

INVITATION FOR TENDER/QUOTATION

Tele: 25232853 / 25087033
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ADA/ADM/TPT/RFQ/2018

Aeronautical Development Agency
Ministry of Defence, Govt. of India,
P.B.No.1718, Vimanapura Post,
Bangalore – 560 017

Date: 08.01.2018

Due Date: 30.01.2018

Due Time: 0400PM

Invitation for Hiring of Drivers on Contract Basis (Ex-Servicemen) for a period of 01 year wef 01 Apr 2018

1. Quotes in sealed cover are invited from Service Providers as per this RFP in Two bid System i.e. Technical and Commercial bid. Please superscribe the above mentioned Title, RFP reference number and date of opening of the Quotes, on the sealed cover to avoid the Quote being declared invalid.

2. The address and contact numbers for sending Quotes or seeking clarifications regarding this RFP are given below:

- a) Quotes/queries to be addressed to : The Addl Director (Admin & Legal)
- b) Postal address for sending the quotes : Aeronautical Development Agency
P.B.No.1718,
Vimanapura Post,
Bangalore – 560 017
- c) Name & designation of the contact Officer : (1) Shri S Rangarajan
Chief Admin Officer
Ph – 080 – 25087484
Fax : 080 – 25232848
e-mail : rangarajan@jetmail.ada.gov.in
- (2) Shri Adam Mullanavar
Admin Officer (Tpt)
Ph. 080 – 25232853/25087033
Fax : 080 – 25232853
e-mail: adam@jetmail.ada.gov.in

3. The Technica bid as stated in Para XVI of this RFP should be superscribed separately and also includes EMD as stated in Para II (b). The price bid should be separately covered to avoid any confusion.

4. The service provider may quote their rates/charges clearly. Cutting/overwriting is not allowed unless it is attested.

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5. The Director (Adm & HR), ADA shall have the right to terminate the contract in part or in full at any time.


6. **Location of the Tender Box :-** At the Reception Centre and addressed to Shri S Rangarajan CAO ADA PB No 1718 Vimanapura Post Bangalore 560017. Sealed quotes should be dropped in the tender Box at the address given above. So as to reach by due date and time. **Late Tenders will not be considered**

(a) Quotes of debarred/Black listed firms will not be considered for evaluation.

7. This RFP is being issued with no financial commitment, and this Office reserves the right to change or vary any part thereof or foreclose the services at any stage. This Office also reserves the right to disqualify any Vendor, should it be necessary, at any stage on grounds of National Security.

8. You may contact Shri S Rangarajan, Chief Admin Officer, ADA or Shri Adam M Mullanavar Admin Officer (Transport) ADA for any clarifications related to tender condition, tender process and / or rejection of quote. With regards to tendering condition, this shall be done in writing at least seven days in advance before the stipulated date of submission of quote.

Yours faithfully;


(N Sermathi Pandian)
Addl Director (Admin & Legal)
for & on behalf of Director (A & HR)

Hiring of Ex-servicemen Drivers on Contract Basis to ADA

Aeronautical Development Agency is an autonomous body under the Govt of India, Ministry of Defence and is looking for Fifteen Ex-servicemen Drivers (ESMD) On contract basis. The details of the requirement and other instructions are as under :-

1. The ESMD should be below 52 years of age and an ex-serviceman from Army, Navy, Air force of para military forces.
2. Should be in possession of valid HMV Licence (Candidates with badge is must with minimum three years of experience.
3. Should be medically and physically fit.
4. Should furnish police verification report on character, antecedents and address verification.
5. The ESMD should have 10 years experience in specialist vehicles operation with prior driving experience of Heavy vehicles in Army/Navy/ Air Force/para military forces.
6. The contractor shall provide insurance cover of Rs 2.50 lakh to the drivers and premium will be paid by the vendor.
7. The contractor shall be accountable for all the acts of omission/commission committed by the Driver deployed at ADA.
8. ESMD to be deployed by the contractor to work at ADA will be selected by ADA and those selected will report to the co-ordinator with the appointment letter and ID card issued by the agency before commencement of the work.
9. Initially the contract is for a period of one year and extendable upto 3 years with percentage of hike in wages to be quoted by the agency in the quotation. However extension of contract is subject to good conduct and approval of the competent authority.
10. The contractor should be able to provide minimum 15 HMV drivers and able to provide further drivers within 7 working days as and when the demand arises from ADA.
11. The personnel deployed at ADA shall not be changed by the contractor without prior permission of the co-ordinator. They shall not be deployed for any other task/duty elsewhere.
12. The contractor should provide a copy of the payslip every month and EPF statement every quarter to each of the Ex-serviceman drivers deployed at ADA. However their salary has to be credited to their Bank A/c through e-payment on or before 08th of every month without fail irrespective of the fact that whether ADA has paid the monthly bills to the contractor or not and proof of payment to be submitted in the following month while submitting the bill to ADA. Proof of payment of EPF, GST and other payment to concerned authorities for previous month should also be submitted with the bill for payment.
13. The Ex-servicemen drivers should work minimum 8 ½ hours including lunch on on all days and extra hours beyond eight and

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half hours duty will be compensated by grant of overtime at the rates quoted.

II. **Co-Ordinator** : Mr Adam M Mullanavar AO (T) has been designated as co-ordinator on behalf of ADA for monitoring satisfactory implementation of the contract.

a) The contractor shall not deduct any amount from the fixed wages of the ex-serviceman drivers except the portion that needs to be remitted towards EPF if the wages is less than 15000/- PM. Proof of remittance of EPF in respect of the Drivers has to be produced in the following month, failing which the amount will not be reimbursed till productions of proof of its payment.

b) **Earnest Money Deposit** : The bidders are required to remit an amount of Rs 50000/- as Earnest Money Deposit (EMD) in the form of DD/Pay order issued by a scheduled bank in favour of Aeronautical Development Agency payable at Bangalore. Bids not accompanied by EMD shall be summarily rejected. The EMD will be forfeited in case the bidders retracts, modified or withdraws his bid after opening the Technical bid. EMD will be submitted with technical bid.

c) The EMD will be returned to the unsuccessful bidders after finalization of the Tender and EMD of successful bidder will be refunded/returned on award of the contract and submission of performance guarantee/Security Deposit.

III. **Security Deposit** – The contractor is required to remit a security deposit of 05% of work order (annual value) in the form of Bank Guarantee of equivalent value from a scheduled Bank and acceptable to ADA before commencement of work. The Bank guarantee should be valid for a period of two months after the expiry of the term of the contract, The BGB has to be renewed periodically in case of extension of the period of contract.

IV. Since this Contract is only for Ex-serviceman personnel, the contractor shall not offset short supply of ex-serviceman with civilians. Copy of discharge book of the personnel detailed for duty should be submitted to ensure that the drivers provided are ex-servicemen.

V Scope of work :

a) To execute work awarded by ADA, the total no of drivers who are in possession of valid HMV licenses are as under :-

- I. Total no of HMV Drivers required Now : 15
- II. Positioning of Drivers :- 10 at ADA
- III. Two Driver is positioned in NFTC.
- IV. One Driver is for New Swaraj Mazda.
- V. One Driver to be positioned at Hyderabad cell.
- VI. One Driver as standby for new vehicle.

Handwritten signature and date:
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However, they must be ready to drive any type of vehicles, given at a time. Refusal of the same is treated as indiscipline and treated as negligence and fined for that purpose.

b) **Duties at out station** :- The Drivers may be detailed for duties at outstation for which ADA will reimburse the cost of transportation Daily allowance and stay in hotel at outstation at the following rates :-

- i) Daily allowance for outstation trails will be paid at **Rs_____** per day for enroute expenditure on food and hotel accommodation.
- ii) Boarding and lodging at outstation @ **Rs_____** per day during stay at outstation if the same is not provided by the organizers of the trail.
- iii) Reimbursement of actual 3 Tier AC trains fare including booking charges or Volvo A\c bus charges from Bangalore to trail place or vice versa in case of travel to outstation by any other means based on production of valid tickets.
- iv) The contractor will incur the cost of such journey to outstation and ADA will reimburse the expenditure actually incurred plus service charges at the rate accepted and contract is concluded.
- v) In case ADA is arranging the cost of journey and charges towards outstation stay of the drivers detailed for duty, no service charges for the same will be paid

VI Compensation & Payment Terms :- ADA will reimburse the bills on monthly basis duly certified by the co-ordinator of ADA based on the monthly bills submitted by the contractor. The contractor shall prepare monthly bills based on the prices quoted by him together with service charges and GST as applicable and submit to ADA coordinator within 5th of each month and the payment will be released before 15th of each month by ADA.

The contractor have to submit the bills in duplicate together with attendance sheet duly pre-receipted and all copies must be endorsed "Payment received in full" and signed by the contractor.

- i) **Goods & Service Tax** : The Goods & Service tax will be paid at the rates as applicable as per the provisions of law. Payment of GST and filing of necessary returns to the authorities shall be the responsibility of the contractor. Documentary proof/evidence of its payment to the concerned authorities for previous month/period may be produced to ensure payment of the same to Govt.
- ii) The contractor is required to produce the proof of payment of EPF and other deductions. ADA shall not be responsible for any non compliance of EPF and other labour laws.
- iii) The contract shall remain in force for a period of one year, subject to satisfactory performance of the contractor. Two further extensions may be granted at the discretion of ADA with an annual escalation of% (Percentage to be quoted by the vendor) on the existing service conditions. The

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escalation percentage has to be quoted by the contractor in his price bids.


VII **Correspondance** : After entering into the contract agreement, the contractor shall correspond directly with the co-ordinator in all matters concerning the work and implementation of the terms and conditions thereof.

VIII **Termination of the contract** Notwithstanding, anything contained herein, both parties have the right, at any time to terminate this contract by giving three months notice in writing to the other by a registered mail. ADA shall have no further liability to make any payment in terms of this contract and all the obligations under the contract shall cease after the expiry of the said notice period.

- (i) Provided, that no notice is required to be given except a letter of termination, in case the contractor fails to comply with the terms and conditions of the contract and also in case of any security lapse/loss of property either by omission and commission which may affect the security of ADA.
- (ii) **Unfair Practice** : The contractor shall ensure that there is no unfair practices in ADA by the personnel engaged by them in ADA. The contractor should ensure compliance of all legal provisions including payment of Minimum wages, EPF, Workmen Compensation Act. Nonpayment of wages or withholding any portion of the same if any, comes to the knowledge of ADA, ADA reserves the right to terminate the contract and invoke the Bank Guarantee.

IX **Instructions to Bidders and General Terms & Conditions** : Bidders are requested to quote their rates as per format enclosed in a sealed cover. Please super scribe with "Quotation for Hiring of Ex-serviceman Drivers on contract Basis" and quote Enquiry number, due date of bids on the sealed cover.

- I. The Technical Bid, shall be addressed to Addl D (A&L) Aeronautical Development Agency, PB No 1718, Vimanapura Post Bangalore 560017, to reach him on or before the due date. ADA is not responsible for any postal delay.
- II. This enquiry is being issued with no financial Commitment and ADA reserves, the right to change or vary any part thereof at any stage. ADA also reserves the right to withdraw the enquiry, should it be necessary at any stage. ADA reserves, the right to accept/reject any or part of the offer without assigning any reason.
- III. The Bids received at ADA beyond the schedule time and date are liable to be rejected, unless formally extended by ADA.
- IV. The Bid should be forwarded with their original letter pad containing full address, GST Registration No, PAN Licence No etc.


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V. All the pages of the bid should be signed by the bidders as token of acceptance of all the instructions and returned to this office as the same will be a part of contract agreement thereafter.

X. **Price:** The rates quoted shall be firm and fixed and valid for a period of 180 days from the due date for submission of Tenders. The Bids shall be in English language. The Price Bid mentioned in quotation shall specifically mention whether the quoted price exclusive/inclusive of all Taxes. Change in the taxes and levies upward/downward as a result of any statutory variations during the tenure of the contract shall be accounted for.

XI. **Liquidated Damages** ADA reserves the right to recover the liquidated damage for the damages caused to the vehicle due to negligence of the drivers and or any property of ADA including the building/structures/equipment etc from the contractor. The amount of such recovery shall be equal to the value of the damaged property or cost of its repairs/rectification

XII. In case while on duty and during the course of engagement in the work premises of ADA under this contract, if any ex-serviceman met with any injury, indisposition due to accident or other national calamities, the contractor shall ensure immediate and adequate medical aid without fail. In addition, the contractor shall also be liable for meeting the statutory liabilities under the EPF or workmen compensation Act as detailed above.

XIII. **Security & Uniform** : The driver deployed by the contractor shall follow the normal security rules of ADA applicable from time to time. No uniform will be supplied by the ADA and it is for the vendor to supply uniforms as approved by ADA to the ESM Drivers.

XIV. **ARBITRATION** : Any question, dispute or difference arising under the contract shall be referred to the sole arbitration of an arbitrator appointed by Director (Admin & Planning & HR). The decision of the arbitrator shall be final and binding on both the parties. Notwithstanding any dispute between parties, the contractor shall not withhold, delay or defer his obligations under the contract and same shall be carried out strictly in accordance with the terms and conditions of the contract. The costs incidental to the arbitration shall be at the discretion of the arbitrator and the arbitration shall be conducted at ADA in accordance with the provisions of Indian Arbitration Act 1996.

XV. **Accommodation & Conveyance** No accommodation shall be provided by ADA to Ex-serviceman drivers deployed at ADA by the contractor. They shall not be paid for their conveyance by ADA.

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XVI. (i) **Bidding** : The contractor should submit the tenders in separate envelop clearly mentioning on top of the envelop **one price bid** and in the **other envelope Technical bid containing following documents** . Both the covers should be put in **another envelop and should be superscribed as "Tender for Ex-Servicemen Drivers :-**

- (a) Copy of Registration of the firm under shops & Establishment Act or any other Act.
- (b) Copy of the PAN/ Bank details A/c No with IFSC Code No.
- (c) EMD/DD No for Rs 50000/-
- (d) Copy of GST Registration.
- (e) Copy of EPF registration.
- (f) Annual turnover & Income Tax return for last 3 years.2015-16 to 2017-18.
- (g) Client list to whom services are rendered in the past 3 years. i.e. 2015-16 to 2017-18 the value of which should not be less than Rs 25 lakhs per year.
- (g) Certificate of Registration/Licence for providing Contract labour under contract labour (Regulations & Abolition) Act

(ii)The contractor shall present himself in person for all dealing with ADA and shall not deal through representative on power of attorney. The contractor must produce the original of the documents as stated in Para XVI above for verification at ADA at the time of finalization of the Contract.

XVII. You are requested to quote your rate per driver, per day, any specific terms and conditions for providing Drivers as per the details stated above. Should be inclusive of all benefits such as PF etc. Your offer furnishing the requisite details and information, enclosed in a sealed envelope, as indicated in the specimen form, superscribing **"ENQUIRY- HIRING OF EX-SERVICEMEN DRIVER ON CONTRACT BASIS- LAST DATE 30/01/2018"** must be dropped in the box provided for the purpose at ADA reception, before 1600 Hrs on **30/01/2018**.

Thanking you,

Yours faithfully,


(Sermathi Pandian)
Addl D (A&L)

Price Bid

Date :08/01/2018


Reference ADA/ADM/TPT/Ex-servicemen Drivers/2018 dated 08/01/2018

Hiring of Ex-servicemen Drivers on Contract Basis to ADA

Sl No	Description	In figure	In words
1	No of Ex-Serviceman Drivers to be provided to ADA	15	Fifteen
2	Rates per day per person Rs :		
3	Rates per month per drivers (2) X 26		
4	Amount per month for 15 drivers (1) X (3)		
5	Percentage of service charges to be levied by the contractor on (4) above _____%		
6	Total wages per month including service charges (4) + (5)		
7	G S T @ -----%		
8	Grand Total		
9	Percentage of Increase in salary to be indicated for each year i.e. year 1 and year 2 in case the contract is extended for another two years		
10	Rate per hour beyond normal duty of 8 ½ hours (over time wages)		

Note I : The wages per day/per month quoted should not be less than the minimum wages if any, prescribed by the labour commissioner/minimum wages act.

Note II : The L1 will be determined wr to the total wages quoted at Sl No 08 + overtime wages for average of 60 hours at the rate quoted under (10). Percentage increase quoted will be negotiated wrto other quotes and or rise in index for past year.


(Adam Mullanavary)
Adm Offr (Tpt)