara and the language of Arbitration shall be English. Notwithstanding the existence of any such dispute or difference or any reference thereon, the liabilities and obligations under this contract will continue to be fulfilled by the parties hereto during the arbitration proceedings.

2. SUB-LETTING

The contractor shall not sublet the whole or part of the work, except where otherwise provided by the contract. The Contractor shall not sublet any part of the work without the written consent of the concerned Unit OR Department Head and such consent if given shall not relieve the contractor from any liability or obligation under the contract and shall be responsible for the acts, defaults and neglects of any sub-contractor, neglects of the contractor, his agent, servants, or Employee.

3. ASSIGNMENT OR TRANSFER

You will not assign or transfer whole or part of the contract awarded to you hereunder or whole or part of your work, services, obligations, responsibilities, liabilities, and rights, hereunder or give a sub-contract for carrying out all or any of your works, services, obligations, responsibilities, liabilities, and rights hereunder to any other person or party without our prior written consent.

4. DAMAGE TO PERSON AND PROPERTY

You shall ensure that no loss damage or injury is caused to or suffered by any of our employees, laborers, agents, contractors, buildings, structures, roads, machinery, plants, equipments, vehicle, or other properties, goods or materials in any manner whatsoever by any acts, omission, breach or failure on your part, or on the part of any of your employees, laborers,

agent or sub contractors or by your vehicle or equipments during the doing, performing rendering, executing, fulfilling, keeping, carrying out, discharging or handling of all or any of your work, services, obligations, responsibilities or liabilities hereunder. You shall be liable for any such loss, damage or injury and for any claim for compensation.

You shall be liable and responsible for the safety and or for any loss, damage or injury caused to or suffered by any of your employees, laborers, agents, sub-contractors, vehicles, equipments, goods, materials or other properties, by accident or howsoever otherwise wherever and whenever and for any claim for compensation therefor.

5. JURISDICTION

Any suit or proceedings to enforce the rights of either party under this contract shall be instituted and tried only by the court in the city of Vadodara and by no other courts, and parties hereto expressly agree to submit to the exclusive jurisdiction of courts in Vadodara.

ANNEXURE-I

TECHNICAL BID

Proforma for Technical Bid to be uploaded online in PDF format as well as submitted physically with required documents mentioned at "General Instructions to Bidder" specified at Sr. No.1.

BASIC INFORMATION OF BIDDER

1. Name of the Organization : _____
2. Contact Person : _____
3. Official Address : _____

4. Mobile No. : _____
5. Telephone No. : _____
6. Fax No. : _____
7. Email Address : _____

ORGANISATION DETAILS

1. Constitution
(whether Sole Proprietorship / Partnership / Private Ltd / Public Ltd. / Public Sector) : _____
2. Names of Proprietor/ Partners / Directors / CEO : _____
3. Registration Certificate / Partnership deed / Shop establishment certificate (Upload Photo copy in PDF) : _____
4. Bank Details : _____
Bank Name with branch : _____
Account No. : _____
IFSC Code : _____
(Upload copy of Bank Cheque)

REGISTRATION WITH STATUTORY AUTHORITIES

1. EPF Registration: (Upload Photocopy in PDF) : _____
2. GST No.: (Upload Photocopy in PDF) : _____
3. PAN No.: (Upload Photocopy in PDF) : _____
4. ESIC No: (Upload Photocopy in PDF) : _____

DETAILS OF PREVIOUS SERVICE CONTRACTS

1. Please provide below details in reverse chronological order including your current Contracts and attach Work Orders along with the Work Completion Certificate **(Upload Photocopy in PDF)**:

SR NO	NAME & ADDRESS OF THE ORGANIZATION	NAME OF THE CONTACT PERSON & PHONE NO.	VALUE OF CONTRACT	PERIOD OF CONTRACT (SPECIFY FROM TO DATE)
1.				
2.				
3.				

2. Performance Certificate of above Service Contracts **in the Format attached at Annexure-III (Upload Photocopy in PDF)**
3. Last three years Financial Turnover **in the Format attached at Annexure-IV (Upload Photocopy in PDF)**

Signature of the Authorized Signatory of the Bidder with Seal of the Firm / Company

Name : _____
Mobile No. : _____
Date : _____

ANNEXURE II-DECLARATION
(ON NON-JUDICIAL STAMP PAPER OF RS.50/-)

I/We.....

Partner(s) / Legal Attorney / Proprietor(s) / Accredited Representative(s) of

M/s.....Solemnly declares that:

1. I /we are submitting tender for **File Processing, Housekeeping, Sundry and other allied Services on Annual Rate Contract basis at Gujarat Green Revolution Company Limited for the period of one year** towards Tender Notice No._____.
2. I/we or our partners do not have any relative working in Gujarat Green Revolution Company Limited.
3. All information furnished by me/us in respect of fulfillment of eligibility criteria and information given in this Tender is complete, correct and true. All documents/credentials submitted along with this Tender are genuine, authentic, true and valid.
4. My/our bid rate offered shall be valid for a period of 180 days from the date fixed for the bid submission deadline in accordance with the Bidding Documents and shall remain binding upon us and maybe accepted at any time before the expiry of the period.
5. If my/our bid is accepted, we commit to submit a Performance Security Deposit in accordance with the Bidding Documents.
6. The Financial-Bid submitted by me/us is "WITHOUT ANY CONDITION".
7. If any information or document submitted is found to be false / incorrect, Company may cancel my / our Tender and can take any action as deemed fit including termination of the contract, forfeiture of all dues including Earnest Money (EMD) and blacklisting of my/our firm and all partners of the firm etc.
8. I/we also declare that the Government of India or any other Government body, PSU's, Govt. Company/ any organization has not issued any show-cause notice or declared us ineligible or blacklisted us on charges of engaging in corrupt, fraudulent, collusive or coercive practices or any failure/lapses of serious nature.

I/we also accept all the terms and conditions of this bidding document and undertake to abide by them; including the condition that GGRC is not bound to accept highest ranked bid / lowest bid or any other bid that GGRC may receive.

(Signature of the Bidder with Seal)

Seal of Notary
Date

ANNEXURE-III

**FORMAT OF PERFORMANCE CERTIFICATE
(To be filled by Current Client / Employer)**

1. Name of the Contract and Location

2. Scope of Contract

3. Contract Cost

4. Date of Commencement & Period

5. Performance Report (Please put ✓)

SR NO.	PARTICULARS	EXCELLENT	VERY GOOD	GOOD	FAIR
1.	Quality of Workmanship				
2.	Housekeeping				
3.	Safely Measures & Quality Control				
4.	Working Relationship				
5.	Paperwork Processing				
6.	Supervision & Controlling				
7.	Compliance of Statutory Requirements				
8.	Handling grievances of their employees deployed at clients site				

Seal of the Organization

Date : _____

Place : _____

**Signature of the Competent Authority
with Name and Designation**

ANNEXURE-IV

FORMAT FOR FINANCIAL TURNOVER (CAPACITY)

Name of the Firm : _____

Address of the Firm : _____

PARTICULARS	FINANCIAL YEARS (in Rs.)		
	2016 – 17	2017 – 18	2018 – 19
Annual Turnover			

**Signature of the
Authorized Signatory of
the Bidder with Seal of
the Firm / Company**

Name : _____

Designation : _____

Date : _____

Place : _____

Note: It is mandatory to certify by Chartered Accountant (Company Auditor) with name and signature.

ANNEXURE-V
FINANCIAL BID
(Online Submission only)

In accordance to Particular mentioned at Sr. No. 2 to 6 of the Scope of Work of Tender Document, I / We solely be responsible for statutory payments and strictly adherence of all the Labour Laws such as the Minimum Wages Act, 1948, Contract Labour (Regulation & Abolition) Act 1970, Payment of Bonus Act 1965, Employees Provident Fund and Miscellaneous Provision Act 1952, Industrial Dispute Act 1947, Employees' State Insurance Act, 1948, Interstate Migrant Employee Act 1979, Equal Remuneration Act with Rules, Order and Notifications / Amendments or Additions issued/made there under from time to time.

I / We wish to submit our most Competitive Rates for providing “**File Processing, Housekeeping, Sundry and Other Allied Services**” on Annual Rate Contract at Gujarat Green Revolution Company Limited for the Period of one Year, which are as under:

SR NO	PARTICULARS	%	RATE PER PERSON (PER DAY)	
			SKILLED SUPPORT (Rs.)	UNSKILLED SUPPORT (Rs.)
1.	Minimum Wages (Zone-I as declared by Govt. of Gujarat)	-		
2.	Service Charges (____% on Min. Wages)			
TOTAL				

Over & above Minimum Wages & Services Charges (on Minimum Wages), GGRC shall also reimburse the actual amount towards the PF including EPS + EDLI + Admin Charges (13% on Minimum Wages), ESIC Contribution (3.25% on Minimum Wages) and GST as applicable (18% at present).

GGRC shall reimburse the amount towards the Statutory Payments of Leave (5% on Minimum Wages) and Bonus (8.33% on Minimum Wages) done by us in advance to all the categories of eligible manpower deployed on production of proof of Payment done on actual basis as per the Act and no Service Charges will be claimed by me / us.

Above mentioned are the current rates which are subject to the revision from time to time as declared and notified by the competent Government authority.

I/we hereby undertake and abide by the payment of minimum wages on manpower engage by us failing which contract cease to exist and security deposit will be forfeited.

I/we hereby unconditionally accept that Service Charges quoted by me/us will be claimed only on Minimum Wages and is the only component for the consideration of L1 Party rest other components are statutory liability which I/we will abide by the payment to the manpower engage by us.

**Signature of the Authorized
Signatory of the Bidder with
Seal of the Firm / Company**

Name : _____
Designation : _____
Date : _____

CHECKLIST FOR TECHNICAL BID

(Kindly follow below mentioned sequence for online uploading and submitting physical documents)

SR NO	NAME OF DOCUMENT
1.	Technical Bid (Annexure-I)
2.	Declaration on Non Judicial Stamp Paper of Rs.50/- (Annexure-II)
3.	Copy of DD / Receipt of Direct Deposit for Tender Fee of Rs. 500/-
4.	Copy of DD / Receipt of Direct Deposit for EMD of Rs. 50,000/-
5.	Registration Certificate / Partnership deed / Shop Establishment Certificate
6.	Self Attested Copy of EPF no. allotment letter
7.	Self Attested Copy of ESIC no. allotment letter & Registration Letter (C11)
8.	Self Attested Copy of GST Certificate
9.	Self Attested Copy of PAN Card
10.	Copy of Bank Cheque
11.	Work Order along with Work Completion Certificate from Previous Clients
12.	Performance Certificate (to be filled by Current Client / Employer (Annexure-III))
13.	Last three Years Financial Turnover (Annexure-IV)
14.	Attested Copy of the Audited Balance Sheets for the completed three Financial Years (i) 2016-17 (ii) 2017-18 (iii) 2018-19

The Financial Bid shall be submitted online only at (n) procure website www.nprocure.com. Manual Financial bid will not be accepted under any circumstances.