



केन्द्रीय सिविल सेवा साँस्कृतिक एवं क्रीड़ा बोर्ड

**Central Civil Services Cultural & Sports Board**

Department of Personnel and Training  
Ministry of Personnel,  
Public Grievances and Pensions  
GOVERNMENT OF INDIA

(Registration No. 2621)

Phone : 011 -24624204  
Fax : 011-24646961

361, B-Wing, 3rd Floor  
Lok Nayak Bhawan  
New Delhi- 110003

No.101/1/2014-15/CCSCSB

Dated 16.01.2015

**TENDER ENQUIRY NOTICE**

**Sub: Services for security at Central Civil Services Cultural & Sports Board (CCSCSB) Ground at Vinay Marg, New Delhi.**

Central Civil Services Cultural & Sports Board solicits Open Tender Enquiries on TWO BID system basis for obtaining services for security at Central Civil Services Cultural & Sports Board (CCSCSB) Ground at Vinay Marg, New Delhi as per Scope of Work @ three un skilled guards for 261 days (783 man days), four un-skilled guards for 104 days( 416 man days) and one semi-skilled Supervisor 365 man days (for 8 man hours per day), Total Man Hours = 12512.

2. Tender Enquiry for Security at Central Civil Services Cultural & Sports Board (CCSCSB) Ground at Vinay Marg, New Delhi is attached herewith.

  
**(Abhay Jain)**  
**Secretary (CCSCSB)**



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## **TENDER ENQUIRY NOTICE**

The Tender Enquiring (TE) is being issued with no financial commitment and the Central Civil Services Cultural & Sports Board (CCSCSB) reserves the right to change or vary any part thereof at any stage. CCSCSB also reserves the right to withdraw the TE, should it become necessary at any stage without assigning any reason.

### **Part -I General Information**

1. Last date and time for depositing the Bids- 09.02.2015 at 2.30 pm.
2. Manner of depositing the Bids: Should be either dropped in the Tender Box marked as Tender Box or sent by registered post at the address given above so as to reach by the due date and time. Late tenders will not be considered. No responsibility will be taken for postal delay or non-delivery/non-receipt of Bid documents. Bid sent by FAX or e-mail will not be considered.
3. Time and date for opening of Bids: 09.02.2015 at 3.30 pm.

(If due to any exigency, the due date for opening of the Bids is declared a closed holiday, the Bids will be opened on the next working day at the same time or on any other day/time, as intimated by the CCSCSB at the same venue.)

4. **Location of the Tender Box:** CCSCSB Office Room No. 361, B-Wing Lok Nayak Bhawan, Khan Market New Delhi-110003.

(Only those Bids that are found in the tender box will be opened.)

5. **Place of opening of the Bids:** CCSCSB Office, Lok Nayak Bhawan.

The Bidders may depute their representative, duly authorized in writing to attend the opening of Bids on the due date and time. Rates and important commercial/technical clauses quoted by all Bidders will be read out in the presence of the representative of all the bidders. This event will not be postponed due to non-presence of the bidder's representative.

6. **Two-Bid system:** Bidders should submit the Commercial & Technical bid in separate envelopes. The envelope should be marked as 'Commercial Bid' & 'Technical Bid'. Only the technical bid would be opened on the time and date mentioned above. Date of opening of the Commercial Bid will be intimated after acceptance of the Technical Bids. Commercial Bids of only those firms will be opened whose Technical Bids are found complete/suitable after technical evaluation is done by the CCSCSB.
7. **Forwarding of Bids:** Bids should be forwarded by Bidders under their original memo/letter head inter alia furnishing details like TIN number, VAT/CST number, Bank Address with EFT Account if applicable with complete postal & e-mail address of their office.
8. **Clarification regarding contents of the TE:** A prospective bidder who requires clarification regarding the contents of the bidding documents shall notify to the CCSCSB in writing about the clarification sought not later than 14 (fourteen) days prior to the date of opening of the Bids. Copies of the query and clarification by the CCSCSB will be sent to all prospective bidders who have received the bidding documents.
9. **Modification and withdrawal of Bids:** A bidder may modify or withdraw his bid after submission provided that the return notice of modification or withdrawal is received by the CCSCSB prior to deadline for submission of bids. A withdrawal notice may be sent by fax but it should be followed by a signed confirmation copy to be sent by post and such signed confirmation should reach the CCSCSB not later than the deadline for submission of bids. No bid shall be modified after the deadline for submission of bids. No bid may be withdrawn in the interval between the deadline for submission for bids and expiration of the period of the bid validity specified.
10. **Clarification:** Clarification regarding contents of the bid during evaluation and comparison of bids the CCSCSB at its discretion, may ask the bidder for clarification of his bid. The request for clarification will be given in writing and no change in prices or substance of the bid will be sought, offered or permitted. No post-bid clarification on the initiative of the bidder will be entertained.
11. **Rejection of bids:** Canvassing by the bidder in any form, unsolicited letter, over writing and post-Tender correction may invoke summary rejection with forfeiture of EMD. Conditional tenders will be rejected.
12. **Un-willingness to quote:** Bidders unwilling to quote should ensure intimation of this effect reaches before the due date and time of opening of bids failing which the defaulting bidders may be delisted.
13. **Validity of Bids:** The bids should remain valid for 90 days from the last date submission of the bids.

14. Rates may be quoted in figures as well as in words also.

### **Part –II Essential Details of Terms/Service required**

Service contract for Security at Central Civil Services Cultural & Sports Board (CCSCSB) Ground at Vinay Marg, New Delhi as per Scope of Work @ three un skilled guards for 261 days(783 man days), four un-skilled guards for 104 days( 416 man days) and one semi-skilled Supervisor 365 man days (for 8 man hours per day), Total Man Hours = 12512.

2. **Delivery Period:** Delivery period for supply of items would be one year from the date of actual start of work against supply order i.e. from the effective date of contract. Please note that Contract can be cancelled unilaterally by the CCSCSB in case items are not received within the contracted delivery period. Extension of contracted delivery period will be at the sole discretion of the CCSCSB with applicability of LD clause.
3. **Earnest Money Deposit :** Bidders are requested to submit Earnest Money Deposit(EMD) for amount of Rs.18,000/- along with their bids. The EMD may be submitted in the form of an account payee Demand Draft, Fixed Deposit Receipt, Banker's Cheque or Bank Guarantee form any of the Public Sector Banks or a Private Sector Bank authorized to conduct government business. EMD to remain valid for a period of forty five days beyond the final validity period. EMD of the unsuccessful bidders will be returned to them at the earliest after the expiry of the final bid validity on latest on or before the 30<sup>th</sup> days after the award of the contract. The EMD of the successful bidder would be return, without any interest whatsoever, after the receipt of Performance Security from them as called for in the contract.
4. **Consignee details:** The Secretary, CCSCSB Room No.361-B Wing, Lok Nayak Bhawan, Khan Market, New Delhi.

### **Part-III -Standard Conditions of TE**

The bidder is required to give confirmation of their acceptance of the Standard Conditions of the Request for proposal mentioned below which will automatically be considered as part of the contract concluded with the successful Bidders (i.e seller in the Contract) as selected by the CCSCSB. Failure to do so may result in rejection of the Bid submitted by the bidder.

1. **Law:** The contract shall be considered and made in accordance with the laws of the republic of India. The contract shall be governed by and intercepted in accordance with the laws of the Republic of India.
2. **Effective date of the Contract:** The contract shall come into effect on the date of signature of both the parties on the contract (effective date) and shall remain valid until the completion of the obligations of the parties under

the contract. The deliveries and supplies and performance of the services shall commence from the effective date of the contract.

3. **Arbitration:** The disputes or differences arising out of or in connection with the Contract shall be settled by bilateral discussion. Any dispute, disagreement or question arising out of or relating to the contract or relating to construction or performance, which cannot be settled amicably, may be resolved through arbitration.
4. **Termination of Contract :** The CCSCSB shall have the right to terminate this contract in part or in full in any of the following reasons:-
  - (a) The delivery of the service provider is delayed for cause not attributed to Force Majeure for more than one month after the schedule date of delivery.
  - (b) The seller/service provided is declared bankrupt or become insolvent.
  - (c) The delivery of material/service is delayed due to causes of Force Majeure by more than six months provided Force Majeure clause is included in contract.
5. **Transfer and Sub-letting :** The seller/service provider has no right to give, bargain, sell, assign, or sublet or otherwise dispose of the contract or any part thereof, as well as to give or to let a third party take benefit or advantage of the present contract or any part thereof
6. **Amendments:** No provision of present contract shall be changed or modified in any way (including this provision) either in whole or in part except by an instrument in writing made after the date of this contract and signed on behalf of both the parties and which expressly states to amend the present contract.
7. **Taxes & Duties:**
  - i) General
    - a) If bidder desires to ask for excise duty or sales Tax the same must be specifically stated. In the absence of any such stipulation, it will be presumed that the prices include all such charges and no claim for the same will be entertained.
    - b) If reimbursement of any Duty/Tax is intended as extra over the quoted prices, the bidder must specially say so. In the absence of any such stipulation it will be presumed that the prices quoted are firm and final and no claim on account of such duty/tax will be entertained after opening of tenders.
    - c) If a bidder chooses to quote a price inclusive of duty/tax and does not confirm inclusive of such duty/tax so included is firm and final,

he should clearly indicated the rate of such duty/tax and quantum of such duty/tax included in the prices. Failure to do so may result in ignoring of such offers summarily.

8. Any change in any duty/tax upward/downward as a result of any statutory variation in excise taking place with contract terms shall be allowed to the extent of actual quantum of such duty/tax paid by the supplier. Similarly, in case of downward revision in any duty/tax, the actual quantum of reduction of such duty/tax shall be reimbursed to the CCSCSB by the seller. All such adjustments shall include all relief's exemptions, rebates, concession etc. if any obtained by the seller.

### **Part-III -Performance Guarantee**

- a) **Indigenous Cases:** The bidders will be required to furnish a performance Guarantee by way of Bank Guarantee through a public sector bank or a private sector bank authorized to conduct government business ( ICICI Bank Ltd. , Axis Bank Ltd., HDFC Bank) for a sum equal to 10% of the contract value within 30 days of receipt of the confirmed order. Performance Bank Guarantee should be valid up to 60 days beyond the date of warranty.
- b) **Option clause:** The contract will have an option Clause, wherein the CCSCSB can exercise an option to procure an additional 50% or 100% of the original contracted quantity in accordance with the same terms & conditions of the acceptance of the same for inclusion. It will be entirely the discretion of the CCSCSB to exercise this option or not.
- c) **Repeat Order Clause:** The contract will have a repeat Order Clause, wherein the CCSCSB can order upto 50% items under the present contract within six months from the date of supply/successful completion of this contract, the cost, terms & conditions remaining the same. The bidder is to confirm acceptance of this clause. It will be entirely the discretion of the CCSCSB to place the repeat order or not.

### **Part -V- Evaluation Criteria & Price Bid Issues**

1. Evaluation Criteria: The Board guidelines for evaluation of Bids will be as follows:-
  - a) Only those bides will be entertained which are found to be fulfilling all the eligibility and qualifying requirements of the RFP, both technically and commercially.
  - b) In respect of the Two Bid systems, the technical Bids forwarded by the Bidders will be evaluated by the Buyer with reference to the technical characteristics of the equipment as mentioned in the RFP. The

compliance of Technical Bids would be determined on the basis of the parameters specified in the RFP. The price bids of only those bidders will be opened whose technical evaluation is favorable.

- c) The lowest Bid will be decided upon the lowest price quoted by the particular bidders as per the price format given in para 2 below. In cases where only indigenous bidders are competing, all taxes and duties (including those for which exemption certificate are issued) quoted by the Bidders will be considered. The ultimate cost to the buyer would be the deciding factor for ranking of Bids.
- d) If there is a discrepancy between the unit price and total price that is obtained by multiplying the unit price and quantity, the unit price will prevail and the total price will be corrected. If there is a discrepancy between words and figures, the amount in words will prevail for calculation of price.
- e) The lowest acceptable Bid will be considered further for placement of contract/supply order after complete clarification and price negotiations as decided by the buyer. The buyer will have the right to award contracts to different bidders for being lowest in particular items. The buyer also reserves the right to do apportionment of quantity, if it is convinced that a lowest bidder is not in a position to supply full quantity in stipulated time.
- f) Any other criteria as applicable to suit a particular case.

### Price Bid Format

The price bid format is reproduced below for ready reference and the fields opened for bidders are to be filled in e-procurement portal of respective tender.

#### **PRICE BID FORMAT FOR LABOUR CONTRACT**

Row No.	Description	Calculation
A	Un-Skilled Labour charges	
B	No of un-skilled labours	03
C	Man days required	261
D	Un-Skilled Labour charges	$A \times B \times C$
E	No of un-skilled labours	4
F	Man days required	104
G	Un-Skilled Labour charges	$A \times E \times F$
H	Total unskilled charges	$D + G$
I	Semi-Skilled Labour charges	
J	No of Semi-skilled labours	1
K	Man days required	365
L	Total Skilled Labour charges	$I \times J \times K$
M	Total manpower charges	$H + L$
N	Calculated value of EPF per unit @	$Rs.=M \times 13.61/100$

	13.61%	
O	Calculated value of ESI per unit @ 4.75%	Rs. = M x 4.75/100
P	Calculated value of Bonus @8.33%	Rs.= M x 8.33/100
Q	Service charge if any	
R	Misc. charges if any	
S	Subtotal Services	M+N+O+P+Q+R
T	Service tax including CESS in %age	
U	Service tax in value	Rs.= S x T/100
V	Total of service element	S + U
W	Material/equipment/consumable charges if any.	
X	Total amount	V + W
Y	Amount in words.	

1. TDS as applicable will be deducted.
2. All the rates/taxes to be filled in by firms clearly in the respective fields complying minimum wages/Government norms.

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**SERVICE CONTRACT FOR SECURITY OF THE SPORTS GROUND  
AT VINAY MARG, NEW DELHI**

Service contract for Security at Central Civil Services Cultural & Sports Board (CCSCSB) Ground at Vinay Marg, New Delhi as per Scope of Work @ three un skilled guards for 261 days(783 man days), four un-skilled guards for 104 days( 416 man days) and one semi-skilled Supervisor 365 man days (for 8 man hours per day), Total Man Hours = 12512.

**Scope of work.**

Duty hours will be all seven days of the week (Regular overtime & stretching of duties beyond 8 hours will not be accepted by CCSCSB for the shortage of manpower deployed). The timings of shifts will be as per directions of CCSCSB.

2. It will be duty of the Guard to open the locks of various facilities and close the locks in the evening. He will maintain the duty log before deployed and give daily feedback to his reporting officer.

3. Users will be allowed as per Board policy.

4. Entry/exit record of vehicles with timings will be maintained by the Guards. All consignments in and out of the ground will be recorded by the Guards.

5. Security guards shall take all necessary measures and action to prevent theft, pilferage, burglary, loss or damage to the assets of the CCSCSB. The security Guard on duty shall not leave the premises until his reliever reports for duty.

6. The Security personnel will not allow any criminal activity like drinking, gambling, money lending, fighting, rioting, dharnas or such other mal-practice//undesirable acts in the premises of the CCSCSB.

7. The Security personnel whose services are provided shall at all-time complies with the directions and information which will be given from time to time by the CCSCSB.

**ii) MINIMUM MANPOWER DETAILMENT:**

- i) One Guard each in three shifts
- ii) Additional one Guard each in first shift on Saturdays & Sundays
- iii) One Supervisor each day.

### iii) **GENERAL INSTRUCTIONS:**

- a) The contractor will provide the following items/article at its own cost:
  - i) Whistle, Baton, Touch and cells to the personnel on duty.
  - ii) rain coats to their personnel for rainy season.
  - iv) Two Uniforms (summer & winter) with one set of DMS boots for on duty personnel.
  - v) Regular monthly First-aid & Fire Training.
  - vi) Free cap with Logo, dark navy Blue trousers with sky blue full sleeve shirt, belt, name plate, lane yard.
- b) The contractor will keep a complaint book for recording any complaints from the users. This book will be submitted to Secretary/CCSCSB on weekly basis
- c) The contractor will ensure round the clock provision of contract workmen in shift basis.
- d) The contractor will arrange PVR for security guards detailed for works inside sports ground.
- e) The contractor shall ensure maintaining of high level discipline by his employees and will also not allow any unwanted person to enter the above premises.

### **Eligibility Criteria :**

1. Payment of Wages Act, 1936, Minimum Wages Act, 1948, Employer 's Liability Act, Workmen's Compensation Act, Employees Provident Fund Act, CLRA and the rules made there under and meet all the statutory liabilities as per labour laws including wages, bonus, leave gratuity, EPF, ESI C etc, in respect of the personnel assigned to duty at VINAYMARG sports ground and shall give an undertaking to this effect. The contractor shall provide details of the registration with Employees State Insurance Corporation(ESIC)/Employees Provident Fund(EPF)/Registration with RLC office within one month from the date of receipt of supply order. A written undertaking to this effect should be submitted alongwith the offer. The firm should have executed Labour Contract in the past and should have got valid Labour Licence from Labour Commissioner, EPF No., ESI No., Income Tax PAN No., etc. which the firm if not possessing already should produce within 30 days after award of the Labour Contract.
2. The tender will be done on TWO BID System & firm selection for tender will be on the basis of Prequalification (having successfully executed either one similar work in any Govt. Department within last three years or total no. of all orders executed in any Govt. Department during last one year from the

date of tender submission, **valuing to the amount of 50% of the estimated value of this tender.** Documentary proof will be produced by the tenderer along with the tender.

3. The contractor should be registered for carrying out such services at State Govt./Central Govt. Office /PSUs/Registered Societies only, Details of labour contract, job executed by them with any of the Central/State Government or PSUs by the Contractor/Firms giving details of Supply Order/Contract No., value of contract, nature of contract, along with attested copy of performance certificate issued by the concerned Competent Authority in original.
4. Full address of the firm, Phone No. /Fax. No./E\_ mail address.
5. Full name of the Contractor /Proprietor /Partner, in case of Firm. Copy of Deed of Partnership if any.
6. Copy of PAN Card No. of the Proprietor and Latest Income Tax Clearance Certificate issued by I.T. Authorities
7. **Declaration in the form of Affidavit** confirming that the Contractor /Firm is not blacklisted by any Central /State /Public Sector Undertaking/ Registered Societies during last 3 years and confirming that Contractor /Partner in the firm have not been prosecuted /convicted for any criminal offence nor any matter/ case is pending for investigation /trial before any Civil Authority or in Court of Law.
8. Bank Account No. and Name of Bankers of the Contractor /Firm, IFSC/RTGS Code and MICR No. of the Bank.
9. **Tender submitted without the above documents and information will be rejected.**

iv) **TERMS & CONDITIONS:**

1. The contract will be **for the period of one year** from the date of execution.
2. **Quantity Increase (Option) Clause:** The CCSCSB reserves the right to increase quantity of the order at the same rates, terms and conditions during the pendency of the contract. However, the option will not exceed 50% of the original quantity ordered.
3. The rate of minimum wages shall be based on the rate decided and circulated by the Govt. of India or Govt. of NCT Delhi. whichever is higher and revised from time to time for appropriate category.

4. The CCSCSB reserves the right to cancel/ short close the contract at any time, in case of unsatisfactory performance, without assigning any reasons.
5. In case of unsatisfactory performance/services, the contract will be liable to be terminated at any time giving 15 day notice and forfeiting the Security Deposit. In addition, penalty at the rate of 5%(five per cent) of the monthly contracted value of the work OR less number of workers provided by the contractor in a particular month multiplied by the minimum wages, whichever is higher will be deducted from the bill of that particular month. In case supervisor is not available or found missing from site, the amount equivalent to the minimum wages will be deducted in addition.
6. Workers will be paid wages as per current rate of Minimum Wages of respective schedules. Workers should be paid their wages through their valid bank accounts. **The contractor should give an undertaking that the minimum wages to his labourers shall be paid through Nationalised Banks and a proof of the same shall be submitted before claiming payment from CCSCSB.** The contractor will not repeat, will not open the bank account in joint name with the contract labourers. In case, the contractor opens joint account with the contract labourer for payment against the contract, the subject contract is liable to be cancelled at his risk and cost and the contractor will be black listed. **The offers of those contractors not submitting this undertaking shall be treated as unresponsive and shall be summarily rejected.**
7. The contractors are required to pay his workers within 7<sup>th</sup> of the following month and no sub-contract for the work shall be allowed. The contractor responsible for safety of workmen while they are in the job. Please also note that CCSCSB shall not be responsible for payment of compensation for any accident occurring during the work. The contractors are required to equip their labourers/Supervisor with all required safety equipments etc.
8. The contractor will have to ensure all time high quality of work in the premises, mentioned above.
9. The contractor will visit the site in question to know about the nature of work involved before quoting the rate in the Tender Form.

10. All the firms are required to quote as per PRICE BID FORMAT, SCOPE OF WORK & TERMS & CONDITIONS.
11. The shift timings and the strength of workmen/staff on duty is to be decided by the contractor in consultation with Secretary/CCSCSB. **Normal duty hours of each person will be 08 hours excluding lunch break of 0.5 hour.**
12. The contractor shall be responsible for his employees for observing all the Security & Safety regulation.
13. In case CCSCSB suffers any loss etc of whatever nature on account of contractor/employees not following the General/Security/Safety regulation/instructions, the contractor shall be liable to make good all such losses as may be determined by the CCSCSB at its sole discretion and the CCSCSB shall have the right to recover for all such losses etc. from the dues payable to the contractor.
14. The contractor is required to submit necessary Police Verification forms duly filled in with photographs of the persons to be engaged by contractor to the Secretary (CCSCSB), including 15% reserve to make up for the absenteeism etc. before commencing the work.
15. The rates quoted and herein mentioned shall be firm for the contract period and include all contractual obligations to carry out the above job. No escalation of prices would be allowed during the currency of the contract.
16. The contractor's staff will not be treated as CCSCSB staff for any purpose whatsoever and facility/benefits entitled to CCSCSB will not be applicable to contractor's employees. The contractor shall be responsible for strict compliance of all statutory provisions of the relevant labour laws applicable from time to time and particularly EPF, ESI, SERVICE TAX, etc as per state government rules (GNCTD)
17. The contract can be terminated by CCSCSB by giving 7 day notice. The contractor may terminate the contract by giving minimum of one month notice.
18. The contractor shall ensure all the employees engaged by the contractor are free from any communicable contagious infections and other diseases. If in the opinion of the CCSCSB any employees of the contractor is found to be suffering from any such disease, the CCSCSB at its sole discretion may ask the contractor to remove such employees without questioning the decision of CCSCSB in this respect and CCSCSB will be entitled to restrict such employee from entering the premises.

19. All persons employed by the contractor shall wear prescribed Uniform and neatly dressed and shall possess identity card bearing photograph (issued by CCSCSB) while on work.
20. If any employee of the contractor is found to commit any misconduct or misbehaviour, the CCSCSB at its discretion may ask the contractor to remove such employees and the contractor shall remove such employee without questioning the decision of the CCSCSB in this respect and arrange immediately suitable replacement. CCSCSB will be entitled to restrict such employees from entering the premises
21. If the contractor fails to complete the work or any portion thereof as agreed upon or fails to comply with any direction given to him, CCSCSB shall terminate the contract and forfeit the security deposited. The Contractor shall also be liable for any expenses, loss or damage which factory may incur or sustain by reasons due to contractors fault. If it exceeds the amount of security deposited, the same shall be recovered from the dues payable to the contractor.
22. The premises covered in this contract shall be in possession of the CCSCSB and the contractor is only permitted to enter the premises to render services herein mentioned whenever the contractor or the contract comes to an end or CCSCSB decides that the contractor should not be carry out the work herein agreed in that event CCSCSB will be entitled to restrain the contractor from entering the said premises. The contractor shall not have any other rights whatsoever it may be the above premises.
23. Contractor should employ only adult workers not below the 21 years of age and not exceeding 60 years of age.
24. The Contractor has to prepare and submit the planning schedule, programme chart, deployment details, list of tools and equipments in consultation with the Secretary (CCSCSB).
25. The Contractor shall maintain a register of wages-cum-muster roll. He shall be liable to show the same as and when called upon and a failure of this may entail imposition of fines and/or termination of contract.
26. There will be a periodical as well as surprise checking of the services provided by the Contractor for the subject job by the representative of CCSCSB. In case of default the contract will be short closed forfeiting the performance security deposit.

27. The Contractor will have to abide with Labour Laws including Payment of Wages Act, Minimum Wages Act, Contract Labour Regulation Act, Workmen's Compensation Act, and other legislations and notifications of Government of NCTDelhi made applicable from time to time. The provisions of these labour laws shall be made applicable to the Contractor's labourers as the case may be during the period of contract.
28. Contractor has to submit a copy of licence granted to him under Contract Labour Regulation and Abolition Act, 1970 ( and the rules made there under by the Authorities) within a period of 30 days of the awarding of the contract.
29. The Contractor will have to take out the following Insurance Policies to cover all the risk and keep them valid till the successful completion of the contract.
- (i) Workmen's Compensation
  - (ii) Risk/Liability of the 3 rd party
30. Payment Terms : -  
Payment shall be made on monthly basis on submission of : -
- a. Job Completion Certificate
  - b. Material brought in (Certificate)
  - c. Attendance Sheet
  - d. Wage disbursement through Bank against submission of documentary proof.
31. a) EPF challan to be submitted alongwith relevant documents. The EPF payment of last 2 months shall be disbursed on producing proof of annual statement of EPF disbursement of each contract labourers.
- a. ESIC – proof of ESIC registration shall be given, within one month from issuance of Supply Order.
  - b. PSD – 10% of Contract Value shall be submitted within one month

**I hereby, declare that I have fully read and understood all the Terms and Conditions/ mentioned above and confirm to abide by all the terms and conditions.**

SIGNATURE OF THE CONTRACTOR

NAME OF THE CONTRACTOR: \_\_\_\_\_

(SEAL)