



## GSFC AGROTECH LIMITED [GATL]

### Tender Document

**Name of Work:** Assistance for multitasking in various GSFC Agrotech Limited [GATL] activities.

**Tender Enquiry No.:** GATL/HR/TPC/2018 dt 20.04.2018

**Due date & Time of Techno Commercial Bid Opening (Part-1):** 11.05.2018 at 16:30 hrs

**DUE DATE FOR SUBMISSION HAS BEEN EXTENDED TO 25<sup>TH</sup> MAY 2018 AT 16:30 HRS**

**Place of Submission of Tender / Bid:**

*All the parties are requested to kindly seek necessary inputs before participating in the tender for understanding the requirement. Inputs may be sought on any working day between 9:00 AM to 4:00 PM.*

**Contact Person:** Sh. Girish V

**Contact Address:** GSFC Agrotech Limited, Soil Testing Building, Fertilizer Nagar, Vadodara - 391750

**Email:** [girishv@gsfcltd.com](mailto:girishv@gsfcltd.com)

**Phone:** 0265 - 3093661

## Details of Tender Document

**Name of Work: Assistance for multitasking in various GSFC Agrotech Limited [GATL] activities.**

The Tender document has been detailed as Follows:

- (1) Notice Inviting Tender (Annexure-A)
- (2) Techno-commercial Bid (Annexure-B)
- (3) Unsigned Price Bid (Annexure-C)
- (4) Price Bid (Annexure-D)
- (5) Certificate by Chartered Accountant (Annexure-E) [Wherever applicable]

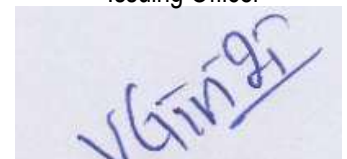
### **General Instructions:**

- Instructions to be followed have been specified clearly in the Techno-commercial bid i.e. Annexure-B of the Tender Document.
- Timely receipt of Tender to the tendering Officer at the following Address “**Sh. Girish V, Head HR, GSFC Agrotech Limited, Soil Testing Building, Fertilizernagar, Vadodara – 391750**” within schedule time and date is solely the Responsibility of the bidder.
- All the documents being submitted (either the tender document or supporting documents) shall be duly signed and stamped by the bidder.
- All further corrigenda, addenda, amendments, time extensions, clarifications etc. to the tender, if any shall be communicated on the email ID.
- **All Annexures namely A, B, C, D & E shall compulsorily be submitted with sign and seal on each page in the Techno-commercial bid envelope.**
- Annexure-E shall be submitted by one who are submitting EM-II certificate and the same shall be submitted in EMD envelope.

I/We agree with the above

Signature of Contractor with Seal

Issuing Officer



**NOTICE INVITING TENDER [NIT]**

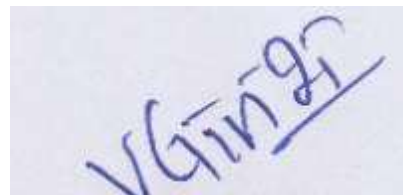
GATL invites participation & Offers from the interested Service Providers / Vendors for providing multitasking manpower for assistance in its various requirements which shall be as per the details given below:

<b>DESCRIPTION OF WORK</b>		
<b>Assistance for multitasking in various GSFC Agrotech Limited [GATL] activities as per below given details:</b>		
<b>SL</b>	<b>Services</b>	<b>Requirement under the Contract</b>
<b>01</b>	Assistance required for Skilled, Semi-Skilled & Unskilled activities of GATL in Gujarat & Other states of India.	<b>300 Nos (Approx).</b>
<b>A</b>	Percentage break up of activities	❖ <b>Unskilled – 10%</b> ❖ <b>Semi-Skilled – 60%</b> ❖ <b>Skilled – 30%</b>
<b>B</b>	Location Wise Break up of activities	❖ <b>Within Gujarat – 80%</b> ❖ <b>Outside Gujarat – 20%</b>
<b>C</b>	Break up of activities within Gujarat	❖ <b>Tribal Areas – 50%</b> ❖ <b>Non-Tribal Areas – 50%</b>
❖ <b><i>Pls note that the above are tentative figures. Number may vary based on need based requirement.</i></b>		

Duration of Work: One year extendable by another One year on mutually agreed Terms

Last Date with Time for submitting the Tender documents: **11.05.2018 at 16:00 hrs** **Extended to 25.05.2018**

Date & Time of Opening of Techno Commercial Bids: **11.05.2018 at 16:30 hrs** **Extended to 25.05.2018**

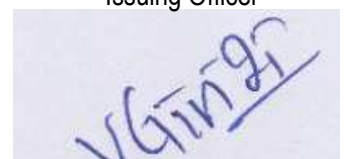


**Issued For & On Behalf of GATL**

I/We agree with the above

Signature of Contractor with Seal

Issuing Officer



**(TECHNO-COMMERCIAL BID)**

TENDER ENQUIRY NO. : GATL/HR/TPC/2018 DT 20.04.2018

WORK: Assistance for multitasking in various GSFC Agrotech Limited [GATL] activities.

LAST DATE & TIME FOR SUBMISSION: 11.05.2018 at 16:00 hrs **Extended to 25.05.2018**

DATE & TIME OF OPENING TECHNO-COMMERCIAL BID: 11.05.2018 at 16:30 hrs  
**Extended to 25.05.2018**

PLACE OF OPENING: VADODARA

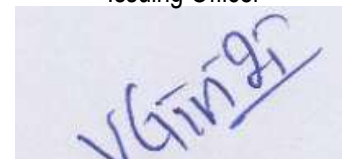
EARNEST MONEY DEPOSIT [EMD]: As per details below (Demand Draft  
\_\_\_\_\_ Dated \_\_\_\_\_)

SL	Services	EMD Required [In INR]
01	Assistance required for Skilled, Semi-Skilled & Unskilled activities of GATL in Gujarat & Other states of India.	1,00,000

I/We agree with the above

Signature of Contractor with Seal

Issuing Officer



## SCOPE OF WORK

### DESCRIPTION OF WORK

**Assistance for multitasking in various GSFC Agrotech Limited [GATL] activities as per below given details:**

SL	Services	Estimated Requirement under the Contract
01	Assistance required for Skilled, Semi-Skilled & Unskilled activities of GATL in Gujarat & Other states of India.	<b>300 Nos. (Approx)</b>

The above services / work shall be in various GATL activities which shall be as under but not restricted to the following:

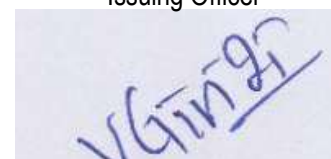
1. To assist the concerned Depot Incharge at GATL Depots / Regional / Area / Field Offices for all the Skilled, Unskilled and Semi-skilled activities across Gujarat & Other States of India
2. To assist for all the Skilled, Unskilled and Semi-skilled activities of the Field Campaigning across Gujarat & Other States of India
3. To assist for all the Skilled, Unskilled and Semi-skilled activities at Head Office / Departments of GATL.
4. To carry out other related work whenever & wherever required across Gujarat & Other States of India

**Note: Rate should be quoted in PRICE BID enclosed as Annexure – D in words as well as in figures. No other formats for quoting the price shall be used. In case there is a mismatch of price quoted in Figures & Words, the price in words will prevail.**

I/We agree with the above

Signature of Contractor with Seal

Issuing Officer



## PRE-QUALIFICATION CRITERIA:

### PRE QUALIFYING REQUIREMENT

The Service provider shall have the following Pre Qualifying Requirements for the Services to be considered for further processing:

SL	Services Required	Requirement under the Contract	Minimum Average Financial Turnover during last 03 years ending 31 <sup>st</sup> March 2018
01	Assistance required for Skilled, Semi-Skilled & Unskilled activities of GATL in Gujarat & Other states of India.	300 Nos.	200 Lakhs <b>***However service provider having average Turnover between 100 &amp; 200 Lakhs may also apply.</b>

**A. The Service provider should have successfully completed at least ONE SIMILAR NATURE of above mentioned work / service which shall satisfy the following conditions:**

- Should have supplied at least 50 Nos. manpower (On a Monthly basis) in any organization which has at least 500 employees on its rolls.
- Completed single Contract for period which shall be at least of 06 months.
- Completed contract shall be within the last three years ending 31<sup>st</sup> March 2018.

**B. The Minimum Average Turnover during the last 03 years ending 31<sup>st</sup> March 2018 shall be as per above mentioned amount.**

**C. The Service provider should have his firm / himself registered with unique PAN & Service Tax Registration Numbers and / or GST.**

**D. The Service provider should have his firm / himself registered for extending EPF & ESIC facilities.**

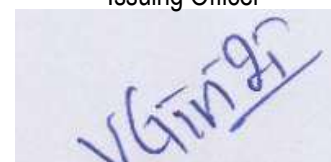
**E. Service provider should not have been blacklisted by any other organization**

*Note: The Service provider shall have requisite licenses / permissions, if any, to provide manpower for the required services as mentioned in the NIT. Pls note that the above experience shall be subject to verification by GATL. Failure to fulfil all the above requisite conditions shall make the tender offer to be summarily rejected.*

I/We agree with the above

Signature of Contractor with Seal

Issuing Officer



## INSTRUCTIONS TO BE FOLLOWED:

1. Service provider(s) are advised to participate only if, they fulfill minimum qualification criteria as mentioned in tender notice.
2. Offer must be submitted only on the tender Documents, no changes in format are permitted. Any change in format may lead to disqualification. However in case of tender documents purchased from Department, the same shall be used. **Tender document can be downloaded from our website (i.e. [www.gsfcagrotech.com](http://www.gsfcagrotech.com) & [www.gsflimited.com](http://www.gsflimited.com) ).**
3. **OFFER :-**  
The offer should be submitted in two parts and in following manner:

### A. TECHNO-COMMERCIAL BID:

#### i. THE FIRST ENVELOPE

The first envelope shall contain the following as mentioned below. **This envelope shall be SEALED and super scribed with "Techno Commercial Bid", Name of work, NIT No. & due date of opening of Techno-Commercial Bid.**

#### a. Documents in proof of fulfilling the Pre-Qualification Criteria

The ink signed and stamped copy of documentary proof of meeting the Pre-Qualification criteria along with the other relevant documents shall be submitted by the concerned party. The Service provider shall submit the Completion Certificate / Experience Certificate / Performance Certificate from previous customers. These documents may be self-attested & subject to verification failing which the Offer may be summarily cancelled. The Service provider shall also provide the Contact details i.e. Name & Designation of Contact person, Address for correspondence, E-Mail Address, Landline & Cell Phone numbers of the organization issuing the Experience / Completion Certificate. The Service provider shall provide the Audited Balance Sheet and Profit & Loss Account and copy of the Income Tax Returns of the last three years ending 31<sup>st</sup> March 2018 in support of the claim of the Average Turnover. Failure to provide the above details may lead to rejection of the bids.

#### b. Techno Commercial Bid

It shall contain the ink signed Techno-Commercial Bid (Annexure-A and Annexure-B) along with relevant documents like ESI, PF code, PAN No., Service Tax Regn. Work Order, Experience/Completion Certificate, Audited Balance Sheet, Profit & Loss Account, IT Returns etc.

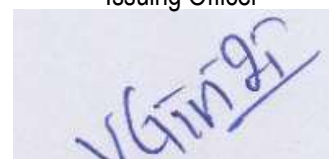
#### c. EMD

**EMD** shall be deposited in the form of Demand Draft as specified in tender notice. Offer (s) without requisite EMD will not be considered. The EMD submitted in the form of Demand Draft is to be made in favor of GSFC AGROTECH LIMITED from any nationalized bank payable at Baroda. EMD shall not carry any interest. Parties claiming exemption from submission of EMD shall submit the covering letter in addition with relevant documents which shall be self-attested.

I/We agree with the above

Signature of Contractor with Seal

Issuing Officer



### **Special Condition for MSME**

“MSME suppliers can avail the intended benefits only if they submit along with the offer, attested copies of either EM II certificate having deemed validity (five years from the date of issue of acknowledgement in EM II) or valid NSIC certificate or EM II certificate along with attested copy of a CA certificate (Format enclosed at Annexure -1 where deemed validity of EM II certificate of five years has expired) applicable for the relevant financial year (latest audited). Date to be reckoned for determining the deemed validity will be the date of bid opening (Part 1 in case of two part bid). Non submission of such documents will lead to consideration of their, bid at par with other bidders. No benefit shall be applicable for this enquiry if any deficiencies in the above required documents are not submitted before price bid opening. If the tender is to be submitted through e-procurement portal, then the above required documents are to be uploaded on the portal. Documents should be self attested.”

#### **d. Unpriced Signed Price Bids**

It shall contain format of the Price Bids without prices as per **Annexure C** which shall be duly signed.

### **B. PRICE BID:**

#### **ii. THE SECOND ENVELOPE**

The second envelope shall contain the following as mentioned below. This envelope shall be **SEALED** and super scribed with “**Price Bid**”, **Name of work, NIT No. & Due date of opening of Techno-Commercial Bid.**

#### **a. Price Bid:**

It shall contain only the Price bid as per **Annexure-D**. Any other information in the price bid shall not be considered and the offer is likely to be rejected. Price bid document shall be ink signed by the bidder at the bottom of the page.

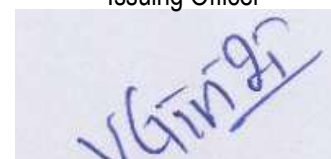
**Both the sealed envelopes shall be kept in another sealed cover. The cover shall be super-scribed with “Quotation for (name of work), NIT No. & Due date of opening and shall be addressed to “Sh. Girish V, Head HR, GSFC Agrotech Limited, Soil Testing Building, First Floor, Fertilizernagar, Vadodara – 391750” and it should also contain the Bidder address.**

- 4. Offers should be strictly submitted in original tender documents/ format issued by GATL. If, the offers submitted by any party in their own format, such offer (s) are liable to be rejected. *Bidder address shall be written on each envelope.***
- 5. *The Service provider must sign and stamp on each page of tender document including supporting documents submitted with tender else tender is liable to be rejected.***

I/We agree with the above

Signature of Contractor with Seal

Issuing Officer





6. Rate must be quoted in figures as well as in words. In case there is a mismatch of price quoted in figure & words, price quoted in words shall prevail.
7. Only Part –1 i.e. Techno-commercial bids with requisite EMD and Tender Cost shall be opened on the due date of opening in the presence of the interested parties available at the time of opening of the tender. Date of opening of Price bids (Part-2) will be intimated to the parties who qualify as per techno-commercial offer.
8. The offer shall be valid for **120 days** from the date of opening of the Tender.
9. Bidders shall enclose the certificate of satisfactory performance, from previous customer, along-with the tender documents in support of their claim of having minimum experience of similar works.
10. Vendor shall ensure meeting all statutory obligations as applicable during the contract period.
11. ***An affidavit (On Non Judicial Stamp paper of Rs. 20/-) that none of the bidder's relative is working as officer in GATL / GSFC is to be submitted along with the tender.***
12. Deviation from any of the specified requirements should be clearly brought out on a separate sheet titled as deviation. In case of no deviation a **"NO DEVIATION STATEMENT"** shall be submitted with the tender (Techno-commercial Bid).
13. GATL does not bind themselves to accept the lowest tender or any tender or to give any reason for their decision.
14. If any information / document submitted by the Service provider is found false/ fake at any stage, the tender will stand cancelled and EMD shall be forfeited.
15. It will be deemed that Service provider have gone through all the specifications, Service providers obligation, special & general condition of contract and agree to abide by the same.
16. Tenders not received in the above manner are likely to be rejected.

**Note:**

-GATL reserves the right to accept or reject any/ all application(s) without assigning any reason thereof.

-If any document submitted by Service provider found false at any stage, the tender/ work order will be cancelled immediately and the financial loss to GATL if any in making alternative arrangement will be recovered from the Service provider.

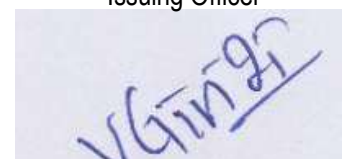
-GATL will not be responsible for the loss or delay of tenders in transit in any case.

**All further corrigenda, addenda, amendments, time extensions, clarifications etc. to the tender, if any, shall be intimated through Email ONLY. Hence it is important to have an operational Email ID on which all official correspondences may be made.**

I/We agree with the above

Signature of Contractor with Seal

Issuing Officer



## SCOPE OF WORK IN BRIEF:

Assistance for multitasking in various GSFC Agrotech Limited [GATL] activities shall be as per Bill of Quantity and strictly under given technical requirement.

SL	Services	Minimum Qualification of labor to be engaged
01	Assistance required for Skilled, Semi-Skilled & Unskilled activities of the GATL in Gujarat & Other states of India.	<b>Skilled manpower:</b> Graduates (As per requirement) <b>Semi-Skilled:</b> 10th / 12th Pass <b>Unskilled:</b> NA <i>*Special skills as per the requirement of job</i>

### Bill of Quantity:-

SL	Services	Estimated Requirement under the Contract
01	Assistance required for Skilled, Semi-Skilled & Unskilled activities of the GATL in Gujarat & Other states of India.	300 Nos.

- The requirement of manpower may be seasonal and requests shall be made accordingly
- Parties may contact GATL for understanding the requirement.

## DETAILED SCOPE OF WORK:

### 17. PERIOD OF CONTRACT:

Period of contract shall be for one year from the date of start of the work. It may be extended up to another one year on mutually agreed terms & conditions.

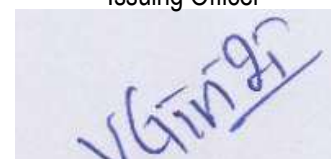
### 18. PAYMENT TERMS:

18.1 Monthly Payment to the Service provider shall be made as per the minimum wages paid to the Contract Labor or CTC as decided by Management plus the Service charges (Contractor Margin) for the number of personnel deployed and for the number of days deployed during a month.

I/We agree with the above

Signature of Contractor with Seal

Issuing Officer



18.2 Applicable GST shall be paid on the monthly bill amount.

**18.3 Penalty Clause:** Failure to provide manpower by the Service provider as per requirement or Unwarranted / Indiscipline of the Labor of the Service provider at workplace shall attract adverse remarks which may be included in the Completion Certificate and / or attract any legal /administrative action on Service provider or Labor of Service provider or both, as deemed fit. **Non availability of manpower for the required tasks shall attract a financial penalty of 10% of the wages paid to Contract Labor per day.**

**19. EARNEST MONEY DEPOSIT (EMD):**

1. EMD shall be converted to security deposit if the work is awarded.
2. EMD of unsuccessful bidders shall be refunded back normally within fifteen days of acceptance of award of work by the successful bidder.
3. EMD shall not carry any interest.
4. EMD of bidder will be forfeited, if
  - i) After opening the tender, the Service provider revokes his tender within the validity period or increases his earlier quoted rates
  - ii) The Service provider does not commence the work within the period as per LOI/contract.

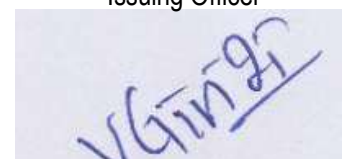
**20. SECURITY DEPOSIT (SD):**

1. Successful vendor shall deposit security. The rate of security deposit will be as below: **“Rs. 01 lac + 7.5% of the Amount exceeding Rs.10 lacs”** which shall be collected before start of the work from the Service provider.
2. The security deposit should be submitted before the start of work in the following forms:
  - i) Demand Draft in favour of GATL
  - ii) Local cheques of Scheduled Banks, subject to realization.
  - iii) Securities available from Post Offices such as National Savings Certificates, Kisan Vikas Patras etc. (Certificates should be held in the name of Service provider furnishing the security and duly pledged in favour of GATL and discharged on the back).
  - iv) Bank Guarantee from Scheduled Banks/Public Financial Institution as defined in the companies Act. The Bank guarantee format should have the approval of GATL.

I/We agree with the above

Signature of Contractor with Seal

Issuing Officer



- v) Fixed Deposit Receipt issued by Scheduled Banks/ Public Financial Institutions as defined in the Companies Act. The FDR should be in the name of the Service provider, A/C GATL, duly discharged on the back.
  - vi) Security deposit can also be recovered at the rate of 10% from the running bills. However in such cases at least 50% of the security Deposit should be collected before start of the work and the balance 50% shall be recovered from starting two month's running bills.
3. Security Deposit shall not carry any interest.
  4. EMD of successful Service provider can be converted and adjusted against the Security Deposit.
  5. Security Deposit shall be refunded after a period of 3 months of the completion of the contract.
  6. Security Deposit will be realized only after payment of all dues to labor i.e. Bonus, Leave payment etc. of supplied manpower.

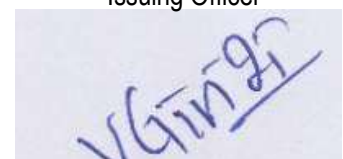
## 21. SPECIAL CONDITIONS:

1. The Service provider shall maintain the following during the execution of contract, as applicable;
  - i. Valid labor license from Asst. Labor commissioner as applicable or other necessary license etc. as applicable.
  - ii. PF Code and abide by the relevant laws & rules.
  - iii. ESI Code and abide by the relevant laws & rules.
2. The Service provider shall be bound to pay the minimum wages as per the extant rules of the concerned State Government where the manpower shall be deployed. **Minimum wages plus 12% PF Employer contribution, 4.75% ESI, Bonus as per Bonus ACT and 1 day leave payment on every 20 days attendance shall have to be paid by the service provider and any other statutory payments.**
3. Service provider shall maintain the muster roll, wages payment register and all other records applicable as per labor laws.
4. In case of non-compliance of any of the labor laws as per act by the Service provider, he will be responsible for expenses / liability occurring / accruing on GATL on account of above including expenditure on legal proceedings. All such expenses shall be recoverable from the Service provider from any of his running contracts with GATL or any contract entered thereafter.
5. The Service provider shall not employ a worker less than 18 years of age during execution of his work.

I/We agree with the above

Signature of Contractor with Seal

Issuing Officer

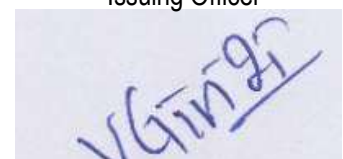


6. The Service provider shall inform GATL prior to engaging or removing the labors from the area of work.
7. The work shall be governed by the specifications, general terms & conditions of GATL contract, special conditions, environment related conditions, new safety clause and any other relevant conditions applicable from time to time.
8. The Service provider not completing the work as per requirement & as directed by the concerned In-Charge, action, as deemed fit shall be taken which may include debarring for the issue of further NITs.
9. In case more than one Service provider quotes L1 rates, the work may be awarded through draw of lottery. L1 will be on the basis of lowest service charge basis.
10. GATL reserves the right to award only a fraction or part of the work given in the bill of quantity. GATL also reserves to award the tender to multiple parties on the arrived L1 basis.
11. GATL reserves the right to cancel the tender at any stage of tendering till signing of agreement without assigning any reason(s) thereof. The tender cost in that event shall not be refunded.
12. Power of Attorney / Subletting will not be accepted for execution of this work.
13. Income Taxes (TDS) as applicable shall be recovered as per rule.
14. Rates shall be quoted in figures as well as in words and Service provider must put his name and signature on each page of the tender documents / undertakings, while submitting his offer, failing of which tender may be liable for rejection.
15. ID Cards / tokens shall be issued by the Service provider to all its employees.
16. No bill will be entertained until the wages of workers, as applicable are paid and PF and ESI are deposited.
17. Security deposit will be realized only after payment of all dues to labor i.e. Bonus, Leave payment etc. of supplied manpower.
18. Workmen must follow the safety norms and use protective devices for work wherever required.
19. The Service provider will have to protect the GATL assets and material from fire hazards or any other damages or loss.

I/We agree with the above

Signature of Contractor with Seal

Issuing Officer



20. No excuses for hindrance viz. geographical non proximity, extreme weather condition, non-availability of labor etc. will be entertained for not completing the work.
21. All necessary precautions for safety of the man/assets, fire hazard & environmental aspects shall have to be taken by the Service provider for the activities performed by his workers.
22. The Service provider shall have to carry out the work anywhere outside / within Gujarat as per the requirement of GATL and nothing extra will be paid for any such work carried out.
23. Emergency work arises if any, will be dealt on priority and arrangement for proper & timely completion of work will have to be done by Service provider.
24. Involvement in any undesirable activity by the Service provider or his / her workmen will be viewed seriously and attract strict action including cancellation of contract or debarring from tendering.
25. Any offer without proper earnest money, with any ambiguity, unsigned documents, unclear quotation and against the above instructions will be treated as invalid and will not be considered at all and the responsibility for the same will lie on the Service provider
26. Service provider shall maintain a bank account preferably with Bank of Baroda or in any of the nationalized banks with Internet Banking facilities. This should be suitable for e-payment by GATL.
27. Payments by GATL shall be released to the account maintained by the Service provider and only the balance amount, after making payments to the labor, shall be transferred to Service provider's Office by site in-charge.
28. As a matter of administrative ease, the Service provider should make all disbursements to his workmen through their bank accounts.
29. No post bid clarifications from the service provider shall be entertained.
30. GATL reserves the right to request for change in the non-suitable manpower & to have them discharged without assigning any reasons thereof and seek necessary substitute in lieu of the same.

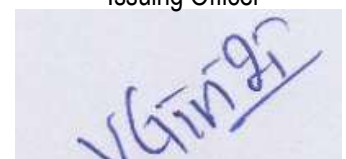
**Opening officer**

**Accounts Representative**

I/We agree with the above

Signature of Contractor with Seal

Issuing Officer



## UNDERTAKING

The Service provider shall sign the undertaking as below:

1. I / we shall abide by and fulfill the requirements of all labor laws applicable to me / us and will maintain muster roll, wage payment register and all other register/ records as applicable and shall produce the same to GATL officials whenever required.
2. I / We shall pay the wages as per the award of work. I shall also ensure payment of at least the minimum wages, as applicable from time to time, to the workers as per rule / act.
3. In case of non-compliance of any labor laws by me / us, I / we shall be wholly responsible for all expenses / liability occurring / accruing on GATL because of this including expenditure on legal proceedings. All such expenses shall be recoverable from any of my / our running contract with GATL or any contract entered thereafter.
4. I/ We have carefully perused all the terms and conditions of the Tender, NIT including special conditions mentioned in the tender documents before quoting the offer and I / we commit to abide by them in Toto.
5. My / our Labor license no. is..... and the same is valid from .....to ..... (dates).

OR

I/ We will submit within time allowed after award of work.

6. I / We shall maintain valid labor license throughout contract period.
7. Details of PF and ESI code nos. allotted to me are as under:-
  - i) P.F. code no. \_\_\_\_\_
  - ii) E.S.I. code no. \_\_\_\_\_
  - iii) PAN No. \_\_\_\_\_
8. The details of earnest money, enclosed with the tender, is also as below:-
  - i) Amount Rs. \_\_\_\_\_
  - ii) CR no. \_\_\_\_\_ Date \_\_\_\_\_
  - iii) COR / FDR no. \_\_\_\_\_ Date \_\_\_\_\_

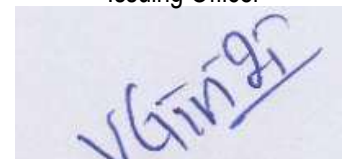
**Opening officer**

**Accounts Representative**

I/We agree with the above

Signature of Contractor with Seal

Issuing Officer



**(BLANK PRICE-BID FORMAT)**  
**NOT TO BE FILLED**

**Name of work: Assistance for multitasking in various GSFC Agrotech Limited [GATL] activities.**

Tender No. & Date : GATL/HR/TPC/2018 Dated: 20.04.2018

Period of work : One Year

Earnest Money : Rs. \_\_\_\_\_/-

Date & Time of Tender : 11.05.2018 at 16:30 hrs **Extended to 25.05.2018**  
Opening

**BILL OF QUANTITY:**

SL	Services	UNIT	Estimated QTY	Service Charges (Contractor Margin) per Unit per Month [In Percentage] (In Figure & Words) [In INR]  <b>Only Rates which are Lower than 03% shall be considered</b>
01	Assistance required for Skilled, Semi-Skilled & Unskilled activities of GATL in Gujarat & Other states of India.	No.	300	

The Service provider while submitting the price Bid shall ensure payment of minimum prescribed wages **plus 12% PF Employer contribution, 4.75% ESI, Bonus as per Bonus ACT and 1 day leave payment on every 20 days attendance and any other payment as per the statutory requirement.**

**Note:**

1. PF, ESI, Bonus, Leave/ Holiday, Any other expenditure as deemed relevant shall be considered while quoting service charge rate.
2. Service Tax will be extra & shall be paid on actuals as applicable at the time of billing.
3. Rates are to be mentioned in figure as well as in words. If overwriting / un-readable figure found in rates or if there is a mismatch of rates quoted in words & figures, the rates offered in words will be final.
4. L1 will be on the basis of lowest service charge basis.

**Accounts Representative**

**Opening officer**

I/We agree with the above

Issuing Officer

Signature of Contractor with Seal



**(PRICE-BID)**

**Name of work: Assistance for multitasking in various GSFC Agrotech Limited [GATL] activities.**

Tender No. & Date : GATL/HR/TPC/2018 Dated: 20.04.2018

Period of work : One Year

Earnest Money : Rs. \_\_\_\_\_/-

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**Accounts Representative**

I/We agree with the above

Signature of Contractor with Seal

**Opening officer**

Issuing Officer

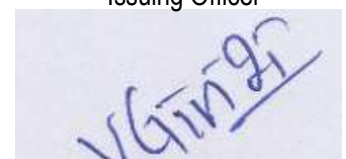
## PRICE BID CONDITIONS

1. The service provider will be required to quote the rate of work, both in figures and words, as mentioned above. **Please note that the rates below 03% shall only be considered. You may get necessary clarification on the Contractor Margin's ceiling rate from the designated Contact person mentioned in this tender.**
2. Service provider has to quote the Amount of Price bid by assessing all related expenditure which may include Conveyance, Accommodation, Uniform, Supervision, Financial charges, Service Charges etc. & the service provider shall ensure payment of the minimum prescribed wages of the concerned State Govt without which penalties / necessary action shall be taken.
3. Request for any other payment will not be entertained by GATL for whatsoever reason except for variation [In minimum wages as per concerned State Govt guidelines or CTC] over and above the Amount quoted. Changing of value in Price Bid will lead to rejection of the Price Bid. **The rates quoted should be valid for 120 days from the date of opening of the Techno-Commercial bid.**
4. Service provider has to submit monthly bill based on actual payment made to his contract labors. Original payment register to be vetted by Contract Executing Officer and a copy of the same is to be submitted along with claim bill. Payment for daily wage and leave/holiday payment with up-to-date cumulative figure should be recorded in payment register. Proofs of payment of PF & ESI have to be enclosed along with monthly bill.
5. The contract labor may be allowed weekly off on any day other than Sunday also, depending upon exigencies of work / GATL requirement.
6. Service Tax / Applicable Tax, wherever claimed, is to be supported by Service Tax / Applicable Tax Invoice along with proof of payment of such tax for preceding Tax invoice so claimed from GATL under this contract.
7. **Risk Purchase: In case the Service provider on successful award of the Tender refuses to execute the work / part thereof shall pay the complete / excess cost to be incurred for the completion of the Contract.**
8. **Price Variation: In case the minimum wages get amended & is to be paid to the labor of the Service provider, additional amount shall be reimbursed on actual basis on production of documents duly verified by the concerned Dept Incharge & vetted by Finance Dept.**
9. The tender may be awarded in multiple parts which shall be decided based on the number of bidders.

I/We agree with the above

Signature of Contractor with Seal

Issuing Officer



**Certificate by Chartered Accountant on letter head**  
**(only for those who are submitting EM-II Certificate)**

This is to certify that M/S ....., (hereinafter referred to as Company) having its registered office at ..... is registered under MSMED Act 20mm, (Entrepreneur Memorandum No (Part-11) ..... dtd:....., Category:..... (Micro/Small)). (Copy enclosed).

Further verified from the Books of Accounts that the investment of the Company as per the latest audited financial year .....as per MSMED Act 20mm is as follows:

1. For Manufacturing Enterprises: Investment in plant and machinery (i.e. original cost excluding land and building and the items specified by the Ministry of Small Scale Industries vide its notification No.S.0.1722(E) dated October 5, 20mm : Rs.....Lacs
2. For Service Enterprises: Investment in equipment (original cost excluding land and building and furniture, fittings and other items not directly related to the service rendered or as may be notified under the MSMED Act, 20mm: Rs.....Lacs

(Strike off whichever is not applicable)

The above investment of Rs.....Lacs is within permissible limit of Rs.....Lacs for .....Micro / Small (Strike off which is not applicable) Category under MSMED Act 20mm. **Or** The Company has been graduated from its original category (Micro/ Small) (Strike off which is not applicable) and the date of graduation of such enterprise from its original category is ..... (dd/mm/yyyy) which is within the period of 3 years from the date of graduation of such enterprise from its original category as notified vide S.O.No.3322(E) dated 01.11.2013 published in the gazette notification dated 04.11.2013 by Ministry of MSME.

**Date:**

**(Signature)**

**Name-**

**Membership number-**

**Seal of Chartered Accountant**

I/We agree with the above

Signature of Contractor with Seal

Issuing Officer

