



**National Safai Karamcharis Finance and  
Development Corporation (NSKFDC)**

**Request for Proposal (RFP)**

**for supply of Personal Protective Equipments (PPE) Kits  
to Sewer and Septic Tank Workers (SSW)**

**at**

**Central Zone**

**(Bihar, Chhattisgarh, Jharkhand and Madhya Pradesh)**

Date of issue of notice: **24<sup>th</sup> July 2024**

**Issued by:**

**National Safai Karamcharis Finance and Development Corporation (NSKFDC)**

(A Govt. of India undertaking under the Ministry of Social Justice & Empowerment)

Regd. office: NTSC, 3<sup>rd</sup> Floor, E-Block, NSIC, Okhla Industrial Area Estate-III, New Delhi-110020

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ISO 9001:2015

**NATIONAL SAFAI KARAMCHARIS FINANCE AND  
DEVELOPMENT CORPORATION (NSKFDC)**

NTSC, 3rd Floor, E-Block, NSIC,  
Okhla Industrial Estate-III, New Delhi-110020  
Email: nskfdc-msje@nic.in; Website: www.nskfdc.nic.in





**(Tender Document)  
GeM**

Request for Proposal (RFP) is invited for supply of Personal Protective Equipments (PPE) Kits to Sewer and Septic Tank Workers (SSW) at Central Zone (Bihar, Chhattisgarh, Jharkhand and Madhya Pradesh):

<b>Estimated cost of Tender</b>	<b>Rs. 1.88 Crore</b>
Earnest Money Deposit (EMD)	Rs. 2.00 Lakh
Tender fee	Rs. 2,000/-
Last Date & Time for receipt of Bids	5.08.2024 (upto 11:00 AM)
Date & Time of opening the Technical and Financial Bids	5.08.2024 at 11:30 AM
Date of supply of kits at designated locations	Date of supply T+15 days

The tender document is available on GeM Portal i.e. [www.gem.gov.in](http://www.gem.gov.in). The intending bidders may download the Tender document from the GeM Portal. The interested bidders may submit the bids online at GeM Portal in two bids systems {i.e. (i) Technical Bid and (ii) Financial Bid} in the prescribed proforma. Bid submitted/sent by any other mode will not be accepted. **EMD:** Earnest Money Deposit(EMD) should be submitted in the form of Demand Draft, from any of the Scheduled/Nationalised Bank in India, drawn in favour of **NSKFDC** payable at **New Delhi**, Fixed Deposit receipt, Bankers Cheque or Bank Guarantee(Appendix-D) from any of the Scheduled Commercial Bank. The Bid submitted without EMD in the prescribed formats or valid NSIC/MSME certificate of exemption for the tendered items will not be accepted.

**(Suresh Kumar)  
Chief Manager (Admin.)**

 ISO 9001:2015	<b>NATIONAL SAFAI KARAMCHARIS FINANCE AND DEVELOPMENT CORPORATION (NSKFDC)</b> NTSC, 3rd Floor, E-Block, NSIC, Okhla Industrial Estate-III, New Delhi-110020 Email: nskfdc-msje@nic.in; Website: www.nskfdc.nic.in	
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**(Tender Document)**  
**GeM**

No: NSKFDC/P&A/MSME/GeM/378/2024/388

Dated: 24.07.2024

**Name of work:** Supply of Personal Protective Equipments (PPE) Kits to Sewer and Septic Tank Workers (SSW) at Central Zone (Bihar, Chhattisgarh, Jharkhand and Madhya Pradesh).

**1.0 INTRODUCTION**

National Safai Karamcharis Finance and Development Corporation (NSKFDC), a Government of India undertaking under the aegis of Ministry of Social Justice & Empowerment. NSKFDC was incorporated on 24 January, 1997 under Section 8 of Companies Act 2013 (earlier Section 25 of the Companies Act, 1956) as a Company not for profit for all round socio-economic upliftment of the Safai Karamcharis, Waste Pickers, Manual Scavengers and their dependants throughout India.

**1.1 NAMASTE SCHEME**

National Action for Mechanized Sanitation Ecosystem (NAMASTE) is a central sector scheme that is being jointly implemented by the Ministry of Social Justice & Empowerment (MoSJE) and the Ministry of Housing & Urban Affairs (MOHUA).

The implementing agency for the scheme is National Safai Karamcharis Finance & Development Corporation (NSKFDC).

**1.2 TENDER/BID OBJECTIVE**

NSKFDC under NAMASTE scheme invites tender under Two Bid System i.e. Technical Bid and Financial Bid from experienced and reputed Companies/Firms/Agencies fulfilling conditions as mentioned in this document for the supply of Personal Protective Equipments (PPE) Kits to Sewer and Septic Tank Workers (SSW) at Central Zone (Bihar, Chhattisgarh, Jharkhand and Madhya Pradesh). The detailed list of different locations and consignee details shall be provided alongwith purchase order. The specified number of kits shall be delivered to respective consignee. The stipulated signature of consignee authorized representative to be submitted alongwith invoice for payment.

**1.3 IMPORTANT DATES**

S. No.	Activity	Time Line
1	Last Date & Time for Receipt of Bids	5.08.2024 (upto 11:00 AM)
2	Date & Time of opening the Technical Bids and Financial Bids	5.08.2024 at 11:30 AM
3	Date of supply of kits at designated locations	Date of supply T+15 days

T being the date of issue of letter of Intent/Supply order/Purchase order.

For details please visit NSKFDC website i.e. [www.nskfdc.nic.in](http://www.nskfdc.nic.in)

#### **1.4(A) SCOPE OF WORK**

The scope of this tender includes the procurement and delivery of specified numbers set of PPE Kits each set containing 7 different types of items/units with required specifications as per the specifications listed at FORM FIN-2. The PPE kits has to be delivered at specified locations to respective consignee. The consignee details alongwith quantity/sets of PPE Kits to be delivered at respective locations shall be provided alongwith purchase order.

The supply of PPE Kits subject to approval of the sample/specification mentioned in the tender document. The sample of each item shall be got approved before the commencement of supply at different locations. All the PPE Kits item should confirm to relevant BIS/ISI/EN/certification or bear such mark and should be manufactured by reputed company. The items not confirming to relevant BIS/EN/specified tender certifications or not bearing such certified marking shall not be accepted and supply order shall be cancelled.

#### **(B) PAYMENT TERMS**

- Payments would be done on delivery of the consignment along with Invoice at NSKFDC office or respective places.
- TDS shall be deducted on all the payments made to the selected bidder on the rates as specified by Govt. of India.
- Payment of taxes and other applicable Government levies will be made according to the rules and regulations as existing on the date of the payment.
- All payments will also be subject to liquidated damages as defined in para-1.4(C).
- The rates quoted in financial bid shall be inclusive of transportation packing, handling and delivery charges all inclusive.

#### **(C) LIQUIDATED DAMAGES**

For each day of delay in delivery of the said PPE Kits due to fault of vendor the damages equal to 0.5% of project cost will be levied (upto maximum of 10%).

#### **1.5.0 Selection of Bidders:**

1.5.1 (a) The evaluation of the proposals shall be carried out in two stages: at the first stage evaluation of responsiveness and technical proposals is taken up. Evaluators of technical proposals shall not have access to the financial proposals until the technical evaluation is conducted as the envelope containing the financial proposal will not be opened till the technical evaluation is complete. The financial proposal of only such bidders will be opened whose proposal is declared technically responsive and has obtained minimum qualifying marks/standards prescribed for the technical proposal. The evaluation shall be carried out in full conformity with the provisions of tender.

(b) Bidders must meet the qualification criteria as per para 1.6.1. Bidders satisfying the qualification criteria shall be evaluated for technical evaluation. The Bidders shall submit financial data as per Form Tech-4 along with audited financial statements. The financial data in the prescribed format shall be certified by the Chartered Accountant clearly mentioning his name with his stamp, signature and membership number/UDIN.

1.5.2 Technical Evaluation-Technical evaluation of eligible Bidders will be conducted as per the scoring methodology given in Part V of tender. The Bidder must obtain a minimum of 35 marks during technical bids evaluation to qualify for opening of financial bid.

1.5.3 The technical proposal/bid of bidder securing minimum 35 marks shall be declared technically responsive and qualified.

1.5.4 **Financial Evaluation**-Financial proposals of only those Bidders will be opened and considered for evaluation whose technical proposal/bids have been declared technically responsive and qualified.

<b>A. General</b>	
<b>1</b>	<b>Name of the Company: National Safai Karamcharis Finance and Development Corporation (NSKFDC)</b>
<b>2</b>	Technical and Financial Bids are to be submitted in separate sealed envelopes. Both these envelopes should be placed in a third sealed envelope. Each envelope should bear the name of work, Application for supply of Personal Protective Equipments (PPE) Kits to Sewer and Septic Tank Workers (SSW) at Central Zone (Bihar, Chhattisgarh, Jharkhand and Madhya Pradesh). <b>The respective envelopes containing technical/financial bid should clearly have Technical Bid or Financial Bid written on it, respectively.</b>
<b>B. Preparation of Proposal</b>	
<b>3</b>	<b>This tender has been issued in the English Language. Proposals shall be submitted in English language. All correspondence exchange shall be in English language.</b>
<b>4</b>	<p><b>The Proposals shall comprise the following:</b></p> <p><b>(i) Technical Proposal (including Bid documents):</b>  <b>The technical bid should comprise following and should be placed in a sealed envelope with the Supply of Personal Protective Equipments (PPE) Kits to Sewer and Septic Tank Workers (SSW) at Central Zone (Bihar, Chhattisgarh, Jharkhand and Madhya Pradesh) written on it:</b></p> <ol style="list-style-type: none"> <li>1. Power of Attorney in favour of authorized signatory to sign the Proposal and tender document (Affidavit in case of Sole Proprietor)</li> <li>2. Form Tech1 – Pro-Forma for Letter of Application</li> <li>3. Form Tech2 – Organisation’s Details</li> <li>4. Form Tech3 – Details of Work Experience</li> <li>5. Form Tech4 – Financial Information of Bidder</li> <li>6. Form Tech5– Undertaking for Blacklisting</li> <li>7. Form Tech6 – Undertaking for Corrupt and Fraudulent Practices, Undertaking for Bankruptcy/Insolvency</li> <li>8. Annual Reports and audited annual accounts of the Bidder/ Organisation for the last three years.</li> <li>9. Registration certificate of firm/Memorandum &amp; Articles of Association and any other documents to verify the nature of the organisation.</li> <li>10. Tender fee of requisite amount kept in a separate envelope.</li> <li>11. EMD - Earnest Money Deposit of requisite amount kept in a separate envelope.</li> </ol> <p><b>(ii) Financial Proposal – The financial proposal should comprise the following: -</b></p> <ol style="list-style-type: none"> <li>1. Form Fin1 - Financial proposal submission form</li> <li>2. Form Fin2 - summary of Costs/Financial Bid Format</li> </ol>
<b>5</b>	<b>Proposals must remain valid for Six Months</b> after the proposal submission deadline
<b>6</b>	The Technical Proposal is to be submitted in prescribed format. Submission of the Technical Proposal in a wrong format may lead to the Proposal being declared as non-responsive to the tender requirements and shall be summarily rejected.
<b>7</b>	<b>“Information on the Bidder’s tax obligations can be found at <a href="http://www.incometaxindia.gov.in">www.incometaxindia.gov.in</a>, “<a href="https://www.gst.gov.in/">https://www.gst.gov.in/</a>”</b> TDS however will be deducted as applicable.



<b>8</b>	<b>The Financial Proposal shall be stated in the following currencies: Indian National Rupee (Rs./ INR)</b>
<b>9</b>	<b>The bidder <i>shall NOT</i> have the option of submitting their Proposals electronically.</b>
<b>10</b>	<b>The single currency for the conversion of all prices expressed in various currencies into a single one is. INR/ Rs.</b>
<b>D. Negotiations and Award</b>	
<b>11</b>	<b>Expected date for the commencement of the Services: Within 3 days of issue of LoI.</b>

#### **NOTE**

- i) **Tender Fee** should be submitted along with the Technical Bid in the form of Demand Draft, drawn in favour of **NSKFDC** payable at **Punjab and Sind Bank, Defence Colony, New Delhi**. The MSME agency registered on UDYAM Portal shall be exempted from submission of Tender Fee on production of proof of current registration certification from MSME/NSIC for the above tendered item.
- ii) **EMD:** Earnest Money Deposit(EMD) should be submitted in the form of Demand Draft, from any of the Scheduled/Nationalised Bank in India, drawn in favour of **NSKFDC** payable at **New Delhi**, Fixed Deposit receipt, Bankers Cheque or Bank Guarantee(Appendix-D) from any of the Scheduled Commercial Bank.
- iii) Please note that the tender without accompanying the requisite tender fee/proof of exemption, shall not be evaluated and shall be summarily rejected.
- iv) Tender fee and EMD shall be deposited to NSKFDC office by registered post or in person on or before last date of tender i.e. 5.08.2024 (upto 11:00 AM) submission.

#### **1.6.0 QUALIFICATION/ELIGIBILITY CRITERIA**

##### **1.6.1 ELIGIBILITY OF BIDDERS**

- i. For the purpose of this tender the Bidder's organization should be registered for at least 5 years as on 31.03.2024. It should be having valid registration certificate under the relevant statute, under which it had been incorporated. In case the Bidder is applying as a Consortium, the eligibility criteria of the lead agency will be considered.
- ii. Bidders should have a valid PAN Number, GST number(if applicable). The bidder should also have registered with appropriate EPF/ESI authorities(if applicable).
- iii. Bidder (in case of a Consortium, including lead and member agencies) must not have been blacklisted or deregistered by any central/state government department or public sector undertaking. Also, no work of the Bidder must have been rescinded by the client after the award of contract during last five years. The Bidder(including individual member agencies in case of consortium/JV) would submit undertaking to this effect in the prescribed format as per FORM TECH-5.
- iv. Bidder must not have suffered bankruptcy/insolvency during last three years. The Bidder should have to submit undertaking to this effect in the prescribed format as per FORM TECH-6.
- v. Bidder should provide the prescribed tender fee (in case exempted, the proof of exemption).
- vi. Bidder must possess the requisite experience of similar works.

## **1.6.2 (A) TECHNICAL EXPERIENCE CRITERIA**

The bidder should have satisfactorily completed similar projects/ works of requisite value as mentioned below during last 5 years period ending 31.03.2024.

Three similar works each costing not less than Rs.75.20 Lakh or  
Two similar works each costing not less Rs.94.00 Lakh or  
One similar work costing not less than Rs.1.50 Crore

The Bidder shall submit details of work executed by them in the prescribed format as per FORM TECH-3 for the works to be considered for qualification of work experience criteria. Documentary proof from the client clearly indicating the nature/scope of work, value of work done/services provided, date of commencement and date of completion for such work should be submitted. The offers submitted without this documentary proof shall not be evaluated.

### **Similar Works:**

Similar Works means supply of similar PPE items to Sanitation Workers, industrial workers, Army supply/constructions workers etc.

## **(B) FINANCIAL STANDING:**

It should have minimum average annual turnover of Rs.1.50 Crore during the last 3 financial years ended 31.3.2022 to 31.03.2024 (whichever is applicable) duly certified by the Chartered Accountant.

- (i) Financial data for the last three audited financial years must be submitted by the Bidder in along with audited financial statements. The financial data in the prescribed format shall be certified by chartered accountant with his stamp, signature and membership number. If audited balance sheet and financial data of any year is not submitted, then the application shall be considered incomplete and summarily rejected. Also, if the Bidder provides no or NIL financial data for any of the above financial year, then his application shall not be considered and summarily rejected.
- (ii) The application of the Bidder, who do not qualify the minimum eligibility criteria stipulated in the clause 1.6.2-A and 1.6.2-B above, shall not be considered for further evaluation and shall be rejected. The mere fact that the Bidder is qualified as mentioned in sub clause 1.6.2 and 1.6.2-B shall not imply that their application shall automatically be accepted. The same should contain all technical data and financial bid as required for consideration of application.
- (iii) Late submissions (received after due date and time of submission of document) shall not be accepted under any circumstances.
- (iv) NSKFDC reserves the right to accept or reject any or all tender without assigning any reasons. No Bidder shall have any cause of action or claim against NSKFDC for rejection of its/their application.

## **Part II – INSTRUCTIONS TO BIDDERS**

**National Safai Karamcharis Finance and  
Development Corporation (NSKFDC)**



## **Part II – Instructions to Bidders**

### **1. Definitions**

- (a) “Employer” means the Department/NSKFDC who has invited the bids for procurement of services and/ or with which the selected Bidder signs the Contract for the Services and to which the selected organisation shall provide services as per the terms and conditions and TOR of the contract.
- (b) “Bidder” means any agency or bidder or Consortium of agencies that may provide or provides the Services to the Employer under the Contract.
- (c) “Contract” means the Contract signed by the Parties and all the attached documents listed in its Clause 1, that is the General Conditions (GC), the project Specific Conditions (SC), and the Appendices.
- (d) “Project specific information” means such part of the Instructions to prospective bidders used to reflect specific project and assignment conditions.
- (e) “Day” means calendar day.
- (f) “Government” means the Government of India
- (g) “Instructions to Bidders” (Section II of the TENDER) means the document which provides prospective bidders with all information needed to prepare their proposals.
- (h) “Proposal” means the Technical Proposal and the Financial Proposal.
- (i) “Assignment/ job” means the work to be performed by the bidder pursuant to the Contract.

### **2. Non- Transferable Bid**

Neither the contract nor the right granted under the contract may be sold, leased/ sublet, assigned or otherwise transferred, in whole or in part, by the bidder and any such attempted sale, lease, assignment or otherwise transfer shall be void and of no effect without the advance written consent of the NSKFDC.

### **3. Clarification and Amendment of tender Documents**

- i. Bidders may request a clarification on any clause of the tender documents up to the date mentioned in the tender document, before the proposal submission date. Any request for clarification must be sent in writing, or by standard electronic means to the Employer’s address. The Employer will publish the response (including an explanation of the query but without identifying the source of inquiry) on NSKFDC’s website. Should the Employer deem it necessary to amend the tender as a result of a clarification, it shall do so following the procedure under para. 3. ii below.
- ii. At any time before the submission of Proposals, the Employer may amend the tender by issuing an addendum in writing or by standard electronic means. To give Bidders reasonable time in which to take an amendment into account in their Proposals the Employer may, if the amendment is substantial, extend the date of submission of Proposals/applications/bids.

### **4. Completeness of Bid Offer**

The bidder is expected to examine all instructions, forms, terms & conditions and specifications in the tender document. Failure to furnish all information required in document or submission of offer not substantially responsive in every respect to the tender document will be at the bidder’s risk and may result in the rejection of bid offer. The bid offer is liable to be rejected outright without any intimation to the bidder if complete information as called in the tender document is not given therein, or if particulars asked for in the Forms/Proforma in the Tender is not fully furnished.

## 5. Conflict of Interest

- i. Employer requires that Bidder provide professional, objective, and impartial advice and at all times hold the Employer's interest's paramount, strictly avoid conflicts with other Assignment/jobs or their own corporate interests and act without any consideration for future work.
- ii. Without limitation on the generality of the foregoing, bidder, and any of their affiliates, shall be considered to have a conflict of interest and shall not be recruited, under any of the circumstances set forth below:
  - 5.ii.1. **Conflicting activities:** A firm that has been engaged by the Employer to provide goods, works or Assignment/job other than consulting Assignment/job for a project, and any of its affiliates, shall be disqualified from providing consulting Assignment/job related to those goods, works or Assignment/job. Conversely, a firm hired to provide consulting Assignment/job for the preparation or implementation of a project, and any of its affiliates, shall be disqualified from subsequently providing goods or works or Assignment/job other than consulting Assignment/job resulting from or directly related to the firm's consulting Assignment/job for such preparation or implementation. For the purpose of this paragraph, Assignment/job other than consulting Assignment/job are defined as those leading to a measurable physical output, for example surveys, exploratory drilling, aerial photography, and satellite imagery.
  - 5.ii.2. **Conflicting Assignment/job:** A Bidder (including its Personnel) or any of its affiliates shall not be hired for any Assignment/job that, by its nature, may be in conflict with another Assignment/job of the Bidder to be executed for the same or for another Employer. For example, a Bidder hired to prepare engineering design for an infrastructure project shall not be engaged to prepare an independent environmental assessment for the same project, and a Bidder assisting an Employer in the privatization of public assets shall not purchase, nor advise purchasers of, such assets. **Similarly, a Bidder hired to prepare Terms of Reference for an Assignment/job shall not be hired for the Assignment/job in question.**
  - 5.ii.3. **Conflicting relationship:** A Bidder (including its Personnel) that has a business or family relationship with a member of the Employer's staff who is directly or indirectly involved in any part of:
    - (i) The preparation of the Terms of Reference of the Assignment/job,
    - (ii) The selection process for such Assignment/job, or
    - (iii) Supervision of the Contract, may not be awarded a Contract, unless the conflict stemming from this relationship has been resolved in a manner acceptable to the Employer throughout the selection process and the execution of the Contract.
- iii. Bidder have an obligation to disclose any situation of actual or potential conflict that impacts their capacity to serve the best interest of their Employer, or that may reasonably be perceived as having this effect. Any such disclosure shall be made as per the Standard forms of technical proposal provided herewith. If the Bidder fails to disclose said situations and if the Employer comes to know about any such situation at any time, it may lead to the disqualification of the Bidder during bidding process or the termination of its Contract during execution of assignment. No agency or current employees of the Employer shall work as Bidder under their own ministries, departments or agencies.

## 6. Tender/Bid

The proposal must remain valid for six months after the submission date.

## 7. Preparation of Tender

- (i) The tender as well as all related correspondence exchanged by the Bidder and the NSKFDC, shall be written in English language, unless specified otherwise.
- (ii) In preparing their tender, Bidder is expected to examine in detail the documents comprising the tender. Material deficiencies in providing the information requested may result in rejection of a tender.
- (iii) While preparing the Technical bid, Bidder must give particular attention to the following:
  - a. If Bidder considers that it may enhance its expertise for the Assignment/job by associating with other agencies in an association, it may associate to form a Consortium.
  - b. If Bidder submit or participates in more than one proposal for particular item either individually or through consortium, both these proposals shall be disqualified.
- (iv) **Submission of the wrong type of Technical Proposal will result in the Proposal being deemed non-responsive.**
- (v) The Technical Proposal shall not include any information about financial proposal or bid. A Technical Proposal containing financial proposal may be declared non-responsive.
- (vi) **Financial Proposals:** The Financial Proposal shall be prepared using the attached Standard Form. The financial proposal shall not include any conditions attached to it and any such conditional financial proposal shall be rejected summarily.

## 8. Treatment of Discrepancies

Where there is a discrepancy between amounts in figures and in words, the amount in words will govern. If an bidder refuses to accept the correction, their bid will be rejected.

## 9. Taxes

The bidder shall fully familiarize themselves about the applicable taxes on amounts payable by the Employer under the Contract. All the applicable Taxes must be included in the financial proposal.

## 10. Currency

Bidders shall express the price of their Assignment/job in Indian Rupees (INR).

## 11. Earnest Money Deposit (EMD)

### 11.1 Earnest Money Deposit

- I. An EMD of **Rs.2.00 Lakh (Indian Rupees Two Lakh Only)**, in the prescribed form should be submitted alongwith proposal.
- II. Proposals not accompanied by EMD shall be rejected as non-responsive except in case of exempted cases of SME/MSME.
- III. No interest shall be payable by the Employer for the sum deposited as earnest money deposit.
- IV. No bank guarantee will be accepted in lieu of the EMD.
- V. The EMD of the Bidders would be returned back within one month of signing of the contract.

### **11.2 The EMD shall be forfeited by the Employer in the following events:**

- I. If Proposal is withdrawn during the validity period or any extension agreed by the bidder thereof.
- II. If the Proposal is varied or modified in a manner not acceptable to the Employer after opening of Proposal during the validity period or any extension thereof.
- III. If the Bidder tries to influence the evaluation process.
- IV. If the First ranked Bidder withdraws his proposal during negotiations (failure to arrive at consensus by both the parties shall not be construed as withdrawal of proposal by the Bidder).

### **11.3 Tender Fees**

All bidder/bidders are required to pay non refundable tender fee as specified in the form of demand Draft drawn in favour of **NSKFDC** and payable at **New Delhi**. SME/MSME are exempt from the tender fees against submission of relevant proofs/ documents.

**Please note that the Proposal, which does not include the Tender fees, or proof of exemption, would be rejected as non-responsive.**

### **12. Submission, Receipt, and Opening of Proposal:**

- (i) Willing and interested organizations may submit their two-part bid as technical and financial as per extant procedure elaborated in this document.
- (ii) The original proposal, both technical and Financial Proposals shall contain no interlineations or overwriting, except as necessary to correct errors made by the Bidders themselves. The person who signed the proposal must initial all such corrections.
- (iii) An authorized representative of the Bidder shall initial all pages of the original Technical and Financial Proposals. The authorization shall be in the form of a written power of attorney accompanying the Proposal or in any other form demonstrating that the representative has been dully authorized to sign. The signed Technical and Financial Proposals shall be marked "ORIGINAL".

### **13. Proposal Evaluation**

- (i) From the time the Proposals are opened and till the time the Contract is awarded, the Bidders should not contact the Employer on any matter related to its Technical and/or Financial Proposal. Any effort by Bidders to influence the Employer in the examination, evaluation, ranking of Proposals, and recommendation for award of Contract may result in the rejection of the Bidder' Proposal.
- (ii) The employer will constitute a Tender Committee (TC) which will carry out the entire evaluation process.
- (iii) Evaluation of Technical Proposals: TC while evaluating the Technical Proposals shall have no access to the Financial Proposals until the technical evaluation is concluded, and the competent authority accepts the recommendation.
- (iv) The TC shall evaluate the Technical Proposals on the basis of their responsiveness to the Terms of Reference and by applying the evaluation criteria, sub-criteria specified in the Data sheet. In the first stage of evaluation, a Proposal shall be rejected if it is found deficient as per the requirement indicated in the Data sheet for responsiveness of the proposal. Only responsive proposals shall be further taken up for evaluation. Evaluation of the technical proposal will start first and at this stage the financial bid (proposal) will remain unopened. The qualification of the bidder and the evaluation criteria for the technical proposal has been defined in the Data sheet.

- (v) Public opening & evaluation of the Financial Proposals: Financial proposals of only those Bidders who are technically qualified shall be opened publicly on the date & time communicated in due course to the technically qualified Bidders, in the presence of the Bidders' representatives who choose to attend. The name of the Bidders, their technical score (if required) and their financial score shall be read aloud.
- (vi) The TC will correct any computational errors. When correcting computational errors, in case of discrepancy between a partial amount and the total amount, or between words and figures, the former will prevail. In addition to the above corrections the items described in the Technical Proposal but not priced, shall be assumed to be included in the prices of other activities or items.
- (vii) On the last day of submission of bids, a list of bids received will be prepared with the names of the bidders. The bids will be opened by Tender Opening Committee (TOC) and shall be subsequently evaluated by TC and date of opening of financial bids will be communicated in due course.
- (viii) After opening of financial proposals, the lowest bidder will be declared winner on overall basis and be eligible for award of the contract. The methods of selections are described in the Data Sheet.

#### **14. Negotiations**

- (i) Negotiations will be held at the date, time and address intimated to the selected bidders. The invited Bidder will, as a pre-requisite for attendance at the negotiations, confirm availability of all Professional staff. Representatives conducting negotiations on behalf of the Bidder must have written authority to negotiate and conclude a Contract.
- (ii) Conclusion of the negotiations: Negotiations will conclude with a review of the draft Contract. To complete negotiations the Employer and the Bidder will initial the agreed Contract.

#### **15. Award of Contract**

- (i) After completing negotiations, the NSKFDC shall issue a Letter of Intent(LOI) to the selected Bidder and promptly notify all other qualified Bidders who have submitted proposals, about the decision taken.

#### **16. Performance Security**

- (a) Performance Security (Rule 171 of GFR 2017): To ensure due performance of the conduct, performance security [or Performance Bank Guarantee (PBG)] shall be provided by the Bidder who is awarded the contract. Performance security should be for an amount of three (3) per cent of the value of the contract as specified in the bid document. Performance security may be furnished in the form of Insurance Surety Bond, account payee demand draft, fixed deposit receipt from a commercial bank, bank guarantee issued/confirmed from any of the commercial bank in India, or online payment in an acceptable form, safeguarding the purchaser's interest in all respect.

### **17. MISCELLANEOUS**

#### **17.1 CORRUPT OR FRAUDULENT PRACTICES**

- (i) NSKFDC requires that the Bidders under this process observe the highest standard of ethics during the procurement and executions of this contract. In pursuance of this policy, NSKFDC:
  - (a) Defines, for the purpose of these provisions, the terms set forth as follow:
    - i. "corrupt practice" means the offering, giving, receiving or soliciting of anything of value to influence the action of a public official in the procurement process or in contract execution; and

- ii. “fraudulent practice” means concealment and/or misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of NSKFDC, and includes collusive practice among Bidders (prior to or after submission of application) designed to establish bid prices at artificial non-competitive levels and to deprive NSKFDC of the benefits of free and open competition.
- (b) Will reject a proposal for award of work if it determines that the Bidder recommended for award has engaged in corrupt or fraudulent practices in competing for the contract in question.
- (c) Will declare Bidder ineligible either indefinitely or for a stated period of time, for award of contract/contracts, if it at any time determines that the Bidder has engaged in corrupt or fraudulent practices in competing for or in executing the contract.

## **17.2 AMENDMENT OF PRE-QUALIFICATION AND PROPOSAL DOCUMENT**

- (ii) At any time prior to the deadline for submission of applications, NSKFDC may amend the Pre-qualification and proposal Documents by issuing addenda.
- (iii) Any addendum issued shall be part of the Pre-qualification and proposal Documents and shall be available on the website of NSKFDC.
- (iv) To give Bidders reasonable time to take an addendum into account in preparing their applications, NSKFDC may, at its discretion, extend the deadline for the submission of applications

## **17.3 SIGNING OF THE APPLICATION AND NUMBER OF COPIES**

17.3.1 The Bidder shall prepare one original set of the proposal documents and clearly mark it “ORIGINAL”. The original of the tender shall be typed and shall be signed by the Bidder or persons duly authorized to sign on behalf of the Bidder.

17.3.2 The original of the tender shall be typed and all the pages of the original copy shall be signed by a person or persons duly authorised to sign on behalf of the Bidder. All pages of the bid documents, where entries or amendments have been made, shall be initialled and dated by the person or persons signing the application. The document should be properly bounded and secured before submission. Loose or unsecured documents/pages are liable for rejection.

17.3.3 An authorized representative shall have the authority to conduct all business and incur liabilities related thereto for and on behalf of the organisation it represents, during the pre-qualification and proposal and during contract execution.

## **17.4 DEADLINE AND ADDRESS FOR SUBMISSION OF APPLICATIONS**

**NSKFDC may, at its discretion, extend the deadline for the submission of applications, in which case all rights and obligations of NSKFDC and the Bidders subject to the previous deadline shall thereafter be subject to the deadline as extended.**

## **17.5 LATE APPLICATIONS**

17.5.1 Late applications received after due date and time of submission of bid shall not be accepted.

## **17.6 CLARIFICATIONS OF APPLICATION**

17.6.1 The Bidders shall be evaluated on the basis of the application and documents submitted by them and NSKFDC shall not be under any obligation to seek any further information or clarifications.

- 17.6.2 Without prejudice to Clause 17.6.1, in order to assist in the evaluation of applications, NSKFDC may, at its sole discretion, ask any Bidder for any clarification on its application which shall be submitted within a stated reasonable period of time. Any request for clarification and all clarifications shall be in writing or through email.
- 17.6.3 If Bidder does not provide clarifications requested by the date and time set in NSKFDC's request or clarification, its application may be rejected.
- 17.6.4 It is clarified that Bidders will not be required to submit on their own, additional information or material subsequent to the date of submission and such material if submitted, will be disregarded and shall not be considered for evaluation. The pages of the Pre-Qualification and proposal documents submitted shall be numbered serially and properly secured/bound.

## **17.7 RESPONSIVENESS OF BIDDERS**

- 17.7.1 NSKFDC may reject any application, which is not responsive to the requirements of the Pre-qualification and proposal documents.
- 17.7.2 Bidders should note that this Pre-qualification and proposal Document is intended to provide preliminary information. The information contained herein shall not in any way be construed as binding on NSKFDC, its agents, successors or assignees.
- 17.7.3 The Decision of NSKFDC with regard to the pre-qualification of agencies/firms shall be final and binding. Bidders will be deemed to have understood and agreed that no explanation or justification of any aspect of the pre-qualification process will be given and that NSKFDC's pre-qualification decisions are without any right of appeal whatsoever.
- 17.7.4 NSKFDC reserves the right not to proceed with the pre-qualification and selection procedure at any time without notice or liability.
- 17.7.5 All documents and other information supplied by NSKFDC or submitted by an Bidder to NSKFDC shall remain or become the property of NSKFDC. Bidders are to treat all information as strictly confidential. NSKFDC will not return any pre-qualification submissions.
- 17.7.6 NSKFDC will notify successful pre-qualified Bidders. It will not entertain any query or clarification from Bidder who fail to qualify.
- 17.7.7 Bidder will be required to confirm and declare with the Pre-Qualification and proposal Application that no agent, middleman or any intermediary has been, or will be, engaged to provide any services, or any other items or work related to this Pre-qualification process. They will have to further confirm and declare in the submittal that no agency commission or any payment which may be construed as an agency commission has been, or will be, paid and that the tender price will not include any such amount.

## **18. GENERAL REQUIREMENTS**

- 18.1 The Bidder shall be responsible for obtaining relevant certificates or clearances from local civic authorities etc. NSKFDC shall extend necessary assistance wherever possible.
- 18.2 The Bidder shall have an Internal Quality Assurance Program to ensure that all work is executed, checked and completed as per standards.

## **19. INFORMATION BY THE BIDDERS**

- 19.1 Bidders should attach clearly marked and referenced continuation sheets in the event that the space provided in the Pre-Qualification Document, application or Annexure is insufficient.



19.2 While responding to the proposal submission, Bidders should demonstrate their capabilities, by providing material based on their experience, past performance, their personnel, equipment and financials, including:

- (i) Capability to execute the project to the requisite standard and to monitor and control the project.
- (ii) Capability to programme and re-programme the work, monitor progress against programme and to utilise monitoring techniques.
- (iii) Capability to manage, supervise and undertake the work in a manner and to a quality commensurate with standards.
- (iv) Capability to undertake pro-actively and to manage contract interfaces and co-ordination.
- (v) Capability to execute the work in time by having adequate staff.
- (vi) The evaluation criteria, evaluation topics, scoring scheme and relative weightage are provided in Part V.

## 20 CORRESPONDENCE WITH BIDDERS

- (i) Intended Bidders are required to watch the website of NSKFDC for all updates in connection with this pre-qualification and proposal document viz. Corrigendum, Addendum, clarifications tendered, Postponement of Submission schedules etc. NSKFDC shall not be responsible in any way on account of the intended Bidder not noticing the updates.

The locations of the supply of PPE Kits will be intimated to the agencies, after issue of purchase order.

### Note:-

1. The quantity and locations are indicative only the new locations may be intimated well in advance.
2. The quantity may vary with variation upto (+/-) 50%.

  
(Suresh Kumar)  
Chief Manager (Admin.)

**Part III (A) – TECHNICAL PROPOSAL  
& APPLICATION FORMS**

**National Safai Karamcharis Finance and  
Development Corporation (NSKFDC)**

**FORM TECH-1: PRO-FORMA FOR LETTER OF APPLICATION**

**(On Letter Head of Organisation)**

To,  
The Chief Manager (Admin.),  
National Safai Karamcharis Finance and  
Development Corporation (NSKFDC),  
NTSC, 3<sup>rd</sup> Floor, E-Block, NSIC,  
Okhla Industrial Area Estate-III,  
New Delhi-110020

**(Bidder to provide date and reference)**

**Subject: Proposal for Supply of PPE Kits to Sewer and Septic Tank Workers (SSW).**

**Dear Sir,**

We, the undersigned, apply to provide the services for the project in accordance with your Request for Proposal. We are hereby submitting our proposal which includes technical proposal, financial proposal sealed under separate envelope and requisite EMD and Tender Fees. We declare the following:

- (a) We are duly authorized to represent and act on behalf of \_\_\_\_\_ (hereinafter the "Bidder")
- (b) We have examined and have no reservations to the Request for Proposal Document including Addenda No(s) \_\_\_\_\_.
- (c) We further declare that we have not engaged any agent or middleman for this process. We have not paid / will not be paying any commissions, gratuities or fees with respect to this process.
- (d) NSKFDC and/or its authorised representatives are hereby authorised to conduct any inquiries or investigations to verify the statements, documents and information submitted in connection with this application, and to seek clarification from our bankers and clients.
- (e) This Letter of Application will also serve as authorisation for any individual or authorised representative of any institution referred to in the supporting information, to provide such information deemed necessary and as requested by NSKFDC.
- (f) NSKFDC and/or its authorised representatives may contact the following nodal persons for further information on any aspects of the Application:

S. No.	Name & Designation	Address	Telephone No/ Mobile No	E Mail
1				
2				

- (g) This application is made in the full understanding that:
  - i. Bidders and proposal for selection will be subject to verification of all information submitted.

ii. NSKFDC reserves the right to reject or accept any or all applications, cancel the pre-qualification/selection process without any obligation to inform the Bidder about the grounds of same.

(h) The undersigned declares that the statements made and the information provided in the application are duly complete, true, and correct in all respect. We also declare that no alteration has been made in pre-qualification/proposal documents downloaded. We also understand that in the event of any information furnished by us being found later on to be incorrect or any material information having been suppressed, or any discrepancy is found between the pre-qualification document submitted by us and the pre-qualification document issued by NSKFDC, the following action can be taken:

- a) Our name will be removed from the panel of pre-qualified agencies.
- b) Any allocation of work on the basis of proposal may not be considered and cancelled.
- c) If any allocation of work is made to us on the basis of our proposal document, the same may be withdrawn and cancelled without any financial claim / Arbitration request from our side.

**(Signature of Authorized Signatory)**

**NAME**.....

**In the Capacity of** .....

**Signed** .....

**Duly authorized to sign the Application for and on behalf of** .....

**Date** .....

**Email:**

**Contact:**

**FORM TECH-2: BIDDER'S ORGANIZATION DETAILS**

**1. Details of Bidder**

a.	Name of bidder with full address	:	
b.	Tel. No.	:	
c.	Fax No.	:	
d.	Email	:	
e.	Year of Incorporation	:	
f.	Name & Address of the person holding the Power of Attorney.	:	
g.	(i) Place of Business	:	
	(ii) Date of Registration	:	
h.	Name of Bankers with full address	:	
i.	Service Tax Registration Number / GST (copy)	:	
j.	Permanent Account Number (Copy)	:	
k.	Are you presently debarred / black listed by any Government Department/Public Sector Undertaking/Any Employer? (If yes, please furnish details)	:	
l.	Name and details of (Tel/Mobile/email) of contact persons.	:	

**1. In case of a JV/Consortium:**

- a) The information above should be provided for all the members of the JV/consortium
- b) Information regarding role of each member should be provided as per table below:

Sl. No.	Name of Member	Role (Specify Lead Member/Other Member)
1.		
2.		

**FORM TECH-3: DETAILS OF WORK EXPERIENCE**

Bidder's legal name .....

**Details of work relating to technical support in Government Sector/Corporate Sector on poverty alleviation, community mobilization etc. for the last 5 years as on 31<sup>st</sup> March 2024**

(Please use separate sheet for each work)

<i>Specific Experience</i>	
Name of work	
Award date	
Narrative description of project	
Nature of services provided by your organization.	
Value of contract (in Rs.)	
Stipulated date of Completion	
Actual date of completion	
Name of client organisation	
Client's Address: Telephone / Fax number: E Mail	

NOTE:

1. This is to be substantiated with documentary evidence.
2. Separate sheet for each work along with Clients Certificate to be submitted.
3. Copy of work order, copy of agreement, bill wise details of payment received certified by Chartered Accountant, TDS certificates for all payments received and copy of final/last bill paid by the client shall be submitted.

**FORM TECH-4 : FINANCIAL INFORMATION OF BIDDER**

Bidder's legal name .....

(ALL AMOUNT IN INDIAN RUPEES)

S. No.	Description	Financial Data for latest last 3 Audited Financial Years				
		Year 2021-22	Year 2022-23	Year 2023-24	Total	Average
1.	Total Assets					
2.	Current Assets					
3.	Total External Liabilities					
4.	Current Liabilities					
5.	Annual Profits Before Taxes					
6.	Annual Profits After Taxes					
7.	Net Worth [= 1 – 3]					
8.	Working Capital [=2 - 4]					
9.	Annual turnover					
<p>Attach copies of the audited balance sheets, including all related notes, income statements for the last three audited financial years, as indicated above, complying with the following conditions.</p> <ol style="list-style-type: none"> <li>All such documents reflect the financial data of the Bidder and not sister or Parent Company.</li> <li>The FINANCIAL DATA in the above Annexure shall be duly certified by Chartered Accountant under his signature, stamp clearly mentioning membership number.</li> <li>In case of JV/consortium, for the purpose of evaluation of financial parameters, the financial parameters of lead member shall be considered.</li> </ol>					<p>Name of Audit firm</p> <p>Seal/signatures of Audit Firm</p> <p>Date</p>	

**(Signature, Name & Designation of Authorized Signatory)**



**FORM TECH-5: UNDERTAKING FOR NOT BLACKLISTED**

**Bidder's legal name .....**

We do hereby undertake that we have not been blacklisted or deregistered by any Central / State government department or public sector undertaking and also that none of our work was rescinded by the client after award of contract during last five years.

**Signature & Stamp of Bidder or Authorised**

**Signatory on behalf of the Bidder**

---

Each member of JV/Consortium should also submit separate undertaking individually.

**FORM TECH-6: UNDERTAKING FOR CORRUPT & FRAUDULANT PRACTICE  
AND UNDERTAKING FOR NOT SUFFERING BANKRUPTCY/INSOLVENCY**

**Bidder's legal name .....**

It is confirmed and declared that we have not been engaged in any fraudulent and corrupt practice and that no agent, middleman or any intermediary has been, or will be, engaged to provide any services, or any other items of work related to the award and performance of this contract.

We do hereby undertake that we have not suffered bankruptcy/insolvency during last three years.

**Signature & Stamp of Bidder or Authorised**

**Signatory on behalf of the Bidder**

---

Each member of JV/Consortium should also submit separate undertaking individually.

**Part III (B) – FINANCIAL PROPOSAL**  
**&**  
**APPLICATION FORMS**  
**(TO BE SUBMITTED IN SEPARATE**  
**SEALED ENVELOPE)**

**National Safai Karamcharis Finance and  
Development Corporation (NSKFDC)**

**FORM FIN-1: FINANCIAL PROPOSAL SUBMISSION FORM**  
**(TO BE SUBMITTED IN SEPARATE SEALED ENVELOPE)**

To,  
The Chief Manager (Admin.),  
National Safai Karamcharis Finance and  
Development Corporation (NSKFDC),  
NTSC, 3rd Floor, E-Block, NSIC,  
Okhla Industrial Area Estate-III,  
New Delhi – 110020

Dear Sirs:

We, the undersigned, offer to provide the services for supply of 4700 Personal Protective Equipments (PPE) Kits to Sewer and Septic Tank Workers (SSW) in accordance with your request for proposal dated [Insert Date] and our Financial Proposal.

Our attached Financial Proposal is for the sum of [Insert amount(s) in words and figures<sup>1</sup>]. This amount is inclusive of all applicable taxes and statutory dues. We hereby confirm that the financial proposal is unconditional, and we acknowledge that any condition attached to financial proposal shall result in rejection of our financial proposal.

Our Financial Proposal shall be binding upon us subject to the modifications resulting from Contract negotiations, up to expiration of the validity period of the Proposal, i.e. before the date indicated in the Data Sheet.

We understand you are not bound to accept any Proposal you receive.

Yours sincerely,

**Authorized Signature [In full and initials]:**  
**Name and Title of Signatory:**  
**Name of Firm:**  
**Address:**

---

<sup>1</sup>Sub Total (A) as per Form FIN 2

**FORM FIN-2:****Financial Bid**

Rates should be quoted in the below mentioned format for PPE Kits:

S. No.	Name of Safety device	Specifications	Unit	Qty. (A)	Rate of each unit (in Rs.) (B)	Total Amount (in Rs.) (A x B)
1	Safety Helmet with ratchet	<ul style="list-style-type: none"> <li>IS 2925: 1984 latest or EN 397: 2012 certified, CE/ANSI and DGMS</li> <li>Shell material: HDPE</li> <li>Chin Strap material: High quality Nylon fiber</li> <li>Loop Crown material: LDPE</li> </ul>	Each	4700		
2	Safety Eye Wear	<ul style="list-style-type: none"> <li>Shape of lens: EN168</li> <li>Strap: Elastic, adjustable and stretchable</li> <li>Thickness of the strap: 1 to 5mm</li> <li>Weight: &lt;150gm</li> </ul>	Each	4700		
3	N 95 Particulate respiratory Mask	<ul style="list-style-type: none"> <li>Particulate Respiratory Mask- FFP2 (N95)</li> <li>IS 9473/2002 (Latest)</li> </ul>	Each	4700		
4	Face Mask with Multipurpose filter Cartridge	<ul style="list-style-type: none"> <li>NIOSH approved</li> <li>Item dimensions: 25 x 25 x 25 Millimetres</li> <li>Weight: 112 g</li> <li>Cartridge 6200</li> </ul>	Each	4700		
	Cartridge	<ul style="list-style-type: none"> <li>Organic Vapor/Acid Gas Cartridge for Respiratory Protection</li> <li>NIOSH approved</li> <li>Item dimensions: 15.7 x 11.2 x 2.1 Centimetres, 20g</li> </ul>	Each			
5	Nitrile Gloves	<ul style="list-style-type: none"> <li>EN 388:2003</li> <li>Puncture level: 3</li> <li>Tear level: 3</li> <li>Cut level: 5</li> <li>Material: Nitrile</li> <li>Overall diameter: 25.4 centimetre</li> </ul>	One Pair	56400 Pair		
6	Safety Shoes	<ul style="list-style-type: none"> <li>IS 15298 (Part 2) : 2016</li> <li>Sole: PVC</li> <li>Size: 5x11</li> </ul>	Each	4700		
7	Body Suit (For De-sludging/ Sewer Maintenance)	<ul style="list-style-type: none"> <li>Poly-Cotton, 180 GSM, Dungaree</li> <li>Comes in different sizes: S, M, L, XL, 2XL, 3XL</li> </ul>	Each	9400		
		<b>Total</b>				
		<b>GST</b>				
		<b>Grand Total (Total + GST )</b>				

The above quoted amount includes taxes, transportations, handling, packing, delivering charges all inclusive.

(Authorized Signature)  
Name and Address with stamp

## **Part IV – EVALUATION CRITERIA**

### **National Safai Karamcharis Finance and Development Corporation (NSKFDC)**

## Part V - Evaluation Criteria

### 1.1 INTRODUCTION

This Part V, Evaluation Criteria contains the criteria, factors and methods that NSKFDC will use to evaluate the application. This Evaluation Criteria is prepared for evaluating the Bidders for their suitability to execute the work for supply of 4700 Personal Protective Equipments (PPE) Kits to Sewer and Septic Tank Workers (SSW).

### 1.2 VALUATION FACTORS

To be Pre-qualified, the Bidders are required to demonstrate their capabilities by providing information regarding their experience, past performance, their technical and organizational capability and financials.

### 1.3 EVALUATION CRITERIA

1.3.1 **Pre-Qualification:** The Bidders will be first evaluated on the initial qualification criteria, which will act as an initial filter. The Initial Filter Criteria is in Appendix-A of Part V. **A “NO” answer in the case of any of the Criteria listed below will disqualify the Bidder.** The Bidders who do not pass these initial filter criteria will not be evaluated further and their application shall be summarily rejected.

#### **Appendix-A – Initial Filter Criteria**

S. No.	Pre-qualification criteria	Yes	No	Means of verification
1.	Has the Bidder completed 5 years on 31.03.2024?			Certificate of incorporation to be attached
2.	Has the Power of Attorney (if applicable) been submitted in the name of authorized signatory/representative?			
3.	Whether Bidders’ accounts have been audited upto 31.03.2023 or 31.3.2024 (as the case may be), by a firm of certified Chartered Accountants.			Audited account statement for the last 3 financial years to be attached.
4.	Whether the bidder has submitted requisite certificate or Certificate of Incorporation.			
5.	Whether Bidder has a valid PAN Number, GST number (if applicable) and is registered with appropriate EPF/ESI authorities (if applicable).			A copy of the PAN card/GST No. to be attached
6.	Whether Bidders have never been blacklisted or deregistered by any central/state government department or public sector undertaking, Also, no work of the Bidder has been rescinded by the client after the award of contract during last five years.			Undertaking as per Form Tech-5
7.	Whether the Bidder have not suffered bankruptcy/ insolvency during last three years. The Bidder should have to submit undertaking to this effect in the prescribed format as per Form TECH-6			Undertaking as per Form Tech-6
8.	Whether the Tender Fee has been sent along with the tender document? (Exempted, if relevant exemption certificate is attached)			Tender Fee/ Exemption certificate to be attached.
9.	Whether the average annual turnover for the last three years is more than or equal to Rs.1.50 Crore.			Audited account statement for the last 3 financial years



10.	Whether the bidder has requisite work experience (Refer para 1.6.2(A))			Project Cost document approved by the client (to be attached)
11.	Whether the requisite EMD in prescribed form has been submitted?			
12.	Have all the pages required to be signed by the authorized representative of bidder been signed?			
13.	Is the financial proposal submitted in separate sealed cover?			
14.	Technical proposal does not contain any information related to financial bid.			

The value of annual turnover figures shall be brought to current value by enhancing the actual turnover figures at simple interest rate of 7% per annum.

1.3.2 **Technical Evaluation:** Bidders who meet the pre-qualification criteria will be technically evaluated based on the following scoring methodology. To qualify, the Bidder must obtain a minimum of 50 marks as per the following evaluation criteria:-

S. No.	Evaluation parameter	Maximum score
<b>1</b>	<b>Average annual turnover for last three years (Form Tech-4)</b>	<b>30</b>
	<i>More than or equal to INR 2 Crore and up to INR 3 Crore</i>	<i>20 marks</i>
	<i>More than INR 3 Crore and up to INR 4 Crore</i>	<i>25 marks</i>
	<i>More than INR 4 Crore</i>	<i>30 marks</i>
<b>2</b>	<b>Organisational Capability (Form Tech-3)</b> Number of eligible projects undertaken by the Bidder (Refer para 1.6.1)	<b>20</b>
	<i>Minimum Number of projects as per eligibility</i>	<i>15 marks</i>
	<i>Above minimum but upto Double the number of above</i>	<i>20 marks</i>
	<b>TOTAL</b>	<b>50</b>

1.3.3 **Financial Evaluation:** Bidders who obtain a minimum 35 marks in Technical evaluation will be eligible for financial evaluation. Financial proposal of Bidders who do not obtain the minimum score will not be opened and their Financial Proposal envelope will be returned unopened.

(A) Sample letter of acceptance of tender

No..... Dated.....

The.....

From

The Chief Manager (Admin.),  
National Safai Karamcharis Finance and  
Development Corporation (NSKFDC),  
NTSC, 3<sup>rd</sup> Floor, E-Block, NSIC,  
Okhla Industrial Area Estate-III,  
New Delhi – 110020

To

(Name and Address of the bidder)

**Subject: Supply of Personal Protective Equipments (PPE) Kits to Sewer and Septic Tank Workers (SSW)**

Dear Sir (s),

Your Tender for the work mentioned above has been accepted on behalf of NSKFDC at your tendered/negotiated tender amount of Rs..... (Rupees.....only), which is .....% below/above the estimated cost of Rs. .... (Rupees.....only).

2. You are requested to submit the performance Guarantee of Rs..... (Rupees..... Only) within ..... days of issue of this letter. The performance guarantee shall be in the prescribed form as provided in clause 1 of the General Conditions of contract for NSKFDC Works, and shall be valid up to .....

3. On receipt of the prescribed performance guarantee, necessary letter to commence the work shall be issued.

4. Please note that the time of ..... (days/weeks/months) allowed for carrying out the above work shall be reckoned from the ..... day after the date of issue of this letter.

Yours Faithfully,

**Chief Manager (Admin)**

**(B) Sample letter for commencement of work**

No.....

Dated.....

The.....

From

The Chief Manager (Admin.),  
National Safai Karamcharis Finance and  
Development Corporation (NSKFDC),  
NTSC, 3<sup>rd</sup> Floor, E-Block, NSIC,  
Okhla Industrial Area Estate-III,  
New Delhi – 110020

To

(Name and address of the Bidder)

**Subject: Supply of Personal Protective Equipments (PPE) Kits to Sewer and Septic Tank Workers (SSW)**

Ref:

1. Performance Guarantee submitted by you vide your letter no ..... dated..... for the above work.
2. This office letter of intent/acceptance of your tender issued vide no..... date.....

Dear Sir (s),

1. You are requested to contact the ..... (complete address) for commencement of work.
2. You are requested to attend this office to complete the formal agreement within fifteen days from the date of issue of this letter.

Yours Faithfully

**Chief Manager (Admin)**

**Form of Earnest Money Deposit Bank Guarantee Bond**

WHEREAS, bidder \_\_\_\_ (Name of bidder) (hereinafter called the “bidder”) has submitted his tender dated \_\_\_\_ (date) for Supply of Personal Protective Equipments (PPE) Kits to Sewer and Septic Tank Workers (SSW) (hereinafter called “the Tender”)

KNOW ALL PEOPLE by these presents that we \_\_\_\_ (name of bank) having our registered office at \_\_\_\_ (hereinafter called “the bank”) are bound unto \_\_\_\_\_ {The Chief Manager (Admin.), NSKFDC} in the sum of Rs. .... (Rs. In words.....) for which payment well and truly to be made to the said NSKFDC, the bank binds itself, his successors and assigns by these presents.

SEALED with the Common Seal of the said Bank this .... Day of ..... 20.... THE CONDITIONS of this obligation are:

- (1) If after tender opening the bidder withdraws, his tender during the period of validity of tender (including extended validity of tender) specified in the form of Tender;
- (2) If the bidder having been notified of the acceptance of his tender by the NSKFDC:
  - (a) fails or refuses to execute the Form of Agreement in accordance with the Instructions to Bidders, if required;

OR

- (b) Fails or refuses to furnish the Performance Guarantee, in accordance with the provisions of tender document and Instructions to Bidders,

We undertake to pay to the NSKFDC either upto the above amount or part thereof upon receipt of his first written demand, without the NSKFDC having to substantiate his demand, provided that in his demand the NSKFDC will note that the amount claimed by him is due to him owing to the occurrence of one or any of the above conditions, specifying the occurred condition or conditions.

The Guarantee will remain the force upto and including the date\*..... after the deadline for submission of tender as such deadline is stated in the Instructions to Bidders or as it may be extended by the NSKFDC, notice of which extension(s) to be Bank is hereby waived. Any demand in respect of this Guarantee should reach the Bank not later than the above date.

**(SIGNATURE OF THE BANK)**

DATE.....

SEAL

WITNESS.....

(SIGNATURE, NAME AND ADDRESS)

\*Date to be worked out on the basis of validity period of 6 months from last date of receipt of tender.