

PROPOSAL

Bidder's Name and Address:

Bid Proposal Reference:

Dated:

Person to be contacted:

Designation:

Telephone No.:

Fax:

To

Power System Operation Corporation Limited

B-9, 1st Floor, Qutub Institutional Area,

Katwaria Sarai, New Delhi-110016

Subject: Proposal for Engaging Agency for providing temporary manpower for Office Logistics, Data Entry & Allied services at NLDC/POSOCO office(s) located in Delhi.

Dear Sir(s),

1.0 We, the undersigned Bidder, have read and examined in detail the specification and documents of the package of **“Engaging Agency for providing temporary manpower for Office Logistics, Data Entry & Allied services at NLDC/POSOCO office(s) located in Delhi”** for supply of manpower for various functions in NLDC/POSOCO. In line with provisions of the Bidding Documents wherein the bid is to be submitted under “Single Stage Two Envelope” procedure of bidding. Accordingly, we hereby submit our Bid, in two envelopes i.e First Envelope (Technical Proposal) & Second envelope (Financial Proposal-to be opened subsequently)

2.0 PRICES AND VALIDITY

2.1 The **Service Charge** stated in the offer are on FIRM PRICE basis in line with the bidding documents and shall not be subject to any price adjustment whatsoever. The Service charge and other terms and conditions of this proposal are valid for a period of six (6) calendar months from the date of opening of the First Cover(Technical) bids. We further declare that the Service Charge stated in our proposal are in accordance with terms and conditions of bidding documents.

2.2 We have noted that the Indicative per day minimum wages of various staff is considering basic wages, VDA, PF, ESI, Bonus and Insurance is indicated in Bidding Documents. Further, we confirm that all other charges viz inter-alia including Third party insurance, Workmen Compensation Insurance Policy, Profit, overheads, cost towards recruitment to issue of offer, ID Card, joining formalities, deployment, uniform charges, washing allowance, safety shoes, cost incurred (if any) in meeting the statutory requirements whatsoever, etc

has been included in Service Charges. No additional charges shall be payable by POSOCO on account of variations on these account during currency of the contract. Irrespective of nos of temporary staffs engaged/ skill category/ job specification/ minimum wages of temporary staffs engaged, service charge quoted will remain unchanged during entire period of contract.

2.3 We further confirm that our prices are exclusive of GST. Input Tax Credit (ITC) available, if any, under the GST law as per the relevant Government policies wherever applicable has been taken into account by us while quoting the Service Charge. GST shall apply to the total monthly billable amount including Service Charge that will be reimbursed by POSOCO.

3.0 We hereby, declare that if any income-tax, surcharge on income-tax or any other corporate tax is attracted under the law, we agree to pay the same.

4.0 BID GUARANTEE

Original Bid Guarantee, in the form of

 (Please fill in alternative chosen)
 for a sum of

 (Amount in words & figures)

in ORIGINAL valid for a period of seven (7) calendar months from the date of opening of bids in accordance with the bidding documents, will be submitted in a separate envelope at NLDC, B-9, 1st Floor, Qutub Institutional Area, Katwaria Sarai, New Delhi-110016 before the due date and time scheduled for opening of Bids First Cover(Technical Bid).

The details of Bid Guarantee are as per the following details :

Form of Bid Guarantee	Value of Bid Guarantee	Valid upto and Including

OR

Documentary evidence in support of exemption of Bid Security, is enclosed.

We have also ensured that the above bid guarantee furnished by us is in line with the bidding documents and complete in the following respects:

1. Value of non-judicial stamp paper, purchased in the name of executing bank, is as per Stamp Act.
2. Power of Attorney no. and date as well as signature and full name & designation of executant along with Bank's stamp.
3. Signature, full name, designation and address of witness.

4. Complete mailing address with Fax no. of the Head Office of the Bank is indicated.

5.0 DEVIATIONS

- 5.1 We declare that the works shall be performed strictly in accordance with the specifications and documents except for the variations and deviations, all of which have been detailed out exhaustively in the following schedules, irrespective of whatsoever has been stated to the contrary elsewhere in our Bid.

a) Deviations Schedule

- 5.2 We confirm that specified stipulation of the following Critical Clauses are acceptable to us and no deviations/exceptions are taken on any account whatsoever in the following Clause:

- a) Terms of Payment
- b) EMD/Bid Security/Bid Guarantee
- c) Contract Performance Guarantee
- d) Liquidated Damages/Deduction towards non-performance
- e) Price & Price Basis
- f) Validity of bid

Further, we understand that deviation taken in any of the above clauses by us may make our bid non-responsive as per provisions of bidding documents and be rejected by you.

6.0 QUALIFICATION DATA

- 6.1 We confirm having submitted the Qualification Data in line with provisions of Bidding Documents. In case you require any further information in this regard, we agree to furnish the same.

7.0 WORK SCHEDULE

If this Proposal is accepted by you, we agree to submit all the required data and shall provide services and complete entire work, in accordance with Bidding Documents.

8.0 CONTRACT PERFORMANCE GUARANTEE

We further agree that if our proposal is accepted we shall provide an irrevocable Contract Performance Guarantee, of value equivalent to ten percent (10%) of the Contract Price and valid up to 90 days beyond completion period in the form of (Please specify the form of Guarantee) in your favour and shall submit CPG within Fifteen (15) days from the date of issuance of Letter of Award.

9.0 INFORMATION REGARDING EX-EMPLOYEES OF POSOCO/ POWERGRID

We have furnished information regarding Ex-employees of POSOCO/POWERGRID who had retired/resigned at the level of General Manager and above from POSOCO/POWERGRID and subsequently have been employed by us.

10.0 We understand that you are not bound to accept the lowest or any bid you may receive.

11.0 We declare that the following has been allotted to us:

IGST No.: _____

PF No. : _____

ESI No.: _____

12.0 We, hereby, declare that only the persons or firms interested in this Bid as principals are named herein and that no other persons or firms other than those mentioned herein have any interest in this Bid or in the Contract to be entered into, if we are awarded the Contract, and that this proposal is made without any connection with any other persons, firm or party likewise submitting a Bid and that this Bid is in all respect for and in good faith, without collusion or fraud.

Dated this day of 20

Thanking you, we remain

Yours faithfully

Date : (Signature)

Place : (Printed Name)

(Designation)

(Common Seal)

Name and address of Principal Officer:

Name of Package: Engaging Agency for providing temporary manpower for Office Logistics, Data Entry & Allied services at NLDC/POSOCO office(s) located in Delhi.

Find enclosed scanned copy of Bid Security/EMD in the form of Bank Guarantee/DD/_____ for a sum of INR _____ (Rupees _____ only) initially valid for a period of _____ months from the date set for opening of First Cover(Technical Bid).

OR

Find enclosed Documentary evidence in support of exemption of Bid Security, in separate envelope.

[Select whichever is applicable]

Further, the Original hard copy of above mentioned Bid Security/EMD, will be submitted in a separate envelope at NLDC, B-9, 1st Floor, Qutub Institutional Area, Katwaria Sarai, New Delhi-110016 before the due date and time scheduled for opening of First Cover(Technical Bid).

Date_____

Signatures _____

Printed name_____

Place_____

Designation_____

Common Seal_____

Name of Package: Engaging Agency for providing temporary manpower for Office Logistics, Data Entry & Allied services at NLDC/POSOCO office(s) located in Delhi.

Find enclosed power of attorney indicating that the person(s) signing the bid have the authority to sign the bid and thus that the bid is binding upon us during the full period of its validity

Date_____

Signatures _____

Printed name_____

Place_____

Designation_____

Common Seal_____

Name of Package: Engaging Agency for providing temporary manpower for Office Logistics, Data Entry & Allied services at NLDC/POSOCO office(s) located in Delhi.

(Qualifying Requirements)

Bidder's Name & Address:

To, AGM (CP and C&M),
NLDC, POSOCO
B-9, Qutab Institutional Area,
Katwaria Sarai, New Delhi

Dear Sirs,

In support of the Qualification Requirements (QR) for bidders, as stipulated in the Bidding Documents, we furnish herewith our QR data/details/documents etc., along with other information, as follows (The QR stipulations have been reproduced in italics for ready reference, however, in case of any discrepancy the QR as given in Bidding Documents shall prevail):

1.0 General Information

S. No.	Particulars	
1.	Name of the Firm	
2.	Head Office/ Registered Office Address	
3.	Telephone/Mobile	
4.	Fax/E-mail	
5.	Contact Person	
6.	Place of Incorporation/ Registration	
7.	Year of Incorporation/ Registration	

2.0 Qualification of the bidder will be based on meeting pass/fail criteria specified in **Part-A** below regarding the technical experience and financial position

PART-A: MANDATORY REQUIREMENT

(I) TECHNICAL EXPERIENCE

- (a) *The bidder should have successfully executed as a prime contractor similar nature works of supply of manpower for "Office logistics or data entry or allied services" in Govt. or Semi Govt. or reputed private sector organization, during preceding five (5) years from the initially stipulated date of opening of QR bids/Technical Bids, value not less than that specified below:*

i) One year under single contract with annual value not less than Rs.61 Lac.

OR

ii) Two years under one or two contract (contract with period less than one year shall not be considered), with annual value not less than 46 Lac.

OR

iii) Three years under one or two or three contracts (contract with period less than one year shall not be considered) with annual value not less than 31Lac.

(b) The registered office or one of the branch offices of bidder should be located either in Delhi or NCR.

Following documents shall be submitted by the bidder as evidence of above:

- (i) Completion certificate from the client for the work, containing relevant information to conclusively establish that the bidder has completed the requisite work(s) as per the requirement specified above.
- (ii) The copy of corresponding completed work order(s) shall also be submitted.

S. No.	Description	Response of Bidder
1	Has the bidder should have successfully executed as a prime contractor similar nature works of supply of manpower for "Office logistics or data entry or allied services" in Govt. or Semi Govt. or reputed private sector organization, during preceding five (5) years from the initially stipulated date of opening of QR bids	Yes/No
2	<p>If Yes, the details of the contract executed</p> <p><u>First Contract</u></p> <p>Name of Contract:</p> <p>LOA No and date:</p> <p>Awarded by:</p> <p>Value:</p> <p>Contract commenced on:</p> <p>Contract Completed on:</p> <p><u>Second Contract</u></p> <p>Name of Contract:</p> <p>LOA No and date:</p> <p>Awarded by:</p> <p>Value:</p> <p>Contract commenced on:</p> <p>Contract Completed on:</p>	

	<u>Third Contract</u> Name of Contract: LOA No and date: Awarded by: Value: Contract commenced on: Contract Completed on:	
3	Documentary evidence in support of above in the form of work orders, completion certificate enclosed	Yes/No
4	Does the firm have registered office or one of the branch offices either in Delhi or NCR. Address of the Office in Delhi/NCR: Telephone No.:	Yes/No
5	Documentary evidence in support of above in the form of property document/Agency registration certificate/ Telephone Bill/Electricity Bill enclosed	Yes/No

(II) FINANCIAL POSITION

- (a) The minimum average annual turnover (MAAT) of the bidder for the best three (3) financial years out of the preceding five (5) financial years (i.e. 2012-13, 2013-14, 2014-15, 2015-16 and 2016-17) shall be **Rs. 115 Lakh**.
- (b) In case bidder is a holding company, MAAT referred to in (a) above shall be of that holding company only (i.e. excluding its subsidiaries / group companies). In case bidder is a subsidiary of a holding company, MAAT referred to (a) above shall be of that subsidiary company only (i.e. excluding its holding company / other companies in the group).
- (c) Following documents shall be submitted by the bidder as evidence of above:
- Audited balance sheet and Profit & Loss Account for the best three (3) financial years out of the preceding five (5) financial years (i.e. 2012-13, 2013-14, 2014-15, 2015-16 and 2016-17). In case, the audited balance sheet for latest financial year is not available, a certificate from the Chartered Accountant on their letter head certifying the financial turnover for the latest financial year may be submitted.
 - In case, the bidder is not covered under compulsory tax audit under the IT act for a particular financial year, a copy of acknowledgement of income tax return filed for the corresponding period should also be submitted along with either certificate from Chartered Accountant certifying the turn over or print out of Form 26AS.

S. No.	Annual Turnover	Value in Lakhs
1	FY 2012-13	
2	FY 2013-14	
3	FY 2014-15	
4	FY 2015-16	
5	FY 2016-17	

Documentary Evidence in the form of Audited Balance Sheet/Certificate from Chartered Accountant/Income Tax Return along with certificate from Chartered Accountant/Form 26AS enclosed: Yes/No

3.0 Following documents enclosed:

S. No.	Description	Response
1	Copy of PAN Card/ GST Registration	
2	Copy of Partnership Deed/ Affidavit for Proprietorship/ Company MoA & AoA or Certificate of Incorporation, as applicable	
3	Undertaking on the letter head of the company pertaining to 'No dues' towards any Government Company/PSU/ govt,. Undertaking	
4	Undertaking on the letter head of the company stating that company is Not debarred or blacklisted from any Government Company/PSU/ govt,. Undertaking	

Date_____

Place_____

Signatures _____

Printed name _____

Designation _____

Common Seal _____

Name of Package: Engaging Agency for providing temporary manpower for Office Logistics, Data Entry & Allied services at NLDC/POSOCO office(s) located in Delhi.

[Deviations along with their withdrawal price, if any]

The following are the deviations and variations from and exceptions to the terms and conditions of the documents for the subject package. These deviations and variations are exhaustive. Except these deviations, the entire work shall be performed as per your specifications and document.

Section/ Volume	Clause No./ Page No.	Deviations/ Variations/ Exceptions	Withdrawal Price
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Date_____

Place_____

Signatures _____

Printed name_____

Designation_____

Common Seal_____

NOTE: (1) Deviations to critical provisions relating to EMD/Bid Security/ Bid Guarantee; Terms of Payment; Contract Performance Guarantee/Performance Security; Liquidated Damages/ Deduction towards non-performance; Price & Price Basis and Validity of Bid will be considered as non-responsive and bid will be rejected by the Employer.

Name of Package: Engaging Agency for providing temporary manpower for Office Logistics, Data Entry & Allied services at NLDC/POSOCO office(s) located in Delhi.

Information regarding Ex - Employees of POSOCO/POWERGRID

Dear Sir,

We hereby furnish the details of ex - employees of POSOCO/POWERGRID who had retired / resigned at the level of General Manager and above from POSOCO/POWERGRID and subsequently have been employed by us.

S. No.	Name of the Person with designation in POSOCO/POWERGRID	Date of Retirement / Resignation from POSOCO/POWERGRID	Date of Joining
1			
2			
3			
4			
5			

Date_____

Place_____

Signatures _____

Printed name_____

Designation_____

Common Seal_____

Name of Package: Engaging Agency for providing temporary manpower for Office Logistics, Data Entry & Allied services at NLDC/POSOCO office(s) located in Delhi.

Declaration regarding Social Accountability

Dear Sir,

We confirm that we stand committed to comply to all requirements of Social Accountability Standards i.e. SA8000 (latest Standard available at www.sa-intl.org) and maintain the necessary records.

Date_____

Place_____

Signatures _____

Printed name_____

Designation_____

Common Seal_____

Name of Package: Engaging Agency for providing temporary manpower for Office Logistics, Data Entry & Allied services at NLDC/POSOCO office(s) located in Delhi.

Details of Banker

Name of Banker	
Address of Banker	
Account Number	
Line 1	
Line 2	
Line 3	
IFSC Code of the Bank	
MICR Code of the Bank	
Telephone No.	
Contact Number and Title	
Fax No.	
E-mail ID	

Date_____

Place_____

Signatures _____

Printed name_____

Designation_____

Common Seal_____

Name of Package: Engaging Agency for providing temporary manpower for Office Logistics, Data Entry & Allied services at NLDC/POSOCO office(s) located in Delhi.

UNDERTAKING BY THE BIDDER

I, _____, on behalf of _____ (Name of the Bidder) hereby declare that

- (a) I hereby accept all the Terms and Conditions mentioned in the Bidding Documents of POSOCO's Tender No. _____ unconditionally. We are aware that conditional bids if quoted shall be summarily rejected. (Acceptance of all the terms and conditions of the tender to be duly signed and enclosed with Undertaking)
- (b) We will comply with all the applicable/ prevailing statutory provisions, laws, acts and Government orders amended/notified during the period of agreement.
- (c) There is no legal suit / criminal case pending or contemplated or legal notice having been served to this effect against the Proprietor of the Bidder (in case of Proprietorship), Partner of the Bidder (in case of Partnership), any of its Directors (in case of Company) or against the Bidder) on grounds of moral turpitude or for violation of any of the laws in force.
- (d) We have disclosed all the information and the information so provided is true, correct, complete and nothing has been concealed thereof.
- (e) No action of debarring/blacklisting of our company has been done by any of PSU or Public Authority.
- (f) We understand that, if the above declarations are found incorrect/ false, the present engagement would be terminated and we would be debarred from any further engagement by POSOCO.

Date_____

Place_____

Signatures _____

Printed name_____

Designation_____

Common Seal_____