

Government Sunder Nursery Management Trust (GSNMT)

TENDER FOR PROVIDING MANPOWER (CASHIER FOR TICKET COUNTERS)

**AT
Sunder Nursery – Delhi's Heritage Park**

Last Date & Time for Submission of Sealed Tenders : December 27, 2022 upto 3 pm
Total Number of Pages : 23 (twenty-three)



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Technical & Commercial Bid

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Government Sunder Nursery Management Trust
Sunder Nursery, Nizamuddin, New Delhi 110013

NOTICE INVITING TENDER

GSNMT invites sealed tenders in Two Bid system (Techno – commercial and Financial Bids in two separate covers) from registered and experienced Agencies for providing manpower (Cashiers for ticket counter) to the Sunder Nursery – Delhi's Heritage Park located at Nizamuddin, New Delhi 110013.

1.	Name of the Tender	Tender for providing manpower (cashiers for ticket counter) to the Sunder Nursery – Delhi's Heritage Park, Nizamuddin, New Delhi 110013.
2.	Tender Documents	Tender Documents can be downloaded from the website www.sundernursery.org and alternatively, Tender documents can be collected at the office of Govt. Sunder Nursery Management Trust, New Delhi, between 10 am to 4 pm from 22 nd to 26 th December, 2022.
3.	Last date for submission of tenders	Tuesday, 27th December 2022, upto 03.00 pm. Tenders may be submitted at the office of the GSNMT, Sunder Nursery, Nizamuddin, New Delhi 110013. Alternatively, tenderers may send the tender documents through Speed Post or courier to reach before the last date of submission. The GSNMT will not be responsible for any postal delay in receipt of tender documents.
4.	Date of opening the Technical Bid (Cover – 1)	The Technical bids shall be opened on the same day i.e. 27th of December, 2022 at 03.30 pm. In the event, the specified date of bid opening is declared as a holiday for GSNMT. The bid shall be opened on the next working day at the specified time and location.
5.	Date of opening of Financial bid (Cover – 2)	After evaluating the technical bids on GSNMT Parameters, the financial bids of successful bidders shall be opened on 28th December 2022 at 4 pm or any other date at the discretion of GSNMT as notified, even if bidders are not present. In the event, the specified date of bid opening is declared as a holiday for GSNMT, the bid shall be opened on the next working day at the specified time and location.
6.	Validity of Tender	The tender shall be valid for 90 days from acceptance from the date of opening of the Financial Bid.
7.	Income Tax	The required amount of TDS will be deducted as per the latest Income Tax rules or those modified by Government from time to time from all payments made to the bidder.
8.	Earnest Money Deposit	Sealed tenders along with an account payee bank draft for Rs.60,000/- (<i>Rupees Sixty Thousand Only</i>) as earnest money in favor of Govt. Sunder Nursery Management Trust, payable in New Delhi, with the name of the work and the name of the tender written on the envelope, will be received at the office of Govt. Sunder Nursery Management Trust. <u>The EMD draft should be enclosed with the technical bid document.</u> The earnest money shall be returned to the unsuccessful tenderers within a period of 30 (Thirty) days from the date of Tender opening. For the successful tenderer, the earnest money deposit shall form a part of the security deposit. No interest shall be paid on earnest money.
9.	Amount in words	Bidder shall write the amount in numbers and in words. In case of any discrepancy, the amount in words shall be considered as final and binding on both parties.



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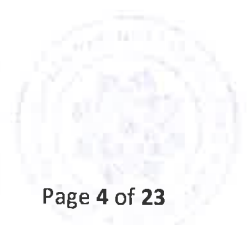
GOVERNMENT SUNDER NURSERY MANAGEMENT TRUST

Note:

1. GSNMT reserves all rights at any time to reject any tender / bid at any stage and/or time fully or partly for whole process and/or for particular contractor and also reserves all rights at any time to add, alter, modify, change, edit & delete any item and/or condition at any stage and/or vary all or any of these terms and conditions or replace fully or partly for whole process and/or for particular contractor or vary all or any of these terms and conditions or replace without assigning any reasons whatsoever. In this regard, the decision of GSNMT shall be final and binding on all the participants.
2. GSNMT reserves right to reject any or all tenders / bids and the entire tender process without assigning any reason whatsoever.
3. Canvassing in any form in connection with the tender is strictly prohibited and the tender submitted by the Agency who resorts to canvassing is liable to be rejected.
4. GSNMT or its representatives shall not entertain any bidder during the period of the collecting and submitting of tender documents.
5. GSNMT reserves the right to verify the particulars furnished by the tenderer/ bidder, independently.
6. In no case, the request of bidder for change or modification in any terms and conditions related to payment shall be entertained.
7. GSNMT reserves the right to modify any condition of Tender documents at any time. GSNMT can also issue corrigendum to this tender by notifying the same at www.sundernursery.org.
8. GSNMT reserves the right to award the contract in full or in part to one or more bidders/Agencies without assigning any reason, whatsoever.
9. GSNMT also reserves the right not to accept the lowest bid.



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Section - I
ELIGIBILITY CRITERIA

General Eligibility

This invitation to respond to the Tender is open to such qualified and reputed Agencies which are registered and have their registered office in India. Along with the General Eligibility criteria, bidder has to satisfy the following criteria:

1. The Bidder shall have its Registered Office, preferably in Delhi/Delhi NCR and in case of firm/company having Registered Office in any other State/Union Territory, it must have its Branch office in Delhi/Delhi NCR.
2. Copies of the P&L Account and Balance Sheet duly certified by the Chartered Accountant must be enclosed with the Tender document.
3. The bidder shall have an experience in providing manpower to the Government Departments/ Autonomous Institutions/Universities/Public Sector Undertakings or Public Sector Banks or Local Bodies/ Municipalities and **must have at least two executed or running single work order/contract value more than Rs.20 Lakhs per annum**, in the last three financial years. The details of names and address of such organizations along with the value of the contract be provided as part of Technical Bid.
4. The Bidder shall have a minimum of 3 years experience in of providing manpower for different tasks.
5. There should be no case pending with the police against the Proprietor/ Firm/ Partner or the Company (Agency).
6. The bidder shall have a minimum strength of 70 manpower on its rolls.
7. The Bidder shall have the following Registrations and details of the same shall be provided in the Technical Bid:
 - (a) PF Registration
 - (b) ESI Registration
 - (c) GST Registration
 - (d) Valid License, issued by Regional Labour Commissioner, Govt. of India
 - (e) Proof of compliance of other statutory requirements
 - (f) Income Tax clearance certificate
 - (g) Copies of contracts already executed and those in hand along with their value
 - (h) Statement indicating financial status, total manpower engaged in various other contracts
 - (i) Proof of Registration of firm /Agency along with Proprietary Certificate/Partnership Deed, Certificate of Incorporation, MOA, AOA as the case may be
 - (j) Profile of the Company / Agency/ Firm



Section - II
INSTRUCTIONS TO TENDERERS

- 1.1 Please examine each and every clause of Tender documents carefully. One set of Tender Documents consisting of Instructions to Tenderers, General Conditions of Contract, Scope of Work etc. will be issued to each Bidder. Bidder shall submit the Tender Documents duly signed and stamped on each page of tender in token of his acceptance along with his bid.
- 1.2 Bid shall remain valid for 90 days from the date of opening of financial bids.
- 1.3 Sealed tenders are invited under two bid systems directly from the established, registered, reputed agencies/firms/companies having wide infrastructure for providing manpower services to the GSNMT.

1.4 CLARIFICATION REQUESTS BY BIDDER

- 1.4.1 Although the details presented in this Tender Documents consisting of conditions of contract, scope of work etc., have been compiled with all reasonable care, it is the Bidder's responsibility to ensure that the information provided is adequate and clearly understood.
- 1.4.2 Bidder shall examine the Tender documents thoroughly in all respect.
- 1.4.3 Any failure by Bidder to comply with the aforesaid requirement shall not absolve the Bidder from liability, after subsequent award of contract, from performing the work in accordance with the Tender Documents.

1.5 AMENDMENT OF TENDER DOCUMENT

- 1.5.1 GSNMT may, for any reason whether at its own initiative or in response to the clarification requested by the prospective Bidder, issue amendment in the form of addendum/ corrigendum during the Bidding period and subsequent to receiving the bids.

Any addendum/corrigendum thus issued shall become part of Tender document and Bidder shall submit 'original' addendum/corrigendum duly signed and stamped in token of his acceptance.

- 1.5.2 For addendum issued during the Bidding period, Bidder shall consider the impact in his Bid. For addendum issued subsequent to receiving the Bids, Bidder shall follow the instructions issued along with addendum with regard to submission of impact on quoted price/revised price, if any.

2. DOCUMENTS COMPRISING THE BID

- 2.1 GSNMT intends to fully evaluate the Technical and Commercial Submissions.



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2.2 Bidder is advised to furnish the complete and correct information required for evaluation of his Bid. If the information/ documentation forming basis of evaluation is found incomplete/ incorrect the same may be considered adequate ground for rejection of the bid.

2.3 Bidder shall arrange his bid in the following order:

I) PART-I TECHNICAL PART (BID)

Technical Part shall comprise of the attachments, specifying attachment number arranged in the order as follows:

- a) Submission of Declaration letter along with Tender documents.
- b) Power of Attorney in favour of authorized signatory of the Bidder.
- c) Organization details
 - In case of a proprietorship firm, the name and address of proprietor, and attested copy of 'Certificate of registration of firm'.
 - In case Bidder is a partnership firm, attested copy of the partnership deed.
 - In case of company (whether private or public), attested copy of the 'Certificate of Incorporation' together with attested Memorandum/Articles of Association, along with certified copy of the Board Resolution for decision of the company to participate in bids.
- d) **Composition of the Agency** – Full particulars (whether contractor is an individual, or a partnership firm, or a company etc) of the composition of the Agency in detail should be submitted along with name(s) and address(es) of the partners/copy of the Articles of Association/Power of Attorney/any other relevant document.
- e) **Work experience during the specified period**
Copies of the detailed work orders indicating date of award, value of awarded work should be enclosed as proof of the work experience.
- f) **Details of completed works** – The client-wise names of work(s), year(s) of execution of work(s), awarded and actual cost(s) of executed work(s), name(s) and full contact-details of the officers/authorities /departments under whom the work(s) was/were executed should be furnished.
- g) **Credit worthiness of the Tenderer and its turnover during the specified period** – Balance sheets of last 3 years should be enclosed ending 31st March, 2022.
- h) **Name(s) & Address(s) of the bankers of the Tenderer and their contact details.**
- i) List of staff with their qualification and experience.
- j) Copies of labour license, works contract registration and GST registration certificate, Proof of Registration with ESI & PF Commissioner with separate code, Proof of compliance of other statutory requirements, Profile of the Company/ agency/ firm.
- k) Check list of submission of bid.



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- l) Any other relevant document, Bidder desires to submit.

II) PART-II PRICED FINANCIAL PART (PRICE BID)

- a) Priced-financial Part shall be submitted duly filled in.
- b) No stipulation, deviation, terms & conditions, presumption, basis etc. shall be stipulated in Price part of bid. GSNMT shall not take cognizance of any such statement and may at their discretion reject such price bids.

3.0 SUBMISSION OF BID

3.1 SUBMISSION IN TWO SEPARATE ENVELOPS

- 3.1.1 Technical and Financial part must be submitted in separate sealed envelopes clearly mentioned as “**Technical Bid**” and “**Financial Bid**” and both the sealed envelopes to be put into another envelope and it should be superscribed as “**Tender for providing manpower (Cashiers for ticket counter) at Sunder Nursery – Delhi’s Heritage Park.**”

I) PART-I TECHNICAL PART

- a) This part shall contain Technical Bid. This envelope shall comprise of the signed copy of Tender documents, addendum (if any), the information listed for submission in Part -I under Para 2.3 (I) above. Techno-commercial bid disclosing prices shall be summarily rejected.
- b) The envelope shall have following information clearly written on the outside of the envelope, failing which GSNMT will assume no responsibility for the misplacement or premature opening of the bid.

Part-I Technical Part

“Tender for providing manpower (Cashiers for ticket counter) at Sunder Nursery – Delhi’s Heritage Park”

Due date & time of Opening: _____

From: Address of Bidder: _____

II) PART-II SEALED PRICED FINANCIAL PART

- a) This part of the bid shall contain the Schedule of Rates, duly filled in all respects and other information specifically requested for submission in price part under Para 2.3 (II) above. The envelope shall have the following information clearly written on outside of the envelope, failing which GSNMT will assume no responsibility for the misplacement or premature opening of the bid.



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Part-II Financial/Price Part

“Tender for providing manpower (Cashiers for ticket counter) at Sunder Nursery – Delhi’s Heritage Park”

Name and Address of Bidder: _____

3.2 Address to which bids are to be sent (Post/Courier/Hand /etc.)

**Manager Operations
Govt Sunder Nursery Management Trust
Sunder Nursery,
Nizamuddin,
New Delhi 110013**

Bid received after the time and date fixed for receipt of bid is liable for rejection. In case of incomplete submissions, GSNMT shall not be under any obligation to give the bidder an opportunity to make good such deficiencies and GSNMT may at its discretion treat such bids as incomplete and not consider for further evaluation. Incomplete Tenders will be rejected summarily.

3.3 SIGNING OF TENDER

The Tender shall contain the name, place of business and other prescribed details of the person(s) making the Tender and shall be sent by the Tenderer under his signature. Partnership firms shall furnish full names of all the partners and shall annex a copy of the Partnership Deed with the Tender. It shall be signed in the partnership name by all the partners or by duly authorised representative followed by the name and designation of the person signing. Tender by body corporate shall be signed in the name of body corporate by a person duly authorised to do so. All the pages/documents of the Tender should bear the signature of the tenderer with date. All the entries by the tenderer should be in one ink & legibly written. Any over-writing, corrections & cuttings should bear dated initials of the tenderer. Corrections should be made by writing again instead of shaping or over-writing.

Rates should be quoted both in figures as well as in words. In case the rates quoted in words & figures are at variance, the rates written in words shall be taken as final.

3.4 TECHNO-COMMERCIAL DISCUSSIONS

Techno-commercial discussions with bidder shall be arranged, if needed.

4. AWARD OF WORK

4.1 The bidder whose bid is accepted by GSNMT shall be issued a Letter of Intent (LOI).

Bidder shall confirm acceptance by returning a signed copy of the LOI. The successful bidder shall be required to execute a formal agreement in accordance with the ‘Proforma of Articles of Agreement’ within 7 days of receipt of LOI/Detailed Letter of Award.



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Contract Documents to be signed between GSNMT & selected bidder shall consist of the following:

- a) Agreement
- b) Letter of Intent/ Detailed letter of award
- c) Original Tender document
- d) Addendum / Corrigendum issued to bidder, if any.

- 4.2 GSNMT reserves the right to award the work to more than one bidder on the rates approved by GSNMT for better service options.



Section – III SCOPE OF WORK

A. General Specifications:

Site Details	Sunder Nursery – Delhi's Heritage Park
Sunder Nursery, Nizamuddin	Manager Operations + 91 11 21420556, 40700700

All the Staff deputed at the site should be insured for any accident. Service Provider will take full care in terms of safety and security of their employees and GSNMT will not be responsible for any untoward incident during any activity carried out at site.

1. Services

Objective

Cashier to manage all transactions with visitors accurately and efficiently.

Cashier responsibilities include receiving payments and issuing tickets and keeping track of all cash and credit transactions. To be successful in this role, should have previous experience in a customer service position and good knowledge of how cash registers operate. He/she should also be available to take evening and weekend shifts occasionally.

Ultimately, he/she will ensure all transactions run smoothly and will help us maximize visitor satisfaction.

2. Training for Cashier

- Candidates should undergo a minimum of three days basic training.
- Fortnightly training of personnel is to be undertaken.

3. Job Profile for Cashier

Responsibilities

- Manage transactions with visitors using cash registers
- Collect payments whether in cash, e-wallet or card
- Issue tickets, refunds, etc.
- Guide to visitors about the park and provide relevant information
- Greet customers when comes to the counter and leaving
- Maintain clean and tidy checkout areas
- Track transactions on balance sheets and report any discrepancies

Requirements

- Work experience as a Retail Cashier or in a similar role in sales
- Basic PC knowledge
- Familiarity with electronic equipment, like cash register and POS



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- Good math skills
- Strong communication and time management skills
- Customer satisfaction-oriented
- Sr. Secondary or Graduate degree in any discipline
- Should have worked in the same role for 2-3 yrs. in like public visiting places, BPO's / large facilities.

4. Manpower

For carrying out the above job, the Tenderer shall be required to employ the following manpower at Sunder Nursery:

S.No.	LOCATION	No. of manpower
1.	Sunder Nursery – Delhi's Heritage Park	01 (one) Head Cashier (under the clerical category – graduate and above) 08 (eight) Cashier (under the clerical category "Matriculate but not graduate)

The manpower required is indicative, and the actual number may vary.

5. Working hours for cashier

Working hours for the staff 8.30 hours a day. The above-mentioned manpower required a full month as Sunder Nursery is a public park and open all 7 days a week morning 6 am to 10 pm. The staff will come in the shifts, and the contractor will deploy the manpower as per the requirement at the site/ consultation of GSNMT. The agency shall provide weekly off/ holidays as per relevant laws to its personnel so deployed at the Premises. **However, at the same time, it shall be the responsibility of the Agency to ensure uninterrupted services on all days, including holidays.** However, in the event of any personnel being on leave/absent, the Agency shall ensure suitable alternative arrangements to make up for the such absence with a suitable reliever at the site.



Section - IV
GENERAL CONDITIONS OF THE CONTRACT

1. SCOPE OF SERVICES

Scope of Services as detailed in Scope of Work (Section-III).

2. Payslips to be provided clearly mentioning all the details on monthly basis to each of the personnel.
3. The Agency shall provide weekly off/holidays as per relevant laws to its personnel so deployed at the Premises, however, at the same time it shall be the responsibility of the Agency to ensure uninterrupted services on all days including holidays. However, in the event of any personnel being on leave/absent, the Agency shall ensure suitable alternative arrangement to make up for such absence.

4. PRICE

The prices as quoted shall be valid up to a period of two years w.e.f. 1st January, 2023 to 31st December, 2024. However, for the purpose of payment to the successful bidder, **minimum wages will be taken as the rates prevailing in the concerned month as notified by the Governments of NCT** from time to time, notwithstanding the rates mentioned in the Financial Bid. The amounts of statutory contributions e.g. PF, ESI will also be suitably computed as per prevailing rates and the Contractor will be paid minimum wages, PF and ESI at enhanced rates. No claim for escalation of Service charges shall be entertained.

5. PAYMENT TERMS

The payment would be made on monthly basis. The Agency to whom the Contract is assigned, shall forward its monthly bill so as to reach the GSNMT latest by 3rd day of each succeeding month. Payment of the Bills shall be made after scrutiny/verification, by the 10th day of the every month in respect of the services rendered in the preceding month. TDS will be deducted as per the prevailing rate.

6. The Agency shall render the Services as per the Scope of Work in terms of the quality standards as per the terms of the tender. The quality of service shall be outstanding and any deviation on account of quality of services shall give right to GSNMT to terminate the contract. In case the agency to whom the contract has been awarded fails to execute the job as per the terms and conditions of the contract, work will be got executed through other agency at the agency's risk and cost.

The GSNMT reserves the right to appoint alternate source/agency by giving due caution notice and levying penalty as deemed appropriate in this regard.

7. PERIOD OF CONTRACT

The contract shall be valid initially for a period of two years w.e.f. 1st January, 2023 to 31st December, 2024. GSNMT will evaluate the performance of services of the Agency. If the services are found satisfactory, the GSNMT reserves the right to extend the contract for another one year on the terms as may be mutually agreed. The parties may, if so desire, extend or renew the contract on such terms and conditions as mutually agreed by the parties.



8. **ASSIGNMENT**

The Agency shall not assign/ sublet the work or any part thereof except with the prior written consent of the GSNMT. Such consent even if provided shall not relieve the Agency from any liability or any obligation under the contract.

9. **TERMINATION OF CONTRACT**

9.1 Either party may terminate the Contract, without assigning any reason, by giving a one month notice in writing to the other.

9.2 In addition to any other rights or remedy available to GSNMT, the GSNMT may terminate the contract, at its option in whole or part, by giving a one month notice in writing, in case of any of the following violations by the Agency, if the violations are not remedied in the notice period to the satisfaction of the GSNMT.

(A) the Agency refuses to render all or any of the **Services** which the Agency is required to render under the Contract, or refuse to render the same within the time or in the manner or otherwise according to the Contract;

(B) the Agency becomes incapable of or unable to perform the Contract;

(C) death of Proprietor or dissolution of Agency or commencement of liquidation or winding up proceedings or appointment of a Receiver or insolvency of the Agency.

(D) distress execution or other legal process being levied on or upon any of the Agency's assets.

(E) the Agency or any person employed by him made an offer for any purpose in connection with the Contract by way of any gift, gratuity, royalty, commission, gratification or other inducement (whether in money or in any other form) to any employee or agent of the GSNMT. The decision of the GSNMT as to whether any of the event/contingencies mentioned above has occurred shall be final and binding upon the Agency.

(F) Agency assigns or sub-lets the work under the contract without prior written permission from the GSNMT.

9.3 Upon termination of the contract in whole or in part, the Agency shall be entitled only to receive payment in accordance with the Contract for the **Services** rendered under the contract till the date of termination of contract, and shall not be entitled to any other payment or compensation.

10. **FORCE MAJEURE**

10.1 In the event of either party being rendered unable by force majeure to perform any obligation required to be performed under the Contract by such party, the relative obligation of the party affected by such force majeure shall upon notification to the other party be suspended for the period during which such cause lasts. The cost and loss sustained by the either party shall be borne by the respective parties.

10.2 The term 'Force Majeure' as employed herein shall mean Acts of God, like fire, earthquake, flood, sabotage, and other irresistible cause like war, revolt, riot which are beyond the control of



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the either party. However, strike, lockout & other labour or student unrest will not constitute 'force majeure' for the purpose of this contract in respect to obligations of Agency.

- 10.3 Upon the occurrence of such cause(s) and upon its termination, the party alleging that it has been rendered unable as aforesaid thereby, shall notify the other party in writing immediately but not later than 72 (Seventy-two) hours of the alleged beginning and ending thereof giving full particulars and satisfactory evidence in support of its claim. Time for performance of the relative obligation(s) suspended by the force majeure shall stand extended by the period during which such cause lasts.
- 10.4 If rendering of services are suspended by force majeure conditions applicable to the Agency lasting for an aggregate period of more than 1 (one) month, the GSNMT shall have the option of cancelling the contract in whole or in part or re-negotiate the contract provisions.
11. The persons engaged by the Agency shall be the employees of the Agency and in no circumstances shall be entitled to claim relationship of employer-employee with the GSNMT.
12. In case the GSNMT is being made party to any litigation by the employee of the Agency for any reason whatsoever, the Agency shall bear/indemnify any cost incurred by the GSNMT.
13. **INSURANCE AND SAFETY**
The agency will ensure that all staff deployed in the GSNMT's site are duly covered under applicable Insurance policies. Strict safety measures shall be observed by the Security Agency till the completion of the assignment. The agency shall bear all the expenses for the treatment and care of any injured worker(s) as per the prevailing laws. The same rules are applicable in case of the death of any worker (s).
14. **INDEMNITY**
The Agency shall at all times indemnify the GSNMT and shall keep it indemnified from and against any claim, loss, damage, action, proceedings, costs, charges and expenses that may be suffered or incurred by the GSNMT on account of any misrepresentation or material breach of any representation made by the Agency or the terms and conditions herein contained or on account of any default or breach or violation or non-observance or non-performance of any applicable law, statute, rule, regulation, directive or guidelines by Agency or any of its employees or representatives or agents in relation to the contract and attributable to Agency.
15. **BLACKLISTING**
Without prejudices to the other rights, the GSNMT reserves the right to blacklist the Agency in case the Agency commits breach of any terms and conditions of the contract and such blacklisting shall be for the period as decided by the GSNMT.
16. **ARBITRATION CLAUSE**
That in the event of any question, dispute or differences arising out of or in connection with any of the terms and conditions of the tender document or the agreement arising thereunder, in the first instance, the parties hereto shall try to resolve the same by mutual consultation, failing which the same shall be referred to the sole arbitrator to be appointed mutually by the parties. The Arbitration and Conciliation Act, 1996 and any statutory modification or re-enactment thereof, shall apply to these arbitration proceedings. Arbitration proceedings shall be held at Delhi and the language of the arbitration proceeding shall be English. The arbitral award shall be final and binding upon both the parties. All Arbitral Awards shall be in writing and shall state the reasons therefore. The cost of the Arbitration shall be borne by both the parties equally.



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17. **GOVERNING LAW AND SETTLEMENT OF DISPUTES**

This Contract shall be construed and interpreted in accordance with Indian laws. The courts at New Delhi shall have exclusive jurisdiction to adjudicate on any matter arising out of or incidental to this Contract.

18. **AMENDMENT TO CONTRACT**

The contract shall not be deemed or understood to have been amended unless amended by a document signed by an authorized representative of each of the parties to the Contract.

19. **COMPLIANCE WITH LAWS**

The Agency shall at its own cost and initiative fully comply with all applicable laws of the land and with all applicable by-laws, rules, regulations and any other provisions having the force of law, made or promulgated or deemed to be made or promulgated by any government, government agency or department, municipal board or any other government or regulatory body etc. and shall provide all certificates of compliance therewith as may be required by such applicable laws, by-laws, rules, regulations and orders etc. The Agency shall assume full responsibility for discharge of all statutory obligations such as wages, Leave Salary/Leave Encashment, allowances, compensations, EPF, Bonus, Gratuity, ESI, etc. relating to personnel deployed in the Premises. The GSNMT shall have no liability in regard thereto. In particular, the Agency shall ensure compliance with the following and their re-enactments/amendments:

The Payment of Wages Act 1936

The Employees Provident Fund Act, 1952

The Contract Labour (Regulation and Abolition) Act, 1970

The Payment of Bonus Act, 1965

The Payment of Gratuity Act, 1972

The Employees State Insurance Act, 1948

The Child Labour (Prohibition and Regulation) Act, 1986

The Minimum Wages Act, 1948



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INFORMATION ABOUT TENDERER

1. Name of Tenderer :
2. Address with contact details & email etc. :
 - (a) Head Office :
 - (b) Branch Office :
3. Details of the firm/agency/company :
(whether proprietorship/ partnership/ pvt ltd company/ ltd company etc.)
Please provide relevant documents like M&A, Partnership Deed Registration No./ proprietorship etc.
4. Has your concern changed its name at any time? If so, when and the reasons thereof. :
5. Date of commencement of Business :
6. No. of manpower at roll :
7. GST Registration No. :
(Attach copy of above)
8. Details of registration with statutory authorities :
 - (a) PF No. :
 - (b) ESI No. :
9. Income tax assessment certificate for the :
last three financial years i.e. 2019-20,
2020-21 and 2021-22.



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10. Details of places where manpower services are being provided to Govt./ Public Sector Undertakings/ Educational Institutions /Public Limited co./Public Places in the last three years.

Organisation	Nature of Job	Value	Contract Period	Manpower deployed	Contact Person at such orgn with Tel. No. and his designation	Certified copy from the organization showing the annual transaction value. (Last three FY)

11. Furnish details of work orders/ performance certificates clearly mentioning the value of work more than Rs.20 lakhs and period of contract during last three years
(attach copies also)

b)

12. Details of infrastructure :

13. Name & address of Principal Bankers :

14. Turnover receipts for the last 3 financial years

2019 – 20 :

2020 – 21 :

2021 – 22 :

Attach audited accounts and / or CA. certificate for the above years



P. S. Srinivasan



15. Any other relevant information :

Signature of the tenderer(s)

Name and Designation of authorised person
signing the tender on behalf of the tenderer(s) with Rubber Stamp.

Full Name and address of the tenderer(s).



Declaration Letter from the Contractor

Reference No: _____

Date: _____

From: _____

Sub: Tender for providing manpower (Cashiers for ticket counter) at Sunder Nursery – Delhi's Heritage Park.

Dear Sir,

Having examined the Tender Documents for providing **manpower (Cashiers for ticket counter) at Sunder Nursery – Delhi's Heritage Park, Nizamuddin, New Delhi 110013** comprising of Notice Inviting Tenders, Instructions to Tenderer(s), General Conditions, Scope of Work etc., (hereinafter called the '**Tender Documents**') and having understood the provisions of the said tender documents, I/We hereby submit my/our offer to you in accordance with the terms and conditions and within the time mentioned in the Tender Documents at the price quoted by me/us in the Financial Bid Form being submitted separately duly signed in a sealed cover as required along with Commercial and Technical bid in soft copy. I/We have enclosed with this tender duly signed the following documents namely:

1. Instructions to Tenderer(s)
2. Scope of Work
3. General Conditions
4. Information about the Tender
4. Price offered Part i.e., Financial Bid
5. Other documents as required

I/We hereby undertake that the statements made herein and the information given by us are true in all respect and that in the event of any such statement or information being found to be incorrect in respect of any of particulars, the same may be construed to be a misrepresentation entitling the GSNMT to avoid any resultant contract/terminate the contract and I/we will compensate the GSNMT for any loss/damage caused due to such misrepresentation and the GSNMT may also, at its discretion may blacklist the tenderer.



Palvinder Singh

We further note, that GSNMT can amend/alter/ modify the conditions in its discretion.

- (ii) We also agree, that GSNMT reserves the right to cancel the entire process of tender without assigning any reason.

Yours faithfully,

Signature of the tenderer(s)

Name and Designation of authorised person
signing the tender on behalf of the tenderer(s) with Rubber Stamp.

Full Name and address of the tenderer(s).



**FINANCIAL BID
(Part-II)**

Schedule of Rates

Rates are to be provided strictly in the following format; not following this format will lead to the cancellation of the tender:

The number of manpower as mentioned in **Scope of Work**.

(Duty Hours – 8.30 Hrs.)

S.No.	Particular	Per person / Per Full Month Amount (INR)
1.	Manpower for Cashier	
a)	Head Cashier (under the clerical category – graduate and above)	
b)	Cashier (under the clerical category “Matriculate but not graduate)	
	Total:	

Please attach the detailed breakup of per person/per month and GST to be mentioned extra.

Note:-

- The **manpower** will be considered under the **category mentioned above as per the minimum wages of the Government of NCT of Delhi**. The Tenderers are expected to submit their respective bids considering the above consideration. The successful bidder shall provide trained personnel and use its best endeavour to provide services to the GSNMT. Rates quoted will include all **statutory obligations of the contractor under the Code on Wages, 2019, Contract Labour (R&A) Act, 1970, weekly-off replacement charges**, and all kinds of taxes, etc. applicable to the agency. The rate quoted will be for per shift of 8.30 hours per person per month. **If the minimum wages is revised by the Government of NCT of Delhi**, the incremental wages, if applicable, will be provided.
- The offers/bids which are not in compliance of Minimum Wages Act and any other Labour laws will be treated as invalid.
- The contract will be for two years w.e.f. 1st January, 2023 to 31st December, 2024.
- The number of manpower required shown above is indicative and the actual quantity may vary.
- The bidders shall quote the rates in Indian Rupees.
- All the columns shall be clearly filled in ink legibly or typed. The tenderer should quote the number, rates and amount tendered by him/them in figures and as well as in words. Alterations, if any, unless legibly attested by the tenderer shall disqualify the tender. The**



[Handwritten signature]

tenderer shall take care that the rate and amount may be written in such a way that interpolation is not possible. No blanks should be left which would be otherwise made the tender liable for rejection.

The Price Bid should be on the agency/ company/ firm letter head and submitted in a separate sealed envelope.

Signature of the tenderer(s)

Name and Designation of authorised person
signing the tender on behalf of the tenderer(s) with Rubber Stamp.

Full Name and address of the tenderer(s).



