

## GARHWAL MANDAL VIKAS NIGAM LIMITED

### GOVERNMENT OF UTTARAKHAND UNDERTAKING

74/1 Rajpur Road DEHRADUN-248001. TELE: 0135-2746817,2749308

No.3109

Dated 08-02-2023

**Subject: Request for Proposals through e-procurement portal for Selection of Service Provider to provide Housekeeping, services and other manpower services at all Trh /Canteen and other units in GMVN.**

#### Tender Schedule

<b>Tender publishing date through E-tender</b>	09/02/2023	1700HRS
<b>Start date of downloading the tender</b>	09/02/2023	1700HRS
<b>Pre bid Meeting</b>	16/02/2023	1100HRS
<b>Start Date of bid Submission</b>	20/02/2023	1700 HRS
<b>Last Date for receipt of Bids</b>	27/02/2023	1500HRS
<b>Date of opening the Bids-After</b>	27/02/2023	1530HRS
<b>Time and date of opening of Financial proposal</b>	After evaluation of technical bids.	
<b>Place of Opening of proposals and Address for communication</b>	Garhwal Mandal Vikas Nigam Limited 74/1 Rajpur Road Dehradun .-248001	

#### **I. Instruction to Bidder (ITB)**

- Garhwal Mandal Vikas Nigam Limited 74/1 Rajpur Road Dehradun, invites RFP through e-procurement portal for Selection of Service Provider to provide Housekeeping and other *Manpower services* at various TRH /Canteen and other units in GMVN as per details given in this tender as per Uttarakhand Procurement Rules, 2017.
- Minimum requirement for yatra season 300 persons and for other than yatra season 100 persons . This may increase/decrease, if required by GMVN on same rate and terms and conditions. *If any extra manpower will be required which are technical in nature, then the rate for this will be as per latest UPNL rates/NICSI rate/ Government rate.*
- Detailed Scope of Work/ Services are given as in detail in RFP.
- Selection Criteria:
  - Eligibility Criteria:

B) Audited copies of annual account duly attested by CA of last three years i.e 2019-20, 2020-21, & 2021-2022.

C) Income tax return for last Three financial years i.e, 2019-20,2020-21&2021-22.

D) GST Registration certificate

E) GST Return filed for last one year

F) GSTR-3B (is a monthly self-declaration) filed for last one year ending 31<sup>st</sup> March 2022

G) Copy of PAN Card

H) ESIC and EPF registration certificates

I) Registration certificates under contract Labor (R&A) Act 1970

J) Copy of proof of depositing contribution towards EPF, ESI & GST for last one year ending 31<sup>st</sup> March 2022

K) Post Qualification Criteria:

- i) Should have successfully executed at least one contract for providing man power /housekeeping services for govt agency having value not less than Rs. 25 L in any one FY during financial years 2019-20 ,2020-21 and 2021-2022. Certificate need to be attached.
- ii) Should have achieved an Average annual turnover during the financial years 2019-20 , 2020-21 & 2021-22 of not less than Rs. 1.50 cr.

(The Financial turnover is the total financial turnover of the bidding company / Organization / agency from any activity. But, financial capability of the Service Provider' s parent company or its subsidiary or any associate company will not be considered for computation of the financial turnover or capability of the Service Provider.)

5. With regard to eligibility and post-qualification criteria; and Service Providers' responsiveness, the interpretation and decision of the Technical Evaluation Committee shall be final and binding on all Service Providers.

**6. Tender fee of Rs. 5,000.00 plus GST (18%)** to be paid by way of demand draft / FDR in favour of " MD GMVN" and payable at Dehradun.

**7. Earnest Money:**

- (i) Bid Security of **Rs 5,00,000.00** in the form of Demand Draft/Fixed Deposit /Bank guarantee in favour of " MD GMVN" payable at Dehradun is to be submitted.
- (ii) The validity of such BG should not be less than 120 days beyond the last date of bid submission.

(iii) MSME exemption will be given as per the latest GOS related to this.

8. Clarifications: Service Providers can seek clarification through e-mail to [mis.gmvn@gmail.com](mailto:mis.gmvn@gmail.com).

9. Amendment of Proposal:

At any time prior to the proposal due date, may modify the Request for Proposal including date extension or any other provision of the RFP through Addendum posted on the *GMVN website &/ or [www.gmvnonline.com](http://www.gmvnonline.com)*

10. Validity of Proposal:

The proposal shall be valid for not less than 120 days from the last date for proposal submission.

11. Pre-Proposal Meeting:

To clarify and discuss issues with respect to the work and the proposal a pre-Proposal meeting will be held as indicated in the Tender Schedule given on Page no. 1 of this document. Attendance of the Service Providers at the Pre-Proposal meeting is not mandatory. Considering Covid, it may also be conducted online. Link for this will be posted on the website of GMVN or [uktenders.gov.in](http://uktenders.gov.in) before starting the meeting will *informed through*. Bidders are requested to kindly keep checking the website on that day before the scheduled time.

12. Any conditional proposal shall be regarded as non-responsive and shall be rejected.

13. Format and Submission of Proposal:

- (i) Service Providers would provide all the information as per this proposal and in the specified formats. GMVN reserves the right to reject any proposal that is not in the specified formats.
- (ii) The proposal should be uploaded on [uktenders.gov.in](http://uktenders.gov.in) **Submission of proposals through any other mode is not acceptable and shall not be considered.**

Technical proposal includes following in the Technical Folder:

- a) Covering Letter as per Annexure 2.
- b) Anti-Collusion Certificate as per Annexure 3
- c) Power of Attorney as per Annexure 7
- d) Indexing of documents as per technical requirements.

**No mention of rate etc. should be there in the technical proposal.**

- (iii) Financial proposal in the Financial Folder as per format in Annexure -5.

- (iv) The Service Provider shall prepare and submit online through website: [uktenders.gov.in](http://uktenders.gov.in) scanned copies of original documents comprising the

proposal as described above.

- (v) **The (a) Tender fee, (b) Earnest Money (c) Original Power of Attorney and (d) Original Affidavit** shall be submitted / Delivered, addressed to MD / Garhwal Mandal Vikas Nigam Limited 74/1 Rajpur Road, Dehradun. The proposal inviting authority shall not be held liable for any delays in the receipt of these documents. **No other original document needs to be submitted.**

14. Conditional proposal shall not be considered.

- a) Service Providers' representatives who choose to be present may attend the proposal opening.
- b) If the office happens to be closed on the date of opening as specified, the bids will be opened on the next working day at the same time and venue.

15. Confidentiality:

Information relating to the examination, clarification, evaluation and recommendation shall not be disclosed to any person not officially concerned with the process.

16. Clarifications:

- a) To assist in the process of evaluation of proposals, may, at its sole discretion, ask any Service Provider for clarification including additional information and documents. In case of any additional documents, same can be accepted only if they are of historical nature i.e., either the documents or facts in the documents should have existed prior to the proposal submission time and same could be verified independently. However, no change in the substance of the proposal would be permitted by way of such clarifications. The request for clarification and the response shall be in writing or e-mail or by facsimile.
- b) GMVN reserves the right to independently verify the documents submitted by the Service Providers and may reject any of the proposal in case of any discrepancy.

17. Proposal Evaluation:

- a) Evaluation of proposals will be done in two stages – first of Technical

Proposal, if found responsive, followed by Financial Proposal.

- b) The requested rates should adhere to the minimum wages act and other relevant act & rules and should be also as per prevalent market condition.
- c) ***Contract will be awarded for the lowest quote (L1) excluding GST but including other statutory fees/taxes.*** In case more than one Service Provider has quoted same fee, the Service Provider having higher / highest cumulative contracts' value in the last three FY within the state of Uttarakhand, will be declared as successful Service Provider. (Hence, Service Providers are requested to list all the contracts executed during the period of consideration, 2018-19, 2019-20 & 2020-21).
- d) In case of discrepancy / mismatch between figures and words, amount in words shall be considered.
- e) Proposal submitted with an adjustable price will be treated as non-responsive and rejected.
- f) With regard to eligibility and post-qualification criteria; and Service Providers' responsiveness, the interpretation and decision of the Technical Evaluation Committee shall be final and binding on all Service Providers.
- g) Preference to MSME as per latest G.O shall be given prevailing in UK govt .

#### 18. Right to Accept or Reject Proposal:

- a) GMVN reserves the right to accept or reject any or all of the proposals without assigning any reason and to take any measure as it may deem fit, including annulment of the bidding process, without liability or any obligation for such acceptance, rejection or annulment.
- b) GMVN reserves the right to reject any proposal including that of the Preferred Service Provider if:
  - i) at any time, a material misrepresentation is made or uncovered; If a fraud or fraudulent practice adopted by any Service Provider is established, the Service Provider may be blacklisted and /or appropriate legal proceedings may be initiated against such Service Provider as per the prevailing laws, OR
  - ii) The Service Provider does not respond promptly and thoroughly to requests for supplemental information required for the evaluation of the proposal.
- c) If such disqualification/ rejection occur after the Financial Proposals have been opened and the lowest bidder L1 gets disqualified / rejected, then GMVN reserves the right to:



- i) Either invite the next lowest bidder i.e L2 to match the Financial Proposal submitted by the lowest bidder L1; OR
- ii) Take any such measure as may be deemed fit in the sole discretion of , including annulment of the bidding process.

#### 19. Notifications:

- a) Upon acceptance of the Financial Proposal of the Preferred Service Provider with or without negotiations, shall declare the Successful Service Provider/bidder as Preferred Service Provider/bidder.
- b) The Notification of Award will constitute the formation of the Contract.

#### 20. Negotiation

Ordinarily no negotiation shall be done. However, in exceptional case where price negotiation is necessary due to some unavoidable circumstances, the same shall be resorted with the lowest evaluated responsive proposal (L1).

#### 21. Acknowledgement of Notification of Award (NOA):

Within seven working days from the date of issue of the NOA, the Successful Service Provider shall acknowledge the receipt of NOA.

#### 22. Execution of Contract:

- a) The Successful Service Provider shall execute the Contract within 15 days of the issue of NOA or such time as indicated by .

#### 23. Performance Security:

- a) Before signing of the Contract, the Successful Service Provider shall furnish Performance Security for 5% of contract value.
- b) The Performance Security shall be forfeited and en-cashed in the following cases:
  - i) If the Successful Service Provider withdraws midway during the work completion.
  - ii) Any other act or acts of the successful Service Provider which renders the work un-operational and GMVN establishes sufficient reasons to forfeit the performance guarantee.
- c) Failure of the successful Service Provider to furnish the Performance Security shall constitute sufficient grounds for the annulment of the award in which event the may make the award to the next lowest evaluated responsive proposal at L1 rate, if it agree or call for new proposals.
- d) The Performance Security will be returned after 60 days beyond the successful contract period provided there is no pending dispute or claim.

## **II. CONDITIONS OF CONTRACT**

### **1. Definitions**

In this Contract, the following terms shall be interpreted as indicated:

- (a) "The Contract" means the agreement entered into between the and the Service Provider, as recorded in the Contract Form signed by the parties, including all the attachments and appendices thereto and all documents incorporated by reference therein;
- (b) "The Contract Price" means the price payable to the Service Provider under the Contract for the full and proper performance of its contractual obligations;
- (c) "The Goods" means all the equipment, machinery, and/or other materials which the Service Provider is required to supply to the under the Contract;
- (d) "Services" means services ancillary to the supply of the Goods, such as transportation and insurance, and any other incidental services, such as installation, commissioning, provision of technical assistance, training and other obligations of the Service Provider covered under the Contract;

The Service Provider shall permit to inspect the Service Provider's accounts and records relating to the performance of the Service Provider and to have them audited by independent auditors appointed by , if so decided.

### **2. Payment:**

The Service Provider shall pay the personnel by cheque account payee or by online banking only after deducting the employee's contribution of EPF, ESIC, etc. as prescribed by the Government from time to time. The payment to the personnel should be made within 10th day of the next month for which the payment is due without waiting for the payment of his invoice to the Employer.

The Service Provider shall deposit the applicable Employer's contribution of PF and ESIC as prescribed by the Government from time to time in the accounts of the personnel through nationalized banks to the appropriate authorities within the prescribed period without waiting for the payment of his invoice to the Employer.

Non disbursement of salary to the staff before 10th of the month due; will attract a penalty as per the direction of MD .

The Annual Statement of Accounts in respect of ESI & PF issued by the concerned Head of the organization shall be furnished to each of the personnel and may be asked by to submit it whenever required.

1. The Service Provider shall submit his invoice for the month before the 3rd of the following month. The invoice shall give the following details:

- (i) Salary paid for the personnel based on attendance less the employee's contribution of PF and ESI supported by attendance sheet;
- (ii) Employees contribution of PF and ESI supported with

- proof of having deposited the same with the appropriate authorities;
- (iii) Employer' s contribution of PF and ESI supported with proof of having deposited the same with appropriate authorities;
  - (iv) Service Provider' s fees computed on the total of 1 to 3 above;
  - (v) Service tax or GST payable, if any, at the current rates on the total of 1 to 4 above.
  - (vi) Invoice should be accompanied by PF & ESI challans of the previous month. Remittance should match with the deductions made in the bill.



2. Every effort shall be made for payment to be made to the Service Provider, after statutory deductions, on monthly basis within 10 days from submission of bills along with required documents and subject to satisfactory performance in accordance with this Contract.

**3. Period of Contract:**

For two year from signing of the Contract. The Contract may be extended on same terms and conditions for further period based on *the same rate and terms & conditions after the approval of MD*.

The Service Provider shall not sub-contract/ *sublet* any part of the services.

**4. Compliance to Laws:**

The Service Provider shall comply with all applicable laws *inter alia* Workman's Compensation Act., 1948, Employee's State Insurance Act, 1948, Minimum Wages Act, 1948 and Child Labor Prohibition and Regulation Act, 1986, *others Acts/rules etc.* as prevalent with regard to employment, safety, environment, etc., relevant for the services provided under this Contract.

The Service Provider shall indemnify, reimburse and compensate the Client against any third-party claims.

- (a) The Service Provider shall make all necessary arrangements to attend any accident and the Client should not be held liable or responsible in this regard.

The personnel deployed shall be employees of the Service Provider and no circumstances at any time claim employment of the Client.

The Service Provider shall employ the staff only after proper police verification and submit such verified certificates to the Client.

**5. Liquidated Damages:**

If the Service Provider delays to offer any or all of the Services within the period(s) specified in the Contract, the Service Provider is liable to pay the liquidated damages @ 0.5% of contract value per week with maximum up to 10%. Thereafter, GMVN has the option to terminate the Contract and encash full amount of the Performance Security.

**6. Termination of Contract:**

GMVN reserves the right to terminate the Contract in case of not satisfactory performance after giving a written notice of minimum 30 days *or immediately without assigning any reason thereof*.

**7. Settlement of Disputes:**

The GMVN and the Service Provider shall make every effort to resolve amicably by

direct informal negotiation any disagreement or dispute arising between them under or in connection with the Contract.

If after thirty (30) days, the parties have failed to resolve their dispute or difference by such mutual consultation, then either the GVVN or the Service Provider may give notice to the other party of its intention to commence arbitration, as to the matter in dispute, specifically, defined therein, and no arbitration in respect of this matter, shall be commenced unless such notice is given and served.

The Arbitration proceedings shall be commenced by a Sole Arbitrator to be agreed by both the parties, on failure the parties either party may invite three names from the President, Indian Council of Arbitration, and parties may agree to any of the name mentioned in the list, on failure it will be open for the parties to approach, as per the provision of section 11 of the Arbitration and Conciliation Act 1996 (as amended by Act No. 03 of 2016). The Service Provider shall initially bear the cost of the Arbitral Tribunal, unless it is decided by the Arbitral Tribunal under section 31(8) read with section 31A of the Act.

All disputes shall be subject to jurisdiction of courts in Dehradun.

Compliance of Uttarakhand Procurement Rule 2017, as amended time to time; Uttarakhand Minimum Wage Act, EPF ACT, ESIC act and other relevant acts and rules etc., shall strictly be followed while evaluating the bid.

## **SCOPE OF WORK**

Store keeper /O.A	Store maintenance and store office related work.
Receptionist /Counter man	Welcoming tourist and work related to Reception and work related to counter man .
Electrician	Maintenance of Supervision of all Electrician
Plumber	Maintenance of Supervision of all Plumbing
Kitchen Helper	Kitchen work with cook all items.
Waiter	Taking orders from tourist and serving.
Masalchee	Utensil cleaning and other food work.
Junior Engineer ( Civil)	Preparation of estimate maintenance of site and supervision of work.
Junior Engineer (Electrical)	Preparation of estimate maintenance of site and supervision of work.
Junior Engineer (Mechanical)	Preparation of Estimate and maintenance /supervision of Equipments tools and plants.
Mechanic (IIT)	Maintence and repair of Equipments tools and plants.
Driver. H.V/L.V	H.V/L.V rotated driver work.
Cleaner H.V	H.V rotated work.
River guide	Will execute river rafting rotated works etc.
Guide	Guide rotated works will be routed in chardham yatra and trekking tour etc.
Cook	Know to cooked all types meals.
Helper	Helper related works basis knowledge of meals.
Security guard	Security guard duties often include securing premises and personnel by patrolling property, monitoring surveillance equipment and inspecting buildings and equipment.
Room Attendant	Make beds change sheets remove and replace used towels and toiletries. Deliver and retrieve items on loan to guests e.g iron boards . Ensure security of guest rooms and privacy of guests.
Watchman	Night watchman related works.
Mali	Gardening and tree / shrub / grass trimming / mowing as per requirement and instruction. Timely cutting of grass.

Asst. Accountant	Knowing of Accounting, Taxation & M.S office work.
I.T Expert.	IT related work. ( Networking/Hardware)

# GMVN

## POST / QUALIFICATION

S.N O	POST	QUALIFICATION
1	Computer operator	Diploma in computer
2	Store keeper/O.A	Intermediate
3	Receptionist/ Counter Man	Diploma in Tourism
4	River Guide	28, days Certificate Course /River guide certification /3 year Exp.
5	Guide	ITI Diploma in Tourism (Minimum)
6	Electrician	ITI (2 years Diploma in Electrician)
7	Plumber	ITI (2 years Diploma)
8	Cook	Experience 3 years in reputed Hotel.
9	kitchen Helper	8th
10	Waiter	10th / 2year Exp. In Hotel industry / HSRT
11	Masalchi	5th
12	Helper	5th
13	Security Guard	Experience 2 years
14	Room Attendant	10th / 2year Exp. In Hotel industry / HSRT
15	Watchman	8th
16	Mali	Experience 2 years
17	Sweeper	5th
18	Asst. Accountant	B .Com(3 year working in Experience. with tally & ms office )
19	Asst. Accountant	B.Com(3 years GST&TDS Working)
20	Junior Engineer(Civil)	3 year Diploma in Civil Engineering
21	Junior Engineer (Electrical)	3 year Diploma in Electrical Engineering
22	Junior Engineer (Mechanical)	3 year Diploma in Mechanical
23	Mechanic (ITI)	I.T.I (2 year in Mechanic
24	Driver. H.V/L.V	Commercial D.I & 5 year Experience Of Driving
25	Cleaner H.V	8th pass & 2 year Experience With H.V
26	IT EXPERT	B.Tech/Diploma &3 year Experience (Networking/ Hardware )

## Annexure – 1

(To be submitted on letter head of the organization)

### Fraud and Corrupt Practices

- 1) The Service Providers and their respective officers, employees, agents and advisers shall observe the highest standard of ethics during the Bidding Process. Notwithstanding anything to the contrary contained herein, may reject an Application without being liable in any manner whatsoever to the Service Providers if it determines that the Service Providers has, directly or indirectly or through an agent, engaged in corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice in the Bidding Process.
- 2) Without prejudice to the rights of , if an Service Providers is found by to have directly or indirectly or through an agent, engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice during the Bidding Process, such Service Providers shall not be eligible to participate in any tender or proposal issued by or by any other agency of Government of Uttarakhand during a period of 2 (two) years from the date such Service Providers are found by to have directly or indirectly or through an agent, engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice, as the case may be.
- 3) For the purposes of this Clause 4, the following terms shall have the meaning hereinafter respectively assigned to them:
  - (a) “ **Corrupt practice**” means (i) the offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to influence the actions of any person connected with the Bidding Process (for avoidance of doubt, offering of employment to, or employing, or engaging in any manner whatsoever, directly or indirectly, any official of who is or has been associated in any manner, directly or indirectly, with the Bidding Process or the LOA or has dealt with matters concerning the Contract or arising there from, before or after the execution thereof, at any time prior to the expiry of one year from the date such official resigns or retires from or otherwise ceases to be in the service of , shall be deemed to constitute influencing the actions of a person connected with the Bidding Process); or (ii) save and except as permitted under sub clause (d) of Clause 1.2.6, engaging in any manner whatsoever, whether during the Bidding Process or after the issue of the LOA or after the execution of the Contract, as the case may be, any person in respect of any matter relating to the Work or the LOA or the Contract, who at any time has been or is a legal, financial or technical adviser of in relation to any matter concerning the Work;
  - b) “ **Fraudulent practice**” means a misrepresentation or omission of facts or suppression of facts or disclosure of incomplete facts, in order to influence the Bidding Process;
  - (c) “ **Coercive practice**” means impairing or harming or threatening to impair or harm, directly or indirectly, any person or property to influence any person’s participation or

action in the Bidding Process;

(d) “ **Undesirable practice**” means (i) establishing contact with any person connected with or employed or engaged by with the objective of canvassing, lobbying or in any manner influencing or attempting to influence the Bidding Process; or (ii) having a Conflict of Interest; and **Restrictive practice**” means forming a cartel or arriving at any understanding or arrangement among Service Providers with the objective of restricting or manipulating a full and fair competition in the Bidding Process.

(e) “ **Restrictive practice**” means forming a cartel or arriving at any understanding or arrangement

among Service Providers with the objective of restricting or manipulating a full and fair competition in the Bidding Process.

Dated this ... .. Day of ..... , 2022.

Name of the Service Provider

\_\_\_\_\_  
**Signature of the Authorized**



Annexure - 2

\*\*\* On the Letterhead of the Service Provider.

Format for Covering Letter \*\*\*

To  
The MD  
Garhwal Mandal  
Vikas Nigam  
Limited 74/1 Rajpur  
Road Dehra Dun –  
248001

Dear Sir,

**Ref. Request for Proposals through e-procurement portal for Selection of Service Provider to provide Housekeeping, TRH ... .. services and other manpower services at all Trh /Canteen and other units in GMVN.**

- 1.We have uploaded Technical and Financial Proposals appropriately on the e-procurement portal: [www. gmvnonline.com](http://www.gmvnonline.com)
- 2.We confirm that our proposal is valid for a period of 120 (One hundred twenty) days from ... .. (last date for proposal submission).
- 3.We hereby agree and undertake as under:  
Notwithstanding any qualifications or conditions, whether implied or otherwise, contained in our proposal we hereby represent and confirm that our proposal is unqualified and unconditional in all respects and we agree to the terms of the Contract, a draft of which also forms a part of the proposal provided to us.

Dated this ... ..Day of ..... , 2022.

Name of the Service Provider

... ..  
... Signature of the Authorised  
Person

## **Annexure – 3**

### **Format for Anti-Collusion Certificate**

#### **Anti-Collusion Certificate**

1. We hereby certify and confirm that in the preparation and submission of this proposal, we have not acted in concert or in collusion with any other Service Provider or other person/s and also not done any act, deed or thing which is or could be regarded as anti-competitive.
  
2. We further confirm that we have not offered nor will offer any illegal gratification in cash or kind to any person or agency in connection with the instant proposal.

Dated this ... .. Day of ..... , 20...

Name of the Service Provider

... ..  
Signature of the Authorized Person

**Annexure - 4**

**Format for Technical Proposal**

*(To be provided on the Letterhead of the Service Provider and to be signed by the Service Provider)*

**A. Past Experience of the Service Provider**

Sl. No.	Name of the Client	Contract no. and date	Contract value	Commencement date		Completion date	
				As per Contract	Actual	As per Contract	Actual
1							
2							
3							

The Service Provider may submit more details / information to substantiate its claim for past experience.

.....

Name of the Service Provider

.....

Signature of the Authorized Person

# FORMAT FOR FINANCIAL PROPOSAL

ANNAXURE-5

S.N O	Post	No.Qu anty	Rate per employees (per month Inc. GST& other Taxes )		Commission of vendor (per month Inc. GST& other Taxes )		TOTAL
			in word	in number	in word	in number	
1	Computer operator						
2	Store keeper/O.A						
3	Receptionist/Counter Man						
4	River Guide						
5	Guide						
6	Electrician						
7	Plumber						
8	Cook						
9	kitchen Helper						
10	Waiter						
11	Masalchi						
12	Helper						
13	Security Guard						
14	Room Attendant						
15	Watchman						
16	Mali						
17	Sweeper						
18	Asst. Accountant						
19	Asst. Accountant						
20	Junior Engineer(Civil)						
21	Junior Engineer (Electician)						
22	Junior Engineer (Mechanical)						
23	Mechanic (ITI)						
24	Driver.H.V/L.V						
25	Cleaner H .V						
26	IT EXPERT						

NOTE\*L1= Rate per employee+ Commission

Format for Financial Capability

Financial Year	Rs. In lakhs
2019-20	
2020-21	
2021-22	

## Annexure – 7

{ Note:

1. To be given on Stamp paper of value not less than Rs. 100, and also should be Notarised.
2. Only in case of Proprietary firms and if signed by proprietor himself / herself, this Power of Attorney is not required.}

### Power of Attorney for signing of Application

Know all men by these presents, We ..... (name of the firm and address of the registered office) do hereby irrevocably constitute, nominate, appoint and authorise Mr/ Ms (name), ..... son/daughter/wife

of ..... and presently residing at ..... , who is presently employed with us and holding the position of ..... , as our true and lawful attorney (hereinafter referred to as the “ Attorney” ) to do in our name and on our behalf, all such acts, deeds and things as are necessary or required in connection with or incidental to submission of our proposal to **Request for Proposals through e-procurement portal for Selection of Service Provider to provide Housekeeping, TRH ..... services and other manpower services at all Trh /Canteen and other units in GMVN.**

Proposed by GMVN including but not limited to signing and submission of all applications, proposals and other documents and writings, participate in Pre-Applications and other conferences and providing information/ responses to , representing us in all matters before , signing and execution of all contracts including the Contract and undertakings consequent to acceptance of our proposal, and generally dealing with in all matters in connection with or relating to or arising out of our proposal for the said Work and/ or upon award thereof to us and/or till the entering into of the Contract with .

AND we hereby agree to ratify and confirm and do hereby ratify and confirm all acts, deeds and things done or caused to be done by our said Attorney pursuant to and in exercise of the powers conferred by this Power of Attorney and that all acts, deeds and things done by our said Attorney in exercise of the powers hereby conferred shall and shall always be deemed to have been done by us.

IN WITNESS WHERE OF WE, ..... , THE ABOVE NAMED PRINCIPAL HAVE EXECUTED THIS POWER OF ATTORNEY ON THIS ..... DAY OF ..... 20... .

address)

For ..... .

(Signature, name, designation and



Witnesses:

- 1. ....
- 2. ....

)

(Notarised  
(Name, Title and  
Address of the Attorney)  
Accepted  
.....  
(Signature)

## Annexure – 8

(On Rs. 100/- stamp paper)

### **CONTRACT FORM (TO BE EXECUTED AFTER LETTER OF AWARD)**

**THIS AGREEMENT** made the .....day of....., 2022SP  
between..... (Name of ) (Hereinafter called "the ")  
represented by ... ..of the one part and..... (Name of Service Provider) of  
..... (Hereinafter called "the Service Provider ") represented by ... ..  
of the other part:

**WHEREAS** the is desirous that certain Goods and ancillary services viz., provide  
Request for Proposals through e-procurement portal for Selection of Service  
Provider to provide Housekeeping, TRH ... .. services *and other  
manpower services at all Trh /Canteen and other units in GMVN.*

(Brief Description of Services) and has accepted a quotation by the Service  
Provider for the same in the sum of ..... (Contract Price in Words  
and Figures) (Hereinafter called "the Contract Price").

#### **NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:**

1. In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract referred to.
2. The following documents shall be deemed to form and be read and construed as part of this Agreement, viz.:
  - a) The Proposal and the Price Schedule uploaded by the Service Provider;
  - b) The Fraud & Corrupt practices;
  - c) The Covering letter;
  - d) The Anti-Collusion Certificate;
  - e) The Affidavit;
  - f) Conditions of Contract; and
  - g) The 's Notification of Award
  - h) Any other document.
3. In consideration of the payments to be made by the to the Service Provider as hereinafter mentioned, the Service Provider hereby covenants with the to provide the goods and services and to remedy defects therein in conformity in all respects with the provisions of the Contract.
4. The GMVN hereby covenants to pay the Service Provider in consideration of the provision of the goods and services and the remedying of defects therein,

the Contract Price or such other sum as may become payable under the provisions of the Contract at the times and in the manner prescribed by the Contract.

Brief particulars of the goods and services which shall be supplied /provided bythe Service Provider are as under:

**TOTAL VALUE:**

**Contract Period:**

**IN WITNESS** whereof the parties hereto have caused this Agreement to be executed in accordance with their respective laws the day and year first above written.

Signed, Sealed and Delivered by the  
said ..... (For the )  
in the presence of:.....

Signed, Sealed and Delivered by the  
said ..... (For the Service Provider)

in the presence of:.....

**Annexure – 9**

**(On not less than Rs. 100/- stamp paper)**

**AFFIDAVIT**

I / We, ..... who is / are Authorised to sign and submit the proposal against your tender [ title and reference number of the Invitation for proposals ] do hereby undertake as follows:

- i. all the statements, documents, testimonials, certificates, etc., uploaded are genuine and the contents thereof are true,
- ii. any of our personnel, representatives, sub-consultants, sub-Service Providers, service providers, Service Provider s and/or their employees will not directly or indirectly, engage in any activity that may intervene, interfere and/or influence the procurement process at any stage,
- iii. indemnify and compensate the from any penalties and costs that may be incurred due to lapse/s on our part including incorrect / misrepresented / forged documents or statements,
- iv. our firm / company, M/s ..... and our Principal M/s are ***not blacklisted*** by any ministry / department / undertaking of Government of India, any State government and / or any Union territory administration in India.

2. If we are found contravening this undertaking even after award of contract in our favour or anyone else, we accept disciplinary action by the including rejection of our proposal, annulment of contract and blacklisting.

Authorized signatory for the Service

Provider Signed: \_\_\_\_\_

Name: \_\_\_\_\_

Designation: \_\_\_\_\_

Date: \_\_\_\_\_

(Notarised  
) (Name, Title and Address of the  
Attorney)

1. ....

2. ....

Witnesses:

Accepted

... ..  
(Signature)

Duly Authorised to sign this Authorization on behalf of:  
*[insert complete name of  
Service Provider]*



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### **E Tender Notice**

Tender are invited by GMVN from reputed firm /eligible Service Providers to Provide House Keeping Services and other manpower Services at all TRH / Canteen and other unit in GMVN. Detail terms & condition for applying tender are given in the tender documents can be downloaded from the website [www.uktenders.gov](http://www.uktenders.gov) in and [gmvnonline.com](http://gmvnonline.com). The tender procedure will be done through electronic tender system through the website [www.uktenders.gov](http://www.uktenders.gov) in only.

**Managing Director**