

OFFICE OF THE COMMISSIONER OF CUSTOMS (NS-GENERAL),
JAWAHARLAL NEHRU CUSTOM HOUSE, NHAVA SHEVA,
TAL.-URAN, DIST.-RAIGAD, MAHARASHTRA- 400 707.

File No.:I/(22)/OTH/1530/2025-CH5-O/O COMM-R-CUS-GEN

26-09-2025

e-TENDER DOCUMENT

NOTICE INVITING e-TENDER FOR HIRING OF DRIVERS TO JAWAHARLAL NEHRU CUSTOM HOUSE, NHAVA SHEVA.

Manpower Agency

CRITICAL DATA SHEET

Bid submission Start Date	As per GeM
Bid submission End Date	As per GeM
Technical Bid Opening Date	As per GeM
Financial Bid Opening Date	As per GeM

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**OFFICE OF THE COMMISSIONER OF CUSTOMS (NS-GENERAL),
JAWAHARLAL NEHRU CUSTOM HOUSE, NHAVA SHEVA,
TAL.-URAN, DIST.-RAIGAD, MAHARASHTRA- 400 707.**

File No.:I/(22)/OTH/1530/2025-CHS-O/O COMMR-CUS-GEN 26-09-2025

e-TENDER NOTICE

**SUBJECT: - NOTICE INVITING e-TENDER FOR HIRING OF 08 DRIVERS
JAWAHARLAL NEHRU CUSTOM HOUSE, NHAVA SHEVA -reg.**

The Commissioner of Customs (NS-General), Jawaharlal Nehru Custom House, Nhava Sheva, for and behalf of President of India invites e-Tender through GeM Portal under **TWO BID SYSTEM** from experienced and reputed Manpower Agencies/Firms/Companies for providing the services of Light Motor Vehicle Drivers. The Drivers, proposed to be engaged, should have minimum three years' experience of driving, active & having good health. The Drivers should have valid driving license for driving Light Motor Vehicle.

2. There is requirement of **Eight Drivers for a period of one year**. However, the number may be **increased or decreased** by the Department.
3. Complete e-Tender Documents can be downloaded from the website of this Department, CBIC website or GeM portal. The General Instructions and Scope of Work given at Annexure-I & II should be carefully read and understood by the tenderer before filing up the e-Tender.
4. It is obligatory on the part of the Contractor to ensure that wages paid should not be less than the minimum wage rates fixed by the Government of India, New Delhi & State of Maharashtra, from time to time and all corresponding statutory requirements such as Provident Fund, Employee State Insurance and Bonus etc., A bid not complying with the provision of relevant statutory obligations will be technically disqualified. Service Charges/rates quoted by the agency would be valid for a period of one year and the request for increase in rates during the currency of the Contract shall not be entertained.
5. The Drivers will have to be supplied by the agency within 15 days from the date of award of contract, as per the detailed Terms and conditions which are given at Annexure-III.
6. Only those who fulfil the following minimum criteria need to submit their bids:
 - (a) The Driver supplying agencies should have been in existence for not less than three years i.e., minimum three years' experience and the minimum average annual turnover of Rs. 40,00,000/- for last three Financial Years i.e., F.Y. 2021-22 onwards.
 - (b) It should have been registered with the Govt. authorities concerned and a copy each of the registrations shall be attached with the bid.
 - (c) It should have PAN number and Goods & Service Tax Registration (proof in this regard may be attached with the bid)

(d) It should not have been blacklisted by any organisation.

(e) It should be willing to take up the Contract on the terms and conditions at Annexure-III.

7. A Bid Security /Earnest Money Deposit of Rs.1,18,160/- (Rupees One Lakh Eighteen Thousand One Hundred Sixty only) in the form of A/c Payee Demand Draft, FD receipt, Banker's Cheque or Bank Guarantee (Incl. e-Bank Guarantee) from any of the Commercial Banks or payment online in an acceptable form to be deposited through GeM portal. The exemption from bid security will be given as per prevailing Rules & Regulations.

8. The e-Tender under two Bid System duly complete in all respect shall be submitted online on GeM Portal website www.gem.gov.in.

A) **"Technical bid"**:- It should contain following parts:-

(i) The proforma at Annexure-V (duly filled-in)

(ii) A copy of Annexure -III duly signed by the authorised signatory of the firm in token of the acceptance of the terms and conditions enumerated therein and uploaded on GeM portal.

(v) All other required documents as per Annexure-II, IV & V to be uploaded on GeM portal.

(vi) Self Declaration as per Annexure - VII duly signed by the authorised signatory of the firm and uploaded on GeM portal.

(B) **"Financial Bid" should contain** only rates which should be quoted on monthly basis for normal duty hours per day per Driver as per Annexure-VI considering quoted rate complies with Minimum Wages Act and all the prevailing statutory provisions and rules.

9. The technical bids will be opened by the Tender Opening Committee as per GeM published date at JNCH. Financial bids of only those tenderers whose Technical Bids have been accepted by the competent authority, shall be opened at the same venue as per GeM published date by the Committee authorized by this office.

10. The Technical Evaluation Committee will assess the ability of the agencies to supply the requisite number of Drivers based on the record, profile, and on such other criteria as it may fix and only those found fit will be eligible for financial bid opening.

11. The enquiry/details with regard to the work, terms and conditions if any, can be obtained from MTO/CHS, First Floor, Jawaharlal Nehru Custom House, Nhava Sheva, Uran Raigad, Maharashtra- 400 707, Phone No. 022-27244902 on any working day during office hours before the close of Technical Bid date and time with an authority letter of concerned agency.

12. The Department reserves the right to amend or withdraw any of the terms and conditions contained in the Tender Document or to reject any or all tenders without giving any notice or assigning any reason. The decision of the Commissioner of Customs (NS-General), Jawaharlal Nehru Custom House, Nhava Sheva in this regard shall be final and binding on all.

Digitally signed by
Gurinder Singh Sohal
Date: 26-09-2025

11:26:46
Gurinder Singh Sohal
Asstt. COMMISSIONER OF CUSTOMS,

Encl:- Annexure-I, II, III, IV, V, VI & VII.

Copy To:-

1. The Deputy Commissioner of Customs (EDI), JNCH for uploading the e-Tender Notice on Official website and CBIC websites for wider circulation.
2. Notice Board.

Gurinder Singh Sohal
Asstt COMMISSIONER OF CUSTOMS,
MTO/CHS/JNCH, MUMBAI ZONE-II.

Annexure-I

GENERAL INSTRUCTIONS FOR TENDERERS

1. The Commissioner of Customs (NS-General), Jawaharlal Nehru Custom House, Nhava Sheva, Taluka Uran, District Raigad, Maharashtra 400 707, requires reputed, well established and financially sound Manpower Companies/Firms/Agencies to provide Drivers (LMV) to its office.
2. The contract will be initially for one year from the date of taking up of supply of Driver. The period of the contract may be further extended beyond one year, or, may be curtailed/terminated at any time before the normal tenure owing to deficiency in service or substandard quality of manpower deployed by the selected Company/Firm/Agency. The Department however, reserves right to terminate this initial contract at any time after giving **one month's notice** to the selected service providing Company/Firm/Agency.
3. The Department has initial requirement for **Eight Drivers (LMV)**. The requirement of the Department may increase or decrease during the initial period of contract also.
4. The interested Companies/Firms/Agencies may submit the tender document completed in all respects along with Bid Security/Earnest Money Deposit (EMD) of **1,18,160/- (Rupees One Lakh Eighteen Thousand One Hundred Sixty only)** in the form of A/c Payee Demand Draft, FD receipt, Banker's Cheque or Bank Guarantee (incl. e-Bank Guarantee) from any of the Commercial Banks or payment online in an acceptable form to be deposited through GeM portal. In case the Demand Draft, if, drawn in favour of Commissioner of Customs (General), JNCH and delivered in Room No. C-106, MTO/CHS Jawaharlal Nehru Custom House, Nhava Sheva, Taluka Uran, District Raigad, Maharashtra 400 707. It shall be either sent by post or hand delivered within time limit.
5. The Bidder should have minimum three years of experience in manpower supply for Driver services. The Bidder should have minimum average annual turnover of **Rs.40 lakh for the last three financial year 2021-22 onwards**.
6. The tender has been invited under two bid system i.e. Technical Bid and Financial Bid. The interested agencies are advised to submit the tender via GeM portal i.e., www.gem.gov.in.
7. The successful tenderer will have to deposit a Performance Security Deposit of **Rs.1,18,160/- (Rupees One Lakh Eighteen Thousand One Hundred Sixty Only)** in the form

of Insurance Surety Bonds, A/c Payee Demand Draft, FD receipt from the Commercial bank, Bank Guarantee (Incl. e-Bank Guarantee) from a Commercial Bank with autorenewal clause with valid up to 60 days after contract expiry as per GFR Rule 171(ii) or online payment in an acceptable form. The Demand Draft, If, drawn in favour of Commissioner of Customs (General), JNCH covering the period of contract. In case, the contract is further extended beyond the initial period, the DD will have to be accordingly renewed by the successful tenderer.

8. The tendering Companies/Firms/Agencies are required to enclose photocopies of the following documents along with the Technical Bid, failing which their bids shall be summarily/out-rightly rejected and will not be considered any further: -

- a) Registration certificate.
- b) Copy of PAN card.
- c) Copy of the IT return filed for the last three financial years.
- d) Copies of the EPF and ESI certificates.
- e) Copies of the Service tax registration certificate.
- f) Police Verification report of All Drivers.
- g) The firm should have a registered / branch office in Mumbai or Navi Mumbai.

9. The conditional bids shall not be considered and will be out rightly rejected in very first instance.

10. The competent authority i.e., Commissioner of Customs (NS-General), JNCH, Nhava Sheva reserves the right to annul any or all bids without assigning any reason.

Annexure-II

SCOPE OF WORK AND ELIGIBILITY CUTECHNICAL REQUIREMENT FOR DRIVERS TO DEPLOYED BY THE SUCCESFUL COMPANY/FIRM/AGENCY IN THE JAWAHARLAL N CUSTOM HOUSE, NHAVA SHEVA:

The Commissioner of Customs (NS-General), Jawaharlal Nehru Custom House, Nhava Sheva, wants to hire Light Motor Vehicle Drivers from experienced and reputed Manpower Agencies/Firms/ Companies with the following criteria:

1. The Driver should have minimum 3 years of experience of driving. He should have valid Vehicle Transport License for driving passenger vehicles.
2. Driver should wear the tidy uniform i.e., light colour shirt and dark colour trouser & shoes.
3. Driver should be well versed with the roads and place in Raigad, Mumbai City and suburb and should have experience in city driving.
4. Driver should be provided with a mobile phone with a working contact number.
5. Driver should speak decent language, well behaved and should not have any criminal cases against him and should not have any past history of accident. The antecedents should be duly verified by police authorities at the instance of

contractors.

6. Driver has to drive the departmental vehicles safely observing all traffic rules and rules made under the Motor Vehicle Act.
7. The vehicles should be kept clean and odour free and suitable for official use.
8. The Driver shall be away from the vices like addiction to alcoholic drinking, gambling or other misconduct.
9. The engagement is on 'NO WORK NO WAGE' basis. He shall not be entitled to the benefit of casual/regular worker or employee. The engagement is purely on contract basis for fixed period.
10. Driver has to attend duty even at odd hours and holiday depending upon the exigency of work.
11. Driver has to maintain Log Book of the vehicle and produce the same to the concerned officer of this office at regular period as specified at later stage.
12. Any change in the designated driver should be intimated to the concerned officer in advance preferably 24 hours.
13. Any other terms and conditions as applicable under various laws/orders for Contract labour for the time being in force, will be followed mutatis mutandis.

Annexure-III

TERMS & CONDITIONS:-

GENERAL INSTRUCTIONS

1. The successful bidder will enter into an agreement with this Department for supply of suitable Drivers as per the requirement on these terms and condition. The agreement will be valid for a period of one year commencing from the date of signing of the agreement and shall continue to be in force in the same manner, unless terminated in writing. The service charges/rates quoted by the agency shall be fixed for a period of one year and no request for any change/modification shall be entertained before expiry of the period of one year. Any statutory increase in wages etc. is to be absorbed by the service provider. The contract/agreement is extendable for further period subject to satisfactory performance of the agency and such amendments as mutually agreed to.
2. The contract shall commence from the date of acceptance of letter of award of the Contract by the tenderer and shall continue till one year unless it is curtailed or terminated by this Department owing to deficiency of services, sub-standard quality of Drivers deployed, breach of contract, reduction or cessation of the Driver requirements etc.
3. The contract may be extended, on the same terms and condition or with some addition/deletion/modification, for a further specific period mutually agreed upon by the successful service providing Company/Firm/Agency and the Department.
4. The contracting Company/Firm/Agency shall not be allowed to transfer, assign, pledge or sub-contract its rights and liabilities under this contract to any other agency without the

prior written consent of this Department.

5. The Department, at present, has requirement of **Eight (08) Drivers** on urgent basis. The requirement of the Department may increase or decrease during the period of initial contract also and the tenderer would have to provide additional Drivers, if required on the same terms and conditions.

6. The tenderer will be bound by the details furnished by him/her to this Department, while submitting the tender or at subsequent stage. In case any of such documents furnished by him/her is found to be false at any stage, it would be deemed to be a breach of terms of Contract marking him/her liable for legal action besides termination of contract.

7. The Commissioner of Customs (NS-General), JNCH, Nhava Sheva reserves right to terminate the contract during initial period also after giving a month's notice to the contracting agency.

8. The service provider will provide the required number of Driver for a shorter period also, in case of any exigencies as per the requirement of this Department.

LIABILITIES , CONTROL ETC OF THE PERSON DEPLOYER

1. The contracting agency shall ensure that the individual Drivers deployed in the department conforming to the technical specifications of age, educational and skills qualification prescribed at Annexure- II of the Tender document.

2. The duty hours for the Drivers will be during office hours as well as beyond office hours in case of exigency including Saturdays, Sundays and Holidays.

3. The contracting Company/Firm/Agency shall furnish the following documents in respects of the individual Driver who will be deployed in this Department before the commencement of work. List of persons deployed:

: 2 :

a) Bio-Data of the persons:

b) Attested copy of matriculation containing date of birth:

c) Certification of verification of antecedents of persons by local Police authority.

d) Identity Cards bearing photograph.

4. In case, the person employed by the successful Company/Firm/Agency commits any act omission/commission that amounts to misconduct/indiscipline/incompetence, the successful Company/Firm/Agency will be liable to take appropriate disciplinary action against such persons, including their removal from the site of work required by the Department.

5. The Driver deployed shall be required to report for duty at 10.00 AM to the Superintendent of Customs (P), MTO/CHS and would not leave office before taking prior permission. Any change in the designated driver should be intimated to the concerned officer in advance preferably 24 hours. In case, driver deployed is absent on a particular day or come late/leaves early on three occasions, one-day wage shall be deducted.

6. The agency shall appoint a coordinator with mobile no. who would be responsible for immediate interaction with the Department so that optimal services of the Drivers deployed by the agency could be availed without any disruption.

7. The selected agency shall immediately provide a substitute in the event of any driver leaving the job due to his/her personal reasons. The delay by the agency providing a substitute beyond three working days shall attract a pre-estimated agreed liquidated damages @ Rs. 200/- per day on the service-providing agency.

8. It will be the responsibility of the service providing agencies to meet transportation, food, medical and any other requirements in respect of the persons deployed by it (Agency) in this Department and the Department will have no liability in this regard.

9. For all intents and purpose the service providing agency shall be the "Employer" within the meaning of different Labour Legislations in respect of Drivers so employed and deployed in this Department. The persons deployed by the agency in the Department shall not have claims of Master and Servant relationship nor have any principal and agent relationship with or against the Department.

10. The Service providing agency shall be solely responsible for the redressal of grievances/resolution of disputes relating to Drivers deployed. This Department shall, in no way be responsible for settlement of such issues whatsoever.

11. The Department shall not be responsible for any damages, losses. Claims, financial or other injury to any person deployed by service providing agency in the course of their performing the functions/duties, or for payment towards any compensation.

12. The person deployed by the service providing agency shall not have any claim or be entitled to pay, perks and other facilities admissible to casual, ad-hoc, regular/confirmed employees of this office during the currency or after expiry of the contract.

13. In case of termination of this contract on its expiry or otherwise, the Drivers deployed by the service providing agency shall not be entitled to and will have no claim for any absorption nor for any relaxation/concession for absorption in the regular/otherwise capacity in the Department.

14. The service provider's Drivers shall not claim any benefit/compensation/regularization or services from this Department under the provision of Industrial Dispute Act, 1947 or Contract Labour (Regulation & Abolition) Act, 1970. Undertaking from the persons to this effect shall be required to be submitted by the service provider to this Department.

15. The service provider's Drivers shall not divulge or disclose to any persons of any details of office, operation process technical know-how, security arrangement, administrative/organisation matters as all are confidential/secret in nature.

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16. The service provider's Drivers working should be polite, cordial, positive and efficient while handling the assigned work so that their action shall promote goodwill and enhance the image of this office. The service provider shall be responsible for any act of indiscipline on the part of the Drivers deployed by him.

17. That the Drivers deployed shall not be below the age of 18 years and they shall not interfere with the duties of the employees of this office.

18. The service provider will have to remove the Drivers from this office, if anyone is found incompetent for his/her/their misconduct. The service provider shall replace immediately any of its Drivers, if they are unacceptable, to the office because of any security risk, incompetence, conflict of interest and breach of confidentiality or improper conduct upon receiving written notice from office.

19. The service provider shall ensure proper conduct of his Drivers in office premises, and enforce prohibition of consumption of alcoholic drinks, paan, smoking, loitering without work.

20. The transportation, food, medical and other statutory requirement in respect of each Driver

of the service provider shall be borne by the service provider.

21. This office shall not be responsible for any challan, loss, damage due to any accident to the departmental vehicle or to any other vehicle or for any injury to the driver or to any third party. The loss or damage or legal expenses on this account shall be borne by the service provider/contractor.

22. In case of any expenses incurred by the controlling officer/any representative of the office for the purpose of fuel/penalty or for violation of any law by the driver for non-compliance of rules/stipulations by driver, they shall be reimbursed by the contractor within 5 days of such payment, failure to do so shall attract a penalty at the rate of Rs. 200/- per day beginning from the 6th day of such payment.

LEGAL

1. The tendering agency will be responsible for compliance of all statutory provisions relating to minimum wages, Provident Fund and Employees State Insurance, bonus etc. as per the Minimum Wages Act of Government of India and State of Maharashtra Government in respect of the persons deployed by it in this Department.

2. The tendering agency shall also liable for depositing of all taxes, levies, Cess etc. on account of service rendered by it to the Department to the concerned tax collection authorities from time to time as per extant rules and regulations on the matter.

3. The tendering agency shall maintain all statutory registers under the applicable law. The agency shall produce the same, on demand, to the concerned authority of this Department or any other authority under law.

4. The Tax Deduction at Source (TDS) shall be deducted as per the provisions of the Income Tax Department, as amended from time to time and a certificate to this effect shall be provided to the agency by this office.

5. In case, the tendering agency fails to comply with any statutory/taxation liability under appropriate law, and as a result thereof the office is put to any loss/obligation, monetary or otherwise, the office will be entitled to get itself reimbursed out of the outstanding bills or the Performance Security Deposit of the agency, to the extent of the loss or obligation etc in monetary terms.

6. Notwithstanding any provision or any of the standard clauses of the agreement, the agreement can be terminated by either party giving one month's notice in advance. If the agency fails to give one month's notice in writing for termination of the agreements then one month's wages etc. and any suitable amount due to the agency from this office shall be forfeited by this office.

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7. On the expiry of the agreement as mentioned above, the agency will withdraw all its Drivers and clear their accounts by paying them all their legal dues. In case of any dispute on account of termination of employment or non-employment by the Drivers of the agency, it shall be the entire responsibility of the agency to pay and settle the same.

8. In the event, if any dispute arises relating any of the clauses of the agreements or any issue/topic which has not been specifically covered by this agreement, the matter will be decided by the Commissioner of Customs (NS-General), JNCH, Nhava Sheva, whose decision shall be binding on both the parties.

9. Any legal dispute arising out of the above contract shall be settled in the jurisdiction of the Hon'ble High Court of Mumbai.

FINANCIAL

1. The Technical bid should be accompanied with Bid Security/Earnest Money Deposit (EMD), refundable. **1,18,160/- (Rupees One Lakh Eighteen Thousand One Hundred Sixty only)** in the form of Insurance Surety Bonds, A/c Payee Demand Draft, FD receipt, Banker's Cheque or Bank Guarantee (incl. e-Bank Guarantee) from any of the Commercial Banks or payment online in an acceptable form through GeM portal. The Demand Draft/Pay Order, if, drawn in favour of "Commissioner of Customs (General), JNCH".

2. The EMD in respect of the agencies which do not qualify the Technical Bid (First Stage)/Financial Bid (Second Stage) shall be returned to them without any interest. However, the EMD in respect of the successful tenderer will be returned only after the agency furnish the Performance Security to this Office. Further, if agency fails to deploy required number of Drivers against the initial requirement within 15 days from the date of placing the order or non-compliance of the terms of agreement by the service provider or frequent absence from duty/misconduct on part of Drivers supplied by the agency, the EMD shall stand forfeited without giving any further notice. No advance payment is to be made.

3. The successful tenderer will have to deposit a Performance Security amount. **1,18,160/- (Rupees One Lakh Eighteen Thousand One Hundred Sixty only)** in the form of Insurance Surety Bonds, A/c Payee Demand Draft, FD receipt, Banker's Cheque or Bank Guarantee (incl. e-Bank Guarantee) from any of the Commercial Banks with auto renewal clause **up to 60 days after contract expiry as per GFR Rule 171(ii)** or payment online in an acceptable form, covering the period of contract. In case, the contract is further extended beyond the initial period, the BG will have to be accordingly renewed by the successful tenderer.

4. The Bidder should have minimum average annual turnover of Rs. 40 lakh for the last three financial year 2021-22 onwards.

5. In case of breach of any terms and conditions attached to this contract, the Performance Security Deposit of the agency will be liable to be forfeited by the office besides annulment of the contract.

6. The agency shall raise the bill, in triplicate, along with attendance sheet (duly verified by Deputy Commissioner of Customs (MTO)/ Superintendent of Customs (MTO) in respect of the Drivers deployed and submit the same to the MTO/CHS Section in the first week of the succeeding month. As far as possible the payment will be released by the second week of the succeeding month. The payment to the Drivers should be made through Alc payee cheque/RTGS/NEFT.

7. The claims in bills regarding Employees State Insurance, Provident Fund and Service Tax etc. should be necessarily accompanied with the documentary proof pertaining to the concerned month bill. A requisite portion of the bill/whole of the bill amount shall be held up till such proof is furnished, at the discretion of the office.

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8. The amount of pre-estimated agreed liquidated damages calculated @ Rs. 200/- per day on account of delay, if any, in providing a suitable substitute for the period beyond three working days by the agency shall be deducted from the monthly bills of the service providing Agency/Firm/Company in the following month.

9. The Commissioner of Customs (NS-General), JNCH, Nhava Sheva, reserves the right to withdraw/relax any of the terms and conditions mentioned above so as to overcome the

problem encountered by the contracting parties.

10. That the agency shall be responsible for payment of wages to each worker employed by him as contract labourer and such wages shall be paid before expiry of such period as may be prescribed

11. No wage / remuneration will be paid to any staff for the days of absence from duty.

12. All services shall be performed by persons qualified and skilled in performing such services as per the eligibility criteria.

13. The persons engaged by the Agency should not have any adverse Police records/criminal cases against them. The Agency would be responsible to make adequate enquiries about the character and antecedents of the persons before their engagement for the purpose. The Character and antecedents of each personnel will be got verified by the service provider before their deployment through the local police. Proofs of identity like driving license, bank account details, previous work experience, proof of residence and recent photograph and a certification to this effect should be submitted to this Office. The service provider will also ensure that the Drivers deployed are medically fit. The Service Provider shall withdraw such Drivers who are not found suitable by the office for any reasons immediately on receipt of such a request.

Annexure -IV

TECHNICAL REQUIREMENT FOR THE TENDERING COMPANY/FIRM/AGENCY

The tendering manpower Company/Firm/Agency should fulfil the following technical specifications:-

- a) The Registered Office of one of the Branch Offices of the manpower Company/Firm/Agency should be located either in Mumbai or Navi Mumbai.
- b) The Bidder should have minimum three years of experience in manpower supply for Driver services.
- c) The manpower Company/Firm/Agency should be registered with the appropriate registration authority.
- d) The Company/Firm/Agency should have at least three years' experience in providing Drivers to Private Companies, Public Sector Companies/Banks and Government Department etc.
- e) The Company/Firm/Agency should have its own Bank Account.
- f) The Company/Firm/Agency should be registered with income tax and Central Goods & Services tax (GST) Department.
- g) The Company/Firm/Agency should be registered with appropriate authorities under Employees Provident Fund and Employees State Insurance Act.
- h) Police Verification Certificate of all Drivers,
- i) Copies of IT return filed for the last three Financial Years.

Annexure-V

TECHNICAL BID

S.No.	Particulars	To be filled in by Tenderer		
1.	Name of the Agency	Amount (in Rs.) - Draft No. & Date:- Issuing Bank:-		
2.	Details of Earnest Money Deposit (EMD)			
3.	Date of establishment of the Agency			
4.	Name, address and Telephone no. of the proprietor/partners of the Agency/Firm or if it is a company the same details of the Director (s) of the Company			
5.	Detailed office address of the Agency with office telephone number, Fax number and Mobile number and the name of the authorised contact person(s)			
6.	Banker of agency with full address (attach certified copy of account for the last three years issued by the bank)			
7.	Whether registered with all concerned Government authorities (EPF/ESI etc.) (Copies of all certificate of registration to be enclosed.)			
8.	PAN/TAN Number (Copies to be enclosed)			
9.	Central Goods & Services Tax Registration (GST) Number (Copies to be enclosed)			
10.	Turnover for the last three years 2021-22 onwards (Copies of Income Tax Return, filed during last three years 2021-22 onwards and copy of the Turnover statement of last three years duly certified by Chartered Accountant 2021-22 onwards to be attached)	2021-22		
		2022-23		
		2023-24		
11.	Past work experience during last three years	Name of Client(S) with address & Contact No.	Contract Value	Duration of Contact Period
12.	Certificate of providing Satisfactory Services to the Clients to be enclosed. If it is noticed that the work was not found satisfactory by any of the client mentioned above, the tenders of such tenderers will be treated as invalid			
13.	Number of employees on the rolls of the Agency during the last three years from 2021-22 onward.			

15.	Registration No. given by Labour Commissioner (Copy of licence issued by Labour Commissioner to be enclosed)	
16.	Please specify in detail the arrangements that will be made to provide efficient service.	
16.	Whether the firm is blacklisted by any Govt. Department or any criminal case is registered against the firm or its owner / partner anywhere in India	

: 2:

17.	Length of experience in the field	
18.	Experience in dealing with Govt. Departments, if any. (Indicated the names of the Departments and attach copies of contract orders placed on the agency)	
19.	Whether a copy of the terms and conditions (Annexure-III) duly signed in token of acceptance of the same is attached?	
20.	Whether agency profile is attached?	
21.	List of other clients	

DECLARATION

1. I, Son/Daughter/Wife of Shri ----- signatory of the agency/firm mentioned above is competent to sign this declaration and execute this tender document;
2. I have carefully read and understood all the terms and conditions of the tender and undertake to abide by them;
3. The information/documents furnished along with the above application are true authentic to the best of my knowledge and belief. I/We am/are well aware of the fact that furnishing of any false information/fabricated document would lead to rejection of my tender at any stage besides liabilities towards prosecution under appropriate law.

Signature of the authorized signatory
of the Tenderer with seal of the Firm.

Name and Designation of the Authorised person of the
concern

Place: -

Date: -

List of Enclosures: -

Annexure-VI
FINANCIAL BID

The wages to be paid to the Drivers deployed in this office should be as per the Minimum Wage Rates fixed by Government of India and State of Maharashtra Government from time to time and all corresponding statutory obligations such as Provident Fund Employee State Insurance, Bonus, etc. The Agency is required to submit a price bid in the following format only:

S.N.	Staff Category	Wages per day (in Rs.)	Monthly Wages (in Rs.)	Nos. to be deployed	Category Monthly wages (in Rs.)	EPF (in Rs.)	ESI (in Rs.)	Other/ Statutory Allowances/ Costs (in Rs.)	Service Charges (in Rs.)	Total Amount per Month without Taxes
		(Duty Cycle as per Regulations)	(3X26*)	08**	4X5	(@-- %age of 6)	(@-- %age of 6)	(@-- %age of 6)	(@-- %age of 6)	(6+7+8+9+10) excl. GST
1	2	3	4	5	6	7	8	9	10	11
	Driver			08						

*26 days per month basis, may be changed if required.

** Number of Drivers may be increased or decreased as per requirement.

In case of tie, the lowest bidder will be decided on the basis of the average of the highest financial turnover during the last three financial years.

Note: - If a firm quotes NIL charges/consideration, the bid shall be treated as unresponsive and will not be considered".

Annexure-VII

UNDERTAKING BY THE TENDERER

I/We certify that I/we have read the terms and conditions of the tender as well as the provisions as mentioned in the service agreement. I/we undertake that it is my/our responsibility to ensure that being the employer in relation to persons engaged/deployed by me/us to provide the services/activities under this service agreement as well as to make the payment of monthly wages/salary, which in any case shall not be less than the minimum wages as fixed or prescribed under the Minimum Wages Act, 1948 along with all other statutory dues such as Employees Provident Fund, Employees State Insurance, Employees Deposit Link Insurance, etc., to the employees. I/We undertake to observe the

compliance of all the relevant Labour Laws as applicable viz., payment of Wages Act. 1936, Minimum Wages Act, 1948, Contract labour (Regulation & Abolition) Act, 1970, State Contract Labour / R&A Rules, 1974, EPPF Act, 1952, ESI Act, 1948, as applicable and amended from time to time by the Central or State Government and or any authority constituted by or any other law, for the category of persons deployed by me/us.

Certified that I/We have read over the tender document containing the nature and scope of work, term & conditions and the Draft of service Agreement and have understood the contents.

I/We undertake to abide by the terms and conditions as laid down in the tender document and the service agreement in case the work order is allotted to me/us in near future.

Place:

Signature of Tenderer:

Dated:

Name of the Tenderer:

Address: