

# **R.B.B.A. SPG & WVG. MILLS HINGANGHAT**

A Unit of National Textile Corporation Ltd. (WR) Mumbai

Hinganghat -442301 Dist. Wardha,( M.S.)

Registered Office – N.T.C. House , 15 N.M.Marg , Ballard Estate Mumbai- 400 001

Phone 07153-244180 email- rbba.gm @gmail.com

## **TENDER DOCUMENTS**

### **FOR**

### **PROVIDING WATCH &WARD, OFFICE BOY**

### **ETC.**

<b>Date of release of TENDER ON WEBSITE/INQUIRY</b>	<b>14.06.2019</b>
<b>PRE BID Meeting</b>	<b>29.06.2019 at 11.00 AM</b>
<b>Last Date of purchase of tender document</b>	<b>29.06.2019 at 1.00 PM</b>
<b>Last Date for submission of tender document</b>	<b>29.06.2019 at 3.00 PM</b>
<b>Date for opening of tender (Technical Bid)</b>	<b>29.06.2019 at 3.30 PM</b>

(Tender available on website: [www.ntcltd.org](http://www.ntcltd.org))

**Note: - Tender Fee of Rs.100/- payable at the time of submission of Tender if downloaded and utilized (Non-refundable).**

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Date-----

TO

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M/s. -----

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**Sub. :** - Contract for Providing WATCH/WARD (Security), Office Boy etc.as per discretion of Mill management.

**Dear Sir**

We are inviting quotations for Providing, Watch /ward (Security) Office Boy etc.as per discretion of mill management.

**Tender Due on Dt. 29.06.2019 at 03.00 PM**

- 1)** R.B.B.A.Spg.& Wvg. Mills Hinganghat , a Unit of NTC (WR) Ltd, Mumbai requires **23 watch And Ward ( Security ) persons , 1 office Boy & 1 Sweeper** to protect our property and office day to day work
- 2)** On production of this tender document parties will be allowed to inspect the location of our mills/Property on any working day between 10.00 A.M. to 5.30 P.M working hours.
- 3)** After careful inspection of mills property please submit your lowest rates in sealed envelope (Two Bid System) addressed to The General Manager R.B.B.A.Spg.& Wvg. Mills Hinganghat at the above address **on or before 29.06.2019 up to 03.00 PM any tender received after 03.00 PM on due date will not be accepted. Only Technical Bid will be opened on same day i.e. 29.06.2019 at 03.30 PM.**
- 4)** The bidders who wish to remain present at the time of Technical Bid opening they can remain present.
- 5)** **Offer should be accompanied by all the documents as mentioned in Tender Documents (Technical Bid, Commercial Bid and tender Terms & Conditions).**
- 6)** Parties are requested to note that post Tender Negotiations may not be held and as such they should offer minimum rates.
- 7)** Bidders are requested to carefully read and understand the Tender Terms & Conditions mentioned in tender documents thoroughly and submit the same duly signed stamped as a token of acceptance of the same along with the tender/offer.

**Thanking You,**

**General Manager**

**R.B.B.A.SPG.& WVG. MILLS**

**HINGANGHAT**

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## TENDER DOCUMENT FOR WATCH & WARD (SECURITY), OFFICE BOY, SWEEPER MANPOWER SUPPLY AGENCY

### TWO BID SYSTEMS

- ❖ The bidders must submit their bids in two separate envelopes.
- ❖ The Financial Bids of those bidders who are qualified in Technical Bid will only be considered and evaluated.
- ❖ The date & time of opening of Financial Bid will be informed to the bidder who are qualified in Technical Bid through E-mail, Letter Correspondence (OR) Telephonically.
- ❖ Bidders are requested to provide their E-mail address, contact numbers & complete correspondence address correctly.
- ❖ The decision of the management will be final and binding to all the bidders in respect of deciding the eligibility of the Bidder
- ❖ The entire envelope 1 (Technical Bid) and 2 (Financial Bid) duly completed should be placed in outer envelope which also shall be sealed and should contains the following information clearly.
- ❖ Name and Address of the Bidder on left corner and marked as "Tender for watch and ward (Security) Person Supply".

### I. Technical Bid (Annexure – I)

- ➔ Cost of tender document Rs.100/- by CASH OR Demand Draft from any Nationalized/Authorized Bank (Excluding Co-operative Banks) in favor of "NTC Ltd." (WR) Payable at Mumbai Only (Non-refundable).
- ➔ Supporting Documents : - Self attested Xerox copies of statutory liabilities likes
  - 1) Valid PF Registration No.
  - 2) Valid ESIC Registration No.
  - 3) PAN Card No.
  - 4) GST Registration No.
  - 5) Security Registration No.
  - 6) Minimum at least 2 years, similar experience is required in above category , in any industries or NTC unit
- 7) Every page of Tender Documents should be stamped and signed by the bidder.

### II. Financial Bid (Annexure - II)

- ➔ Bidders are requested that after carefully reading of the Financial Bid quote their rates in Annexure – Annexure – II only attached with tender documents.
- ➔ Sealed cover marked as "QUOTATION FOR Watch Ward (Security) PERSON SUPPLY" should contain only rate quoted against work offered (Financial Bid).

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## ANNEXURE - I

### TENDER TECHNICAL BID

**The General Manager, R.B.B.A.SPG.& WVG. Mills Hinganghat**

#### **1. Particulars of the Applicant**

1.1 Full Name of the Applicant

(Use block letters)

1.2 Whether the applicant is competent to Contract under Indian Contract Act, 1872 and As per Foreign Exchange Regulation Act 1973/ Foreign Exchange Management Act, 1999 in Case of NRI (Tick whichever is applicable)

YES / NO

#### **2 Constitution of the Applicant**

**(Tick whichever is applicable)**

- Public Limited company
- Private Limited Company
- Partnership
- Individual / Sole Proprietary
- Others (Specify)
- (Furnish documents in support)

2.1 Applicant's registered office/place of business

- ◇ Address
- ◇ Telephone No
- ◇ E-mail Address
- ◇ Mobile number
- ◇ I.T. P.A. No.
- ◇ GST Registration No.
- ◇ Valid E.S.I Registration No.
- ◇ Valid P.F. Registration No.
- ◇ Shop & Establishment No.
- ◇ Labour License No.
- ◇ Professional tax Registration No.
- ◇ The Maharashtra labour and welfare fund registration and Other We declare that what is stated above is true and correct. We have read understood and are agreeable to the terms and conditions of the bid.

**Date &Place:-**

**Signature & Seal of Tenderer**

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## Annexure-II

### Financial Bid

CONTRACT RATE FOR THE PERIOD 01.07.2019 TO 30.06.2020

The security agency will quote Rates strictly as per the following format

Rate should be quoted on per person /per month for (26 days)

(Maharashtra Minimum wages for Hinganghat)

Particulars	Watch /ward (Security)	Office boy
	per person /per month for (26 days)	per person /per month for (26 days)
Basic Wages		
Dearness Allowance		
Total (A)		
HRA if any		
P. F Employer contribution 13 % on (A)		
E.S.I.C Employer Contribution 4.75% on (A)		
Bonus 8.33% ( as per rule )		
Total (B)		
Service charges		
Any other charges (uniform, reliving etc.)		

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Total ©		
GST 18%		
GRAND TOTAL		

The Basic Wages and DA contemplated in the Calculation Sheet must comply the norms and rate/s as per Minimum Wages Act, as applicable in the State of Maharashtra, from time to time during the Period of Contract. Any increase in DA / Basic Wages or any other head of payment by the State Government should be envisaged by the bidder Security Agency and at the same time the Contracting agency must adhere and comply with the statutory requirements during the entire contract period.

As per Minimum Wages Act, Spl. Allowance (D.A) will change in every six months

@ The statutory dues like, Bonus, P.F., ESIC will be borne by the Contracting agency and the basic liability as a Principal Employer will be with the bidder only.

Contracting agency will responsible to pay the Maharashtra labour welfare fund with respect to the workers supplied by you. Mill will pay the employer contribution payable with respect to those workers

The bidder must have proper and valid Registration under GST laws and shall comply with all the provisions of GST Act/Rules as applicable. GST including all levies and other Govt. liabilities under any provincial, local or central statute in force for the time being or enforced hereafter having its impact on the transaction, will be tenderers accounts and , **R.B.B.A.SPG.& WVG. Mills Hinganghat** will not be responsible for any liabilities. The bidder will furnish valid GST Registration Number at the time of submitting the Offer. The bidder shall submit the proof of payment of GST

\* Bid with Nil Agency charge is liable to be rejected by the Mill Management, at its sole discretion.

**Place:-**

**Date:-**

**Signature & Seal of Tenderer**

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## **A) Terms and conditions for providing of Watch and Ward (Security)**

- 1) The bidder/ Manpower Agency mean a person or person's firm or company whose tender has been accepted by the R.B.B.A.SPG. & WVG. Mills Hinganghat, and includes the Agency's personnel representative, successors and permitted assigns.**
- 2) Tender must be submitted on or before dt.29.06.2019 at 03.00 PM at the above address.**
- 3) Rates are to be quoted in the format enclosed here with (Annexure-II) for providing watch/Ward (security), office boy etc. to R.B.B.A.SPG.& WVG. Mills Hinganghat including all liabilities/tax/service charges as per Government Rules for providing watch/Ward (security), office boy etc.**
- 4) The Tender Documents are available with R.B.B.A.SPG.& WVG. Mills Hinganghat @ Rs.100.00 (Non-refundable). In case online application, form fee Rs.100.00 is to be deposited cash before opening of tender otherwise application form will be rejected. The cost of Tender Documents Rs.100.00 will pay in favor of "NTC Ltd. (WR), Mumbai payable at Mumbai" in the form of Demand Draft of any Nationalized/Authorized Bank (Excluding Co-operative Sector Banks).**
- 5) Tender must be submitted in the prescribed form only [Two Bid System i.e. (1) Technical Bid & (2) Financial Bid], along with all the required documents as mentioned in tender documents and terms and conditions of the tender, duly signed by the tenderer of each page in token of having accepted the same and sealed covers subscribed with the reference number of tender enquiry. The tender must be addressed to the General Manager, R.B.B.A.SPG.& WVG. Mills Hinganghat**
- 6) Incomplete tender or tenders submitted with qualifying conditions or with conditions at variance with the Terms and conditions of Tender are liable to be rejected summarily.**
- 7) The Technical Bid shall be opened on date. 29.06.2019 at 03.30 PM in the presence of such of the bidders who have submitted their quotations and wish to remain present.**
- 8) The General Manager, R.B.B.A.SPG.& WVG. Mills Hinganghat, reserve the right to accept or withdraw the any offer in full or part thereof prior to /after the acceptance of the tender without assigning any reason whatsoever.**
- 9) The General Manager, R.B.B.A.SPG.& WVG. Mills Hinganghat, reserve the right to accept or reject any tender without**

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assigning any reason/reasons and offer may be given by R.B.B.A.SPG. & WVG. Mills, Hinganghat to one or more than one tenderers as The General Manager, R.B.B.A.SPG. & WVG. Mills Hinganghat, may deem fit and no claim/complaint in this regard will be entertained by The General Manager, R.B.B.A.SPG. & WVG. Mills Hinganghat.

- 10) In case offer is not accepted, the tenderer shall not be entitled to claim any cost, charges, Expenses incidentals to or incurred by the tenderer through or in connection with the mission of the offer even though R.B.B.A.SPG.& WVG. Mills Hinganghat, may elect to withdraw the invitation to tender should all invitation to tender be withdrawn or cancelled by R.B.B.A.SPG. & WVG. Mills for which R.B.B.A.SPG. & WVG. Mills shall have the right to do so at any time.
- 11) The decision of The General Manager, R.B.B.A.SPG.& WVG. Mills Hinganghat or his authorized nominee in the matter, arising out of this offer shall be final in regard to all matters relating to the contract.
- 12) After completion of tendering process successful tenderer have to sign an agreement that is prepared by R.B.B.A.SPG.& WVG. Mills Hinganghat tenderer are abide by that agreement. Agreement expenditure will be incurred by the successful tenderer. At the time of agreement Rs. 5000-/should be deposited as security deposit.
- 13) The agencies shall be responsible for any loss caused to the R.B.B.A.SPG.& WVG. Mills Hinganghat & it's property due to negligence of duty by their security guards while on duty. The same would be recovered from the agency only. The contractor shall be liable for making good all damages/losses arising out of theft, breakage, pilferage of any office furniture, equipment, fitting and fixtures whatsoever may be caused directly or indirectly by the person engaged through him/work carried out by them.
- 14) R.B.B.A.SPG.& WVG. Mills Hinganghat shall not be liable to pay any damage or compensation for any injury or for any occupational disease peculiar to the employment to any person engaged through the Manpower Agency.
- 15) The payment will be made to the Agencies for their services on submission of their bill to R.B.B.A.SPG.& WVG. Mills Hinganghat up to 10<sup>th</sup> on completion of the month after completion of all the procedures as per prevailing practice.
- 16) R.B.B.A.SPG.& WVG. Mills Hinganghat has no statutory/non statutory liabilities of Security Watch & ward provided by Security Agency while on duty if any accident / unpleasant situation happened. The overall responsibility of the same is of Security agency only.
- 17) The Personnel of the manpower Agency will under no circumstances be deemed to be the employee of the mills and they shall not demand any salary/allowance, benefits, compensation, damages or any claim arising out of their employment/duty under this



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**arrangement from the mills. Only Security Agency will be responsible for this and for compliance of various provisions of Labour Laws.**

- 18) R.B.B.A.SPG.& WVG. Mills Hinganghat should not pay any other charges than monthly payment as per the contract.**
- 19) The Agencies will submit copies of registration with authorities such as P.F. /E.S.I. / P. tax, Maharashtra wale fare fund registration and & any other document Agency may desire to submit.**
- 20) If applicable, Income Tax will be deducted at source at prevailing rates.**
- 21) Contractor shall inclusively be liable for non-compliance of the provision of the acts, laws, rules and regulations having bearing over engagement of workers directly or indirectly or execution of work and the contractor shall undertake to indemnify the company against all actions, suits, proceeding, claims, losses, damages etc. which may arise under payment of Minimum Wages Act, Workman Compensation Act, Person Injury (compensation insurance) Act, ESIC Act, Fatal Accident Act, Shops & Establishment Act, Family Pension And Deposit-Linked Insurance Scheme or any other act or status here in as specially mentioned but having direct or indirect application for the person engaged under the contract.**
- 22) The Manpower Agency shall remain liable for payment of wages or other money to his workman or employees under the Payment of Wages Act, 1936, Minimum Wages Act, 1948. The Employees Liabilities Act, 1936. Payment of bonus act, The Workman Compensation Act, 1923 or any other Act or enactment relating rules from time to time.**
- 23) In the event of the manpower Agency committing breach of any of the above terms and conditions or the services of the Security Agency being found to be unsatisfactory, the engagement of Security Agency can be terminated by the R.B.B.A.SPG.& WVG. Mills Hinganghat even before the expiry of the period of agreement by giving 15 days' notice to the Security Agency. Even otherwise the Mill will have the right to terminate the engagement of security Agency by giving one months' notice.**
- 24) The manpower Agency will not allow or permit its employees to participate in any trade union activity/agitation in the premises of the mills.**
- 25) The manpower Agency shall at all-time take all reasonable precautions to prevent any unlawful, riotous or disorderly conduct by or amongst employee and for the preservation of peace and protection of the persons, property of the neighborhood at the workplace.**

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- 26) The decision of the General Manager, R.B.B.A.SPG.& WVG. Mills Hinganghat or his authorized official/s in the matter arising out of this contract shall be final and binding in regard to all matters relating to the contract.
- 27) R.B.B.A.SPG.& WVG. Mills Hinganghat shall have right to issue addendum to tendered documents to clarify, amend, modify supplement or delete any of the condition, clause or items stated therein. Each addendum shall form a part of the original invitation to tender.
- 28) The management reserve the right for contractor work to one single party/multiple parties, if the rate are same in terms the sole desecration of management R.B.B.A.SPG.& WVG. Mills Hinganghat. shall have right to issue addendum to tendered documents to clarify, amend, modify supplement or delete any of the condition, clause or items stated therein. Each addendum shall form a part of the original invitation to tender.
- 29) The management reserve the right for contractor work to one single party/multiple parties, if the rate are same in terms the sole desecration of management.
- 30) Tenderer shall note that R.B.B.A.SPG. & WVG. Mills Hinganghat may alter the above Terms and Conditions of tender at any stage, if necessary.

**General Manager**

**R.B.B.A.SPG. & WVG. MILLS,**

**HINGANGHAT**