



**GUJARAT MINERAL DEVELOPMENT CORPORATION LTD**

**(A Govt. of Gujarat Enterprise)**

**CIN :L14100GJ1963SGC001206**

**GST :24AAACG7987P1ZT**

**T- No- 13-FK-HOUSEKEEPING WORK-2022**

**Request for Proposal (REF)  
for  
Providing of man power services for Housekeeping and plantation work  
for a period of one year  
at**

**Flourspar Project Kadipani , Tal: Kawant, Dist- Chhotaudepur.**

**TECHNICAL BID-I**

**Khanij Bhavan, Near University Ground, 132 feet Ring Road  
Vastrapur, Ahmedabad-380 052**

**Phone : (079) 27913200, 27913501 Fax No : (079) 27911540**

**Email: [civil@gmdcltd.com](mailto:civil@gmdcltd.com) Website: [www.gmdcltd.com](http://www.gmdcltd.com)**



### **NOTICE INVITING TENDER**

**Request for Proposal (REF) for providing of man power services for Housekeeping and Plantation work for a period of One year at GMDC Fluorspar Project, Kadipani, Tal: Kawant , Dist- Chhotaudepur.**

Sr.no	Description	Details
1	e-Tender No.	13-FK-HOUSEKEEPING & PLANTATION WORK-2022
2	Name of Work	Request for Proposal (REF) for providing of man power services for Housekeeping and Plantation work for a period of One year at GMDC Fluorspar Project, Kadipani, Tal: Kawant , Dist- Chhotaudepur.
3.	Location of the Project	GMDC Fluorspar Project, Kadipani, Tal: Kawant , Dist- Chhotaudepur, Pin-391175, Ph-02669-274231/274222- Email-kadipani@gmdcltd.com
4	Source of bid documents	The Bid documents can be downloaded from website at <a href="http://www.nprocure.com">www.nprocure.com</a>
5	Tender processing fee (Non Refundable)	Rs: 1062/--- by D.D.-DD should be in favour of 'GMDC Ltd' , payable at Ahmedabad from Bank approved by Govt. of Gujarat from time to time (except Co-Operative Bank) in the form and manner acceptable to the GMDC. Note: Tender processing fee is including GST at 18 %. Bidder should mentioned their GST number in forwarding letter to get the benefit of input tax credit.
6.	Earnest Money	Rs: 20,500/- by D.D. should be in favour of 'GMDC Ltd' , payable at Ahmedabad from Bank approved by Govt. of Gujarat from time to time(except Co-Operative Bank)in the form and manner acceptable to the GMDC. It is to be enclosed along with technical bid only; failing which tender will not be considered as a valid tender. <u>NOTE:</u> EMD submitted by way of any other instrument other than DD and /or for an amount less than the prescribed amount , the bid will be summarily rejected.
7.	Security Deposit	5 % of contract value (including EMD) in form of D.D. only and in favour of 'GMDC Ltd' , payable at Ahmedabad from Bank approved by Govt. of Gujarat from time to time(except Co-Operative Bank) & It should be submitted within 15 days from



		the date of issuance of LOI.
8	Contract Period	12 Months
9	Last Date and time for Downloading of Tender document.	Dt- 17/08/2022 up to 18.00 hours
10	Last date and time for On line submission of tender.	Dt- 17/8/2022 up to 18.00 hours
11	Last date for Submission of Tender processing fee, EMD and Supporting doc. for Tech. bid during office hours in person.	Dt- 18 /8/2022 up to 18.00 hours <b>Note: The tender documents submitted after due date will be not considered for scrutiny and outright rejected.</b>
12	Date and time for opening of Technical bid	Dt- 20 /8/2022 at 15.00 hours
13	Validity of Offer	180 days after opening of Price bid - A proposal valid for a shorter period may be considered non responsive and liable to rejection.

Further details can be seen on website [www.gmdcltd.com](http://www.gmdcltd.com) and [www.nprocure.com](http://www.nprocure.com)

1. **In case of any discrepancy, the tender notice (NIT- Notice Inviting Tender) published on website "nprocure.com" shall prevail.**
2. GMDC reserves the right to cancel the tender at any stage of tender process or reject any or all the tenders without assigning any reason thereof. GMDC reserves the right to split the work between more than one bidder.
3. Tender received without Tender processing fee and E.M.D. will be summarily rejected.
4. The bidder shall have to enclose the D.D. of Tender processing fee and E.M.D. amount in the sealed technical bid cover without fail and submit the GMDC corporate office , Vastrapur, Ahmedabad on or before the last date of submission of documents as mentioned in tender notice . . If demand drafts are not enclosed in the sealed technical bid cover then the tender will not be considered for scrutiny and will be summarily rejected.
5. Bidder registered either in DGS & D, SSI, and NSIC ,MSME or in the Central/ State Govt. or Central / State Govt. undertaking is not exempted by GMDC for paying EMD, Security Deposit , Tender Processing fee etc. As well as no price preferences over the quoted rate will be considered.
6. Tender is in three bid system, i.e. PQ bid, Technical Bid and Price Bid. First the PQ bid and Technical bid will be opened .The same will be scrutinized by the GMDC and price bid will be opened only for those bidders, who qualify themselves in Technical bid.



7. The bidder is required to quote the rate strictly as per the terms and conditions mentioned in the Tender document. The conditional tender or tender submitted for part items will not be considered and shall be liable for outright rejection. Service Charge quoted by any bidder should not be less than 2 % and in the event of the same , the bid/proposal shall be rejected as non responsive.
8. It is advisable that bidder should visit and inspect the location of work where work is required to be executed . Bidder has also to understand feasibility and other factors of works which will be related to and may affect the works before quoting the rates. After that nothing will be taken in consideration.
9. The tender documents submitted after due date will not be considered for scrutiny and summarily rejected.
10. Tenders will be considered only of those bidders having Provident Fund Number received from Regional Provident Fund Commissioner's office, GST no. and permanent Account Number of Income Tax and qualified as per Pre qualification criteria/bid.
11. Tender documents are only available in Electronic form. The bidder should submit all the forms electronically only.
12. Bidders who wish to participate in this tender will have to register on <https://gmdc.nprocure.com> . Further bidders who wish to participate in online tenders will have to procure Digital Certificate as per information technology Act 2000 using which they can sign their electronic bids. Bidder can procure the same from (n) code solution- a division of GNFC Ltd, who are licensed Certifying Authority by Govt. of India and they will assist them in procuring the same at below mentioned address. Bidders who already have a valid Digital certificate need not procure a new Digital Certificate.

(n) Code Solution

A division of GNFC Ltd.

304, GNFC Infotower, Judges Bungalows,

Bodakdev,

Sarkhej- Gandhinagar highway,

Ahmedabad- 380 054

Toll Free- 7359 021 663

Phone no- 079- 40007317 , web site- [www.nprocure.com](http://www.nprocure.com)

E-mail: [nprocure@ncode.in](mailto:nprocure@ncode.in)

Email : [dscsales\[at\]ncode\[dot\]in](mailto:dscsales[at]ncode[dot]in), [ahdsales\[at\]ncode\[dot\]in](mailto:ahdsales[at]ncode[dot]in)

**Sr. Manager [Civil]**

GUJARAT MINERAL DEVELOPMENT CORPORATION LIMITED

(A Govt. of Gujarat Enterprise)

KhanijBhavan, Near University Ground, 132 feet Ring Road,

Vastrapur, Ahmedabad-380 052

Phone: (079) 27913200, 27913501 Fax No: (079) 27911454

**E mail- [civil@gmdcltd.com](mailto:civil@gmdcltd.com)**

**Website [www.gmdcltd.com](http://www.gmdcltd.com)**

**DISCLAIMER:**



1. This Bid document along with its Annexure and Schedule is not Transferrable.
2. Neither GMDC nor its employees or its consultants make any representation or warranty as to the accuracy, reliability or completeness of the information in this document.
3. Neither GMDC nor its employees or consultants shall have any liability to any Bidder or any other person under the law of contract, tort, the principle of restitution or unjust enrichment or otherwise for any loss, expenses or damage which may arise from or be incurred or suffered in connection with this document, or any matter deemed to form part of this document, the award of the work, or the information and any other information supplied by or on behalf of GMDC or its employees, any consultants or otherwise arising in any way from the selection process.
4. GMDC reserves the right to change, modify, add, alter the document or cancel the bidding process without assigning any reasons thereof, at any stage during the bidding process before the Bid submission.
5. The Bidder shall not make any public announcements with respect to this Bidding process or this document. Any public announcements to be made with respect to this bidding process or this document shall be made with respect to this bidding process or this document shall be made exclusively by GMDC. Any breach by the bidder of this clause shall be deemed to be deemed to be noncompliance with the terms and conditions of this document and shall render the proposal of qualification liable for rejection, GMDC 's decision in this regard shall be final and binding upon the Bidder.
6. The bidder shall bear all costs associated with the preparation and submission of the proposal. GMDC and their consultants shall not, under any circumstances, be responsible or liable for any such costs.



## INTRODUCTION

M/s. Gujarat Mineral Development Corporation Limited, Ahmedabad (hereinafter referred to as GMDC invites e- tenders for the subject works from experienced and financially sound contractor, who are in the field of Housekeeping works including cleaning, up keeping & and plantation works activities for colony premises and mines premises at GMDC Ltd, at fluorspar project Kadipani and to maintain dust free / odorless environment of the premises with required man power and service charges with all Govt. taxes (excluding GST) . This tender is in three bid evaluation system - Part I , II & III. Part I – Preliminary Bid, Part II Technical and Part III - Price Bid

Name of Work: Request for Proposal (REF) for providing of man power services for Housekeeping and Plantation work for a period of One year at Colony and mines premises at GMDC Fluorspar Project, Kadipani, Tal: Kawant , Dist- Chhotaudepur.

This tender is invited for providing of Man power services basis plus service charge in percentage (%) . Service charge include all safety measures of man power ,their uniform, shoes, helmet, transportations , mobilization , de mobilization , all taxes etc. (excluding GST) to complete the work in all respect.

**The required housekeeping materials like coco brooms, soft brooms, hand cart, topla, cleaning solution , liquid soap , duster cloth, mops, sticky roller , grass cutting tools and tackles etc. and all materials , consumables , tools , tackles , Equipments /machineries etc. are supplied by GMDC .**

For plantation work , required tools, tackles and materials like Pavda, Topla, Khurpi, Tagara, Hathoda , pipe etc will be supplied by GMDC for one time . If supplied tools , tackles will be broken than repairing etc will be in contractor's scope. Safety of supplied tools and tackles are in Contractor's scope , if it will be stolen than it is the responsibility of contractor to provide new one in given time otherwise purchase cost +15 % will be recovered from contractors bill. After completion of contract period all tools , tackles will be hand over to Engineer in charge .

The required Bidder shall have to qualify as per qualification criteria of this tender document for the work under reference. Bidder shall submit the required supporting documents relevant to qualification criteria for technical evaluation of the bid.



**Brief Scope Of work :**

Up keeping, cleaning , Housekeeping and plantation works by deployment of required man power at colony and mines premises Flourpar project Kadipani for one year by applicable Methodology , works frequencies as per project requirement and as mentioned in Tender document . The scope of work also includes maintaining dust free/odorless environment of colony premises and at various structures locate at mines area like time office, substation, work shop, manager office , store building etc. as per direction by keeping cleaning of all floor area, corners, walls, glasses, ceiling, partitions, furniture's , electrical fittings , doormats , dustbins windows, doors, toilets, staircases, railing and its posts, passages, terraces, porches, corridors, chajjas, cantilever slabs, rain water pipe etc of all the buildings to the satisfaction of engineer in charge . To carry out this work you will deploy required manpower as per order day to day as well as deploy supervisor as per requirement to carry out day-to-day supervision as per satisfaction of Engineer in charge.

As per scope of works, requirement of man power under this RFP in terms of number is tentatively as under . The GMDC retains the right to order deployment for a smaller or larger number of man power than that specified .

**Daily Man power requirement:**

Sr.No	For Colony premises		For Mines premises	
	Manpower for Housekeeping works	Manpower for Plantation works	Manpower for Housekeeping works	Manpower for Plantation works
1	5 Nos /day	3 Nos/day	2 Nos/day	4 Nos/day

**List of various structure at Colony and Mines area**

1. Roads and surrounding area of colony premises
2. Terraces of colony quarters
3. Guest house
4. Shopping centre
5. Dispensary
6. Administrative office
7. Store building
8. Workshop
9. Weigh bridge
10. Time office
11. Substation
12. Manager office



## **Chapter –I**

### **INSTRUCTIONS TO THE BIDDERS:**

Bidders are advised to read the instructions, evaluation norms and other terms and conditions described in these documents under different Chapters carefully before submitting their offer. In case of any doubt they may contact Sr. Manager (Civil) at the head office of the GMDC at Ahmedabad.

#### **THE TENDER & THE OFFER:**

It is a three-bid system. The bid is required to be submitted on line at <https://www.nprocure.com> by the date and time prescribed in the tender notice as under:

##### **Part – I Preliminary Bid**

The DD details to be mentioned in on line where as tender processing fee and EMD to be submitted physically as per tender notice at GMDC Ahmedabad office.

##### **Part - II Technical bid**

Technical bid documents are to be submitted off line. However, the documents required to be submitted in support of experience, financial position, status of the bidder, machinery and equipment owned by the bidder etc. as well as tender processing fee and EMD in the desired form shall be placed in sealed cover super-scribed "TECHNICAL BID, Tender No. , and Name of work", should be submitted separately at Corporate Office, Ahmedabad before stipulated time. During scrutiny of the Technical bid, if any shortfall details/ documents are observed , the same may be asked by mail or other means , then the same will have to be submitted within due date and time, otherwise bid will not be considered for further evaluation .

##### **Part – III Price-bid**

- To be submitted only on line before the stipulated time.

#### **Opening of bids**

- a. **Preliminary bids will be opened after verification of receipt of payment towards Tender processing fee and EMD.**
- b. On verification of the supporting documents for technical qualification, the qualified bidders will be communicated the date and time of on line opening of price bids by telephone or email. However, all the bidders will be able view the price bids online.





Bidder shall have to qualify as per qualification criteria of this tender document for the work under reference. Bidder shall submit the required supporting documents relevant to qualification criteria for technical evaluation of the bid.

Tender Documents are uploaded on website of n-procure and GMDC.

Required, inspection visit will be made by GMDC for job of similar nature work executed by the bidder.

If two bidders become L1, then the preference will be given to the bidder who have higher average annual turn over of last five financial years ended on 31/3/2022

Decision of the GMDC regarding pre-qualification based on the documents furnished by the bidders will be final and binding to all the bidders and no correspondence will be entertained from any of the bidders in this regard.

The bidder who have earlier been awarded contract by GMDC/ sister concerns/company/trust/group/consultancy firm etc of GMDC For any job which either they did not accept or have abandoned or contract has been terminated by the GMDC for breach of conditions , shall not be eligible to participate in the tender.

GMDC is entitled to ask the contractor to discontinue any work which does not meet the expected and/or specified standards and for which no compensation shall be payable to the contractor .

The successful Bidder will have to enter into an agreement with the GMDC on a non judicial stamp paper of Rs.300/- ( to be provided by the successful Bidder) in the form approved by the GMDC covering all terms and conditions interlaid that are advertised and stated in this tender form and those which may be agreed upon or modified by both parties during subsequent correspondence / discussions / negotiations within 30 days of acceptance of Letter of Intent (LOI).

#### **Corrigendum:**

Corrigendum are the part of the tender Document.

Corrigendum if any shall be uploaded on the website <https://gmdc.nprocure.com> only. Please note that there is no provision to take out the list of parties downloading the tender document from the above referred website. As such Bidders are requested to see the website from time to time before due date of submission of bid to ensure that they have not missed any corrigendum uploaded against the said tender after downloading the tender document. The responsibility of downloading the related corrigendum, if any, will be that of the downloading parties. No separate intimation in respect of corrigendum will be sent to Bidders who down loaded the tender document from the website as information in this respect will not be available to websites.



**NOTE:**

1. The interested bidders can submit their queries through post or email to [civil@gmdcltd.com](mailto:civil@gmdcltd.com) .
2. For any other clarifications related to bid submission, bidder may contact GMDC office telephonically or through e-mail before the last date of submission of the bid document during working hours. The bidder must write Subject as **“Request for Proposal (RF) for providing of man power services for Housekeeping and Plantation work for a period of one year at GMDC Flourspar Project, Kadipani, Tal: Kawant , Dist- Chhotaudepur. ”** in all its communication to GMDC.
3. Any clarifications / corrigendum / addendum shall be uploaded on GMDC / n-portal websites. Bidders are also advised to regularly check the above mentioned websites regarding posting of Amendments, if any.
4. The Clarification (s)/ Corrigendum (s)/ Amendment(s) issued by GMDC will be binding on the bidders and it will be assumed that the information contained therein will have been taken into account by the bidder in its bid.
5. Any Clarification (s)/ Corrigendum (s)/ Amendment(s) issued by GMDC subsequent to the date of issuance of the RFP document will also be considered an integral part of the RFP Document.
6. No verbal clarifications and information provided by GMDC or its employee(s) or its representative(s) or its consultant(s) shall in any way be binding on GMDC unless subsequently confirmed through the issuance of Clarification (s) / Corrigendum (s)/ Amendment(s).



### Instruction to Bidders for Online Tendering

Further details of this tender are as under

1.0	Particulars: Tender No- 13-FK-HOUSEKEEPING & PLANTATION WORK-2022  <b>Request for Proposal (REF) for providing of man power services for Housekeeping and Plantation work for a period of One year at GMDC Flourspar Project, Kadipani, Tal: Kawant , Dist- Chhotaudepur.</b>
<b>2.0</b>	<b>Down loading of Tender Documents</b>
2.1	Bid document will be available on web site up to date shown above in NIT
2.2	Bidders who wish to participate in this tender will have to get them self-registered on web site <a href="https://nprocure.com">https://nprocure.com</a>
<b>3.0</b>	<b>Digital Certificate</b>
3.1	Bidders who wish to participate in on line tender will have to procure / should have legally valid digital Certificate as per Information Technology Act, 2000 using which they can sign their electronic bids.  Bidders can procure the same from any of the license certifying Authority of India or can contact (n) Code solutions- a division of GNFC Ltd, who are licensed certifying Authority by Govt. Of India
3.2	All bids should be digitally signed. For details regarding digital signature certificate and related training involved, the below mentioned address should be contacted
3.3	<b>(n) Code Solution A division of GNFC</b>  (n) Code Solution ,A division of GNFC ,304, GNFC Infotower, Bodakdev, Sarkhej- Gandhinagar highway,Ahmedabad- 380 054, Toll Free- 1-800-419-4632,Fax: =91 79 40007533, E-mail: <a href="mailto:nprocure@ncode.in">nprocure@ncode.in</a>
3.4	Bidders who already have a valid Digital certificate need not procure a new digital certificate.
<b>4.0</b>	<b>On line Submission of Technical &amp; Price Bid</b>
4.1	After submission of the bid as per schedule date & time, bidder cannot edit their offer submitted in any case.



4.2	Bidders shall submit their offer, i.e. Technical bid as per clause 5.1 of this chapter and Price bid in Electronic format online only on above mentioned website on or before date and time shown above after Digitally signing the same.
4.3	Offers submitted without digital signature will not be accepted
4.4	Price bid in physical form will not be accepted in any case and bid submitted shall be summarily rejected .
<b>5.0</b>	<b>Submission of Tender Processing Fees and other Documents .</b>
5.1	Bidder shall have to submit DD for Tender processing fee, EMD and other documents as mentioned above in physical form so as to reach on date shown above, during office hours to Sr. Manager(Civil), Civil Department, GMDC Limited 'Khanij Bhavan' , 132'Ft ring road, Nr. University Ground, Vastrapur, Ahmedabad-380 052 in person only . <b>Note: The tender documents submitted after due date will not be considered for scrutiny and will summarily be rejected. No claim of whatsoever in nature shall be entertained by GMDC in this regard.</b>
5.2	Bidder has to submit the documents as said in 5.1 above and no other condition in any form shall be considered at all, at the time of evaluation of the tender, i.e. the bidder shall have to submit unconditional offer without differing from any of the tender condition.
<b>6.0</b>	<b>Opening of Tender</b>
6.1	Opening of bid documents will be held on Date & time shown as per NIT , in the office of GMDC Ltd, Sr. Manager(Civil), Civil Department, at 'Khanij Bhavan' , 132'Ft ring road, Nr. University Ground, Vastrapur, Ahmedabad- 380 052 .
6.2	After completion of Technical scrutiny, price bid of only qualified bidders would be opened online who are found to be substantially responsive
<b>7.0</b>	<b>Contacting Officer</b>
7.1	Further details / clarification , if any required, will be available from – Sr. Manager(Civil), GMDC Ltd, , Civil Department, at 'KhanijBhavan', 132'Ft ring road, Nr. University Ground, Vastrapur, Ahmedabad- 380 052 Ph no. 079- 2791 3200
7.2	<b>(n) Code Solution-A division of GNFC-301, GNFC Infotower, Bodakdev,Ahmedabad-380 054 Tel: +91 26857316/17/18, Fax: =91 79 26857321</b>  E-mail: <a href="mailto:nprocure@ncode.in">nprocure@ncode.in</a> Mobile: 9327084190 , 98985889652



<b>8.0</b>	<b>General Instructions:</b>
8.1	The Tender processing fees submitted will not be refunded under any circumstances
8.2	EMD in the form specified in tender document only shall be accepted.
8.3	Tender without Tender processing fees, earnest money deposit (EMD) and which do not fulfill all or any of the condition or submitted incomplete in any respect will be rejected.
8.4	Bidders approved either by the Central/ State Govt. or Central / State Govt. undertaking is not exempted by GMDC for paying EMD , SD, Tender Processing fees etc.
8.5	Conditional tender shall not be accepted.
8.6	This tender notice shall form a part of tender document
8.7	Bidders are advised to read carefully the "Instruction for Bidders" and :eligibility criteria" contained in the tender documents
8.8	The website address for E-Tender is <a href="https://www.nprocure.com">https://www.nprocure.com</a> and <a href="http://www.gmdcltd.com">www.gmdcltd.com</a>
8.9	Free training camp for bidders will be organized on every Saturday between 1.0 to 5.00 p.m. at (n) code solution, A division of GNFC , 301, GNFC Infotower , Bodakdev, Ahmedabad – 380 054 . Bidders are requested to take the benefit of the same.
8.10	Bidders are requested to quote rates as per the terms and conditions mentioned in the Tender Document. Tender submitted for part items will not be considered and will be rejected.
8.11	Bidders have to do this work strictly according to the drawings and specifications provided by GMDC and which together with general conditions, technical specifications, bills of quantities and contract agreement , will be called "Documents of Contract"
8.12	The Contractor shall enter in to an agreement with the GMDC, on a stamp paper of Rs. 300/- which will be provided by the contractor , in the form approved by the GMDC covering all terms and conditions within 30 days of acceptance of LOI.



### **CHAPTER III**

#### Check List of Documents Enclosed With Tender

Sr. No.	Particulars	Declaration (Strike out whichever is not applicable)
1	Check list of documents in the prescribed proforma	Yes / No
2.	Tender Processing Fees and Earnest Money deposit paid for the value as indicated in Notice Inviting Tender ,	Yes / No
3.	Formats enclosed-dully filled in and signed along with all required enclosures , complete as per Instruction to bidder	
4	Documents /details as per Status of the Bidder, with documentary proof	Yes / No
5	Affidavit on stamp paper of Rs. 300/- as per attached format	Yes / No



## CHAPTER- IV

### OBJECTIVE AND SCOPE OF WORK

#### 1.1 Objective

GMDC wishes to appoint providing man power services at colony and mines premises for Housekeeping and Plantation work for a period of One year at GMDC Fluorspar Project, Kadipani, Tal: Kawant , Dist- Chhotaudepur.

#### 1.2 Scope of Work

The scope of work for this RFP shall be include for providing of man power for Housekeeping and plantation work service for a period of one year at colony and mines premises at GMDC Fluorspar Project, Kadipani, Tal: Kawant , Dist- Chhotaudepur.

At colony and mines premises general Cleaning activity shall start at 8 AM and general cleaning work should be completed by 10 AM daily ,including all Saturdays and as required by GMDC representative in charge.

Cleaning activities at Colony and mines area for various civil structures:

- (1) Daily cleaning and Sweeping of all roads and surrounding of colony quarters and other structures located in colony area . Cleaning , Sweeping and Mopping , removing of dust of various structures , offices , guest house and other buildings at mine and colony area by proper cleaning of every corner , passages and staircase area , removing of cobwebs on daily basis (except All Sundays and public holidays-) with the help of Brooms / Cane Brooms, etc. , wet mops/dusters by suitable cleaning agent , floor cleaning Detergent – liquid solution , cleaning the floors by removing all stains, dust etc. and making area neat and clean by required man power twice in a day , including spraying of finit or equivalent make insecticides ..
- (2) Cleaning ,and moping of all cabins , passages and hall area , committee room area , all rooms of guest house, (common hall area allotted for staff sitting and lobby passages ) should be two times a day and /or as and when required.
- (3) Room fresheners in all office areas/ guest house area to be put daily in the morning
- (4) Pantry & Washroom Units (Ladies Toilet /Gents toilet/Officer's cabin Toilets)
  - (a) Daily cleaning of Washroom Unit by wet and dry mop, at every hours for General toilets and twice a day for officers toilets , all guest house rooms toilets and other buildings toilets at mines premises etc. and maintain the toilet floors dry during office hours.



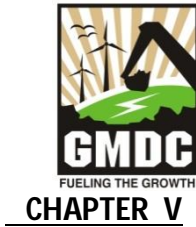
- (b) Cleaning of washbasins, urinals and water closets (WC) and sanitary fittings , bathrooms windows ,ventilators , cleaning of dustbins at toilet & Pantry area , cleaning of Pantry platform , sink , removing chokage / blockage of sink etc. are to be cleaned with cleaning agent. Flushing systems of all toilets are to be check at regular interval daily and should be maintained in working condition daily. Weekly deep cleaning of sanitary ware without damaging their shine, scrubbing and cleaning of walls of Washroom Units.
- (5) Daily Cleaning of all wooden / aluminium doors , Glasses of doors , windows and ventilation with Colin or glass cleaning solutions , frames, window sill etc., railings et. with the help of white / yellow dry / wet duster/ sand paper to be used where stains are not removed then using chemical solution to remove stains from aluminium frames .
- (6) Cleaning , Sweeping of total office Compound area , parking area , back side parking area , Pump room, Generator room , Electric substation, Panel room ,etc. , approach road of office building and other civil structures located at mines area .,
- (7) Cleaning of all wooden / steel furniture ), tepoys, sofa, glass and laminate partitions etc of office area , Guest house and other structures etc. complete .
- (8) Washing and cleaning of Storage Tank of Water Coolers at every week or as and when required as directed of any capacity located in offices, with the help of required man power Wet / Dry Duster / Mop , clean cotton cloths , scotch bright, wire brush etc. with detergent soap and inside area of tank should be cleaned and dry by removing salt scale etc . and directed by Engineer in charge . Work to be completed before office hours
- (9) Cleaning , Sweeping and washing of all terraces of quarters , guest house, office and other civil structures located at colony and mines area , Pargolas , Open to Sky area(OTS) , ,rain water pipe lines with all required man power, and with the help of Broom / Bamboo Broom, Wet / Dry Duster / Mop , required consumable materials like floor cleaner, detergent etc once in a month or as and when required as directed ...
- (10) Attending of daily complaints IMMEDIATELY pertaining to sewage drainage sanitary system for removal of chock- age / blockages in waste pipes lines , DRAINAGE PIPE LINES, w/c and Urinals , Pantry sink, floor traps , Nahni traps , wash basin , gully trap , etc. as and when required at all the toilet blocks at mines premises . The agency shall depute sufficient no. of sweepers to attend the above job as per satisfaction of supervisor in charge and see that on receiving complains , it should be attended immediately .
- (11) Probing work of sewer line: Carrying out probing work as and when required of sewer line of 100 to 230 mm dia pipes either mechanically or manually (without entering manpower in Manhole) ,cleaning the grit/sand/debris /sludge of the man holes , inspection chambers ,gully traps , collected , removal and disposal of the same by either forming a put





dug or burying it or by conveying it out side of the premises as detected by Elc, including proper flushing of pipe lines , man holes, inspection chambers , gully trap with water including cost of all tools, plants and other materials required fro the job as well as precautionary measures required to be adopted for the man working on the job for their health and safety etc. Complete, including all diameter of pipe, Gully trap, inspection Chamber, man hole etc.

- (12) Daily maintenance of plantation in existing and surrounding premises, operation of grass cutting etc. , pouring water & manure ,trimming the plants & trees , cleaning the garden etc. as per the direction of Engineer in charge. Required tools , tackles like Pavda, Topla, Khurpi, Tagara, Hathoda , pipe etc will be supplied by GMDC for one time . If supplied tools , tackles will be broken than repairing etc will be in contractor's scope. Safety of supplied tools and tackles are in Contractor's scope , if it will be stolen than it is the responsibility of contractor to provide new one in given time otherwise purchase cost + 15 % will be recovered from contractors bill. After completion of contract period all tools , tackles will be hand over to Engineer in charge



## FORM 'A'

### ELIGIBILITY CRITERIA

The Bidder should meet the following Eligibility Criteria will be shortlisted and considered for technical evaluation and financial bid.

### STRUCTURE AND ORGANIZATION

**Following details are required to be furnished with documents to qualify in Technical bid for the tender work**

Sr no	Item	Details
01	Name and address of Entity.	
02	Phone no,	
	Mobile No. (Mobile no to be mentioned mandatory)	
	E mail ID, (E mail ID to be mentioned Mandatory)	
	Website	
03	Name Of contact Person (To be mentioned Mandatory)	
04	Whether Proprietorship /partnership/ Pvt ltd / Limited co or any other along with documentary evidence to be attached	Yes/ No
05	Please confirm on awarding the work , you will take the registration certificate as per statutory requirement under contract labour laws	Confirmed Yes or No.



06	Number of years of experience in Similar nature of work	From _____ (total) years
07	Income tax PAN Registration No Copy [Copy to be enclosed]	Mentioned & Copy attached Yes/ No
08	GST No.. (Copy to be attached)	Mentioned & Copy attached Yes/ No
09	Whether Registered under composite scheme	Yes/No
10	Attached proof of filing GST returns on regular basis of last one year.	Attached /Not Attached
11	Provident Fund Registration Number – Copy to be attached	Mentioned & Copy attached Yes/ No
12	Payment Terms	Accepted Yes/No
13	Income Tax Deduction-Taxes will be deducted as per prevailing Government rules from the monthly bill	Agree Yes/No
14	Validity of offer	–Accepted Yes/ No
15	Work completion period as per NIT-	–Accepted -Yes/ No
16	Liquidated Damages clause - Liquidated damages for the work delayed /non completion/ non performance of the works will be imposed as mentioned in Tender documents .	Accepted - Yes/No



17	Rates/Charges -Rates / charges should be firm and fixed till the completion of work. Quoted rates includes all man power, required material, safety measures, PF contribution, all taxes,(Excluding GST).No rate escalation will be allowed during tenure of contract on any account.	- Accepted  Yes/No
18	Please Indicate the details of arbitrations/legal proceeding in last ten years of Your entity . If Your entity have not any arbitration/legal proceeding in last Ten years then mentioned "No" in your letterhead and If your entity has any arbitration/legal proceeding than mention details on your entity's letterhead .	Submitted on letter head mentioning No or YES as applicable Yes / No
19	Deviation sheet attached- Deviation sheet to be attached by the bidder mentioning any deviation in technical & commercial. If there is no deviation then with ,No deviation sheet , submitted on letter head of the bidders	Deviation sheet  (As per format- mentioning NIL or with deviation on your letter head submitted  Yes/ No
20	Declaration I &II sheet – Attached-Declarations in prescribed format on letter head of the bidder	Declaration –I & II as per tender on your letter head submitted  Yes/ No



21	The Contractor shall maintain daily check list as per requirement mentioning all activities building wise / area wise and should be signed by Supervisor and get them signed by the GMDC representative and submitted daily and as well along with the running bill .	Condition accepted – yes/No
22	Affidavit regarding the Genuineness of documents ( formate ) on Rs.300/- non Judicial stamp paper submitted or not	As per format of on Rs.300/- stamp paper submitted Yes/No



**FORM- B**

Sr no	Item	Details	
		Financial Year	Turn over –Rs.
1	<p><b>Financial capacity:</b></p> <p><b>Annual turn over of any one of the last five financial year should be more than Rs. 10.00 lakhs</b></p> <p>(Bidder should have to submit the CA certificate )</p>	<p><b>2021-22</b></p> <p><b>2020-21</b></p> <p><b>2019-20</b></p> <p><b>2018-19</b></p> <p><b>2017-18</b></p>	
2	<p><b>Experience:</b></p> <p>The Bidder should possess the experience during any of last five financial year (2017-18 to 2021-22)</p> <p>Work may be of Government dept/ public buildings/ PSU/ Pvt. Building etc.</p>	<p>One work in which the Bidder should have deployed minimum 7 nos. (seven) of man power for housekeeping / plantation work duties during any of the last five financial years.</p> <p>Note: The Bidder shall be required to submit supporting evidences by way of Copies of Service Orders / client certificates stating name of work and clearly indicating supplied numbers of man power .</p> <p>OR</p> <p>Bidder should have experience of housekeeping work/plantation work having minimum value of Rs. 8.50 lakhs in any one of the last five financial year (i.e. from FY2021-22 to FY 2017-18)</p> <p>NOTE: The Bidder shall be required to submit supporting evidences by way of Copies of Service Orders / client certificates stating work order value/work completion value</p>	



03	<p>Black Listing:</p> <p>A self-certified letter by the authorized signatory of the bidder that the bidder has not been blacklisted as on the bid submission date by any Central ; State Government (Central / State Government and Public Sector) must be submitted on original letter head of the bidder with signature and stamp.</p>	<p>A Self Certified Letter as per format in annexure by an Authorized Signatory</p> <p><b>(Table-1)</b></p>
4	<p>Details/List of Numbers of employees, Supervisory, office administration side, skilled and semi skilled worker , to be proposed to be deployed for this work site mentioned and certified on your letter head – To be attached in technical documents</p>	<p>Attached /Not attached</p>



## CHAPTER-VI

### **1. Proposal Evaluation**

#### **Methodology and Criteria for evaluation of Proposals**

- ✓ The bidders must meet the qualifying criteria as per form-A & form -B of the tender. Any bidder not meeting any of requirements of form –A & B will not be short-listed for the further evaluation. The bidders who are meeting with our minimum basic criteria like they should possess PF no., PAN no., GST no., submission of declarations, deviation sheet, man power and machinaries list , turn over & experience as stated in tender etc are considered for further technical evaluation.
- ✓ GMDC LTD will evaluate the proposals submitted by the bidders for a detailed scrutiny. During evaluation of proposals, GMDC LTD, may, at its discretion, ask the bidders for clarification of their Technical Proposals. The bidders are expected to provide all the required supporting documents & compliances as mentioned in this RFP. Any deviation from the same will lead to the disqualification.
- ✓ During the technical evaluation, GMDC LTD may seek clarification in writing from the bidder, through mail only if required. If bidder fails to submit the required clarifications in due time, the technical evaluation will be done based on the information submitted in the technical bid/proposal.
- ✓ The price bid will be opened of the bidders whose technical bids are fully complied and who are eligible in technical evaluation. At any point of time, if GMDC LTD feels that the bidder is hiding any information which will affect the RFP in short or long run, GMDC LTD may reject his bid/proposal without assigning any reason or explanation. Only without tax values will be considered for financial evaluation.
- ✓ The bidder shall have to provide break-up as and when demanded by Authority . The bidder whose price quote is found to be non responsive shall be liable for rejection, Bids with NIL/BLANK/N.A./ZERO/Negative percentage quoted in Financial proposal (SOQ) will be rejected out rightly without giving any reason whatsoever. It will be considered as non-responsive bid. The lowest responsive bidder will be considered.





**Award Criteria : Bidders shall be required to quote Service charges per man power per month exclusively of GST but inclusive of all other applicable taxes as payable to the service provider by the authority(GMDC) .**

The Bidder quoting the lowest price quotes generally be declared as L1 and the preferred bidder . The Authority may award the project to such a preferred bidder and appoint him as the service provider by way of entering into service provider agreement.

In case of the price bidder which is determined to be unrealistically lower or higher rate than internal estimate or market rate or good industry practice or lower than any regulation such as minimum wages act , dearness allowances , ESI, PF etc and which could not be substantiated satisfactorily by the bidder , such a proposal/ bid may be rejected as non responsive .

In the event of any two lowest bids being the same then in such a tie situation the L1 shall be decided by the following

(1) Bidder having average annual turn over of last five financial year

## **2.1 Manner of Preparation of Bid Proposal :**

1. Bidder's Proposal (the Proposal) will consist of following components
  - a. Cost of RFP document(Tender fee)
  - b. Bid Security (EMD)
  - c. Technical Proposal including details of claim of qualifying criteria laid down in Notice inviting Proposal and RFP to be submitted in hard copy, and
  - d. Financial Proposal to be submitted online
2. **The Technical Proposal shall not include any information related to financial proposal .Technical Proposals containing information related to financial proposal shall be declared nonresponsive.**
3. The Technical proposal shall contain:
  - a. A brief description of the bidder's organization and an outline of recent experience of the Bidder, on works of similar nature. The information on each assignment should indicate scope of work, duration, firm's involvement, name of client, detailed services and manpower deployment etc. the details of assignments on hand shall also be furnished.



- b. Clause by clause Compliance statement for Bid document including annexures to be submitted.
  - c. All deviations and / or non-compliance clauses shall be listed separately & submitted.
  - d. Letter of Authority for signing the bid.
  - e. All Annexure / Table, duly filled-in with necessary proofs, as required and stated in the bid document.
  - f. All Eligibility forms, authorized certificates & supporting document related to Technical Stage.
4. **Financial proposal must be submitted online by the bidder in the prescribed format provided in the Annexure at designated places on n-procure portal. Financial proposal including quote must be submitted online only and not through hard copy.**
- a. The service charge in form of percentage to be quoted shall be in the format given in Annexure and it shall include all costs/expenses and statutory taxes (if any) excluding GST which is to be mentioned in the designated places. GMDC shall pay GST additionally as may be applicable. All the costs shall be in INR.
  - b. The price quoted above are inclusive of cost of visiting GMDC site .

## **2.2 Submission, Receipt and Opening of Proposals**

1. The original Technical proposal shall be placed in a sealed envelope clearly marked "TECHNICAL PROPOSAL'. The EMD and Tender Fee shall be placed in separate sealed envelopes clearly indicating "EMD" and "TENDER FEE" respectively on the envelopes. The envelopes containing the Technical Proposal, EMD and Tender Fee shall be placed into an outer envelope and sealed. This outer envelope shall bear the name of the RFP, tender reference number, submission address and be clearly marked "DO NOT OPEN, BEFORE" (insert the time and date of the submission deadline indicated in the Bid Document)". GMDC shall not be responsible for misplacement, losing or premature opening if the outer envelope is not sealed and/or marked as stipulated. This circumstance may be case for proposal rejection. If the Financial Proposal is not submitted online within due date, this will constitute grounds for declaring the Proposal non-responsive.
2. At no circumstances, the Technical proposal shall have any mention of the bidders quoted price. The proposal would be summarily rejected for any such incidence.

## **2.3 A. Evaluation of Proposals**

1. The members of the Tender Committee of GMDC will carry out the evaluation of proposals on the basis of their responsiveness to the RFP.



2. Bidders who meet the eligibility criteria shall be declared as Eligible Bidders and shall be considered for Financial Proposal opening stage.
3. During Technical Proposal evaluation, the GMDC may, at its discretion, ask the Bidder for a clarification on any information provided in the Bid. The Bidder shall provide the requisite clarifications within the prescribed timelines asked in the clarifications. In case Bidder does not respond within time provided by GMDC, its proposal shall be liable to disqualification or be evaluated based on information available with GMDC, as found suitable by the GMDC .
  - a) **The quote for service charge must include the applicable TDS .**

## **2.4 Opening of Financial Proposals**

1. GMDC shall reserve the right to negotiate with the bidder(s) whose bid has been ranked first by the evaluation committee on the basis of best value to the work. If GMDC is unable to finalize a service agreement with the bidder ranked first, GMDC may proceed to the next ranked bidder, and so on until a contract is awarded. However, the GMDC reserves the right to further negotiate the prices quoted by the L1 bidder and distribution of the total work while awarding the contract.

## **2.5 Issuance of Work Order**

1. GMDC shall determine the Successful Bidder through the tender process outlined in section hereof. GMDC shall issue LOI/ work order to the successful bidder confirming that it has been accepted by GMDC. Before issuance of the work order, GMDC reserves the right to conduct due diligence on the Bidder including seeking clarification pertaining to any of the proposal elements.
2. The successful bidder shall be issued work order by GMDC for executing the scope given in the work order. Written acceptance and acknowledgment of the LOI/work order shall be provided by the bidding entity (Authorised Representative submit under common seal) within 07 (seven) days of issuance of such work order.



## **CHAPTER- VII**

### **GENERAL TERMS & CONDITION OF TENDER**

1. Any conditional Tender will not be entertained and will be out rightly rejected.
2. It is advisable to visit and inspect the location of work where work is required to be executed. Bidder has also to understand feasibility and other factors of works which will be related to and may affect the works before quoting the rates. After that nothing will be taken in consideration.
3. GMDC reserves the right to accept or reject any or all proposals, and to annual the selection process and reject all proposals at any time prior to the award of contract, without thereby incurring any liability or any obligation in any form to the affected firms on any grounds.
4. The costs of preparing the proposal and of negotiating the contract, including visits to the GMDC and site locations are not reimbursable by GMDC. The Bidder shall be deemed to have full knowledge of the role and responsibilities of the work.
5. The proposal and all the associated correspondence shall be written in English and shall conform to the prescribed format.
6. The proposal shall be signed by the Bidder or duly authorized persons to bind the Bidder to the contract.
7. A Bidder that is under a declaration of ineligibility by Government of Gujarat or any other Government authority in India at the date of submission of the proposal or during evaluation of proposals shall be disqualified.
8. Any conditional bid, Technical or Financial, may be rejected outright and no claim whatsoever in respect there of shall be entertained. The management of GMDC reserves the right to reject / cancel any or all bids without assigning reasons.
9. GMDC reserves its right to waive non-substantial deviations without being bound to do so.
10. All contents of the Proposal should be clearly numbered, indexed and arranged in a sequence and shall be bound firmly.
11. The proposals shall be signed and submitted by the Authorized Signatory of the Agency. The authorization shall be attached in the Technical Proposal and shall be in the form of a written power of attorney / board resolution or in any other form demonstrating that the representative has been dully authorized to sign.
12. Physical papers are to reach our office as per the date and time mentioned in this document. It is the responsibility of the participating agency to submit the bid before the



last date and time at the address as mentioned in the document above, and GMDC will not be responsible for any delay due to post/ courier/ any other reasons.

13. At any time before the submission of Proposals, GMDC may amend this document by issuing an addendum, which shall be binding
14. The Contractor shall have to start the work within 15 days from the date of Letter of Intent and submit the Security Deposit as per LOI. In case of non-compliance with the above condition, the necessary action may be taken including forfeiture of EMD but not limited to termination of the contract and in that case GMDC may take necessary decision and debar the bidder for period as per GMDC discretion. This debarment shall be applicable in respect of participation in tender of all sister concerns/company/trust/group/consultancy firm etc of GMDC.
15. During the contract period , GMDC may discontinue the awarded work at any stage without assigning any reason thereof or GMDC reserve the right to discontinue the awarded work at any stage without assigning any reason thereof with a notice period of one month. In that case GMDC will close the contract and no payment on any account shall be entertained from the date of clouser of the contract . In any case no calim will be entertained from the date of discontinue of work for the above by GMDC. In that case GMDC will finalise the contract work as per executed up to that period and GMDC will not pay for the balance works as mentioned in BOQ as well as no payment will be considered for deployed manpower , idle machineries , tools, tackles , manpower etc.
16. GMDC reserves the right of altering nature of work by adding to or omitting scope of work or portions of the same carried out without prejudice to this contract.
17. GMDC reserves the right to carry out the work at other places mentioned in the scope , at the same Rate , terms and conditions and mutually agreed upon under this tender.
18. Awarded contract may be extended for a further period , at the same Rate , terms and condition on mutually agreed upon.
19. Water and electricity required for the subject work will be supplied by GMDC at one point free of cost .
20. All required safety of man power , materials & tools , tackles , equipments, machineries etc. issued and storage at site are the responsibility of the Contractor till the completion of contract.
21. No mobilization advance shall be given by GMDC for this contract.



22. Bidders shall have to quote their GST number and date in the Bid. Bid received from unregistered bidders will not be considered.

Bidders shall have to quote their rates without GST. GST will be paid/adjusted/reimbursed to the successful bidder as per prevailing rates & rules to the extent directly related to the service rendered or Goods supplied by the successful bidder under the said contract subject to uploading the invoice on GSTN portal and successful bidder will mention the GST amount separately in the invoice/ bill along with SAC/HSN code under GST. Further if the successful bidder does not upload the invoice within four months from the invoice date on GSTN portal GST will not be reimbursed to them.

No statutory variation shall be admitted, if current taxes become payable because of exceeding the prescribed limit for turnover of the contractor after the date of offer.

If any variation take place after contractual date of completion, the same shall not be allowed, even if delayed are accepted by Contractor.

Note: Above clause will hold good and govern the contract

In case, if similar condition/clause elsewhere in tender document is in conflict with the clause, the clause mentioned in this para will prevail and govern the contract

23. Bidder is required to submit a copy of PF registration number received from RPFC office along with the tender, failing which the bid will be rejected summarily.
24. The Contractor will have to submit 'NO DEMAND CERTIFICATE' and pre receipt bill document along with the final bill of the work, as per the Performa given.
25. The Contractor shall have to enter in to an agreement with GMDC on an appropriate stamp paper (to be provided by the contractor) after accepting the Letter of Intent.
26. The Contractor shall abide by the provisions of labour laws, Contract Labour Regulations and Abolition Act (Act 37 of 1970) pertaining to the employment of the labour and shall get register with regional provident fund commissioner and inform the GMDC about the registration number by submitting the copy of the number allotted to contractor by RPFC. The Contractor shall have to submit the copy of labour license issued by the competent authority for the subject work.
27. The Contractor shall be responsible for and shall pay any compensation to its workman payable under the Employees' Compensation Act, 1923 (VII of 1923) for injuries, cause to the employee. If such compensation is paid by GMDC as principal employer under sub-section (1) of section 12 of the said act on behalf of the contractor. It shall be recoverable by GMDC from contractor under section (2) of the said section. The Contractor shall pay



such amount of compensation on demand, failing which same will be recovered from his running bills of the contractor.

28. Contractor has to submit month wise labour payment record duly certified by GMDC labour welfare officer /HR dept, along with RA bill, failing which no payment will be made for the respective RA bill.
29. Submission of false or incorrect information, history of delaying in completion of work, reports of unprofessional conduct amongst other things shall be sufficient ground for disqualification of technical bid.
30. Roads, passages, approach at work site should be kept clean all the time. Material/machineries' should be stack/ kept in proper manner so it should not obstruct day to day vehicular traffic.
31. The contractor has to produce bill of the materials used in the execution of the work if asked for by GMDC .
32. The contractor shall have to carry out the work strictly as per instruction of EIC. Contractor should have to inform EIC before commencement of the work.
33. The employer reserves the right to cancel /terminate the Contract in the event of work is not satisfactory executed by contractor , after giving one month notice to the contractor and get the work completed at the cost and risk of the contractor.



## CHAPTER-VIII

### General instructions for the Work:

The Housekeeping and Facility Management Service provider Agency should be able to provide a qualified servicing and skill / creative team, for the said work. The agency team would work closely with the GMDC and should be available always at the call of the Management

The agency shall arrange to carry out cleanliness and sanitation work keeping following points in consideration.

1.
  - a) The cleaned area shall become totally dust free and spotless giving a sparkling look.
  - b) No Foul / bad smell should emanate from any part of office premises.
  - c) The cleaning should not spoil the natural shine and look of the furniture / material.
  - d) The furniture etc. should be arranged in the same order as it was before cleaning.
  - e) The cleaning activity should not cause any disturbance to the activities of the office.
  - f) The garbage should be neatly picked up and disposed at Contractors risk and cost in the nearest dust bin provided by local Authority.
  - g) All plastic doormats put outside the toilets and pantries area at all office area , Guest house area should be washed and clean every week.
  - h) All dustbins of employees in office area should be washed and cleaned at every week.
- 1) Cleaning of Ceiling, walls, Staircases and removal of cobwebs from all places in the office premises, other civil structures etc. should be done as per schedule. After this no cobwebs should be spotted at any places in the entire premises/areas.
- 2) Finit (Name of the product or equivalent make) should be sprayed in each room, cabin, hall, floor, and other suitable locations specified on weekly basis and can be changed as per GMDC need. After that room spray having good smell to be sprayed .
- 3) The timing and frequency for cleaning works and sanitation works given in the tender is tentative and can be changed as per GMDC need.
- 4) On receipt of any complaint concerning any activity of the contract from GMDC's staff members, it should be attended within an half an hour and acknowledgement be taken for the satisfactory completion of the work from the complainant. Complaint should be entered in registered and signed of complainant required after satisfactory completion of work.
- 5) All materials/ consumables to be used in the work shall be arranged by GMDC .
- 6) The Contractor shall ensure appropriate garbage disposal with proper segregation of bio-degradable and non-biodegradable and / or as required at the sites by the GMDC representative.
- 7) The Contractor shall employ adult and skilled manpower only and shall ensure their appropriate code of conduct or behaviour. Any slippage in the code of conduct or behaviour





of the deployed manpower shall be dealt very seriously with monetary sanction on the Contractor and / or other punishments even leading to termination of Contract as found suitable by GMDC.

- 8) Daily attendance of all appointed man power will be recorded in main gate at security office Register.
- 9) The staff employed by the contractor shall be polite, well behaved and respectful to officers and employees of the GMDC.
- 10) The contractor shall deploy sufficient numbers of man power full time to carry out the work as per scope.
- 11) Your appointed man power will be bound to observe all the instructions issued by GMDC regarding general discipline, behavior and cleanliness.
- 12) The staff employed by the contractor shall have good character and record. They should be free from any communicable disease. The contractor shall give full particulars of their staff with photos & ID card before commencement of the work under contract.
- 13)** The contractor shall provide proper uniform to his staff with photo identity card and the staff should always be in neat and clean uniform shown as per presentation, while on duty.
- 14) If performance of any man power is found unsatisfactory to the GMDC, he shall have to be replaced by the contractor immediately.
- 15) The contractor shall not change his man power at random. This should be done with prior approval of GMDC.
- 16) Daily, all staff and 'Supervisor' should attend the job timely and as per requirement. Over and above if GMDC require some urgent cleaning work or additional work, than it should be attended by Contractor without any extra payment.
- 17) Bidders employed staff shall check and ensure that urinals, toilets, wash basins, drainage pipes, wash basin taps, flush cocks, etc are in proper working conditions. In case of any problem it should be brought to the notice of Engineer in Charge / nodal officers and to be attended immediately to put in working condition. .
- 18) The GMDC shall not reimburse any charges or compensation for the loss of materials or the injuries suffered by the employees of the contractor.
- 19) The contractor shall submit chart of arrangement for carrying out different activities as per contract prior to commencement of the work. He shall also submit daily attendance sheet



of the "man power for the day, signed by Security officers . In case any change of safaiwala/ man power is made, the same must be brought to the notice of the person in charge.

- 20) Smoking , chewing & spitting of Pan masala, Gutka will not be allowed to any person of contractor in the colony/ office premises.
- 21) The contractor will have to take care of all safety of their personal during working hours by providing safety items like safety belt, gas mask, Gloves and other such safety items and have to assure that while carrying out such work they should wear safety equipments to avoid accident.
- 22) Every day , Contractor has to submit daily work done report and same should be certified by Engineer in charge of respective floors .
- 23) On instructions of the Officer in charge , if additional areas are required to be maintained on a particular day or period or any other emergency job, the contractor shall deploy sufficient numbers of additional manpower for up keeping the areas.
- 24) Contractor have to prepare a month wise , item wise register maintaining executing of work for each item daily and to be certified by the engineer in charge .
- 25) All consumables are required to be recorded with quantity and will require to be submitted to person in charge, without fail, whenever brought on site. Once materials/goods/ consumables ,supplied by GMDC for use , strictly not allow to take out side the GMDC's premises for Contractor's other site works/places .
- 26) All ceramic tiles are to be mopped by wet process using soap / detergent , stain removers etc.
- 27) All, the toilets to be maintained in good hygienic condition daily by applying soap solution, Sani-fresh or equivalent make powder , acid , phenyl etc. Adequate naphthalene balls and odonil shall be kept in wash basin and urinals of the all the buildings .
- 28) Glass panels are to be cleaned with soap /colin and plain cloth .
- 29) It is the responsibility of the contractor to give weekly off and other holidays as per rules to the personnel deployed under him., and see that the deployment of the required numbers of manpower & supervisors on all days .
- 30) Any dead body of birds or animal found within the premises/office building or compound premises will have to be removed immediately from the place to a suitable place and to be buried ,if required without any Extra charges



- 31) All the terraces will be cleaned once in a month regularly as per scheduled . Any water logging at any place, due to rain water will be cleaned/ removed immediately without any Extra charges. Scope of work also include regular cleaning of water spout and drain pipes .This also includes cleaning of all inspection chambers , man holes and respective pipe lines .
- 32) Contractor has to remove Garbage daily from the office premises and transfer and remove the same at suitable place to the nearest dust bin provided by local authority at his risk and cost.
- 33) Spraying of disinfectant like Hit, Baygon, Finit / laxman Rekha etc. daily in toilets , pantries and other area as and when require.
- 34) The contractor shall liable for any accident and /or deaths occurring on account of cleaning work or damage incurred or claim arising there from during the period of contract. In the event of any claim being made against the GMDC for any accident, death, or damages for which the contractor is sole responsible. contractor has to take all such further action in that regard at his own expenses and risk.
- 35) During the execution of work if , any damage occurs to the GMDC premises/material /fixtures/ electrical fittings / glasses and other materials , the same will be on contractor's account and recovered at the rate actual purchase value plus 15 % from their bill.



## **CHAPTER-IX**

### **Special Terms and Conditions of Tender:**

Note: The bidder should note that clauses brought out in this chapter ' IX' of " Special Terms and conditions of tender "will hold good and govern the contract. In case, if similar condition / Clauses elsewhere in tender document are in conflict with the clauses of this chapter, the clauses mentioned in this chapter will prevail and Govern the contract.

1) Service Charge:

Service charge quoted by the Bidders should be firm and no escalation in rate will be allowed on any account to the contractor during the entire contract period till completion of work.

2) Payment Terms and Running Bills:

Original Invoice/ Bill should be sent with mentioning LOI/Work Order no in the invoice without fail. The payment procedure will be carried out on original copy only. Payments shall be released for the service executed in all respects as per scope of work and specifications.

RA bill must be submitted along with the names of the laborers employed for the work, salaries / payment made to them, PF code no. , amount of P.F. deducted from the salary made to the labours and employer's contribution amount deposited in RPFC office till the previous month duly certified by project office, failing which no payment will be made for the RA bill submitted by the Contractor .

#### **MODE OF PAYMENT OF RUNNING BILLS:**

The contractor will have to submit monthly running bill for the service executed of previous month. RA and final bill should be submitted in following manner and with necessary documents ,

1. Bill should be prepared based on actual supply of man power deployed per month as per the attendance sheet duly certified by the Engineer In charge or authorized person of GMDC.
2. Contractor has to mention their name of firm along with the name of man power in attendance , wages sheet and PF challan. The workers/manpower attendance sheet should be attached after certification by respective department and also by HR department of GMDC. Make ensure that attendance sheet should not be fabricated and contractor has to provide leave on holiday and other facilities to the workers/weekly leave as per labour law.



3. For all type of works agency has to pay minimum wages to their employee/ workers as per state rule as applicable . The Wages sheet should be attached with Employees/ workers bank payment statement and certification by GMDC project concerned officer of HR department . The payment of wages paid to workers should not be less than minimum wages and to be deposited in employees Bank account only . If advance payments released to workers than the certified copy of advance register should be attached.
4. As per requirements of tender labour license must be obtained from Authority by the contractor . Contractor should comply the applicable provisions of labour legislation
5. Employees P.F. remittance, ECR report. If PF is not deducted of any workers than the declaration form ( Form no- 11) should be submitted of each worker.
6. Submission of valid Employee compensation policy/workmen's compensation policy. Workman Compensation policy of the contract work must be of same work place /Project where the works are being executed . The combined policy , i.e. combined work & place may not be considered.
7. Proof of submission of professional tax. Project Authority aware to the contractor for deposition of deducted Professional tax amount through prescribed challan at Gram Panchayat office of project jurisdiction area village Panchayat.
8. Along with the final bill, work completion certificate, Contractor has to submit No Demand Certificate as per tender & No Due certificate to be obtained from project authority and submit the undertaking for discharge of principal employers from statutory obligations, labour liabilities etc., if arise in future as per format to be obtained from Project office.
9. Any other documents as per work requirement for processing the bill .

Payment at 75% of the payable amount arrived after considering above deduction , will be paid by the office of the G.M.(Project) , within 10 days of submission of the bill along with its details .,after deducting there from as per followings,

The RA bill shall then be sent to GMDC's Corporate office at Ahmedabad for verification auditing and approval. Balance 25 % payable amount of Running account bill shall become payable by Project only within 30 working days of receipt of the RA bill at Corporate Office .

- A. Security deposit at 5 % on the exceeded amount of the actual contract value in case it exceeds the contract value.
- B. Income tax inclusive of surcharge at the prevailing rate from time to time shall be deducted from the running account bills and TDS on CGST and SGST .
- C. Cost of any services provided by GMDC and/or material supplied by the GMDC.
- D. Other deduction either statutory or other work reason, if any.



**3) Earnest Money Deposit.(EMD) / Security Deposit (SD)**

- a) Tender received without E.M.D. will be summarily rejected. No relaxation on EMD/SD for any small-scale industry shall be considered.
- b) The bidder shall deposit Earnest money deposit of Rs. 20,500/---only by demand Draft in favour of 'GMDC Ltd' , payable at Ahmedabad of Nationalized Bank or from Bank approved by Govt. of Gujarat from time to time(except Co-Operative Bank)in the form and manner acceptable to the GMDC. EMD in any other form except DD, bid will be out rightly rejected.
- c) Earnest money deposit paid will be adjusted against security deposit of contractor. Earnest money deposit paid as above will be refunded to unsuccessful bidders .
- d) Contractor has to pay full amount of Security Deposit @ 5% of the contract value including EMD by way of D.D. in favour of 'GMDC Ltd', payable at Ahmedabad from Bank approved by Govt. of Gujarat from time to time (except Co-Operative Bank) in the form and manner acceptable to the GMDC, within 7 days from the date of issue of LOI and /or before the commencement of the work , whichever is earlier . Payment against the work as well as detailed work order will be issued only after submission of Security Deposit. If contractor fails to pay security deposit within 7days from the date of issue of LOI, GMDC may cancel the LOI at its sole discretion resulting into forfeiture of EMD paid by the contractor.
- e) Earnest Money Deposit, Security deposit will not bear any interest.
- f) If the contractor does not pay security deposit and/ or does not commence work as per tender condition, E.M.D. paid by the contractor will be liable to be forfeited by the GMDC and in that case GMDC may take necessary decision including but not limited to termination of contract and/or debar the contractor for participating in future tenders/business of GMDC for period as per GMDC discretion. This debarment shall be applicable in respect of participation in tender of all sister concerns/company/trust/group/consultancy firm etc of GMDC.
- g) Security deposit paid by the contractor shall be liable to be forfeited by GMDC, if the contractor does not carry out the work in accordance with the terms and condition of the tender. In such eventuality GMDC can complete the work at the risk and cost of the Contractor ..
- h) Security deposit will be refunded after satisfactory completion of contract period and submission of satisfactory work completion certificate , No due certificate etc and on demand by Contractor.



#### 4) **Forfeiture of EMD**

The EMD is liable to be forfeited if :

- i) The Bidder modifies or withdraws his offer after due date and time for submission of Bids
- ii) The bidder increases the prices unilaterally after the opening of Bid and during the validity period of the Bid.
- iii) The successful Bidder does not commence the work and not submitted security deposit as specified in LOI/Work Order.
- iv) The successful Bidder does not submit the duplicate copy of LOI/work order issued within 7 days from the date of issue as a token of acceptance, unless any other period has been agreed in writing.

#### 5) Duration of Contract:

The Contract period shall be of 12 months from the date of start of work as per Letter of Intent. It is clarified that the commencement of contractual work shall be within 15 days from the date of LOI. In case the contractor commences the work after 15 days, the deemed date of commencement will be considered from actual date of start of work ..

Time is of essence of this contract. If Completion of Work is not adhered to as stipulated in the contract or the contractor abandons the work then GMDC shall be at liberty to execute the work at Contractor's risk and cost and if thereby any extra expenditure is involved, the same shall be debited to Contractor's account. If GMDC is unable to execute and complete the work from alternate source in time and if GMDC suffers any consequential loss, Contractor will have to bear the same. GMDC in that case will forfeit the security deposit and will also have the right to recover from the contractor the amount towards damages suffered by GMDC.

#### 6) Validity.

Validity of the offer submitted by the bidder shall be of 180 days from the date of opening of the Price Bid and if required by the GMDC, the Bidder will have to extend the validity unconditionally for a further period of 30 days.

#### 7) Taxes .

Taxes will be applicable as per the prevailing rate from time to time. Service charge quoted by the Bidders must be inclusive of all taxes and duties applicable like, Royalty, transportation, labour etc. excluding GST . GST will be reimbursed to the party subject to timely uploading of invoices on GSTN portal. If due to non submission or late submission of





invoices on GSTN portal and due to which GMDC's ITC get rejected, GST will not be reimbursed.

TDS: TDS will be deducted from bill amount as per the prevailing Govt. Rules & regulations.

#### 8) Liquidated Damages (LD)

In case of delay in commencement of work or non-conformance to activities and conditions mentioned in scope of work in work order, GMDC shall charge liquidated damages at the rate of 0.5% (zero point five percent) of contract value proportionate to the respective month per week of delay, capped individually at 5% of the contract value for the respective month. However, if the subsequent activities are completed or services are performed to make good of the delay / non-conformance to the satisfaction of GMDC, then the liquidated damages so claimed and collected by GMDC, if any, from the contractor will be refunded to the contractor. In case of delay causing the applicable liquidated damages to reach the abovementioned cap of 5% of the proportionate contract value individually, GMDC shall have the right to take action against the contractor and / or terminate the services with the contractor and / or to forfeit the Security Deposit and get the remainder of work completed by any other party at the cost of the contractor.

#### 9) **Modifications**

GMDC shall have the right to make changes/modifications with regards to services mentioned in the RFP. The contractor shall comply with such a written request or make alternative suggestion. Any such changes or modifications shall be at the cost, if any, of GMDC. As soon as possible after receipt of the written request for changes, the contractor shall furnish in writing to GMDC, an estimate of cost for the changes & modifications. On receipt of GMDC's written authorization, the contractor shall promptly proceed with the changes/modifications.

#### 10) **Loss and Damages:**

Any loss or damages or deterioration of the material in transits shall be at the cost of the contractor. It shall be at the discretion of the GMDC to reject, damaged or spoiled material, if so noticed. During the execution of work, if any property of GMDC is damaged then estimated repair cost + 20 % of the same shall be recovered from contractor.

#### 11) **Insurance:**

All required insurance for the work, including but not limited to, damage to persons, property, fire etc. are to be provided by the Contractor at his cost.





## 12. **Non-fulfillment of Terms and Conditions of the Contract**

12.1 If the Contractor fails to carry out the work as per terms and conditions of the contract to the satisfaction of the GMDC, GMDC shall be entitled to forfeit the security deposit paid by the Contractor. This however, shall not absolve the Contractor from his obligation to fulfill the contract. In such event, the GMDC shall have a right to complete and / or to get the work completed at the cost & risk of the Contractor and the Contractor shall be responsible to pay such cost incurred by the GMDC to complete the work and /or to get the work completed.

12.2 Likewise, if the Contractor does not fulfill the terms and conditions of the contract and does not carry out the work up to the entire satisfaction of GMDC, GMDC shall have the right to forthwith terminate the contract at its sole discretion, without assigning any reason, Under such events, the GMDC shall be entitled to forfeit the security deposit paid by the Contractor and the GMDC shall have a right to complete the work and/or to get the work completed at the risk and cost of the Contractor.

12.3 For any reasons, if it is required, the GMDC reserves rights to cancel, terminate, amend and / or alter the contract and/or bifurcate and/or reduce the contract work at any time without giving any notice to the Contractor and without incurring any responsibility. For such cases, Contractor shall have to take away his labour, tools, tackles, machinery, equipment etc. and shall leave the site at once shall have to carry out the instructions of the GMDC ..

### 13. **Approval:**

The decision of GMDC in respect of acceptance or rejection of the quality of the work shall be binding to the contractor and no further correspondence in this regard shall be entertained by GMDC.

14) The GMDC also reserves right to alter, increase or decrease the scope of work during the currency of the contract and payment will be made accordingly.

15) If tender is submitted in contravention of the terms and conditions stated herein, then the tender will be out rightly rejected.

16) In case of any dispute or difference of opinion in the interpretation of any of the terms and conditions of this tender, the decision of the Managing Director of GMDC shall be final and binding to all.



## 17) Statutory Obligations:-

- I. The "Contractor shall obtain necessary license/permit required for execution of the contractual work and it shall pay wages and benefits in accordance with the applicable laws and shall not pay less than as notified by the Government Authorities from time to time and shall maintain the employment records as required under applicable laws.
- II. The Contractor shall get his own License under Contract Labour (Regulation and Abolition) Act, 1970. The same shall be renewed from time to time and maintain all the records as per the act.
- III. The Contractor shall be responsible to enroll his employees, deduct, add and deposit in the relevant accounts the contributions as required under the Employees State Insurance Act, 1952 and the Employees Provident Funds and Miscellaneous Provisions Act 1952 and any other enactment's covered under the various applicable labour laws as well as maintain all books of records for the staff and employees deputed by it for this contract such as required under any laws applicable. The Bidder shall also furnish a copy of such statements as documentary proof to the GMDC.
- IV. The Contractor has to issue to the employee's Identity card with their photos and shall also maintain relevant register.
- V. The Contractor shall give leave/holiday to its workforce as per the provisions of applicable labour laws .
- VI. The Contractor would comply with all applicable laws and maintain all such necessary records as necessitated under such laws .
- VII. The Contractor shall follow and complied the provision of the Building and other construction workers welfare (Cess) Act, 1996.

## 18. Force Majeure

1.1 Force majeure is herein defined as any cause which is beyond the control of the contractor or the GMDC as the case may be which they could not foreseen or with reasonable amount of diligence could not have foreseen and which substantially affect the performance of the contract, such as:

- (i) Natural phenomena such as flood, draughts Cyclone, earthquake and epidemics, declaration of war.



(ii) Acts of any government, including but not limited to war, declared or undeclared priorities, quantities, embargoes, providing either party shall within fifteen(15) days from the occurrence of such a cause notify the other in writing of such cases.

1.2 a. The contractor will advise, in the event of his having resorted to this clause by a registered letter duly certified by the statutory authorities, the beginning and end of the cause of delay, within fifteen days of the occurrence and cessation of such Force Majeure condition. In the event of delay lasting over two months, if arising out of Force Majeure, the contract may be terminated at the discretion of the GMDC.

b. For delay arising out of Force Majeure, the contractor will not claim extension in completion date for a period exceeding the period of delay attributable to the causes of force Majeure and neither company nor the Contractor shall be liable to pay extra costs (like increase in rates, re mobilization, advance, idle charges for labour and machinery etc.) provided it is mutually established that the Force Majeure conditions did actually exist.

c. If any of the Force Majeure conditions exists in the place of operation of the contractor even at the time of submission of bid he will categorically specify them in his bid and state whether they have been taken into consideration in their quotations.

1.3 (1) The contractor or the GMDC shall not be liable for delays in performing his obligations resulting from any force majeure cause as referred to and/or defined above. The date of completion will subject to herein after provided, be extended by as on able time given though such cause may occur after contractor's performance of his obligations has been delayed for other causes.

#### 19) **Foreclosure of contract:**

In case of any necessity arising due to local working conditions, land/lease issues or any unforeseen reason not in the control of the GMDC or of the Contractor, Committee comprising of representative of GMDC, Contractor and technical expert shall be constituted. The said Committee will look into the reasons/causes and analyse the conditions as to whether the work awarded is feasible to continue with the existing terms and conditions of the contract or any other available option or to Fore Close the contract in the interest of both the GMDC and the Contractor.

After study of the prevailing conditions of the contract under execution, committee may recommend to Fore Close the contract keeping in view the financial implication to both the GMDC



and Contractor. Guideline/Modality of the Fore Closure of the contract shall be decided by the committee considering the work executed and unexecuted, period of the contract completed and balance period of the contract, value of the work executed and value of the work unexecuted etc.

Decision of GMDC for Fore Closure of the contract on the recommendations of the committee shall be final and binding to the Contractor.

## **20) DISPUTE RESOLUTION AND ARBITRATION:**

The Parties shall endeavour, in the first instance, to resolve any dispute, disagreement or difference arising out of or in connection with this Tender and subsequent contract, including any question regarding its interpretation, performance, existence, validity, termination and the rights and liabilities of the Parties to this Tender and subsequent contract (a "Dispute") through good faith negotiations.

"All questions, disputes, differences and/or interpretation of this tender and subsequent contract whatsoever, which may at any time arise between the parties to this tender and subsequent contract in connection with the contract or any matter arising out of or in relation thereto, shall be referred to Sole Arbitrator as per the provisions of Arbitration and Conciliation Act, 1996 and subsequent amendment thereto. The venue of arbitration proceedings shall be at Ahmedabad. The Language of the Arbitration shall be in English.

## **GOVERNING LAW AND JURISDICTION:**

### **GOVERNING LAW:**

This Tender and subsequent Contract shall be construed and interpreted in accordance with and governed by the laws of India.

### **JURISDICTION:**

Matter relating to any dispute or difference arising out of this Tender and subsequent contract shall be subject to the exclusive jurisdiction of Court at Ahmedabad only.



**21). Additional Terms and Condition due to present situation of COVID-19.**

Presently our Nation is suffering from COVID-19 pandemic and it seems that this pandemic may continue for long time and therefore you will have to follow and implement all the guide line during the works as per applicability for the employee/workers / labours during the contract period in addition to standard steps as well as guidelines issued by National Disaster Management Authority and issued by Government authorities from time to time should be followed strictly and implemented.

\*\*\*\*\*



*On Bidder's Letter Head*

From:

Ref:

Date:

To

Gujarat Mineral Development Corporation Limited  
[A Government of Gujarat Enterprise]  
'KhanijBhavan,  
Nr. University Ground, 132 Ft. Ring Road  
Vastrapur Ahmedabad 380 052

Sub: Earnest Money Deposit Against **Tender No-** 13-FK-HOUSEKEEPING & PLANTATION WORK-2022

Dear Sir,

With reference to above and as per terms and conditions of tender we are sending

Herewith D.D. / Pay Order NO \_\_\_\_\_ Dated \_\_\_\_\_ Of

\_\_\_\_\_ [Name of Bank and Branch] Payable at  
Ahmedabad for **Rs.20,500/-** -only being the amount of E.M.D.

Kindly acknowledge the stamp receipt.

Thanking You

Yours Faithfully

**[Name and Signature]**



***On Bidder's Letter Head***

**DECLARATION**

From:

Ref:

Date:

To

Gujarat Mineral Development Corporation Limited  
[A Government of Gujarat Enterprise]  
'KhanijBhavan,  
Nr. University Ground, 132 Ft. Ring Road  
Vastrapur  
Ahmedabad 380 052

**Sub: Declaration. Tender No- 13-FK-HOUSEKEEPING & PLANTATION WORK-2022**  
**SUB: Request for Proposal (REF) for providing of man power services for Housekeeping and Plantation work for a period of One year at GMDC Flourspar Project, Kadipani, Tal: Kawant , Dist- Chhotaudepur.**

Dear Sir,

I / We have carefully gone through and clearly understood the terms and conditions mentioned in the Tender document and hereby submit the bid to execute the whole work strictly in accordance with the said Tender.

I/We hereby solemnly declare that none of Our Partners Jointly or Severally or Our Firm / Company / Associates company have not been Black Listed by the Central Government or any State Government or It's Undertaking.

I/We hereby further declare that, if the above Declaration is found untrue, G.M.D.C. Ltd. shall be entitled to take any action against us severally and or individually or our firm / Company, In this regard in any manner that may deem fit by G.M.D.C.

Thanking You

Yours Faithfully

[Name and Signature & Stamp]



*On Bidder's Letter Head*

## **DECLARATION II**

FROM:

Date:

To,

Gujarat Mineral Development Corporation Limited  
[A Government of Gujarat Enterprise]  
Nr. University Ground, 132 Ft. Ring Road  
Vastrapur, Ahmedabad 380 052

**SUB: Tender No- 13-FK-HOUSEKEEPING & PLANTATION WORK-2022**

**Request for Proposal (REF) for providing of man power services for Housekeeping and Plantation work for a period of One year at GMDC Flourspar Project, Kadipani, Tal: Kawant, Dist- Chhotaudepur**

Dear Sir,

I/we have carefully gone through and clearly understood the Tender notice, details to be furnished along with technical bid, plans, specifications and conditions of contract for the above mentioned work, do hereby Tender to execute and complete the whole work strictly in accordance with the said plans and specifications and conditions of contract at the rates set out in the priced schedule and quantities attached hereto.

I/we agree to finish the whole work as per instructions within mentioned time limit as per NIT from expiry of fifteen days from the date of issue of Letter Of Intent or actual commencement of the work whichever is earlier.

I/We have deposited as EMD Rs. 20,500/- by D.D. along with the technical bid in your office which amount is not to bear any interest and my/our do hereby agree that this sum shall be liable to be forfeited by the GMDC at its sole discretion, in the event of your accepting my /our Tender and my/our failing to execute the contract when called upon to do so.

It is understood by me /us that the lowest or any Tender will not necessarily be accepted and that no reason shall be given for such non acceptance

I/We agree to keep our offer valid for 180 days or for a further period as would be desired by the GMDC, from the date of the opening of the Price bid. We agree to all the terms and conditions of the technical bid.

Thanking You

Yours Faithfully

[Name and Signature & Stamp]





On Bidder's Letter Head  
**NO DEMAND CERTIFICATE FORMAT**

Ref:  
From:  
To

Date:

Gujarat Mineral Development Corporation Limited  
[A Government of Gujarat Enterprise]  
'KhanijBhavan,  
Nr. University Ground, 132 Ft. Ring Road  
Vastrapur  
Ahmedabad 380 052

**SUB: Tender No- 13-FK-HOUSEKEEPING & PLANTATION WORK-2022**  
**Request for Proposal (REF) for providing of man power services for Housekeeping and Plantation work for a period of One year at GMDC Flourspar Project, Kadipani, Tal: Kawant , Dist- Chhotaudepur**

Dear Sir,

We\_\_\_\_\_ hereby certify that we have received the payment of all our bills in full and final settlement of our claims in respect of request for Proposal (REF) for providing of man power services for Housekeeping and Plantation work for a period of One year at GMDC Flourspar Project, Kadipani, Tal: Kawant , Dist- Chhotaudepur .

The payment received by us is in full and final settlement of our all the claims towards the amount with respect to the work under reference.

Hence, we do not have any outstanding claim against GMDC for the work under reference. We shall not claim any further amount from GMDC in future, either one way or the other.

This certificate is given without any prejudice and in the presence of two witnesses.

Signature & Address of

Witnesses

\_\_\_\_\_

(1) \_\_\_\_\_

Signature & Stamp of the Firm

(2) \_\_\_\_\_



**Tender No- 13-FK-HOUSEKEEPING & PLANTATION WORK-2022**

**SCHEDULE OF DEVIATIONS**

Bidders shall indicate / bring out all Commercial & Technical deviations, clause by, clause in this Schedule, but any commercial deviation will not be accepted by GMDC. If the Schedule is not submitted duly filled in, the bid will be considered as incomplete. (In case of 'NO DEVIATION' the Schedule be submitted mentioning 'NO DEVIATION'). If nothing is mentioned than it will be considered that bidders have "no deviation"

Sr.No.    Clause No.                      Deviation Justification

i)    Commercial Deviations For: -

ii)    Technical Deviations for

The Bidders hereby certifies that there is no deviation from the purchaser's specification.

Name of firm: .....

Signature of Bidder:.....

Name of Bidder:.....

Designation:.....

Date:.....

Seal of the Company/ Firm



On Bidder's Letter Head

SPECIMEN OF PRE RECEIPT BILL

This is in reference to your communication dated ..... regarding full and final settlement of work related to as per work order /agreement /LOI dated ..... . In this regard , we here by accept an amount of Rs. .... towards full and final settlement . After receipt of the same we will not claim any amount in future from GMDC in respect of above mentioned work. This pre receipt is issued as full and final settlement of our claim for Rs. .... as finalized by GMDC .

Date:

Authorised      Signatory

Place:



**ANNEXURE -I**

**(FORMAT FOR AFFIDAVIT)**

**A F F I D A V I T**  
**UNDERTAKING REGARDING GENUINENESS OF DOCUMENTS**  
**(On Non-Judicial Stamp Paper of RS 300/-)**

I/We, \_\_\_\_\_, Partner/Director/Legal Attorney/Accredited Representative of M/s. \_\_\_\_\_ solemnly declare that:

1. I/We are submitting Tender for the work \_\_\_\_\_ against Tender No. \_\_\_\_\_
2. None of the Partners/Directors of our firm is relative of employee of GMDC.
3. All information furnished by us in respect of fulfillment of eligibility criteria and qualification information of this Tender is complete, correct and true.
4. All documents/credentials submitted along with this Tender are genuine, authentic, true and valid.
5. If it is found at any point of time that our documents are not genuine then in that case our tender will be rejected, earnest money deposited by us will be forfeited and we will be debarred from participating in further/future GMDC tenders and/or any action as deemed fit by GMDC may be taken against us, including termination of the contract, forfeiture of all dues including Earnest Money / Security deposit and banning/delisting of our entity and all related persons etc.

**SIGNATURE OF THE BIDDER  
WITH SEAL**

Dated .....

---



**Table-1 Format for Declaration against blacklisting :**

(To be executed on Company / Firm's letter head)

The bidding entity for this assignment is \_\_\_\_\_ which is a legal entity \_\_\_\_\_ (specify the details) as per Clause 1 of Section 3 of the RFP.

I, \_\_\_\_\_ (Authorised Representative), bearing position \_\_\_\_\_ in \_\_\_\_\_ (Name of the Contractor), do hereby declare to the best of our knowledge and information available with us as on \_\_\_\_\_ (date) that we have not come across any written directive by any Government / Public Sector Undertaking in India, blacklisting against providing such professional services / works/ supply as mentioned in the tender.

Name

Designation

Seal



**Table-2 Indicative format of price Proposal**

This is indicative format for Bidder's reference only. The PRICE PROPOSAL SHOULD BE SUBMITTED ONLINE ONLY at designated places through <http://gmhc.nprocure.com>. Price Bid should not be submitted in hard copy AND/OR placed with Technical Bid. **Prices submitted in hard copy and or placed with Technical Bid shall result in outright rejection of bid)**

The notifications for Basic wages plus Variable Dearness allowance (VDA) issued by Office of Regional Labour commissioner (Central), Ministry of Labour & Employment, Govt. of India and/or Labour Commissioner (State) from time to time shall be made applicable

Sr.N o	Beak-up of Cost		Man power for Housekeeping and plantation work	Man power for Housekeeping and plantation work
	Manpower Category		<u>Unskilled –for Colony premises</u> (Basic wages plus variable Dearness allowances are applicable as per notifications issued by Govt. of Gujarat /Office of and/or Labour Commissioner (State))	<u>Un Skilled-For mines premises</u> (Basic wages plus variable Dearness allowances are applicable as per notifications issued by Regional Labour commissioner (Central), Ministry of Labour & Employment, Govt. of India )
A	Basic		351.30	443
B	VDA		0.00	00
C	MIN.WAGE PER DAY		351.30	443
D	TOTA (A) MIN. WAGE / MONTH	26 DAYS	9133.80	11518
E	PF	12.00%	1096	1382.16
F	ESIC *	3.25%	296.84	374.00
G	BONUS	8.33%	761.00	959.00
H	TOTAL (Total D+E+F+G)		11288	14233
I	** Bidders service charge per man power on Sr. No. 'D' above (To be quoted by bidder in percentage terms as percentage of 'D ' above		..... %	



\* If bidder procure "Workman compensation policy" than ESIC will not be applicable.

\*\* Service Charge quoted by any bidder should not be less than 2 % and in the event of the same , the bid/proposal shall be rejected as non responsive.

**Note :**

- A. Bidder shall be required to quote Service Charges per man power per month exclusively of GST but inclusive of all other applicable taxes as payable to the service provider by the GMDC
- B. The bidder quoting the lowest price quote towards service charge shall generally be declared as L1 and the preferred bidder. The GMDC may award the subject work to such a preferred bidder . **However, Service Charge quoted by any bidder should not be less than 2 % and in the event of the same , the bid/proposal shall be rejected as non responsive.**
- C. In case of the price bidder which is determined to be unrealistically lower or higher rate than internal estimate or market rate or good industry practice or lower than any regulation as minimum wages act, dearness allowances , ESI, PF etc. And which could not be substantiated satisfactorily by the bidder , such a bid/proposal may be rejected as non responsive . The bidder shall provide break up as and when demanded by GMDC . The bidder whose price quote is found to be non responsive shall be liable to rejection.
- D. In the event of any two lowest bids being the same then in such a tie situation the L1 shall be decided by the following
  - (1) Bidder having higher turn over
- E. The price quoted above includes cost / expenses incurred by the Contractor incidental to the execution of scope of work under this RFP.
- F. Provident Fund will be paid as per applicable rate on basic plus VDA. (Employer's contribution only) The PF will be reimbursed to the agency against proof of depositing the same with RPFC office along with in the name and number of each labour.
- G. GST, if applicable and payable by the successful bidder, will be reimbursed by GMDC at actual subject to submission of documentary proof of having remitted / adjusted the GST and to the extent directly related to the services rendered by the successful bidder under the contract. This will be subject to submission of documentary proof clearly mentioning the name of work and respective RA Bill No.

We confirm that our Financial Proposal is FINAL in all respect and contain no conditions. We confirm that, the information submitted in our Financial Proposal in complete and is correct to the best of our knowledge and understanding. We would be solely responsible for any errors or omissions in our proposal.

Name of Authorized Signatory :

Signature & Seal of the agency

Date :



**BIDDERS ARE REQUESTED TO FILL THE FOLLOWING DETAILS**

**Format for RTGS / NEFT Payment**

Name of the party and address	
PAN No.	
Name of Bank And Address	
Account No.	
Type of Account	
IFS Code of the Bank	
MICR Code of the Bank	
GSTIN No	

I hereby declare that the above information is true and correct and I hereby authorize GMDC LTD to make the payment through RTGS/NEFT facility in the above mentioned Bank Account. Bank commission / Bank charges may be recovered from our payment.

(Name and Signature of the Proprietor /Partner/

Authorized Person of the Contractor )

Date:

Place: