



**Omnibus Industrial Development Corporation of
Daman & Diu and Dadra & Nagar Haveli Limited**

(A Govt. Undertaking)

Corporate Office : Plot No.35, Somnath, Nani Daman - 396 210.

Tel: (0260) 2241120, 2241112, Fax : (0260) 2241108.

Website: www.oidc.nic.in

CIN : U65923DD1992SGC001221



No. OI DC/07/DMN/IMFL/LABOUR/2016-2017/45

Dated : April 15, 2016.

E - TENDER NOTICE

On behalf of the President of India, General Manager (IMFL), OI DC invites E- Tenders from the interested parties for providing service of Loading & Unloading of various brands of Liquor at OI DC IMFL Wholesale Godown, Silvassa as specified below:

Sr. No.	Items	EMD	Tender Fees
1.	“Providing service of Loading & Unloading of various brands of Liquor at OI DC IMFL Wholesale Godown, Silvassa.	Rs.1,20,000/-	Rs. 1000/- (Non refundable)

The eligible tenderer should submit the Technical Bid to the office of the General Manager (IMFL), OI DC Corporate Office, Plot No.35, Somnath, Nani Daman - 396210 by subscribing “PROVIDING SERVICE OF LOADING & UNLOADING OF VARIOUS BRANDS OF LIQUOR AT OI DC IMFL WHOLESAL E GODOWN, SILVASSA. on the envelope along with all necessary documents and also enclosing EMD of Rs. 1,20,000/-

Last date & time for download of tender documents	11/05/2016 up to 11:00 hrs.
Date & time of closing of bid i.e. submission of financial bid online	11/05/2016 up to 16:00 hrs.
Date & Time for submission of detail proposal in hard copy	11/05/2016 up to 17:00 hrs
Opening of Financial Bid	13/05/2016 up to 15:00 hrs (if possible)

The tender document & other details will be available on <https://www.nprocure.com> upto **11/05/2015**. Tender notice can also be seen at web site www.daman.nic.in & www.oidc.nic.in. Bidder have to submit price bid in electronic format only on www.nprocure.com till the last date and time for submission. Price bid in physical format shall not be accepted in any case.

Submission of tender fees in form of DD/Cash & EMD in form DD/FDR, valid copy of Service Tax registration number with certificate, PAN number etc: These are the mandatory documents required to be submitted to the tender inviting authority by RPAD/Speed post/Courier/by hand however, tender inviting authority shall not be responsible for any postal delay. Incomplete & conditional tenders are liable to be rejected.

The tender inviting authority reserves the right to accept/reject any or all tenders without assigning any reasons thereof. Bidder shall have to post their queries on e-mail address: www.oidc.nic.in on before **06/05/2016 upto 16.00 hrs.**

In case bidder needs any clarification or if training required for participating in online tender they can contact the following office. (n)Code Solution – A division GNFC Ltd., 403, GNFC info Tower, Bodakdev, Ahmedabad – 380 054, Gujarat (India), e-mail: npower@ncode.in, Fax : +917926857321, website: www.nprocure.com.



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Dated: April 15, 2016.

TERMS & CONDITIONS FOR PROVIDING SERVICE OF LOADING & UNLOADING OF VARIOUS BRANDS OF LIQUOR AT OIDC IMFL WHOLESALE GODOWN, SILVASSA FOR THE YEAR 2015-2016.

On behalf of the President of India, General Manager (IMFL), OIDC invites E- Tenders from the interested parties for “Providing Service of Loading & Unloading of various brands of Liquor at OIDC IMFL Wholesale Godown, Silvassa” per **Schedule – B** attached with the following conditions:

1. CHECK OFF LIST:

I. All the bidders are kindly requested to go through the tender document very carefully and understand all the clauses before submission of the tender. You are kindly requested for following:

- a) All proposals/bids/offers shall be numbered, signed & stamped on Each Page by the duly 'Authorized Signatory' of the Bidder.
- (b) Provide complete details of the bankers with MICR and IFSC/NEFT/RTGS details and copy of income tax PAN card, Copy of Service Tax Registration.
- (c) Give your complete details & contact number for ease of communication.

II. Following is the List of documents, which you are kindly, requested to attach in the hard copy envelop.

Sr. No.	Document Required / Important things to ensure	Yes	No
1	Audited balance sheet of last three financial year i.e. 2012 - 2013, 2013 - 2014 & 2014 - 2015		
2	Details of pending cases/disputes/claims with arbitration courts/consumer forums etc.		
3	Proposal/bid/offer shall be numbered, signed & stamped on Each Page by the duly 'Authorized Signatory' of the Bidder.		
4	Copy of registration with Service Tax Department.		
5	Copy of License obtained from concerned Labour Department.		
6	Client list where the service provider providing service of last 3 years.		
7	List of manpower		
8	Proof of office in Silvassa or nearby area		
9	Copy of registration certificate of Provident Fund.		

1. The Tender documents & other details will be available on <https://www.nprocure.com> upto **11/05/2016**. Tender notice can also be seen at web site www.daman.nic.in & www.oidc.nic.in.
2. Hard copy of the tender documents should be in a sealed envelope subscribed as **“Providing service of Loading & Unloading of various brands of Liquor at O IDC IMFL Wholesale Godown, Silvassa”** and addressed to the Office of the General Manager (IMFL), O IDC, Corporate Office, Plot No. 35, Somnath, Nani Daman, Daman – 396 220.
3. The tender should be neatly typed only on letter head, carry the name of service provider / agency and the signature of the tenderer. No overwriting, correction or erasing will be considered.
4. The hard copy of Technical Bid will be received upto 17.00 hrs. on **11/05/2016** in the office of the General Manager (IMFL), O IDC Corporate Office, Plot No. 35, Somnath, Nani Daman. The Financial bid of the tender will be opened at 15.00 hrs. on **13/05/2016** if possible.
5. The Earnest Money Deposit (EMD) of **Rs. 1,20,000/-** is payable in form of FDR/Demand Draft issued by the Scheduled Bank in favour of O IDC Ltd., Daman. Tender received without EMD will be treated as invalid. No interest will be paid on the amount of the security deposit money.
6. In case of successful bidder, who decline to accept the contract order, the EMD will be forfeited and the concerned agency will be blacklisted.
7. The amount of EMD paid by the tenderer(s) whose tenders are not accepted will be refunded to them within 15 days.
8. The successful bidder should furnish a security bond equivalent to 5% of the Tender value which will be forfeited in case the supply of manpower is delayed beyond the stipulated period.
9. The service provider / agency should be Income Tax Payee for a minimum period of 3 years.
10. Minimum Eligibility Criteria:
 - The service provider / agency should be registered with Service Tax Department.
 - The service provider / agency should have an office in Silvassa or nearby area of the territory.
 - The service provider / agency should be in this business for at least 3 years.
11. Late/vague/conditional/incomplete tender in any respect, tender by Fax will be summarily rejected. More than one tenders submitted by any firm on self-name or as associate of any other firm will lead to rejection of all tenders of that firm.
12. Bidder shall have to submit the name of Bank, Name of branch with the address, A/c No. and MICR No.

- 13.**The period of contract will initially be for a One Year which may be further extended as per requirement of the OI DC.
- 14.**The service provider / agency shall provide the required number of manpower within a period of one week from the date of the contract.
- 15.**The employees of the service provider / agency should be in the age group of 21 to 60 years.
- 16.**The service provider / agency shall ensure deployment of suitable people with proper background after investigation by the local Police, collecting proofs of identity like driving license, bank account details, previous work experience, proof of residence and recent photograph and withdraw such employees who are not found suitable by the OI DC for any reasons immediately on receipt of such a request.
- 17.**The service provider / agency should ensure that the employees given the task of loading / unloading at OI DC wholesale are physically and medically fit and are certified for good health.
- 18.**The persons/employees should be well trained and experienced in loading unloading work.
- 19.**The service provider / agency have to provide the Photo Identity Cards to the persons employed by him/her for carrying out the work. These cards are to be constantly displayed and their loss reported immediately.
- 20.**The service provider / agency's personnel working should be polite, cordial, positive and efficient, while handling the assigned work and their actions shall promote good will and enhance the image of OI DC. The service provider / agency shall be responsible for any act of indiscipline on the part of persons deployed by him.
- 21.**The service provider / agency shall replace immediately any of its personnel, if they are unacceptable to the office because of security risk, incompetence, conflict of interest and breach of confidentiality or improper conduct upon receiving written notice from this office.
- 22.**The service provider / agency should have provident fund registration for its employees fund and also service tax registration.
- 23.**The service provider / agency shall ensure proper conduct of his person in OI DC's premises and enforce prohibition of consumption of alcoholic drinks, paan, guthka, smoking, loitering without work.
- 24.**OI DC shall not be liable for any loss, damage, theft, burglary or robbery of any personal belongings, equipment or vehicles of the personnel of the service provider / agency.
- 25.**The service provider / agency shall not assign, transfer, pledge, or sub contract the performance of service without the prior written consent of this office.
- 26.**The service provider / agency's person shall not claim any benefit / compensation / absorption / regularization of services with OI DC under the provision of Industrial Disputes Act, 1947 or Contract Labor (Regulation &

Abolition) Act, 1970. Undertaking from the person to this effect will be required to be submitted by the service provider / agency to the OI DC.

- 27.**The agency should be registered with the concerned Govt. Authorities and a copy of the registration may be submitted.
- 28.**The service provider / agency should observe and conform to all laws, rules, regulations and bye-laws of the local authority concerned and comply with all statutory regulations specially relating to Employees Provident Fund and other laws in any way relating to service of loading / unloading work/service provider / agency.
- 29.**The service provider / agency should be a licensee as a labour contractor with the Labour Commissioner in UTs or any neighboring state i.e. Gujarat or Maharashtra.
- 30.**The service provider / agency shall engage the necessary persons as required by OI DC from time to time. The said person engaged by the service provider / agency shall be employee of the service provider / agency and it shall be the duty of the service provider / agency to pay their salary every month. The service provider / agency persons shall not claim any benefit from OI DC.
- 31.**The transportation, food, medical and other statutory requirement under various Acts/Govts. Regulations in respect of each personnel of the service provider / agency will be the responsibility of the service provider / agency.
- 32.**The service provider / agency should comply at all times with all statutory and other requirements for ensuring the health, safety and welfare of the persons deployed in their services.
- 33.**The service provider / agency shall be contactable at all times and message sent by e-mail, Fax, special messenger from OI DC to the service provider / agency shall be acknowledged immediately on receipt on the same day failing which will attract levy of penalty equal to @ Rs. 1000/- per day.
- 34.**The service provider / agency should pay all existing and further taxes, rates, cess, charges, assessments, outgoing and impositions of every description for the time being payable in respect of their agency.
- 35.**The service provider / agency should pay all local and other taxes, rates and other levies in respect of their agency to the Govt. or any local authority.
- 36.**Working hours of the OI DC, Wholesale depot would be 12.00 noon to 8.00 p.m. including half an hour lunch break or such time as decided by management from time to time.
- 37.**The service provider / agency will submit the bill in triplicate in the 1st week of the each month. The payment will be released by OI DC by 3rd week of each month.
- 38.**Payment to the service provider / agency would be strictly on certification by the officer with whom he is attached that his services were satisfactory.
- 39.**On receipt of goods, unloading of the goods at depot shall be the responsibility of the supplier / manufacturer and unloading charges shall be borne by him.

40. The service provider / agency has to quote rates in electronic format only on www.nprocure.com till the last date and time for submission. Price bid in physical format shall not be accepted in any case:

Sr. No.	Particular	Rate per case
01	Unloading	
02	Loading	
Total (Inclusive all) :		

41. The service provider / agency shall provide a substitute well in advance if there is any probability of the person leaving the job due to his/her own personal reasons. The payment in respect of the overlapping period of the substitute shall be the responsibility of the service provider / agency.
42. The service provider / agency to whom the contract is awarded, shall be responsible for any breakage/damage to goods during the time of handling/loading/unloading and in such case the amount of damage shall be recovered from the security deposit of the service provider / agency.
43. The rate(s) quoted should be at Silvassa IMFL wholesale godown.
44. The rate(s) should be quoted only for providing services of loading, unloading of liquor material for O IDC's wholesale godown at Silvassa.
45. The General Manager (IMFL) will be at liberty to accept the tender for whole or the part thereof at the rates submitted by the bidder or at reduced rate during the negotiations if any.
46. O IDC reserves the right to cancel the contract at any stage without assigning any reason. The contract may be terminated by either party by giving one month's notice.
47. In the matter of any disputes, between the parties regarding terms and conditions of the contract and execution thereof, the matter shall be referred to Arbitrator(s) as may be decided by O IDC. The service provider / agency shall not question the decision of the Arbitrator(s) on the ground that the Arbitrator(s) is/are Govt. Servants. The decision of the Arbitrator(s) shall be final and binding on the parties.
48. The service provider / agency shall comply with all the govt. laws, rules and regulations and non-compliance of any of it will be at his own risk and cost.
49. The service provider / agency will produce Income Tax Clearance before signing of the agreement.
50. It is made clear that no interest is payable on the amount of security deposit or any other amount withheld or lying with O IDC in any form under the contract.
51. The agreement shall be executed within one week of the acceptance of the tender or the extended period, as the case may be failing which the contract shall be liable to be rescinded. In such case the Earnest Money Deposit of the tenderer shall stand forfeited.

52. The service provider / agency shall agree and undertake to make good any loss or damage caused to the premises, goods, equipments and property by his representatives or employees while rendering the said services.
53. There shall be provided and maintained by the service provider/agency so as to be readily accessible during all working hours a first aid box equipped with the prescribed contents at every place where contract is employed by the service provider.
54. The service provider / agency will be responsible for any damage or loss caused to OI DC due to negligence in loading, unloading or transport of goods in transit from the place of loading to the place of unloading or non-performance of duty. Such loss will be reimbursed by the service provider / agency or OI DC will be at liberty to recover the same from the dues payable to the service provider / agency should that sum also be not sufficient over the full amount recoverable the service provider shall remit to OI DC on demand the remaining balance due. In case the service provider fails to pay the remaining balance within a reasonable period of six months, OI DC will have right to recover the amount by any legal means.

Sd/-
General Manager (IMFL)

THE ABOVE CONDITIONS ARE ACCEPTED AND ARE BINDING TO ME/US.

Signature of service provider / agency
Date & Rubber Stamp.

NOTE: Please return original copy of these conditions duly signed along with your tender / quotations.

Schedule – B

Bidder have to submit price bid in electronic format only on www.nprocure.com till the last date and time for submission. Price bid in physical format shall not be accepted in any case.

Sr. No.	Particular	Rate per case
01	Unloading	
02	Loading	
Total (Inclusive all) :		

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